

Providence Classical Academy

Parent - Student Handbook



2026 - 2027

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I. THE SCHOOL'S MISSION AND VISION

History of Providence Classical Academy (PCA)

In February 2005, Howard and Melissa Davis held two informational meetings about Christian Classical education with an interest in seeing a school started in this area. In May of 2005, Howard put together a board who shared the common vision of a Christian Classical school in the Shreveport-Bossier area. The founding board members were Howard and Melissa Davis, Mark and Stephanie Jonker, Michael Raggio, Charles Roberts, Lacey and Vikki Wallace, and Serena White. Several moms agreed to join together, volunteer their time and talent, and start the first school year in August 2005.

The school met for its first year at Broadmoor Baptist Church in Shreveport, LA, with 17 students in grades K-4th. For the 2006-07 school year, Providence began meeting at First Baptist Bossier with its first head of school Serena White. In the fall of 2007, Providence began its first year as a “full-time” private school, meeting five full days a week. By the 2009-10 school year, enrollment had grown to over 100 students in grades K-8th. During this year, Howard Davis stepped down from the board to assume the role of head of school.

In October of 2011, we moved into our “permanent home” at 4525 Old Brownlee Road with 180 students. Getting this property had God’s fingerprints all over it! Moran Hall was so-named because one of the ways God provided was through the generosity of Mr. Scotty Moran and his wife, Espe. The Morans’ humble reply to our words of thanksgiving, “You can’t out give God!”

In 2013 we added to our current facility by building 16 more classroom spaces as well as our elementary gymnasium. By 2015, we added our Middle School building, and we built the Kindergarten building in 2017. In 2025, PCA completed our High School building, the Scotty Moran School of Rhetoric, with our High School gym. We hope to add athletic fields soon and, in a few years, to build a Performing Arts building with a 500 person theater.

Looking ahead, Providence will continue seeking God for opportunities to honor Him as we grow. Providence presently continues to employ an incredible group of teachers, whose enthusiasm for learning is contagious to the students. Through this school, the prayer is that our students, parents, teachers, families, friends, and churches will collectively grow in a deeper understanding of God, His character and His purposes.

Profile of an Ideal Providence Graduate

Providence Classical Academy is committed, at its core, to nurturing a certain type of student, which we call our Ideal Providence Graduate. Our mission and vision, along with our accompanying values, strategies, and policies are all aimed at nurturing this sort of student.

<u>Spiritually Mature</u> • Articulates and practices a Biblical worldview • Demonstrates knowledge, love, and practice of Truth • Shows a vibrant relationship with God through Christ • Demonstrates familiarity with Scriptures and Christian doctrines: basic characters, themes, creeds, etc.	<u>Intellectually Curious</u> • Strives for excellence • Develops a curiosity & desire for lifelong learning • Demonstrates an engaged heart and mind • Develops strong work ethic & resourcefulness • Articulates understanding of truth, beauty, and goodness • Demonstrates ability to communicate winsomely and persuasively in written and spoken form • Grasps confluence of academic disciplines • Demonstrates good problem-solving skills
<u>Socially Adept</u> • Engages in purposeful service to others • Participates actively in Christian life & culture • Demonstrates constructive coping skills when stressed/anxious/troubled • Develops good time management skills • Exhibits character & substance over charisma & style • Actively cultivates inter-generational relationships • Builds friendships authentically & appropriately	<u>Culturally Influential</u> • Understands & accepts responsibility of Christians to be salt & light • Exhibits the courage necessary to be a genuine servant leader • Demonstrates winsome & eloquent apologetic for the Faith • Embraces desire to engage culture in fruitful ways • Seeks relevant opportunities to interact meaningfully with others

School Principles

The founders established PCA to be a school characterized by three primary distinctions: building leaders through discipleship, winning students to a love for the Lord and a love for learning through spiritual nurture, and equipping students through high academic standards. The leadership today is still committed to that founding vision and these three distinctions.

Discipleship School

PCA is among a small but growing subset of schools that is specifically designed to deepen the knowledge, understanding, and character of its students by strengthening their faith. At our core, Providence is seeking to shape our students to know the love of God and to embody His character and mission in response to His love, as an outworking of seeking to love Him back.

Spiritual Nurture

PCA directs our students toward a personal relationship with God the Father through Jesus Christ. We want our students to know what it is to be loved, as a function of pointing them to the love of God. We also want our students to intuitively look to God's Word for guidance and to seek to live this out in all of life. Along with that, they are taught to reason and think critically and to develop discernment skills. The school helps train students in the content and application of God's Word and uses mentoring and discipleship to help students advance in the attainment of Christ-like character.

High Academic Standards

PCA provides a comprehensive and rigorous academic program with a curriculum that puts biblical truth at the center of all instruction. We believe academic success requires mastery of skills through disciplined effort; therefore, PCA actively and steadfastly maintains high academic standards. This commitment to high standards directs the focus of our instruction and is the reason behind our advanced curriculum at all levels. Students are challenged to pursue excellence in their studies and to resist educational mediocrity.

Statement of Faith

In summary, we believe...

1. God is sovereign.
2. The Bible is the inerrant Word of God.
3. The Father, the Son, and the Spirit have eternally lived as One God.
4. God created all that is.
5. God graciously deals with His people by way of covenant relationship.
6. Mankind is fallen through sin against God.
7. Jesus came to save sinners.
8. Believers are made right with God by faith alone in Christ alone.
9. Believers are sanctified by the work of the Holy Spirit.
10. The Church is God's Family where believers are intended to grow and serve.
11. All will face a final judgment and resurrection
12. God gives clear guidance on marriage and sexuality in the Bible and that believers need to live in light of this guidance.

We believe:

1. God is sovereign. God sovereignly controls all things and works them all for His glory. His plans and purposes always prevail; nothing can thwart them.
2. The Bible is the inerrant Word of God. God's written Word, the Bible, is free from error in the original text and completely trustworthy. We submit to its authority, acknowledging it to be inspired by God and carrying the full weight of His authority.
3. Three Persons (the Father, the Son, and the Spirit) have eternally lived as one God. These three are one God, the same in substance, equal in power and glory. These three have communed from eternity past to present in love with One another. Each member of the Godhead has different roles but work together in all their works, namely Creation and Redemption.
4. God created all that is. God was pleased to create the universe from nothing. God spoke, and everything was created, including humans. Man and woman were created in the image of God with the purpose of glorifying Him and enjoying Him forever. All that God created was good.
5. God graciously deals with His people by way of covenant relationship. God is the same God of both the Old and New Testaments and has always dealt graciously with His people through means of a covenant, which is a relationship that God establishes with His people and guarantees by His word. Because God chooses to keep the terms in His covenant with mankind even when mankind breaks the terms, the believer's confidence and hope is in God's covenantal faithfulness rather than human performance. Through the historical stages of creation, fall, redemption and glorification, God is gracious and faithful to His people.
6. Mankind is fallen through sin against God. While made in God's image, the first man and woman, desiring to be god, distrusted and disobeyed God and were therefore put at enmity with God. Because of sin, we live in a world that is broken by the curse and all humans are broken, being from birth both guilty and twisted. While we are not as given over as we could be, every part of our faculties (heart, mind, and emotions) are bent toward sin. All mankind, as Adam's heirs, participated in his fall and are by nature and by choice sinners without any power to save themselves and restore themselves to a right relationship with God.
7. Jesus came to save sinners. Jesus Christ is the unique Son of God and only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. At God's initiative, Christ alone secured salvation for believers by dying the death we deserve to die (substitutionary atonement) on the cross and by living the life God calls us to live. Jesus rose bodily from the dead, ascended to the right hand of the Father and will come again in power and glory.
8. Believers are made right with God by faith alone in Christ alone. Believers neither deserve salvation from the penalty of sin—the just wrath of God, nor can they earn it. Justification (being made right with God) is granted solely by God's grace through faith in Jesus Christ as Lord and Savior. When we rest on Him for our acceptance with God, God forgives our sin and credits us with His righteous life.
9. Believers are sanctified by the work of the Holy Spirit. Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit, who enables believers to live a godly life and to perform good works. While in justification God declares us to be holy in light of Christ, sanctification is the work of God's grace in which He increasingly conforms us to Christ's likeness

causing we who trust Christ to progressively grow in personal holiness. While faith alone saves us, saving faith is always accompanied with godliness and good deeds.

10. The Church is God's family where believers are intended to grow and serve. The triune God has established a visible church which is called to live in the power of the Holy Spirit under the authority of Holy Scripture, exercising discipline and administering the sacraments, and preaching the gospel of Christ. All believers are spiritually united to the Lord Jesus Christ, and as such are united to His body, the Church. Every believer is called to be baptized and in doing so to be part of His bride, the Church. We are to actively share our lives with believers of our local church.

11. All men will face a final judgment and resurrection. At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

12. God gives clear guidance on marriage and sexuality in the Bible and that believers need to live in light of this guidance.

We believe that the term “marriage” has only one meaning and that is marriage, as sanctioned by God and delineated in Scripture, which joins one man and one woman in a single, exclusive union. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Also following the Bible, we believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, and pornography is sinful and offensive to God.

We believe that God deliberately and wonderfully creates each person to reflect His image as either a male or a female, and thus that a person's sex is an immutable part of their God-given identity from conception.

We believe that in order to be consistent with the Bible and long-standing historic teaching of the church and to provide a biblical role model to our students and community, it is imperative that all persons employed by PCA in any capacity should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

This statement of faith contains the essential biblical doctrines that guide the ministry of the school. These primary doctrines define the perspective from which all classes are taught and are one of the tools that is used in the hiring of faculty and administration. Surely issues will arise upon occasion within the curriculum that are not defined by this statement of faith. Providence recognizes that Christians are at liberty to reach different conclusions on many of these issues. Providence Classical Academy is intentionally a school made up of students from different churches, with over 50 local churches and several denominations represented by our student body. Still we are intentionally historically grounded in the Bible and orthodox Christianity. In order to pursue the mission and vision of PCA, PCA board, staff, and teachers hold to the following Statement of Faith as the core foundation for which all truth must be laid.

The school's recognition that Christians disagree on these topics, however, should not be interpreted to mean that the school believes that there are no right answers to questions regarding these issues. Issues not settled by this statement of faith will ultimately be resolved by reference to historic, orthodox Christianity.

PCA encourages respect for various positions among Christians concerning the following:

1. the mode and appropriate age for baptism
2. the chronological details of the return of Jesus Christ
3. the practice of the ecstatic gifts within the body of Christ
4. the most appropriate form of church government

These 4 areas are left to the teaching of the home and church. PCA will attempt to not promote these denominational positions. PCA desires to avoid the dissension that may be caused by denominational distinctives.

The Statement of Faith shall be given to every person prior to their being offered employment at PCA. Persons shall only be employed at PCA if they are in complete agreement with the Statement of Faith. If a person changes his/her beliefs with respect to the Statement of Faith following employment, that person may be asked to leave the employ of the organization.

Secondary Doctrines

Doctrinal issues not addressed in the Statement of Faith are dealt with in the following manner:

1. Teachers must strive to present all classroom discussions of non-essential issues and doctrines in an informative, non-partisan fashion. Teachers must strive not to speak to the students in a manner causing unnecessary offense to the parents.
2. Teachers must strive to fairly portray differing perspectives on controversial issues. Teachers may communicate personal beliefs without advocating their perspective.
3. Teachers should encourage students to seek counsel on such issues from their parents and pastor.

Mission Statement and Vision Statement

MISSION OF PROVIDENCE CLASSICAL ACADEMY:

Providence Classical Academy seeks to pursue the glory of God and the good of His people by providing a classical and Christian education founded upon a Biblical worldview, which equips students to know, love and practice the Truth and challenges them to strive for excellence as they live purposefully in service to God and man.

VISION OF PROVIDENCE CLASSICAL ACADEMY:

Providence Classical Academy seeks to train students to be lifelong learners, who fully engage both heart and mind to know God. We want our students to have a relationship with God through Christ that is exhibited in every area of life and culture.

Providence Classical Academy is committed to the following principles to ensure that the vision of the school is implemented:

1. We demonstrate our Christianity in the context of relationships, loving each other with the love of Christ, encouraging each other to begin or develop a relationship with God through Christ, and treating each other with the dignity due creatures who are made in the image of God.
2. We are rooted in the Word of God and teach the Scriptures of both the Old and New Testaments in such a way that students realize that the meaning and purpose of life and education are found in them. We acknowledge God as the source and author of all truth.

3. We affirm that all of creation displays God's character and teaches us the meaning of beauty, goodness, and truth. Because all truth is from God, the universe is coherent.
4. We believe that studying is an act of worship with spiritual implications; therefore, studies are conducted as unto God. Shabby scholarship brings Him no glory and is a failure to recognize His presence in our classrooms and in our lives.
5. We stress the unity of knowledge, and we teach all subjects as part of an integrated whole. History is the story of God working in individuals and nations. It has a purpose and a destination. Because we are a western culture, we study western civilization with all its triumphs and failures.
6. Literature, music, and art are mankind's reflection of their understanding of the world. Properly done, the arts are a doxology, praising God and reflecting His truth, goodness, and beauty. Science and math are tangible evidence of God's orderliness and are our tools to explore the world and marvel at its design. Latin and formal logic sharpen our minds and teach us to analyze.

Core Values

Spiritual Growth

PCA desires for students to have their identity rooted in Christ and uses mentoring through personal relationships to help students grow spiritually. We strive to foster personal and corporate worship of God.

Christian Intellectual Development

A foundational goal of our rigorous academic program is to develop in students the ability to reason and think critically from a biblical perspective, which is the expression of Christian intellect. Biblical truth informs all instruction at PCA. Our program gives students the tools for learning and seeks to cultivate a love for learning.

Worldview Development

Our understanding of the world, our ethical systems, our purpose in life, and our relationships, among other things – all these define our worldview. PCA seeks to develop in students a biblical worldview based on the doctrine of creation, fall, redemption and restoration, and consistent with the truths in Scripture.

Classical Methodology

Education that uses a classical methodology takes advantage of a child's natural stages of development, the stages of grammar, logic, and rhetoric. Through the respective stages, students are taught mastery of facts, logical reasoning, and persuasive expression.

Excellence that Leads to Success

Excellence is defined as a process that is measured by individual and corporate improvement. Striving for excellence (i.e., improvement) naturally leads to success. Through this approach, we believe that a PCA student will be prepared spiritually, socially, and academically to succeed at the next level.

Discipleship through Relationships

Principles rather than policies, and relationships rather than rules take precedence in the life of the school community. We will always seek to develop strong, loving, biblical relationships with all PCA students and their families.

Servant Leadership

Learning, modeling, and practicing servant leadership is central to worldview and leadership development. Tangible evidence of placing the needs of others before self is expected in all aspects of school life.

Educational Philosophy

We believe that it is simply not possible for students to be educated in a neutral environment. Every form of education is based on some philosophical perspective, and that philosophical perspective will serve to shape students' beliefs and influence how they view the world around them. PCA students are educated from the perspective that God is the source of all life and truth, and they are presented with a worldview that is consistent with biblical principles.

To further clarify this philosophy, we believe a Christian education has its very foundation in the relationship between God and man as taught in the Bible. It is a process whereby all instruction is based on the truth of God's Word. Christian education does not simply add chapel services or Bible classes to an otherwise secular education. Biblical truth is integrated into every part of the educational experience, particularly in how every academic subject is approached. This biblical approach to the various academic disciplines is closely guarded and maintained, as it is essential to the formation of Christian character, without which students will have no foundation for the application of knowledge.

Excellence in Christian Education

Excellence in education is far more than merely producing students who can test a grade or two ahead of their age. We see excellence as having the following components:

Integrity

Faithfulness to one's word, forthrightness in financial dealings, and truthfulness to both students and teachers are taught and modeled at PCA.

Service

We believe that Christians have a responsibility to God, to other Christians, and to society. We seek to instill an appropriate sense of obligation in the students so they will know the joy of being effectively used by God.

Confidence

Enjoying a right relationship with God and successfully facing life's challenges results in confidence. At PCA, we have Scripture guide students in establishing and persevering in a right relationship with God, and we set high standards that lead to work hard and to confidence.

Subject Mastery

Excellence means that students master the subjects taught. PCA's curriculum challenges each student to reach his/her highest academic potential.

Responsibility

Responsibility is encouraged with regard to one's own behavior, relationships with others, personal and school property, and academic assignments.

Ingenuity

Many of life's challenges do not have textbook solutions. PCA places a high value on teaching students to think rather than just teaching them facts.

Leadership

PCA seeks to develop and encourage leadership according to the gifts that God has given each child. Effective leadership may take different forms depending on one's calling.

Excellence in education should yield godly, confident adults equipped with both the personal and academic skills required to be contributing members in the church and in society at large.

Objectives and Standards of PCA

In all endeavors curricular and co-curricular, the school strives to emphasize the grammar (the fundamental rules and general data), logic (the ordered, unified relationship of particulars) and rhetoric (the persuasive communication of the grammar and logic) of all disciplines; to encourage all students to develop a love of learning and to achieve their fullest academic potential; to teach all subjects in the curriculum as part of an integrated whole with the Scriptures at center; to provide virtuous models of Christian living in the members of the school's Board, administration and faculty; to encourage every student to cultivate a personal relationship with God the Father through Jesus Christ in the power of the Holy Spirit; and to provide an orderly and secure atmosphere conducive to the maintenance of these standards.

Code of Ethics

To maintain the Christian witness of the school, all members of the Board, administration and faculty (as well as all delegated representatives of the school) must conform to biblical ethical standards at all times.

***In Loco Parentis* Policy**

In loco parentis: Latin phrase meaning "in place of the parents."

This means that we view education as a partnership between parents and teachers, so that at school, teachers are vested with the authority to love and guide students as representing the authority of the parents. In this relationship, it is important for parents to support teachers in this authoritative role and for teachers to respect parent concerns as they instruct, nurture, and discipline students.

II. CORPORATE STRUCTURE

Providence Classical Academy, is a private, non-profit (501 [c][3]) organization registered as such with the federal government and the State of Louisiana. The school is located at 4525 Old Brownlee Road, Bossier City, Louisiana 71111.

Board of Directors

PCA is a board-governed school. Board members are elected by the board. Detailed operational guidelines and responsibilities of the Board may be found in the school's By-Laws.

Current Board Members:

Warren Carroll, Board President Ross Hamic Mike Green Sara Taylor Aaron Bohl

Head of School

The Head of School of PCA is the chief executive of the academy and is charged with inspiring and overseeing the academic community, leading the leadership teams, assisting the Board of Directors in developing and casting the vision of the school, and overseeing and nurturing the culture of the institution centered upon Biblical principles.

Executive Leadership Team

Under the direction and the authority of the Head of School, the Executive Leadership owns responsibility for all areas of the school. This team is made up of the Head of Lower School and the Head of Upper School, who oversee and guide our faculty members, have primary authority over students, and oversee primary relationships with parents; the Director of Operations, who is responsible for and oversees the financial office, facilities, and operations; and the Director of Admissions, who is oversees inviting and admitting new students and families into Providence. This team is also assisted by the Athletic Director, who is responsible for and helps direct all athletics at Providence.

III. SCHOOL OPERATIONAL GUIDELINES

Continuous Enrollment for Current Students

PCA follows a **Continuous Enrollment** model. Once your children enroll, they are **continuously enrolled** until graduation or until you choose to withdraw. If you do not wish your student(s) to be re-enrolled for the coming school year, parents must notify the school by completing the Termination Form, which is linked in the multiple reminder emails from the Admissions Director sent before the deadline. ***If you do not notify the Director of Admissions by January 31st of your intent to not return, registration fees or tuition will be charged for the coming school year.***

If there are issues about next level grade placement, the Head of Lower School or Head of Upper School, in consultation with the Head of School, the student's parents, and teacher(s), will determine what is in the best interest of the student. If the school initiates the process of retaining a student for the following school year, the parents may be released from their contract if they choose at that point to withdraw their student.

Required Forms and Records

To ensure that the school complies with all necessary state regulations and to maintain pertinent information about all students entrusted to its care, the following guidelines must be observed:

1. The following forms are required to be on file for all students:
 - a. Application for Admission
 - b. Student Enrollment Agreement (one for each year)
 - c. Copy of Birth Certificate
 - d. Immunization Record
 - e. Student records (see #2 below)
 - f. Signed Statement of Faith
2. The school will coordinate the transfer of student records from schools attended previously by newly enrolled students. Should parental permission be required, the parents will be contacted to sign a release.
3. The records are kept in a locked room and will be kept confidential.

Payment of Tuition and Fees

PCA uses an independent third-party, FACTS, to collect payment of tuition and fees. All families will be required to maintain a FACTS account. If your account becomes more than 30 days past due, you will not be allowed to charge additional incidental fees.

In the event your account becomes more than 60 days past due, your child will not be allowed to attend classes until past due charges are paid. You remain liable for tuition for any missed days.

New Student Probation

The school will automatically place all newly enrolled students on probation for one year. The probation can be terminated at the discretion of the administration after one term given sufficient evidence to support the likelihood of the student's long-term success at the school.

Withdrawal of a Student

A student's departure from PCA is considered a withdrawal if it takes place after a *Student Enrollment Agreement* has been signed for the current or upcoming school year.

PCA-Initiated Withdrawal of a Student

Providence Classical Academy seeks to build a strong sense of community with families who are like-minded in its goals and objectives, and to maintain a student base that follows both its academic and behavioral standards. In order to accomplish this, PCA reserves the right to rescind an invitation to a student to return to PCA for the upcoming academic year. In the event that the school decides to rescind an invitation to return after the re-enrollment process has been completed, previously-paid fees for the upcoming year will be refunded accordingly.

Parent-Initiated Withdrawal of a Student

The procedure for withdrawal by a parent requires that the parent:

1. Notify the Head of Lower School or Head of Upper School of the intent to withdraw in writing.
2. Set up an exit interview with the Head of School.
3. Sign a *Request for Withdrawal Form*, acknowledging their understanding of their financial obligation to pay the full year's tuition.
4. Turn in all textbooks, athletic uniforms, and any other items belonging to the school.

Financial Obligations following Withdrawal

If a family notifies the Head of School of their intent to withdraw a student at any time, ***the family is liable for all tuition except in the following circumstances:***

1. The student's family is required by a third-party employer to move beyond a 50-mile radius from the school. (*PCA requires proof of impending move.*)
2. The student's primary financially-responsible parent becomes unemployed by a third-party employer. (*PCA requires proof of loss of job.*)
3. The death of a parent, sibling, or the student.

If one of these above circumstances does not apply, a family can expect to not be released from the remainder of the tuition. If one of the above applies, any over-paid tuition for the remainder of the school year will be refunded. However, we do not prorate individual months.

The family will not be released from their contract nor will student's records be released until parents have fulfilled their financial responsibility to the school.

Optimal Class Size

The optimal class size for each grade level is as follows:

Kindergarten Prep – Kindergarten:	16 students
1st grade - 12th grade:	18 students

These are **optimal** numbers, and school administration, in consultation with the board, reserves the right to authorize larger class sizes.

School Day

School Hours for Kindergarten Prep and Kindergarten:

Drop-off - 7:30 a.m. - 7:50 a.m.

Instruction - 7:50 a.m. - 2:30 p.m.

Pick-up - 2:40 p.m. - 3:20 p.m.

School Hours for Grades 1-5:

Drop-off - 7:30 a.m. - 7:50 a.m.

Instruction - 7:50 a.m. - 2:50 p.m.

Pick-up - 2:55 p.m. - 3:20 p.m.

School Hours for Grades 6-12:

Drop-off - 7:30 a.m. - 7:50 a.m.

Instruction - 7:50 a.m. - 3:10 p.m.

Pick-up - 3:10 p.m. - 3:25 p.m.

Please note that classes begin promptly at these times. An early arrival allows a student time to prepare for the day. Entrance doors will remain locked until teachers are outside on duty at 7:30 a.m., so students should remain in cars during the carpool line until that time. Students will **NOT** be allowed to enter the building until 7:30 a.m.

Student Arrival and Dismissal Procedures

In order to ensure the safe arrival and departure of students both to and from school, these procedures are to be followed. Any parent or guardian who demonstrates unsafe conduct *while driving (including but not limited to: not following signals given to ensure safety, use of cell phones while operating a vehicle on school property, any other behavior deemed unsafe by school officials)* during drop-off and pickup times before and after school will be given a warning about safe driving on school premises. Any further disregard for safety will result in the family being asked to pick up their child at a specified time determined by the administration.

Arrival Procedures

Students may arrive beginning at 7:30 a.m. Entrance doors will remain locked until teachers are outside on duty, so students should remain in cars during the carpool line until that time. Morning drop-off will end at 7:50 a.m. and doors will be locked.

Students who arrive at school at any point after the school day has begun must report to the appropriate office to sign in, explain the reason for the late arrival, and receive a pass to get into class. The student will receive a tardy for late arrival. For more information regarding late arrival, see the Tardy Policy in this handbook.

Dismissal Procedures

Every parent is given a hanging tag with their child(ren)'s name on it. The tag needs to be hung from the rearview mirror or folded to stand up on the dashboard, and removed once all the children you are picking up are in the vehicle. It is critical to follow the signals of the faculty guiding the traffic.

Safety Guidelines for the Carpool Line

- ***NO CALLING OR TEXTING DURING CARPOOL***
- Watch the traffic directors
- Drive slowly--observe **5 mph** speed limit

Student Drivers

Driving a vehicle to PCA is a privilege. Driving privileges may be withdrawn for behavior infractions (including tardiness, excessive absences) or poor grades. Also, cell phones must not be used while operating a moving vehicle on campus. Students using cell phones while driving or speeding on campus will lose their driving privileges.

Student Pickup Policies

- All families must maintain current emergency contact information through Digital Academy.
- In order for a Lower School student to be picked up by anyone not listed in Digital Academy, he/she must have written permission. Without written permission including email, the student will not be allowed to leave until a parent is contacted.
- School personnel are not authorized to facilitate pickup arrangements. Please do not depend on the school office to inform students of changes, etc. Exceptions will be made in the case of emergencies.

Late Pickup

Any student in grades Kindergarten Prep-6th not picked up by 3:20 p.m. will be escorted to the office. When someone arrives to pick up the student, the student will be signed out and the time will be documented. The first late pickup will receive a courtesy warning. Thereafter, a \$25 fine will be assessed to the family's account through FACTS for the first fifteen minutes, with an additional \$25 for every subsequent fifteen-minute period or portion thereof. **Please understand that calling ahead does not exempt anyone from this policy.**

NOTE: PCA does not monitor pickup arrangements or means of departure for Upper School students after the 3:10 p.m. dismissal time. All Upper School students are expected to leave campus no later than 3:30 p.m. unless they are participating in an after-school activity. If an Upper School student is at school after 3:30, they will be expected to go to the Middle School Great Room until they can be picked up. The school **will not** supervise or assume responsibility for those students who remain on campus after that time but are not involved in an after-school activity.

Student Checkout Procedures

Under no circumstances is a student allowed to leave campus without parental permission.

Parents must provide either an email or a signed note to his/her classroom teacher when any student needs to leave school early. Before checking out, the office staff must receive either a signed note or an email from parents to release Upper School students anytime during the school day. (It is recommended that parents provide 24 hours notice for students checking out, except for emergencies.) Students in grades Kindergarten Prep-6th grade must be signed out by a parent

or authorized adult in the appropriate school office. Students of driving age may sign themselves out if the office has parental confirmation.

Parents are asked to make every effort to schedule medical or other appointments outside of school hours and to check out students early only when absolutely necessary.

EarlyCare

Each school day, Providence offers EarlyCare for students whose parents sign up them up. With this program, students may be dropped off from 6:30-7:30. This will likely take place in the Lower School library everyday, with several workers overseeing this program. At 7:30, the workers will lead students to their prospective area.

AfterCare

AfterCare is offered for students in grades Kindergarten Prep-7th each year on a contractual basis. The hours are from after school until 5:30 p.m. with two exceptions: (1) on days with early dismissals aftercare is not offered at all and (2) to Kindergarten Prep and Kindergarten students only during their school calendar days. Any other exceptions to this will be advertised ahead of time. To discontinue AfterCare services, the appropriate paperwork must be completed, and thirty days notice must be given.

Lunch

This year lunch times will run as follows:

High School (in HS Commons area): 11:45 - 12:05 pm

Middle School (7th-8th grades--in LS gym): 11:45 am - 12:05 pm

1st - 3rd Grade (in classrooms): 11:30 am - 11:50 am

4th Grade - 5th Grade: 12:05 pm - 12:25 pm (in classrooms)

6th Grade: 12:05 - 12:25 (in the LS gym)

K Prep & Kindergarten (in classrooms): 11:50 am -12:15 pm

Please Note: microwave ovens are not available for K Prep through 5th grade.

Providence contracts with a food service provider to create and customize nutritious lunch options. The Courtside Cafe offers a delicious variety of lunch options for our students, faculty and staff members to purchase. More information regarding Courtside Cafe and online ordering instructions are provided as Appendix C in this handbook.

Food Delivery Policy

PCA does not permit food delivery to students or school employees during school hours.

Allowing food delivery would create issues that threaten both to disrupt our school operations (increased traffic and interruptions for PCA staff) and to introduce safety concerns of unvetted people outside of our school community roaming PCA hallways. To alleviate this need, PCA gives families access to quality hot lunches from an on-campus vendor. Any exceptions to this policy would have to come through the Head of Lower School or Head of Upper Schools.

NOTE: Food deliveries for events and/or class parties must be approved by the Head of Lower School or Head of Upper School.

Food and Drinks

Students are not permitted to bring drinks, other than water, into the classroom. On special occasions, with approval from the Heads of School, food may be permitted in classrooms. Students may not chew gum on campus.

Homework

The goal of homework in a classical Christian setting is to develop independent study habits that review and explore course materials learned in class. Homework is meant to spark curiosity in a student who has been instructed in the tools of learning. PCA teachers seek to complete the aims of our curriculum during class time. Home study time should not be used to add additional coursework to our student's learning outcomes.

Lower School Homework Guidelines

1. Written homework should be limited to a **maximum** time frame of 10 minutes times the appropriate grade level per night for the average student. For example, kindergarten and 1st grade should have a maximum of 10 minutes of homework per night, 2nd grade would be limited to 20 minutes per night, 3rd grade would be 30 minutes per night, and so forth. This time frame should accommodate the average student. This policy does not include the time expected for reading assignments and/or reading logs.
2. In *departmentalized grades*, 4th-6th, teachers must consider homework assignments in other classes, prioritizing Math and ELA, so as to maintain the maximum time frame listed above for homework. Projects must take into account the amount of time assigned on the regular homework schedule. Test preparations, projects, and daily assignments need to be kept in balance, and all teachers in a grade level must coordinate their assignments, tests, and projects.
3. Occasionally the school will survey students to make sure the assignments and homework given to students can realistically be completed within the time frame (see #1).
4. When excused absences occur, a teacher should determine which missed assignments are necessary to complete and when those assignments will be due.
5. Recognizing that many families participate in Wednesday evening church activities, teachers will not give written homework assignments. Students will still be expected to read and possibly study for assessments.

Upper School Homework Guidelines

1. Homework assignments should be limited to a **maximum** time frame of 15 minutes times the appropriate grade level per night for the average student. This time frame should include the time required for reading. The rigor of Upper School studies will mean that students will have assignments every day, including Wednesdays. However, the maximum time frame should not be the typical homework load each night, but is reserved especially for major assignments and papers.
2. In the upper school, teachers should limit homework assignments, outside of math and ELA, so as to avoid burdensome amounts of homework. Major projects must take into account the amount of time assigned on the regular homework schedule. Test preparations, projects, and daily assignments need to be kept in balance, so all teachers of any grade level must coordinate their assignments, tests, and major projects.

Effective Home Study Recommendations

The student should:

1. Select a quiet study area with a straight chair, flat table space, sufficiently bright light and all necessary work materials.
2. Schedule a specific study time each day for five or six days per week.
3. Study most days, even when no homework is assigned. It is recommended that students study each weekday or night, Monday through Thursday, plus one day on the weekend.
4. Review his/her more difficult subjects even when no homework assignments are brought home. Notes/materials/handouts from classes need reinforcement daily. Re-reading past assignments, texts, and other materials given in class is a very wise practice.
5. Reserve study as a quiet time; research has shown that TV, radio, and listening to music during study is distracting to most students - no matter what students believe. Distractions should be held to a minimum - younger siblings, pets, and electronic devices.
6. Devote time to reading daily.

The parent should often:

1. Ask their child if he/she needs assistance.
2. For students in the lower school, check email or their child's binder for a weekly information sheet to include assignments, tests and upcoming events.
3. For students in the upper school, ask their student or check their student's planner for homework assignments or upcoming assessments.
4. For students in 1st grade and above, check Digital Academy for updated grades.

If students review and study consistently on a daily basis, their grades should improve. This daily practice helps to reinforce important facts, vocabulary, and formulas. Regular reviews of material help a student to learn and to retain information as needed prior to an evaluation.

Assessment and Testing

Students are assessed daily by our teachers on the subject matter taught to determine mastery of objectives. An adequate number of grades are taken to accurately reflect a student's progress and to avoid any individual grade carrying an undue amount of weight. Teachers use a wide variety of means for assessment such as tests, quizzes, projects, demonstrations, reports, papers, etc. Formal assessment materials should be graded and communicated to students and/or parents in a timely manner. Teachers in grades 7-12 should check the master test schedule prior to scheduling a test, and post upcoming tests on the test board so students do not have more than two major tests on a given day.

Semester Exams

Students in 7th and 8th grade will take comprehensive semester exams in the core subjects of English, math, science, and history at the end of first and second semester. High school students will take comprehensive semester exams in all assigned courses. The exams are scheduled during the last few days of the semester in the mornings, with each exam allotted 90 minutes. Seniors needing to take exams during the second semester will take them a week early.

Semester Exam Exemption Policy for Seniors

Seniors are exempt from final exams in year-long courses if they meet all the following criteria:

1. An A average for the second semester (calculated a week before their final day)

2. A first semester grade of A
3. No more than five absences during either semester (number does not include school-sponsored absences). If absences are due to extenuating circumstances (i.e. prolonged illness), the decision will be at the discretion of the Head of Upper School.

Standardized Testing

CLT - Classical Learning Test

PCA currently administers the Classical Learning Test (CLT) for its standardized testing. The CLT is a nationally normed standardized test based on accelerated math and on reading and skills common to classical schools, offering parents and teachers a diagnostic look at how students are progressing in key academic areas. This test is given to all 3rd-10th Grade students each Spring. Parents will be given a copy of the results when they are received.

PSAT - Preliminary Scholastic Aptitude Test

The PSAT is given to all students in grades 10-11 on a set testing day in October. This is also recommended, but not mandatory, for 9th grade students.

SAT Exams and ACT Exams

The ACT will be given during a school day in the Fall for seniors. The ACT will be given during an additional school day in the Spring for Juniors and Sophomores. Freshmen will not take the ACT at school. ACT training is offered during the school day in the Junior year by certified ACT training specialists. To take the ACT or SAT outside of these school testing dates, then you must choose a national test provided by the ACT or SAT at a local school.

Grading Scale

Students in our Kindergarten Prep and Kindergarten Program are assessed according to concept mastery and not according to a grade scale. Teachers will assess a student's academic development in one of three categories: emerging, growing or meets expectations.

The following letter grades, percentages, and grade point equivalents will be used in 1st-12th Grade:

Letter Grade	Percentage Grade	GPA Equivalent
A+	98-100	4.00
A	93-97	4.00
A-	90-92	4.00
B+	87-89	3.33
B	83-86	3.00
B-	80-82	3.00
C+	77-79	2.33
C	73-76	2.00
C-	70-72	2.00
D	65-69	1.00
F	0-64	0

Report Cards

Report cards are sent electronically to families at the end of each semester for grades 1-12 and at the end of each quarter for Kindergarten Prep and Kindergarten. During the grading period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern. Parents of students in grades 1-12 can also keep track of a student's grades via Digital Academy.

College Counseling

Providence Classical Academy is committed to giving its students the tools for lifelong learning and helping them pursue the ends of education, which are wisdom and eloquence. PCA expects its students to desire admission to the best colleges for which they are fit. For that reason the students and parents of the Upper School in grades 9-12 are served by the College Guidance Counselor. This person assists students and their parents as they prepare for college admissions. The School recognizes that planning for college is a multi-layered process; therefore, PCA has taken a holistic approach to equipping its students. The College Guidance Counselor takes the time to consult each student in the 9th and 12th grades on a regular basis.

College Visits

High school students are allowed a total of three excused absences each year during their junior and senior years for the purpose of college visitation. Permission must be obtained in advance of a visit for the absence to be excused. College visitation forms are available. These excused absences will not count against students when exam exemption privileges are considered.

Academic Transcripts and Transfer Grades

A student's academic transcript includes all high school courses taken and the semester grades earned in each course. It is intended to be a complete and accurate record and is, therefore, not subject to exclusion of any part of the student's academic history. High school credits earned in 8th grade will also be reflected on the transcript and will count toward graduation requirements and a student's grade point average. If a student enters PCA after the 9th grade year, the high school credits and grades earned from another accredited school will count toward graduation requirements and the student's GPA.

Policy on Homeschool Grades: Any homeschool student entering PCA with high school credits earned in their 8th through 11th grade years must submit a formal transcript to receive credit for classes and to be reflected as an unweighted grade on a final PCA transcript.

An official transcript will be sent to colleges, scholarship programs, or other parties as requested by the student.

Graduation Requirements

Minimum core credits required for graduation are as follows: 4 English, 4 math, 4 science, 4 social studies, 2 foreign language courses. Additionally, two credits of Religion are required for all students except transfer students, who must take Religion each year in attendance if scheduling allows. Students should be advised, however, that these are minimum requirements and may not be sufficient for admission to more selective colleges. Further, students may not opt out of academic classes by using minimum requirements as a reason. The minimum requirements are designed to accommodate students who have failed classes. PCA's goal is to have students take the most challenging course load available.

The education journey of a PCA student culminates in a capstone project. In order to graduate, a student must successfully create, present, and defend a senior thesis. Failure to successfully complete all work related to the senior thesis will likely prohibit a student from graduation.

Academic Assistance for Students

Tutoring Guidelines

As teachers work with their students in grades KP-6th grade; any concerns, noticeable deficiencies or remedial plans will be communicated to parents by the teacher. If tutoring is recommended outside of the normal assistance to be provided by the teacher, the teacher will provide a tutor request form to the Head of Lower School for approval. The Head of Lower School will work with the teacher and student to implement an effective tutoring plan.

For students in 7th-12th grades, the teacher will communicate with the student first and follow up with parents according to our academic grading policy. When a student's grade falls below a 70,

parents are notified. The teacher will make a tutoring recommendation by submitting a tutor request form through the Head of Lower School or Head of Upper School. The Head will work with the teacher and student to implement an effective tutoring plan and notify the parents with the recommended plan of action.

Inside tutoring services are our preferred method of aiding students needing one-on-one academic services. Our teachers are familiar with our program and can set tutoring standards and pacing guidelines according to our curriculum. To utilize any faculty member for tutoring, the teacher on record for a student must process a tutoring request with their Head of Lower School or Head of Upper School. Tutoring requests must be approved by the Head before services are rendered.

Outside tutoring sources and assessments are utilized from time-to-time. We will make recommendations based on the specific needs of the student. The cost and scheduling of these services are the parent's responsibility.

Student Honors and Awards

National Honor Society

Eligibility in the PCA chapter of National Honor Society is determined by the cumulative grade point average, which must meet or exceed our chapter's standard for scholarship currently set at a 3.5 average. Once a student has been informed that he or she meets the academic eligibility, the student is asked to complete an application with additional information for consideration by the chapter's faculty council. The faculty council will carefully review the application. In addition to the scholarship standard, membership in NHS is based on standards of service, leadership and character. To be selected as a member of NHS, one must demonstrate on his or her candidate information form that he or she has met or exceeded these additional standards.

Valedictorian and Salutatorian Awards

The students who graduate with the highest two academic averages will be named class valedictorian and salutatorian. These top two honors are calculated based on a four-year numerical record and are reserved for students who have been enrolled full-time at PCA for a minimum of three consecutive years. Priority will be given to students who take the Math/Science Honors Track. In case of a tie for valedictorian or salutatorian, the student's ACT Composite score will be used to determine the honor (if still tied, the highest sub-scores from individual tests). Any honors will only be given to students who are also in good standing with the school with respect to conduct and attendance.

Student Promotion

To establish consistent standards for academic promotion, current students must meet the following criteria in order to be promoted to the next grade:

Lower School Guidelines

1. Students must pass classes with at least a 65% in each subject.
2. Students must have resolved any "Unsatisfactory" (U) marks by the end of the academic year and, where applicable, should be working at "Needs Improvement" (N).
3. Students must attend 160 days of the school year as mandated by Louisiana Law.
4. If, in the teacher's judgment, there are any other compelling reasons to recommend

retention (e.g. developmental reasons), the teacher should communicate their concerns as early as possible both to the parents of the student in question and to the Head of Lower School, who will make the final determination on promotion or retention in consultation with the Head of School.

Upper School Guidelines

1. Students must maintain a GPA of at least 2.0 to qualify for promotion.
2. Students must pass classes with at least a 65% in each subject.
3. The Head of Upper School will consider any petition to diverge from the requirements of this policy and will make a determination regarding such an appeal with the Head of School.

Academic Probation

Lower School Students

Students in Kindergarten Prep - 6th grade will be assessed on a case-by-case basis. The Head of Lower School in consultation with the Head of School will work with a student's teachers and parents to determine the best possible action to take for a struggling student.

Upper School Students (Grades 7–12)

A student may be placed on academic probation for the following semester if he or she:

- Earns a semester GPA below 2.0, or
- Fails any class, regardless of GPA.

When a student is placed on academic probation, the Head of Upper School will schedule a conference with the student's parents to discuss the student's academic standing and develop a plan for improvement.

Students on academic probation are expected to demonstrate satisfactory academic progress during the probationary semester. At the end of that semester, the Head of Upper School, in consultation with the Head of School and the student's teachers, will review the student's performance.

A student may be subject to dismissal on academic grounds if any of the following occur during the probationary semester:

- The student's semester GPA remains below 2.0.
- The student's combined GPA in the four core academic subjects (English, history, mathematics, and science) remains below 2.0.
- The student's cumulative GPA for all transcript-bearing courses remains below 2.0.
- The student does not earn at least a C– in a course that was failed during the previous semester.

The Head of Upper School, in consultation with the Head of School, may also restrict participation in school-sponsored co-curricular activities—including athletics—if doing so is deemed necessary to support the student's academic progress.

Dual Enrollment

Courses taken online through local colleges that have been coordinated through PCA will be counted as a graduation credit. All registration for Dual Enrollment is completed through the College Counselor and not the school itself. Students are responsible for keeping up with assignments for both PCA Schoolwork and DE Courses. The expectation is that attention to DE Courses does not affect students' preparation and completion of PCA Schoolwork. Students cannot take DE classes off campus at a local college, they must be online. In addition, students must stay on campus during the school day to do any course work.

The grade for each class will be unweighted (4.0 scale) on the PCA transcript. The family is responsible for providing transcripts from the college to PCA as proof of the courses taken and credits earned. The student is also responsible for sending the transcript to their future college.

PCA is coordinating plans with Colorado Christian University, for Dual Enrollment classes taught at PCA. These courses will be limited in nature and will cover courses already in our curriculum.

Parents will be responsible for any fees required by the university. Within a permitted time frame, students can opt out of the DE course should they not want the grade on their college transcript.

Student Attendance Requirements

Regular school attendance is required by law, and prompt arrival to classes is important for a successful education at PCA. This policy is written with both the individual and the school community in mind. Providence's attendance and tardy policy is motivated by the need for order and accountability. The following guidelines and procedures have been established regarding attendance, tardies, and early departures. Final judgment regarding the legitimacy of an absence or tardy (as it relates to academic reporting) rests with the Head of School.

The school calendar is designed to cover 171 days for students. **The state mandates that all students attend at least 160 days during the school year regardless of whether absences are excused or unexcused.** More than 10 absences, for any reason during a school year, will prompt an administrative review.

Students may not participate in school-sponsored athletic events or other school-related activities unless they have been present in class for at least three periods on that day, except when the absence is due to a medical appointment. Although missing classes for an athletic event constitutes an excused absence, it is the student's responsibility to inquire as to any missed classwork or homework assignments.

NOTE: In the event a student must miss school due to a family trip, the teacher will collect make-up work to give to the student upon returning to school. The student will have 2 days to make up all missed work. For further details related to make-up work, see make-up work section.

Attendance Requirements Specific to Upper School

In high school courses, any student absent from a course more than **ten** times in one semester will ordinarily not be given credit for that course. An upper school student who is more than 20 minutes late to a 50 minute class or more than 40 minutes late to a 90 minute class is considered absent for that class. In grades 7-12, it is the student's responsibility to determine the class work and homework assignments that were missed due to an absence.

Deviation from any of these standards will require a written petition from the parents, followed by a review from the applicable Head of School. Only very special circumstances, usually related to extended physical illness, would allow an exception to the above listed attendance requirements. As stated above, if a student misses more than 10 days of any credit-bearing course without an approved exemption of policy from the Head of the Upper School, he or she will not receive credit for the course.

Tardy Policy

- 1) One of PCA's objectives is to create an environment that is conducive to learning. Tardiness is contrary to this objective. Tardiness is also contrary to the principles of discipline, accountability, and consideration for others. Therefore, students arriving after 7:50 a.m. or after class begins will be considered tardy.

Guidelines for Start of School tardiness

1. Carpool line will end at 7:50 am for all grades and the entrance doors will be locked. Any student, lower or upper school, who arrives after 7:50 am will be considered tardy.
2. Students who are tardy must report to the appropriate office to receive a tardy slip. The student will then be dismissed to his/her classroom. Upon entering the classroom, the student should present the tardy slip to the teacher, in order to enter it into the SIS.

NOTE: Excessive tardies will incur fines, currently \$5 on 4th tardy and each subsequent tardy per semester.

Additional Guidelines for Tardiness in the Upper School

1. Upper School students arriving to class after any of the class periods have begun will be considered tardy.
2. Teachers will inform a student of a tardy violation and enter the tardy into Digital Academy Student Information System.
3. Repeated violations will result in additional discipline measures.
4. Excessive tardies to any one class within a week may also result in demerits.

Definitions:

Excused Absence: Absence from school for any of the reasons listed below.

1. Illness or extended medical appointment. A note from a parent is sufficient for an illness or medical appointment resulting in an absence of no more than two school days. For illnesses longer than two school days, a note from a licensed physician is required. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children after school hours or during school holidays.
2. Death of a family member
3. Natural disaster
4. Traffic accident that directly involves the student
5. Law enforcement order or court subpoena
6. Extraordinary circumstances (such as surgery, not family vacations) or situations pre-arranged with the Head of Lower School or Head of Upper School.
7. School-sponsored co-curricular activity

If there are circumstances not covered by one of the above, parents must petition the Head of Lower School or Head of Upper School in writing. He/she will determine the validity of the circumstances.

Unexcused Absence: Absence from school for any reason not listed as an excused absence (see above).

Excused Tardy: Any late arrival to school or classes resulting from a doctor's appointment, temporary sickness, or from any situation pre-approved by the Head of Lower School or Head of Upper School will be excused. Delays caused by heavy traffic are not excused. However, delays caused by a major traffic accident will constitute a legitimate excuse.

Unexcused Tardy: Any late arrival to school or classes for a reason not listed under an excused tardy. For upper school students, being late to a class during the day for any reason not listed under an excused tardy or not excused by a teacher, staff member, or administrator.

Note: All absences and tardies will be marked as unexcused unless a note with a legitimate excuse is received by the school. Please turn in excuses on the day the student returns to school.

Additional Guidelines and Comments for all Students

1. All students should be in their classrooms by the times determined at the beginning of the school year. Students are encouraged to arrive at school at least 5-10 minutes before the school day begins. This allows students to get ready for the day by storing belongings, handling any personal matters, completing morning work and being settled in class prior to the start of first period or Chapel.
2. Excused absences do not exempt the student from completing assignments. It is the responsibility of the parent or student to determine class and homework assignments they have missed. In situations of extended absences, the parent and/or the student should contact the teachers directly to discuss strategies for making up missed work.
3. Students/parents who wish to communicate a pre-arranged absence (i.e. scheduled surgery or funeral attendance) should fill out a Pre-Arranged Absence Form (this form is available from an administrative assistant). The form should be returned to the Head of Lower School or Head of Upper School at least a week prior to the requested absence. It is the responsibility of students and parents to determine missed classroom and homework assignments.
4. The Head of Lower School or Head of Upper School will determine whether the future planned absence is excused or unexcused. Family vacations are unexcused.
5. The school will maintain records of attendance for each student and will include absences and tardies on each student's report card.
6. Given the negative impact absence and tardiness can have on a student's overall academic achievement, the Head of Lower School or Head of Upper School will confer with the parents when absences or tardies become excessive in order to improve the student's regular and prompt attendance. A persistent problem in this area may impact a student's continuance at PCA and/or result in a probation period.

7. It is absolutely essential that the school knows at all times who is on campus. For this reason, students arriving late to school in the morning or returning from an appointment **MUST** be signed in by a parent/guardian in the lower school desk for grades 1-6 and at the K-wing desk for grades Kindergarten Prep and Kindergarten. Students in 7th-12th grade may sign themselves in at the E-wing desk. Students will then receive a pass to class. If requesting an excused tardy for a doctor's appointment or sickness, a parent's note or physician excuse must be presented. **Students arriving late to school in the morning will not be allowed to enter their classroom without a pass to class.**
8. Parents wishing to pick up a student early from school must sign them out in the lower school desk grades 1-3 and at the K-wing desk for grades Kindergarten Prep, Kindergarten, and 4th and 5th Grades. Advance notice of such early departures should be given whenever possible. No child may be checked out after 2:15 p.m.
9. Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents in Digital Academy in the Emergency Contacts, or accompanied by a faculty or staff member (i.e. field trip). This rule is in effect starting from the time students arrive on campus. Any requests for exceptions to this rule must be submitted in writing by a parent (note, fax, or email) and approved by a Head of Lower School or Head of Upper School.

Make-up Work Policy

Each teacher will determine which assignments are to be made up when a student is absent.

Excused Absences

For every day a student is absent, he/she will be granted that same number of school days to complete the work missed. For example, if a student is absent on a Monday, he/she will have one day, Tuesday, to complete the work missed. The completed work will be due on Wednesday. Days of the weekend are not calculated when determining make-up work due dates. For example, if a student is absent on a Thursday and Friday, make-up work will be due on Wednesday of the following week.

Unexcused Absences

A student will be allowed a maximum of two days to complete the missed work regardless of the number of days a student has missed. For example, if a student is absent for four days (Monday, Tuesday, Wednesday and Thursday) he/she will have the following two days, Friday and Monday, to complete the work missed. The completed work will be due on Tuesday. Days of the weekend are not calculated when determining make-up work due dates. For example, if a student is absent on a Thursday, Friday and Monday, he/she will have the following two days, Tuesday and Wednesday, to complete the work missed. The make-up work will be due on Thursday.

NOTE: An exception to this policy applies to assignments that are due on a standing day every week, i.e., Friday spelling assignments or tests, memory work, or vocabulary exercises. If a student is absent on the day before a weekly assignment is due, he/she will be expected to come to school prepared to complete the assignment along with the rest of the class. In rare cases of emergency or extenuating circumstances, the teacher may decide to allow one of these types of assignments to be made up later. If a parent feels that a child's absence reflects an excusable hardship, he/she should discuss this with the teacher before sending the student back to class.

Pre-Arranged Absences

In some cases when a parent knows in advance that his/her child will be absent (and the Pre-Arranged Absence Form has been received and determined excused by the Head of Lower School or Head of Upper School), he/she may request work ahead of time with the understanding that in some cases this is not feasible. When assignments cannot be given in advance, the student will follow the guidelines explained in steps 2 and 4 in completing the work missed upon return to school. Work that is given to a student in advance is to be completed and turned in on the day the student returns to school. The parent should take care to clearly understand the teacher's expectations of the student prior to taking the student out of school for a reason other than sickness.

Family trips are considered an unexcused absence. Parents are asked to keep in mind these facts as they consider family trips that lead to absences:

- a. Students can rarely be absent without a negative effect on their progress.
- b. Asking the teacher to help a student catch up on missed work creates an additional burden on teachers.
- c. If a family trip is planned, please fill out a Pre-Arranged Absence Form at least 5 days in advance.

Special Note to Students

Students must learn the skill of planning ahead and good time management. Being an athlete or club member with long practice hours and possible late-night activities does not relieve one of the responsibilities of being at school on time, attending classes, turning assignments in on time, and taking tests when scheduled. Students in upper Grammar School grades may not participate in athletic events, academic competitions, school social activities, or other school-related activities on the same day they have been absent for more than one-half of the school day, except where the absence is due to a medical appointment.

Co-curricular Activities

This policy provides guidelines for all co-curricular activities in harmony with the school's established philosophy, purpose and standards.

A co-curricular activity is any organized, school-sanctioned activity involving students' participation and enrichment beyond normal curricular activities. Consequently, participation in activities such as field trips, student organizations, clubs, or athletics is voluntary.

Co-Curricular Expectations

1. Co-curricular activities should not take priority over the school's academic program.
2. Either a member of the school's Faculty, Staff, or an agent commissioned by the administration must serve as the director, coordinator, sponsor or coach of each co-curricular activity.
3. Unless the school's annual budget allocates specific funds for particular co-curricular activities, ad hoc activity fees or administration-approved organizations will underwrite all operating expenses.

Co-Curricular Pick-up for Lower School Students

Parents must come in to sign their child out. Parents may provide a list of other people who have permission to do so to the coach or activity sponsor if they would like or in case of emergency. Those individuals will need to be prepared to provide a proper ID to sign the child out.

PCA Communication Channels

PCA strives to be distinctive in the area of relationships and communication, and to that end, many different methods are used to communicate with parents. The following is a summary of the variety of communication channels utilized by the school. In addition, the school uses email extensively to communicate with parents. *Parents should check their email regularly and edit their contact information in Digital Academy if it changes.*

Start of School Orientation

The Start of School Orientation provides a time for parents to learn about critical policies of the school and receive important information about the start of school. Teachers communicate to parents about PCA's curriculum, schedules, and classroom policies.

Parent-Teacher Conferences

1. Parents of PCA students are encouraged to stay in close communication with their child's teachers and, if necessary, the Head of Lower School or Head of Upper School. Educating children is the responsibility of parents, and as such, the Administration and Faculty at PCA see themselves as part of a bigger team.
2. In grades Kindergarten Prep-6th, a day for parent-teacher conferences will be scheduled at the beginning of the school year and throughout the year as needed. For 7th-12th grades, conferences are scheduled through the teacher or as needed through the upper school administrative assistant. Parents are encouraged to use these conferences in order to communicate directly with their child's teacher(s), especially for families new to the school. It is only through close home and school cooperation and communication that the educational ideals of PCA can be achieved.
3. A parent can schedule a conference with a teacher at any other time during the school year by contacting the teacher directly (preferably via email). To schedule an appointment with a Head of Lower School or Head of Upper School, parents may email the administrator directly to set up an appointment.
4. The school can schedule a conference as needed with parents of students who have academic needs, who have disciplinary concerns, who are in danger of not being promoted, or who are struggling for any reason.
5. Student participation in conferences will be determined on a case-by-case basis.

Digital Academy

This online system is used to record student attendance, serves as a gradebook for teachers and allows parents of Grades 1-12 to check their child's attendance and grades via the Digital Academy website via a sign-on. Teachers in these grades also post class expectations and/or syllabi. Teachers are asked to keep their gradebook up-to-date so that at any given time a parent can see their student's progress. Parents can expect grades posted within a week of the date of the assignment and/or test.

Digital Academy also provides a user-friendly communication channel that allows parents to access information through their smartphone, device or computer for all things PCA, such as announcements, sports, clubs, activities, events, grades, and so much more.

Note: For 2026-27 and beyond, FACTS SIS and ParentSquare have been replaced by Digital Academy.

Grade Reports

Parents of students in Grades 1-12 are expected to review their child's progress through Digital Academy SIS. Students in Kindergarten Prep and Kindergarten receive report cards quarterly. 1st through 12th grades also receive report cards at the end of each semester.

Social Media

Providence Classical Academy has public Facebook and Instagram pages to allow parents the opportunity to catch a glimpse of what goes on inside the walls of the school and share it with the community. Our pages represent the whole school and offer general information that can be shared. We also have a group, PCA Marketplace, that allows parents to sell and/or promote items that may or may not be PCA-related. This is a great place to sell gently used uniforms.

NOTE: No social media using the name of Providence, its logo, or representing the school may be created without the express written permission of either the Head of School or the Advancement Leadership Team.

Telephone Usage/Parent Messages

1. Students may use a school phone to make necessary phone calls if they have received permission from their teacher. (i.e. to inform a parent that after-school practice is cancelled or that they left their binder at home).
2. Because the use of cell phones by students during school hours is prohibited, urgent or important messages should be called into the school. The office staff will make sure students receive them. Please limit the number of messages for your child, particularly at the end of the day, when the office is very busy. It is very difficult to ensure delivery of messages called in after 2:30 p.m.
3. A parent should not expect to be able to reach their student by text or cell phone during the school day.

School Calendar

The issue of celebrating certain holidays and the level of participation falls within the realm of Christian freedom. PCA's position regarding diverse Christian freedoms has been to build harmony, unity, and fellowship instead of divisiveness. The school does not want to dictate an area of Christian freedom and believes that each family should determine the level and means of celebrating holidays with religious impact in their home. In order to respect the different positions among our school families, Halloween will not be celebrated at school. Beyond that, the emphasis will be placed on the Christian significance for a holiday. The secular elements of a holiday will be minimized or excluded.

Communication of Student Concerns

Any student having a concern for himself/herself or for someone else, may bring the concern to any administrator. Parents may also communicate concerns for their students to the Head of Lower School or Head of Upper School preferably through email.

Head Academic Administrators:

- KP-6th: Laura Cheney (lcheney@pcabossier.org)
- 7th-12th Grades: Charlie Mooney (cmooney@pcabossier.org)

Communication with Divorced and Separated Families

The following policy is intended to clarify a number of issues that are sometimes confusing to both staff at the school and parents in a divorce or separation situation:

1. Primary Parent - The school will send all correspondence requiring a response to the parent living at the student's primary residence.
2. Lower School Knight Binder - The school will assume that the lower school Knight Binder is received by the custodial parent. If students do not go home with their custodial parent on a Friday, it is the responsibility of the parents to make sure that the custodial parent receives the Knight Binder in a timely manner. That is, the family assumes responsibility that all guardians/parents transfer information to the appropriate guardian/parent.

Non-custodial Parents

Divorced and separated families are realities of contemporary life that affect the school's responsibilities to its students. When custody rights have been established by a court of law, a copy of all pertinent legal documents must be on file with the office. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's attendance at school-related programs or access to the child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
2. Only parents who have entered into a contractual relationship with the school are considered part of the parent body.
3. Items of communication or information from the school will be addressed to the custodial parent. The non-custodial parent can request that duplicate copies of such items be sent to him/her as well, though the school may charge a small fee to cover postage and handling.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent.
5. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents a written court order or the school gets verified authorization in writing from the custodial parent.
6. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records of the school if the school has been given a copy of the court order terminating these rights.
7. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

Curriculum

Curriculum Materials

PCA strives for Classical Christian teaching methodologies and curricular choices to be utilized in all grade levels. While we believe with confidence that the majority of our texts and teaching materials represent excellent choices for providing our students with a traditionally Classical Liberal Arts education, the faculty and administration are always critically reviewing curriculum

materials and texts, especially as new courses are added to our curriculum. Parents interested in viewing a comprehensive list of the school's curriculum may contact the Lower School Curriculum and Instructional Coordinator.

Each teacher is expected to cover all content objectives for his/her particular grade level or subject according to the curriculum guide. Teachers may not include in their classes specific parts of the curriculum that are prescribed for another class. Special care should be taken not to assign or encourage students to read literature selections that are used as text materials for other grades. To ensure that this does not happen, teachers at each grade level must be familiar with the curriculum of each of the other grades if adding to the curriculum.

All teachers are expected to keep up-to-date, accurate curriculum maps of curriculum taught for each subject he or she teaches.

PCA uses both Christian and secular textbooks as tools for teaching the curriculum. The curriculum committee regularly reviews the school's academic program, and when conducting a subject area review, the committee diligently examines a number of textbooks and strives to make the best choice after considering the school's requirement of academically excellent materials and the effective presentation of a biblical worldview. Materials with a secular worldview may be adopted for student use if, after thorough research, it appears that there are no biblically based materials of equal or better quality. When secular materials are adopted for student use, the materials must be rigorously examined and countered in philosophy with biblical perspectives. Biblical principles related to the course objectives must be taught to the students.

Curriculum and Public School Standards: PCA chooses curriculum independent from public school standards. PCA may use materials that state they are for such standards.

The establishment of curriculum in each subject area includes mission statements and goals for graduates. Courses are set in a cyclical or graduated order progressing in a sensible way towards reaching the goals for graduates that allow for skills and tools to be developed for furthering the understanding in their field. Then, a three-year cyclical review process should commence with the first year following the completion of the above for all subjects. The three-year cycle should address mission statements and the progression plan to meet them as necessary for each subject. The subjects should be reviewed in the following order: Year 1 - Math, History, Literature, Grammar/Writing, Science; Year 2 - Theology, Foreign Language, Art, Music, Drama; and Year 3 - PE, Memory, Spelling, etc.

Head of Lower School or Head of Upper Schools have the freedom and the responsibility to choose supplemental materials within the boundaries of the following standards. Head of Lower School or Head of Upper Schools will choose materials which:

1. Best carry out the school's mission and goals
2. View the subject from a Christian viewpoint if those materials are available
3. Provide a balanced view of issues
4. Are approved by the Head of School as fitting with the school's mission and curricular goals if the materials contain offensive elements
5. Do not champion an immoral worldview, portray evil or unbelief in an approving manner, or lead participants to distorted conclusions about the Christian faith

6. Have been reviewed by the Head of School whenever the teacher has any reservations about whether the proposed materials satisfy the standards of selection or whenever a formal complaint has been written
7. Are age-appropriate and maturity-appropriate for the students
8. Complement or enrich rather than increase the workload of the prescribed curriculum

Student Textbooks

The school provides textbooks to students, the cost of which is included in tuition. If a student loses a textbook, the total replacement cost for the book must be paid, and a replacement textbook will be issued. If the student later finds the missing book, money will be refunded only if the replacement book issued to the student came from the school's existing inventory. If the school had to order the replacement book, no money would be refunded. An appropriate fee will also be assessed for textbooks that are damaged beyond what occurs with normal use.

Challenged Curriculum or Library Materials

1. If parents object to any textbook or other curriculum item, the parent should bring their concern directly to the teacher for the class in which the materials are being used.
2. If the issue cannot be resolved by talking with the teacher, the parent will contact the Head of Lower School or Head of Upper School.
3. Parents should be aware of PCA's policy concerning selection of curriculum resources as stated in the *PCA Parent/Student Handbook*.
4. The same procedure should be followed for objections to any library materials. If the issue is not resolved, the materials will be turned over to the Curriculum Coordinator re-evaluation.

Summer Reading and Skill Retention

Part of the mission of the school is to help instill within its students a lifelong love for learning. In order to help achieve this goal, the school partners with parents as they convey to students the importance of developing strong reading habits. The school's hope and desire is that students read several books during the summer. In addition to making recommendations of books for rising 1st-12th grade students, the school provides a list of required books for PCA students to read over the summer.

Students With Learning Differences

Definitions:

Severe Learning Disabilities are any condition(s) in which a student or prospective student would require a separate classroom, program, or personnel in order to provide the education desired by the parents. Severe learning disabilities include, but are not limited to Down's Syndrome, deafness, blindness, and muteness.

Mild Learning Differences are any condition(s) in which a student or prospective student does not require a separate classroom, program, or personnel in order to provide the education desired by the parents. Mild learning disabilities include, but are not limited to, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD) and minor dyslexia. For the purposes of this policy, the school does not consider either whether the condition was properly diagnosed or whether it is a genuine learning disability.

To clarify the school's educational goals with respect to learning disabilities, the following guidelines are to be followed:

1. The school cannot admit children with severe learning disabilities because of its lack of adequate personnel, funding, and facilities.
2. In making admittance decisions, the accommodations necessary for students with mild disabilities will be a part of the considerations. In general, students diagnosed with mild learning disabilities are expected to meet identical academic and disciplinary standards as all other children in their grade level.
3. Children enrolled in the school who are subsequently diagnosed with mild learning disabilities will receive the same quality of individual instruction and encouragement as their peers. Some minor accommodations are possible and will be considered on a student-by-student basis.

Field Trips and Events

Field Trips

Teachers plan off-campus educational activities to enhance learning and accomplish goals that cannot be accomplished inside the classroom. Parents will be required to follow these guidelines:

1. Each student must have a permission slip signed by a parent before leaving campus on a field trip, and those permission slips should be taken along on the field trip so that the emergency information on the permission slip is accessible if needed.
2. Unless employed by the school, drivers must be on the school's approved driver list. To be on the approved driver list, an individual must submit a Volunteer Driver/Chaperone Application Form (Trak 1) and a copy of his/her driver's license and current vehicle insurance card.
3. Only screened and approved volunteers will be allowed to drive or supervise students other than their own child.
4. Drivers are expected to follow all driving laws and to keep cell phone usage to a minimum. There should be **NO TEXTING**.
5. Bossier Parish School Board bus transportation is available for some field trips.

Assisting with supervision of students on a field trip is a very important role that parent volunteers can fill. However, when parents volunteer to help in this way, it is incumbent upon school personnel to take a firm stance with them regarding younger siblings accompanying the parent on the trip. Our experience is that younger siblings represent an unsafe distraction to parents in these settings, which compromises the safety of the students for whom the trip is planned. Therefore, when parents attend a field trip, they must make arrangements to leave their uninvolved children with another supervisor.

Parent chaperones are required to conform to all PCA policies and protocols while they are acting in the place of other parents as a chaperone.

Field Trip Refund Policy: Monies for field trips should be paid in advance to the trip and will not be refunded unless the school forbids a student from attending a field trip

School-Sponsored Events

School-sponsored events are those events that (1) are organized by a member of the Board, Administration, or Faculty in his or her official capacity, or (2) are approved by the Administration but organized by an agent of the School, or (3) are published on the School's yearly calendar, or (4) receive the School's financial support.

1. School-sponsored activities must comply with the School's stated educational goals.
2. School-sponsored activities require the attendance of at least one member of the Board, Administration, or Faculty.
3. Students who do not attend PCA may not participate in school-sponsored activities, except with the explicit permission of the Head of Upper School.
4. The School must provide parents with timely information about school-sponsored activities. The Head of Lower School or Head of Upper School must approve all written communication to parents concerning such activities.
5. Parents must sign a written waiver both releasing the School from any liability for each particular off-campus school-sponsored activity and authorizing the School's procurement of any necessary treatment in the event of a medical emergency.
6. The School will advertise only school-sponsored activities in its official communications.
7. The Head of Upper School must approve all proposed activities and their dates and determine the number of chaperones necessary.
8. Only school-sponsored activities will receive financial support from the School (e.g., free promotional copies and telephone usage, advertising assistance and use of supplies).

Field trips and school-sponsored college visits are considered a part of the curriculum and, as such, absences from these will be considered an unexcused absence.

Guidelines for Music Played at PCA and PCA-Sponsored Events

The desire of PCA is to choose things that are good, true and beautiful, and, as such, we desire to play music on campus and at all PCA-sponsored events that are in accordance with this principle. To that end, we require that the music not violate any of the following standards:

- No profanity
- No sexually suggestive songs
- No taking the Lord's name in vain
- No overt heresy
- No songs that celebrate evil

In applying this principle, we also do not want songs that have been edited (cleaned up or spliced to remove the objectionable materials) for content or clips from songs that include prohibited content. This policy does not forbid a teacher from discussing such music as a means of challenging and exposing the culture's erroneous worldview as seen through songs. Teachers are encouraged to only play classical/wordless music during work time. Christian stations and music with words may be played during lunch, free time, and/or inside recess.

NOTE: While we will not monitor individual cars, we do encourage parents to adhere to these standards while driving students on PCA functions.

Student Injuries at School

Students who incur an injury at school will be cared for within the parameters allowed. The parent will be notified by the *Injury Report Form*, which will be sent home electronically by the administrative team. The parent will also be notified by phone for more serious injuries.

Student Conduct and Discipline

School Discipline Principles

The policy set forth below, which applies to all students in the lower school and upper school, is designed with the intent to apply consistent and orderly discipline based on Christian virtues and biblical principles.

1. The purpose of discipline is to cultivate an orderly environment with high behavioral standards that makes possible the training up of virtuous scholars.
2. **Teachers are expected to deal with the majority of disciplinary matters at the classroom level.** Teachers, and if necessary, the administration, will determine the method and severity of punishment for misbehavior. Equity, love, and respect for the individual and for the larger student body must motivate all discipline at PCA.
3. Biblical principles regarding sin and punishment should guide all disciplinary actions, which may include private and public apologies, damage restitution, the restoration of broken fellowship, and additional appropriate means. Repentance and reconciliation are integral to the discipline of students.
4. If a student commits an act of such seriousness that the Head of Lower School or Upper School considers swift and decisive action necessary, the Head, in consultation with the Head of School, may circumvent the procedures outlined below and suspend a student immediately.

Conduct around Campus

These guidelines are intended to establish standards of etiquette to ensure that students treat others with courtesy and respect and that they respect both common and private property. The guidelines apply to students while in school or attending school-sponsored activities.

In the Classroom

- Because we live in community, students are expected to abide by protocols communicated to them by their teachers.

In the Hallways

- Students should acknowledge all teachers, administration and staff by name (once known), and should acknowledge all adults with a polite greeting ("good morning," or "good afternoon," or even "hello").
- Students should walk quietly in the halls at all times, staying to the right side of the hallway to allow room for others to pass. No running will be permitted in the hallways at any time.
- Students in grades Kindergarten Prep-6th should use hallway time and transitions as a time to recite scripture, chants, jingles and/or poems.

Lunch Time

- Students must sit in an orderly fashion at their desks or tables. Conversation should not be overly loud, and the student must follow any instructions given by any of the school's faculty, administration, staff, or designated parents.

- All trash must be disposed of after a student has finished eating. Desks or tables must be cleaned by the student or assigned class groups before lunchtime is over or before anyone may go to recess.

Recess/Playground

- Students must behave in a way that ensures the safety of themselves and others.
- All trash must be disposed of properly. Students found eating on the playground or field or leaving their trash on the ground will be given grounds-patrol duty (picking up trash).
- All students should include others to participate in any activities during recess. Exclusion will NOT be tolerated.
- Students must follow instructions given by any of the school's faculty, administration, staff, or designated duty teachers.

Afternoon Dismissal

- Students in grades Kindergarten Prep-6th will sit in the hallways as instructed by designated duty teachers. Students will remain quiet without talking so they can hear when they have been called, and the student must follow any instructions given by any of the school's faculty, administration, or staff. The use of electronic devices is prohibited during dismissal.
- Students in grades 7th-12th will remain in the assigned area during dismissal. Conversation should not be overly loud, and the students must follow any instructions given by any of the school's faculty, administration, or staff members. The use of phones for Upper School students during dismissal will be discouraged and only allowed for communication with parents.

Discipline Policy for Lower School

Classroom Discipline

1. Teachers will follow developed classroom discipline procedures for misconduct not rising to the level requiring an office visit to the Lower School leadership.
2. If misconduct is persistent, teachers will notify the Lower School administration and a yellow or red slip may be sent home noting misconduct incidents and consequences.

Office Discipline

1. During an office visit with the Lower School administrators, the nature of the discipline will be determined and the parent(s) will be notified. Restitution, janitorial work, parent's attendance during the school day with their child, or other measures consistent with biblical guidelines may be determined as appropriate means of discipline.
2. There are five basic behaviors that will automatically necessitate discipline from Lower School administrators (versus the teacher). Those behaviors are the following:
 - a. Severe disrespect shown to any staff member
 - b. Dishonesty in any situation while at school, including lying, cheating, and stealing
 - c. Willful Disobedience
 - d. Fighting
 - e. Obscene language/gestures
3. Continued misbehavior: If a student receives discipline from Lower School Administrators, the following accounting will be observed within a given school year:

- a. The first three times a student receives a Red Slip, the student's parent will be contacted and given the details of the office visit. The parents' assistance and support in averting further problems will be sought.
 - b. The fourth Red Slip will be followed by a meeting with the student's parents and school Administration.
 - c. Should the student receive a fifth Red Slip, a one-day suspension will be imposed on the student.
 - d. Should the student receive a sixth Red Slip, a two-day suspension will be imposed on the student.
 - e. Any further Red Slips will likely result in immediate expulsion.
4. Serious Misconduct: If a student commits an act that has, or may have, serious consequences, school Administration may set aside the office-visit process set forth above, and impose immediate suspension of the student.

Discipline Policy for Upper School

The upper school uses a demerit system to document and address misbehavior.

Student offenses that will receive a demerit include repeated tardiness or persistent tardiness to one particular class, flagrant disregard of the uniform policy, disruption of class, persistent refusal to do homework or prepare for class, general disobedience, or violation of the cell phone or electronics policy. The following offenses will likely result in multiple demerits (up to 5, depending on severity):

- Inappropriate language
- Disrespect to adults or other students
- Amorous displays of affection on campus or at school events
- Destruction of property
- Dishonesty such as lying or cheating
- Fighting
- Bullying

For the first 5 demerits, the teacher will notify an Upper School administrator and parents by phone about the issues, and remind them of the discipline policy. An Upper School Administrator can help with classroom management or other ideas for helping students become self-disciplined.

For every 5 demerits that they receive, students will experience differing levels of consequences:

1. For the 1st & 2nd Levels in a school year (5-10 demerits), a student will be sent to an Upper School administrator, a call will be made to the student's parents, house points lost, and the student will have to serve detention.
2. For the 3rd Level (15 demerits), the student will be sent to the Head of Upper School, who will then have a conference with the student's parents, house points will be lost, and student will be assigned to serve Saturday work detail.
3. For the 4th Level (20 demerits), the student will be sent to the Head of Upper School and Head of School, who will then have a conference with the student's parents and teachers, and the student will have to serve a 2-day at-home suspension, in which they will only be able to receive a max of 1/2 credit on work missed. The incident will then be reported to the PCA Board.

4. For the 5th Level (25 demerits), the student will be sent to the Head of School, who will then have a conference with the student's parents and teachers. The student will have to serve a 3-day at-home suspension, in which they will only be able to receive a max of 1/2 credit on work missed. The incident will then be reported to the PCA Board.
5. Any further demerits will likely result in immediate expulsion.
6. The cumulative effect of demerits is not limited to an academic year. Students with an excessive number of demerits (generally more than 10) in a school year will have a probationary period in the following year during which discipline issues will be treated more seriously. Demerits from the previous year may inform the consequences applied in the current year.

PCA strives to provide an educational environment which reflects and promotes Christian values; which is safe, productive and nurturing; and which is free of drugs, alcohol, illegal substances and immoral behavior. Any student who engages in illegal or immoral behavior is subject to appropriate disciplinary action, as outlined in the *PCA Parent/Student Handbook*.

Acts of serious misconduct could result in a student being suspended without opportunity to make up academic work or expelled. Reasons that could warrant such action include, but are not limited to, the following:

- Violation of the Academic Dishonesty Policy
- Continued deliberate disobedience/disrespect
- A rebellious spirit that is unchanged after much effort by the school staff
- Contributing to the spiritual or moral decline of other students
- Sexual misconduct
- An act endangering the lives of others
- A serious breach of conduct
- Vandalism of school property
- Violations of civil law

Reasons other than behavioral ones that could give cause to dismiss a student from school include, but are not limited to the following:

- Failure to maintain passing grades
- Failure to uphold the school's attendance policy
- Falsifying information during the application process
- Failure to maintain financial commitment,
- Or other reasons as deemed necessary for the good of the school

Expulsion can happen in one of two ways:

- If the violations of school rules is clear and excessive, the Head of School can expel a student. If this happens, the student or their family can appeal the decision in writing to the board (sent to the Head of School) within 5 days. The board will consider the appeal and, if they choose, may schedule a board expulsion hearing in a timely manner (usually a week or less). Apart from an appeal, all head-of-school-initiated expulsions will be reviewed by the board, usually at the next regularly scheduled board meeting.
- For violations that are less clear, involving serious or on-going conflict involving parents, or board-requested, they will go directly to the board for expulsion hearing.

Items Prohibited

These items are not allowed for use on campus:

- Skateboards, hoverboards, scooters, skates, roller blades, shoes with wheels
- Lighters, knives, firearms, etc.
- The Administration of the school may add to this list at any time they deem necessary

Weapons

- The possession of any explosive device or weapon, including but not limited to guns and knives, is not allowed on school property or at any school events.
- Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon.

Violations of these rules will result in immediate suspension and could be grounds for expulsion.

NOTE: Students who possess a deadly weapon on school property or at school functions will likely be reported to the appropriate police authority and face immediate suspension and/or expulsion. Students who are aware or suspect that a deadly weapon has been brought or will be brought on campus should alert a teacher or administrator immediately.

Student Searches

Search of Buildings, Desks, And Lockers

Providence Classical Academy is the exclusive owner of all buildings, desks, and lockers used by any students, along with any other area on campus set aside for the personal use of the students. Any teacher, administrator, or school security guard working for Providence or any SRO may search either physically or with the use of metal detectors any PCA building, desk, locker, area or grounds of PCA for evidence that a law, a school policy, or school rule has been violated. Students shall have no expectation of privacy in use of the lockers which have been assigned to them, and the acceptance and use of locker facilities by students shall constitute permission by them to the search of such locker facilities at any time by authorized school personnel.

Search of Vehicles

PCA shall require students who bring vehicles on campus to register those vehicles and to provide school authorities with a consent to search such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on PCA property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has information which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, PCA policy, or school regulations will be found. Searches of vehicles may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the students whenever possible. If the vehicle is locked, the student shall unlock the vehicle upon request by the school administrator/designee. If the student refuses to unlock the vehicle, proper law enforcement officials shall be summoned and the student shall be subject to disciplinary action for such refusal. Any student not present during a vehicular search shall be informed of the search as soon as practicable thereafter.

Search of Students and/or Their Personal Effects

Any teacher, principal, administrator, or school security guard may search the person of a student or his/her personal effects when, based on the attendant circumstances and information at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated a law, a school rule, or PCA policy. Such search shall be conducted in a manner that is reasonably related to the purposes of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Random searches with a metal detector of students and/or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the students. Strip searches of students are specifically prohibited.

Search of Emails, Internet Searches, Electronic Data, and Computers

The use of school email, school computers, work for any school project, any electronic activity taking place on school property or at school events by students or staff gives Providence the right to search and seize any electronic information or devices if there are reasonable grounds to suspect that the search will reveal evidence that the student has violated a law, a school rule, or PCA policy, based on the attendant circumstances and information at the time of the search.

What is more, if Providence suspects that students or staff are being exposed or exposing minors to materials deemed harmful to minors, such as pornography, PCA may search and seize any electronic information or devices suspected in possible use of such exposure.

Use of Canines

The administration is authorized to use canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of PCA policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is compelling belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

Confiscation

If, during any search, school personnel discover and confiscate any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled, dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance of it until such time as the implement or material can be given to law enforcement personnel. Any PCA employee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Head of School and/or School Board.

Notification of Authority to Search

Students and parents shall be notified at the beginning of each school year of PCA's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on PCA property and at school-sponsored events. Signs of high visibility informing the general public of PCA's search authority shall be posted at entrances of PCA buildings.

Records of Searches

Whenever any search of a student, his/her personal effects, or his/her vehicle is conducted pursuant to this policy, the school administrator/designee conducting the search shall prepare a written report of it as soon thereafter as is reasonably practical. Such record shall include the name of the student, the name(s) of the person(s) conducting the search, the circumstances leading to the search, and the results of the search. This written, dated, and signed record shall be filed and maintained in the Head of School's office. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee as a result of the search.

Discipline of Students

In keeping with PCA policy, any student found to be in possession of any item in violation of a law, a school rule, or PCA policy shall be subject to disciplinary action in accordance with PCA policy. Any information in searches may be used to inform the discipline process. Investigative facts and/or seized items resulting from searches may be immediately turned over to the proper law enforcement officials.

Defense and Indemnification of Employees

If any teacher, principal, administrator, or school security guard employed by PCA who is sued for damages by a student or person qualified to bring suit on behalf of the student based on a school search, PCA (or its insurer) shall provide the employee with a defense to the suit and shall indemnify the employee against any judgment rendered against him/her provided that the employee has acted in accordance with the provisions of this policy. PCA shall not indemnify any employee against a judgment if there is a specific finding therein that the action of the employee was maliciously, willfully, and deliberately intended to harass, embarrass, or intimidate the student.

Substance Abuse

It is the School's goal to cultivate an atmosphere in which moral and spiritual growth can thrive, integrating lifestyle with Christian principles and devotion to Christ. The school encourages students to see that living a Christian lifestyle is based on conscious choice rather than mere adherence to a strict moral code or acceptance of prevailing practices in society at large. Christian lifestyle is expected of all students and consists of practicing Christian virtues and avoiding attitudes and actions that the Bible condemns as sinful.

PCA expects its students to abstain from the use of alcohol and other controlled substances at all times. Experimentation with or use of alcohol and other controlled substances is irresponsible social behavior and a detriment to one's learning potential, destructive of the learning environment for oneself and others, potentially dangerous, and illegal.

PCA believes it has a responsibility to assist students and families faced with this issue and will take necessary action to protect the rest of the student body.

The goal of disciplinary action is not only corrective, but also restorative. Therefore, the school strongly believes that professional counseling involvement and appropriate follow-up through action may be necessary when such discipline is required at the parent's expense. PCA strongly suggests the family notifies their church to allow their involvement and support for the student. In addition, suspension or other disciplinary action may be necessary for students who violate the school's expectations related to alcohol and/or controlled substances.

Tobacco Usage

- The use and/or possession of tobacco and tobacco products (including electronic cigarettes and vaping tools) by parents, students, visitors and employees is prohibited on school property and at all school events.
- For the first offense, students may be suspended and placed on probation, which would prohibit involvement in extracurricular activities for a specified period (determined by the Head of Upper School).
- Repeated offenses may result in a ban from extracurricular activities, additional suspensions, or possible expulsion.

Drug Usage

Any student who, regardless of time or location, possesses, uses, or is under the influence of illegal drugs, controlled substances (including alcoholic beverages), or who possesses associated paraphernalia, is subject to disciplinary action, which may include suspension, probation, mandatory counseling, or expulsion.

The parents will be informed when a student is known or suspected to be using or possessing the above-mentioned substances. If a student is suspected by the Administration of using any of these substances, the Dean of Students may require the student to take a drug test. Refusal to comply with this requirement may be grounds for expulsion.

If it is determined that the student is using illegal drugs, the parents of the student will be required to meet with the Head of High School and the Head of School to discuss intervention/prevention program options and make necessary arrangements. The student may not be readmitted to school until this meeting has taken place.

Parents and the student will be required to complete the program chosen by the parents and approved by the Head of School and required to follow the recommendations made at the closing interview. The Head of School shall be supplied with a written evaluation of the student's progress from the professional in charge of the program upon the program's completion. Refusal on the part of the student and/or parents to fully participate and follow recommendations may result in expulsion. The school will seek to work closely with the program directors, the student, and the parents to ensure proper follow-up.

Depending upon the severity of the offense, the Head of High School in consultation with the Head of School may suspend the student (for a minimum of three (3) days), and will reach out to the SRO (School Resource Officer) in reference to legal consequences. In addition, a

probation period in which students are not permitted to participate in co-curricular activities will be applied. During the probation period, the teachers will also evaluate the student's attitude and behavior at school. Appropriate recommendations will be made to the Head of High School.

As a restorative measure, mandatory counseling may be required for the student. The details of this counseling will be worked out between the Head of High School and the family.

If any additional instances occur, the student will be suspended and the Head of High School will make a recommendation to the Head of School regarding the student's future relationship with the school.

NOTE: The Head of School reserves the right to expel students for first or second offense.

Drug Dealing

Selling, supplying, or distributing any controlled substance, regardless of where the infraction, occurs will ordinarily result in immediate expulsion and notification of the police.

Drug Testing and Awareness Program

PCA reserves the right to conduct drug testing and awareness programs for all high school students. The purpose of this program is to ensure that our school maintains a drug-free environment. The administration is confident that the program will help our students better understand the damaging effects of drugs and will deter student drug use.

Ongoing random testing can be conducted during the school year. In addition to random testing, the administration may include a specific student for testing if there is reasonable evidence that this student is involved in drug/alcohol use.

In the event of a positive test, parents will be notified, and the student will be retested. Retesting will allow for any false positives. If the second test is also positive, the school will begin an intervention process involving the student, his parents, and the administration. The intervention process could include continued drug testing, counseling, meeting with a faculty mentor, evaluation of extracurricular involvement, etc. The intervention process will be structured according to the specific student's situation and could result in outcomes ranging from school discipline to expulsion. If a student tests positive at any point after having gone through the intervention process, the student will be dismissed from PCA.

Academic Dishonesty Policy

1. ***Lying.*** Lying is communicating untruths or misrepresentations in order to gain an unfair academic advantage. It includes, but is not limited to:
 - a. misrepresenting one's own research
 - b. providing false or misleading information in order to be excused from classes or assignments
 - c. intentionally underperforming on a placement exam

2. ***Cheating.*** Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. Any use of materials without explicit permission from the teacher of the class which gives a student an advantage that all other students do not have will be considered cheating. These include, but are not limited to:
 - a. giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, or examinations
 - b. using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, or examinations
 - c. altering or falsifying any information on tests, quizzes, assignments or examinations
 - d. using any material, portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so
 - e. working on any examination, test, quiz or assignment outside of the time constraints imposed
 - f. submitting an altered examination or assignment to an instructor for re-grading
 - g. failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty
3. ***Stealing.*** Stealing is the act of intentionally taking or appropriating the academic work of another, including plagiarism, without consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor
4. **“Plagiarism”** occurs when a student presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page and that the source of outside information and ideas be identified and attributed to that source. Students are responsible for learning proper scholarly procedures.
5. **“Artificial intelligence”** or **“AI”** is work done by computers, as opposed to created by humans. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software, which are very accurate in determining plagiarism and the use of AI.

All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

All instances of academic dishonesty will be addressed. Normally, if intent of academic dishonesty is likely, this will result in a 0 on the test or assignment. Repeated instances will likely involve failing the class and could result in expulsion. Participating in any form of academic dishonesty will normally also result in 5 demerits. Even the appearance of academic dishonesty will result in some form of punishment.

Student Locker Policy

1. The use of student lockers at PCA is a privilege. PCA has the authority to assign, limit the use of, or terminate the use of students' lockers. If these policies are not adhered to, students will be disciplined, which could result in loss of locker privileges.
2. PCA has authority to open and inspect lockers as well as to take custody of any contraband items found in lockers. Contraband will be considered any item so defined by law, policy, regulation, or any item deemed by the administration to be a danger to the health, safety, and welfare of our students. The discovery of such contraband items could result in disciplinary action.
3. It is strongly advised that assigned lockers be locked at all times by a combination or key lock purchased by the parents. PCA is not responsible for lost or stolen items that are in an unsecured locker. It is expected that students will not share their locker combinations or open lockers not assigned to them.
4. The correct lock combination or spare key must be on file with school administration. If a locker cannot be accessed by the code on file, the lock will be cut and replaced at the parent's expense.
5. Students are responsible for keeping their lockers clean, neat, and secured. Failure to maintain a locker could result in the loss of locker privileges. Content of a locker is the responsibility of the students to whom the locker is issued. If items that do not belong to a student are placed in his locker, the student has the responsibility to inform the administration. No student shall access another student's locker without permission.

Cell Phones and Electronic Equipment

Lower School Guidelines

Students are **NOT PERMITTED** to bring cell phones, tablets, or other non-medical electronic devices to school. Exceptions may be made for After-School Students when students are repeatedly not able to go outside due to ongoing weather (e.g., heat/cold, rain). However, when brought to school, these items **must** remain in the student's backpacks, and PCA is not responsible for any damage done to the items.

Upper School Guidelines

Students are **NOT ALLOWED** to use cell phones, earbuds, or other personal electronic devices during the school day. All cell phones **must be** turned off prior to entering the building and immediately stowed in the student's locker. Cell phones must remain in the student's locker until 3:10 p.m.. Cell phones may be turned on and used after 3:10 p.m. No cell phones are permitted at lunch or during study hall. PCA provides computers for academic work so there is no need for

personal electronics. If there is an emergency, the parent may call the school office, and they will get a message to the student. Disciplinary procedures for cell phone/electronic device violations are as follows:

1. First offense for the year: Demerit and confiscation of phone/device for the entire day
2. Second offense: Demerit and confiscation of phone/device for the remainder of the day. The parent may pick up the phone/device from school administration.
3. Third offense: 2 demerits and confiscation of phone/device for the week. The parent may pick up the phone/device from school administration with a \$20 fee.
4. Fourth Offense: 5 demerits, confiscation of the phone/device for a month, and a conference with Head of School and parents.

NOTE: Upper School students may use recording devices in specific classes with the permission of the teacher. Students using a recording device without the teacher's permission will be subject to disciplinary procedures. Students may not use their camera or video functions for any reason during the school day without administrative approval.

Computer Usage Policy

Computer and Internet usage will be allowed only upon receipt of a signed copy of Computer and Internet Usage Agreement form, which is located in the Appendix of the handbook.

PCA is pleased to provide students in grades 6-12 access to its computer network for educational purposes, including a unique school email address and restricted access to the public internet for research associated with their course of study.

The school is not able to guarantee that a student will *never* be able to access inappropriate internet content, particularly if that student makes intentional, determined, and sustained attempts to do so. Abuse of the school's internet connection by students or inappropriate use of technology by students can result in students being banned from using personal electronic devices on campus.

Student Guidelines

Students given access to the school computers will be given a unique password which they are expected to keep confidential.

None of the following is permitted without the explicit permission from administrative staff:

1. Installation of non-approved software on PCA computers
2. Reconfiguring PCA computers
3. Gaming on any computer

Guidelines for student-owned computers (only allowed for 9th-12th grades):

1. Use on school campus is intended solely for academic purposes
2. May be used during class only with explicit teacher permission
3. Are subject to monitoring (must be willing to grant access to PCA staff)
4. Are not to be used for personal communication without explicit teacher permission

Violating the guidelines may result in:

1. Restriction or loss of network access (this forfeiture may directly impact assignment grade)
2. Disciplinary action by the administration

In order to ensure that computers/devices and the internet are used in a proper manner, the administration and staff have the authority to monitor all aspects of technology usage which occurs within the school facility.

Social Media Guidelines

Social Media (online via computer or phone) is a popular means of networking and social interaction in today's culture, especially among teenagers. PCA advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so for the protection of students at PCA, parents must monitor their child's use of social media.

However, students will be subject to school discipline if inappropriate posts are made regarding PCA and/or any of its teachers, staff, or students. This includes criticism, embarrassment, the spread of gossip, and false claims. All complaints or concerns regarding PCA, any faculty/staff member, student, or parent should be addressed with the person or parties involved, not on social media. In addition, students who post pictures/images in PCA clothing (uniform, t-shirts, athletic attire, etc.) or on school property that misrepresent the values of the school, including but not limited to foul language, sexually explicit words and/or images, and embarrassing photos of themselves or any other PCA person/community member, will be subject to discipline, including expulsion from the school. While PCA's administrators do not closely monitor nor search for students' misconduct or misuse of social media, if any of the above-stated posts or pictures are brought to the attention of the PCA administration, it will be investigated and addressed with the student(s) and parent(s) according to PCA's disciplinary procedures.

Students are not permitted to be online during school hours, unless directed by PCA teachers/staff. Online use is only permitted for academic purposes, such as historical research and writing and current event discussions.

The PCA administration seeks to guard the school, its students, and the reputation of all involved parties. Therefore, guidelines have been developed for the use of social networking by school employees, especially as it may pertain to students. We do not prohibit faculty and student interaction on social media since it can have many positive aspects.

Uniform Policy

Providence Classical Academy is committed to the use of uniforms for its students. We want our students to distinguish themselves through their work, character, and personality, rather than through attire and adornment. We believe that the use of school uniforms:

- Places emphasis on learning, not clothing
- Allows for cohesive presentation as a group
- Ensures students are safely dressed for activities
- Facilitates security by identifying outsiders

- Creates a more work-like atmosphere
- Reduces peer pressure and social stigmas
- Promotes a positive image of the school in public
- Enhances school spirit

Fundamental Benefits:

First, uniforms prevent the application of subjective standards of dress in the classroom. Parents, students, and teachers know that the uniform meets PCA's standards of modesty. Uniforms allow our board and staff to focus on academic concerns.

Second, uniforms are a positive influence in the school. Providence Classical Academy places particular value on a disciplined learning environment. This environment makes it easier for the Academy to complete its primary task – the education of children. A child learns that when he is wearing a PCA uniform, he will be engaging in studious activity.

Third, uniforms encourage *esprit de corps*, where individuality is sacrificed for the good of the group. This removes the potential distraction of “what clothing other students are wearing”. It also sets our group of students apart from other schools, encouraging each student to operate as a part of a body, much like an athletic or military group is identified by common dress.

Student Dress Code

PCA believes that uniforms play an important role in maintaining a culture conducive to cultivating virtuous scholars. In many respects the uniform is the face of PCA. Uniforms encourage a sense of school identity and cohesion and also help to raise the standards of the school's academic and cultural pursuits. Rather than expressing themselves through fleeting youth fashion, students at Providence are expected to express themselves through their good attitudes and behavior, keen minds, and willing hearts. Like physicians, nurses, athletes, firefighters, military, and chefs, students at PCA wear uniforms.

- A student must be in full uniform from the time he or she exits the car in the morning until he or she is in the car on the way home, unless students are changing clothes for an athletic practice or game.
- Our exclusive uniform provider is Land's End. We have found that the quality and price is consistently the best.
- Uniforms must be worn at all times (including field trips) unless the Head of Lower School or Head of Upper School gives permission otherwise.
- If the Head of Lower School or Head of Upper School has authorized a student to be out of uniform (i.e. a free dress day or a field trip where wearing a uniform would not be practical), the student is expected to be prudent in choosing clothing and should conform in spirit to the Providence dress code. Jeans are not permitted unless express permission has been granted by the Administration.
- The Head of Lower School or Head of Upper School is the final arbiter of whether a student is in compliance with the dress policy.

The specific uniform requirements for students by grade level including dress code requirements on free dress days may be found in Appendix D.

Uniform Violation Consequences

When a Lower School student violates the uniform policy, the student's parent will be notified of the infraction either by phone, email, and/or by sending home a note in the binder or a uniform violation slip.

Upper School students will receive a demerit for violating the school uniform policy. Major infractions of the dress code, such as a student being blatantly out of uniform or blatantly immodest, will result in the student being removed from the classroom until his or her parents are able to bring them a suitable change in clothes. A teacher or staff member should inform a student when they are out of uniform and ask them to correct the issue.

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

Lost and Found

As a courtesy to parents and students, the school has a Lost and Found area off of the main hallway in the lower school and at the end of E-wing in the upper school. Periodically the items are emptied. Labeled items are returned to students and other items are donated. Prior notice is given via email whenever the lost and found is scheduled to be emptied.

It is very important that all students' clothing be marked with a complete and legible name. Please do not use the student's initials or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize their own clothing, but also so that a staff member will know whom to return it to. The use of iron-on or sew-in name labels is highly recommended. In addition, please do not forget to clearly mark your student's lunch box and backpack or portfolio.

Emergency Procedures

Each classroom contains a copy of the Emergency Preparedness Folder, which includes PCA's emergency procedures, policies, and protocols.

Drill Practices

Monthly practice evacuations of the school building are conducted. Tornado drills and lockdown drills are conducted biannually.

Severe Weather

1. PCA will not dismiss students in the event of a tornado watch or warning.
2. In the case of a watch, classes will remain in session. In the case of a warning, students will take cover in designated areas.
3. Parents who wish to pick up children may do so without penalty for absence. Parents who pick up children must be certain that regular checkout procedures are followed and that the student's classroom teacher is notified that the student has been picked up.

School Closings

There is always the possibility of school cancellation due to inclement weather or related conditions. The Head of School, in consultation with Administration, will make the decision regarding school closings. Because misinformation is so easily transmitted, parents and school personnel are asked not to call one another, but to rely on the above protocol. As soon as possible after a decision is made, a message will be posted through Digital Academy and the school's Facebook page.

Campus Visitors

1. All visitors to the PCA campus must sign in at the appropriate office, Kindergarten Prep & Kindergarten - Lower School - Upper School, and receive a visitor badge.
2. With the exception of parents and guardians, students will not be permitted to receive visitors on campus during school hours, except during the lunch period. Visitors outside of the lunch period must sign in at the appropriate office and have administrator approval.
3. PCA welcomes parental involvement in the classroom and school office. Parents should coordinate with their child's teacher or the school office.
4. Visits from parents who wish to sit in and observe a class are encouraged. However, all visits must be arranged in advance with the teacher and Head of Lower School or Head of Upper School. Parents will be required to sign an observation agreement form.
5. Visits from college students who wish to observe are allowed. They must sign in at the appropriate office and sign an observation agreement form. All college observations should be arranged through the Head of High School.
6. For the safety of PCA students and employees, teachers and staff should stop anyone seen on the campus without a visitor's badge, elicit their name, direct them to the nearest office and notify the office about the unregistered visitor via a telephone or radio.
7. Students and parents are not normally permitted to bring pets into the school buildings unless permission has been granted from a teacher and the reason for the visit is to enhance the learning experience of the class.

Volunteers

A volunteer is anyone who is not an employee of the school yet works with students in any capacity (i.e. coaches, sponsors, regularly serves in the classroom or is left alone with students). All volunteers, chaperones, and drivers **must** submit to a background check. Please notify the appropriate teacher or sponsor of your interest, and a link to a secure online application will be emailed to you. All volunteers are required to abide by the policies of the school.

Parent Expectations

The purpose of our school is to promote the spiritual, physical, mental, moral, social, and emotional well-being of our students. PCA hopes to create a wonderful academic experience for every student, teacher, administrator, parent and community member involved. As part of creating a healthy culture, PCA parents have certain responsibilities that are summarized in the rules for engagement and parent expectations that follow.

Each parent agrees to uphold the Parent Expectations when signing the school contract.

- 1) I understand that Providence Classical Academy promotes Christ and is in a continuous pursuit to encourage Christ-like goals, attitudes, actions and desires to achieve the school's mission and vision statements.
- 2) I will model good behavior at all times by honoring and respecting students, teachers, administration, and other parents.
- 3) I will do my best to have my child at school on time and with all the needed materials. If my child is unable to attend, I will contact the school or teacher.
- 4) I will support teachers, staff, and administration working with my child, in order to encourage a positive and enjoyable experience for everyone.
- 5) I will demonstrate my support of teachers, staff, and administration by following the appropriate channels of communication if concerns arise during the school year. (Allow the teacher to address the concern before contacting the Head of Lower School or Head of Upper School and allow the Head of Lower School or Head of Upper School to address the concern before contacting the Head of School).
- 6) I will ask my child to treat all other students, teachers, staff, administration, and other parents with honor and respect regardless of race, sex, creed or ability.
- 7) I will not have any offensive, insulting or abusive language or gestures to teachers, staff, and administration.
- 8) I will support the school policy to NOT communicate with teachers in the "heat of the moment." Therefore, I will schedule a time to discuss any issues outside of class time and special events with the teacher.
- 9) Parents are good role models by appreciating the efforts made by both parents and the school. I will encourage family members and friends who may attend school functions to also observe these standards. **Parents, teachers, and administration must work together in order to have the best possible academic experience.**

If these expectations are not followed, the following consequences will result:

- 1) First time - Warning
- 2) Second time - Forbidden from the school for a decided period of time. If the parent comes to school during that period of time, they will be asked to leave and forbidden from the school for the rest of the year. If a parent refuses to leave, the local authorities may be contacted.
- 3) Third time - Forbidden from the school for the rest of the school year. If the parent violates the request, they will be asked to leave. If the parent refuses to leave, the local authorities may be contacted.
- 4) Fourth time - This matter will be forwarded to the board for expulsion.

NOTE: No one at Providence enjoys such confrontations. Parents, please partner with us so that we are not put in a position to need to implement these consequences. Additionally, if a parent threatens to harm the school or anyone in the school, physically or legally, or other extremely divisive behavior harmful to a healthy school culture, the Head of School can expedite the consequence, even to the point of expulsion.

Rules for Engagement

- *Accessing Teachers* - If a parent needs to address a concern, please set up a conference or communicate with the teacher through school email.
- *Guidelines for observing classes* - If parents are concerned about recess or want to come observe a class including specials, please contact an administrator to discuss the nature of the concern and set up a time to observe. With any observation, parents may not take pictures/video of any children but their own. In keeping with PCA's Matthew 18 policy, any concerns from observations should only be discussed with the teacher and administration. Parents must sign an Observation Agreement Form.
- *Parents confronting children other than their own* - Parents must never directly confront children other than their own at school or school-sponsored events regarding conflict between another student and their own child. If parents have concerns, they need to first inform their child's teacher and then an administrator, so the conflict can be solved.
- Regarding frustrations with teachers, staff, parents, and students, **social media is not the place to vent frustrations**. In keeping with the Matthew 18 policy, please contact the teacher and then administration.

IV. SCHOOL POLICIES

Student Athletic Policy

Our understanding of the Christian worldview compels us to go beyond training the mind only. The training of the body brings glory to God as well. Athletics represent one aspect of a comprehensive educational program, not the main focus of the program. Our academic and athletic programs are not structured to be in competition with each other. Rather, the athletic program should be planned so as to present minimal interference with the academic program. PCA uses both academics and athletics to help accomplish the goal of students becoming well-rounded individuals, striving toward their God-given potential. We believe that competitive team experiences contribute significantly to the development of personal character, mutual support, and school spirit and also provide ideal situations for teaching biblical principles of behavior.

In athletics, as in all areas, we expect our coaches, players, and students to represent PCA in a manner that is respectful of others and pleasing to God.

Expectations of Student Athletes

1. All students are eligible to participate in the extracurricular athletic program, assuming they meet the age and grade level requirements of each sport.
2. Anyone who participates in Junior Varsity and Varsity athletics must have a physical exam for the current school year completed and on file before the first day of practice.
3. All athletic fees must be paid before a student will be issued a uniform or allowed to participate in scheduled games.
4. Athletes must attend practices and competitions. When this is not possible, they will notify their coaches immediately.
5. No mandatory athletic practices will be held on Sunday. If the Wednesday practice time (or any other time) conflicts with church activities, the student will be excused from athletic practice with no penalty to the student.

6. Students must be in attendance at school at least three periods of the day in order to participate in an athletic event that day. Approval from the Athletic Director must be granted if an athlete or coach wishes to have this policy waived for any reason.
7. Students will be granted an excused absence when missing classes due to participation in an athletic event. However, it is the student's responsibility to inquire as to any missed classwork or homework assignments.
8. Students are expected to be at school on time the morning after a late night school-sponsored and school-approved event. However, if participating in the event (i.e. the student plays in the game or sings in the choir) and that participation results in the student returning home after midnight, the student can have an excused absence for the first period the following morning. The student is still responsible for any missed academic work.
9. Athletes' grades will be checked twice a month by administration. If a student has a grade of 64 or lower in any subject, he/she will be ineligible to participate in athletics. In order to be eligible, approval must be given by upper school administration.
10. If a student is on academic probation they will be ineligible to participate in athletics.
11. If a student is suspended for any reason, he/she will be ineligible to participate in athletics during the suspension period.
12. Because students on athletic teams are representatives of the school, if a student engages in behaviors either inside or outside of school that are inconsistent with the values of the school, the student's participation in athletics may be affected.

Expectations of Parents of Athletes

1. Parents will represent PCA in a manner that is honoring to God.
2. Parents will pledge to demonstrate the best sportsmanship possible. They will respect themselves, players, opponents, coaches, officials, and fans.
3. Parents will maintain a positive, "team first" attitude.
4. Parents will follow the chain of command if they have a problem with a coach: first speak to the coach, then (if applicable) the Head Coach, then the Athletic Director, then the Head of Upper School, and then the Head of School.

For more information regarding parent expectations, please refer to Parent Expectations in this handbook.

PCA Medical Policy

1. It is the expectation that families keep ill children at home so that infectious conditions are not spread to classmates, faculty, and staff. This includes not sending children to school if they have had any of the following within the previous 24 hours:
 - a. Fever >100.4
 - b. Vomiting
 - c. Diarrhea
 - d. Excessive coughing
 - e. Excessive nasal drainage
2. Should a child become ill or be injured during the school day, the office will make every effort to care for them so that they may return to class. If necessary, students will be

allowed to rest 15-20 minutes before deciding if they will return to class or if a parent will be contacted in order for the child to be taken home.

3. A student whose temperature is 100.4 degrees F or higher, who experiences vomiting or diarrhea at school, or who the teacher feels has excessive coughing or nasal drainage will be asked to go home and should not return to school until he/she has not experienced these symptoms for 24 hours.
4. When parents are notified of the need to pick up their child, the child **MUST** be picked up within 30 minutes of being called. If this is not possible, we ask that arrangements be made to have the child picked up by someone other than the parent.

NOTE: It is required that a parent/guardian complete the medical information on the enrollment form for each student. Please keep the school updated of any changes in relevant health history, or any changes regarding medication. When you choose your local emergency contact, make sure that person is aware of your choice, and consider providing him/her with copies of your medical insurance information card and a Power of Attorney that legally authorizes him/her to seek medical care for your child in the event that you are unavailable.

For additional information regarding PCA's Medical Policy, please see our Letter Regarding Sickness found in Appendix B of this handbook.

Medication Policy

The policies regulating the administration of medication during school hours are for the students' safety and are mandated by the state of Louisiana. School personnel will only be able to administer medication after the *Medication Administration Form* is properly completed and signed by the parent for all medication and by the physician for prescription medication.

1. If a child requires medication during the school day, a *Medication Administration Form* must be on file for the student. The form must be signed by a parent (and by a physician for prescription medication) annually and updated immediately as changes occur. It is recommended that the first dose of any new medication be administered at home.
2. Over-the-counter medication supplied by parents must be turned in to the Administrative Assistant for their student's grade level by a parent in the original manufacturer's container.
3. Prescription medications must be brought to the Administrative Assistant for their student's grade level by the parent in the current, original, properly-labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription medications. A *Medication Administration Form* and *Medication Order Form* must be signed by both the parent AND the physician who prescribed the medicine.
4. The parent must deliver all medication (over-the-counter and prescription) to the school for verification and inventory. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use. **Any medication not picked up by the end of the school year will be discarded.**
5. Medication labels must contain the student's name, name of medication, directions for use, and date. Physician's order and medication label must be the same.
6. For children with EpiPen prescriptions, a *Medication Administration Form* and *Medication Order Form* must be completed and signed by the parent AND physician.

This form is available at the school. Two sets of emergency medications are to be supplied by the parent- one to remain in the classroom with the child and one in the office.

7. NO medication of any kind may be carried on a student's person without permission from the administration.
8. Essential oils are considered an over-the-counter medication and may not be in a student's possession during the school day. Parents may apply essential oils to their student(s) directly either before school or during the school day.

Serious Disease Guidelines

This applies to all students, employees and volunteers of the school.

Serious diseases are communicable diseases that are potentially life-threatening or that can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome) and pneumonia are examples. Common colds, acute influenza, chicken pox, strep throat, lice and the like, though unpleasant and contagious, are not considered serious diseases.

1. The administration will take all appropriate precautions (including isolating the student(s) who may have contracted or been exposed to the disease) to reduce the risk of infection of any student, employee, or volunteer by any known serious diseases.
2. The school will not be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.
3. Upon receiving reliable information that a student, employee or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student, the Board and (at the discretion of the administration) local health officials and the Center for Disease Control in Atlanta, Georgia to obtain pertinent information.
4. Based upon all available information, the administration will determine what actions are necessary. The administration will then contact the parents of the affected student(s) and relay to them the information it has received as well as the decisions it has made.
5. The administration may require a student to remain home for a specific or indefinite period of time.
6. The Board and administration may close the school in extreme cases.

Privacy Policy

For the purposes of this policy, "Providence Classical Academy" refers to persons who are part of the faculty, staff, and/or members of the governing board of PCA. "The community of PCA" refers to persons who are students, other members of a student's own household, and persons who are part of "PCA."

The Community of Providence Classical Academy-Personal Information

The privacy of the students, parents, faculty, staff, and Board of PCA is valuable, and is a matter of great importance and trust.

Personal information, (including, but not limited to names, addresses, phone numbers, and email addresses) may only be distributed among persons belonging to the community of PCA, and may not be distributed by PCA to any other parties.

Friends and Guests-Personal Information

Personal information received by PCA belonging to persons other than the community of PCA will be treated with care. Reasonable efforts will be made to ensure that the information is distributed only as needed at PCA, and will not be distributed to other parties.

Providence Classical Academy-Internal Communication

Personal information may be distributed among PCA for purposes of school-related business only. PCA will endeavor to avoid excessive reproduction of personal information to minimize the possibility of improper distribution of personal information belonging to the community of PCA, and personal information belonging to friends and guests.

Providence Classical Academy-Community Communication

Community communication of personal information shall be governed by the principle of "one document, one recipient". Each document containing personal information will be intended only for the receipt of one person or household. The following statement shall appear on documents, in any form, that contain personal information belonging to anyone other than the sender or the recipient:

In accordance with the Privacy Policy of PCA, this document and any associated documents are intended only for the use of the initial recipient and may contain information that is privileged and confidential. Any use of this information for anything other than its intended purpose or by anyone other than the initial recipient constitutes a violation of the privacy policy of PCA. If you have any questions about this policy, please contact your Head of Lower School or Head of Upper Schools.

Conflict Resolution Policy

Relationship difficulties are normal parts of the human experience. When these difficulties are not handled properly, all parties are negatively affected, and the successful implementation of PCA's goals is threatened. Therefore, it is imperative that all disputes or conflicts between parties directly connected to the school be handled in a biblical manner according to the principles outlined in Matthew 18, found in Appendix A. The first step in conflict resolution is to go directly to the person with whom the conflict exists in order to attempt resolution. If a satisfactory resolution is not forthcoming at this level, the two parties should take the issue to the next level. If the issue is between a parent and a teacher or staff person, the next levels would be the Head of Lower School or Head of Upper School and then the Head of School. If the issue is with the Head of Lower School or Head of Upper School and is not resolved by speaking with him/her, the issue should then be taken to the Head of School and so on. The key is to follow the chain of command shown below and to make every effort to resolve conflicts without involving outside parties.

Parents > Teachers > Head of Lower or Upper School > Head of School > Board

Grievance Policy

The purpose of this policy is to establish biblical guidelines for the resolution of disputes and grievances that arise in the operation of Providence Classical Academy. These guidelines should be followed whenever a dispute or grievance concerning any aspect of the school's operation arises between or among any parties connected in a direct way to the school, including students, parents, volunteers, staff, administration and board. In the event of a more serious, extraordinary

grievance such as physical abuse, sexual harassment, or violations of law, the guidelines should be adhered to on an expedited basis, skipping consultations as appropriate. All disputes should be handled according to the Matthew 18 principle. A copy of the Matthew 18 policy and PCA's Grievance Policy can be found in the Appendix of this handbook.

Definitions:

Dispute - Any disagreement that results in broken fellowship or trust between or among parties, that disrupts the lines of authority in the school, or that (in the judgment of either disputant) threatens the successful implementation of the school's objectives and goals.

Grievance - A concern about any decision made by one in authority, where the concern is substantial enough to warrant an appeal of the decision to the next higher authority.

Concern - The substance of a dispute and/or grievance.

Guidelines:

1. Students/parents to teachers:
 - 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 Head of Lower School or Head of Upper School. If the student brings the concern, he must have permission from his parents to do so.
 - c. If there is still no resolution, they should request a conference with the Head of School.
2. Parents/patrons to administrator:
 - a. 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 Head of Lower School or Head of Upper School.
 - b. If there is no resolution, they should request a conference with the Head of School.
 - c. This procedure applies also to board members who are acting in their capacity as parents/patrons and not as representatives of the board.
3. Parents to head of school or PCA Board:
 - a. If parents have a grievance or dispute about the policies of the school or regarding concerns about the head of school or the board, they should bring their concerns to the head of school.
 - b. If there is no resolution, they should put their grievance or dispute in writing to the Providence Classical Academy Board. The PCA Board will take the concern into consideration and respond to the grievance by the next meeting.
 - c. Communication with the PCA Board on official school matters should never take place in informal conversation. All official communication with the PCA Board should be made through writing to the head of school or the board president.
4. Parent to Parent:
 - a. Parents are encouraged to train their children in the appropriate resolution of matters within the community of believers.
 - b. When possible disputes between students or parents should be resolved face to face and with Christian charity.

- c. The Head of Lower or Upper School or the Head of School should only be involved in disputes or actions that affect the student body of Providence Classical Academy. Individual disputes should be handled by the parties involved at the individual level.
- 5. Other Concerns and Suggestions. For concerns not relating to a specific individual, the student should consider other options including:
 - a. Students may give suggestions to one of their teachers for consideration.
 - b. Students may request to meet with the Head of Lower School or Head of Upper School, or Head of School individually or in small groups.
 - c. Students should be willing to accept the decisions, outcomes and wisdom of those whom God has placed in authority over them, even when they disagree.

If a dispute among families becomes disruptive to the school, the head of school and the Board reserves the right to become involved in the matter.

Human Dignity/Anti-Bullying/Anti-Cyberbullying Policy

PCA intends to provide its teachers and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with dignity and respect. These are the features of the policy:

1. We do not condone or allow any harassment or bullying (continued harassment that is targeted towards an individual or a group) by teachers, administrators, support staff, students, or other persons present in our facilities.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or any administrator. Teachers should report an offense to the appropriate Head of Lower School or Head of Upper School or the Head of School. Each report will be given serious consideration and investigated thoroughly by the administration.
3. Reports of harassment or bullying or cyber-bullying and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Actions considered as harassment include obscene gestures or making faces, physical acts of aggression or abuse (including hitting, choking, pushing, tripping, damaging personal property, or unauthorized use of personal property), repeated and purposeful shunning, and forms of written or verbal harassment (including electronic communication, i.e., cyberbullying), which would include name calling, threatening harm, taunting, malicious teasing, or spreading untrue rumors. While usually behavior that occurs off-campus is not a matter of school discipline, cyberbullying that occurs outside of school hours will be subject to school discipline.
5. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including termination (for teachers) or expulsion (for students).
6. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an

intimidating, hostile, or offensive learning or employment environment.

7. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar features will not be tolerated. Persons engaging in this misbehavior will be strongly disciplined.
8. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

The Matthew 18 Principle

**A Scriptural Understanding and Practical Application
of this Important Biblical Principle**

Virtually no one enjoys conflict and confrontation. Yet, in our imperfect and fallen world, relationship difficulties are normal parts of the human experience, and some conflicts and confrontation are simply inevitable. Breakdowns in effective relationships, when not handled properly, often hinder progress, usually upset all parties, and, generally speaking, are destructive and demoralizing. Therefore, it is extremely critical that a proper application of sound problem-solving skills be employed at PCA.

Christians should be encouraged to know that the ultimate textbook of knowledge and wisdom, God's Holy Word, provides very specific guidelines and mandates for effective conflict resolution. Specifically, Matthew 18:15-17 provides the following scriptural mandate for keeping communication lines open and intact:

“If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

In practical terms, how are the principles of Matthew 18 applied to the real life situations at PCA? First of all, the offended party should always directly confront the “offending” party before taking the issue to any other party. Hopefully, the problem will be solved at this point. If a satisfactory resolution is not forthcoming at this level, the two parties should take the issue to the next level. If the issue is between a parent and a teacher or staff person, the next level would be the appropriate Head of Lower School or Upper School, and beyond that, the Head of School. If an issue is with the Head of School and is not resolved by speaking with him/her, the issue should be submitted to the PCA Board through written communication to the Board President. The key here is to make every effort to resolve conflicts without involving outside parties.

Letter regarding sickness

Dear Parents,

As a school we are committed to doing our part in preventing the spread of sickness and health related problems among our students. PCA has had a long-standing policy related to students returning to school after contagious illnesses, and we ask that you familiarize yourself with these policies now and refer to them as necessary throughout the year.

In order to clarify a student's level of wellness and to ensure that we all remain diligent in adhering to our stated guidelines, we will ask that if your child leaves school due to sickness or if he or she cannot come to school due to sickness that you not only follow the long-standing policy of keeping him or her at home until he or she has remained fever free or has not vomited or had diarrhea for at least 24 hours. Additionally, when you send your child back to school we ask that you provide your child's teacher with a note stating the following:

a) the reason your child was absent- (ex: Two days ago John had a fever when he woke up. I kept him at home, deciding to let it run its course. By mid afternoon his temperature was normal. In keeping with the school's policy, I kept him at home again yesterday to ensure that he remained fever free for 24 hours.)

b) the treatment you administered if this would be helpful for the teacher to know- (ex: I took Mary to our pediatrician, who believed that she had a 24-hour virus and that she would be fine to return to school by Thursday.)

c) verification that you have followed our policy regarding return- (ex: Susie's temperature has been consistently normal since she woke up yesterday with no spikes at all during the day.)

Please note that, while you may choose to give your child medication to reduce fevers and make them more comfortable, a normal temperature as the result of a dose of Tylenol does not qualify a child as being "fever free."

If this expectation seems overbearing to you, I apologize, and I assure that creating a hardship for any parent is not our goal. Sending children to school when there is even a trace of sickness still in their system is almost a guarantee that they will tire more easily than normal, the symptoms of the sickness will return and they will have subjected classmates to the same germs, thus spreading the sickness throughout the class and often into other classes, as well.

I will close in stating that if your child is sent home early due to sickness or if your child misses one or more entire days due to sickness and you forget to send the requested note upon his or her return, we will keep your student in a waiting room until we have spoken to you to gain assurance that the above expectations have been met.

Thank you in advance for your understanding and cooperation in this matter. Together we can ensure that we keep the spread of sickness and germs to a minimum this school year.

Pursuing the glory of God by pursuing the good of students,

Howard Davis, Head of School

Courtside Cafe

Lesley Duke, owner of Southern Sweet Tea Pops, LLC, will be providing an on-site food program at Providence called ***Courtside Cafe***. Her services will create and customize nutritious meals and snacks for our students, visiting parents, faculty and staff members.

PCA's Courtside Cafe will offer nutritious meals while providing choices within each meal that appeals to a younger palate as well as older students and adults! Lesley has experience with incorporating diverse cultural menu options while paying close attention to dietary needs and allergy concerns.

Online Ordering Information

To create your account visit, <https://courtsidecafe.mealsite.com/order>, and click "Register" on the left of the home page.

Then enter your student's name, grade and teacher

If you don't know your child's teacher yet, then select "Temporary"

Once you know the teacher, please go to "My Account" on the top right, then click "Students", then "Edit" on the right student, and select the correct teacher in the then dropdown then click "Save"

This will help me with organizing how to pass meals out to students

Your student will now appear in a dropdown above the create student section

Select your student and the menu will appear at the bottom

Before you advance to the checkout page, please fill out any allergies in the "List Allergies" box and if you have requests like "no tomato and lettuce", "No cheese", etc. Put that in the "Special requests" box

You need to do this every time you order because I have no automatic system that notifies me.

You can cancel or edit orders if it is before the 9pm cutoff time the night before by going to "My Account" and clicking "Orders".

If you have any questions, please visit <https://docs.mealsite.com/customers>. If this doesn't help, then email courtsidecafe@pcabossier.org.

If you have and plan to order for 3 or more kids, then email me at courtsidecafe@pcabossier.org and we will give you a discount.

Important Information

If you have an existing account, please update your child's grade to avoid misplaced lunch and confusion.

****Please create an account and order online to avoid late lunch sign up fees. The late fee is \$3 plus cost of lunch per child per day **(Helpful Tip: Set an alarm in your phone on Sunday to order lunches for the upcoming week)***

Cash Discount Option

If you would like to pay in cash, please review the monthly menu. Email me your lunch selections, child's name and grade and I will send you the discounted total and payment details. This must be completed the Friday before your selected lunch order date. The email is courtsidecafe@pcabossier.org.

Lunch Canceling Instructions

If your student has ordered lunch from courtside cafe and you need to cancel, please do so online to receive credit. No credits for lunch canceled after 8am.

Instructions: Log in> Navigate to my account> Orders>Pull up the order> Select the cancel items action tab in top right corner>proceed to cancel items.

You will have a credit to use towards your next order. The credit will remain in your account and will carry over until next school year if not used by May 2027.



Uniform & Dress Code Policy General Expectations KP-12th Grade

Land's End (New Uniforms)

www.landsend.com/school

Preferred School Number: 900124249

PCA Marketplace (Used Uniforms)

<https://www.facebook.com/groups/490024108495616/>

PCA is committed to the use of uniforms for its students. Uniforms must be worn during school hours, including school-sanctioned field trips, unless Administration announces otherwise. The Uniform and Dress Code Policy enables our students to distinguish themselves through their work, character, and personality, rather than through attire and adornment. PCA believes that the use of school uniforms:

- Places emphasis on learning, not clothing
- Allows for cohesive presentation as a group
- Ensures students are safely dressed for activities
- Facilitates security by identifying outsiders
- Creates a more work-like atmosphere
- Reduces peer pressure and social stigmas
- Promotes a positive image of the school in public
- Enhances school spirit

Dress code policy will be enforced by teachers, administrators, and PCA staff members. When a lower school student (KP-6th) breaches a uniform guideline, the student's parent will be notified by either phone, email, or a note in the student's binder. Repeated breaches will result in a student receiving a yellow slip. When an upper school student (7th-12th) breaches a uniform guideline, the student will receive a demerit (parents are notified of demerits through email). Repeated uniform infractions or serious dress code violations in the upper school may result in a parent call asking a change of clothing be brought to the school.

APPAREL

- Clothing must be clean and without holes, tears, fraying, or excessive fading
- Uniforms should be properly sized (no baggy or excessively form fitting pants, shirts, or sweaters)
- Uniform shirts must be tucked in at all times with the exception of active recess or PE classes
- Sweatshirts and sweaters must be worn with a collared, tucked-in navy polo uniform shirt
- Student apparel and school gear (backpacks, lunch containers, notebooks, etc.) shall not display any political slogans, commercial slogans, product promotions, celebrity representations, sports team promotions or any pictures/cartoons of commercial characters
- No stickers, buttons, pins, etc. should be applied to uniforms
- PE Classes require athletic shoes with socks

JEWELRY

- Excessive jewelry is not permitted
- Smart watches are not allowed
- Girls KP-6th may not wear dangling or hoop-style earrings
- Jewelry in pierced body parts, with the exception of earrings for girls, is not permitted

HAIR

- Hair should be washed, neatly groomed and kept out of the eyes so as to not interfere with eye contact or line of vision
- Natural hair color permitted (blonde, brown, black, red); No other colors permitted
- Hair accessories should be coordinating school colors (navy, gold, plaid) or neutral colors (black, brown, white)
- Male students should be clean shaven – facial hair not permitted
- No hats or hoods covering student heads are allowed in classrooms or general assembly areas inside school building

MAKE-UP / NAILS / TATTOOS

- KP – 6th – not permitted to wear makeup
- 7th – 12th – makeup allowed, light makeup only
- Nails should be clean and neatly trimmed. Nail polish should be light, conservative colors only
- Tattoos should be covered and not visible while on campus

FRIDAY - SPIRIT SHIRTS/HOUSE REGALIA

- Grades KP-6th may wear NAVY PCA branded shirts with uniform bottoms
- Grades 7th-12th may wear PCA branded shirts (spirit, club, athletic) and house regalia shirts with uniform bottoms

On occasion when the uniform requirement is relaxed (spirit week, jeans day, field trips, etc.) the spirit of the dress code is still in effect. Student appearance is expected to be neat and modest. Administration will announce spirit days / special free dress days.

SPIRIT DAYS / SPECIAL FREE DRESS DAYS

- Jeans should be full-length blue denim (No capris/shorts). No rips, tears or holes allowed.
- Skirts/dresses/shorts should follow hemline guidelines of regular uniform policy. No shorter than 4 inches above the knee
- Hemlines of shorts/skirts/skorts should be clearly visible below any length t-shirt, sweatshirt, outerwear, etc.
- Leggings (No flesh colored) should be worn with shirts that fall long enough to touch mid-thigh.
- Sleeveless shirts, tank tops, spaghetti straps are not allowed or should be covered with appropriate style cover top
- No flip flops allowed
- No pajamas or pajama-style pants allowed unless specified in an announcement from administration (spirit days)
- PCA sponsored events that involve water sports or swimming requires female students to wear a one-piece bathing suit or equivalent style. Male and female students are required to cover up with a shirt before and after swimming.
- PCA overnight trips (middle and high school) – students are expected to dress modestly and follow the spirit of PCA's dress code. A dress code checklist may be sent out to reflect a specific PCA sponsored travel-related event (college trips, retreat, etc.)



Lower School Uniform & Dress Code Policy Girls KP-6th

Land's End (New Uniforms)
www.landsend.com/school
Preferred School Number: 900124249

PCA Marketplace (Used Uniforms)
<https://www.facebook.com/groups/490024108495616/>

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

JUMPER / SKIRTS / SKORTS (*Hemmed no more than 4 inches above the knee and no longer than 2 inches below the knee*)

- Plaid #57 (Land's End) / KP & K may wear elastic waist skirts & skorts
- Navy modesty shorts required under skirts and jumpers
- 6th grade girls may also wear khaki skirts and skorts (no athletic style)

SHORTS (*Any Vendor*)

- Khaki uniform-style shorts (*Hemmed no more than 4 inches above the knee & no longer than 2 inches below the knee; no cargo, athletic, or denim*)
- KP & K may wear elastic waist shorts

PANTS (*Any Vendor*)

- Khaki uniform-style pants (No cargo, capri, athletic or PFG-style pants)
- KP & K may wear elastic waist pants

BELTS (*Required Grade 3 and up with pants/shorts with belt loops*)

- PCA Plaid #57, black, brown or navy with a plain buckle

SHIRTS

- Solid navy Polo shirt with PCA logo, long or short sleeve (Land's End)
- White broadcloth shirt, with or without navy piping with **plaid jumper only**
- Solid white turtleneck may be worn during winter months with **plaid jumper only**

SOCKS / TIGHTS / LEGGINGS

- Socks: Solid white, navy or black – no-show/ankle/crew/knee (no accent colors)
- Tights / Leggings: Solid navy or white (tights - ankle length only)

SHOES

- Athletic shoes, sandals, dress shoes – any color acceptable, must have real back
- No lights, large heels or wheels and no Crocs brand or Crocs-type shoes

BOOTS

- Solid black, brown or gray. NO heels or cowboy boots

SPIRIT SHIRT FRIDAYS

- Navy PCA logo spirit shirts allowed on Fridays with uniform bottoms

WARMTH LAYER (*allowed in classroom*)

- Solid navy jacket, sweater, hoodie, sweatshirt, coat with uniform collared navy polo-style shirt underneath
- PCA Logo sweatshirts, jackets, sweaters in navy ONLY
- Monogrammed initials allowed in school colors ONLY (Navy/Gold)
- No large branded items allowed (Nike, Under Armour, etc)

OUTERWEAR

- Jackets, rain coats, or winter coats any color are permitted for being outside, but are not to be worn in classrooms
- Outerwear items should follow the general dress code policy regarding logos, branding, licensed characters, etc.



Lower School Uniform & Dress Code Policy Boys KP-6th

Land's End (New Uniforms)

www.landsend.com/school

Preferred School Number: 90012424

PCA Marketplace (Used Uniforms)

<https://www.facebook.com/groups/4>

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

SHORTS (*Any Vendor*)

- Khaki uniform-style shorts
- KP & K may wear elastic waist shorts

PANTS (*Any Vendor*)

- Khaki uniform-style pants (No cargo, capri, athletic, jogger, denim)
- KP & K may wear elastic waist pants

BELTS (*Required Grade 3 and up with pants/shorts with belt loops*)

- Black, brown or navy with a plain buckle

SHIRTS

- Solid navy Polo shirt with PCA logo, long or short sleeve (Land's End)
- White short sleeve undershirts allowed under uniform shirt

SOCKS

- Socks: Solid white, navy or black – no-show/ankle/crew/knee (no accent colors)

SHOES

- Athletic shoes, sandals, dress shoes – any color acceptable, must have real back
- No lights, large heels, or wheels and no Crocs brand or Crocs-type shoes
- Athletic shoes worn with socks are required for PE Classes

BOOTS

- Solid black or brown. No cowboy boots

SPIRIT SHIRT FRIDAYS

- Navy PCA logo spirit shirts allowed on Fridays with uniform bottoms

WARMTH LAYER (*allowed in classroom*)

- Solid navy jacket, sweater, hoodie, sweatshirt, coat with uniform collared navy polo-style shirt underneath (hoods not allowed to cover head while inside the campus/classroom)
- PCA Logo sweatshirts, jackets, sweaters
- Monogrammed initials allowed in school colors ONLY (Navy/Gold)
- No large branded items allowed (Nike, Under Armour, etc)

OUTERWEAR

- Jackets, rain coats, or winter coats any color are permitted for being outside, but are not to be worn in classrooms
- Outerwear items should follow the general dress code policy regarding logos, branding, licensed characters, etc.



Upper School Uniform & Dress Code Policy Female Students 7th-12th Grade

Land's End (New Uniforms)

www.landsend.com/school

Preferred School Number: 90012424

PCA Marketplace (Used Uniforms)

<https://www.facebook.com/groups/4>

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

SKORTS / SKIRTS (*Hemmed no more than 4 inches above the knee and no longer than 2 inches below the knee*)

- Plaid #57 (Land's End)
- Khaki colored skirts allowed (no athletic style)
- Modesty shorts (khaki/navy) required under skirts

SHORTS/PANTS (*Any Vendor*)

- Khaki uniform-style shorts (*Hemmed no more than 4 inches above the knee & no longer than 2 inches below the knee; no cargo, athletic, or denim*)
- Khaki uniform-style pants (No cargo, capri, athletic, jogger, or denim)

BELTS (*Required with shorts/pants*)

- Black, brown or navy with a plain buckle (*Uniform skirts/skorts with no belt loops do not require belts*)

SHIRTS

- Solid navy Polo shirt with PCA logo, long or short sleeve
- HS (9-12) only may wear PCA logo Oxford-style long sleeve shirt (blue or white)

SOCKS / TIGHTS / LEGGINGS

- Socks: Solid white, navy or black
- Tights / Leggings: Solid navy or white (leggings - ankle length only, no capris)

SHOES

- Athletic shoes, sandals, dress shoes, boots – any color acceptable, must have real back
- No lights, large heels, or wheels and no Crocs brand or Crocs-type shoes
- Heels may not be above 1 ½ inches high
- Athletic shoes worn with socks required for PE Classes

FRIDAY - SPIRIT SHIRTS/HOUSE REGALIA

- PCA branded shirts (spirit, club, athletic) and house regalia shirts allowed on Fridays with uniform bottoms

SPECIAL DRESS DAYS (*Administration will announce certain school days as "Special Dress".*)

Students are encouraged to dress per these guidelines.

- Khaki uniform pants, skirts or skorts with PCA logo Oxford-style shirt (blue or white)
- Navy sweater, sweater vest, or blazer (no sweatshirts allowed)

WARMTH LAYER (*allowed in classroom*)

- Solid navy jacket, sweater, sweatshirt, hoodie, or coat with uniform collared navy polo-style shirt underneath (hoods not allowed to cover head while inside the campus/classroom)
- PCA Logo sweatshirts, jackets, sweaters
- Monogrammed initials allowed in school colors ONLY (Navy/Gold) no larger than 5 inches
- No large branded items allowed (Nike, Under Armour, etc); brand logos should be less than 3 inches

OUTERWEAR

- Jackets, rain coats, or winter coats any color are permitted for being outside, but are not to be worn in classrooms
- Outerwear items should follow the general dress code policy regarding logos, branding, licensed characters, etc



Upper School Uniform & Dress Code Policy Male Students 7th-12th Grade

Land's End (New Uniforms)

www.landsend.com/school

Preferred School Number: 90012424

PCA Marketplace (Used Uniforms)

<https://www.facebook.com/groups/4>

NOTE: Administration ultimately determines student compliance with standards of appearance and may ban other items or practices considered generally inconsistent with the intent of these guidelines. Further, Administration may bar attendance of students in violation of these guidelines.

SHORTS / PANTS (*Any Vendor*)

- Khaki uniform-style shorts (*Hemmed no more than 4 inches above the knee and no longer than 2 inches below the knee*; no cargo, athletic, or denim)
- Khaki uniform-style pants (No cargo, capri, athletic, jogger, or denim)

BELTS (*Required with shorts/pants*)

- Black, brown or navy with a plain buckle

SHIRTS

- Solid navy Polo shirt with PCA logo, long or short sleeve
- HS (9-12) only may wear PCA logo Oxford-style long sleeve shirt (blue or white)

SOCKS

- Socks: Solid white, navy or black

SHOES

- Athletic shoes, sandals, dress shoes, boots – any color acceptable, must have real back
- No lights, large heels or wheels and no Crocs brand or Crocs-type shoes
- Athletic shoes worn with socks required for PE Classes

FRIDAY - SPIRIT SHIRTS/HOUSE REGALIA

- PCA branded shirts (spirit, club, athletic) and house regalia shirts allowed on Fridays with uniform bottoms

SPECIAL DRESS DAYS

Administration will announce certain school days as "Special Dress". Students are encouraged to dress per these guidelines.

- Khaki uniform pants with PCA logo Oxford-style shirt (blue or white)
- Navy sweater, sweater vest, or blazer (No sweatshirts allowed)

WARMTH LAYER (*allowed in classroom*)

- Solid navy jacket, sweater, sweatshirt, hoodie, or coat with uniform collared navy polo-style shirt underneath (hoods not allowed to cover head while inside the campus or in the classroom)
- PCA Logo sweatshirts, jackets, sweaters
- Monogrammed initials allowed in school colors only (Navy/Gold) no larger than 5 inches
- No large branded items allowed (Nike, Under Armour, etc); brand logos should be less than 3 inches

OUTERWEAR

- Jackets, rain coats, or winter coats any color are permitted for being outside, but are not to be worn in classrooms
- Outerwear items should follow the general dress code policy regarding logos, branding, licensed characters, etc.

If you have a concern for your student, please reach out to your child's teacher. If this is not resolved at this level, please reach out to the Head of Lower School or Head of Upper School for assistance.

Head Academic Administrator:

- Lower School: K-Prep-6th Grades: Laura Cheney (lcheney@pcabossier.org)
- Upper School: 7th-12th Grades: Charlie Mooney (cmooney@pcabossier.org)