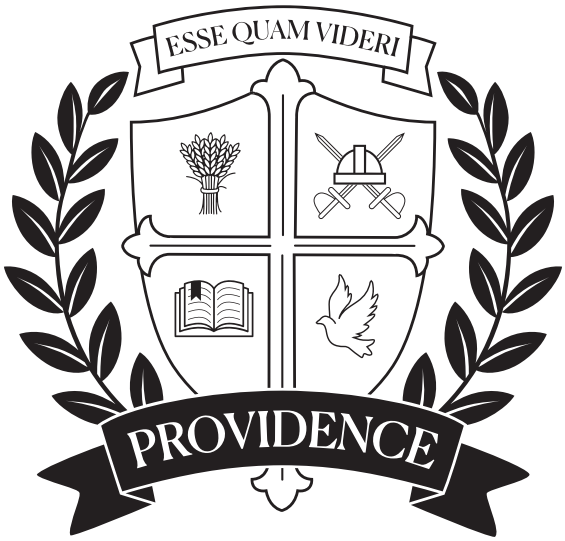


Parent and Student Handbook

PK- Class Eight

2026-2027

PROVIDENCE CHRISTIAN SCHOOL

5002 West Lovers Lane
Dallas, TX 75209
214-302-2800
pcstx.org

Table of Contents

DAILY SCHEDULE 6

Class Times 6

Carpool Procedures 7

Morning Carpool 8

PK8 and KSB (MWF) Morning Carpool 8

Afternoon Carpool 8

Afternoon Carpool: Middle School Athletics 9

Morning Devotions 9

Chapel 9

Chapel Speaker Policy 9

Transition Times 10

Playtime 10

Water Bottles 10

Snacks/Lunch 10

ATTENDANCE 12

Absences 12

Attendance Guidelines: Classes One Through Eight 12

Maximum Number of Absences Allowed 12

Excused 12

Personal Days 13

Unexcused 13

Late Arrivals 14

Tardies 14

Appointments 14

Leaving Campus 14

Severe Weather 14

Make-Up Day 15

Make-Up Work 15

SCHOOL HEALTH POLICIES *16*
Medication Policy and Procedures 16
Immunization Policy 17
Illness, Injuries, and Health Exclusions from School 17
Orthopedic Appliances and Concussion Protocol 18
Asthma and Allergy Protocol 18
Food Allergies 19
State-Mandated Health Screenings 19
STANDARDS AND PROCEDURES *20*
Campus Visitors 20
Conflict Resolution Between the School and Parents 20
Addressing Student Concerns 22
Contacting Faculty and Staff Members 23
Contacting Students During the School Day 23
Emergency Drills 24
Gifts to Faculty and Staff 24
Library 24
Lost and Found 25
Money at School 25
Offices and Equipment 25
Textbooks and Supplies 25
STUDENT ACTIVITIES AND SUPPORT *26*
Communication 26
Class Parties 26
Extracurricular Activities 26
Field Trips 26
Room Mothers 27
Living History Days 27
Parents' Council 28
Prayer 28

School Store **28**
Fall Projects **28**
Special Events **29**
DECORUM *30*
Behavior **30**
Cell Phones, Electronic Devices, and Foreign Articles **30**
Conduct Code **31**
Manners and Etiquette **32**
Birthdays **34**
Playdate and Party Guidelines for Parents **34**
Respect for Authority **35**
Service and Stewardship Philosophy **35**
Student Safety Policies **35**
DRESS CODE *36*
General Guidelines PK Through Class Eight **36**
Classes Seven and Eight Special Privileges **37**
Jewelry: PK Through Class Eight **37**
Hair and Nails: PK Through Class Eight **37**
Boys Uniform **38**
Boys PK Through K 38
Boys Classes One Through Eight 38
Boys Friday Chapel Attire 38
Boys Formal Attire (Classes Seven and Eight) 38
Boys Yearbook Picture Attire 39
Boys P.E. Uniforms 39
Boys Spirit Day Guidelines 39
Girls Uniform **40**
Girls PK Through K 40
Girls Classes One Through Four 40
Girls Classes Five Through Eight 40

Girls Friday Chapel Attire 41
Girls Formal Attire (Classes Seven and Eight) 41
Girls Yearbook Picture Attire 41
Girls P.E. Uniforms 41
Girls Spirit Day Guidelines 42
Field Trip and Class Trip Attire 42
DISCIPLINE 43
Disciplinary Responsibility of the School 43
General Philosophy of Ethical Discipline 43
Internet Policy 44
Disciplinary Infractions and Measures for PK Through Class Eight 45
Artificial Intelligence (AI) 46
ACADEMICS 47
Grading System 47
Homework 47
Policy on Learning Differences 48
Parent Communication 49
Conferences 49
Parent Meetings 49
Interim Reports 49
Student Progress 49
Tutorials 49
Outside Tutoring 50
Remedial Action for Struggling Students 50
Repercussions of Academic Failure 50
Trimester Failure 50
Course Failure 51
Watchcare and Academic Eligibility (Classes Five Through Eight) 51
Re-enrollment 52
Test Policy 52

PHYSICAL EDUCATION *54*
Philosophy **54**
Participation **54**
P.E. Exemption **54**
Disciplinary Measures **54**
ATHLETICS *55*
Athletics Mission Statement **55**
Participation **55**
Absences on Game Days **55**
Grading **55**
Class Five: Intro to Providence Athletics **56**
Athletics as a Christian Witness **56**
YMCA/SVAA/Recreational Athletic Groups **57**
FINANCIAL INFORMATION *58*
Tuition Schedule **58**
Tuition Adjustments **58**
Medical Expenses **58**
ADDENDUM *59*

DAILY SCHEDULE

CLASS TIMES

PK (6)	Two Days	9:00 a.m. to 12:00 p.m.
PK (8)	Two Days	8:00 a.m. to 12:00 p.m.
KSB and K	Three Days	8:00 to 12:00 p.m.
	Or	
	Two days:	9:00 a.m. to 2:40 p.m.

Classes One and Two:

Three Days	8:00 to 12:00 MWF **AND**
Two Days	8:00 to 2:40 T/TH

Classes Three through Five:

Five Days	8:00 a.m. to 2:40 p.m.

Classes Six through Eight:

Five Days	8:00 a.m. to 2:40 p.m.*

Release times may vary depending on participation in athletics.

CARPOOL PROCEDURES

Carpool Etiquette

- Students will be released only to cars displaying the appropriate number. Every student listed under a specific carpool number will be placed in the car with the corresponding numbered hangtag.
  Exception: If a parent needs to pick up only his or her child(ren) and 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 an email to the homeroom teacher about the exception.
- Pull as far forward as possible.
- If your child is not at the cone, you will need to drive through the line again.
- Arrive at afternoon carpool within 15 minutes of release time.
- 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 when a car is moving.
- Students may not retrieve forgotten materials from the classroom once carpool ends.
- For security reasons, the gates will be closed when carpool lanes are not in use. For afternoon carpool, our gates will not open until 2:20 p.m.
- Please do not line up on Lovers Lane to access the carpool lanes. Parents who arrive early should wait in the Caillet lot until the carpool lanes are open.

Before the School Year Starts

- New Providence families will receive a carpool number and tag from the Carpool Chair, along with instructions for use.
- The same carpool number and tag will be used by individual families year after year. Contact the Carpool Chair if a tag needs to be replaced.

Changes During the Year

- Unless it is an emergency, do not call the School concerning carpool plans. Finalize 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.
- If carpool plans change, please inform the regular carpool driver and notify the child's teacher in a timely manner. If the student is going home with a friend, both students must notify their teacher(s).
- To change a child's carpool record with the school, contact the Carpool Chair.

Morning Carpool

- Students may be dropped off in the carpool lane beginning at 7:35 a.m., with the exception of PK8 and KSB (MWF) students. Students may not arrive before 7:35 a.m. without permission.
- Parents should drop off their children in the carpool line, keeping them in the car until directed by a teacher.
- Although the gates will remain open until 8:00 a.m., students in Classes One through Eight will be counted as tardy if they are not at their seats and ready for class by 8:00 a.m. Parents dropping children off late must park in the Caillet lot and walk their child(ren) to the front desk.
- For PK and K classes that start at 9:00 a.m., carpool begins at 8:45 a.m.
- Since the circular drive area is reserved for certain Early Learner drop-offs, parents who need to enter the building before 8:00 a.m. should park in the Caillet Street parking lot. To ensure safety, parents should walk their child(ren) into the building, regardless of age.

PK8 and KSB (MWF) Morning Carpool

- PK8 and KSB (MWF) 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.
- During drop-off near the Early Learners' wing, teachers will open the car door and help students out of the car. The students will then have a supervised area to wait for all of their classmates to arrive.
- If the circular drive drop-off area is full, parents should pull into the main parking on Caillet Street and wait for an opening in the circular drive. Refrain from waiting on Caillet Street and keep the street clear at all times.
- Parents arriving at the PK8/KSB (MWF) unloading zone must wait in the car until a teacher comes to pick up the child.

Afternoon Carpool

- Afternoon carpool for PK through Class Eight begins at 2:40 p.m. 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 extracurricular activities such as piano lessons.
- Parents whose children have a medical appointment should check them out at the front desk before 2:20 p.m.

- If you have been working at the School for at least thirty minutes prior to carpool, sign out your child(ren) in person in the courtyard. Look for the faculty member with a clipboard to assist you and retrieve your carpool members.
- 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.

Afternoon Carpool: Middle School Athletics

- On normal practice days, students are released from athletics at 3:45 p.m. at the latest and should be picked up in the carpool lane. Coaches will communicate exact pick-up times.
- 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.

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 through Six is available online. Parents are encouraged to read and discuss the Bible passages at home. Classes Seven and Eight study individual books of the Bible on a different schedule. Early Learners are on a separate program, hearing appropriate, major Bible stories each day they attend.

CHAPEL

The School holds a weekly thirty-minute Chapel for Classes One through Four and for Classes Five through Eight. For Chapel, students shall maintain a respectful and reverent attitude, show proper courtesy, and actively participate. Friday Chapel attire is required (see dress code section).

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

TRANSITION TIMES

Classes Five through 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 as tardy if not ready. Additionally, students in Classes Five through Eight have a mid-morning break during which they may enjoy healthy snacks brought from home. As students transition from one class to another, they should be quiet and courteous using specified routes. Students should use only their designated restroom during the transition from one class to another.

PLAYTIME

All students have daily faculty-supervised playtime.

WATER BOTTLES

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 K through Class Eight should bring a water bottle to school every day.

SNACKS/LUNCH

Students in the two-day K/KSB program bring their lunches on both days. Students in Classes One and Two bring their lunches on Tuesdays and Thursdays. Students in Classes Three through 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.

If a parent wishes to bring lunch to a student, it should be brought before lunchtime (by 11:30 a.m. for KSB through Four and 12:15 p.m. for Classes Five through Eight). For KSB through Class Four, leave the lunch on the designated bench in the reception area with the child's name on it. For Classes Five through Eight, leave the lunch with the child's name on it on the shelf 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. Students may not call home if lunch or snacks have been forgotten. Food delivery services (such as DoorDash or Uber Eats) are not permitted for student lunches. Please allow your child to develop the organizational skills necessary to bring his or her lunch each day, and refrain from bringing a lunch or snacks if your child has forgotten them.

Parents are encouraged to join us for lunch with no special pre-arrangements. For safety reasons, all other visitors, including youth leaders, friends, and extended family, must be pre-approved by the School Head. When an extended family member plans to visit for lunch, send a note or email to the homeroom teacher. Classes Seven and Eight lunch visitors should leave at the end of lunch recess in order for students to prepare for class.

If a child has food allergies, gluten intolerance or sensitivity, or special dietary needs, please provide shelf-stable snacks to be kept by the homeroom teacher and 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. Excessive student absences may jeopardize the ability of the student to matriculate to the next level.

Parents of PK through 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 through Eight should report absences through Veracross by 8:30 a.m. on the morning of the absence.

ATTENDANCE GUIDELINES: CLASSES ONE THROUGH EIGHT

Maximum Number of Absences Allowed

- Students who have more than twenty (20) absences 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 free of fever (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 through Eight should report absences through Veracross by 8:30 a.m. on the morning of the absence.
  - Students who arrive after 9:00 a.m. or miss part of the school day due to illness may not participate in extracurricular activities that day. See "Make-Up Work" section for policy to make up missed work.

Personal Days

- Students are allowed five "personal days" of absence that they may use at their discretion with pre-approval by emailing the School division head 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; school trips; or days in which standardized testing such as the ERB CTP-V or WrAP is 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, middle school 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 in each core academic 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 Veracross by 8:30 a.m. on the morning of the absence; otherwise, an absence will be unexcused.

Late Arrivals

A student who is late should sign in at the front desk before going to class. Parents should fill out the tardy in Veracross to let the School know the reason for the 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. A consequence will be given once a middle school student has received three tardies within a one-week period. When a lower school student is consistently tardy, the parents of the student may be asked to meet with the Head of Lower School. For middle school students, a tardy that exceeds twenty minutes will be counted as an absence. All late students should check in at the front desk to be counted present.

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 through Eight should log the early dismissal into Veracross indicating what time he or she will be leaving school, the reason, and the estimated time of return. The absence from class(es) can also be emailed to the teacher. 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 through Eight should enter an absence in Veracross with the estimated time of pickup, the reason, and the estimated time of return. If a student must leave school and no Veracross submission has been entered, the parent must sign the child out at the receptionist desk. Students without a parent coming to pick them up or an early dismissal submitted on Veracross will not be released from class. Upon arriving back at school, the student must sign in at the receptionist desk.

Severe Weather

Providence shall advise families of early closures, cancellations, or delayed openings using the information provided to the Enrollment Manager 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 Enrollment Manager. Any changes in contact information should be made by the parent in Veracross. Providence will also publicize these decisions on Channel 8 (WFAA) and 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 Through Six

When students in Classes One through 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 arrange pick up of the missed work. Please know it may not be possible to receive 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 contacting classmates or their teacher 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. Its focus is on safe and efficient medication administration by a registered, professional school nurse and covers prescription and non-prescription medications, emergency response procedures, and handling of 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) on their person or in their personal belongings for self-administration without prior approval and documentation signed by the doctor, school nurse, and parent. Providence is a cough-drop-free school; students may not carry cough drops or have them in their lunch or in their backpack.

The Medication Policy applies to medication administered during school and school-sponsored activities (field trips, out-of-town class trips, and athletic practices and events).

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 the parent and physician, and delivered to the school nurse by the parent only.
Note: Medication will not be administered to the student until these safe administration requirements are met.

The following over-the-counter medications are available to be administered to students in the clinic during the school day with parent authorization: Tylenol (Acetaminophen), Advil (Ibuprofen), TUMS, Zyrtec, Benadryl, Caldyphen Clear Lotion, and Neosporin.

Immunization Policy

Each student enrolled at Providence is required to do one of the following:

- 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
- Have either an original written medical exemption from immunizations from a licensed U.S. physician or an affidavit request for exemption from immunizations for reasons of conscience.

The State of Texas requires that all students have necessary immunization documentation turned in to the School in order to attend.

Illness, Injuries, and Health Exclusions from School

- 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 fever-reducing medications, before returning to school. A fever is considered 100.0 degrees or above.
- In the case of bacterial pink eye or strep throat, students must be receiving prescribed eye drops or antibiotics for twenty-four (24) hours before returning to school.
- Children who become ill at school will be sent to the School Clinic for assessment.
    - Parents are called to pick up students with stomach/intestinal viruses, a temperature over 100.0, suspected pink eye or strep throat, an inability to stay in class due to malaise, or injuries needing evaluation.
    - Parents are expected to pick up ill or injured students from the School Clinic within thirty (30) 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.
- Injured students are sent to the School Clinic for evaluation.

    - The parents or emergency contacts will be notified if the injury is severe enough to suspect broken bones, concussions, or need for stitches.
    - 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.
- Providence is a nit-free school. Students with suspected lice are sent home for treatment. In the case of lice, the student must be brought to the Clinic for a recheck before readmission.

Orthopedic Appliances and Concussion Protocol

Providence supports and partners with the medical directive and protocol of students with physician-diagnosed concussions or orthopedic injuries. A physician's prescription, including diagnosis, the need for orthopedic appliances, and the mental and physical limitations, is necessary. While at school, the School Nurse will coordinate the student's care, according to the physician's prescription.

Students with orthopedic appliances may not be on the stairs. An elevator key is provided by the School Clinic. The key must be returned after physical recovery, or the parent is charged $50 for replacement.

Asthma and Allergy Protocol

Providence's allergy and asthma management program goals are to encourage avoidance of allergens, recognize symptoms, respond quickly and effectively, and provide a trained and assessable emergency response.

Parents are responsible for:

- Identifying allergy/asthma students to the School Clinic/school nurse.
- Providing to the Clinic the Providence Medication Authorization, Food Allergy Action Plan, or Asthma Action Plan forms, signed by a physician and a parent.
- Providing an EpiPen for students with a severe allergy, a rescue inhaler for students with asthma, and any individual medication for an asthmatic or allergy-sensitive student before the first day of school. Medication must comply with the above-stated medication policy.

Providence and the State of Texas allow middle school students (Classes 5–8) to self-carry a quick-relief asthma inhaler or an extra EpiPen. Before any student self-carries an inhaler and/or EpiPen, a parent and physician must provide signed documentation of permission and the student's ability to 'self-carry' as well as a 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 administration and certified in CPR and AED. General use EpiPens, AEDs, and Stop the Bleed kits are available throughout the school for emergency situations.

Food Allergies

If a child has food allergies, gluten intolerance or sensitivity, or special dietary needs, please provide shelf-stable snacks to be kept by the homeroom teacher to be used as needed in parties and unexpected situations. Classes Seven and Eight may keep their shelf-stable snacks with the school nurse. This also applies to Reading Rally incentives, class trips, and retreats. An Allergen Class Treat Permission Form is kept on file for all students detailing what treats they may or may not be served at school.

State-Mandated Health Screenings

Hearing and Vision Screenings are conducted by the school nurse in the fall for students in PK, K, and Classes One, Three, Five, and Seven. Teachers or parents may request that 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.

The State of Texas requires a spinal screening report for girls in Classes Five and Seven and boys in Class Eight. For those specified groups, parents should submit spinal screening results from a pediatrician to the school nurse. If spinal screenings are not submitted, the Clinic will contact you and conduct necessary screenings.

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. In order to keep our campus safe and secure, we require that all visitors (16 years of age and older) and contractors must:

- Enter the School through the main entrance.
- Present a valid state driver's license or ID card or a U.S. government-issued passport. The ID will be run through our security system. If the scan meets school/site criteria, a visitor's badge will be produced and should be worn at all times while on campus. The visitor will be allowed appropriate access after receiving the badge.
- Only the Head of Middle or Lower School and the Director of Facilities may authorize exceptions to this policy.
- Visitors attending functions that are limited to the Field, Great Hall, and Gym after school hours are not required to sign in at the front desk.

After checking in at the front desk, the person who is expecting the visitor 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. Siblings must be supervised by parents at all times.

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 and lead to anger, gossip, avoidance, or harboring bitterness.

As Christians, we are commanded 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 to make a conscious decision to attack the problem and not one another.

Principles and Questions 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. Oftentimes, 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.

Addressing Student Concerns

One of the skills we hope to develop in our students is the confidence to begin independently advocating for themselves as they progress from grade to grade at Providence. In the lower school years, self-advocacy may be as simple as asking a question in class when the student needs more clarity on a lesson. As he or she matures, a middle school student may have the desire to ask a teacher about the reason for a decision or a coach about a call during a game. Our goal is for students to learn to respectfully seek understanding when appropriate and to advocate for themselves rather than automatically having a parent intervene on their behalf.

On typical matters that arise during the school year, parents should encourage their children to independently request help or ask a question to a teacher or coach. If the concern is about a more serious matter where student safety might be jeopardized, students should speak immediately with their parents, and the parents should contact the Headmaster or Division Head.

When appropriate, please encourage your child to take the steps outlined below when they have a question for a teacher or coach:

- **Ask for time to speak directly to the teacher or coach.** If a student has a concern about a homework correction, a decision made by his or her teacher, or a question about team placement in athletics, encourage your child to speak directly with the teacher or coach. If the student feels more comfortable, bringing a friend along for the conversation is encouraged. If there is a specific incident that needs to be addressed, it may be wise to wait until the next day to have the discussion.
- **If further clarity is needed, join your child in the meeting with the teacher or coach.** Reach out directly to the teacher or coach by email. If necessary, include the Division Head or Director of Athletics on any email correspondence. Providence teachers and coaches welcome feedback and will work to resolve the issue.
- **If the conversations with the coach or teacher have not provided clarity, a parent should contact the Division Head or the Director of Athletics to resolve the matter.**

Contacting Faculty and Staff Members

Parents wishing to contact faculty may call or email them. Teachers will attempt to reply within one school business day. In order to respect their privacy, please refrain from contacting teachers or staff members on their personal phone, except when necessary. If contacting a teacher or staff member at home is necessary, please do not call after 8:00 p.m. For emergencies or dire situations during a school vacation, please contact your school division 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. Parents should not disrupt class or wait outside a classroom to deliver a message to their child.

Emergency Drills

Fire, tornado, lockout, and secure drills are held regularly. 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, food, a gift card no greater than $30, 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 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 treat 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 should 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 material checkout on Monday through Friday in the mornings from 7:35 to 7:55 a.m. and 10:15 to 10:30 a.m., and in the afternoons from 12:15 to 12:45 p.m.

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 through Eight will accrue a fine of 25 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 envelope. Parents may send fine payments with their student or pay the librarian directly.

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 Lost and Found boxes.
- Please check the Lost and Found area 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 through 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.

Offices and Equipment

Students and parents may not use the School's copy machines or office computers. Students may use the School's phones only 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 lost or damaged textbooks, library books, rented clothing articles, and supplies. Fines also are assessed for damage to school property. Grades may be held until the fine is paid.

STUDENT ACTIVITIES AND SUPPORT

Communication

The tools listed below have been developed to provide effective communication from the School to parents.

- The *Monday Memo* is sent weekly via email and is designed to keep parents abreast of School activities.
- The Parent Portal at pcstx.org and the Providence app feature information on events and activities at the School.
- The *Headmaster's Newsletter* and other emails from the School's division heads keep parents informed of news and announcements at Providence.

Class Parties

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 six months or older should not attend. Students may have a maximum of two adult guests at a class party. Valentines are exchanged only in PK through Class Four. Students should refrain from bringing gifts to school for other students for holidays and birthdays.

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

Extracurricular 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. The classes carry an additional fee. Participating parents may be asked to lend assistance occasionally. Classes are subject to minimum participation levels.

Field Trips

Students in K through 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 parents about an upcoming field trip and arrange for driver volunteers. Transportation will be provided by parents, and each private car must have enough individual seat belts to accommodate every student. For the safety of all passengers, parents serving as drivers may not text or talk on the phone while driving on a field trip. Sign-ups to drive for field trips for a given grade are available online at the beginning of the school year or as requested by the teacher. Parents may be asked to sign a Parental Authorization Release Form for certain off-campus events. Faculty may not drive students in their cars on class-wide trips. Classes Six through 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 to ensure that others who may have different music preferences are respected. 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, and Christmas and Valentine's Day parties (Classes One through 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 through 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 Middle Ages 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 or friends of participating students are allowed to attend. Parents and grandparents are welcome to come for a short visit. We 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 meet regularly 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 may be purchased in the School Store. Gently used uniforms are also available at a reduced price. Parents may purchase items using the self-checkout station. Students may not access the School Store without adult supervision.

Fall Projects

Classes One Through 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, allows students to think in great depth, teaches long-range planning skills, and trains them to seek a high level of excellence in their work, using their God-given talents. When picking the project, please keep in mind the maximum size limitation of two feet by three feet for the display.

Parents and students may want to do the project together as interests and aptitudes may be inherited and shared in families. We hope that lifelong interests will be developed and that children will put forth their 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 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. Students and siblings should be accompanied by an adult who will supervise them throughout the event. Cell phones are to be silenced during all performances. Some events may be professionally recorded and made available to the parent community. Parents recording a video should follow the guidelines listed below to prevent distractions from the students, conductor, and audience.

- Limit all photography to the conclusion of the program.
- 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 Chapel** is held in May to honor and recognize students in Classes Five through 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 Classes One through Six students. Artwork from Classes One through Eight is exhibited, projects displayed, and musical selections performed.
    - ***Grandparents' Day** is held on the Friday before Thanksgiving. Classes One through Eight have a recitation and music program, and Fall Projects for Classes One through Five are exhibited.
    - **Homecoming** is held in the fall. Alumni and current families are invited to celebrate and cheer on the Patriot Football Team.
    - **Hymn Sing** is a time for families to worship 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 be in class on time with appropriate materials. They should not interrupt either their classmates or their instructor.

The classroom should 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. Student belongings are subject to inspection by the School if necessary.

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

Providence strives to keep a learning-focused environment free of distractions, whether pop culture, dress, or technology. The Core Values state 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. The electronic device policies are as follows:

- For students in Classes One through Six, cell phones and smart watches are not allowed due to school liability and student safety. 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 and other devices will be confiscated for a specified period determined by the School Head.
- Students in Classes Seven and Eight may bring cell phones to campus. After carpool drop-off, phones must be turned off and kept in students' lockers for the entire school day. Students may not wear smart watches to school. If parents need to communicate a

critical/emergency message during the day, they should contact the receptionist, who will relay the message. 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.

Watches

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, smart 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; or
- interact with social media.

Other Articles

- School materials being used inappropriately will be confiscated permanently.
- All Providence students are prohibited from buying or selling any foreign articles on campus except when the explicit permission of the school authority has been obtained. No notices for buying or selling may be posted.

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, text, or electronic communication.

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. (1 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. (1 Corinthians 12:13-27)
17. We do not accept teasing or fighting of any sort. (1 Corinthians 13:1)
18. We consider one another's interests 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. (1 Corinthians 13:4)
21. We forgive others. (Matthew 6:12)
22. We comfort others when they are sad. (1 Corinthians 12:26)
23. We rejoice with others when they are happy. (1 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. (1 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. (1 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 doors for a woman and for others.
7. Stand and speak when an adult walks into the classroom.
8. “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 one’s 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. When texting an individual or a group, use respectful, God-honoring language, treating others as you would like to be treated.
29. Use acceptable language at all times, including the use of correct grammar and the avoidance of slang terms.
30. Refrain from discussing movies, television shows, pop music, or computer and video games.

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 discussion at school about the party.

In keeping with our core value of simplicity, parents must notify the teacher at least two days in advance about bringing treats to class during lunch on the student's birthday. Please do not send heavy food (pizza, milkshakes, or Slurpees). Lower school students **may not** have desk decorations (posters, hats, signs, balloons). Middle school teachers will oversee any birthday decorations displayed on middle school student lockers. 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.

Playdate and Party Guidelines for Parents

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 suggest that parents uphold this desire by:

- informing a visiting child's parents of the titles of any movies to be watched;
- not allowing a visiting child to watch TV without the parents' consent or to watch TV unsupervised;
- consuming only non-alcoholic beverages in the presence of visiting children;
- 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;
- refraining from the use of vulgar or profane language and inappropriate humor or conversation;
- asking a visiting child's parents for approval before taking a child anywhere not previously discussed;
- selecting music that would meet the approval of a visiting child's parents;
- never leaving a visiting child without proper adult supervision mutually agreed upon by all parents;
- asking the visiting child's parents for permission before allowing the visiting child access to computers or technological devices;
- asking a visiting child's parents to approve video and or computer games to be played; and
- collecting cell phones and other electronic devices when students are at a gathering in order to encourage relational skill development.

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 to become men and women of character by demonstrating to them and requiring of them a God-honoring response toward those in authority over them. Therefore, Providence students are taught prompt 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.

Student Safety Policies

Providence takes seriously its responsibility for the health, safety, education, and welfare of our students. We provide extensive training, preparation, and oversight for all our employees so that those supervising your child are well versed in the best policies and practices that ensure the safety and welfare of our students. Below is a link to a summary of the School's safety policies and procedures. Parents should be familiar with these policies and discuss them with children as it is appropriate for the child's age.

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 Through 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 knee. 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. Socks must rise above the ankle bone, may not have trim and may not be rolled; appropriate small logos (no logo stripes) are permitted.
10. Body markings with markers or pens are not allowed.
11. Tattoos of any kind are not allowed.
12. 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.
13. Undergarments (such as Ethikas or the like) should not be seen beneath the uniform shorts.
14. Backpacks with cartoon characters, written sayings, or pop culture images or characters are not allowed. Limit of one dangling keychain on backpacks. PK and 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 solid 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 other students.

Jewelry: PK Through 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 earrings. Ankle bracelets are not permitted. 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 and Nails: PK Through 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. Please do not wear headbands with ears or other costume-like accessories. 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.
6. Nail polish, nail decals, and nail art are not permitted for girls in PK through Class Six. Classes Seven and Eight girls may wear nail polish that is solid clear, white, or pastel. All nails must be the same color (no alternating colors). Nail art, appliques, or decals are not allowed.

Boys Uniform

Boys PK Through 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 Through 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 through Six; optional for Classes Seven and Eight
- Navy blazer (Culwell & Son or Risse), required for Classes Seven and Eight
- Solid black shoes, including soles and laces
- 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 through Eight) or navy blazer (Classes Seven and Eight); no fleeces/pullovers

Boys Formal Attire (Classes Seven and Eight)

This includes Grandparents' Day, special performances, Middle School Chapels, Chapel Scripture reading, and other special instances.

- White uniform shirt
- Gray, uniform slacks
- Navy blazer
- Uniform tie

- Solid black sneakers or dress shoes (no deck shoes)
- Dark socks

Boys Yearbook Picture Attire

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

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

Boys P.E. Uniforms

- Boys in Classes One through Four: regular school uniform
- Boys in Classes Five through 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 Spirit Day Guidelines

- Pants: denim jeans, golf pants, or khaki pants; no ripped, torn, patched, sagging, or overly frayed pants; no sweat pants
- Shorts: walking/cargo shorts; **no athletic shorts**
- Shirts: **any Providence T-shirt** (purchased from the school store or a school event)
- Shoes: closed-toe and closed-heel footwear (for P.E., bring or wear lace-up tennis shoes with no black-marking soles).
- Sweatshirts: **Providence sweatshirts only**
- No caps or hats
- Regular school uniform, if desired

Girls Uniform

Girls PK Through 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)
- Plain, white turn-down socks—no trim, no ankle or tennis socks. Socks with appropriate small logos (no logo stripes) are permissible.
- Girls may wear navy or white tights or leggings with white socks during cold weather, as long as they are fitted to the leg (not bunched up) and are tucked into the socks (not showing any bare skin).

Girls Classes One Through 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)
- Solid white athletic shoes that sit below the ankle; no color logos or patterns on the shoe
- White knee socks, crew socks, or turned-down socks—no trim, no ankle or tennis socks, and no rolling of socks. Socks with appropriate small logos (no logo stripes) are permissible.
- Girls may wear navy or white tights or leggings with white socks during cold weather, as long as they are fitted to the leg (not bunched up) and are tucked into the socks (not showing any bare skin).

Girls Classes Five Through 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 through Six (optional for Classes Seven and Eight)

- Navy blazer (Risse) required for Classes Seven and Eight
- Solid white athletic shoes that sit below the ankle; no color logos or patterns on the shoe
- White knee socks, crew socks, or turned-down socks—no trim, no ankle or tennis socks, and no rolling of socks. Socks with appropriate small logos (no logo stripes) are permissible.
- Girls may wear navy or white tights or leggings with white socks during cold weather, as long as they are fitted to the leg (not bunched up) and are tucked into the socks (not showing any bare skin).
- Providence fleece/pullover (optional for Classes Seven and Eight only)

Girls Friday Chapel Attire

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

Girls Formal Attire (Classes Seven and Eight)

This includes Grandparents' Day, special performances, Middle School Chapels, Chapel Scripture reading, and other special instances.

- Uniform blazer

Girls Yearbook Picture Attire

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

Girls P.E. Uniforms

- Girls in Classes One through Four: Regular, school uniform shirt and uniform P.E. shorts, "fingertip length"
- Girls in Classes Five through Eight: Providence T-shirt and Providence athletic shorts, "fingertip length"
- School socks and shoes are appropriate if the school shoes are solid white athletic shoes that sit below the ankle; no color logos or patterns on the shoe
- 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 Spirit Day Guidelines

- Pants: denim jeans, golf pants, or khaki pants; no ripped, torn, patched, sagging, or overly frayed pants; no sweat pants, leggings, or jeggings allowed
- Shorts: "fingertip length" shorts (no athletic shorts)
- Skirts: tennis skirts prohibited; Pom Squad skirts prohibited except during practices or performances; Providence uniform skirt may be worn
- Shirts: **any Providence T-shirt** (purchased from the school store or a school event)
- Shoes: closed-toe and closed-heel footwear—for P.E., wear lace-up tennis shoes with no black-marking soles
- Sweatshirts: **Providence sweatshirts only**
- No caps or hats
- Regular school uniform, if desired

Field Trip and Class Trip Attire

Each year, students throughout the School participate in a variety of field trips and class trips, each with a specific dress code that must be followed. The dress code will be communicated to parents by the administrator or faculty organizing the trip. Questions about the dress should be directed to the teacher or other individual in charge of the event.

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

Discipline involves both self-discipline and, if necessary, discipline by others. At Providence, "self-discipline" means that the student exercises the grace of self-control in accordance with the teachings of Scripture and the rules and regulations of the School. When a student fails to discipline himself, then discipline by others will be necessary. Discipline is an important part of character formation, and we aim to discipline students in such a way that both addresses the heart and changes the behavior for the better. The goal in discipline is ultimately to 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, 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, Instagram, and other platforms), 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, 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 Through 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 the types of misconduct calling 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/vaping
- 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 the Internet or mobile phone technology
- misuse of cell phones or foreign objects

Artificial Intelligence (AI)

One of the core principles of any classical school's approach to shaping the minds of students is the development of strong writing skills. From narration and textual analysis to the reading of classic literature, poetry, and historical texts, our curriculum is designed to help our students grow in their writing skills and thus enhance their analytical and critical thinking capabilities. Writing papers using an AI tool robs a student of the opportunity to wrestle with challenging texts and express himself through words representing his unique thoughts. Therefore, using AI, Chat Bots (such as ChatGPT and the like), and other AI-generated content tools is prohibited at Providence. Reports, essays, and other assignments must be completed by the student alone, with no support from AI tools. If an essay, report, or assignment is found to have been generated by an AI tool, that project will be considered plagiarized work. Plagiarism will result in disciplinary probation, suspension, or even expulsion by the School Head or Headmaster.

ACADEMICS

Grading System

Academic Grades

For Classes One through 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 through 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.

Grades	Percentile
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 through 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 through Thursday for Classes One through Four. For Classes Five through Eight, assignments may be given Monday through Friday. On the weekends, students in Classes One through 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. 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 interest of its students, parents, and educational goals. This is especially important with regard to a student who has a diagnosed learning difference or ADD/ADHD. To this end, we have established the following policy for the education of students with learning differences:

Providence has neither the staff nor the expertise to make significant curricular or instructional modifications to meet the needs of students who require such modifications; however, if in the judgment of the Admission Director and School Head, a student with a diagnosed learning difference or ADD/ADHD 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. These decisions are made by the teacher and School Head.

In order to serve the educational needs of a student with a diagnosed learning difference or ADD/ADHD, 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 through Class Four, Parent Meetings are held between August and October. 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 through Eight, a Middle School Parent Meeting is held in August. This 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 child's progress, Interim Reports are made available online to the parents of students in Classes Five through 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 through 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 Division Head.

Remedial Action for Struggling Students

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 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 through 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 through 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 Through Eight)

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 through 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 a 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 extracurricular 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.

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

Test Policy

Beginning in Class Five, students 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

Students in Classes One through Four attend physical education classes two to five times per week. As God has given us bodies finely adapted for His service, He also gives us the responsibility to nourish, strengthen, and refine our bodies in physical education and to train them to be fit for service to God. Providence aspires to create a safe, fun, and positive environment to produce a lifelong desire for physical activity.

Participation

Involvement in physical activities is an integral part of education for students in Classes One through Four. 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.

Disciplinary Measures

The consequences for poor behavior in class 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

ATHLETICS

Athletics Mission Statement

Our mission is to develop student-athletes who honor God by pursuing excellence in competition, sportsmanship, faith, and the stewardship of their physical gifts and abilities.

Participation

Athletics at Providence is open to any student in Classes Six through Eight. If students are selected for a team, their involvement in practice and games is required. Providence 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. at the latest. Athletes are expected to attend every practice and game unless they are ill or have an excused absence. In case of an illness or excused absence, athletes are expected to inform their coach. Students will receive point deductions from their grade for unexcused absences or if they fail to communicate when missing a practice or game.

Physical Education is offered for students in Classes Six through Eight who choose not to participate in a sport. This class releases at 2:35 p.m.

Absences on Game Days

Students who arrive after 9:00 a.m. or miss any portion of the school day for illness or an unexcused absence may not participate in athletics or extracurricular activities that day. This would include going to the doctor for a strep or flu test or any other illness-related matter. School visits, scheduled wellness exams, and dentist or orthodontist appointments will be excused. If there is a question about whether an absence would be excused or unexcused, please contact the Athletic Director before the absence takes place.

Grading

The grading system in athletics is based on dress and participation. Students who miss a practice, game, or tournament without an excused absence will incur a grade deduction for that day. (For excused absences, see the Attendance section.) Students who do not inform a coach that they will miss a practice, game, meet, or other event will incur a grade deduction that day. Our goal is to help our students be responsible in their commitment to participating in athletics.

Class Five: Intro to Providence Athletics

The Athletics Department offers "Intro to Athletics" for all Class Five students. The program's objectives include:

- Discipling students with the "In Christ We Play" discipleship content, applying biblical truths to participation in athletics and in all areas of life
- Preparing student-athletes for higher-level middle school athletic competition by learning and improving the skills and knowledge of the sport so that they can compete at their best
- Utilizing a more sport-specific approach of educating and training that matches the sports in which Classes Six through Eight currently compete

Class Five students are required to wear Providence athletic uniforms and shoes for their fourth-period "practice" each day. Students who fail to bring the proper shoes or are not in their athletic uniforms may receive point deductions and/or be restricted from participating in class.

If there is sufficient interest in participating, Class Five interscholastic teams, sponsored by Providence, may be formed with a parent(s)-coach to compete in the Metro Athletic League in flag football, volleyball, cross country, basketball, co-ed soccer, and track and field.

Grades and Decorum

Class Five students will receive a grade for "Introduction to Providence Athletics" based on an average of their weekly participation grades. Points will be deducted from a student's participation grade for any infraction recorded by the coaches. For example, failure to wear the proper uniform, poor sportsmanship, or failure to follow directions could result in a point deduction from a student's weekly participation grade. The expectations for classroom behavior, student participation, and uniform compliance are similar to all classes.

Athletics as a Christian Witness

Athletics provides a unique opportunity for coaches, parents, and athletes to "live out" their Christian witness. This is important not only within the Providence community but also before the constituency of those schools with which we compete.

Please see the "Addressing Student Concerns" section (page 22) for guidelines on communicating with coaches.

Parent-Coach Relations

Parents must demonstrate a Christian witness through respect for and submission to coaches' decisions, especially when a decision directly affects a child. Parents must graciously consent to the coaches' decisions about an athlete's position on a team, playing time, and team discipline.

Communication with Coaches and Athletic Director

Please see "Addressing Student Concerns" for guidelines on communicating with coaches.

Sportsmanship of Athletes

- Athletes should not argue with the teacher or coach.
- Athletes should not boo or make disparaging remarks about the opposing players, coaches, or fans.
- Athletes should not 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 boo or make disparaging remarks about the opposing players, coaches, or other spectators.
- Spectators should not 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.
- 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/SVAA/Recreational Athletic Groups

The School's Athletic Director holds the coaches, players, and parents who participate in team sports under the banner of "Providence" to standards consistent with the School's Core Values.

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 annual, semi-annual, and monthly payment options for tuition. Tuition payment methods include delivering a physical check, paying online through the Veracross parent portal, and submitting TEFA payments through the Odyssey payment portal for state-approved TEFA participants. 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, 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

We recognize that our tuition is a significant investment and sacrifice for many families. We take the responsibility of setting tuition seriously. Likewise, we are committed to keeping Providence accessible to all like-minded families. Our Tuition Adjustment program tailors our tuition rate according to a family's financial position so that more families have access to a classical Christian education at Providence.

The needs of each Providence family are unique, and our tuition adjustment decisions take into account a family's complete financial situation to include the cost of all children enrolled in private school and/or secondary education. Our tuition adjustment program has helped a wide range of families afford a Providence education. Application to adjust a family's tuition may be made at the time of re-enrollment. 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.

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.