



Parent and Student Handbook
PK-Class Eight
2021-2022

Providence
CHRISTIAN SCHOOL *of* TEXAS

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TABLE OF CONTENTS

Daily Schedule

Class Times.....	6
Carpool Procedures.....	6
Morning Devotions	9
Transition Times	9
Playtime	9
Snacks/Lunch	9

Attendance

Absences	11
Attendance Guidelines Classes One-Eight	11
Late Arrival.....	12
Tardies	13
Appointments	13
Leaving Campus.....	13
Severe Weather.....	13
Make-up Day.....	13
Make-up Work	14

School Health Policies

Medication Policy and Procedures	15
Immunization Policy	16
Illness, Injuries, and Health Exclusions from School	16
Orthopedic Appliances and Concussion Protocol.....	16
Asthma and Allergy Protocol	17
State Mandated Health Screenings	17

Standards and Procedures

Campus Visitors	18
Chapel	18
Chapel Speaker Policy	18
Classroom Visits	18
Conflict Resolution Between the School and Parents.....	19
Contacting Faculty and Staff Members	21
Contacting Students During the School Day.....	21
Emergency Drills	21
Gifts to Faculty and Staff	21
Library.....	22
Lost and Found	22
Money at School	23
Office and Equipment	23
Textbooks and Supplies	23
Birthdays.....	23
Play Date and Party Guidelines for Parents	24

Student Activities and Support

Communication	25
Class Parties.....	25
Extra-curricular Activities	25
Field Trips.....	25
Room Mothers.....	26
“Living History” Days.....	26
Parents’ Council.....	26
Prayer	26
School Store	27
Fall Projects.....	27
Special Events.....	27

Decorum

Behavior	29
Cell Phones, Electronic Devices, and Foreign Articles.....	29
Conduct Code	30
Manners and Etiquette.....	31
Respect for Authority.....	32
Service and Stewardship Philosophy	32

Dress Code

General guidelines for PK–Class Eight	33
Classes Seven and Eight Special Privileges	34
Jewelry PK-Class Eight.....	34
Hair PK– Class Eight.....	34
Boys Uniform	
Boys PK-K.....	34
Boys Classes One-Eight	35
Boys Friday Chapel Attire	35
Boys Formal Attire (Classes Seven and Eight)	35
Boys Yearbook Picture Attire	35
Boys P.E. Uniforms	35
Boys Casual Dress Day Guidelines.....	36
Girls Uniform	
Girls PK-K.....	36
Girls Classes One-Four	36
Girls Classes Five-Eight	37
Girls Friday Chapel Attire	37
Girls Formal Attire (Classes Seven and Eight)	37
Girls Yearbook Picture Attire	37
Girls P.E. Uniforms	37
Girls Casual Dress Day Guidelines.....	38

Discipline

Disciplinary Responsibility of the School	39
General Philosophy of Ethical Discipline	39
Internet Policy	40
Disciplinary Infractions and Measures for PK-Class Eight.....	40

Academics

Grading System	42
Homework.....	42
Policy on Learning Differences.....	43
Parent Communication	
Conferences	44
Parent Meetings	44
Interim Reports	44
Student Progress	
Tutorials	44
Outside Tutoring	45
Remedial Action for Academic Failure (Classes Four-Eight)	45
Repercussions of Academic Failure	45
Watchcare and Academic Eligibility (Classes Five-Eight).....	46
Re-enrollment.....	47
Test Policy	47

Physical Education

Philosophy.....	48
Objectives.....	48
Participation	48
P.E. Exemption	48
Uniform Information	48
Decorum	49
Disciplinary Measures	49
Sportsmanship	49

Athletics

Philosophy.....	50
Vision.....	50
Coaches	50
Participation	50
Grading.....	51
Alternative Sports (A.S.)	51
Permission and Physical Form	51
Athletics as a Christian Witness	51
YMCA/Chamber/Recreational Athletic Groups	52

Financial Information

Tuition Schedule	55
Tuition Adjustments.....	55
Medical Expenses	55

Addendum	55
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DAILY SCHEDULE

CLASS TIMES

<u>PK (6)</u>	Two Days	9:00 a.m. to 12:00 p.m.
<u>PK (8)</u>	Two Days	8:00 a.m. to 12:00 p.m.
<u>KSB</u>	Three Days	9:00 a.m. to 12:00 p.m.
<u>K</u>	Three Days Two days	8:00 a.m. to 12:00 p.m. or 9:00 a.m. to 2:40 p.m.
Classes One and Two	Three Days Two Days	8:00 to 12:00 MWF; and 8:00 to 2:40 Tues. /Thurs.
Classes Three-Five	Five Days	8:00 a.m. to 2:40 p.m.
Classes Six-Eight	Five Days	8:00 a.m. to 2:40 p.m.*

*Release times may vary depending on participation in athletics or alternative sports.

CARPOOL PROCEDURES

Carpool Etiquette

- Please be patient and considerate of others as well as faculty on duty.
- Students will be released **only** to cars displaying the appropriate number. If you display your numbered hangtag, you should expect that **every student listed** under that number will be put into your car.
Exception: If you need to pick up only your child(ren) when another parent is picking up the rest of the carpool, make a sign with the name of the child(ren) rather than the carpool number. Send a note to the homeroom teacher about the exception.
- Pull as far forward as possible. If your child is not at the cone, drive through the line again.
- Arrive at afternoon carpool on time. The teachers are not responsible for students for more than fifteen minutes after afternoon carpool has begun. Afterward, the students will be asked to wait in a designated area and will be released only to authorized persons.
- **No cell phone usage** is allowed in any carpool area if your car is moving.
- Students may not retrieve forgotten materials from the classroom once carpool ends.

Before the School Year Starts

- Register via the online system as instructed by the Parents' Council Carpool Chairs via email. Include the names and tag numbers of **all** persons authorized to pick up your child.
- Contact the Carpool Chair if you notice any errors.
- Make sure you receive two hangtags.
- Begin afternoon carpooling the first day of school when volunteers will be available to help give directions.

Changes During the Year

- Unless it is an emergency, do not call the School concerning carpool plans. Make your plans before the school day begins and follow designated procedures. Because teachers may not retrieve voicemail messages or emails in time to relay a carpool message, the School cannot be responsible for communicating the information to the child. **Please do not leave carpool messages with the receptionist; she is unable to leave the front desk.**
- If your carpool plans change, please **inform the regular carpool driver** and **send a note to your child's teacher**. If the student is going home with a friend, **both** students must bring a note to their teacher(s) explaining the change.
- Some students participate in "special" carpools, where they go to lessons after school with children from other carpools. Parents of these students should fill out a Special Carpool Form at the front desk at least a week before the lessons commence.
- If you change carpools during the year, contact the Carpool Chair.

Morning Carpool

Because the School does not provide supervision for students in PK through Class Four before carpool begins, students may not arrive before then without permission. Parents of these students should drop them off in the main carpool line, keeping them in the car until directed by a teacher. Students in Classes Five-Eight may be dropped off in the carpool lane at 7:35. **Although the gates will remain open until 8:00, students in Classes One-Eight will be counted tardy if they are not at their seats, ready for class, by 8:00.** If you arrive late for school in the morning and the back gate is locked, you must park in the Caillet parking lot and walk your child to the front desk. *For PK-K classes that start at 9:00, carpool begins at 8:45.*

Parents may not circumvent the carpool route by dropping students off in the lobby. Only **after** the gate is closed at 8:00 may parents drive around to the main parking lot to park and walk their children to the front desk. **Students who come through the main lobby at that time will be required to obtain a tardy pass before going to class.** Parents who need to come into school should drop their children off in the carpool line first and then drive around to the main parking lot.

Since we are reserving the circular drive area for PK8 drop-offs, parents who need to enter the building before 8:00, should park in the main parking lot across Caillet Street and walk in. To ensure safety, walk your child(ren) into the building regardless of age.

PK8 Morning Carpool

- PK8 students will be dropped off in the circular drive adjacent to the building after older children have been dropped off in the regular carpool. Once the older children are dropped off, parents should turn right onto Lovers Lane, right onto Caillet Street, and then right into the circular drive by the building.
- Once you reach the areas near the Early Learners' wing, teachers will open the car door (beginning at 7:37) and help your child out of the car. The students will have a designated, supervised area in which to wait for all of their classmates to arrive.
- If the circular drive in the PK8 drop-off area is full, please pull into the main parking lot across the street and wait for an opening in the circular drive. **We must refrain from waiting on Caillet Street to keep it clear at all times.**
- If you arrive at the PK8 unloading zone before 7:37, please wait in the car with your child until a teacher comes to help.

Afternoon Carpool

Afternoon carpool for PK through Class Eight begins at approximately 2:40 unless your child is dismissed at noon (or participates in athletics or alternative sports). The School does not provide supervision for students once carpool has finished. Students will not be released early for extra-curricular activities, such as piano lessons. Parents whose students have a medical appointment should check them out at the front desk before 2:20 or be one of the first parents in the carpool line. If you have been working at the School for at least thirty minutes prior to carpool, you may go to the carpool area to sign out your child(ren). Look for the faculty member with a clipboard to assist you and retrieve your carpool members. *For ethical and safety reasons, unless you have already been working on campus for at least thirty minutes, please do not come into the building to retrieve a child during carpool.*

If a student does not hear his or her carpool number, please go back through the carpool line. Do not park in the front parking lot and come and get the child; our faculty will have the student ready for you as you re-enter the carpool line.

Afternoon Carpool: Middle School Athletics

- On normal practice days, students are released from athletics around 3:30 and should be picked up in the carpool lane.
- On game days, students may either stay for study hall or leave school after their last class. Coaches will communicate the specific pickup details to the parents.
- Students participating in the Alternative Sports Program should be picked up by 1:55 Monday-Wednesday and at 2:40 Thursday and Friday in the carpool lanes.

MORNING DEVOTIONS

Monday through Thursday, the first part of the day is devoted to Bible reading, discussion, singing, and prayer. The Bible reading schedule for Classes One-Six is available online. Classes Seven and Eight study individual books of the Bible on a different schedule. Parents are encouraged to read and discuss the Bible passages at home. PK-K children are on a separate program, hearing appropriate, major Bible stories each day they attend.

TRANSITION TIMES

Classes Five-Eight have time between class periods to use the restroom and prepare for the next class. Students are expected to be at their places for the start of the next period and will be counted tardy if not ready. Additionally, students in Classes Five-Eight have a mid-morning break during which they may enjoy healthful snacks brought from home. Please do not send juice or other beverages for students to drink; when they spill, they can damage classroom materials and personal items. Rather, students in Kindergarten-Class Eight should bring a water bottle to school every day. As students are in transition from one class to another, they should be quiet and courteous using specified routes. Students should use only their designated restroom during transition from one class to another.

PLAYTIME

Students in PK-Class Six have a faculty-supervised playtime each day.

SNACKS/LUNCH

Students in the two-day Kindergarten program bring their lunches on both days. Students in Classes One and Two bring their lunches on Tuesdays and Thursdays. Students in Classes Three-Eight bring their lunches to school each day or enjoy hot lunches available on certain days for purchase from the School on a quarterly basis. Carbonated beverages, candy, gum, glass containers, and food containers with sharp edges are **not** allowed. Students are expected to use good manners at lunch and should not trade, share, or criticize the food being served or eaten. Students in Classes Seven and Eight are expected to manage themselves in this area. Each student is responsible for keeping his or her lunch area clean. In an effort to enhance the students' health and learning potential, the School encourages families to foster good nutritional habits for their children.

If a parent wishes to bring lunch to a student, it should be brought before lunchtime (by 11:30 for Classes One-Four and 12:15 for Classes Five-Eight). For Classes One-Four, leave the lunch on the designated bench in the Reception area with the child's name on it. For Classes Five-Eight, leave the lunch with the child's name on it on the cart located on the first floor of the Middle School near the gym lobby staircase. If a lunch arrives late, students will not be allowed to eat later than the allotted lunch period. Therefore, please do not arrive late with the lunch, interrupt the class, or cause a distraction. Parents are encouraged to join us for lunch with no special pre-arrangements. For safety reasons, youth leaders, friends, and extended family must be pre-

approved by the School Head and must sign in. Send a note or email to the homeroom teacher when an extended family member plans to visit for lunch.

If your child has food allergies, gluten intolerance or sensitivity, or special dietary needs, please provide snacks to be kept by the homeroom teacher to be used as needed in parties and unexpected situations. This also applies to Reading Rally incentives, class trips, and retreats.

ATTENDANCE

ABSENCES

Because Providence's instructional program is classical, sequential, and challenging, regular attendance is critical for a student's success. Lifetime skills and good habits acquired during school must be practiced daily. Irregular attendance prevents students from mastering these skills. Additionally, irregular attendance creates an extra burden for teachers. Students are required to be present for all days of school. Excessive student absences may jeopardize the ability of the student to matriculate to the next level.

Parents of PK- K should call or email the student's teacher before the start of class to inform the teacher of an absence. Parents of students in Classes One-Eight should report absences through the prescribed method by 8:30 on the morning of the absence.

ATTENDANCE GUIDELINES CLASSES ONE-EIGHT

Maximum Number of Absences Allowed

Students who have more than twenty (20) absences in a core class may receive an "incomplete" final grade. Additionally, they may have to attend summer school or complete an independent study to receive credit for the course. Excessive absences are handled on a case-by-case basis to determine the best course of action to ensure mastery of the material.

Excessive absences may lead to dismissal from school. Personal Days are counted as absences and the School reserves the right to deny Personal Day requests when the excessive absence limit is reached.

Any student who arrives to class twenty minutes (20) late will be counted absent for the class period.

Absences fall into one of the following categories:

Excused

A student may receive an excused absence for illness, an emergency, or death of a family member. Students should **not** return to school until they have been fever-free (100 degrees and above), without fever-reducing medicines, for twenty-four hours. Students should **not** return to school if they have vomited or had diarrhea within twenty-four hours. Parents of students in Classes One-Eight should report absences through the prescribed method by 8:30 on the morning of the absence.

Students who miss even part of the day of school for illness may not participate in extra-curricular activities that day. "See Make Up Work" section for policy to make up missed work.

Personal Days

Students are also allowed **five** “personal days” of absence that they may use at their discretion with pre-approval **by emailing the request to the head of school at least three days in advance of the absence.** Include your child’s name and grade level in the request. Personal days **may not** be used for Grandparents’ Day Rehearsal; Grandparents’ Day; Christmas Chapel; Middle School Concert; on days in which standardized testing such as the ERB CTP V or WrAP, the National Latin Exam (NLE), or the National Exploratory Latin Exam (NELE) is being administered; or during the month of May. Students typically use personal days for reasonable absences beyond the scope of illness and emergencies such as unique family educational opportunities or visitations of high schools.

Students should meet with their teachers to discuss missed assignments at a time convenient to both parties. Students should not expect teachers to assign work ahead of time to a student who is using a personal day. At the discretion of the individual teacher, students using personal days may be required to complete long-term assignments or take tests ahead of time. No extensions for long-term assignments or projects are allowed. These may need to be turned in ahead of time if the due date occurs during the personal day absence. At the discretion of the teacher, students may be expected to take any missed tests or quizzes immediately upon their return to school.

Unexcused

Students are granted permission to make up tests and quizzes missed due to an unexcused absence; however, students who miss school due to an unexcused absence should expect to receive **a grade penalty that will reduce their trimester grade by one point for each unexcused absence in a class.** Daily homework assignments are **required** to be made up, and it is students’ responsibility to gather their work from their teachers. No extensions will be given for special projects or writing assignments. All make-up tests will be given at the convenience of the teacher. Absences that extend a school vacation or long weekend are unexcused unless the extension is one of the five personal days listed above. Misrepresentation in these matters undermines the ability of the School to achieve its mission.

Excused and unexcused absences are based on our records. Changes can be made with written request and proof. It is a parent’s responsibility to report absences through the prescribed method by 8:30 on the morning of the absence; *otherwise, an absence will be unexcused.*

LATE ARRIVAL

A student who is late should sign in at the front desk before going to class. Students must bring a note for an excused tardy.

On occasion, traffic prevents a student from arriving to school on time; however, the School will not allow the repeated excuse of “traffic” to count as an excused tardy. “Sleeping in” is considered an unexcused tardy or absence for the classes missed.

TARDIES

Students are expected to be at their desks, with all required materials, at the start of class or they will be considered tardy. Once a student has received three tardies, he or she will be given a consequence. A tardy that exceeds twenty minutes will be counted as an absence.

APPOINTMENTS

Appointments with doctors and dentists should be arranged, whenever possible, after school hours. If leaving during the school day is necessary, parents of students in Classes One-Eight should send a note with their student for the teacher indicating what time he or she will be leaving school, the reason, and the estimated time of return. The absence from class(es) should also be reported through the prescribed method and a note from the doctor's office should be brought to the front desk upon return. **Students leaving the campus for any reason, must sign out and in at the front desk.**

LEAVING CAMPUS

Permission to leave class is granted by the School. Parents of students in Classes One-Eight should send a signed note or email to the teacher with the estimated time of pickup, the reason, and the estimated time of return. This absence from class(es) should also be reported using the prescribed method. If a student must leave school and does not have a signed note, the parent must sign the child out at the receptionist desk. **Students without a parent coming to pick them up or a signed note will not be released from class.** Upon arriving back at school, the student must present a doctor's note and sign in at the receptionist desk. The parent may need to escort the student to the classroom.

SEVERE WEATHER

Providence shall advise families of early closures, cancellations, or delayed openings using the information provided to the Registrar for home phone number, cell phone numbers for both parents, and email addresses for both parents. In the event of severe weather, parents will be emailed, texted and called using the information provided to the Registrar. Any changes in contact information should be given to the Registrar so that the information can be changed. Providence will also publicize these decisions on Channel 8 (WFAA) and Channel 5 (NBC5) as well as on the Providence website.

MAKE-UP DAY

Each year, one day is built into the calendar to be used in case of inclement weather. If we do not have to cancel classes, then school is not held on the Make-up Day. If school is held on the Make-up Day, students who wish to be absent must request a personal day (if they have one available) or take an unexcused absence.

MAKE-UP WORK

Classes One-Six

When students in Classes One-Six have an excused absence of one day from school, they are not expected to have completed all assignments before returning; the teachers will consult with them when they return to communicate the appropriate means to make up the necessary work. In the event of a **long-term** illness of two days or more, parents should work with the teacher to make arrangements to pick up the missed work. Please know it may not be possible to get all missed work the same day as the absence.

Classes Seven and Eight

When students in Classes Seven and Eight are absent from school, they are responsible for calling classmates for their assignments. Unless prevented by illness, students should return to class prepared. Students whose illnesses are severe enough to prevent them from studying should consult each teacher upon their return to school to arrange making up the work. Students have one day for each day missed to complete make-up work.

SCHOOL HEALTH POLICIES

The school nurse is bound by her medical license and governed by Texas state law to abide by the following policies, procedures, and protocols. All Providence families are expected to follow these best practice directives.

MEDICATION POLICY AND PROCEDURES

Providence's Medication Policy and Procedure is consistent with federal and state laws, nursing practice standards, and established safe practices in accordance with evidence-based information. Focus is on safe and efficient medication administration by a registered, professional school nurse and includes prescription and non-prescription medications, emergency situations, and controlled substances. **Only medications that support the student's health will be given during the school day. Only FDA approved medications, with reference in the PDR (Physician's Desk Reference) will be administered at school or school-related activities. Students are not allowed to carry any medication (prescription or over-the-counter) for self-administration without *prior* approval and documentation signed by the doctor, school nurse, and parent.**

The Medication Policy applies to medication during school and any school-sponsored activities such as field trips and class trips out of town.

Prescription medication must be delivered to the School Clinic/school nurse by a parent, in the original container, appropriately labeled by the pharmacist, and stay at school for the duration of administration. The School Clinic cannot accept expired medications. Controlled substances for ADD, ADHD, anxiety, and so on must be counted together by the nurse and parent and signed into the medication log. The pharmaceutical label must include the following information:

- **Name of student**
- **Name and telephone number of pharmacy**
- **Name of prescribing, board-certified, medical doctor**
- **Name of medication, dosage, and directions of administration**
- **Expiration date**
- **Correct quantity of medication in original container**

Medication must be accompanied by a Medication Authorization Form; and an Asthma and/or Allergy Plan (s), when applicable, signed by parent and physician; and delivered to the school nurse by parent only.

NOTE: Medication will not be administered to the student until these safe administration requirements are met.

Over the Counter Medications: (Acetaminophen, Benadryl, Motrin) may be administered from the School Clinic with prior, written parent approval provided on the Registration Health Information form. Cough drops are not allowed at school. Students may not have any medication (prescription or over-the-counter medications) on their person or in their backpacks or lockers.

IMMUNIZATION POLICY

Each student enrolled at Providence is required to be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the most current immunization schedule adopted by the Texas Department of State Health Services, or must have an original written medical exemption from immunizations from a licensed U.S. physician (board-certified allergist, immunologist, hematologist, or oncologist).

ILLNESS, INJURIES, AND HEALTH EXCLUSIONS FROM SCHOOL

In an effort to contain contagious diseases such as colds, flu, and stomach viruses, students must be fever free, vomit free, and diarrhea free for twenty-four (24) hours, without medications, before returning to school. In the case of pink eye or strep throat, student must be on the drops or antibiotics for twenty-four (24) hours before returning to school. A fever is considered 100.0 degrees or above. Children who get sick at school will be sent to the School Clinic for assessment. Parents are called to pick up student for stomach/intestinal viruses, temperature over 100.0, suspected pink eye, strep throat, inability to stay in class due to malaise, or injuries needing further evaluation.

Injured students are sent to the School Clinic for evaluation. If the injury is severe enough to suspect broken bones, concussions, or need for stitches, parents or emergency contacts will be notified. In the event of a significant injury and parents are unavailable, emergency services will be called and a school administrator will accompany the student and stay with him or her until a parent arrives.

Parents are expected to pick up ill or injured students from the School Clinic within thirty-sixty (30-60) minutes from the initial phone call or message to parents. If the School cannot reach the parents, emergency contacts provided by parents will be called. Please add the **School Clinic phone number of 214-302-2881** to your contact list. Providence is a nit-free school. Students with suspected lice are sent home for treatment. In the case of lice, student must be brought to the clinic for recheck before readmission to the classroom.

ORTHOPEDIC APPLIANCES AND CONCUSSION PROTOCOL

Providence supports and partners with the medical directive and protocol of students with physician-diagnosed concussions or orthopedic injuries. In both cases, a physician's prescription, including diagnosis; the need for orthopedic appliances; and the mental and physical limitations is necessary and is coordinated by the school nurse. Students with orthopedic appliances may not be on the stairs. An elevator key is provided from the School Clinic. The key must be returned after healing or parent is charged \$50 for replacement.

ASTHMA AND ALLERGY PROTOCOL

Providence's allergy and asthma management program goals are to encourage avoidance of allergen, recognize symptoms and respond quickly and effectively, and provide a trained and assessable emergency response. Parents identify allergy/asthma students to School Clinic/school nurse and are responsible to provide Medication Authorization and Emergency Action Plan forms, signed by physician and parent, and individual medication for an asthma or allergy-sensitive student before the first day of school. Medication must comply with above stated medication policy.

Providence and the State of Texas allows middle school students to self-carry a quick-relief asthma inhaler or an extra EpiPen. Stringent protocol must be met for this option. Before any student self carries an inhaler and/or EpiPen, parent and physician must provide signed documentation of permission and student ability to 'self-carry' as well as school nurse assessment. An additional inhaler or EpiPen for the School Clinic must also be provided.

All faculty and staff are trained to recognize signs and symptoms of allergy and asthma reactions. They are also trained in EpiPen and Asthma medication administration and certified in CPR, AED, and Stop the Bleed emergency response. General use EpiPens and asthma inhalers, AEDs, and Stop the Bleed kits are available throughout the school for emergency situations.

STATE MANDATED HEALTH SCREENINGS

Hearing and Vision Screenings are conducted by the school nurse in late September for students in PK, K and Classes One, Three, Five and Seven. Teachers or parents may request individual students of any age be screened if there are concerns. Referrals are made to parents by early October. Students are required to be checked by a physician if referred and those results must be submitted to the school nurse. A report to the State of Texas is required after screenings.

Scoliosis screenings are conducted by the school nurse in the spring for girls in Classes Five and Seven and for boys in Class Eight. If your child has been screened by the pediatrician during the school year, you may submit those results to the School Clinic (and spare your child the inconvenience and possible embarrassment of having to be screened at school).

STANDARDS AND PROCEDURES

CAMPUS VISITORS

For safety reasons, all visitors (parents, relatives, church representatives, and others) to the campus must first go to the receptionist. If the visitors have an appointment, the person who is expecting them will be notified. All visitors should respect the privacy of faculty as well as the overall quiet atmosphere and decorum of the School. Please dress modestly when visiting the School. Please refrain from using electronic devices when visiting with children. At no time is a visitor to interrupt a class in session without prior permission. Visitors are required to have a school badge for the duration of their visit.

CHAPEL

The School holds a weekly thirty-minute Chapel for Classes One-Four and for Classes Five-Eight. For Chapel, students shall maintain a respectful and reverent attitude, show proper courtesy, and actively participate. Friday Chapel attire is required. Consult the Dress Code section to find the Friday Chapel attire guidelines.

Parents and guests are welcome to attend Chapel. Students may sit with their parents; however, out of respect for the speaker, students may not leave their seats to join their parents once the speaker begins.

CHAPEL SPEAKER POLICY

Providence maintains two priorities in its Chapel services: first, to worship the Lord Jesus Christ in spirit and in truth; second, to cultivate spiritual unity and growth from *within* our school community.

In order to accomplish these goals, the School emphasizes the importance of having our own administration and faculty lead our worship. Thus, the School does not solicit outside speakers for Chapel services, and the School does not, as a general rule, entertain parental or student recommendations for Chapel speakers. Those requests put us in a position of having to “pick and choose” what ministries and individuals the School will or will not tacitly endorse by allowing them to speak. Any exceptions to this policy will be determined by the School Heads.

CLASSROOM VISITS

Occasionally parents may want to visit their child’s class, and the School wants parents to feel welcome. At the same time, frequent or spontaneous classroom interruptions can cause distractions for students. If you wish to visit, make arrangements in advance with the School Head. Please be considerate of the teacher’s time and be aware that your presence affects the classroom environment.

CONFLICT RESOLUTION BETWEEN THE SCHOOL AND PARENTS

As a Christian community, we are committed to maintaining an atmosphere of trust, love, joy, and peace. When this atmosphere is broken through conflict, we are committed to restoring broken relationships and reconciling problems through confronting one another in a spirit of love and resolving conflict biblically.

Few Christians enjoy conflict, which is why our conflicts with one another often go unresolved. We would rather live with the tension and hope it will go away, or we often act in sinful ways in dealing with the person who has caused the conflict, such as anger, gossip, avoidance, or harboring bitterness.

As Christians, we are commanded by Christ to resolve conflict in ways that both please and glorify God and to restore the relationship to the person with whom we have the conflict. It is helpful, therefore, to make a conscious decision to attack the problem and not one another.

Key Principles to Consider When Dealing with Conflict

1. God is sovereign and in control of all aspects of our lives. He brings conflict into our lives for a reason, and ultimately for our good. We should ask ourselves why God has allowed this to happen. What is He trying to teach me? What might He be trying to teach the other party?

And we know that in all things God works for the good of those who love Him, who have been called according to His purpose. For those God foreknew He also predestined to be conformed to the likeness of His Son, that He might be the firstborn among many brothers (Romans 8:28, 29).

2. Am I following biblical principles in confronting this person? If the conflict involves a teacher, a parent should go directly to the teacher to resolve the matter and not bypass the teacher by going to the Head of School or to the Headmaster. Often times, an email sent to the teacher in advance, allows the teacher to prepare for the conversation, as well as for "cooler heads to prevail." If this meeting is unsatisfactory, the parent should then take the matter to the School Head, and then, if necessary, proceed up the proper chain of command. Note: at no time should an individual student's problem be addressed to other non-involved parties outside of the School's chain of administrative authority.

And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer. Truly I say to you, whatever you shall bind on earth shall be bound in heaven; and whatever you loose on earth shall be loosed in heaven. Again I say to you, that if two of you agree on earth about anything that they may ask, it shall be done for them by My Father who is in heaven. For where two or three have gathered together in My name, there I am in their midst (Matthew 18:15-20).

3. Do I have all the facts? Have I gathered all of the information regarding this situation, or am I responding in an angry, “knee-jerk” manner? Is confrontation necessary?

A man’s discretion makes him slow to anger, and it is his glory to overlook a transgression (Proverbs 19: 11).

4. Take time to examine yourself and ask yourself some hard questions. What part did I play in this conflict? Have I sinned against this person in any way? Am I reacting out of pride and anger in this situation?

You hypocrite, first take the log out of your own eye, and then you will see clearly to take the speck out of your brother’s eye (Matthew 7:5).

But He gives a greater grace. Therefore, it says God is opposed to the proud, but gives grace to the humble (James 4:6).

5. Am I in control of my emotions and speech? Have I thought carefully about what I will say and how I will say it?

Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. And be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you (Ephesians 4:29-32).

6. Have I sought the Lord’s will in this matter? Are my heart and mind in the right perspective?

And so as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience; bearing with one another, and forgiving each other, whoever has a complaint against anyone; just as the Lord forgave you, so also should you. And beyond all these things put on love, which is the perfect bond of unity. (Colossians 3:12-14).

7. After the conflict has been resolved, please feel at liberty to contact the School Head.

For a detailed presentation on this topic, read Ken Sande’s excellent book, *The Peacemaker*.

CONTACTING FACULTY AND STAFF MEMBERS

Parents wishing to contact faculty may call or email them or leave a message for them with the receptionist. Teachers will attempt to reply within one school business day. In order to respect their privacy, please refrain from calling teachers or staff members at home except when necessary. If contacting a teacher or staff member at home is necessary, please do not call after 9:00 p.m. For emergencies or dire situations during a school vacation, please email your School Head.

CONTACTING STUDENTS DURING THE SCHOOL DAY

Only in the case of an emergency will classes be interrupted to deliver messages from home. In such cases, parents may call the receptionist to have the message delivered to their child. Emergencies do not include changes to the carpool routine. In an effort to maintain the learning environment, we request that parents refrain from interrupting class. Please know that teachers may not be able to check their email during school hours.

EMERGENCY DRILLS

Fire, tornado, lockout, and lockdown drills are held regularly. The drill plan is available through the Facilities Director's office.

Students must respond to an alarm as if it were an actual emergency. The safety of our students and faculty is a serious matter; therefore, tampering with the alarm system is considered a serious disciplinary infraction. Students who fail to follow safety procedures endanger everyone and will be disciplined.

GIFTS TO FACULTY AND STAFF

If you desire to express gratitude to a teacher or staff member, please write a note, give flowers or food, a food or bookstore gift card no greater than \$25, or donate a book to the School's library. Gifts made by the child are also appropriate for a student who wishes to express appreciation or affection for the teacher. In addition, a family may wish to give a book from the Providence Book Fair listed on a faculty or staff member's wish list. The Parents' Council Encouragement Committee provides a wonderful and steady series of notes, gifts, and other efforts to express parental appreciation. By school policy, faculty and staff members understand that other gifts are not permitted.

Parents may not use Bible time, P.E., or other special class times during the day to create gifts for faculty. If you wish to encourage a teacher with a simple dessert to share with the class, please send the food to be distributed at lunchtime; please do not send anything heavy such as pizza. Please do not interrupt the teacher during class time to present a gift.

LIBRARY

General Rules

- The atmosphere must be peaceful and conducive to independent study.
- Students are responsible for all materials that they use and check out.
- Any student violating the rules will be asked to leave and may forfeit privileges.
- No food or drink is allowed.

Procedures

Students may check out books with their classes on their regularly scheduled library day. Most books are checked out for a two-week period. Parents may check out three books at a time and will have the same two-week checkout period.

The library is open to students in Classes Seven and Eight for studying and material checkout as follows:

Monday through Friday	Mornings: 7:35 to 7:55 and 10:15 to 10:30
	Afternoons: 12:15 to 12:45

Overdue Materials

Materials may be renewed on the student's regularly scheduled library day. Failure to return books on time will cause the student to be unable to check out another book. After a three-day grace period, students in Classes Three-Eight and parents will accrue a fine of twenty-five cents per day per book. Students should turn in fines to the librarian or homeroom teacher in a sealed envelope with the student's name, class, and the title of the book written on the outside of the envelope. Parents may send fine payments with their student or give them directly to the librarian.

Lost or Damaged Books and Magazines

If checked out items are lost or damaged, current replacement prices will be charged. Report cards and transcripts will not be released to students with outstanding books or fines. Since much of our collection is rare and/or out of print, replacement may be costly.

LOST AND FOUND

Articles found on campus should be turned in to the receptionist. Please check the Lost and Found area periodically for missing items. Remember to clearly mark all clothing, book bags, and other personal articles. Articles not claimed by the last day of every month may be discarded, donated to charity, or sold in the School Store.

MONEY AT SCHOOL

With the exception of fine payments, students in Classes One-Six are not to bring money to school. Parents may consult the appropriate faculty member when exceptions need to be made regarding school projects or excursions. Students are not permitted to sell or barter items on school property.

OFFICE AND EQUIPMENT

Students and parents may not use the School's copy machines or office computers. Students may use the School's phones with permission from school personnel. The faculty workrooms should not be used by students, parents, or visitors.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies are issued at the beginning of the school year and at other times during the year as needed. Students are asked to replace or pay for any textbooks, library books, and supplies if they are damaged or lost while in their possession. Fines also are assessed for damage to school property.

BIRTHDAYS

Birthday party invitations should be handled by telephone, email, or mail. Please do not send or bring invitations, presents, costumes, or other party paraphernalia to school. If all children in the class are not invited to a student's party, please help your child be sensitive by discouraging any type of discussion at school about the party.

In keeping with our core value of simplicity, we have the following guidelines. Parents are asked to notify the teacher if they wish to bring cookies or donuts (no sprinkles, icing, or powder) to the student's class during lunch on the student's birthday. Please do not send heavy food such as pizza, other lunch food, milkshakes, or Slurpees. No individuals may have desk decorations, posters, hats, signs, balloons, or other items which may cause some who do not have such a celebration to feel left out. Due to building fire-code restrictions, candles are prohibited.

A meaningful way to celebrate a child's birthday is to donate a book to the library in the child's honor.

PLAY DATE AND PARTY GUIDELINES FOR PARENTS

In an effort to support one another as like-minded families and to show a spirit of deference to one another, we desire that parents create a home environment where Providence children can visit and play without parental concern. We request that Providence parents uphold this desire by

1. informing a visiting child's parents of the titles of any movies to be watched;
2. not allowing a visiting child to watch TV without the parents' consent or to watch TV unsupervised;
3. consuming only non-alcoholic beverages in the presence of visiting children;
4. protecting a visiting child from exposure to pornography, inappropriate books and magazines, or any occult practices or games such as horoscopes, Ouija Boards, Eight Ball Fortune Tellers, and others;
5. refraining from the use of vulgar or profane language and inappropriate humor or conversation;
6. asking a visiting child's parents for approval before taking a child anywhere not previously discussed;
7. selecting music that would meet the approval of a visiting child's parents;
8. never leaving a visiting child without proper adult supervision mutually agreed upon by all parents;
9. asking the visiting child's parents for permission before allowing the visiting child access to computers or technological devices;
10. asking a visiting child's parents to approve video and or computer games to be played; and
11. collecting cell phones and other electronic devices when students are at a gathering in order to encourage relational skill development.

STUDENT ACTIVITIES AND SUPPORT

COMMUNICATION

The tools listed below have been developed to provide effective communication from the School to parents. Parents are responsible for the information disseminated.

- The Fall Packet is made available in the spring.
- The Monday Memo is published weekly via email and is designed to keep you abreast of activities scheduled for the School.

CLASS PARTIES

In Classes One-Four, Room Mothers, assisted by the teachers, help organize occasional class parties to correspond with holidays throughout the year. The parties last approximately thirty minutes and include a simple dessert. To keep the size of the gatherings reasonable and to help with having enough treats, as well as for safety reasons, siblings should not attend unless contained in a stroller. Valentines are exchanged only in PK-Class Four. Students should refrain from bringing gifts to school for other students for holidays and birthdays.

In Classes Five-Eight, Room Mothers may organize a dessert to bring at lunch to celebrate the holidays.

EXTRA-CURRICULAR ACTIVITIES

With approval of the School Heads, individuals with special expertise may offer classes after school. Student participation is optional and limited to Providence students, and the classes carry an additional fee. Participating parents may be asked to lend assistance from time to time. Classes are subject to minimum participation levels.

FIELD TRIPS

Field trips are an important part of our educational program. Students in K-Class Six participate in local field trips each year. These excursions are supervised by faculty members and parent volunteers. During field trips, parents help supervise students and keep order. **Parents may not bring siblings** as this greatly increases the number of children, which can diminish the learning experience and distract the chaperones from their duties.

Room Mothers will inform the parents about an upcoming field trip as well as arrange for driver volunteers. Transportation will be provided by parents, and each private car must have enough individual seat belts to accommodate every student. Sign-ups to drive for field trips are available for Kindergarten students at the Moms' meeting held by the teacher. All other grades may sign up at the Signups and Fellowship Coffee held at the beginning of the year. Parents will also be asked to sign a Parental Authorization Release Form at the beginning of the school year to be placed in each student's file. **Faculty may not drive students in their cars on class-wide trips.**

Classes Six-Eight have out-of-town excursions. On all trips, school uniforms or other prescribed dress will be required. Parents should dress at or above the student level. While students are in transit, they may only listen to classical music or classic books. Listening to 101.1 FM ensures that others who may have different music preferences are not offended. *Please Note: Students who do not act appropriately will be returned to the School early, at the parent's expense.* For medicine needed on a field trip or out-of-town excursion, consult the "Medication Policy and Procedures" section.

ROOM MOTHERS

Each class section has a Room Mother. She is responsible for

- organizing Christmas, birthday, and year-end gifts for the teacher;
- assisting teachers with obtaining drivers for field trips;
- assisting teachers with organizing programs, plays, Christmas and Valentine's Day parties (Classes One-Four);
- notifying parents of volunteer needs;
- notifying parents of upcoming events; and
- collecting or taking pictures to submit to the Yearbook.

"LIVING HISTORY" DAYS

Classes One-Six have the opportunity to study history through a special day near the end of the school year when they "re-live" the historical period that they have studied over the course of the year: Class One Colonial Day, Class Two Pioneer Day, Class Three Texas Day, Class Four Patriot Day, Class Five Mesopotamia Day, and Class Six Medieval Day. Teachers must review and approve **all** plans and purchases **prior** to any being made at least two weeks in advance of the event.

No siblings, nieces or nephews, cousins, or friends of participating students are allowed to attend. Parents and grandparents are welcome to come for a short visit. We do welcome all parents and grandparents to hold volunteer positions, if desired, for the duration of the event.

PARENTS' COUNCIL

The goal of the Providence Parents' Council is to acquaint parents with each other and to organize assistance for the School. One couple is appointed by the Providence Board of Trustees each year to chair the Parents' Council.

PRAYER

Mothers and fathers of Providence students may meet weekly to pray for the faculty, families, and students of Providence as well as for the needs of the School. The time, date, and location of these meetings are announced in the Monday Memo. These informal prayer groups also assist families in times of bereavement and crisis. Prayer requests may be submitted to the Prayer Team Leader whose contact information may be found in the directory.

SCHOOL STORE

Spirit items and P.E. clothing are available for purchase in the School Store. Gently used uniforms are also available at a reduced price. Parents wishing to purchase items should speak with the receptionist. Students may not access the School Store without adult supervision.

FALL PROJECTS

Classes One-Four

Each fall, parents help their child select a special project, skill, or interest that he or she wishes to develop. It may be a project such as a rock collection, a garden, a study of the architecture of a specified historical period, a sewing or needlework project, documentation of science experiments, memorization of passages of Scripture, and so on. Each family should choose a topic early in the first trimester. The assignment highlights special interests and abilities of the students, encourages self-motivated learning, gives the students the opportunity to think in great depth, teaches long-range planning skills, and trains them to seek a high level of excellence in their work, using the special talents God has given them. When picking the project, please keep in mind the maximum size limitation of two feet by three feet.

Parents and students may want to do the project together as interests and aptitudes may be inherited and shared in families. It is our hope that lifelong interests will be developed and the children will put forth their very best effort. The project is due on the date indicated on the School calendar. **All projects should be in keeping with the philosophy of the School. Projects should not reflect pop culture, such as movies, television, video or computer games, or popular music. Projects may not be handed down from one sibling to the next.**

SPECIAL EVENTS

Families are encouraged to attend special events at school. Students and siblings should be accompanied by an adult who will supervise them throughout the event. During all performances, cell phones and pagers are to be turned off. Some events may be professionally recorded; these recordings will be made available for purchase. Parents bringing a camera or video recording device should follow the guidelines listed below to prevent distraction of the students, conductor, and audience.

- Limit all photography to the conclusion of the program.
- Position recording devices towards the back of the room.
- Keep aisles clear (especially the center one) to comply with the fire codes.
- Keep the view clear for those behind you.
- For safety reasons, please do not post pictures to social media that include children other than your own.

*Awards Ceremony is held in May to honor and recognize students in Classes Five-Eight for academic achievements.

*Christmas Chapel is a time when the School family comes together to celebrate the birth of Christ.

Class Eight Graduation is held in May. This is an opportunity for the School to celebrate the students' tenure at Providence.

*Fine Arts Days are held during May to celebrate the cultural accomplishments of the students. Plays, recitations, or relevant programs are performed by the students in Classes One-Six. Artwork from Classes One-Eight is exhibited, projects displayed, and musical selections performed.

*Grandparents' Day is held on the Friday before Thanksgiving. Classes One-Eight have a recitation and music program, and Fall Projects for Classes One-Five are exhibited.

Homecoming is held in the fall. Providence welcomes alumni and current families to attend a celebration while cheering on our Patriot Football Team.

Hymn Sing is a time for the entire Providence community to come together to worship the Lord through singing hymns.

Spring Family Festival is a time for all current and incoming Providence families to gather for fellowship and fun.

*Student attendance is required.

DECORUM

BEHAVIOR

Classroom behavior should contribute to an atmosphere that is supportive of learning. To accomplish this, students should always be in class on time with appropriate materials. They should not interrupt either their classmates or their instructor.

The classroom must be orderly and clean throughout the school day. Books, notebooks, coats, jackets, and lunch bags should be stored in desks and lockers. Only objects that pertain to instruction may be brought to school and stored in the classroom. Students should not write on the board without a teacher's permission. Students should have limited expectation of privacy at school and at school functions.

When engaged in school-sponsored activities such as excursions, field trips, and athletic events, students are subject to the regulations of the School and are subject to disciplinary action for misbehavior.

Although students are not under school authority when off the Providence campus and not engaged in a school-sponsored activity, all students should realize that they represent Providence. Therefore, any action that can seriously damage Providence's reputation or violates state law may subject the student to disciplinary action including expulsion.

CELL PHONES, ELECTRONIC DEVICES, AND FOREIGN ARTICLES

Due to school liability and student safety, **cell phones are not allowed for students in Classes One-Six during the school day.** In the era of Internet pornography, text messaging, child predators, and abductions, we will put neither the School nor our students and their parents in the vulnerable position of someone else's abuse or access to that cell phone. Phones will be confiscated for a specified period to be determined by the School Head.

Students in Classes One-Six should not bring to school or have in their possession any object unrelated to their school activities. Such foreign articles (**including electronic devices, fitness trackers, and handheld computers**) will be confiscated for a specified period to be determined by the School Head. Additionally, school materials being used inappropriately will be confiscated permanently.

Students in Classes Seven and Eight may bring cell phones to campus. Once students have been dropped off in carpool, phones must be turned off and kept in their lockers for the entire school day. If parents need to communicate a critical/emergency message during the day, they should contact the receptionist who will relay the message to the student. During the athletic period, phones must remain turned off and kept inside their backpacks. **No phones may be used in locker rooms at any time.** Following athletics, athletes may, with their coaches' permission, check their phones for messages and call their parents, if necessary. No cell phone usage is allowed during carpool.

Providence strives to keep a learning-focused environment free of distractions, whether pop culture, dress, or technology. The Core Values states that “the School limits distractions; promotes unity among students, regardless of their families’ financial means; and encourages the preservation of innocence amid cultural pressures.” Therefore, we do not allow students to wear or carry technological devices to classes. Students may wear watches that tell the time and date; however, alarms/sounds must be turned off. Students may not bring to school watches or similar devices (such as Fitbits, Apple watches, or any other “smart” watch or device) that have the capability to do the following (whether activated or not)

- make or receive phone calls, texts, emails, or other messages;
- access Siri;
- access the Internet including the use of the various apps that are available;
- interact with social media.

All Providence students are prohibited from buying or selling any foreign articles on campus, except when the explicit permission of school authority has been obtained. No notices for buying or selling may be posted.

Students are not allowed to carry any medications (prescription or over-the-counter) for self-administration without prior approval from a doctor, the school nurse, and a parent. In addition, Providence is a cough-drop-free school; students may not carry cough drops or have them in their lunch or in their backpack.

CONDUCT CODE

Providence is committed to ensuring our school is a safe and caring environment for all students. We treat each other with respect and dignity, free from all forms of intimidation, exploitation, or harassment in person or via social media.

1. We consider the teachings of the Bible as the ultimate authority in matters of personal decorum. (2 Timothy 3:16-17)
2. We cheerfully and promptly obey the authority under which we are placed. (1 John 5:2)
3. We do not argue or negotiate. (James 1:19)
4. We may appeal respectfully. (Proverbs 18:13)
5. We love and honor one another. (Romans 12:10)
6. We give encouragement to each other, and we praise each other for a job well done. (I Thessalonians 5:11)
7. We look for the good qualities in our classmates. (I Corinthians 13: 4-6)
8. We speak quietly and respectfully with one another. (Romans 12:10)
9. We do not tell secrets at school. (Proverbs 20:19)
10. We do not use obscene language. (Job 27:4)
11. We do not try to build ourselves up by pointing out the shortcomings of others. (Proverbs 30:32)
12. We tell the truth. (Proverbs 14:5)
13. We do not spread rumors, or gossip, or pass notes in class. (Proverbs 21:23)
14. We will not make excuses for our wrong actions but will admit them. (1 John 1:9)

15. We do not hurt one another with unkind words or deeds. (Proverbs 12:18)
16. We avoid cliques, clubs, or games that exclude others. (I Corinthians 12:13-27)
17. We do not accept teasing or fighting of any sort. (I Corinthians 13:1)
18. We consider one another's interest ahead of our own. (Philippians 2:4)
19. We do not push to be the first in line or out the door. (Matthew 19:30)
20. We treat one another with respect and patience. (I Corinthians 13:4)
21. We forgive others. (Matthew 6:12)
22. We comfort others when they are sad. (I Corinthians 12:26)
23. We rejoice with others when they are happy. (I Corinthians 12:26)
24. We work without complaint. (Philippians 2:14-16)
25. We clean up a mess we have made. (Luke 6:31)
26. We take good care of everything God has given us. (Titus 2:7a)
27. We keep our bodies healthy with good food, rest, and exercise. (I Corinthians 6:19-20)
28. We keep our minds pure by dwelling on what is good and by not watching programs that are violent or otherwise inappropriate. (Philippians 4:8-9)
29. We nourish our spirits by reading the Bible. (Proverbs 3:1-6)
30. We maintain a spirit of deference in conversation through the way we avoid discussing various expressions of popular culture such as television shows, videos, movies, music, and controversial books. (Romans 12:9-10)
31. We participate in field trips, and we act just as if we were in school by being polite and well mannered, knowing we represent Providence and God. (I Peter 2:12)
32. We accept the discipline and instructions of our teachers, School Head, and the Headmaster when we disobey or forget any of the rules of the Student Conduct Code. (Hebrews 12:5-11)

MANNERS AND ETIQUETTE
(Romans 12:2 and the Golden Rule)

Providence believes that good manners and etiquette are important aspects of "loving your neighbor as yourself," showing honor and respect to others, demonstrating the worthiness of others, and signaling one's maturity as a lady or a gentleman. Therefore, the School actively teaches the children and encourages our parents to reinforce the following manners and rules of etiquette:

1. Say, "Please," "Thank you," or "No, thank you."
2. Say, "May I please..."
3. Say, "Excuse me" or "I beg your pardon."
4. Use the proper ways to greet an individual and use the differences for males and females—Dr., Mr., Miss, Mrs., Ms., Rev.
5. Use the proper ways to introduce an individual (i.e. elder to younger, position, and so on.).
6. Open the car door for one's mother, sister, or wife.
7. Open doors for a woman and for others.
8. Stand and speak when an adult walks into the classroom.
Rise in the presence of the aged, show respect for the elderly and revere your God. I am the Lord.
 (Leviticus 19:32)
9. Show respect for elders by allowing them to go first and being sensitive to their needs.

10. Respond to adults when being spoken to—“Yes sir,” “Yes ma’am,” “No sir,” “No ma’am.”
11. Respect other people’s property by not running, climbing, or touching.
12. Know areas and times to be quiet and respectful.
13. Know the times and places males should remove their hats.
14. Know and use proper table manners—hostess eats first, no elbows on table, napkins on lap, mouth closed while chewing, asking to be excused.
15. Clean one’s hands before eating.
16. Clean one’s own mess.
17. Greet campus visitors warmly, making eye contact.
18. Offer your seat to an adult.
19. Younger children should know and use the “interrupt rule” (arm touch).
20. Know the proper versus improper ways of paying attention to others.
21. Use friendly greetings to others—“good morning,” “goodbye,” and so forth.
22. Look at a person’s eyes when being spoken to.
23. Say, “I am sorry,” “I apologize,” or “Please forgive me.”
24. Do not point.
25. Knock before entering.
26. Allow females to go first.
27. Use phone manners—for example, “This is Clark Johnson; how may I help you?” versus a gruff, “Hello” or “Yeah.”
28. Use acceptable language at all times, including the use of correct grammar and the avoidance of slang terms.
29. Refrain from discussing movies, television shows, pop music, or computer and video games.

RESPECT FOR AUTHORITY
(Hebrews 13:17)

Scripture teaches that all authority is derived from God, and the powers that be are ordained of God (Romans 13:1-3). Thus, God has ordained government, church, and family as the structures of authority through which He accomplishes His purposes in the world. As such, every individual will be held responsible before God for his or her responses to authority.

Working in harmony with the home, Providence desires to train its students for future success by demonstrating to them and requiring of them, an obedient, submissive, God-honoring response toward those in authority over them. Therefore, Providence students are taught first-time obedience; to be respectful in word, tone, and facial expression; and not to whine, complain, or talk back.

SERVICE AND STEWARDSHIP PHILOSOPHY
(Ephesians 2:10)

Students at Providence are responsible along with other members of the School community for maintaining and protecting the campus environment. They are expected to lend a hand toward the physical upkeep of the School.

DRESS CODE

The dress and grooming of a student should reflect the serious intent of one who is going to work with an important job to do. Accordingly, dress and grooming standards should reflect an atmosphere that is free from distraction and be easily enforced by teachers and administrators, so as to prevent distraction during instruction.

Uniform regulations have been adopted by the School in accordance with the School's guiding principles, which call for a tasteful and modest lifestyle. **Students are to be clean, well groomed, and conservatively dressed in uniform both on campus and at school functions.** A student's failure to abide by the uniform standards below will result in consequences appropriate to his or her age.

GENERAL GUIDELINES PK-CLASS EIGHT

1. Uniforms should be clean, neat, and hemmed, with all buttons attached, and not excessively worn.
2. Non-regulation clothing may not be worn in the classroom.
3. Non-uniform and P.E. shorts must be "fingertip length," the shorts' hem must reach below the end of the student's fingertips when arms are held straight down at the sides.
4. Non-regulation sweatshirts, coats, jackets, and fleeces may be worn outside.
5. Jumper and skirt hems should be no higher than three inches above the floor when kneeling. The back of the skirt should be the same length as the front.
6. To ensure the safety of the students, shoes are required at all times on campus.
7. Only a plain, white T-shirt may be worn under the boys' uniform shirts.
8. Shirts should be tucked in at all times the student is in the building during school hours.
9. Students may not wear shoes that rise above the ankle bone. Boat or deck shoes are not permitted (boys in PK-Class Six).
10. Socks must rise above the ankle bone, may not have trim and may not be rolled; appropriate small logos (no logo stripes) are permitted.
11. Body markings with markers or pens are not allowed.
12. Tattoos of any kind are not allowed.
13. Lunchboxes may not have logos other than the brand name. Students in the two-day Kindergarten program need a lunchbox. Students in Classes One and Two need lunchboxes on Tuesdays and Thursdays.
14. Backpacks with cartoon characters, written sayings, or pop culture images or characters are not allowed. Limit of one dangling keychain on backpacks. PK students do not need a backpack. K students need a backpack with a water bottle and a sweater.
15. Students may not bring to school electronic devices with capabilities allowing students to: make phone calls, text, access the Internet, or play games even if such capabilities have been turned off.

CLASSES SEVEN AND EIGHT SPECIAL PRIVILEGES

1. Students in Classes Seven and Eight may wear regulation fleeces/pullovers in the classroom.
2. Girls in Classes Seven and Eight may wear clear, white, or pastel nail polish with no appliques or decals.
3. Girls in Classes Seven and Eight may wear modest amounts of make-up. Cosmetics are not permitted for any other students.
4. Boys in Classes Seven and Eight may wear brown boat or deck shoes

JEWELRY: PK-CLASS EIGHT

1. Students with alarms on their watches must turn off the alarms while on campus.
2. Girls may wear one simple necklace (a gold or silver chain with or without a pendant), one simple ring, one simple bracelet, and one pair of modest stud earrings. Jewelry must be tasteful and not distracting.
3. Boys may wear a simple gold or silver chain with or without a pendant. They must keep it under their shirts.
4. Students may not wear jewelry made of rubber, cloth, plastic, leather, or synthetic material.

HAIR: PK-CLASS EIGHT

1. Students shall have conservative hairstyles.
2. Girls may wear modest hair accessories that do not go below the neck in the back and are not excessive. Simple headbands or bows are acceptable. Hair should not be in the eyes.
3. Boys' hair length must be kept above the top of the eyebrows in the front, above the top of the collar in the back, and above the top of the ears.
4. Hair may not be dyed in unnatural colors.
5. Facial hair, in the form of goatees, beards, mustaches, or long sideburns, is not permitted.

BOYS UNIFORM

Boys PK-K

- White pique knit short-sleeved shirt (Risse)
- Navy twill pull-on pants or shorts (Risse)
- Navy V-neck pull-over sweater (Risse)
- Solid black shoes with Velcro closure (your choice)
- Boys should wear white socks with shorts and dark socks with pants. Socks must rise above the ankle bone. Socks with appropriate small logos (no logo stripes) are permissible.

Boys Classes One–Eight

- White Shirt (Culwell & Son or Risse)—Oxford cloth with button-down collar, short or long sleeves
- Gray shorts or slacks (Culwell & Son or Risse); gray slacks required for Classes Seven and Eight special occasions
- Navy sweater (Culwell & Son or Risse): V-neck required for special occasions for Classes One-Six; optional for Classes Seven and Eight.
- Navy blazer (Culwell & Son or Risse), required for Classes Seven and Eight
- Solid black, including soles and laces, New Balance shoes from Risse.
- Boys should wear white socks with shorts and dark socks with slacks. Socks must rise above the ankle bone. Socks with appropriate small logos (no logo stripes) are permissible.
- Black or brown belt (Risse or your choice)
- Providence tie (Risse) to be worn for Chapel every Friday and on specific, announced days

Boys Friday Chapel Attire

- Uniform tie
- Optional: uniform sweater (Classes Five-Eight) or navy blazer (Classes Seven and Eight); no fleeces/pullovers

Boys Formal Attire (Classes Seven and Eight)

- White uniform shirt
- Gray, uniform slacks
- Navy blazer
- Uniform tie
- Dress shoes (no boat or deck shoes)
- Dark socks

Boys Yearbook Picture Attire

In addition to the daily school uniform, students should wear these items:

- **PK-K:** Navy, V-neck uniform sweater
- **Classes One-Six:** Tie and navy, V-neck uniform sweater (uniform shorts with white socks)
- **Classes Seven-Eight:** Tie and navy, uniform blazer (uniform slacks with dark socks)

Boys P.E. Uniforms

- Boys in Classes One and Two: regular school uniform
- Boys in Classes Three-Eight: Providence athletic shorts and Providence T-shirt
- School socks and shoes are appropriate if the school shoes are a solid black, including the sole, athletic shoe (no black-marking soles). If the school shoes are street shoes, the student must bring athletic shoes for P.E.

- All Providence P.E. uniforms are to be carried in a Providence bag purchased from the School Store and should be labeled with the student's name.
- Coats, jackets, and fleeces may be worn outside.

Boys Casual Dress Day Guidelines

- Pants: denim jeans or khaki pants no frayed, ripped, torn, patched, or sagging pants—no sweat pants
- Shorts: walking/cargo shorts; no athletic shorts
- Shirts: Providence, college, polo, jersey, solid color (non-white) T-shirt or patterned shirt, sweater or sweatshirts. Shirts should not have references to pop culture or phrases other than athletic or college logos—no sleeveless athletic jerseys.
- Shoes: closed-toe and closed-heel footwear (for P.E., bring or wear lace-up tennis shoes with no black-marking soles).
- No caps or hats
- Regular school uniform, if desired

GIRLS UNIFORM

Girls PK–K

- Navy, solid jumper (Risse)
- Modesty shorts to be worn under the jumper
- White blouse with navy piping on collar and puffed sleeves (Risse)
- Sweaters: Navy, V-neck cardigan (Risse) (no cotton sweaters)
- Saddle oxford shoes with leather soles or saddle oxford tennis shoes
Blue and white or black and white
- White, plain, turn-down socks or white or navy tights (your choice)—no trim, no ankle or tennis socks. Girls may wear white socks with white or navy tights during cold weather.

Girls Classes One–Four

- Navy hound's-tooth jumper (Risse) hem no shorter than three inches above the floor when kneeling (level in front and back)
- Modesty shorts to be worn under the jumper
- White blouse (Risse)—lace trim, short or long sleeve-optional monograms should be white or navy and not too large
- Navy cardigan with brass buttons (Risse) (no cotton sweaters)
- Saddle oxford shoes with leather soles or saddle oxford tennis shoes; blue and white or black and white
- White socks, knee socks, cuffed ankle socks, or white or navy tights—no trim, no uncuffed ankle, or tennis socks; and no rolling of socks. Girls may wear white socks with white or navy tights during cold weather.

Girls Classes Five–Eight

- Navy hound’s-tooth pleated skirt (Risse)—hem no shorter than three inches above the floor when kneeling (level in front and back)
- Modesty shorts to be worn under the skirt
- White shirt (Risse)—oxford cloth with button-down collar, short or long sleeves-optional monograms should be white or navy and not too large
- Navy V-neck pullover sweater (Risse), Classes Five-Six (optional for Classes Seven-Eight)
- Navy blazer (Risse) required for Classes Seven-Eight
- Saddle oxford shoes with leather soles or saddle oxford tennis shoes; blue and white or black and white
- White socks, knee socks, cuffed ankle socks, or white or navy tights—no trim, no uncuffed ankle or tennis socks; and no rolling of socks. Girls may wear white socks with white or navy tights during cold weather.
- Providence fleece/pullover (optional for Classes Seven and Eight only).

Girls Friday Chapel Attire

- Optional: uniform sweater (Classes Five-Eight) or navy blazer (Classes Seven-Eight); no fleeces/pullovers

Girls Formal Attire (Classes Seven and Eight)

- Uniform Blazer

Girls Yearbook Picture Attire

- **PK-K:** No additional items needed; no knee socks
- **Classes One-Four:** Navy, cardigan uniform sweater; no knee socks
- **Classes Five-Six:** Navy, V-neck uniform sweater; no knee socks
- **Classes Seven-Eight:** Navy uniform blazer; no knee socks

Girls P.E. Uniforms

- Girls in Classes One-Three: Regular, school uniform shirt and uniform P.E. shorts, “fingertip length”
- Girls in Classes Four-Eight: Providence T-shirt and Providence athletic shorts, “fingertip length”
- School socks and shoes are appropriate if the school shoes are the saddle oxford tennis shoes. If the school shoes have leather soles, the student must bring athletic shoes for P.E. —no black-marking soles.
- All Providence P.E. uniforms are to be carried in a Providence bag purchased from the School Store and should be labeled with the student’s name.
- Coats, jackets, and fleeces may be worn outside.

Girls Casual Dress Day Guidelines

- Pants: denim jeans or skinny jeans with a long, un-tucked shirt which covers the buttocks; no leggings or jeggings allowed. No frayed, ripped, torn, patched, or sagging jeans allowed.
- Shorts: walking shorts, “fingertip length” (no athletic shorts)
- Shirts: Providence, college, polo, jersey, solid color (non-white) T-shirt or patterned shirt, or sweatshirts. No off-the-shoulder, spaghetti straps, backless, or low-cut necklines allowed.
- Shoes: closed-toe and closed-heel footwear—for P.E., bring or wear lace-up tennis shoes with no black-marking soles
- No caps or hats
- Regular school uniform, if desired

DISCIPLINE

DISCIPLINARY RESPONSIBILITY OF THE SCHOOL

While Providence understands that the ultimate responsibility for a student's discipline rests with the parent, we also recognize that our parents have consciously delegated to the School a responsibility to discipline pupils in accordance with the rules and regulations of student behavior as stated in the enrollment contract:

The administration and the teachers shall have **full discretion** in the administration of appropriate discipline for the student. Providence does not use corporal punishment for discipline. Providence reserves the right to adopt rules and regulations from time to time, and all students enrolled shall comply fully with the rules and regulations then in force as stated or amended. **It is required that all parents and students be familiar with and abide by the *Parent and Student Handbook* policies and procedures.** Providence also believes that a positive and constructive working relationship with parents is essential to the accomplishment of our educational mission. We accordingly reserve the right to terminate or not renew a student's enrollment contract if we reasonably conclude that the actions of a parent or guardian make such a positive and constructive relationship impossible

GENERAL PHILOSOPHY OF ETHICAL DISCIPLINE

Of course, discipline involves both self-discipline and, if necessary, discipline by others. At Providence, "self-discipline" means that the pupil exercises the grace of self-control in accordance with the teachings of Holy Scripture and the rules and regulations of the School. When a student fails to discipline himself, then discipline by others will be necessary. "Discipline" means *training towards redemption*; that is, *we aim to discipline students in such a way as to change their behavior for the better*. Thus, not only should discipline involve consequences for unacceptable behavior, but also the consequences should be adequate to rectify the unacceptable behavior and therefore strengthen the student's spiritual and moral character.

Primary disciplinary authority rests with the teacher. Most disciplinary issues can and should be solved by the classroom teacher. Hence, Providence delegates both great responsibility and authority to the teacher in the discipline of students. We expect teachers to resolve disciplinary issues; therefore, we give wide latitude to our teachers in administering discipline within the classroom setting. In the event that a student does not respond appropriately to a teacher's attempts to discipline, an administrator will become involved in the student's discipline. Such a transition to administrative involvement in student discipline will necessarily demand more stringent disciplinary consequences for the student including suspension, disciplinary probation, and expulsion. Such decisions will be made by the administration in consultation with appropriate faculty.

School rules and disciplinary authority apply whenever the student is involved on or *off school grounds* in conjunction with or independent of classes and school-sponsored activities. The circumstances of each case will determine the appropriate disciplinary measures. Factors to

consider will include: (a) seriousness of the offense; (b) student's age; (c) frequency of misconduct; (d) student's attitude; and (e) potential effect of the misconduct on the School environment.

Students need a safe place to learn from their mistakes. Consequently, while differentiating between foolish and sinful behavior, Providence seeks to provide and ensure clear and appropriate consequences for both good and bad behavior. Our disciplinary approach is designed to train the students to make wise and godly choices. We accomplish this by giving the students opportunity to reflect on their behavior, repair any spiritual, emotional, or physical damage caused, and take action to avoid the behavior in the future. As often as possible, we will encourage the students to obey rather than comply. Other than dealing with dangerous, extreme, or illegal behavior, or outright disregard for the School rules and community, we follow this approach.

All penalties except suspension, expulsion, and disciplinary probation may be given by individual teachers. Written documentation of behavior and the discipline may be kept on file. For a serious disciplinary case, the Headmaster will have the final authority.

INTERNET POLICY

With regard to the use of personal web pages, social networking sites, and applications (for example, Facebook, Twitter, and so on), as well as the use of the Internet for the posting of everything from videos to written words (for instance, YouTube, personal blogs, comments and postings on participatory sites, and so on) and the use of mobile phones to store photos, videos, and other information, Providence reserves the right to hold its families accountable for content posted on the Internet, stored on or sent to other phones, or displayed on phones to others. When such content, whether visual or written, is inconsistent with what we stand for as a Christian community, the administration will consult the *Parent and Student Handbook* to determine the level of response and consequence to be administered. Providence assumes this right as a demonstration of our commitment to caring for the whole child, and as an expression of our belief that the integrity of our students in these arenas, whether the items are stored in one's own phone or posted online in the highly visible "public billboard," are statements of what they stand for and deem important and thus are of great significance. It is our desire to encourage our community to recognize the value and potential of using such technology and websites as ways or places to share the truth, celebrate the good, and reflect God's wisdom to others.

Parents and students should not post pictures or videos of anyone in the Providence community to social media sites without permission.

DISCIPLINARY INFRACTIONS AND MEASURES FOR PK-CLASS EIGHT

In general, discipline is handled by the teacher in the classroom or by communication with parents.

Consistency and positive reinforcement are the primary means by which faculty members motivate good behavior. Listed below are some types of misconduct that call for disciplinary action by the teacher, School Head, or Headmaster.

- Interference with the smooth running of the class and the learning process
- Actions that may cause physical or emotional harm to students or their classmates
- Actions that are in direct violation of established classroom rules or procedures
- Fighting, cheating, plagiarism, or stealing
- Use of profane language
- Arguing with the teacher
- Failure to complete assigned work in a reasonable amount of time
- Damage to school materials or property
- Accumulation of repeated small offenses
- Failure to comply with the dress code standards
- Failure to comply with safety standards
- Unexcused tardies
- Deliberate deception
- Bullying
- Pranks or practical jokes that are detrimental to students or faculty—even if it is for April Fools' Day
- Misuse of cell phone and foreign articles
- Improper use of Internet and mobile phone technology

For the following offenses, disciplinary probation, suspension, or expulsion may result:

- verbal or sexual harassment
- lying/deception
- bullying
- smoking
- fighting
- stealing
- threats of physical harm
- drugs or alcohol on campus
- physical harm of others
- plagiarism or cheating
- vandalism
- unexcused absence from class
- chronic tardiness
- repeated minor infractions
- repeated dress code infractions
- leaving school grounds without permission
- profane, vulgar, or coarse language
- possession or distribution of sexually oriented material
- bringing an item to school that is designed to inflict harm or cause destruction
- possession of a firearm, knife, pyrotechnic, stink bomb, or other harmful item
- entering off-limits areas without permission
- misuse of school property
- improper use of Internet or mobile phone technology
- misuse of cell phones or foreign objects

ACADEMICS

GRADING SYSTEM

Academic Grades

For Classes One-Four, work is evaluated as either meeting expectations (reflected on trimester reports as a 2) or needing improvement (reflected on trimester reports as a 1). In order to help the transition for students in Classes Three and Four, some numeric grades are given in addition to the grading system detailed above. Academic progress reports are available online three times a year

Students in Classes Five-Eight are given percentage grades for all subjects. Students are expected to master all work and concepts in any subject before continuing with further work. Grades of 69 or below are considered failing.

<u>Grades</u>	<u>Percentile</u>
A+	98-100
A	93-97
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
F	69 or below

Grades in Specialty Subjects

For Classes Five-Eight, grades are given for participation, effort, ability, and character in some specialty subjects. The criteria used for grading include the student's general attitude toward the program; the degree of cooperation, promptness, and proper appearance for class; and the degree of improvement.

HOMEWORK

Homework is intended to give students independent learning experiences and responsibility. It is a training process that aims for students to become capable of independent work and consistent effort. Daily homework assignments give students the opportunity to develop good work patterns; allowing them to submit incomplete or sloppy work contradicts this goal. All students must correct their work. Some students may need parental assistance with corrections, planning, writing papers, and studying for tests; however, over time, students should grow in their independence with their homework.

Assignments must be on time and complete. If a student fails to turn in homework, he or she should complete it by the following day. Parents will be notified of failure to complete homework on time and age-appropriate consequences will be given. The only acceptable excuses for incomplete homework are the student's illness or an emergency; these should be explained in a written note from the parent.

Generally, homework assignments will be made Monday-Thursday for Classes One-Four. For Classes Five-Eight, assignments may be given Monday-Friday. On the weekends, students in Classes One-Four are expected to complete corrections and to read literature. A student's time for homework will vary according to the pace at which the student works. Please know that corrections are not included in the homework time estimate. It is highly recommended that young students review some flashcards and phonograms daily, including weekends.

POLICY ON LEARNING DIFFERENCES

Providence aims to make admission and enrollment decisions in the best interests of its students, parents, and educational goals. This is especially important with regard to a student who has a diagnosed learning difference or ADD. To this end, we have established the following policy for the education of learning-differenced students:

Providence has neither the staff nor the expertise to make curricular or instructional modifications to meet the needs of learning-differenced students who require such modifications; however, if in the judgment of the Admissions Director and School Head, a student with a diagnosed learning difference or ADD can succeed at Providence without significant modification to our educational curriculum or methodologies, that student *may* be admitted to Providence.

On a case-by-case basis, Providence may consider minor accommodations that do not alter the volume, quality, or standards of the School's academic requirements and instructional methods.

Although the following list is not exhaustive, it includes examples of "significant modifications" that Providence does not make:

- extra time on tests
- reduction of instructional content
- special one-on-one nurturing of the student by teachers
- concessions for misspelling
- oral reading or oral testing
- technology that enhances a student's essay-writing ability, such as spell-check and grammar-check, or a laptop
- computer when the class is typically required to write without a computer

In order to serve the educational needs of a student with a diagnosed learning difference or ADD, it is necessary for the School to meet with the parents and the evaluator to review the student's

testing results. Working together to create a plan for the student will help all parties maximize the student's potential for success.

PARENT COMMUNICATION

Providence uses the following means of communication to inform parents of student progress:

Conferences

Parent-teacher conferences are important for building and maintaining a partnership between the school and families. In the lower grades, some conferences are required at key times during the school year. At all grade levels, conferences may be initiated by the parent or teacher whenever desired. Parents are encouraged to contact their child's teacher whenever they sense that a student is struggling with an academic or social issue.

Parent Meetings

For PK-Class Four, Parent Meetings are held between August and November. Faculty members discuss with the parents the current state of the class, the difficulties the students are facing at that particular point in their development, and the ways in which the Providence program is designed to help them mature. All parents are strongly urged to attend these meetings.

For Classes Five-Eight, a Middle School Preview is held in August. This evening event provides parents with the opportunity to meet teachers who will discuss their curriculum and methods used for the various subjects.

Interim Reports

To inform parents of their students' progress, Interim Reports are made available online to the parents of students in Classes Five-Eight midway through each trimester.

STUDENT PROGRESS

Providence expects a student to work to his or her full potential in the classroom. In the event a student is not reaching his or her full potential, one or more of the following interventions may be implemented to help monitor the student's progress and to keep parents informed.

Tutorials

Academic tutorials are valuable opportunities for students to receive additional help or complete missed work. Each teacher of an academic subject in Classes Five-Eight will have a designated tutorial time every week. Tutorials function like teacher "office-hours," and are set aside for students to engage teachers outside of class with questions or for additional practice on a concept; attendance at a tutorial does not necessarily indicate that a student is in serious academic trouble. Either the student or the teacher may initiate a tutorial meeting. Tutorials are not for

special test reviews or intended to provide regular, private tutoring to a student. The teacher may recommend long-term, outside tutoring if considered to be in the best interest of the student.

Outside Tutoring

The School may occasionally recommend or require individual tutoring outside of school to cover specific material missed due to a late entry to Providence, a prolonged illness, or to remediate specific skill deficiencies that have been identified and diagnosed.

Arrangements for tutoring should be made only after consultation with teachers and the School Head.

Remedial Action for Academic Failure (Classes Four-Eight)

Because Providence is deeply concerned about the success and emotional well-being of every student, the School is committed to helping a student who struggles academically. The School may initiate any of the following steps to help a struggling student:

- Parent/teacher/School Head conferences
- Required outside tutoring
- Required outside testing and evaluation
- Required work in the summer

Failure to cooperate with the School in the actions stated above may jeopardize the future placement of the student at Providence.

Repercussions of Academic Failure

Through Providence's admission policies and procedures, the School aims to admit students who will be academically successful in the environment and curriculum; however, occasionally a student may fail either a trimester grade or, in some cases, may fail a course for an entire year.

Trimester Failure

1. The parents will be contacted by the appropriate School Head and faculty to discuss what constructive measures are necessary for that student to succeed.
2. Students in Classes Five-Eight will be placed on the Watchcare Program and on the Academic Ineligibility List (as described in the section entitled "Academic Ineligibility").

Course Failure

1. Students in Classes Four-Seven who fail a course for the year may not be re-enrolled for the next school year; if the parents have already signed an enrollment contract, that contract may be terminated and any tuition paid may be refunded to the parent.

2. Students in Class Eight who fail a course will jeopardize receiving credit for that course. Additionally, the student may not be permitted to participate in the Class Eight graduation.

In rare and difficult circumstances, the administration may suspend or modify the above policies if it is in the best interest of the student and the School. An example of such circumstances would be severe emotional trauma in the life of a student caused by a family crisis such as death, catastrophic illness, parental separation, or divorce.

Watchcare and Academic Eligibility (Classes Five-Eight)

Providence's Watchcare and Academic Eligibility policies aim for a student's academic success, especially the student who struggles. The following policies apply to core courses—English, history, mathematics, science, and Latin.

Watchcare Reports

Students who receive an interim or a *trimester* grade of seventy-five (75) or below will be placed on the Watchcare reporting system. Parents of students in Classes Five-Eight will receive periodic updates from the core classes (English, history, mathematics, science, and Latin) where the student grade average is seventy-five (75) or below. Watchcare Reports provide both grade updates and personalized communication from teachers indicating why a student's grade might be low and how the student can improve that grade. Teachers submit Watchcare Reports to the School Head. The School Head reviews these reports and forwards them to the student's parents with a copy to the Athletic Director and any applicable extracurricular director(s). The parents of a student who is declared to be academically ineligible automatically receive Watchcare Reports. Occasionally, a student may be placed on Watchcare status even if that student's grade is not seventy-five (75) or below.

Academic Ineligibility

Academic Ineligibility results when a student receives at least one grade below seventy (70) in a core subject on an interim or trimester grade report. When a student becomes Academically Ineligible, he or she will still participate in practice but will not be allowed to compete in games or participate in performances. Academic Ineligibility applies to all extra-curricular school activities including but not limited to athletics, school clubs, and performing clubs. Academic Ineligibility automatically triggers or perpetuates Watchcare status for the student.

When a student is first declared ineligible, he or she is given a one-week grace period before becoming ineligible from competitions and performances. After approximately three weeks, the student's grade will be re-evaluated to determine if he or she has regained eligibility status. If he or she has not obtained passing grades in all of his or her

core subjects, he or she will remain ineligible throughout the remainder of the grading period and will remain ineligible for competitions and performances. If the student has regained eligibility status, he or she will be allowed to compete in games and participate in performances beginning the morning after he or she has regained eligibility. The student may remain on Watchcare throughout the remainder of the grading period and possibly longer if deemed necessary.

Re-enrollment

Providence students are offered re-enrollment yearly for the next year if they are in good standing. If there are academic or behavioral issues to be considered before re-enrollment is offered, the teacher and the appropriate administrator will meet with the parents resulting in the re-enrollment contract being held pending improvement. Re-enrollment contracts are emailed in late January and are due on the fifteenth of February.

Students moving from PK to Kindergarten will be tested. Testing includes aptitude assessment and classroom observation.

TEST POLICY

Beginning in Class Five, students will take scheduled tests and quizzes.

Classes Five and Six

- All tests, regardless of subject or grade, should be signed by a parent, corrected by the student, and returned within the time allotted by the teacher.
- Students who do not return a test within the time allotted by the teacher will incur a grade penalty.
- Teachers keep tests on file for the duration of the school year and do not return them to students after a parent signature has been obtained.
- Quizzes cover material from class lectures and homework assignments and do not count as tests.
- There is a maximum of two tests in one day.

Classes Seven and Eight

- Students in Classes Seven and Eight should follow the policies outlined by their individual subject teachers.
- Quizzes cover material from class lectures and homework assignments and do not count as tests.
- There is a maximum of two tests in one day.

PHYSICAL EDUCATION

PHILOSOPHY

Providence aspires to create a safe, fun, and positive environment to produce a lifelong desire for physical activity.

OBJECTIVES

- Developing character by consistently upholding a Christ-centered environment while instilling the importance of self-control, discipline, and teamwork
- Developing athleticism by providing activities designed to build physical fitness, endurance, strength, flexibility, speed, agility, balance, and dexterity
- Developing sportsmanship by upholding the teachings of the Bible and the Providence student conduct code

PARTICIPATION

Involvement in physical activities is an integral part of education for students in Classes One-Five. Physical Education is a required class, not an elected sport. Therefore, there are many different levels of interest and skill. Many of the games are modified sports to include all the players in the class. When taught a sport in P.E., girls and boys may be separated and instructed in gender specific rules. Students are introduced to a variety of sports and activities and each year grow in their knowledge and execution of the skills needed to participate.

P.E. EXEMPTION

Students may be excused from P.E. for medical reasons only. For short-term illnesses or injuries, students shall present a dated note to their P.E. teacher signed by a parent or guardian, indicating the specific reasons for not participating. For long-term illnesses or injuries, more than two days, students must submit to their P.E. teacher a statement from their doctor.

Students excused from P.E. from one to three days are not permitted to bring alternative activities to class including books and homework. However, the P.E. teacher may assign the student alternative activities.

UNIFORM INFORMATION

See the section of this handbook entitled “Dress Code” for appropriate P.E. attire.

When students do not come to class with the proper uniform, they may not participate in regularly scheduled activities. These students will run laps with the class as usual. For the remainder of the class, the student may be asked to walk. Additionally, students will receive point deductions for not being in uniform. If the student fails to bring their uniform for three consecutive days, the parents will be notified.

All students are required to wear tennis shoes for class. Classes Three-Five girls must change out of their oxford shoes and wear tennis shoes to participate in P.E. Students may receive point deductions and/or may be restricted from participating in class for failure to bring the proper shoes or for not being in the P.E. uniform.

DECORUM

Although there are some aspects unique to the P.E. class, Providence views P.E. as any other class. The expectations for classroom behavior, student participation, and uniform compliance are similar to all classes.

DISCIPLINARY MEASURES

The consequences listed below are commonly used in P.E.

- Warning
- Loss of privilege
- Additional exercises
- Sit out of current game
- Sit out of game day
- Contacting parent

SPORTSMANSHIP

- Students should not argue with coaches.
- Students should not hiss at, boo, or make disparaging remarks about other students, coaches, or activities.
- Students should always give 100%, making every effort to play by the rules.
- Students should never attempt to injure another student.
- Students should acknowledge good play by their peers.
- Students should never boast in winning nor make excuses in losing.
- Students should accept responsibility for their own mistakes.
- Students should respond to coaches and classmates in a respectful manner.
- Students should keep their emotions in control.
- Students should be others-centered instead of self-centered.

ATHLETICS

PHILOSOPHY

The Providence athletic program is committed to glorifying God by pursuing excellence in all team sports. We define excellence as the shaping of the student-athlete's character, developed in the context of athletics through the teaching and application of humility, integrity, discipline, hard work, commitment, obedience, and a healthy competitive spirit. We teach athletes that their talents, skills, and spiritual gifts are from God, and they must steward them carefully to bring Him glory and honor. The athletic program also helps student athletes understand that their self-worth and identity are found in Christ and not in their performance. As we pursue excellence, we teach the proper motivation for excelling: "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Col. 3:17).

The athletic program helps student athletes understand that their self-worth is not based upon their performance. The program also seeks to develop athletes into spiritual leaders who will make a difference in a world that rejects Christ.

VISION

In accordance with our mission statement and core values, Providence strives to have an excellent Christ-centered athletic program where all student athletes can grow in character, confidence, skills, strength, and spirituality.

COACHES

Providence coaches help student athletes maximize their abilities, teaching them skills and techniques that lead to success in competition. They understand that they are not only ambassadors for Christ but ambassadors of our school who strive to strengthen the spiritual lives of our student athletes and the Providence community. Our coaches live out the principles found in God's word and encourage athletes to honor the Lord through their participation in sports.

PARTICIPATION

Athletics at Providence is open to any student in Classes Six-Eight. If students are selected for a team, their involvement in practice and games is required. Providence athletic teams should be prioritized over other outside athletic teams or activities.

Practices are held during the athletic period on non-game days, Monday through Friday, and will extend beyond the normal school day. Most teams finish practices by 3:45 p.m.

Athletes are expected to attend every practice and game unless they are ill. In case of an illness, athletes are expected to inform their coach. Students will receive point deductions from their grade if they fail to communicate when missing a practice or game (see below). Students who miss even part of the school day for illness or an unexcused absence may not participate in extra-curricular activities that day. The only exception is if the student has a doctor's appointment.

GRADING

While striving for an excellent athletic program, we enforce a grading system that is based on participation. Students who miss a practice, game, or tournament without an excused absence will incur a three-point deduction. (For excused absences, see attendance section of this handbook.) Students who are not in uniform will have points deducted from their grade. Students who do not inform a coach that they will miss an athletic event (game or meet) or practice, will incur a three-point grade deduction. Finally, students who miss a practice, game, tournament, or meet due to another outside sport or activity will receive a three-point deduction from their grade. The goal is to help our students be responsible.

ALTERNATE SPORTS (A.S.)

The athletic department acknowledges that the School cannot provide all sports, at all levels, for all student athletes, and we do desire to support them in their off-campus athletic endeavors. With this as a goal, the Alternate Sports (A.S.) program allows students to gain credit for their off-campus sports and to have an early release at 1:45 p.m. in lieu of their regularly scheduled class. All A.S. students must qualify under the regulations listed on the contract. You can find the contract, information, and verification by clicking on the “Forms & Schedules” button found in the “Information for Parents and Coaches” section in the athletics section of the Providence website.

If the student is not approved, then he or she will be placed in our strength and conditioning class. There is a seven-hour minimum for participating in alternate sports. Verification forms are due the first Thursday of the month. Failure to turn in the completed forms signed on time will result in a six-point deduction from the student’s grade.

PERMISSION AND PHYSICAL FORM

A Physician’s Examination (physical) and Parental Release (permission) form must be completed, signed by the parent or guardian and a physician, and be on file before the student will be allowed to participate in sports.

ATHLETICS AS A CHRISTIAN WITNESS

Athletics provides a unique opportunity for employees, parents, and athletes to “live out” their Christian witness. This is important not just before our constituency but also before the constituency of those schools with which we compete.

Parent-Coach Relations

Parents must demonstrate a Christian witness through their respect and submission to coaches’ decisions, especially when those decisions directly affect their children. Parents must graciously consent to coaches’ decision about athletes’ positions on a team, playing time, and team discipline. Parents should model to their children appropriate submission to authority.

Event Demeanor

Good sportsmanship that reflects a Christian demeanor must at all times govern our attitudes and behavior at athletic events. Providence will not condone inappropriate attitudes, remarks, or gestures.

Sportsmanship of Athletes

- Athletes should not argue with the teacher or coach.
- Athletes should not hiss at, boo, or make disparaging remarks about the opposing players, coaches, or fans.
- Athletes should not hiss at, boo, or vocally criticize the referees.
- Athletes should always give 100% making every effort to win but never playing outside the rules.
- Athletes should never attempt to injure opponents.
- Athletes should acknowledge good play, whether by our players or the opponents.
- Athletes should never boast in winning nor make excuses in losing.
- Athletes should accept responsibility for their own mistakes.

Sportsmanship of Spectators

- Spectators should not hiss at, boo, or make disparaging remarks about the opposing players, coaches, or other spectators.
- Spectators should not hiss at, boo, or vocally criticize the referees.
- Parents may not drop off children to watch a game unless another parent is willing to supervise. Due to the School's liability, a parent may be called to retrieve an unsupervised child.
- Playground supervision is provided for home games.
- Spectators should remain seated during the actual playing time.
- Spectators should cheer enthusiastically and use only positive expressions. We always honor and respect the opponent.

YMCA/CHAMBER/RECREATIONAL ATHLETIC GROUPS

The School's Athletic Committee holds those coaches, players, and parents who participate in team sports under the banner of "Providence" to standards consistent with the School's core values.

The nature of competition and the priority our culture places on athletics tends to bring out the best and the worst in us; especially when it comes to our own children. Too often, the "heat-of-the-moment" causes us to compromise our standards, the desire to win blinds our motivation, and the success of our children consumes us.

The Providence family is most frequently displayed in our communities on the sidelines as a part of an athletic team. Our actions, good and bad, tend to define us by bringing glory to God or bringing shame to individuals or our school.

Parent Coaches for YMCA/Chamber/Recreational Athletic Groups

Athletics for Kindergarten to Class Six play an essential role in the full development of our students' character as we lead them to purposefully and intelligently serve God and man. We believe that coaches of Providence-based teams have the opportunity and the obligation to be an extension of the School. Our coaches should model a Christ-like, disciplined lifestyle that teaches our children, encourages our parents, and witnesses to our community that Jesus Christ is the solid foundation of our lives.

All parents who wish to coach must attend a mandatory coaches meeting and sign the Athletic Department's "Coaches Code of Conduct," before they may coach.

Parent-Spectators' Code of Conduct

Parents and fans of Providence-based teams have the obligation to be ambassadors to our community for Jesus Christ. Because we are a Christian school, we will be held to a higher standard and greater scrutiny by our neighbors. All Providence parents are expected to abide by Providence's Code of Conduct.

Parents' Code of Conduct

I will be faithful to the primary goal which is to love the Lord my God with all my heart, with all my soul, with all my mind, and with all my strength. I will love my neighbor as myself. Although it is easy, in the "heat-of-the-moment" to forget our primary goal, I know as a parent, my actions will positively or negatively affect my child and those around me for the cause of Christ. I will endeavor to set an example that is consistent with godly character and is worthy of being followed.

Respect

I will treat all people with respect, at all times.

- Respect for Officials: I will treat officials with respect. I will not complain about, or argue with, an official during or after an event. I will accept the ruling made on the field or court without remark. After the game, when I have the opportunity, I will thank the referees for their good work.
- Respect for Opposing Team's Coach, Players, and Parents: I will treat the opposing team with respect. I will congratulate them for a good contest and encourage them with authentic words and actions.
- Coaching from the Sideline: I will not coach from the sideline. Parents should go to the game and cheer their children for their good efforts. Coaches coach, referees ref, and parents cheer.
- Class: I will be a good sport. I will teach and model "class;" I will be gracious in victory and accept defeat with dignity. I will encourage all the athletes on the field, applaud exceptional performance, and have concern for injured players of both teams.
- Taunting: I will not engage in "trash" talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Profanity: I will not engage in profanity or obscene gestures of any kind, at any time.
- Positive Attitude: I will maintain a positive attitude throughout the event and not grumble or speak negatively about any situation.

Responsibility

I will behave in all matters with respectability and good repute.

- Role Model: I will be a worthy role model. I will not be afraid to approach a Providence coach or parent if they are out of line with their behavior and report such continued behavior to the Providence Sports' Committee.
- Knowledge of Rules: I will endeavor to know and understand the rules of the game and help those around me to understand them.

- Self-Control: I will control my ego and my emotions. I will avoid displays of anger and frustration.

Our Goal

Our goal at the end of every event should be for the opposing team to compliment our players and parents for the class act that they witnessed at the game.

FINANCIAL INFORMATION

TUITION SCHEDULE

Because of financial commitments that must be made by the School, including hiring teachers and planning for each school year, the School must require each student's family to commit financially in February for the coming year. To secure a place for the next school year, an enrollment contract is to be signed at re-enrollment time by the financially responsible party. **Each family that commits in February is responsible for the full tuition of that student.** During the online re-enrollment process, which occurs in February, families will be given four payment options for tuition. The Tuition Refund Policy is part of the online re-enrollment process. Parents will be required to read, sign, and date the Refund Policy to complete re-enrollment. Tuition covers books, Parents' Council fees, the School yearbook, most school supplies, health screenings, and the class picture.

Tuition does not cover all costs that may be incurred by the family. Examples of such costs include transportation to and from school, lunches, uniforms, various student activities, special field trips, all School Store purchases, and other miscellaneous expenses.

TUITION ADJUSTMENTS

The School recognizes that the tuition is a significant investment, which often requires sacrifice on behalf of the parents. Our desire is to make Providence accessible to all mission-appropriate and like-minded families. To fulfill this desire, we offer a Tuition Adjustment program which sets tuition based on a family's financial position. In short, we want to do all we can to alleviate any financial barrier that may preclude a family from providing a Providence education to their children. Application to adjust a family's tuition may be made at the time of re-enrollment as a direct link is provided to our financial evaluation software (FAST) in the Payment Methods section in the re-enrollment portal.

MEDICAL EXPENSES

Medical expenses incurred while at Providence are the responsibility of the parents or legal guardian of the student.

ADDENDUM

This book is not an exhaustive list of policies. It is general in nature, and faculty members may use discretion in determining if the intent of the guidelines has not been observed. The School will inform parents of any policy changes.

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Providence Christian School of Texas admits students of any race, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.