

Providence Christian Academy



Student Handbook

2022-2023

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I. INTRODUCTION:

Providence Christian Academy 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, non-denominational, Christian organization with a Biblically fundamental foundation partnering with and operating out of the Starke Community Church in Starke, FL. Field classes, labs, outdoor learning and service projects will take place off-site at partner farm/ranch within the county.

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. Vision: Provide parents with an exceptional academic option for students in Bradford County. As a result of being at Providence Christian Academy students would leave with the knowledge of Jesus and the pursuit of a personal relationship with Jesus, in addition to a heart for serving the community and a premiere education.

C. Mission Statement: Providence Christian Academy partners with parents, churches, and other institutions fostering and furthering the Biblical Worldview by providing unique learning opportunities in Biblically based Education, Creation Stewardship, and World Missions. These areas represent all the ways that God has revealed His heart to Man; through His Word, His World, and His Work.

D. Biblical Principles: *"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen."* -Matthew 28:19-20

"And all things are of god, who hath reconciled us to himself by Jesus Christ, and hath given to us the ministry of reconciliation..." II Corinthians 5:18

E. Purpose & Need: Providence Christian Academy partners with parents, churches, and other institutions fostering and furthering the Biblical Worldview by providing unique learning opportunities in Biblically based Education, Creation Stewardship, and World Missions. These areas represent all the ways that God has revealed His heart to Man; through His Word, His World, and His Work.

F. 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.

G. Guiding Principles:

God is above all:

"I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called, With all lowliness and meekness, with longsuffering, forbearing one another in love; Endeavoring to keep the unity of the Spirit in the bond of peace. *There is* one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who *is* above all, and through all, and in you all." -Ephesians 4:1-6

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

“Who hath saved us, and called *us* with an holy calling, not according to our works, but according to his own purpose and grace, which was given us in Christ Jesus before the world began.” –II Timothy 1:9

“In whom also we have obtained an inheritance, being predestinated according to the purpose of him who worketh all things after the counsel of his own will:” -Eph. 1:11

“Thou visitest the earth, and waterest it: thou greatly enrichest it with the river of God, *which* is full of water: thou preparest them corn, when thou hast so provided for it.” -Psalm 65:9

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. The same was in the beginning with God. All things were made by him; and without him was not any thing made that was made. – John 1:1-3

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

“And we have known and believed the love that God hath to us. God is love; and he that dwelleth in love dwelleth in God and God in him.” -I John 4:16

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

“All the paths of the LORD *are* mercy and truth unto such as keep his covenant and his testimonies.” -Psalm 25:10

“Grace be with you, mercy, *and* peace, from God the Father, and from the Lord Jesus Christ, the Son of the Father, in truth and love.” -II John 1:3

“He hath shewed thee, O man, what is good; and what doth the LORD require of thee, but to do justly, and to love mercy, and to walk humbly with thy God? –Micah 6:8

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

“Hear, O Israel: The LORD our God is one LORD: And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. –Deuteronomy 6:4-7

“Come, ye children, hearken unto me: I will teach you the fear of the LORD. What man is he that desireth life, and loveth many days, that he may see good? Keep thy tongue from evil, and thy lips from speaking guile. Depart from evil, and do good; seek peace, and pursue it. The eyes of the LORD are upon the righteous, and his ears are open unto their cry. The face of the LORD is against them that do evil, to cut off the remembrance of them from the earth.” -Psalm 34:11-16

- H. School Advisory Council:** The council is comprised of 7 individuals. Three of which will be core infinite ad item, unless voted off by majority of council, and 4 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.

I. 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, and any school-administered programs.

J. Affiliation and Accreditation: A Florida Department of Education Private School

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 and a determination of acceptance will 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 notified of the results of the admission within 48 hours of completing the online Gradelink application and completing an interview with the Principal and/or Administrator. 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 teacher, 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. All new students, Kindergarten-5th grade, are required to take an admittance exam to determine proper placement and create a baseline of the student's prior knowledge. Failure to do so can lead to refusal of admittance. For grades 6th-12th student placement will be based on grades and/or the credit hours previously earned.
11. PCA uses a 4.0 grading scale, therefore; all students must earn a 59.5% (D) in order 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 form
2. Payment of a non-refundable Registration Fee.
3. 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.
4. Submission of a physical exam report if the student will be entering a Florida school or kindergarten for the first time.
5. Submission of an 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 (found on Gradelink). This form allows for minors under the care of PCA to receive medical attention if needed. This form must be notarized.
8. Submission of a certified copy of any court order of final judgement if parents are divorced or separated.
9. Submission of a transcript request signed by the parent for the student's complete transcripts from the previous school attended.
10. Acceptance by the Administrator or School Advisory Council as per admission policies.

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 process on Gradelink
3. Pay a non-refundable Registration Fee.
4. Complete an updated Permission to Treat a Minor form (on Gradelink).
5. Pay all outstanding account balances.
6. Be accepted by the Administrator or School Advisory Council.

D. Transfer Students: Students who are transferring from other schools will only be considered during the first quarter of the school year. Students who are transferring from other schools will be expected to complete the following:

- Take an entrance exam (K-5th grade)
- Submit transcripts
- Submit behavioral records
- Submit attendance records
- Complete an Administration Interview

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 then 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.

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 are two opportunities to attend Orientation, one evening and one morning, the week prior to school starting. Orientation will begin in the Starke Community Church sanctuary. Attendance will be taken in your child's homeroom class during Orientation to ensure that all students are represented. There is a penalty of \$25 per student who is not represented. (A family with three children would be charged \$75.) Students may not attend their first day of class until either a parent has attended Orientation, or the \$25 penalty has been paid. Those families who miss Orientation two or more years may be subject to dismissal.

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 and Exit Survey 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 contained within.
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. **Discounts:**
 - a. Active military personnel will receive 25% off the regular cost of tuition for all children in their immediate family.
 - b. Pastors will receive 25% off the regular cost of tuition for all children in their immediate family. To qualify for this discount, you must be actively serving in a local church.
4. **Scholarships:**
 - a. The Florida Tax Credit Scholarship - Apply online at www.stepupforstudents.org
 - b. The John McKay Scholarship – Apply online at www.floridaschoolchoice.org
5. 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.

6. A \$25.00 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. A second returned check will be assessed a \$ 30.00 fee and then only cash or money order will be accepted.
7. 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 (i.e. books, sports uniforms) has not been returned.
8. No student will be permitted to graduate until all tuition and fees are paid up to date.
9. Lunch Program: Hot Lunch will be available for \$2.00 per day.

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 or for expulsions, 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 or is expelled 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 believes that corporal punishment is an effective means of disciplining a child. 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. This places the responsibility for behavior on the student. 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 and when he is old, he will not depart from it."

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 needed.

A. GUIDELINES FOR LEVEL ONE:

1. Discipline will be under the control of the teacher on duty.
2. Behaviors may include, *but not limited to*, being not 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 elevation from Level 1 to Level 2.
5. Discipline consequences may include, *but not limited to*:
 - a. Time out
 - b. Moving Seat
 - c. Loss of Privilege
 - 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 not limited to*, disrespectful behavior, disruptive talking, inappropriate language, disruptive noises, throwing things, cheating, lying, not keeping hands, feet, and object to yourself, 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 not be limited to*:
 - a. Parent Contact, note home, phone call, etc.
 - b. Writing lines, apology letter, extra work, essay
 - c. Silent lunch, loss of privilege
 - d. Discussion with 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 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. Discipline consequence may include, *but not limited to*:
 - a. Administrator referral
 - b. Parent contact
 - c. ISS or OSS In-school suspension – ISS is 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 requirements during the period of the suspension but will be restricted to a special room, which is used for ISS.
 - 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 children.
 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.
 2. No child will receive more than 3 swats at any one time.
 3. Paddling will always be done with one other adult PCA staff person 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 administrator. The record will be reviewed, and a warning letter or 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 enrolment 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.

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 |
|-----------------------------------|---|
| Tardy to Class | 2 demerits |
| Unprepared for class | 1 demerit |
| Talking without permission | 1 demerit |
| Writing notes to friends in class | 1 demerit |
| 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 |

CATEGORY III

| OFFENSE | CONSEQUENCE |
|--|--------------------------|
| Cell phone | 5 demerits (confiscated) |
| Loud music in 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 | 6 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 |
| Sneaking into school activities without paying (games) | 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.

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| 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

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|-----------------------------|---|
| Accumulation of 15 demerits | 1-day ISS |
| Accumulation of 30 demerits | 1-day ISS, Mentor Program, Behavioral probation for next semester* Student may lose the privilege to attend/participate in a field trip, class party, reward, prom, sports team, etc. |
| Accumulation of 40 demerits | 1-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 and, in all places, including the students' homes.
2. Chewing gum is not allowed on Providence Christian Academy property.
3. Food and drink will not be consumed in the classroom, hallways, church areas or other areas designated as such by the administration. Lunch will only be eaten inside the classroom under special circumstances. Students may have a clear water bottle with a screw top lid on their desk.
4. 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.
5. Students will not engage in public displays of affection. This includes holding hands, kissing, sitting on laps, hugging, etc. The 6" rule should always be observed between students.
6. Students will respect school property and will always be careful in its use. Vandalism will be dealt with severely and restitution will be made.
7. Students will be in class on time and will not be out of class without permission.
8. 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, and ethnic slurs, pushing and shoving.
9. Fighting is not tolerated at Providence Christian Academy. Disputes will be settled in ways other than using violence.
10. Students will respect the authority of the teachers and administration at Providence Christian Academy and are expected to follow instructions when they are given.
11. The classroom teacher has disciplinary discretion in the classroom, and students will follow classroom rules and procedures.
12. Students will abide by the dress code as outlined in the Student Handbook.
13. Weapons of any nature, including pocketknives are prohibited at Providence Christian Academy. Violation will result in expulsion from the school.
14. Students will not use alcohol, tobacco, or illegal drugs in any form, whether at school or away from school. Violation will result in expulsion.
15. 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.
16. Students will not apply hair spray, cosmetics, perfume, etc. in the classroom or assembly areas. Such activity will be restricted to the rest room areas or outside the school building.
17. Earrings will not be permitted for male students.
18. Students will take responsibility to complete their school/homework assignments. Failure to complete assignments will result in loss of privileges.
19. 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.
20. 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 consideration.
21. 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
22. 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 Jesus Christ would be pleased and honored. PCA has a student dress code for many reasons, including:

1. To aid students to appreciate the importance of modesty and decorum.
2. To aid students to understand 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.
2. Students are to be dressed in their proper school dress upon arrival at school. They are to remain in proper school dress until leaving school.
3. Boy's shirts must be properly tucked in at all times. Properly tucked in shirts do not hang or blouse over the waistline. Girl's 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. Slacks are defined as dress pants. Carpenter pants, corduroy pants, cargo pants (pants with pockets on legs) and denim style pants are not allowed.
5. Form fitting clothes are not permitted. Clothing must fit comfortably on the body. No leggings (allowed under skirts/dresses), jeggings, stretch pants, skinny jeans, and super skinny jeans.
6. Belts are to be brown, gray or black dress belts. They are not to have any studs, spikes or metal rings in them. K5-2nd grade is NOT required to wear belts as part of the dress code to assist in bathroom issues.
7. Students may not write on their bodies (including their hands and arms) or clothing and may not have visible tattoos at any school related function. Students are not allowed to get new tattoos. If so, they will subject to discipline up to dismissal from PCA.
8. 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)
9. 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 excessive decorations, lights, wheels, or characters on them.
10. PCA does not currently have a "school jacket". We are asking that all students wear a solid black jacket (small logos are allowed, but must be smaller than 3x3).
11. Dress down passes may be earned at various times throughout the year. Students who wish to use their dress down pass may wear a PCA t-shirt, jeans and tennis shoes.
12. Boys and girls must be well-groomed.
13. 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. Boys should not have any piercings in.
14. Final decision on dress will be determined by the principal or his designee.
15. The school administration reserves the right to initiate policies on new fads and changes in styles throughout the school year.

C. Girls

1. Dresses, skirts, skorts, capris, shorts and jumpers are to reach the knee and be loose fitting. 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. Spiked, unnatural color hairstyles, and eccentric or faddish hairstyles are not permitted.
3. Earrings are allowed on the ears only. Earrings cannot be worn in other parts of the body, and other types of body piercing are not permitted (including, but not limited to, eyebrows, tongues, lips, and noses).
4. Make-up and jewelry should not be worn in excess. This shall be determined by the Principal or his designee.
5. Uniform choices:
 - a. Navy Blue, Olive Green, Tan, Brown, Gray, Burgundy, Dusty Blue, and Black: pants, skorts, skirts, jumpers, shorts, capris (all must be knee length).

- b. Solid colored: Polo style shirts or button up front, collared knit blouses (small logos are allowed, but must be smaller than 3x3).
- c. Solid Black Jacket

D. Boys

1. Boys must maintain a haircut that includes a neat trim (fairly close). Hair is to be neatly combed and cut above the collar, ears, and eyebrows. Rattails, bleached, braided, spiked, mohawks, and unnatural hair colors and styles, man buns and eccentric or faddish hairstyles are not permitted. Sideburns may not extend below the middle of the earlobe. Hair must be combed off the forehead in such a manner that it is not touching the eyebrows.
2. Young men in grades 6th-12th grade may have neatly, groomed facial hair. This will be at the discretion of the Principal or his designee.
3. Boys may not wear earrings or any type of body piercing.
4. 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.
5. If a tie is worn, it must be knotted and worn correctly with the top button of the shirt buttoned.
6. Uniform choices:
 - a. Navy Blue, Olive Green, Tan, Brown, Gray, Burgundy, Dusty Blue or Black slacks
 - 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 PE uniforms. Students should wear knee length basketball shorts and a solid colored t-shirt or a PCA dress down shirt.

F. Chapel: PCA does not currently have a Chapel Shirt. Students will wear regular school attire on Chapel Days.

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 3:00pm.

B. Chapel: Will be held weekly with administration to determine dates and times. Each student will wear regular school attire.

C. Clinic: Students will be considered sick if the following is present, but not limited to: they have a temperature of 100 degrees or higher, if they have 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.

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) may return 24 hours after the first does of antibiotics. Students must be fever free.
6. Eye Infections (conjunctivitis) may return 24 hours after the first dose of antibiotics, and no eye drainage 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 and non-prescription drugs unless it is brought in by the parent with written instructions for administering. 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 pockets, book bags, lunch boxes, etc. Parents are to bring in any over the counter medication that their child (ren) can take. PCA will not provide medicine for students. Each time a student goes to the clinic complaining of illness or requesting medication parents will be notified. Students who are given over-the-counter medication will be

given a clinic pass to be signed by the parent. No further medication will be dispensed until the clinic pass is signed by the parent and returned to the office. 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 monthly 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 dismissal of school until 2:45 p.m. - 6:00 p.m.
 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. Before school care is also available from 7:30 a.m. – 7:50 a.m. for parents who must drop their children off early for school.
 5. No students will be allowed on campus before 7:30 a.m.
 6. At 7:50 a.m. students will be dismissed to class.
- 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 quarterly 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:** Each class will be permitted up to 2 field trips a year. A *Field Trip* form will be sent home to notify parents of costs and details for each trip. Parents may be asked to assist on field trips.
1. Please remember that Field Trips are a privilege. That privilege can and will be taken away if a student does not behave correctly at PCA.
 2. Dress Code: Unless otherwise stated in writing, the PCA dress 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 (no shorts, halter tops, midriffs or tank tops; no torn, tattered, frayed, or tight clothing, no two-piece bathing suits). It is suggested that the parents also purchase a PCA logo shirt for such trips. The Principal may make changes to the dress code. The changes will be explained in the individual field trip information. If jeans are allowed on a trip, they must not be torn or tattered in any way. They must not be form-fitting.
 3. Personal Belongings: Students are not to take electronic devices on field trips. Only suggested items pertaining to the particular trip should be brought, as PCA cannot be responsible for damaged or lost personal items. Any of these devices will be confiscated and returned at the end of the field trip to the parents. Cameras may be brought on field trips.

4. **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 required to be in school in place of the trip and schoolwork will be planned for them. Failure to attend school or complete assignments on a field trip day will be counted as a non-excused absence as well as will result on a zero "0" being factored into the student's grades unless a note is provided stating that the student was sick.

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 monthly 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. The practice of lockdown a drill acclimate both staff and students to the process and probability, and ultimately avoids unnecessary responses.

J. Lunch Program: PCA does not currently have an online ordering system. Hot Lunch will be available for \$2.00 per day. A menu/order form will be sent home on Fridays and must be returned by the following Monday 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. Student will also be allowed to bring a packed lunch if they do not wish to order Hot Lunch.

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 or while on vehicles (bus, van, or other) during school hours, 7:45am to 3:00pm. Cell phones should be turned off and put in the backpack before getting to school. 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 given back at end of school day
- 2nd offense phone will be given to the Principal to be returned to student/parent at his discretion
- 3rd offense student will not be allowed to have phone on campus for remainder of the semester

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 8 am – 3 pm, except when school is dismissed early. All 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, Administrator, and/or Pastor is authorized, on the basis of 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 and without the student or parent's verbal permission. Enrollment of the student constitutes parental consent to such searches.
- P. Bus/Van Transportation:** PCA does not currently have school transportation.
- 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 children – especially when driving through the covered walkway. Do not drive on the grass, spin your tires, or drive recklessly in any way.
 3. Do not transport any students off campus without written permission from those students' parents and with the knowledge of the PCA Administration.
 4. Do not allow another student to drive or move your car. In fact, it is recommended that you not give your keys to any student, for any reason.
 5. 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.
 6. 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.
 7. 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.
- R. Social Networking and Open Forum Internet Sites:** It is acceptable for PCA students and parents to have and use 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 Starke Community Church or 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. 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 represents the school at all times, 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.

VII. ATTENDANCE

- A. School Hours:** The school day for students' is from 8:00 am – 2:30 pm (K – 5th grade) and 8:00 am – 2:45 pm (6th – 12th grade). Students will be marked tardy if not in their seats or designated area when the 8:00 a.m. tardy bell rings. A warning bell will sound at 7:55 am to send students to class.
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 excused 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 be required to demonstrate mastery by earning a passing grade on the course exam in order to receive credit. If this is not completed, a grade of 59% (F) will be given with the comment, "Course credit withheld due to excessive absences."
 - 21+ Absences: Students will not earn credit in 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."
 - 24+ absences and/or 35 tardies/early dismissals in one year are considered excessive and may result in failure, dismissal, and/or non-reenrollment.
 - Appeals: Students who have missed more than the maximum allowed absences to still receive credit may appeal to waive 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. If the student is absent for three (3) consecutive days or more, a written note from a doctor is required. This note must be turned in within three (3) school days of returning from an absence, or it will still be deemed unexcused. It is the parent's responsibility to ensure that a note has been sent in and received by the student's teacher.
 - b. The student was absent because of an emergency or urgency and brings in a written note explaining the nature of the emergency or urgency.
 - c. Parents arrange with the school office at least two (2) days in advance any planned absence for reasons such as religious observance, funeral, and out of town travel. A maximum of three (3) 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. Limit on Excused Absences: A limit of five absences may be excused per semester with a note from the parent including pre-planned absences. A doctor's note will be required for excusal for every absence thereafter. This count will start over on the first day of the new semester.
4. 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. Students will not be allowed to make up work (excluding tests and quizzes) missed during unexcused absences. A grade of zero will be issued for work missed during unexcused absences. It is the parent's responsibility to ensure that a note has been sent in and received by the student's teacher. Students who receive Out of School Suspension (OSS) will be given unexcused absences for each day of suspension.
5. 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. **Students with 20+ absences within the semester (excused or unexcused), the student will not receive credit for that course.** The students' semester grade, which appears on his report card and transcript, will be changed to an F, and a special note will indicate that the F was due to absences.
6. Make-Up Work: Students will not be permitted to make up work missed during unexcused absences. The student will receive a zero for all assignments missed. (Exclusion: nine-week, semester, and/or final exams.) If the absence is excused, students will have one day to make up missed class work for every day they are out, not including the day the student returns.

7. 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 the tardy bell rings. 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 tardy bell has rung for that period. 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 (for other than disciplinary reasons).
 - 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 classroom after 7:55 a.m.
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.

Excessive Absences (with or without notes):

- 6 or more absences within the 1st Quarter
- 10 or more absences within the 2nd Quarter
- 15 or more absences within the 3rd Quarter

Duration: At the end of the first quarter, students with excessive absences will be placed on probation from in-school activities for the duration of the following quarter. A list will be mailed to the teachers and staff.

Saturday School: If a student serves Saturday School to appeal a Tardy-Absence, that absence will not be included in the total for Attendance Probation.

Any student, who accrues 20+ absences in a class, will be required to attend one FULL day of Saturday School to make up excessive absences. Parents will be charged a \$20 fee for Saturday School.

Note: The student is only allowed 20 days before a loss of credit is incurred in a year-long class and 10 days in a half year class. The school may choose to recommend withdrawal or prevent reenrollment of the student who is chronically absent. Attendance probation will impact eligibility for field trips and other school sponsored activities.

VIII. ACADEMICS

A. Curriculum: BJU 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 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 \$20/hour.
3. Student Success Department: The school provides academic support during school hours for students who are struggling, have IEP's, and 504s. Due to staffing, academic support will be prioritized for McKay 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 for around \$20) 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 of class has finished. 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 one week 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's (or equivalent) in all subjects

A/B Honor Roll Requirements: A's and B's (or their equivalent) in all subjects. Must have at least one A, and may have nothing lower than a B.

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 give a yearly standardized achievement test to determine the student's educational progress.

- H. Dual Enrollment:** High School students may dually enroll in both PCA and Baptist College of Florida. Juniors will be allowed to take one dual enrollment class per semester, and seniors will be allowed to take two classes per semester with tuition being paid by PCA. Books are being paid for by PCA curriculum fees, and are property of PCA. Students may earn both high school and college credit upon successful completion of dual enrollment classes. Dual Enrollment classes will be weighted on the GPA by an additional .5 on the transcript. To be eligible for this, they must have the required grade point average (Juniors & Seniors-3.0 GPA), be recommended by a teacher and the principal, and earn college level scores on either the ACT, SAT, or PERT.

In order to continue taking courses through Dual enrollment, students must maintain a B average (all grades in college added together). If they receive a C in a class they will be on probation, meaning they must make a B or better the next semester in all classes taken, if a C or less is made then they will NOT be allowed to take dual enrollment classes the following semester (i.e. semester 1 student receives a C in College Success. Semester 2 student receives a C in Int. Algebra, Semester 3 student is NOT ALLOWED to dual enroll). At the end of semester student will be reevaluated by Baptist college of Florida coordinator and principal/guidance counselor at Providence to determine

reenrollment. An F in any college class can result in removal from the dual enrollment program for the following semester at the principal's discretion.

- I. Advanced Placement Courses:** Advanced Placement Courses will be weighted on the GPA and transcripts by .5 additional points. These courses are of a rigorous nature and require dedication and determination. High school credit will be awarded; college credit will be awarded for corresponding class after passing the National AP Exam with a score of 3 or higher. Taking the class does NOT guarantee college credit but does guarantee high honors in GPA. In order to enroll in an AP class, a student must have a B or better in the previous subject class (i.e. a student who make a B in English III, can enroll in AP English Literature). Students enrolling in Advanced Placement classes may incur an additional fee for National Testing and additional materials not covered by book fees. Fees for AP classes are stated in fee structure and schedules.
- 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 – 5 Credits |
| 10 th Grade | Sophomore | 6 – 11 Credits earned |
| 11 th Grade | Junior | 12 – 17 Credits earned |
| 12 th Grade | Senior | 18 + Credits earned |

- K. Graduation:** The current graduation requirements are found on page 25. All students are encouraged to pursue the highest level of academics possible. 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.
- 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. 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
 - 4. Class Rank:** PCA will weight Honors courses, Advanced Placement courses, and college level Dual Enrollment classes for the purpose of determining the Valedictorian and Salutatorian and for Honors Recognition.
 - 5. 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.
 - 6. Bright Futures Scholarship:** Students interested in the Bright Futures Scholarship must adhere to the requirements of the state.
 - 7. Handbook for Graduation:** All graduates must use the graduation requirements as presented in the 2020-2021 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.
- L. Textbook Replacement:** **Most** textbooks are included in the book fee and will be the property of the student at the end of the year. However, in some cases a textbook will be the property of PCA and assigned to the student for the

year/semester and expected to be returned undamaged at the end of the year/semester. In the case of loss or damaged textbooks, students will be charged for the total price of replacement.

M. Cheating: Cheating is defined as anything that would give a student an unfair advantage over his 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. Co-op program: We now have a co-op program that is offered to Juniors and Seniors only. 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 in 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. Student will be responsible to have evaluations completed by employer verifying hours worked and work ethic and return these evaluations to PCA by the 1st and 3rd Friday of every month.

O. Transferring from Homeschool to PCA:

This is for students who are transferring from a homeschool program to become a full-time student at PCA. 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 on pages 24-25.

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 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 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

*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 shall 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 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, 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 attempt to communicate by phone, Gradelink, letters/notes, Class Dojo, Students planner or conferences with parents of all students in their class on a regular basis.
 - 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. **Progress Reports:** Progress reports are available upon request (will be sent home with your child) at the mid-point of each quarter and more often if the teacher so chooses. Please sign the report and return it with your child within two (2) school days. If a hard copy is needed, please submit a request in writing to the office. All grades are on Gradelink at least weekly.
 - c. **Parent/Teacher Conferences:** Each teacher will schedule a meeting (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 typically take approximately 20-30 minutes.

2. **Parent to Teacher:** If you wish to speak or meet with your child's teacher, call the school to speak with the teacher or send written notice that you would like to speak with the teacher and at what number you can be reached.
 - 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 the Principal 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, call/email member of the School Advisory Council to discuss the issue further.
 - d. Please do not come on campus unannounced and expect a conference, and please do not attempt to speak with a teacher in before school starts or in between classes. ALL conferences must be scheduled.

- 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 and call the school for all the facts.

- D. Parent Involvement:** Each class is permitted to have parents to assist the teacher on a volunteer basis.
 1. **Selection:** The Administration and teachers will select parents based on willingness, availability, reputation, and Christian testimony and upon approval. 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 planning, supervising field trips and class parties.
 - b. Assist in the classroom during periods when the teacher may desire additional assistance.
 - c. 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.

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. Homeschool Inclusion Policy Fee schedule available through Business Secretary.

3. Procedural Guidelines for Homeschool Inclusion Students:

- Homeschool Students taking an academic class will arrive to campus 5 minutes prior to class/chapel and will check out to leave campus 5 minutes after class/chapel has ended.
- In the event that a homeschool student is taking two classes, that encompass lunch, they are able to attend lunch. They are not permitted to stay for lunch otherwise. Students must check out within the timeline notated above. Schedule of classes is approved by guidance/administration and in compliance with state graduation requirements.
- Field trips for specific classes pertaining to the content of that class (i.e. trip to aquarium for Sr. 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 included in the activities listed (classes, chapel, sports) but are excluded from full time PCA student privileges such as homecoming activities (skits, parades, court, etc.), yearbook, senior yearbook pages, as well as Full time PCA Senior privileges such as ceiling tile legacy, senior superlatives and awards, senior trip, senior class photos, video, and cap and gown photos with the group. Homeschool parents can provide cap and gown, have photos taken and purchase pictures through our photography studio, if they so choose.

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 Participation Guidelines on Page 13 of 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 parent 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. Standards:** PCA reserve the right to dismiss students who do not follow letter F above.

GRADUATION REQUIREMENTS

Twenty-four credits are required for graduation. 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 | Physical Science..... | 1 |
| Algebra II | 1 | Biology | 1 |
| Geometry..... | 1 | Chemistry..... | 1 |
| Liberal Arts Math/Pre-Calculus | 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 (ASL) | 2 |
| English IV/AP English Literature | 1 | Additional Electives/Online Course | 2 |
| Total Credits Required for Graduation | 24 | | |

2022-2023
Providence Christian Academy
Acknowledgment of Discipline Policy/Handbook

Students Name: _____

By signing below, I am stating that I have read and understand the Providence Christian Academy Handbook and Discipline Policy and fully support the contents and policies therein. I will support Providence Christian Academy in helping me to prepare my child mentally, emotionally, socially, and physically, and most of all spiritually to be successful in life. I also give permission for images of my child(ren) to be used for promotional and advertising purposes by Providence Christian Academy.

Parent Signature

Date

Parent Signature

Date

By signing below I am stating that I have read and understand the Providence Christian Academy Handbook and Discipline Policy and will follow all the procedures and rules as long as I am enrolled as a student. If a rule or policy is broken I understand the consequences.

Student Signature

Date

Parents please initial one choice:

_____ **I give Providence Christian Academy permission to paddle my child, as per Providence Christian Academy policies should the need arise.**

_____ **I do not give Providence Christian Academy permission to paddle by child but will be available upon a moment's notice to come to the school and administer the paddling myself. If I do not paddle my child when asked to, I understand that my child will be suspended.**

- Any changes or addendums made to this handbook prior to the start of the school year will be made in writing to families with an addendum acknowledgement sheet.

