

PROVIDENCE CHRISTIAN ACADEMY



STUDENT HANDBOOK
2025-2026

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I. INTRODUCTION:

Providence Christian Academy (PCA) is a non-profit organization dedicated to fostering and furthering a Biblical Worldview through the following areas:

Education: Traditional Teaching and Biblical Study under **God's Word**

Stewardship: Creation Care and Stewardship of **God's World**

Ministry: Outreach to all People Groups, fulfilling **God's Work**

Providence Christian Academy is an independent, inter-denominational Christian organization with a Biblically fundamental foundation in Starke, FL. Field classes, labs, outdoor learning and service projects can take place off-site within the North-Central Florida communities.

We believe that God's Word, found in His Holy Bible, is the sole inerrant source of Truth in this World, and a Biblical Worldview is essential for a life filled with peace and joy. To see Christ formed in our own lives and in the lives of our students is our greatest purpose in this endeavor.

A. **Motto:** *Doing God's Work in God's World through God's Word*

B. **Mission Statement:** Providence Christian Academy (PCA) is an inter-denominational, K-12 private school guided by the Biblical principles to make disciples, teach them the tenants of the Christian faith, and reconcile them to Christ. An education at PCA is rooted in Christian Essentialism with emphasis in humanities and natural sciences to cultivate students to become lifelong learners, engaged community (local and global) citizens, and authentic Christ-followers. Through the fostering of bonded learning-communities that protects an environment of trust and shared academic responsibility, PCA builds the collaborative, creative, and intellectual potential of each student.

C. **Vision:** PCA will provide families in Bradford County with an exceptional academic experience and will be respected for their commitment for academic integrity, adherence to its foundational Christian principles, and commitment to the educational needs and potential of each student who attends

D. **Biblical Principles:** *"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."* -Matthew 28:19-20 ESV

"All this is from God, who through Christ reconciled us to himself and gave us the ministry of reconciliation ..."
II Corinthians 5:18 ESV

E. **Statement of Faith:** God is Love, God is Light, and God is Life; these things exist only because of Him. In His absence are disdain, darkness, and death. God has manifested this Truth in His Word, in His World, and through His Work. God's Word as revealed in the Holy Bible is the sole inerrant source of Truth in this World.

F. **Guiding Principles:**

God is above all:

"I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit—just as you were called to the one hope that belongs to your call— one Lord, one faith, one baptism, one God and Father of all, who is over all and through all and in all." -Ephesians 4:1-6 ESV

God has a Purpose, a Plan to accomplish His Purpose, and Provision to do so.

"[W]ho saved us and called us to a holy calling, not because of our works but because of His own purpose and grace, which He gave us in Christ Jesus before the ages began." -II Timothy 1:9 ESV

"In Him we have obtained an inheritance, having been predestined according to the purpose of Him who works all things according to the counsel of His will." – Eph. 1:11 ESV

"You visit the earth and water it; You greatly enrich it; the river of God is full of water; You provide their grain,

for so you have prepared it.” – Psalm 65:9 ESV

These things are manifest in His World, in His Word, and in His Work.

“In the beginning was the Word, and the Word was with God, and the Word was God. He was in the beginning with God. All things were made through Him, and without Him was not anything made that was made.”

–John 1:1-3 ESV

These things are demonstrated through His Life, His Light, and His Love

“In Him was life, and the life was the light of men.” – John 1:4 ESV

“So, we have come to know and to believe the love that God has for us. God is love, and whoever abides in love abides in God, and God abides in him.” -I John 4:16 ESV

Therefore, we must walk in Truth before God, and Mercy before Man:

“All the paths of the LORD are steadfast love and faithfulness, for those who keep His covenant and His testimonies.” – Psalm 25:10 ESV

“Grace, mercy, and peace will be with us, from God the Father and from Jesus Christ the Father’s Son, in truth and love.” – II John 1:3 ESV

“He has told you, O man, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?” – Micah 6:8 ESV

Therefore, we must strive to teach our children these principles, that Christ might be formed in them:

“Hear, O Israel: The LORD our God, the LORD is one. You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” – Deuteronomy 6:4-7 ESV

“Come, O children, listen to me; I will teach you the fear of the LORD. What man is there who desires life and loves many days, that he may see good? Keep your tongue from evil and your lips from speaking deceit. Turn away from evil and do good; seek peace and pursue it. The eyes of the LORD are toward the righteous and His ears toward their cry. The face of the LORD is against those who do evil, to cut off the memory of them from the earth.” – Psalm 34:11-16 ESV

- G. School Advisory Council:** The council is comprised of 5 individuals. Two of which will be core infinite ad item, unless voted off by majority of council, and 3 additional members nominated and ratified by founding members of Providence Christian Academy. School Advisory Council meetings are held monthly at a date and time determined by the council. Meetings are open to all parents for attend; however, if parents would like to speak they must request to be placed on the agenda at least 24 hours before the meeting. Please contact the school office to be placed on the meeting agenda if you wish to address the council with concerns.
- H. Statement of Nondiscrimination:** PCA admits students of any race, color, national or ethnic origin. PCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, or any school-administered programs.
- I. Affiliation and Accreditation:** A Florida Department of Education Private School as defined under s. 1002.42, Florida Statutes.

II. ADMISSION POLICIES

A. Admissions:

1. PCA is a private institution and reserves the right to set and to maintain its own standards for student conduct, dress, academics, and all other matters.
2. Admission is not determined on the basis of race, color, or creed.
3. PCA maintains the right to refuse admittance or re-admittance to any student who fails to meet entrance requirements, and to suspend or expel any student who violates the standards set forth in the Parent/Student Handbook, or who have demonstrated disharmony (parent or student) regarding the mission, objectives, standards, policies, rules or regulations of PCA.
4. PCA may or may not admit any student who is suspected or known to be involved in immoral behavior, practices, or activities (as determined by PCA). Students who have been expelled or remanded to alternative schools can only be admitted with the approval of the School Advisory Council. The student and parent(s) must meet with the PCA School Advisory Council before a determination of acceptance can be made. PCA students who are suspected to be involved in such behavior, practices or activities are subject to expulsion from PCA.
5. Parents will be contacted to schedule an interview with the principal and/or an administrator within 48-72 hours of completing the application. Interviews for a new school year are typically conducted in late July and early August.
6. If a student fails to make acceptable academic progress, or does not adjust to the PCA program, the student may be required to go back a grade or to withdraw from PCA.
7. PCA reserves the right to expel students of parents who are uncooperative or non-supportive of our teachers, staff, and/or administration, or the purpose, objectives, standards, policies, rules, or regulations of this school.
8. Students entering kindergarten must be at least five (5) years old prior to September 1 of the current year or have written permission from the principal.
9. Students who will be twenty years of age at any point throughout the school year will not be considered for admission or re-admission without the approval of the School Advisory Council.
10. PCA uses a 4.0 grading scale in high school, therefore all students must earn a 59.5% (D) to receive credit for the class. State Standards and College acceptance requires a 59.5% (D), therefore, PCA requires the same.

B. Enrollment Procedures: Enrollment will be finalized upon completion of the following:

1. Submission of a properly completed Application for Enrollment forms
2. Submitting to a formal interview. At least one parent (but preferably both parents) and the student must be present. The following information must be brought to the interview or provided to PCA prior to the interview process:
 - a. The student's most recent report card.
 - b. The student's most recent achievement test results.
 - c. The student's discipline records.
 - d. The student's attendance records.
3. Acceptance by the Administrator or School Advisory Council as per admission policies pending receipt of a non-refundable \$100 Administrative Fee per family.
4. Submission of a physical exam report if the student will be entering a Florida school or kindergarten for the first time. Every student must submit documentation of a physical exam that is no older than 2 years old.
5. Submission of up-to-date immunization records is required prior to the first week of school. Students will not be admitted to class until the documents are received as per Bradford County Health Department regulations.
6. Submission of a copy of the student's Certificate of Live Birth.
7. Submission of completed Permission to Treat a Minor form. This form allows for minors under the care of PCA to receive medical attention if needed.
8. Submission of a certified copy of any court order of final judgement if parents are divorced or separated.
9. Submission of a Release of Records request signed by the parent for the student's complete transcripts from the previous school attended.

C. Re-enrollment: PCA reserves the right to refuse re-enrollment to any student for any reason. Current PCA students who wish to re-enroll must:

1. Be in compliance with the PCA admissions policy.
2. Complete Re-Enrollment application
3. Complete an updated Permission to Treat a Minor form
4. Pay all outstanding account balances.
5. Be accepted by the Administrator or School Advisory Council.

D. Transfer Students: Students who are transferring from other schools will be expected to complete the following:

- Submit transcripts
 - Submit behavioral records
 - Submit attendance records
 - Complete an Administration Interview
1. **Must provide copies of:**
 - Health forms (immunization and physical examination forms)
 - Academic records (report cards from previous institution, test scores, academic portfolios, etc.)
 2. **Must complete:**
 - An interview with the administration (or their designee) will be held before the final admissions process is complete. The student and a parent/guardian should be present at this administrative meeting.
 - Agreement to abide by the school guidelines and policies as listed in the Parent-Student Handbook.
 - Set up a Tuition Payment Plan with the Financial Office

Should the student's accomplishments (as shown by the test or records) be on the grade level to which he/she has been promoted, he/she will be admitted to that grade. However, should the student's accomplishments (as shown by test or records) be on a lower level, he/she will then be placed in the grade best suited for his/her achievement. Academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and credits earned.

Transferring from Homeschool to PCA

- Students who are transferring from a homeschool program to become a full-time student at PCA are expected to follow the same transfer policy as students from public or private institutions. For students who wish to remain in a homeschool program and take classes (electives, core classes, sports or chapel) please see our Homeschool Inclusion Policy. Student must be in compliance with the Florida Homeschool Laws: Florida Statutes 1002.41

- E. Orientation:** Orientation is mandatory. All students must have at least one parent or guardian present for Orientation. Orientation is required whether you are a new or returning student. There will be two opportunities to attend Orientation. the week prior to school starting. Attendance will be taken during Orientation to ensure that all students are represented.
- F. Withdrawal:** A student is not considered withdrawn from school merely because the student is no longer attending. No academic records or information will be released until all outstanding accounts are paid in full and all PCA property returned. A student will be considered withdrawn from PCA when:
1. The student is no longer attending classes at PCA, and
 2. A parent submits a Withdrawal Form to the School Office.

III. FINANCIAL INFORMATION

A. Tuition:

1. A current tuition and fee schedule may be obtained from the school office and is subject to change every academic year.
2. **Tuition is due the 1st of each month.** For all new students tuition will be paid in 10 installments (August-June). For returning students tuition may be paid in 12 installments (July-August). Although tuition may be paid in installments, this does not mean that the amount paid for a given month is computed on the number of school days in that month. Since the tuition is based on an annual rate, the monthly payments are the same regardless of the number of school days in a given month. A student who is still enrolled on the first day of the month (or the first school day if the 1st falls on a weekend or holiday) will owe that month's tuition payment.
3. **Scholarships:**
 - a. The Florida Tax Credit Scholarship - Apply online at www.stepupforstudents.org
4. All tuition payments are due on or before the 1st day of each month. It is imperative that we receive your tuition payment on time so that we, in turn, can promptly fulfill our financial responsibilities. If payment is not received by the 15th day of the month the student may be subject to removal from PCA in addition to paying a late fee of \$25.00.
5. A \$35.00 fee will be assessed for checks returned for non-sufficient funds, for closed accounts, and for any checks on which there was a stop payment. If a check is returned only payments in cash will be accepted.

6. No school records, including health records or graduation diploma, will be released or forwarded for any student when there is a balance owed on the student's account or PCA property has not been returned.
7. No student will be permitted to graduate until all tuition and fees are paid up to date.
8. Lunch Program: Hot Lunch will be available by pre-order every 2 weeks. Payment is due upon ordering.

B. Fees: There are other fees, in addition to tuition, that will be charged as required or upon participation in various PCA activities. These fees are laid out on the *Fee Structure and Schedule* form as well as online.

C. Refunds: The registration fee and book fees are non-refundable. Tuition is non-refundable once it is due. There are no refunds on any fees or tuition for early withdrawals there is no refund for expulsion, regardless of what day the student withdraws or is expelled. Tuition will not be prorated. The exception to this policy is when monies have been paid in advance and the student withdraws before the monies are actually due.

IV. DISCIPLINE

A. Philosophy of Discipline

1. Set Boundaries: PCA believes firmly that discipline is absolutely necessary for effective teaching and learning. Classes run more efficiently when students know what is expected of them. The discipline policy in effect is an endeavor to set boundaries and to help create an environment and atmosphere in which both the teaching and learning processes can be more effective and efficient.
2. Develop Self-Discipline: PCA believes that good discipline involves self-discipline and self-control. This is best achieved when the school and the parent(s) work together. PCA will attempt to instill self-discipline and self-control in our students by the use of external regimen, structure, guidelines, and through the teachings in God's Word. Here at Providence Christian Academy, we believe in preventive as well as corrective discipline. This includes positive incentives as well as punitive correction measures.
3. Corrective Procedures: When there are discipline problems, they will be met with a standard of correctional procedures. If these steps are not productive in correcting the student's behavior and the parent(s) cannot correct the child's behavior, the student may be expelled from school after a meeting with the parent(s). PCA uses a variety of different correctional methods, which includes, but is not limited to:

- ◆ Detention
- ◆ Revoking of Privileges
- ◆ Removal of student from the classroom
- ◆ In-School Suspension
- ◆ Out-of-School Suspension
- ◆ Corporal Punishment
- ◆ Expulsion

PCA understands that corporal punishment may be an effective means of disciplining some children. Should the need arise for corporal discipline; the principal will call the parent and inform them of the situation. The parent(s) may come and witness the punishment. Parents will be expected to discipline their children appropriately and consistently when the situation requires.

Any discipline that is administered is done FOR the child and not TO the child. Discipline is meant to correct a problem. We are here to work with the parent, but not to take the place of the parent(s). PCA maintains high standards and expectations that provide an environment that is conducive to learning in a safe and non-threatening environment, while ultimately directing and instructing children to live the Christian character attributes evidenced by their daily actions, attitudes, and behaviors.

B. Discipline Policies

PCA uses progressive and assertive discipline principles that place the responsibility for behavior on the student. We believe that there are acceptable and unacceptable forms of behavior. We also believe that there are moral absolutes that children must be taught. In an assertive discipline program, children are presented with a set of rules and

consequences if those rules are violated. Although some methods of discipline would vary according to student's age and maturity level, our goal would be to provide outward controls until self-control could be taught and then become an integral part of a child's character.

We at PCA believe that students should be taught to respect authority in the school, home, and in society. We must all learn to respect the persons and rights of other people, and to respect ourselves as well.

Students will be recognized in the classroom for good work and good behavior. The teacher will use a variety of methods and rewards to accomplish this. Discipline is an effort to steer students in the desired direction. Good discipline is ordained of God. *"Train up a child in the way he should go; even when he is old he will not depart from it."*
– Proverbs 22: ESV

ELEMENTARY DISCIPLINE PLAN

LEVEL ONE: Level One Infractions are those that are infrequent and primarily impact only the individual student. These situations are under the control of the teacher and can usually be handled without outside intervention. On this level, the parents may be contacted by the teacher in writing or by phone if deemed necessary.

A. GUIDELINES FOR LEVEL ONE:

1. Discipline will be under the control of the teacher on duty.
2. Behaviors may include, *but are not limited to*: not being prepared for class, off task, not completing classwork/assignments, eating gum/candy, etc.
3. Each teacher will submit a classroom discipline plan to be approved by the administration. A hierarchy will be established with specific consequences of each level of response.
4. The final consequences from each classroom will elevate from Level 1 to Level 2.
5. Discipline consequences may include, *but are not limited to*:
 - a. Time-out
 - b. Moving Seat
 - c. Loss of Privileges
 - d. Physical activity (jumping jacks, running laps, etc.) appropriate for their age group
 - e. Elevation to Level 2

LEVEL TWO: Level Two Infractions are those that are infrequent, yet serious enough, to warrant the possible intervention of an administrator. These behaviors are chronic Level 1 Infractions and/or interfere with the educational environment. On this level, parents are expected to be closely involved through verbal and written communication and through conferences.

B. GUIDELINES FOR LEVEL TWO:

1. Discipline is under control of the teacher on duty.
2. Behaviors may include, *but are not limited to*: disrespectful behavior, disruptive talking, inappropriate language, disruptive noises, throwing things, cheating, lying, not keeping hands, feet, and objects to themselves, etc.
3. A hierarchy will be established with specific consequences of each level of response.
4. The final consequence from each classroom will become a discipline notice or referral to the principal's office and then will become a Level Three infraction.
5. Discipline consequences may include, *but are not limited to*:
 - a. Parent Contact, note home, phone call, etc.
 - b. Writing lines, apology letter, extra work, essay
 - c. Silent lunch, loss of privileges
 - d. Discussion with an administrator
 - e. Elevation to Level 3

LEVEL THREE: Level Three Infractions can be chronic Level Two Infractions and those that interfere with the educational environment. These infractions may also put others at risk or harm. This level *requires* administrator involvement.

C. GUIDELINES FOR LEVEL THREE:

1. Discipline is under the control of an administrator

2. Behaviors may include, *but are not limited to*: weapons, drugs, vandalism, inappropriate, abusive or discriminatory language, verbal/non-verbal intimidation, leaving the building without permission, threats to students or staff, sexual language or harassment, fighting, spitting, biting or other behaviors that may be deemed unsafe/illegal.
3. Disciplinary consequences may include, *but are not limited to*:
 - a. Administrator referral
 - b. Parent contact
 - c. ISS or OSS
 1. In-school suspension – ISS is a disciplinary action in which students are temporarily isolated from the general student population. Students who are being disciplined in this manner will continue to attend school during normal hours and will be required to complete all normal scholastic responsibilities during the period of the suspension, but will be restricted to a special room, which is used for ISS.
 2. Out-of-School suspension - OSS is a disciplinary action in which students are temporarily banned from being on campus among the general student population. OSS duration will vary at the discretion of the administration and the severity of the student's infraction.
 - d. Parents required to escort students at school events
 - e. Paddling – Corporal punishment will consist of 1 to 3 swats as determined by the Principal. The Principal will administer the punishment for all students. Corporal punishment will not be administered without first talking with the parent via phone or in person.
 - Paddling is done, not to demean the child, but as a last resort to correct the negative behavior of the child.
 1. Providence Christian Academy will paddle only with written permission given by parents/guardians at time of enrollment. If permission is not granted, each parent agrees that, should the need arise, he/she would be available to paddle their child. Should the parent choose NOT to paddle their child, the student shall receive suspension at the discretion of the administration.
 2. No child will receive more than 3 swats at any one time.
 3. Paddling will always be done in the presence of one other adult PCA staff member to serve as a witness. A female staff will be present when a female student is paddled.
 4. Parents will be notified, via phone or in person, before paddling is done.
 - If parent refuses to allow the student to be paddled (by administrator or by parent), then the student will be suspended.
 - f. Loss of privilege and/or field trip
 - g. Extended silent lunch
 - h. Expulsion

The following Discipline Policy is in effect at the discretion of the administrators:

1. All office referrals must be signed by the parents and returned to the school.
2. At the point of 2 office referrals in a semester, the student may lose the right to attend any field trips and/or class rewards, parties, etc.
3. At a maximum of 3 trips to the office, the teacher will set up a conference with the child's parents, and an administrator. The record will be reviewed, and a warning letter, ISS, or OSS will be issued.
4. At a maximum of 5 trips to the office, the student is eligible for at least one-day suspension and the student's enrollment for the year may be in jeopardy.
5. At 7 trips to the office, the student is eligible of 3-5-day suspension, or expulsion based on the offense. At this point, the records and recommendations will be referred to the administration for final approval and recommendations.
6. Any single serious offense (determined by the administration) could immediately categorize the student for any of the above steps.
7. Refusal to serve an assigned suspension is cause for expulsion.

MIDDLE AND HIGH SCHOOL DISCIPLINE PLAN

The Middle and High school discipline plan will be based on an accumulating demerit system. Categories I-VI will quantify the number of demerits each student receives based on the offense. The demerit count is based on a per-semester basis and will be reset at the semester break. Any student having 30 or more demerits at semester break will be placed on

academic probation for the following semester. The Demerit system will apply for the level punishment of elementary students when it applies.

In all areas of discipline, the administration reserves the right to decide the demerit penalty, suspension, or expulsion for any offense not listed depending on the severity of the offense. Demerits listed in the discipline code are listed as the *minimum* penalties.

BEHAVIORAL PROBATION: When a student reaches thirty demerits in a semester, that student will be placed on behavioral probation for the following semester. A student on behavioral probation will only be allowed twenty-five demerits for the following semester. At ten demerits, a student on probation will receive a one-day In-School Suspension. At twenty demerits, that student will receive a second In-School Suspension and a conference will be set up with the family. At twenty-five demerits, that student will be required to withdraw from school.

DEMERIT CODE

CATEGORY I

OFFENSE	CONSEQUENCE
Chewing Gum/ Eating/Drinking when not permitted	1 demerits
Throwing Objects	2 demerits
Dress code violation	2 demerits (modesty issue, held out of class until corrected)

CATEGORY II

OFFENSE	CONSEQUENCE
Electronic devices	3 demerits
Failure to follow directions	3 demerits
Class disruption	3 demerits
Horseplay (pushing, shoving, running, etc.)	3 demerits
In the parking lot without permission	3 demerits
Writing on school property (desks, lockers, etc.)	3 demerits
7- 15 minutes unexcused late to class	3 demerits
Sleeping in class/chapel	3 demerits
Leaving class without permission	3 demerits
Misuse of school property	3 demerits

CATEGORY III

OFFENSE	CONSEQUENCE
Cell phone	5 demerits (confiscated)
Loud music in the parking lot	5 demerits
Inappropriate books, magazines, tapes, or CD's	5 demerits (confiscated)
Using or writing improper language	5 demerits
Leaving lunch before dismissal	5 demerits
Lying	5 demerits
Self-Medication	5 demerits
Poor judgement	5 demerits
Excessive horseplay	5 demerits

CATEGORY IV

OFFENSE	CONSEQUENCE
Physical altercation	10 demerits

Profanity (spoken or written)	10 demerits
Speeding or reckless driving	10 demerits (2nd offense results in loss of driving privileges)
Lewd gestures or comments	5-10 demerits
Racially-charged, Racial-slurs, or other derogatory speech	10 demerits
Tampering or damaging school or teacher's property	10 demerits
Disrespect	5-10 demerits
Direct disobedience	5-10 demerits
Skipping class (staying on campus)	10 demerits
Copying homework	10 demerits
Leaving school at lunch	10 demerits

CATEGORY V

OFFENSE	CONSEQUENCE
Improper use of Social Media, Social Platforms and Electronic Devices (Texting, Facebook, Instagram, Twitter, Tick Tock, Snap Chat, etc.)	5-20 demerits
Cheating (including plagiarism)	15 demerits & "0" on work
Public display of affection	5-15 demerits
Physical contact (hitting a student with intent to harm)	15 demerits
Stealing	15 demerits
Harassment / Bullying (verbal, written, digital, cyber, etc.)	5 - 15 demerits 2nd offense, 15 demerits to expulsion
Carrying or using tobacco on or off campus	15 demerits
Vaping on or off campus	15 demerits
Skipping school (leaving or not reporting to school)	15 demerits
Forging a parent's signature	15 demerits
Shielding school mail from parents	15 demerits
Gambling	15 demerits
Pretending to have or use drugs	15 demerits
Fighting on campus (first offence)	15 demerits & 3 days OSS*

CATEGORY VI * Consequence can depend on the severity of the incident.

Conspiring to cheat (planning to cheat or allowing someone to copy work/test/etc.)	15 demerits & "0" on work
Multiple/ subsequent acts of cheating	20 demerits to expulsion
Stealing / multiple acts of stealing	15 demerits to expulsion
Breaking in or vandalizing the campus or property	15 demerits to expulsion
Possession of pornographic or lewd materials on campus including accessed via the internet	15 demerits to expulsion
Threats of physical abuse to teacher, staff, students, or property	15 demerits to expulsion
Acts of physical aggression	15 demerits to expulsion
Acts of inappropriate physical contact	15-30 demerits, including expulsion
Second offense of fighting on campus	Expulsion
Bringing a gun or anything considered to be a weapon to school	Expulsion
Bringing or using alcoholic beverages on or off campus including social media posting of offense	Expulsion
Acts of immorality on or off campus	Expulsion
Carrying or using drugs on or off campus	Expulsion
Arrest or referral to the juvenile justice system	Expulsion
Felony arrest	Misdemeanor arrest reviewed by the Administration team

*Out of School Suspension: Students will receive a zero on assigned work and homework while out of school. Major tests and projects will be permitted but will receive a one-letter grade penalty.

Demerits will be recorded in Gradelink.

ACCUMULATIONS

Accumulation of 15 demerits	1-day ISS
Accumulation of 30 demerits	1-day Oss- Mentor Program, Behavioral probation for next semester* Student may lose the privilege to attend/participate in a field trip, class party, rewards, prom, sports team, etc.
Accumulation of 40 demerits	3-day OSS, conference with family required to return
Accumulation of 50 demerits	Student will be expelled

C. Code of Conduct for ALL PCA Students (K-12th Grade)

1. All PCA rules and policies are applicable while the student is on the PCA campus or involved in any PCA sponsored activity. Issues of morality are always applicable on and off campus; therefore, PCA reserves the right to discipline or dismiss families based on behavior that might be considered immoral, deceptive, scandalous or obscene, or that may injure, tarnish, damage or otherwise negatively affect the reputation associated with Providence Christian Academy.
2. Chewing gum is not allowed on Providence Christian Academy property.
3. Students will not use profanity or off-color slang words at any time while on the school campus, at school events, or at school-sponsored events.
4. Students will not engage in public displays of affection. This includes holding hands, kissing, sitting on laps, hugging, etc. The 6-inch rule should always be observed between students.
5. Students will respect school property and will always be careful in its use. Vandalism will be dealt with severely and restitution will be made.
6. Students will be in class on time and will not be out of class without permission.
7. Students will respect the person and rights of other students and will refrain from behavior that endangers or threatens other people. This includes name-calling, negative statements, ethnic slurs, and pushing and shoving.
8. Fighting is not tolerated at Providence Christian Academy. Disputes will be settled in ways other than using violence.
9. Students will respect the authority of the teachers and administration at Providence Christian Academy and are expected to follow instructions when they are given.
10. The teacher has disciplinary discretion in their classroom, and students will follow classroom rules and procedures.
11. Students will abide by the dress code as outlined in the Student Handbook.
12. Weapons of any nature, including pocketknives, are prohibited at Providence Christian Academy. Violation will result in expulsion from the school.
13. Students will not use alcohol, tobacco, or illegal drugs in any form, whether at school or away from school. Violation will result in expulsion.
14. Students will not possess pornography, unsuitable reading materials, or other material judged by the administration to conflict with PCA standards. In cases of dispute, the decision of the Principal will be final.
15. Students will take responsibility to complete their school/homework assignments. Failure to complete assignments will result in loss of privileges.
16. Immoral acts, on or off campus, are in clear opposition to Providence Christian Academy Statement of Faith and its' Philosophy of Christian Education. Immoral acts include but are not limited to; sexual activity (both heterosexual and homosexual), "sexting" (sending or forwarding sexually explicit/pornographic images by cell phone or other electronic/digital formats), and sexual harassment. Immoral acts demand more stringent discipline measures including expulsion. Alternate lifestyles including: homosexuality, lesbianism, bisexuality, trans-sexuality is in opposition to Providence Christian Academy Statement of Faith and its Philosophy of Christian Education and represents a failure to cooperate or support these principles as agreed upon in the Pledge of Cooperation. As such, the student would be required to withdraw.
17. PCA reserves the right to dismiss any student whose behavior and morals do not reflect the standards of the school. This decision can be made regardless of grades and other considerations.
18. Providence Christian Academy reserves the right to dismiss any student(s) whose parent/guardian refuse to support the school in its policies and procedures. This action can be taken regardless of the student's grades or other considerations. *See Acceptable Parent Behavior Policy
19. Providence Christian Academy reserves the right to dismiss any student(s) whose parent/guardian make negative or derogatory comments about Providence Christian Academy, its staff and its administration (this includes verbal, written, any social media platform, etc.).

V. DRESS CODE

- A. Purpose:** No aspect of a Christian's testimony is as readily available as the matter of appearance. We believe that Christians should present themselves in a manner that would honor Jesus Christ. PCA has a student dress code for many reasons, including:
1. To aid students in appreciating the importance of modesty and decorum.
 2. To aid students in understanding that self-image and self-worth do not depend on outward appearances or current fads and styles.
 3. To help eliminate distractions. Tight, revealing clothing, short skirts and dresses, loud, faddish, or eccentric clothing or hairstyles are often distracting. Removing such distractions will help students better concentrate on their schoolwork.
 4. To establish each child on equal standings. Students do not need differences in economic standing to be an issue at school. Students are free to better interact and socialize if they are not preoccupied with dress.
- B. General Guidelines:**
1. All students are required to adhere to the PCA dress code. At PCA, every Friday is a dress down day; students may wear jeans with no tears or rips and their school-provided PCA T-shirt on dress down Fridays.
 2. Students are to be dressed in their proper school attire upon arrival at school. They are to remain in proper school dress until leaving school.
 3. Boys' shirts and Girls' blouses may be un-tucked. The shirttails of a girl's shirt must be long enough that when the student's arms are out to the side, parallel with the floor, the shirt should not rise above the belt line. Shirts must be properly buttoned at all times. Shirts are to be solid colored. It is not required that the PE uniform shirt be tucked in during PE.
 4. No ripped, torn, cut off, cargo or low-rise pants (pants that sit low on the hips) of any type will be allowed, this includes frayed holes, with patches on pants legs. Students are allowed to wear Jeans (no cargo pants)
 5. Form fitting clothes are not permitted. Clothing must fit comfortably on the body.
 6. Students are not required to wear a belt, but pants must not sag.
 7. Hats, caps, jacket hoods, and sunglasses are not to be worn inside any building. They will be allowed outside with administrative approval. (no sunglasses on top of head)
 8. Students may wear shoes with closed toes and closed heels. Shoes may not have more than a two-inch heel. These shoes may not have wheels Ladies may wear sandals if they have a strap around the heel. Crocks and slides are not allowed except on a designated water day.
 9. Students must wear their provided school jacket or Black hoodie on campus, except on designated dress-down days.
 10. Dress down passes may be earned at various times throughout the year. Students who wish to use their dress down pass may turn it in to the office day of dressing down.
 11. Boys and girls must be well-groomed.
 12. Although students attending PCA athletic events and activities as fans may not have to be fully within PCA dress code, they will be expected to show modesty and discretion in their dress. Clothing should not have any inappropriate messages or pictures
 13. Final decision on acceptable dress will be determined by the principal.
 14. The school administration reserves the right to initiate policies on new fads and changes in styles throughout the
 15. New students with visible tattoos may be accepted, however before obtaining more tattoos they must be approved by administration.
- C. Girls**
1. Dresses, skirts, skorts, capris, shorts and jumpers are to be fingertip length. Slacks may also be worn. Stockings, tights, leggings or pantyhose are allowed to be worn under skirts, dresses, and jumpers. Patterns and colors are allowed as long as there are not any inappropriate slogans, icons, wording, etc.
 2. Hair must be well-groomed. Spiked, unnatural colored hair is not permitted. Please speak to the Principal if you are planning to try a new hairstyle and you are unsure that would be acceptable.
 3. Earrings are allowed in the ears, small nose rings studs are permitted, no hoops are allowed in the nose. No other facial piercings are permitted
 4. Make-up and jewelry should not be worn in excess. This shall be determined by the Principal
 5. Uniform choices:
 - a. Navy Blue, Olive Green, Tan, Brown, Gray, Burgundy, Dusty Blue, and Black: pants, skorts, skirts, jumpers, shorts, capris, jeans (no holes, no cargo)
 - b. Solid colored: Polo style shirts or button up front, collared knit blouses (small logos are allowed, but must be smaller than 3x3).
 - c. School provided jacket or hoodies on regular school days (dress down days are an exception). If student doesn't wear a school jacket or hoodie they may wear

D. Boys

1. Boys must maintain hair that is well groomed. Unnatural hair colors are not allowed. If you are planning to try a new hairstyle, it would be wise to speak to the principal and show him a picture of the style you wish to try to determine if it is acceptable.
2. Young men in grades 6th-12th grade may have neatly, groomed facial hair. This will be at the discretion of the Principal.
3. Boys in K-12th grades may wear knee length uniform/dress/golf shorts in addition to pants. Shorts or pants must not be the cargo or carpenter style. Jeans are also permitted.
4. If a tie is worn, it must be knotted and worn correctly with the top button of the shirt buttoned.
5. Uniform choices:
 - a. Navy Blue, Olive Green, Tan, Brown, Gray, Burgundy, or Black slacks, Jeans
 - d. Solid colored: Polo style shirts or button up front, collared dress shirts (small logos are allowed, but must be smaller than 3x3).

E. P.E. Uniforms: PCA does not currently have designated PE uniforms. Students – boys and girls should wear knee-length basketball or loose-fitting athletic shorts and a solid-colored T-shirt or a PCA dress down shirt and tennis-shoes. Boxers should NOT be visible below the short's hemline.

VI. GENERAL INFORMATION

- A. After-School Hours:** Parents are required to pick up students promptly after school activities are over. It is against school policy for students to stay after school in the parking lot, on the school grounds, or in the area to attend an evening ball game or event. Parents must pick students up in the afternoon and return them for the evening event. PCA will not be held liable or responsible for 6th – 12th grade students that are left on campus after 3 pm. Student Athletes must be under the supervision of their coach or an adult approved by the school principal after 3:00 pm.
- B. Chapel:** Will be held weekly with administration to determine dates and times. Each student will wear regular school attire. Students are expected to bring their Bibles and to take notes during the speaker's message.
- C. Clinic:** Students will be considered sick if the any of the following are present, but not limited to: a temperature of 100 degrees or higher, diarrhea and/or vomiting, a productive cough (a cough in which sputum is expectorated), a purulent draining nose, red or draining eyes, suspicious lesions resembling impetigo or chicken pox, etc. Students who are sick should not be brought to school. If a student presents with any of the above symptoms, parents will be called, and the students will be required to stay home the following school day AND be symptom free for 24 hours before returning.

PLEASE KEEP CHILDREN AT HOME IF THEY HAVE ONE OR MORE OF THE FOLLOWING:

1. Flu like symptoms: fever, body aches, sever cold symptoms
2. Fever in the past 24 hrs. (a temperature of 100 degree or greater)
3. Vomiting or diarrhea in the past 24 hrs.
4. Severe cough
5. Strep or Staph infections (strep throat, impetigo). The student may return 24 hours after the first dose of antibiotics and students must be fever free.
6. Eye Infections (conjunctivitis) may return 24 hours after the first dose of antibiotics, and no eye drainage is present
7. Severe cold symptoms

If it is determined that a student is sick, parents will be notified to pick up their child as soon as possible. If a student sustains an injury requiring medical attention or is involved in an accident, parents will be notified immediately.

D. Medications: School personnel will not dispense prescription or non-prescription medication without the proper applicable forms on file (Permission to treat a Minor Child & Non-Prescription Medication, Request for Administering Prescription Medication, and Allergy Medical Management Plan). All medication must be in the properly labeled original container. Only parents may bring in medication, and when doing so, the parent must verify the count of the medication brought in. This will be verified by a PCA staff person. No student should have any type of over the counter or prescription medication in their pockets, book bags, lunch boxes, etc. Parents are to bring in any over-the-counter medication that their child(ren) can take. Each time a student goes to the clinic complaining of illness or requesting medication, parents will be notified. Every visit to the office for medication or minor first aid will be recorded in the school's records for the child. Students may have cough drops on their person with a note from parent explaining the need.

- E. Head Lice:** If a student is found to have head lice (active and/or nits), parents will be called to pick up the students. Before returning to school, the parent must provide either a doctor's note stating that the child has been treated and is released to come back to school OR proof of treatment done at home. An empty box from lice treatment is sufficient for proof. PCA conducts regular head checks for lice for K-6th grades and on an as needed basis for 7th-12th grades. For information on prevention and treatment you may access the CDC website at www.cdc.gov/parasites/lice/head/schools
- F. Extended Care:** Extended care is designed and offered to assist working PCA parents by providing after school supervision in a structured environment with planned activities for K-5th grades. Refer to the fee schedule for pricing.
1. Availability: Extended care is available from 2:45 p.m. - 5:30 p.m. There may be times aftercare is not available, and parents will be notified in advance when this occurs.
 2. Enrollment: Extended care is required for all students who remain on campus 15 minutes past the time school is dismissed.
 3. Payment: Payment for services rendered for after school care will be paid directly to PCA.
 4. No students will be allowed on campus before 7:30 a.m. Students will be supervised by PCA staff from 7:30 am to 8:00 am when morning assembly begins.
 5. School begins at 8:00 am. Any student arriving past 8:00 am is considered tardy and must be signed in by a parent/guardian.
- G. Extracurricular Activities:** Students that wish to participate in extracurricular activities must meet certain academic requirements for all extracurricular activities (yearbook, sports, etc.) such as:
1. Academic eligibility is determined on a weekly basis. For a student to be deemed eligible, he/she must carry a minimum of a 2.0 Grade Point Average in core academic classes (to include Bible) on a 4.0 scale the previous quarter and not have any grades below a D average.
 2. At the end of each grading quarter, any student who receives two F's, one F and two D's, or four D's, will be placed on academic probation. This probationary status will require that the student correct the study habit deficits and show significant improvement in grades by the next posted report card. Failure to demonstrate improvement will require a parent conference with the academic director during the next grading period. Academic probation will impact athletic and extra-curricular eligibility. When a student has, in the opinion of the faculty, academic director and principal, shown no improvement academically (i.e. refusal to complete homework, study for tests, work on projects, etc.), the school may choose to recommend withdrawal or prevent reenrollment of the student.
 3. Must be in attendance for at least 90% of scheduled school days (this only allows for 5 unexcused absences in a 9-week period).
 4. Principal Discretion: The Principal has the right to declare any student eligible or ineligible based upon circumstances. Should the Principal feel that a student is falling behind in his/her work in the off-season, a review of the student's grades and progress will be conducted. This review could result in ineligibility status for that student if progress is not consistent throughout the course of the school year. This will be determined by the Principal.
- H. Field Trips:** PCA goes on 2 school wide field trips a year. A *Field Trip* form will be sent home to notify parents of costs and details for each trip
Please remember that Field Trips are a privilege. That privilege can and will be taken away if a student does not behave appropriately at PCA.
1. Dress Code: Unless otherwise stated in writing, the PCA dress-down code is to be observed on all field trips (the administration reserves the right to approve and alternate appropriate dress for the occasion). Students not in compliance with the dress code requirements will not be permitted to go on the field trip. Parents accompanying on any field trip are asked to refrain from smoking, swearing and must dress appropriately. The Principal may make changes to the dress code.
The changes will be explained in the individual field trip information. Personal Belongings: Students are discouraged from taking electronic devices on field trips. Only suggested items pertaining to the particular trip should be brought. PCA is NOT responsible for damaged or lost personal items. Any personal items causing distraction to the student or their peers will be confiscated and returned at the end of the field trip to the parents. Cameras may be brought on field trips.
 2. Non-Participation: Because field trips are designed to be educational and affordable, all students are expected to participate. PCA will not force any student to attend a field trip; however, the student will be expected to stay home and complete the daily work. This satisfies the educational part of the fieldtrip. This day will be counted as a non-excused absence and will result in a zero "0" being factored into the student's grades unless a note is provided

- I. Emergency and disaster drills - Implementation.** Each public and nonpublic school shall conduct fire, tornado, and other emergency or disaster drills, including lockdown drills. 15.1-06-12.
- 1. Fire Drills:** Practice fire drills will be held routinely during the school year. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk out of the building to a designated place. At the direction of the staff, the students may return to the building in the same orderly manner. Students must walk in line and are expected to refrain from talking, pushing, running, or crowding. Each teacher will be with his/her group.
 - 2. Inclement Weather Drills:** Inclement weather drills will be held once each semester. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk to their classes designated area. Students should get into a kneeling position facing the wall, their heads should be down, and hands should cover their heads with fingers interlocked. At the direction of the staff, students may return to their classes in the same orderly manner. Each teacher will be with his/her class.
 - 3. Lockdown Drills:** A school lockdown confines all staff and students to the classroom due to a perceived or real threat; isolation of staff and students inside the school limits exposure to risk to outside contaminants: people, exposures or situations. Executing lockdown drills acclimates students and staff to the process of sheltering in place. These drills reduce the probability of panic and avoidance of unnecessary responses and actions.
- J. Lunch Program:** Hot Lunch will be available by preorder only at a rate set at the beginning of each school year. A menu/order form will be made available every-other-week and must be completed by Friday with the payment included. Step-Up for students no longer covers the cost of school lunches (as of June 2020). Each parent will be responsible to pay for their student's lunches. Students will also be allowed to bring a packed lunch if they do not wish to order a Hot Lunch. Microwaves or refrigerators are not available for students. Sixth grade through seniors have access to a microwave for popcorn.
- K. Lost and Found:** PCA is not responsible for the theft of or loss of any items. Parents are encouraged to write the student's name in an inconspicuous place on all clothing and personal articles. PCA will keep Lost and Found items for a period of 30 days at the school office for parents/students to reclaim. All items not claimed after 30 days will be either disposed of, given to the needy, or another non-charitable organization.
- L. Electronic Devices:** Use of electronic devices is not permitted in the school building during school hours from 7:50am to 2:30pm. Cell phones should be turned off and placed in the school-provided lock-boxes before morning Warrior Roll-Call. PCA telephones are for school use only and are available to students for emergencies. Should a parent need to contact their child in an emergency situation, the parent should call the school office. Students who are found with their cell phones out at unauthorized times will have their phones confiscated:
- 1st offense phone will be returned to parent; demerits may or may not be assigned
 - 2nd offense student will not be allowed to have phone on campus for remainder of the semester
 - 3rd offense student will not be permitted to have phone on campus for the remainder of the year and may be suspended at the discretion of the principal.
- M. Toys/Games/Etc.:** Toys are not admitted on campus. Possession of games and toys will be confiscated and returned to parents at the end of the day. Students are not permitted to have any type of laser pointers. This policy also applies during extended care. The extended care program will provide all activities for children in their care.
- N. Visitors:** Office hours are from 7:30am – 3:15pm, except in cases of early dismissal or there are no classes in session for Teacher Planning or Holidays. A modified summer schedule will be in effect during summer break and will be posted. Parents are welcome on campus, but first must first obtain approval from the school office before going to any classroom. All volunteers must wear a visitor badge. If you wish to speak with your child's teacher, please make an appointment through the school office or send in a written note requesting a private conference. Do not detain a teacher from his/her responsibilities before, during, or after school. Only family members on the Authorized Pick-Up List may eat lunch with students. Lunches, homework, books, or other items may be dropped off at the school office and will be delivered by the staff to your child. For liability reasons, non-PCA students/children will not be permitted to play, eat lunch, or otherwise hang-out on the playground or other PCA property while waiting for PCA students.
- O. Searches:** PCA is a ministry which seeks to maintain law, order, discipline, decorum, and public safety during school and during authorized school functions. Therefore, substances and/or objects that threaten these things are prohibited. Such material or objects include but are not limited to alcoholic beverages, illicit drugs, stolen property, weapons – either restricted or prohibited by law, an object which may be used as a weapon or cause injury, hate

literature, racist material, pornography, etc. Consequently, the Principal or an Administration is authorized, based on reasonable grounds to conduct searches and where necessary to seize prohibited substances or objects of any student or visitor. PCA reserves the right to search items including but not limited to, student automobiles, backpacks, purses, pockets, lockers, desks, and person. Such a search will be conducted by a staff member with a witness present and without the student or parent's verbal permission. Enrollment of the student constitutes parental consent to such searches. Seizure of any property of an illegal /violent nature or violates school policies will be seized, and may be given to law enforcement. Parent will be notified if a search turns up any seized items

- P. Bus/Van Transportation:** PCA does not currently offer school transportation for morning pick-up or afternoon drop-off.
- Q. Student Drivers:** It is a privilege to be able to drive a car to school. In order to drive a personal vehicle to school, students must abide by the following requirements:
1. All student-driven vehicles are to be registered in the office immediately when the student begins driving to school by completing the Student Driver form.
 2. Drive carefully and slowly (5 mph) in designated areas. Be cautious of pedestrians. Do not drive on the grass, spin your tires, or drive recklessly in any way.
 3. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses. Student drivers must remove anything they will need for the day from their vehicles. They will not be permitted to go out to their vehicles during the school day.
 4. Student drivers must be on time for school. If a driver has more than five unexcused tardies to school in a quarter, driving privileges will be suspended for the remainder of the quarter.
 5. A valid copy of the student's driver's license and insurance card must be on file in the school office. Failure to follow driving guidelines will result in suspension or revocation of driving privileges.
 6. Student drivers will be permitted to leave campus before the pick-up line has dissipated.
- R. Social Networking and Open Forum Internet Sites:** It is acceptable for PCA students and parents to have and utilize social media sites such as but not limited to Facebook, Twitter, Instagram, etc. It is, however, unacceptable for parents and/or students to post slanderous statements about Providence Christian Academy staff, volunteers, students, or parents. It is also unacceptable for a student to have immoral pictures, sayings, comments, etc. posted on any social media site they are a member of. This includes slanderous talk of a teacher or staff member of PCA, by the parent or students. To do so is a violation of the PCA student Code of Conduct, the Acceptable Parent Behavior Policy, and the PCA Parent Cooperation Agreement. Not following these policies is considered grounds for dismissal from PCA. As the PCA student always represents the school, on and off campus, it should be understood that conduct which brings discredit to the student, his/her family, the reputation and stature of the school and its community, or the Lord Jesus Christ may result in disciplinary action and expulsion by the school." Please direct any concerns or questions to the principal.
- S. Student Images and Promotion:** Students will have their pictures taken at various times during the school year. Enrollment at Providence Christian Academy constitutes parental permission to use those images for advertising and promotional purposes, such as the yearbook, flyers, ads, and websites. A Photo Release Form is to be signed at the beginning of each new school year.

VII. ATTENDANCE

- A. School Hours:** The school day for all students K-12th grade is from 8:00 am – 2:35 pm. Students will be marked tardy if not in their seats or designated area when the 8:00 a.m. morning assembly begins. Students are released to class from the morning assembly.
1. Attendance will be taken in the mornings for K-5th grade and each period for 6th – 12th grades.
 2. No students are permitted on campus before 7:30 am

Please do not take your child to his classroom. It is best to say goodbye at the outside doors. If you need to speak to your child's teacher, you must make an appointment.

- B. Absences:** "Absence" means not being present either in school, class, assembly, program, event or activity. Students in K-5th grade must be in school at least 3 ½ hours of a school day to be considered in attendance. Students in 6th-12th grade must be in class at least 30 minutes of a 50-minute period to be considered in attendance.

1. For attendance counts, both excused and unexcused absences are included in the total. The only absences that are not included in the absent total are medical excuses with a doctor's note, court excuses or absences for school-related activities. The following are the absence totals for each semester (18-week) grading period.
 - 1-10 Absences: No penalty. All assignments missed for absences will receive full credit as long as they are made up within the appropriate time limits as defined herein.
 - 11-20 Absences: Student will receive a warning letter home that they are entering truancy. A parent meeting will be scheduled and a correction plan will be placed in the child's file.
 - 21+ Absences: Student will be required to demonstrate Mastery of the course by earning a passing grade on the exam in order to receive credit. If student cannot master the course, they will receive a 59%(F) and comment will read "Course credit withheld due to excessive absentees". This is "grade locked". Upper division will not receive their credit. Lower division may not advance to the next grade.
 - 24+ absences and/or 35 tardies/early dismissals Students will not earn credit for the course. A grade of 59%(F) or the grade earned in the course (whichever is lower) will be given and the comment, "Course credit withheld due to excessive absences. This many absences in one year are considered excessive and may result in failure, dismissal, and/or non-reenrollment. The student will be withdrawn from scholarship once the decision is made.
 - Appeals: Students who have missed more than the maximum allowed absences may still receive credit by appealing to waiver the loss of credit with the principal of the school. The following guidelines will be utilized in the appeal process:
 - The principal will consider the merits of the extenuating circumstances and may make special conditions of attendance in order to award credit.
 - This appeal must be initiated before the end of the grading period in question.
 - The conditions of the appeal will be written with signatures of the student, parent, and the principal.
2. Excused Absence: An absence may be excused only if:
 - a. The student was absent because of illness and brings in a written note from a parent or doctor explaining. This note must be turned in within three (3) school days of returning from an absence, or it will be deemed unexcused. It is the parent's responsibility to ensure that a note has been sent in and received by the front office. Email communication is acceptable.
 - b. The student was absent because of an emergency and brings a written note explaining the nature of the emergency.
 - c. Parents arrange with the school office at least two (2) days in advance any planned absence for reasons such as religious observance, funeral, or out of town travel. A maximum of three (5) pre-arranged absences is permitted for the school year. It is the responsibility of the parent and student to obtain from the teacher the homework the student will be required to do while absent. All work must be turned in on the day the student returns from the pre-arranged absence.
 - d. Parents must telephone as soon as possible in the day or send a written note when it is necessary to take the child out of class for any reason. All students leaving early must go to the school office before leaving. Parents must sign their child out at the school office.
3. Non-excused Absence: If the parent or doctor does not provide the required written note within three (3) days of returning to school, the absence is considered non-excused. If a note is provided without a reason for the absence/tardy, or if the reason is unacceptable, the absence/tardy will be unexcused. It is the parent's responsibility to ensure that a note has been sent in and received by the Front office. Students who receive Out of School Suspension (OSS) will be given unexcused absences for each day of suspension.
4. Excessive Absences: Excessive unexcused absences will result in the student being required to demonstrate mastery of the material in each subject before being promoted to the next grade. Inability to do so will result in failure of the course/grade and could result in dismissal from school.
5. Head Lice: Students who are found to have head lice (nits, eggs, etc.) must bring in either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof.

C. Tardiness: Tardy is defined as: a student not being in the assigned classroom when class is scheduled to begin. Early departure is defined as being signed out before the end of the school day when the departure does not meet the definition of an excused absence. In elementary, as in secondary, the grade of a subject can be impacted by tardiness and early departures. Tardiness and early departures can impact grades and attendance and will be addressed by the principal as needed. Your child will be considered late for school after 8:00 am. 6th – 12th graders will be considered

late for each class once the scheduled time for class to begin arrives. Checking a student out early from school will also be considered a Tardy.

1. Excused Tardy – a tardy may be excused only if:
 - a. Another teacher, office staff, or the Principal detained the student.
 - b. The student was detained by circumstances beyond his/her control, except as outlined herein.
 - c. A doctor's note is provided.
 2. Non-excused Tardy: a tardy will not be excused for oversleeping, 'running late', and traffic congestion (unless there was an accident or other unexpected delay beyond your control). Students are to be in their seats or designated areas at 8:00 a.m. Parents are not to be in the classrooms.
 3. Three unexcused tardies or early check-out in a quarter will carry the penalty of an unexcused absence and will count toward the student's attendance total.
 4. Student Responsibility: If absent from or tardy to school or class, the student must provide the teacher with a written note from a parent, doctor and a tardy slip from the school office. Parents are not permitted to accompany the student to their classroom. Office staff will give the tardy slip to the student.
 5. Administration Discretion: The Principal and/or School Advisory Council have the right to extend grace and/or mercy to excuse any absence or tardy based upon the circumstance.
- D. Tardiness and Attendance Probation: A student with excessive absences will be placed on Attendance Probation. Students on Attendance Probation will not be allowed to participate in in-school activities for the duration of the probation. This includes appealed absences.

VIII. ACADEMICS

- A. **Curriculum:** BJU (Bob Jones) Press and other relevant curriculum are used in Kindergarten through 12th grade. The curriculum chosen is built upon the firm foundation of Scriptural truth and is written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching.
- B. **Academic Assistance:** Teachers will be available for individual attention in class, after class, or after school by appointment for students who may be experiencing academic difficulties.
1. Guidance: Guidance is available to students for personal, academic, and spiritual needs. Students are urged to seek out Ministerial Staff, Faculty, or the Principal for assistance in any of these areas.
 2. Tutoring: Various staff members may be available for individualized tutoring after school and during the summer months at a rate of \$25/hour. This is a contract between you and the teacher and will be paid directly to them.
 3. Student Success Department: The school provides academic support during school hours for students who are struggling, have IEP's, or 504s. Due to staffing, academic support will be prioritized for Unique Abilities Scholarship students first, students with IEPs, 504s and Service Plans, then other students as needed.
- C. **Student Information System:** We use a student information system (Gradelink) to record attendance, discipline, grades, and assignments. This system will also be used for communication purposes between students, parents, teachers, and administration.
- D. **Calculators:** Students may not use calculators on their classwork or on tests unless specifically authorized by the teacher. The TI-30X IIS calculator (available at Wal-Mart) is suggested for all students' 7th grade and up. Teachers will specify what model calculator needed.
- E. **Dropping Classes:** Students may not drop any class without meeting each of the following requirements:
1. Student and parent must meet with guidance counselor before any class changes are made. ****Notice:** Dropping any classes may affect potential college scholarships the student earns at graduation.
 2. Because credits are issued by whole and half credits, the class may not be dropped after the second week after class has begun for the semester. After this date, a student dropping a course will receive a grade of "F" in that course. The principal may issue a "W/D" (withdrawn) grade if circumstances warrant dropping the class after the deadline.
- F. **Grading:**
1. Grading Scale:
- | | | | |
|-----------|---|-------------|---|
| 90 – 100% | A | 60 – 69% | D |
| 80 – 89% | B | 59% & below | F |
| 70 – 79% | C | | |

2. Report Cards:
 - a. Grades: Grades will be determined based upon daily work, quizzes, tests, projects, attendance, behavior, and participation.
 - b. Grade of Incomplete: An incomplete "I" will be recorded on Progress Reports and Report Cards if the student has not completed all required work, tests, and quizzes.
 - c. Issuance: Report cards will be issued within 10 school days of the quarter ending. Report cards will not be issued to students whose parents have overdue accounts with the school. The final report card can be picked up or will be mailed after the school year ends.
3. Honor Roll: Parents are encouraged to support their students' efforts to reach Honor Roll. Honor Roll requirements each quarter are as follows:

A Honor Roll Requirements: A (or equivalent) in all subjects

A/B Honor Roll Requirements: A and B (or their equivalent) in all subjects. have B (or equivalent) in all subjects with nothing lower than a B also qualifies a student for A/B Honor Roll. Additionally, students must earn a Satisfactory (S) grade or higher in all conduct areas to be eligible for Honor Roll recognition.

G. Standardized Achievement Tests: PCA will administer an annual standardized achievement test to determine the student's educational progress. PCA administers the Iowa Test during the 3rd quarter of the school year.

H. Dual Enrollment: PCA does currently offer dual enrollment courses for our Seniors only.

I. Advanced Placement Courses: PCA does not currently offer AP courses. Should interest arise among the student body, this option will be reassessed.

J. Student Classification: High school students will be classified according to the number of credits they have earned by the first day of school or enrollment each year. Students on the high school level should endeavor to earn approximately 6 – 7 credits per school year.

9 th Grade	Freshman	0 – 6 Credits
10 th Grade	Sophomore	7 – 12 Credits earned
11 th Grade	Junior	13 – 18 Credits earned
12 th Grade	Senior	19 + Credits earned

K. Graduation: All students are encouraged to pursue the highest level of academics possible. PCA is DOE certified to offer a standard high school diploma for college acceptance. This will ensure preparedness for college and the ability to be competitive in the pursuit of scholarships. Parents desiring for their student to change their course of study must notify the school in writing. All students are encouraged to take either the ACT or SAT before graduation regardless of the student's post-high school plans. As a private school in Florida, PCA is not required to administer EOCs.

1. **Enrollment:** In order to graduate from Providence Christian Academy, students must meet all graduation requirements.
2. **Credits:** Only half and whole credits are awarded and/or accepted. PCA uses a 4.0 scale in high school, therefore; only courses with a final letter grade of "D" (59.5%) or above earn credit toward graduation. Credits will be evaluated for ALL incoming students before admission confirmed.
3. **Certificate of Completion:** A Certificate of Completion will be awarded to students who have completed the 24-credit option per section 1003.4282, F.S., but failed to achieve a cumulative grade point average of 2.0 on a 4.0 scale. This certificate is in lieu of a standard high school diploma. Students will not be eligible for the Florida Bright Futures Scholarship. However, there are other post-secondary education options and opportunities available to these students. *A Certificate of Completion is NOT the equivalent of a standard diploma.*
4. **Honors Recognition:** Students wishing to receive Honors recognition during the graduation ceremony must meet the following requirements:
 - a. **Honors:** Earn a 3.50 or higher on a 4.0 GPA scale. Student will wear a white cord at graduation.
 - b. **Outstanding Honors:** Earn a 4.01 or higher on a 4.0 GPA scale. Student will wear a gold cord at graduation

5. **Class Rank:** PCA will weigh Honors courses, Advanced Placement courses, and college level Dual Enrollment classes for the purpose of determining the Valedictorian and Salutatorian and for Honors Recognition.
6. **Valedictorian and Salutatorian:** To be considered for the distinction of either Valedictorian or Salutatorian, a student must be a member of the senior class, have attended PCA for at least two consecutive years immediately preceding graduation and receive Honors Recognition. The student who meets these requirements with the highest weighted GPA will be named Valedictorian and the second highest will be named Salutatorian. Final averages for all awards will be based on grades/credits earned through the fourth quarter of the senior year. A final decision will be made after the conclusion of Spring Dual Enrollment Classes. If there is a tie in the GPA calculation, numeric averages will be used to break the tie. Each will wear a gold stole at graduation and will give a speech.
7. **Bright Futures Scholarship:** Students interested in the Bright Futures Scholarship must adhere to the requirements of the state.
8. **Handbook for Graduation:** All graduates must use the graduation requirements as presented in the Student Handbook or a more current revision. Providence Christian Academy will ensure that its minimum requirements for graduation will meet or exceed the graduation requirements as presented by the Florida Department of Education. Changes by the state could necessitate changes in our requirements.

GRADUATION REQUIREMENTS

Twenty-four credits are required for graduation. This credit schedule aligns with the prerequisites for Florida Bright Futures Scholarship. Students who do not intend to enroll in a Florida State University or apply for Florida Bright Futures Scholarship have the option to sign a waiver, along with their parent/guardian, to opt out of the foreign language requirement. Two other electives will need to be completed in their place. Required credits are as follows:

<u>Subject</u>	<u>Credits Required</u>	<u>Subject</u>	<u>Credits Required</u>
Bible		Social Studies	3
Bible I	1	World History	1
Bible II	1	American History.....	1
Bible III	1	American Government.....	½
Bible IV	1	Economics	½
Math	4	Science	3
Algebra I	1	Biology	1
Algebra II	1	Anatomy & Physiology	1
Geometry.....	1	Marine Science	1
Financial Math	1		
English	4	Other	6
English I	1	Practical or Performing Art.....	1
English II.....	1	Physical Education/Health	1
English III.....	1	Foreign Language*	2
English IV	1		
.....			
.....			

* Families can sign a waiver to exempt them from the language requirement, understanding they will be exempt from Florida Bright Futures Scholarship. Students are still eligible for community college entrance, but will need to take a foreign language there in order to enter the State University System

Total Credits Required for Graduation 24

- *Students who transfer credits from other institutions may not complete all 4 Bible electives. The Bible courses are part of the 8 elective credits required by the Florida DOE for a 24-credit diploma. Students may transfer in other electives, and they will count toward the 8 elective total necessary to graduate. However, at PCA the Bible courses are considered "core" classes for our students, and are required courses while enrolled.*

- L. Textbook Replacement:** Textbooks are included in the book fee and are accounted for two different ways. They are either the property of the student but in most cases a textbook will be the property of PCA and assigned to the student for the duration of the course and expected to be returned undamaged at the end of the course. Students will only be charged if a book is lost and another needs to be order.
- M. Cheating:** Cheating is defined as anything that would give a student an unfair advantage over peers. This could take place in many forms. Students who are found to have cheated overtly or covertly will be subject to suspension or expulsion. It is considered unethical for parents or students to have access to teacher guides or test/quiz answer key, this includes but is not limited to plagiarism and copying homework of another student. Use of these items will be considered cheating. More obvious examples of cheating would include – students viewing the test before it is given, student viewing or possession of test keys, and having answers to the test written down to look at while testing.
- N. Cooperative Education program:** PCA offers a Cooperative Education/On-the-Job Training Program that is offered to Juniors and Seniors. The student should be on course for graduation, remain an employee in good standing, and work a minimum number of hours per week equal to the number of hours missed on a regular school day. Students wishing to participate in the co-op program will be required to complete a Co-op Agreement. If at any time the student is not in compliance with the terms of the agreement they will be removed immediately from the program. Students will be responsible for having evaluations completed by employer verifying hours worked and work ethic and return these evaluations to PCA on the same schedule as the student's regular pay period with their employer.

*NOTE: PCA does not have the staff or resource options available to honor all suggested accommodations, specialized instruction, or related services that may be listed on an IEP or 504 Plan.

IX. Parent Information**A. Acceptable Parent Behavior Policy**

Providence Christian Academy is committed to providing its students with the very best educational experience possible, to ensuring the safety, and the overall well-being of all parents, students, faculty/ staff, and volunteers. To achieve this goal, the support of parents and a strong and positive relationship with the school is imperative. Therefore, ALL parents are expected to conduct themselves in a Christ-like manner consistent with the values of integrity, open communication, and mutual respect. Parents should always model positive, responsible behavior, and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the educational process.

The Acceptable Parent Behavior Policy is designed to inform parents of behavioral expectations when visiting the school and/or when interacting with school personnel. The policy provides a description of a broad range of behavior considered to be detrimental to effective school/home relationships and/or which serve disrupt the educational process and are therefore inappropriate. The behaviors listed below are not all-inclusive. The parent/guardian(s) who display inappropriate behavior which disrupts the educational process will compel administrative action, which may lead to the expulsion of their child(ren) from Providence Christian Academy.

- Using behavior or comments which are profane, insulting, harassing, sexist, racist, abusive, and/or disrespectful.
- Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Cheating (This includes doing student's homework, coursework, projects etc.)
- Taking students out of the classroom or off school grounds without the permission of school personnel and/or the appropriate parent or guardian.
- Posting or distributing unauthorized materials on school grounds
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Using behavior or making unbecoming comments about Providence Christian Academy on social media and/or websites.

B. Parent Communication

1. **Teacher to Parent:** Teachers will communicate regularly through a variety of methods including but not limited to: phone, Gradelink, letters/notes, Class Dojo, email, student planners, and/or conferences with parents
 - a. **Discipline:** Notices will be sent home with your child for dress code violations, when the consequences of an offense have earned a loss of privilege (i.e. Friday Dress Down), detention, demerits and/or when there are recurring problems
 - b. Gradelink is our primary source of communication which means it discloses emails that may provide off campus information on students. As a precaution this information is only shared with the primary guardian and a person of their choice. If the primary guardian wishes to communicate with another party, it would be the responsibility of the Primary to do so. PCA upholds all court orders, and it is not in our best interest to decide the legalities of each one.
 - c. **Progress Reports:** Progress reports will be sent home with your child at the mid-point of each quarter.
 - d. **Parent/Teacher Conferences:** Each teacher will reach out (in person or by phone) with parents of all students in their class within the first 9 weeks after school commences. Conferences will be scheduled as necessary throughout the school year in order to offer parents suggestions to help students to adjust to our routines, habits, discipline, academic work, and to discuss any other problems the student may be having. Conferences will take approximately 20-30 minutes. Administration is present for all in person meeting.
 2. **Parent to Teacher:** Call the school to schedule a time to meet or send a written notice that you would like to speak with the teacher with return number a dates and time of availability.
 - a. **Outside Issues:** Many things go on outside of school that will affect a student's behavior in school. When we are aware of matters and situations that your child may be experiencing, we are in a better position to understand and to work with your child. Please help us help your child by keeping us informed concerning matters that may affect your child's behavior.
 - b. **Concerns/Questions/Problems:** If at any time, you have questions or concerns about your child's education, we expect that you will not permit a problem to grow while waiting for a teacher to contact you. We expect for you to telephone the school to speak with the teacher or send in a note to schedule a parent/teacher conference.
 - c. **Contacting Principal or School Advisory Council:** If you have spoken to the teacher and still believe the matter to be unresolved, telephone the school to speak with or to schedule a conference with the Principal. If you have spoken with the teacher and the Principal and still believe the matter to be unresolved, you may email: council@providencewarriors.org to reach a member of the School Advisory Council to discuss the issue further.
 - d. All Conferences will be schedule with the primary custodian/guardian only.
 - e. ALL conferences must be scheduled. Please do not come on campus unannounced and expect an immediate conference, and please do not attempt to speak with a teacher before school starts, in between classes, or at pick-up.
- C. Parent Correctional Procedures:** If your child comes home complaining about a policy or discipline, please follow the outlined procedure:
1. Give the staff the benefit of the doubt.
 2. Realize that your child's reporting is emotionally biased and may not include all the details or information.
 3. Realize that the school has reasons for all rules and that they are formed without partiality.
 4. Support the teachers and administration.
 5. Call the school for all the facts.
- D. Parent Involvement:** At the discretion of the teacher, parents are permitted to volunteer their assistance to their student's teacher.
1. **Selection:** The Administration and teachers will approve parents based on willingness, availability, reputation, and Christian testimony. Parents will be given advance notice of at least one week before his/her assistance is needed, time permitting.
 2. **Duties:** Parents may not plan or undertake activities on their own. The exception to this rule is if the parents are planning something special for the teacher. Under the supervision of the homeroom teacher, parents may:
 - a. Assist the teacher in supervising field trips.
 - b. Assist the teacher in planning and executing (including clean-up of) class parties.
 - c. Assist in the classroom during periods when the teacher may desire additional assistance.
 - d. Telephone parents of class members to remind them of field trip requirements, school events, soliciting refreshments for events, and any other contacts with which the teacher may need assistance.

- e. If there is any custodial/ court order in place then the primary guardian will be contacted for permission on all field trips, contact and information shared on the student.

X. HOMESCHOOL INCLUSION POLICY:

Providence Christian Academy supports the school choice rights of parents. Part of that support is demonstrated through allowing home education students to participate in athletics, classes, and chapel at PCA. School choice is a right, but participation in athletics, classes, and chapel at PCA is a privilege. This privilege carries with it certain responsibilities and obligations. PCA will accept homeschool students as a part of our ministry on a case-by-case basis. Students who are homeschooling full time, flex full-time, or county-virtual through Florida Virtual School are ineligible for this ministry of inclusion, as a Florida Virtual School student is considered a full-time public-school student, and eligible to participate in classes, sports and extracurricular activities at the local public schools. This is not a wholesale policy of accepting any and all homeschoolers.

1. Must provide copies of:

- Health forms (immunization and physical examination forms)
- Academic records which include a typed list of curriculums used. (Include textbook and resources used for each subject and grade listing the title, publisher information, and grade level used.)
- A record of any final grades received
- Copy of any standardized test results and/or copy of student portfolio with state certified teacher signature/number.
- Student must be in compliance with the Florida Homeschool Laws: Florida Statutes 1002.41

2. Must complete:

- An interview with the administration (or his designee) will be held before the final admissions process is complete. The student and a parent/guardian should be present at this administrative meeting.
- Agreement and signature to abide by the school guidelines and policies as listed in the Parent-Student Handbook.
- Set up a Tuition Payment Plan with the Financial Office, initial registration fee must be paid before student can attend class, chapel, and sports activities. A Homeschool Inclusion Policy Fee schedule is available by request.

3. Procedural Guidelines for Homeschool Inclusion Students:

- Homeschool Students taking an academic class will arrive on campus 5 minutes prior to class/chapel and will check-out to leave campus no more than 5 minutes after class/chapel has ended.
- Students are permitted to remain on campus for lunch but must leave upon lunch dismissal if the student does not have any afternoon classes.
- Field trips for specific classes pertaining to the content of that class (i.e. trip to aquarium for. Marine Science Class) are permitted; general field trips for class grades (i.e., junior college road trip) are not permitted. Homeschool students attending a class specific field trip are required to pay all related field trip fees, in addition to homeschool student fees and abide by all standards set forth in the PCA Handbook.
- Homeschool students are permitted to be included in all activities, privileges, school-sponsored events (dances, parades, Family Nites, etc.) yearbook, senior yearbook pages, or other privileges as added provided their behavior and academics merit participation. Some fees may apply to these events in addition to the Homeschool Fee Schedule.

4. Academic Requirements of Homeschool Inclusion Students

- In addition to the initial homeschool academic requirements (#1), students must submit quarterly academic reports to meet PCA standards for athletic participation. Please refer to the "Extracurricular Activities" section in the Parent/Student Handbook for these standards.
- Homeschool students who participate and are dual enrolled in any college program will need to provide proof of grades at the time PCA assigns quarterly Report Cards. Since most colleges only assign grades per semester (not per quarter), a dual enrollment student may log into their online college account. A printed copy of current grades should be submitted to PCA every quarter to be eligible to participate in sports.

5. Graduation Participation of Homeschool Inclusion Students

- Homeschool students may walk during graduation, but parents must provide a cap and gown of a color different than the PCA gowns and caps, and tassels of a full-time PCA graduate.
- Parents are responsible for supplying a Diploma or Certificate of Completion for the student to be presented at Graduation.

XI. RESERVATIONS:

- A. Determination:** PCA reserves the right to make final determinations and judgments regarding all matters covered herein concerning the school.
- B. Enforcement:** PCA reserves the right to enforce all policies.
- C. Enrollment:** PCA reserves the right to refuse enrollment or re-enrollment to any student for any reason.
- D. Revisions:** PCA reserves the right to update, change, or otherwise revise this manual at any time during the school year. If revisions are made a written notice of the change(s) will be sent home with the student.
- E. Retention/Promotion:** PCA reserves the right to retain/promote a student without parental consent based on the student's academic performance, maturity level (elementary), and/or standardized test scores.
- F. Standards:** PCA reserves the right to set and maintain standards for student conduct, dress, academics, and all other PCA matters as determined in accordance with PCA mission, beliefs, values, objectives, and understanding of Scripture.
- G. Dismissal:** PCA reserves the right to dismiss students who do not adhere to the "Standards" policy set above.