

Providence Christian Academy



Student & Parent Handbook

Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.” (2 Timothy 2:15 NKJV)

Since 2009

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1. PROVIDENCE CHRISTIAN ACADEMY (PCA)

OVERVIEW

1.1 History

PCA was founded in 2009 by Mr. and Mrs. Young Shin as a ministry to the community for families with children. The school has a rich tradition of excellence in academics. From pre-kindergarten through 12th grade, PCA has been a partner with parents to raise children of character and faith.

1.2 Core Values

The core values of a Covenant Christian school are its distinguishing characteristics. Sadly, in our day, the values of secular schools are too often diametrically opposed to the values of Christian parents and students. The core values of PCA can be expressed as follows:

- A Dependence on the Providence of God: PCA acknowledges its complete dependence upon the providence of God. Jesus taught that apart from Him, we can do nothing (John 15:5). Yet, we take courage and confidence from the promise that we can do all things through Christ who strengthens us (Philippians 4:13).
- A Firm Reliance upon the Holy Spirit: Prior to His ascension, Jesus Christ promised that He would send the Spirit of Truth who would be our guide into all truth (John 16:13). PCA acknowledges our reliance upon the Holy Spirit to accomplish his will in the lives of our students, parents, faculty, and staff.
- The Glory of Christ as Our End and Aim: The purpose of education is to enable us to know and glorify God. PCA prayerfully seeks to glorify Christ in all that we do and to set that example before our students, exhorting them to do likewise.
- Biblical Fidelity: All truth is God's truth. Therefore, the curricula and learning resources used at PCA are carefully selected from those that support, and are based upon, God's revelation of Himself in His written word.
- A Commitment to Excellence: PCA strives for "excellence in all things and all things to God's glory." This is reflected in our faculty and staff, as well as in our curricula and programs.
- A Sacred Trust: PCA recognizes that Christian parents entrust their beloved children to us with the expectation that their children will grow in knowledge and grace and progress in their education and training in a safe learning environment.

1.3 Mission

PCA is a Christ-centered, Covenant Christian school committed to assisting parents in their God-given responsibility to rear their children in the "nurture and admonition of the Lord." Our mission is to serve

Christian parents and their children by providing a high-quality, biblically-based educational and instructional program marked by academic excellence, respect for the individual, and personal service.

1.4 Statement of Faith

PCA fully ascribes to the Statement of Faith of Christianity. All faculty and staff are expected to not only ascribe to these principles, but also to pursue them as a matter of practice and faith.

1.5 Basic Beliefs

Believing that Christian education is an essential part of the larger process of Christian discipleship, the faculty and staff of PCA are committed to:

- Equipping our students with the tools of learning, empowering them in their pursuit of the knowledge of God and His creation;
- Training our students to employ the tools of learning as part of a commitment to become lifelong learners;
- Supporting our students in identifying and developing their unique, God-given skills and abilities;
- Providing an intellectual framework designed to help our students learn to apply their Christian faith to the world around them;
- Reinforcing the truth that Christian students are citizens of both a heavenly and an earthly kingdom, with a kingdom responsibility to engage the culture for Christ;
- Promoting standards of excellence and exhorting our students to honor God by striving for their highest and best;
- Building and strengthening Christian character in our students, exhorting them in the pursuit of godliness;
- Mentoring and being an advocate for our students, assisting them as they seek to know and do the will of God for their lives; and
- Praying for our students, so that they might become fully devoted followers of Jesus Christ, who seek to serve and glorify their Savior and King.

1.6 Great Expectations

A successful Christian academic institution must have high expectations for every constituent in its faith community

Parents: According to the Scriptures, the responsibility of educating Christian children rests with their parents. Wise parents often will seek help in that process. Enrolling children in a Christian school, then, becomes a kind partnership wherein the school and the parents work together to ensure the success of the student. PCA believes an involved parent is a critical factor necessary to help ensure a successful academic career.

Students: Students enrolling at PCA can expect to find a positive, creative, and encouraging learning environment. Students are expected to strive for excellence in their academic and extracurricular pursuits, conducting themselves in a way that honors Christ.

1.7 Nondiscriminatory Policy

PCA admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, national ethnic origin, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. All admitted and qualified applicants will be granted all the rights and privileges to school programs and activities that are available to other qualified students enrolled in the school. PCA will not admit any applicant whose educational needs cannot be adequately met, as determined by the school, and its existing educational program and/or its facilities. Additionally, PCA reserves the right to deny admittance to students or families who do not comply with or meet the necessary Christian pre-requisites for admission on the basis of PCA's distinctly discipleship ministry.

2. SCHOOL HOURS/SCHEDULES

2.1 Hours

School Office hours are: 7:45 AM – 3:45 PM

Class hours are: 8:15 AM - 3:05 PM

2.2 School Schedule

For students who must be dropped off before 8:00 AM, a Before Care option is available for an additional charge. Students arriving after 8:15 AM must enter through the main entrance doors and sign in at the School Office.

6:30 AM - 8:00 AM	Before Care
8:00 AM - 8:10 AM	Normal Morning Drop-Off
8:15 AM - 3:05 PM	Classes
3:05 PM	Dismissal
3:15 PM	Students off campus for the day
3:15-6:00 PM	After School Care, Co-Curricular Activities

2.2.1 Half Day Schedule

8:15 AM – 11:45 PM K3, K4

2.2.2 Two Hour Delay Schedule

PCA usually does not have 2-hour delays. In the rare occasion that PCA does have a 2-hour delay, all grades begin at 10:00 AM. Students must be at the school by 9:50 AM. For K3-K4, a two-hour delay will

cause classes to begin at 10:00 and end at 12:00 for the morning classes. Full day classes will begin at 10:00 AM and continue with a regular schedule until 3:05 PM.

2.3 High School Class Schedule

Schedules will be published separately at the beginning of each school year, with modifications as situations dictate. The Administration maintains the right to modify schedules to meet school, student and state requirements.

All Full-time students are expected to take a full class load. This will require them to remain on campus for the entire day. The school day ends at 3:05 PM.

3. REGULATIONS FOR HEALTH, SAFETY & WELFARE

3.1 Student Emergency Information

It is important that parents inform the school office of any of the following information changes by filling out a "Database Information Form" available in the school office and on the PCA website. ***It is imperative that the following information is always current:***

- Home address
- Home telephone number
- Cell phone numbers
- Employment telephone numbers for parent(s) or guardian(s)
- Email addresses
- Persons to notify in the event of an emergency when parent(s)/guardian(s) cannot be reached

3.2 Emergency and Inclement Weather Closings

Closings & delays will be posted on PCA's website, www.pcalions.org, a broadcast will go out to parents by email and on the remind app, and all closings & delays will be announced on NBC News Channel 4.

Please note the following:

- If PCA is closing early due to inclement weather conditions, PCA's After-Care Program will close early as well. Parents are required to pick up students in order to release the staff as early as possible.
- If Before Care is cancelled a broadcast will go out to parents. All parents that use before care are required to sign up for this service.
- Late arrival due to hazardous driving conditions will be treated appropriately.
- Families may make the decision to call the school during inclement weather conditions if driving is hazardous. All class work assignments will be given over the phone to allow the student to work

independently from home. This will be an excused absence if PCA is called or an email is sent. If PCA is not called, it will be an unexcused absence.

3.3 Emergency Drills

Fire drills are scheduled throughout the year, signaled by a continuous ringing of the bell. When this bell signal sounds, teachers and students are to walk out quickly and quietly and wait for the signal to return to class. The faculty will give instructions during the first days of school concerning fire drills. Disaster drills are held a minimum of twice a year and follow Prince William County guidelines. Guidelines are posted in individual classrooms.

3.4 Emergency Care

For students who are not feeling well and for those who need minor first aid will need to report to the school office. When it is determined that a student has a **fever above 99 degrees Fahrenheit, or is not otherwise able to return to class, the parents/guardians, or designated alternates, will be called by the school office and be requested to transport the child home.** School employees, not students, must make the telephone call to the parents/guardians/alternates. Parents/guardians must identify to the school, and make arrangements with, a relative, friend, or neighbor as an alternate(s) to transport ill students home or otherwise when students must leave school early.

Serious Injury/Illnesses: If a student is injured in a manner that requires more than minor first aid or if illness symptoms are severe in nature (chest pains, difficulty breathing, unconsciousness, etc.), the administrative office secretary will call 911 to obtain professional emergency services. If an injury or serious illness arises during a practice or sports event, determination to call for emergency support lies in the purview of the athletic teacher and/or the appropriate coach. The parents/guardians will be notified immediately. At all times the safety and well-being of the child will have first priority.

Health Insurance: PCA *does not* provide health/accident insurance for its students. Parents/guardians are responsible for any health expenses incurred by their child(ren), including doctor's office visits, emergency room and/or other hospital services, and emergency transportation. Parents/guardians must inform the school, and keep current, information regarding their health insurance and primary physicians in case of health emergencies.

3.5 Health Room Policies

Health Records: PCA students must have a health record on file in the school office showing proof of immunization. All students in grades K3-12 who participate in competitive sports, other than intramural sports, must have a pre-participation physical examination. All students entering K5 and all new students must furnish PCA with a report of a comprehensive physical exam by a licensed physician that was conducted within the twelve months prior to the date of the student's enrollment in PCA. A separate examination is required for each year of participation; such examinations are valid May 1 of the current year through June 30 of the following year.

Communicable Diseases: PCA desires to maintain a healthy school environment by instituting alerts that are designed to prevent the spread of communicable diseases. The term "communicable disease" means an

illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or school official that has reason to suspect that a student or school employee has a communicable disease will immediately notify the main school office of the suspicion. School officials will follow guidelines established by the Virginia Department of Health, Office of Epidemiology, in defining communicable diseases, identifying symptoms, reporting occurrences, and determining when exclusion from school attendance is necessary. A school official will report immediately to the local Department of Health the presence or suspected presence in any students or school employees who have common symptoms suggesting an epidemic or outbreak possibility.

Any student or school employee with a communicable disease for which immunization is required by law or is otherwise available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and school employees with a communicable disease for which immunization is not available will be excluded from school until a physician certifies that they can safely return to school. If the nature of the disease and circumstances warrant, PCA may require an independent physician's examination of the student or school employee to verify the diagnosis of a communicable disease and/or cure from such disease. PCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to limit the spread of communicable diseases within the school.

Medications: Prescription medications are to be administered through the main office for all grades. The original medication containers must be clearly marked with the student's name, doctor's name, name of medication, dosage, and time of dosage. A form must be filled out by a parent/guardian in the school office before medication can be administered to his/her student. The school office provides non-prescription medications such as Tylenol or Motrin.

With Covid an issue these days, there will be certain protocols that will be put into place to ensure the safety of students, parents, and staff. These protocols may change from time to time depending on the situation that exists. As new protocols are put into place, this information will be relayed to the parents.

3.6 Care of School Facilities

Students are expected to be good stewards concerning our school facilities. Students who notice that something is broken or in need of repair are expected to report the issue to their teacher or administration. Littering is prohibited. All trash should be disposed of in garbage cans. **Chewing gum is not permitted.**

3.7 Lost & Found

The school is not responsible for any personal property left in the buildings or on the premises. All sweaters, coats, hats, etc. should be well marked with the name and grade of the student. A Lost and Found area will be maintained in the main office. Unclaimed articles are to be brought to the school office. Items are kept for a period of approximately 30 days. Items left after this time will be donated to charities.

3.8 Lockers

Hall lockers are provided by the school for middle school and high school students and are to be used only for the storage of coats and jackets, footwear, and school materials. Lockers are always to be kept neat and orderly. Outside of lockers are not to be decorated. Inside decorations should be appropriate. Students are prohibited from disclosing their locker combination to another student. Students will be charged for damage done to any lockers. Lockers are subject to random inspection at the discretion of the administration. **Backpacks are to be hung on the hooks provided.**

4. HOME/SCHOOL COMMUNICATION

4.1 School Office

The school office is located at 4258 Burrough Drive, Suite 300, Warrenton, VA 20187. While visitors are always welcome, appointments with the administration should be made in advance through the school secretary at: (540) 349-4989.

4.2 Telephone - usage of school phones

The school phones are business phones and may be used only for emergency calls. Students requesting to use the phone must present a valid reason and have a signed note from their teacher.

4.3 Contacting Teachers

Teachers may be contacted through the website, e-mail or by school telephone. Should an emergency arise, staff will assist parents in reaching a teacher. In addition, parents may contact a teacher by sending in a note. We request that you do not contact teachers after hours/home unless given permission by the individual teacher. Additionally, please respect the teacher's morning and afternoon time.

4.4 Visitors

All visitors are welcomed at PCA. We encourage parents and students who are interested in attending PCA to visit our school and classrooms. PCA is a closed campus. No unauthorized visitors will knowingly be allowed on campus, and especially not in the school buildings. All visitors must immediately check in with the school office. However, to minimize confusion or disorder we ask that the following be observed:

- If a parent or guardian is bringing a forgotten lunch box, money, books, or homework, all these items should be taken to the office and not the classroom.
- All visitors to the school need to report to the school office (not the classroom) and sign in upon arrival.
- Visitors must **adhere** to school dress code.
- Observers in classrooms need to make appointments with the school office. We encourage observers to visit during October through April.
- Student visitors from neighboring schools are not permitted when school is in session.
- Students who are interested in enrolling in PCA are welcome when arrangements are made through the office.
- Student visitors are not allowed on campus during lunch or advisory.

- Parents may visit during lunch and bring guests with them.

Parents are welcome to the school at any time. Items such as books or lunches, which are to be delivered to students, should be given to the school secretary rather than taken directly to the classroom. This will avoid disruptions to instruction. Teachers consider the beginning and ending of each school day very important as they interact with the students. Often parents just want a quick word with a teacher, but it does distract the teacher from giving his full attention to the students. Please write a note, e-mail or leave a voice mail in order to communicate with the teacher, even briefly, or arrange with the office to have the teacher return the call during a free period.

Should a parent wish to observe a class for a period during the day, arrangements should be made in advance through the school office. Conferences between parent and teacher are best planned after 3:15pm and should be prearranged for the convenience of all concerned.

4.5 Conferences

PCA encourages the active participation of parents in the educational lives of their students. However, we do request that prior arrangements be made to obtain time to speak with teachers. In particular, please refrain from initiating impromptu meetings with teachers before or after school in order to allow teachers to prepare for class or perform other assigned duties. Attempts to meet unannounced may disrupt the teacher's attention from both your child and others, creating undesirable results. There are days set aside for parent/teacher conferences during the school year. Conferences at other times may be made by prior arrangement with individual teachers. If a team conference is desired, please contact the front office.

4.6 Conflict Resolution

Parents or students wishing to express a concern or complaint should go first to the person directly involved. This process is in accordance with the principles of restoration found in Matthew 18, which says: "If your brother sins against you, go and show him his fault, just between the two of you." (Matt 18:15). For example, if you have an issue with a teacher, make an attempt to resolve the issue directly with the teacher before requesting a meeting with the Headmaster/headmistress. If the problem is not resolved at this level, a conference should be arranged with the appropriate teacher and administrator.

4.7 Website

The primary means of communication between staff, teachers and parents is the PCA website. This system provides virtual real time information that may be of value to you. Student's grades are available on the Jupiter website and teachers are expected to update this resource frequently (minimally once a week). Information and instructions on how to use this PCA system will be provided by separate communication. Contact individual teachers concerning the updating of class grades and assignments.

4.8 Headmaster Communications

It is the intent of the administration to communicate clearly and often to the community. There is nothing more harmful to an organization the size of PCA than rumors. Additionally, the all-too-human "rumor mill" often creates an inaccurate picture of actual events. In an attempt to limit this tendency, the administration will attempt to over-communicate rather than under-communicate. Accordingly, throughout the year the

Headmaster/headmistress will communicate to the parent community at large and in specific groups. These will be conducted through one or more of the following means:

- Emails
- PCA webpage postings (www.pcalions.org)
- Grade level "Gatherings"

For more individualized needs, parents may contact the school secretary at (540) 349-4989 to coordinate private meetings with the Headmaster/headmistress.

5. ATTENDANCE POLICIES

5.1 Attendance

Students are expected to attend school each day and be on time for classes, except in cases of documented emergencies. Effective learning requires class attendance. Accordingly, the following parameters are established to ensure the student is prepared for subsequent academic challenges:

HIGH SCHOOL - In general, **a student who is absent twenty (20) times in a class per year will not receive credit for the class.** Appeals made in cases of documented chronic medical conditions, emergency medical treatments, or family crisis will be reviewed on a case-by-case basis. It is the responsibility of parents to maintain records and documentation of the reasons for days missed in order to present their case to a committee of appeal.

MIDDLE SCHOOL - **A student who has accumulated twenty (20) absences may not be promoted to the next grade.** Appeals made in cases of documented chronic medical conditions, emergency medical treatments, or family crisis will be reviewed on a case-by-case basis. It is the responsibility of parents to maintain records and documentation of the reasons for days missed in order to present their case to a committee of appeal.

5.2 Absence from School

Follow these procedures if an absence occurs:

- A note from the parent/guardian is necessary for any absence. The note is required the day the student returns to school.
- A physician's note is required for any absence of three (3) or more consecutive days due to illness.
- Notes for absences must be presented to the school office.
- The school secretary will verify notes documenting absences, tardiness, and early departures. All notes must include the following information: student name, grade, date(s) of absence, reason for absence, parent/guardian work and home numbers, parent/guardian signature.
- There are five (5) reasons for school absences which are recognized: personal illness/quarantine, death in the family, professional services in connection with student health and welfare, family emergency, and necessary absences approved in advance by the administration. Absences for vacations are not recognized as a valid reason, strongly discouraged, and could impact student grades.

5.3 Truancy

A student who is absent from school without lawful cause is considered truant. Truancy (illegal absence from school) and cutting classes are serious infractions and will result in immediate disciplinary actions.

5.4 Pre-Arranged Absences

Appointments should be scheduled before or after the school day. Students are responsible to communicate with teachers and make arrangements to complete missed work. Prolonged pre-arranged absences require permission from the administration.

5.5 Late Arrival/Tardiness

It is crucial for parents to get their child to school on time. When a student misses the beginning activities and lessons, it disrupts learning not only for their student, but for their entire class. The student is expected to be in the homeroom and seated, so as not to be counted tardy.

If the student arrives late (after 8:15), they are to go directly to the school office at the main entrance to sign in. If your child is coming to school late, please have your child bring a note giving the reason for being tardy, though there is no differentiation of excused versus unexcused.

Upon checking in at the school office, the student will receive a pass. The student is responsible to show the pass to the teacher of each class that was missed and turn in any homework.

The number of tardies/absences will be reviewed carefully. Tardiness will be addressed through the discipline demerit policy for Middle School/High School. Chronic tardies can lead to an increase in the severity of consequences and ultimately lead to loss of credit in a class.

Arriving to school or classes after the bell has sounded carries consequences. Four (4) tardies of less than twenty (20) minutes constitutes an absence. Tardiness of twenty (20) minutes or more automatically counts as an absence. Parents will be notified if a pattern of student tardiness is detected.

The following tardy policy will be implemented:

5 tardies = 1 unexcused absence

20 unexcused absences = 3 hours of paid (rate of \$10 per hour) summer school for each day over 20 days

To encourage good attendance, at the end of each quarter, any student who had perfect attendance with no unexcused tardies (doctor, dentist and other appointments are excused) would receive a coupon for a free dress down day of their choice other than Wednesday.

5.6 Early Departure

For security and safety reasons, students may not be excused without a note written and signed by the parent/guardian. In case of emergency, when three days' notice cannot be given, notes for early departure from school must be received in the school office by 8:00 AM that morning. Upon leaving and returning, the parent must sign in at the receptionist desk, unless the student is a registered driver on campus.

6. SCHOOL POLICIES

All policies are subject to change by actions of the Board of Education and/or Administration. Any changes, additions or deletions will be promulgated as required. It is the responsibility of the student and parent to annotate published changes to ensure the policies delineated within their copy of the *Student & Parent Handbook* are the most current.

6.1 School Dress Code

It is the desire of PCA to do all things in a manner that will please and honor the Lord. We recognize that true Christianity is a matter of the heart, and not the outward appearance. However, it is true that the appearance is important. Peter correctly identifies the Christian perspective on attire when he states that beauty should not be based on what we wear, but on "the hidden man of the heart ... even the ornament of a meek and quiet spirit."

By our dress and actions, we represent the feelings and thoughts of our heart; therefore, our clothing and the way we wear it should represent our desire to please God and honor Him. As with other school rules, Administration expects students to comply with a spirit of cheerful obedience as Peter describes in 1 Peter 2:13-15: "Submit yourselves to every ordinance of man for the Lord's sake: whether it be to the king, as supreme; or unto governors, as unto them that are sent by him for the punishment of evildoers, and for the praise of them that do well. For so is the will of God, that with well doing ye may put to silence the ignorance of foolish men."

Student clothing must meet the following standards: it must be conservative, neat, clean, pressed, and modest. Clothes that are severely faded, dirty, torn, immodest, or in any other way present a disheveled appearance are not permitted. Shoes must be clean. Students are required to be in school dress until given permission to change, unless other attire has been approved in advance. The administration will designate proper dress for special events and activity days.

All students will follow the school dress code unless otherwise specified by the administration. Teachers are to check their students' clothing each morning. The teacher that identifies the dress code violation will discipline the student who is not dressed appropriately. Middle School/High School students will receive demerits for dress code violations. For Elementary students, the following applies: The first time a student is not within the dress code guidelines, the student will be given a verbal warning and a note will be sent home from the teacher. For the second infraction, the administration will call the parent(s) and a note will be sent home. For the third and subsequent infraction(s), the administration will call the parent(s) for the child to be picked up from school or for proper clothes to be brought into school and a note will be sent home. **Final authority for judgment calls rests with the administration.**

As for all functions, PCA Administration reserves the right to determine the appropriateness of all attire at school and any school sponsored or endorsed functions.

6.2 Special Event Activities

The administration will designate proper dress for special events and activity days. All guidelines related to hats, hair, cosmetics, jewelry, and footwear, unless otherwise stated, will remain in force. Formal attire must also conform to PCA standards: it must be conservative, neat, clean, pressed, and modest. The garment must fit appropriately so that movement will not cause the dress to become immodest. No strapless or spaghetti strap dresses or backless dresses are allowed unless a permanent jacket is worn over top. A shawl is not sufficient to cover a strapless, spaghetti strap or backless dress. Undergarments must be worn with formal dresses, and no undergarments may be showing.

6.3 Dress Code for After School Activities

It is important that school sponsored and sanctioned events that take place after normal school hours reflect the mission of the school. Dress code compliance at these events helps reflect our desire to do all things in a manner that will please and honor the Lord. Students are to exercise good judgment in what they wear and how they wear it. In case of any gross violations of dress code at an after-school event (such as immodest, tight, overly loose or revealing clothing, or inappropriate logos or printing) the student will be asked to leave the event.

6.4 Transportation

Parents are encouraged to form carpools with other families. The office could help you with carpooling if interested. Parents are responsible for transportation.

6.5 Parking Lot Regulations/Student Drivers

All students driving to school must register their cars with the school office. Before driving to school, the following information must be on file in the office: car description (make, model and color), license plate number, insurance carrier and parent signature.

Students must park so as to demonstrate respect for faculty and staff. Also, as student drivers are less experienced, it is the school's desire that student drivers avoid moving or parking their vehicles in areas where other students are moving to and from buildings or other vehicles.

Students may not sit in their cars and wait for classes to start. Cars are off limits all day. Safe driving practices are always required. Violators will be subject to disciplinary action, loss of on-campus driving/parking privileges; and/or towing at the expense of the student. Student drivers must leave school property by 3:15 p.m. unless participating in extracurricular activities.

6.6 Visitors

All family members and visitors must sign in at the school office upon entering the school. Students interested in attending/enrolling in PCA are cordially invited to visit our campus during school hours for a planned visit. These visits must be approved through the school office and the administration. These students will be paired with a current PCA student to spend a half-day or a whole day. All student visitors must be appropriately and modestly attired. In accordance with our closed campus policy, boyfriends, girlfriends, or out-of-town visitors are not allowed to visit PCA without strict administrative approval.

6.7 Lunch

Lunches may be purchased for \$6.00 for the following days: Monday (Papa John's Pizza), Tuesdays (Subway), Wednesday (hot dogs), Thursday (Moe's), and Friday (Chick-fil-A). **Lunch orders must be entered into the online ordering system by 8 AM.**

Alternatively, students may bring sack lunches and/or purchase items from the food store during their lunch period. Microwaves are available for 2nd – 12th graders only. Students are responsible for microwaving their own lunches, will have to wait in line for their turn, and will have less time to eat their lunch. For 2nd – 5th graders, parents should include warm up instructions. For K5 – 1st grade, microwave warm-ups are not allowed. All lunches will be eaten in designated areas. Clean up is the responsibility of the student.

6.8 Before and After School Care

Before and after school care is available for students between the hours of 6:30 AM - 8:00 AM and **3:15 PM** - 6:00 PM for students who cannot be picked up immediately after school. The charge is \$6.00 an hour or \$65 for the week. You will also be charged \$1 a minute after 6:00 PM. This is a supervised service that helps PCA know the whereabouts of any child in the building after hours and is designed to help ensure your child's safety! **Because this is a safety issue, full compliance is expected.** Members of the faculty and staff provide this service. It is extremely important that parents adhere to posted hours, so these individuals may begin preparations for the next school day.

As an additional safety precaution for your child, parents must come into the building to pick up the student. Students will not be released alone to meet a parent at the door. No student will be released to any other individual unless prior written permission of the parent or guardian is submitted to the school office in advance. Students cannot be released in response to a phone request.

6.9 Chapel

Chapel services are held weekly. Chapels are a special time to praise the Lord through song, Scripture, and drama. Attendance is required. Students are expected to be reverent, attentive and respectful.

PCA views the Chapel experience as a vital part of its mission to teach and reinforce values that prepare children for life as Christian servant-leaders, build Christian character, instill biblical wisdom, develop ideals of service above self, and prepare students for a lifestyle that honors God, in order to eternally impact the world for Christ.

6.10 Heart Ministries for Middle School and High School

Heart Ministries is the moniker for PCA's community service program. It is designed to involve students in meaningful work in the community in order to be living testimonies of the principle presented in Acts 20:35, which says, "It is more blessed to give than to receive." High school students are required to perform twenty (20) hours per year, with five (5) hours performed each quarter. Hours are submitted to the Bible teacher who serves as the Heart Ministries Coordinator. Hours are recorded and tracked to ensure the required hours per year at PCA have been completed.

Middle school students must complete twelve (12) hours of service per year, with 3 hours performed each quarter. Hours are submitted to the Bible teacher. Hours are recorded and tracked to ensure the required hours per year at PCA have been completed. Hours for the middle school students may be completed in church related service, such as helping in the nursery, singing or playing an instrument in a praise band, or helping in a children's ministry. They may also go out into the community to serve. The service form must be signed by the Heart Ministries Coordinator in to be counted. Heart Ministries is counted as 10% of the Bible grade.

A Christian service project is defined at PCA as a benevolent outreach to the community, church, or school for the purpose of giving students an opportunity to live out Christian principles and experience personal spiritual growth through service and love. Accordingly, it is required that no financial compensation be associated with the services rendered. These projects are independent of other class projects and assignments. These projects are also independent of regular church attendance and normal expected involvement in church activities. Each student is responsible for their own projects, including transportation.

The Bible teacher will have the authority to approve the projects. All projects must reflect and be consistent with the philosophy and mission of PCA and have written prior approval from the student's Bible teacher.

A supervising adult (youth pastor, pastor, community leader) other than the student's parent or guardian must verify the satisfactory completion of the project. The supervising adult's assessment and authorized signature are required on the school-provided assessment sheet.

Projects for the first fall quarter will begin no earlier than the first day of summer break while projects for the first spring quarter will begin no earlier than the first day of Christmas break. All projects must be completed prior to the last day of each quarter. Transfer students must meet the project requirements only for each full quarter they are enrolled at PCA.

Opportunities for foreign mission trips are available which serve to complete ten (10) hours of the community service requirement. There is typically one trip per year, occurring during the summer or spring breaks. Information regarding these trips is made available well in advance.

For other opportunities, students may avail themselves of opportunities listed on the PWCPS website. Information concerning other possible service opportunities and any additional requirements are available through the Heart Ministries Coordinator. While non-school sponsored opportunities must be pre-approved, service on the part of students for their individual churches will be favorably considered, if accompanied by a letter from a church pastor, as long as all requirements are met.

6.11 Fundraisers and Sales

Fundraising activities are conducted throughout the year. These events are extremely important, as tuition and fees increasingly fall short of covering the actual expenses incurred in providing students the widest range of opportunities and activities for a liberal arts education. Parents and students are urged to support these events with their time (at least 5 hours per family) as well as financial wherewithal.

Students are only permitted to sell items at school which are directly related to school sponsored activities and approved by the administration. Students and parents are encouraged to join in and support school sponsored fundraisers.

6.12 Summer Reading for Middle School and High School

Students are required to complete a summer reading and math program. Assignments vary by grade and are available on the PCA website. New students obtain the summer reading requirements through the Admissions Office, English or Math Teacher, or online.

7. CLASSROOM POLICIES

7.1 School Supplies

Students are responsible for obtaining supplies necessary for their class work. Students should come prepared to class with notebook, paper, pens, pencils, and other items specified on the school supply list.

7.2 Textbooks

The school supplies students with all necessary textbooks. All hardcover books are to be kept covered throughout the year. All soft back books are to be covered with brown paper bags only. This requirement is intended to extend the life of the book and keep curriculum fees under control. Any damages incurred to hardcover textbooks are the responsibility of the student and will be billed to their accounts. Administration will make the appropriate determination for these charges, up to the full cost of the book.

7.3 Homework

Students in PCA will normally have homework. We believe it is an integral part of the school program, which will aid students in advancing their studies. Students are expected to complete the homework assigned. Parents/guardians are expected to monitor their child's homework activity. All homework is to be posted on the board.

Homework is given for several purposes:

- For drill - to master material essential to the educational process;
- For remedial activity - to strengthen various academic weaknesses; and
- For projects - book reports, special research assignments that expand academic experience.

Homework Policies:

- In order to encourage local church attendance on Wednesday nights, there may be light homework assigned on these nights. Only two tests per grade may be given on a given day. No projects may be due on Thursdays. No unannounced quizzes are to be given on Thursdays.
- Tests may be given on Thursday only if given a week's notice. Previously assigned quizzes may be given on Thursday. Teachers must announce all tests one week in advance. Only one assignment may be due in a class for a class.
- In high school, teachers are to give no more than 20 minutes of homework per subject and may not give that amount excessively. Weekends are considered one night.

- Students excused early from school for sports, other activities, or appointments must submit assignments to their teachers before they leave school or the next day. Students are also responsible for obtaining and completing assignments for the next class.

Homework Time Allotment: These times reflect how long it will take the average student to complete his homework:

- 1st Grade 30 minutes
- 2nd Grade 30 minutes
- 3rd Grade 30 minutes
- 4th Grade 60 minutes
- 5th Grade 60 minutes
- 6th -- 8th grade 15 minutes per subject
- 9th -- 12th grade 20 minutes per subject

7.4 Late Work

Due dates on assignments are very important. Full credit will not be given for late assignments. Students are expected to complete all assignments even though they may be late. Elementary students will be allotted time during recess to make up missed or late work. The consequence will be to miss their free time. Students will practice the "How I Act" Program used for Christian Character building. Rewards and consequences will be implemented in the classroom.

Middle & High School:

- Late homework will receive a 10% reduction per day.
- Late assignments such as reports and projects will be reduced by 10% per school day.
- Late assignments after 3 days will be an automatic zero.

7.5 Make-up Work

When a student is absent due to illness or other excused absences, the student is responsible for obtaining any assignments missed and submitting them to the teachers; the general guideline is for every day absent, one day is granted to make up the work. Students are expected to maintain the pace of the class. For absences other than for illness, arrangements must be made beforehand with the teacher to make up work that will be missed. The student will be expected to submit make-up work on the day of return and to pick up with the class where it is, including the taking of tests or quizzes. Skipping class will result in a zero on any tests. Students who miss assignments or evaluations due to disciplinary reasons must make up the work.

7.6 Test and Quiz Policy

Assessment of student learning is vital to effective education. PCA recognizes the school's responsibility to ensure students are provided an appropriate time for study before being examined on materials. Therefore, the following self-imposed constraints govern the number and type of routine assessments used.

A quiz is a brief snapshot of a student's retention of recent material that lasts approximately 10-15 minutes or less and is weighted less than a test. As a general rule, quizzes will consist of ten objective questions or less. There are no constraints on the number of quizzes given during a day, and these may be announced or unannounced ("pop" quizzes).

Tests are a measurement of a student's grasp of a larger body of material and may encompass a chapter or chapters of material, or a full book in some courses. Tests will be given in all classes and will routinely consist of both objective and subjective measures. Students are not expected to take more than two full period tests in any school day. Tests, quizzes and projects will be scheduled by each teacher on a Master Test schedule to preclude over-loading students with assessments. See the administration if issues arise.

Students who miss a test due to an excusable absence must reschedule a time to make-up the test with that particular teacher within five school days. Failure to show up for a make-up test can result in a zero unless previously approved by the teacher or an administrator.

7.7 Exams

All high school students must take final exams in all classes at the end of the first semester regardless of their total GPA. At the end of the first and second semester, students may be exempted from exams (based on their grade in each individual class). Semester exams will test the students on the curriculum for the prior two quarters. Use of semester exams provides a better measure of the level of learning, allows for remediation where appropriate, and allows the student to acclimate themselves to college exams. Exams will count for twenty percent (20%) of the student's final semester grade.

7.8 Field Trips

Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with the student and permission slips must be signed and returned to the teacher if one is not already on file. Students who do not have permission slips will not be permitted to attend. Parents may be asked to help chaperone field trips.

7.9 Student Records

The school office will not release the records of a student without the written consent of a parent/guardian. The disclosure of information from a student's record is limited to the student with the consent of a parent or guardian, unless the student is 18 or older, the parent or guardian of a student, and employees of PCA who have a specific need for information. Those desiring to review a student record must contact the administration.

The following is maintained for each student in a file in the main office:

- Student application
- Permission from parents for the school to seek medical help in case of an emergency
- Copy of Birth Certificate for K3-K5 and homeschoolers
- Immunizations
- Cumulative grades
- Records from previous schools

- Letters of recommendation from pastor and/or teacher
- Placement tests
- Standardized test results
- Parent commitment form
- Disciplinary record

8. STUDENT CONDUCT & DISCIPLINE

8.1 General Guidelines

We believe that all things should be done according to the Scriptures. At PCA, discipline is firm and consistent, tempered with love. The teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out. Every student is expected to be respectful and obedient toward adults. The following additional expectations apply to all students attending PCA:

- Good manners and common courtesy are to be used by all students.
- Students will cease talking when adults speak.
- A student carrying a message to another classroom should knock before entering and then enter the room quietly.
- Talking in the halls should be in a conversational tone.
- Students are not to interrupt people by talking to or by walking between the individuals engaged in conversation.
- Students going through doorways should hold the door for people behind them or people coming from the opposite direction.
- Gentlemen should hold the door for the ladies.
- Students should always remain focused on the teacher regardless of who enters the room.
- All students are expected to speak, answer and act with respect toward other students and adults.
- Students are to follow the classroom rules.
- Chewing gum is not allowed in the building or on the school grounds *at any time*.
- Students should respect the use of the buildings. Property and equipment are to be treated with care.
- Students must walk inside the building and be mindful and courteous of traffic flow.
- Profanity is unacceptable and will result in immediate, decisive discipline.
- Fighting is unacceptable and will result in immediate, decisive discipline.
- Use and/or possession of tobacco, drugs, or alcohol are always strictly prohibited.
- Insubordination and threatening behavior are not tolerated.
- Students must be ready to begin each class with supplies and assignments at the bell.
- Students may not use the name of God in a disrespectful manner.
- Students will complete their own work on all school assignments. Plagiarism and cheating will not be tolerated. Copying work or giving and receiving help during quizzes and tests violates this principle. This applies equally to homework assignments.
- No stealing.

- No lying.
- Do not possess or distribute obscene literature.
- Do not possess or distribute anti-Christian literature.
- Any printed material to be distributed must be cleared by Administration.
- Truancy is unacceptable.
- Students are not to show physical affection in school, on school grounds, or while attending school activities.
- Students may not leave campus without written permission.
- Students must have a hall pass in order to be in the halls during class time or after 3:20 PM.
- Students may not be on the campus or in the buildings before or after school hours unless they are under the direct supervision of a faculty or staff member.
- Eating is permitted only in designated areas during lunch and during designated break times. Bottled water is permitted.
- Students are responsible to keep classrooms, lockers and hallways free of litter and graffiti.
- Electronic equipment such as laser pointers, pagers, cell phones, radios, personal audio and video equipment, etc. are not allowed during the school day and must be turned in upon arrival at PCA.
- Students are not permitted to throw snowballs, use water pistols, or ride skateboards/scooters on campus. Students are expected to respect the rules and privacy of neighboring properties.
- Possession and/or use of weapons or other potentially dangerous objects is strictly prohibited.

8.2 Substance Abuse Policy

PCA maintains a **ZERO TOLERANCE** policy toward the use of illicit drugs. Specifically, this means that if a student is discovered with illicit substances on their person or within their sphere of control, they will be deemed in direct and purposeful violation of this policy and therefore present a significant threat to self, students and staff. Sphere of control for this purpose means within easy reach.

The severe repercussions of possession of illicit or misuse of drugs/alcohol, either for personal use or for sale/distribution, are clearly delineated in the disciplinary policy. Application of punishment in this arena is **NON-DISCRETIONARY**. Furthermore, the school will in most cases immediately contact the Fauquier County Police Department in compliance with state and federal law.

HOWEVER, any student who **voluntarily** seeks assistance with a self-professed admitted drug use issue will be dealt with in Christian love and given assistance in the process of finding rehabilitation support. In seeking assistance, the student will be perceived as exhibiting a repentant heart. Discipline may be less severe pending recommendations and results from the appropriate treatment facility.

PCA reserves the right to conduct random or sweep drug testing for all students in 6th -12th grades in accordance with federal and state law.

8.3 Lunchroom Conduct

- Talking should be at a low volume.
- Appropriate behavior and attitude must be maintained while in cafeteria line.
- Students must remain in the common area at all times and stay seated until dismissed by a teacher.

- Students will be dismissed only after all students have placed all trash and uneaten food in the garbage cans.
- Tables and chairs must be properly stored before students are dismissed to their next class.
- The floors should be left in clean condition.

8.4 Special Events

There are many Scriptural principles that guide PCA in its ministry. Certainly, at the heart of all these principles is a desire to set godly standards for its activities. Therefore, the school supports those activities which promote unity and avoid unnecessary offense. The school also recognizes that parents are responsible for their own families' rules of conduct and they may come to a different conclusion on many social issues and activities. It is out of this mutual respect of the school for the home and the home for the school that the following policy is adopted:

- PCA will NOT sponsor a dance or endorse/support any event sponsored by others that includes dancing. However, PCA will not consider any such event as deleterious to the testimony of PCA as long as PCA's name is not attached to the event in any means and the event is conducted in an appropriate Christian manner with suitable adult supervision. Members of PCA faculty and staff will not act as chaperones.
- Regardless of the sponsor of any special event or activity when PCA students are in attendance, public or private, all school regulations on conduct, drinking, smoking and drugs will be strictly enforced.
- Dress: Students are expected to dress appropriately for special events, such as homecoming, sports awards programs, baccalaureate, and graduation. Guidelines will be announced for each event.
- Dates: Non-PCA students who attend a special event or function must agree to comply with all school rules with regard to conduct.
- For all PCA sponsored events, students will remain for the entire event unless *prior written arrangements* are made by the parent with Administration.
- Senior end-of-the-year traditions: Class activities should be coordinated by the school council president, and all actions must be approved by the SCA Advisor/Coordinator with concurrence of Administration.

8.5 Discipline Philosophy:

The application of rules and regulations are necessary for the efficient, orderly functioning of any organization. At PCA, we believe the Bible establishes the best framework for social interaction ever provided in the form of what has become known almost universally as the Golden Rule of Matthew 7:12, "Do unto others as you would have them do unto you."

This is the foundation for the rules at PCA. They are established with the respect, safety and well-being of each individual at the forefront of their purpose, as well as to build character in each student. Administration is committed to these tenets and will undertake every effort to ensure the manifestation of these God-glorifying goals.

8.6 Discipline Policy:

Discipline at PCA is designed to be firm, just and consistent. It will be administered in the context of Christian love, with its goal of returning the offender to his/her former state of grace whenever possible. Discipline is administered to maintain order, bring correction and build godly character.

PCA policy deals primarily with four categories of disciplinary concerns, the description and a minimum logical consequence for each. Please note that this minimum is established to justly deal with the most common occurrences of the noted infraction. Therefore, the maximum consequence may be much higher, based upon the egregiousness or simultaneous number of infractions, and the disciplinary record of the student.

8.6.1 Discipline System:

Key to the discipline policy is the empowerment of classroom teachers to effect a change in action and attitude of the student. Setting and communicating classroom rules is the first step in avoiding disciplinary concerns. Immediate action on the part of the teacher will normally be sufficient for the correction of lesser offences.

Therefore, parents and Administration are positioned to support the teacher in instilling an understanding in students of the necessity for taking responsibility for their own actions as well as to correct errant behavior before an unhealthy pattern of undesirable conduct becomes established. If the student seizes the opportunity to correct his/her behavior, the teacher has accomplished the desired purpose by way of a mere warning or minor disciplinary action.

Should the student fail to respond appropriately, however, increasing levels of disciplinary intervention will ensue. Please note that teachers are empowered to impose classroom detention and other forms of corrective discipline (assigning of papers, etc.) in lieu of involving Administration should they believe such actions most effective in meeting the goals of PCA's disciplinary policy.

Repeated teacher disciplinary actions may result in involvement of Administration even on lesser infractions due to the repetitive nature of the student's misbehavior. Cumulative misbehavior, though minor, will result in escalating consequences.

Parents will be notified of the date of the lunch detention. Two lunch detentions may require a parent/teacher conference with the administrator and possible in-school suspension (ISS). A third lunch detention may result in an out-of-school suspension (OOS). The point is not the disciplinary action, but the desire to bring a change in attitude and action.

Please note that while progressive consequences will be the norm, every circumstance may not follow such a pattern. Administration may invoke harsher penalties immediately if, in administration's sole discretion, the best interest of the school or other students would benefit from such actions. **Nothing in this policy should be construed as limiting the administration's disciplinary authority.**

8.6.2 Discipline Categories for the Middle School and High School

Category 1:

Category 1 offenses are considered lesser infractions that require immediate correction, normally assessed by the teacher. Each incident will result in the student receiving teacher assigned consequences, and in some cases will also result in a fine and/or written assignment. Escalation in the assignment of logical consequences as described in the paragraphs above may also apply. These lesser offenses include, but are not limited to:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Tardy	Arriving to school or class late	Demerits 1 - 5
Dress Code	Improper attire, shirt not tucked, not wearing belt, unauthorized outer garment, high hemline, boy's haircuts extending below the ears or eyebrows, etc.	Demerits 1 - 5
Gum	Chewing gum on school property before, during or after school	Demerits 1 - 5
Loitering	In the hall during class without a pass or signed agenda, or on campus after 3:15 pm without direct teacher supervision	<u>During School:</u> Teacher action <u>After School:</u> Escort to after school care. Charge of \$6.00/hr for after care
Textbook	No protecting cover on textbook	Teacher action
Electronic Device	Possession and/or use of cell phones, pagers, radio, CD, tape, iPod or MP3 players, translators, PDAs, or other personal entertainment devices on school property. <u>Cell phones (only) are to be turned off and may be used only after school hours.</u>	Confiscation of property. May be returned at the end of the day at Administrator's discretion.
Disobedience of Class Rules	Refusal through attitude or forgetfulness to obey any rules established and communicated by the classroom teacher as well as failure to adhere to student expectations.	Demerits

Category 2:

Category 2 offenses are still considered lesser infractions that require immediate correction, but represent a higher level of offense. Each incident will result in the student receiving afternoon detention. These offenses include:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Attendance	Having more than 3 unexcused tardies in the same class	Demerits, then detention
Noncompliance	Failure to follow directions or accomplish tasks assigned by a staff member (other than routine classroom/homework assignments)	Demerits, then detention
Disrespect	Inappropriate comments or gestures toward others.	Demerits, then detention
Disruption/ Disturbance	Behavior which interferes with the learning of others including the orderly environment of the classroom, school or its activities.	Demerits, then detention

Inappropriate Physical Contact	Physical contact such as holding hands, hugging, kissing, etc.	Demerits, then detention
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Category 3:

Category 3 offenses are considered major infractions that require immediate correction involving actions of Administration. Students will be sent to the office for disciplinary determination. Detention, parent contact and Behavioral Probation are the least severe consequences for offenses within this category. Additional or more egregious infractions will incur more severe consequences. These offenses include:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Academic Dishonesty	Cheating, plagiarism	Zero on Work, Detention, Behavioral Probation; Administrative Counseling and Parent Contact
Attendance	Truancy, "skipping" school or a class	Zero on day's work, Detention, Administrative Counseling and Parent Contact
Bullying	Harassing, hurting, frightening or otherwise tyrannizing another student whether verbally, mentally, or physically	1 st Occurrence: Detention, Behavioral Probation; Administrative Counseling and Parent Contact. 2 nd – See Refusal to Obey Policies
Dishonesty	Lying, knowingly misrepresenting facts prevarication, and otherwise obscuring truth for any reason.	Detention/Demerits, Behavioral Probation, Administrative Counseling and Parent Contact
Insubordination/ Disobedience	Deliberate refusal to follow reasonable requests of any staff member, including where to report, request for name, second uniform violation on same day, etc.	Detention/Demerits, Behavioral Probation, Administrative Counseling and Parent Contact
Profanity	Use of God's name in a disrespectful manner and/or use of vulgar or obscene language.	Detention/Parent Contact
Tobacco	Possession or use of tobacco or tobacco products on school property or within school buildings	Detention/Demerits, Behavioral Probation, Administrative Counseling and Parent Contact
Fighting	A physical confrontation involving two or more persons.	Suspension, Behavioral Probation Parent Conference
Leaving School Grounds	Unauthorized departure from school property (once the student arrives on school grounds in the morning until after 6:00 pm in the evening).	Suspension Behavioral Probation Parent Conference
Refusal to Obey School Policies (i.e. 3 rd consecutive detention)	An established pattern of failing to comply with school rules, regulations, policies, procedures, defined in or not otherwise defined in the discipline code.	Suspension/Expulsion Behavioral Probation Parent Conference
Sexual Harassment	Unwelcome sexual advances, requests, and/or other inappropriate verbal, written or physical conduct of a sexual nature, directed toward others.	Suspension/Expulsion Behavioral Probation Parent Conference
Sexual Misconduct	Promiscuity and overtly sexual conduct or sexual activity not identified as sexual harassment.	Suspension/Expulsion Behavioral Probation Parent Conference

Theft	Taking or obtaining property of another without permission and/or knowledge of the owner.	Suspension/Expulsion Restitution Behavioral Probation Parent Conference
Unbecoming Conduct	Misconduct of such a nature that could negatively impact the reputation of PCA within the community. Examples include but are not limited to: disparaging remarks in public regarding the school, inappropriate posting to the internet, activities which lead to police involvement, etc.	Suspension/Expulsion Behavioral Probation Parent Conference (More stringent consequences probable)

Category 4:

Category 4 offenses are considered gross misconduct. Accordingly, the minimum consequences assigned are the harshest punishment available to PCA and are NON- DISCRETIONARY. If the circumstances warrant, involvement of civil authorities may also result. These egregious offenses include:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Firearms	Permission of any gun or device which will expel a projectile by action of an explosive.	Expulsion
Bomb or Facsimile; Bomb Threat	Any explosive device or look-alike; any verbal, written or implied threat of an explosive device.	Expulsion
Arson, False Alarms, Fireworks	Setting fires, tampering/activating alarms, use of any firecracker, threats, or false information.	Expulsion
Weapons	Use or threat of use of any implement to cause bodily harm/injury.	Expulsion
Violent Physical Attack	Aggressive attack against another.	Expulsion
Alcohol and/or Drugs; Intoxication	The use or intent to sell or give away any dangerous substances on school property or during a school event.	Expulsion

8.7 Definitions of Disciplinary Actions:

8.7.1 Detention:

This is a period for retrospection and reconciliation under the direct supervision of the administrator or an appointed representative. *It is NOT a study hall opportunity*, but is rather an opportunity for personal correction.

8.7.2 In-house Suspension:

Students breaking class rules after clear warnings have been issued, or in violation of certain Category 3 offenses, will be removed from school activities for an assigned period of time. Suspension will normally result in an in-school setting separate from classes, including supervised work details. Part of the consequences for an in-house suspension will be a zero on all classwork from that day. If, in the judgment of Administration, a student needs to be removed from school, the parent will be contacted and required to

pick the student up immediately. In all cases of suspension, students will be required to make up all missed work.

8.7.3 Academic and Behavioral Probation:

A student is given a chance to correct identified problems when placed on probation. If there is not satisfactory improvement, the student will be dismissed or asked to withdraw from the school.

Probationary student's activities will be limited, and all positions of responsibility may be relinquished for the rest of the year. At the end of the probation period, the administration and faculty will reconsider the student and recommend removal from probation or withdrawal from school. Students placed on probation for two consecutive semesters may result in dismissal or withdrawal from the school.

8.7.4. Expulsion:

The most severe disciplinary action, expulsion results in the student losing the privilege of attending PCA. This action may be taken for egregious offenses or refusal to comply with school rules. It will unequivocally result from violation of a Category 4 offense. In all cases with the exception of Category 4 violations, concurrence of the School Board is required. Should School Board action reverse the administration's decision to expel, the student will serve a minimum of five (5) days out-of-school suspension, with time served awaiting School Board action counted as part of this total.

8.8 Appeals, Readmission and Restoration

There is no appeal process for detentions or below. Parents/guardians may request an audience with Administration and an individual teacher to discuss that teacher's disciplinary action, but the purpose of such a meeting will be to increase communication, understanding and find an acceptable solution for the areas of conflict. Administration will not schedule such a meeting until the parents/guardian has attempted resolution directly with the teacher in question unless requested by the teacher (Matthew 18).

Appeals for reconsideration of disciplinary decisions may be made in writing to the administration within forty-eight (48) hours of the action taken for suspensions and within ninety-six (96) hours for expulsions only. These must follow the requirements of paragraph 8.8.1 below. From time of receipt in the proper format, the administration will have twenty-four (24) hours to make a recommendation with regard to the appeal and submit the package to the Board of Education for review.

8.8.1 Appeals

Only suspensions or expulsions shall be considered for appeal to the Board of Education. The appeal must be made in writing and delivered to the school office by hand, post or fax (email is not acceptable). The administration will forward the appeal to the Board of Education, along with appropriate supporting materials, comments and recommendations. Upon review of the package, the Board of Education, in its sole discretion, will determine whether or not to consider the appeal. The Board is under no obligation to consider any appeal for any reason and will make any such decisions entirely at its own discretion. Board decisions regarding appeals are final.

Elements that must appear in the letter of appeal include:

- Name of appellate

- Date of disciplinary action
- Nature of disciplinary action
- Alleged cause of disciplinary action
- Substantive grounds for the appeal
- Biblical basis for the appeal
- Recommended alternative action
- Detailed description of parental/guardian action to correct alleged incident
- Signatures of appellate and name/relationship/signature of parent/guardian

Note that the appeal requires "substantive grounds." A relative discussion of fairness or opinion of the disciplinary action will not suffice. "Substantive grounds" is meant to include substantial facts that may not have been available to the administration at the time of the decision but may not include hearsay or third-party information.

There are several possible outcomes in the appeal process. The Board may refuse to consider the appeal. If it decides to consider the appeal, it may do so with a request for additional information, personal appearances, or unilateral decision to overturn the administration's decision and expunge the student's record or uphold the disciplinary action in part or in whole. NOTE: Should the Board decide that the administration was too gracious in its decision, it is possible that the Board may grant the process of appeal but impose a more stringent consequence. Under all circumstances, the decision of the administrator and Board of Education is final.

8.8.2 Readmission/Restoration

Students desiring to return to PCA after an expulsion or dismissal (no consideration for Category 4 Offenses) will not be readmitted until there is evidence of repentance and a genuine desire for restoration. Prior to submitting application for restoration, the student must perform a period of intense discipleship with a youth pastor or director from a Bible-based church and present evidence that the specific criteria enumerated at the time of expulsion/dismissal has been satisfied. Additionally, no consideration will be given to readmission during the school year in which the student was expelled or dismissed.

After meeting the conditions stated above and any others mandated at the time of expulsion/dismissal, the student may petition for readmission and reconciliation. A board of administrators and faculty will be convened to review and act on the application. This process will also most likely include the requirement that the student appear to personally present their case for readmission. The decision of the administrative board is not subject to higher appeal.

8.9 Outside and Playground Safety

We want students to play safely during recess and other outdoor times. We also want the students to exit safely during afternoon dismissal. Once outside, students may not re-enter the building, unless given permission by the teacher.

- Students must always stay within visibility of the supervising teacher.
- Students should play actively without pushing, shoving, punching, pulling, or hitting other children.

- Students may not participate in contact sports, including martial arts.
- Students must stay away from dangerous areas such as drains and trash receptacles.
- Students may not throw wood chips, sand, rocks, etc.
- Students may not climb trees or fences.
- Students must sit on swings in an appropriate manner, and not twirl or jump off the swing, while it is in motion.
- Students must go down slides one at a time without loitering at the top or bottom. They may not go up the slide.

8.10 Discipline Procedure:

The discipline policy of the elementary school is intended to establish a classroom environment conducive to learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. Students need to realize that obedience to authority in the classroom ultimately will result in obedience to God.

Each classroom teacher will use the following procedure but can personalize it to meet the needs of his/her own grade/class so that the expectations for appropriate behavior are fine tuned for each age group but within a standardized framework. A flip chart, pocket chart or other means may be used to accomplish the over-riding goal which incorporates a color-coded system of escalating consequences. The use of verbal and colored measures allows reinforcement for learning purposes and also addresses differing learning styles in developing an appreciation for proper behavior. In order of use, these colors are: green, yellow, red and blue. Parents may find this approach useful in teaching discipline in the home as well. In practice, the procedure takes shape as follows:

REWARD SYSTEM: Each classroom teacher will develop and implement a system that rewards positive behavior within the classroom. The rewards should come at an interval that is age appropriate. An example of this is a "good day" badge which would be awarded on a daily basis to four-year-old students. This is a reward that is achievable in the mind of a four-year-old. A longer time frame will be used as well as more substantial reward given as the students become older.

TALLY SYSTEM: The Tally System has been used in many Christian schools with a large degree of success. This system is based on a pre-described set of classroom rules. These rules are consistent throughout all classrooms, and therefore can be implemented by any staff member. Teachers will keep an accurate record of all misbehavior throughout the year. The acronym "HOWLACT" describes the basis for behavior.

H - Honesty - Cheating, lying, stealing.

Q - Out of Order - Out of the seat, throwing things, pushing in line, or some sort of other behavior that is known by the student to be unacceptable.

W - Work Not In - No homework or class work turned in.

L - Intentional Disobedience - Purposely and knowingly not obeying a staff member in authority with a spirit of rebellion.

A - Attitude Lacking - Verbalizing or showing an attitude that leads to poor performance or disrespect.

C - Courtesy Lacking - Calling names, unmannerly conduct, rudeness.

T - Talking - Talking at a time that is known to be unacceptable, such as when a teacher is teaching a lesson.

During the first week of each school year, all teachers will review this system with their students to be sure each student is aware of class rules. After this time, warnings will be given prior to a tally being given to a student. The physical tally may be a piece of construction paper, bottle cap, or Popsicle stick. There will be differences from classroom to classroom as far as the physical tally; however, the system is continuous. Tally reports will be sent home each week to parents along with tests, quizzes, and class work. This is also a means of continued communication between the teachers and parents. The administration at PCA HIGHLY recommends that parents respond to tallies in the following manner:

0-2 Tallies in a Week - Verbal praise with a possible reward system at home. We are working with students and perfection (i.e., zero tallies) should not be expected.

3-5 Tallies in a Week - Encourage your student to pay closer attention to their behavior, but we recommend no disciplinary action at home.

6-9 Tallies in a Week - A problem exists. Your attention to this situation is needed. Minor discipline from you as well as encouragement is needed.

10+ Tallies in a Week - Students that receive 10+ Tallies in a week or 5+ Tallies in a day receive an office visit. Parents will be called for a conference.

It is very important that parents and teachers work together on the Tally System. If a parent disciplines a student harshly for one or two Tallies in a week, it may weaken the system. We also recommend that Tallies be addressed on a weekly basis, not daily. Please remember that your student is in training to become both a good citizen and an exemplary Christian.

9. COLLEGE/CAREER GUIDANCE

9.1 Guidance Appointments

Academic counseling is available to junior high and high school students using an open-door policy. Appointments are recommended for high school students. All returning high school students and rising eighth graders should have an appointment to arrange their schedule for the upcoming year. Middle school students will be accommodated during lunch with prior notification. Your administrative assistant would be the person of contact.

9.2 Definition of a Unit of Credit

A standard unit of credit, as defined by the Virginia Department of Education and adopted by Providence, is the credit "awarded for a course in which the student successfully completes the objectives of the course and the equivalent of 140 clock hours of instruction."

9.3 Graduation Requirements

Currently one (1) diploma will be offered with requirements listed below. In ascending order, the minimum number of units required for graduation is twenty-six (26), which provides a **Standard Diploma**. These include the following:

- English 4 units
- Math 4 units (must include Algebra I, Geometry, Algebra II)
- Science 4 units (must include at least one laboratory science)
- Social Studies 4 units
- Bible 4 units (one for each year of high school while at PCA)
- Foreign Language 3 units (of the same language)
- PE/Health 2 units
- Fine Arts 2 units
- Economics 1 unit

9.4 Middle School Courses Counted as High School Credit

Middle school placement in mathematics is based upon several criteria: performance on the IOWA test, past academic history in the subject, and teacher recommendations. If a student is assessed as eligible for accelerated placement, he/she may take Algebra I in eighth grade for high school credit if the student earns an 85 or better in each semester.

9.5 Report Cards

Report cards are issued four times a year - every 9 weeks.

9.6 Progress Reports

Progress reports are available half way through each 9-week term. School policy mandates grades be entered/updated a minimum of once per week, at the latest by close of business each Friday. If issues arise, contact the individual teacher. If issues persist, notify the School Administrator.

9.7 Grading Scale

<u>Letter Grade</u>	<u>Percentage</u>	<u>Quality Points</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

9.8 Dual Enrollment

Dual enrollment courses are college courses that qualified students can take while in high school. They are fully college courses, so these have college level content and include college level discussions. Students must apply for enrollment in the college (consult the administrative assistant for available schools), take a

placement exam, obtain a recommendation from PCA administration, pay the appropriate college tuition, and complete the class.

PCA is pleased to offer the opportunity for students to enroll in a number of dual enrollment courses. Most of these will be available during the school day remotely through on-line courses. A monitoring teacher will be available to assist students in connectivity issues and in general explanations, but no assistance will be given on actual course requirements. These courses incur additional fees. The student must supply their own laptop.

When a student takes a dual enrollment course, they will have a college transcript that documents the course taken and the grade received in it. The grade received from the college transcript will also be applied to the PCA transcript for that course. For more information, see the Administrator.

9.9 Valedictorian and Salutatorian

The students who rank academically at the top of the senior class will receive special honors. The valedictorian, that is the student ranking highest in the graduating class, will deliver the Valedictory address. The salutatorian, that is, the student ranking second highest in the graduating class, will deliver the salutatory address. The valedictorian and salutatorian will be selected based on the following criteria:

- Cumulative GPA
- Must have attended PCA for a minimum of two years of high school

9.10 Student Government

A President and Vice-President are elected by each grade as class officers. An overseeing President, Vice-President, Secretary, and Treasurer are also elected as Student Body Officers. All officers together comprise the Student Council.

Candidates must have demonstrated the highest levels of character prior to pursuing office. Teacher recommendations and approval of Administration is required prior to being placed on the ballot. All candidates are required to give a speech. Elected officers are required to maintain a 3.0 grade point average. All officers serve their terms under the approval of Administration.

Any vacancies that arise post-election will be filled by the candidate receiving the next highest number of votes provided all other criteria are met. Further details concerning purpose, officers, qualifications, duties, and meetings are presented at the beginning of the school year and will be available through the Student Council Sponsor.

9.11 Academic Probation

The purpose of Academic Probation is to:

- give the student in academic difficulty an opportunity to improve
- give a strong warning that the student is in academic difficulty, and in jeopardy of not continuing at PCA

The criterion for Academic Probation involves:

- A student who fails two or more subjects in a grading period.

Academic Probation on a PROGRESS CHECKPOINT:

- Students will receive a notification form stating that they have been placed on academic probation
- Students are allowed to practice for soccer.
- Students preparing for a fine arts production are allowed to rehearse. They may not participate in the actual production if on probation.
- A student can resume activities as soon as they prove to be eligible by providing the Administration with appropriate grade information.
- A student on probation (be it Academic or Behavioral) after two successive grade reports will be subject to increasing levels of consequences. This may entail parent conferences, or even more stringent actions including dismissal from the school.

9.12 Eligibility for Sports

Student athletes must be in good academic standing. The student may not accumulate three or more penalty points. Grades are based on D = 1 point, F = 2 points. Student grades are checked at interim time and at the end of the marking period. Students will be placed on probation for three weeks for accumulating three or more points at the interim check or three or more points at the marking period. Students may practice and play while on probation. If the student does not raise their grades sufficiently during the three weeks, they will become ineligible to play. At the discretion of the school administration, a student can be placed on academic probation on a weekly basis. The student who becomes ineligible may practice with the team. The ineligible student athlete may not dress in his/her uniform, travel with the team or participate in games until he/she is no longer academically ineligible.

Students participating in clubs or other co-curricular activities are required to meet the same standards as athletes. Student Council representatives must also maintain a 3.0. Students who do not maintain this minimum average and/or are receiving failing grades in two subjects will become ineligible for participation in co-curricular activities.

9.13 Course Drop/Add

Any course may be dropped without penalty within the first two weeks of the school year. Classes may not be dropped after this deadline.

To drop/add a course a student must secure permission from both the parent and the Administrator. This will lead to the teacher(s) involved and parents for concurrence. Students must remain in the course they are dropping until they have received a new course schedule that reflects the specific course additions and/or deletions.

9.14 Make-up of Required Course

When a student fails a course that is required for graduation, that subject must be taken in summer school, night school, distance learning, or online classes. All make-up courses must be pre-approved by Administration. Normally courses offered in the summer in the public schools will NOT meet requirements for make-up work.

Generally, schedule conflicts prevent a student from making up the course at PCA during the following year. Once a make-up course is completed, records must be sent to PCA to verify completed credit. The failing grade will remain on the transcript, but the new grade will also be added. All required courses and credits must be completed prior to graduation in order to walk and receive a diploma.

9.15 Acceleration of Courses

All students are required to take a full course load each year in attendance at Providence. If a student wishes to take summer courses for acceleration to allow them to take more demanding courses during the upcoming school year, approval must be granted by Administration in advance. Only courses from PCA, online courses or a school of higher education will be considered. Public school summer offerings *will not* be accepted.

9.16 Transfers and Withdrawals

Students may transfer previously earned credits to our school. Discretion is given to Administration in determining which credits are applicable for graduation. Students who withdraw from school before the end of a semester will forfeit the credits that were attempted during that semester. At the discretion of Administration, exit grades may be issued for students who leave before the conclusion of the semester. In the event of withdrawal from PCA, *first notify the School Office*. A clearance sheet will be given to take to all teachers to verify the return of textbooks. After completion, return the clearance sheet to the front office. No transcripts will be released until all textbooks are returned/replaced and fines and tuition payments have been fully paid.

9.17 Request for Transcripts for College Applications/Scholarships

Seniors wanting a transcript sent for a college/scholarship application must secure a Request for Transcript form from the office. The form must be completed and returned to that office. Requests take approximately two days to process. Requests will not be released unless the student is in proper standing with the financial administrator.

9.18 Request for Student Records

For high school students requesting student records, please see the main office. Student records, transcripts, and recommendations are sent directly from school office to school office only; they may not be conveyed by parents. In order to release information, all financial obligations must be met in order for PCA to release information to another school.

In order for PCA to release student records to another school, an official records request form from that school must be submitted to the Office/School Secretary. The request must be signed by the parent/guardian. Provided that all financial obligations have been met, PCA will forward the student's records directly to the other school within 48 hours (unless teacher recommendations are required).

9.19 Teacher Assistants

Students may serve as a teacher's assistant (TA) as an elective; however, no credit is earned. Assignments of TAs to individual teachers will be administered through the Administrator and School Secretary. Students are required to log their hours and will be evaluated weekly by the teacher.

9.20 Achievement Testing

- PCA administers the **IOWA Achievement Tests** each year in the spring to students in Kindergarten – 12th grades. Upon receipt of results, parents will receive a computerized printout for their child.
- **PSAT** – Students who wish to attend college should plan to take the PSAT in both the 10th and 11th grades. Only your junior year scores will count towards the National Merit Scholarship Program. The test is given in October every year at Kettle Run High School.
- **SAT** - Students should take the SAT for the first time during the spring of their junior year (right after taking the PSAT) and a second time during the fall of their senior year. The SAT is given seven times per year in the following months: October, November, December, January, March, May, and June. The test dates vary by year; the specific test dates can be found at www.collegeboard.com. Registration deadlines are approximately 5 weeks before each test date. You will want to register at least 6 – 8 weeks ahead of time to avoid late fees and ensure that you can take the SAT at your preferred test center. The test center may fill up, in which case you would have to consider alternate options, such as testing at a different test center or moving your exam date to the next available SAT. To register online, visit www.collegeboard.com.

10. ATHLETICS

10.1 Philosophy

PCA provides opportunities for athletics which honor God and develop the talents He has given individual students. Acknowledging that we practice, compete and live before God and as an example before others, we encourage maximum participation. However, it is also our belief that athletics is only a part of a student's overall development. Therefore, we encourage students to develop their gifts outside of sports and to honor the Lord in every area of their lives. We seek to develop character traits such as leadership, teamwork, determination, and sportsmanship, realizing their importance in athletics and in all of life.

10.2 Eligibility Requirements

- All players must be currently enrolled at PCA.
- Eligibility will be determined according to policy and administered by Administrator.
- Players may not be nineteen (19) years old before the start of the school year.
- In order to participate in a practice, game or event, the student must be in school by 10:00 AM, unless the student receives approval by the Administration.

10.3 Statement of Spectator Sportsmanship

Spectators are expected to:

- Focus on encouraging our own team and to refrain from any critical or negative spirit.
- Demonstrate an appreciation of the skillful play of opponents.
- Support their own cheerleaders' efforts and to respect the efforts of the opposition's.
- Refrain from booing any player, coach or referee.
- Urge others to cooperate with loudspeaker instructions given by the home team management.
- Serve as positive examples of Christian behavior.

- Parents, family members, and guests will be asked to leave an event when violating these standards of conduct.
- Dress appropriately.

11. ADMISSIONS

11.1 Re-enrollment

Re-enrollment begins in January of each school year. Preference is given to returning students and their siblings. Specific information will be discussed and distributed during the February PTF Meeting and following week about the re-enrollment process. A re-enrollment form and fee must be submitted before the student is officially accepted back for the next school year.

Academic and behavioral probation will be considered at the time of re-enrollment (see section for probation for specific guidelines). An administrative interview may be required for some students prior to final acceptance.

11.2 Student Policies

PCA has been granted permission by the Department of Homeland Security (DHS) to issue I-20's to F-1 Visa students who qualify through the admissions process. The school must uphold the policies set forth by the DHS according to the Student and Exchange Visitor Program (SEVP). These policies are necessary for the security of our students and our country.

All I-20 International Students must have in their student files:

- An Affidavit of Support with financial documentation from a bank or financial institution in their home country
- A signed Letter of Guardianship signed by a person or persons who are 21 years or older and responsible for the student, regardless of the student's age, for the entire time they are enrolled at PCA
- A copy of the I-94 card and information page of their F-1 Visa
- A signed copy of the original I-20
- Proof of up-to-date immunizations and a current Tuberculin test
- Proof of Health Insurance that is accepted within the United States

It is imperative that whenever any personal information changes for our international students that the Admissions Office is notified immediately so this information can be updated with the Student and Exchange Visitor Information Service (SEVIS). This includes changes of address in the US and in the home country, changes in guardianship or health insurance. It is also a requirement of SEVIS for the school to be notified when international students acquire a Social Security number or a US Driver's License.

If International students hold a valid F-1 Visa issued in their home country and wish to travel outside the United States for any reason during the time that PCA holds their I-20, they are required to see the Primary Designated School Official (PDSO) or the Designated School Official (DSO) to obtain a letter of travel prior

to leaving the US. Failure to acquire this letter may prohibit the student from reentering the US upon their return. PCA will not be responsible for students who do not follow this process.

11.3 Tuition

School tuition is an ANNUAL charge.

- You may pay the balance in full on or before June 1st prior to the start of the school year.
- You may pay the balance in two equal payments due on August 1st and January 5th.
- You may pay the balance in ten (10) equal monthly payments, beginning on August 1st and concluding May 1st.
- You may pay the balance in eleven (11) equal monthly payments, beginning on July 1st and concluding on May 1st.
- You may pay the balance in twelve (12) equal monthly payments, beginning on June 1st and concluding May 1st.

11.4 Report Card and Record Withholding

Tuition payments are expected on time according to the selected payment schedule. All fines and fees are due immediately upon notification. Any outstanding charges on the monthly billing statement will result in the withholding of report cards, transcripts, transfer records and graduation diplomas. There are NO EXCEPTIONS to this policy.

11.5 Fees

Fees may be assessed for the following reasons:

- Library Fees: The school librarian will notify the business office of any charges for lost or damaged books. These charges will appear on the monthly billing statement. Any questions regarding library fees should be addressed to the librarian.
- Damaged or lost textbooks: Each student is required to check out with each teacher at the end of the school year, or upon withdrawal. The school reserves the right to charge for any lost or damaged textbooks.
- Late Payment Fees and Non-Payment of Tuition: Tuition payments are due on the 1st day of each month as selected by the family under the monthly payment plan. Accounts are considered late after the 5th day. Late payments are subject to a \$25 late fee.
- Returned Check Fee: All checks are subject to a \$25 returned check fee if returned by the banking institution. If an account incurs two returned checks, the account will be restricted to cash or money order payment. Post-dated checks will not be accepted.

12. STATEMENT OF FAITH

PCA fully ascribes to the Statement of Faith of the local New Testament, Bible believing Church.

Accordingly, PCA *uncompromisingly* holds to the following truths:

- **THE SCRIPTURES:** The scriptures of the Old and New Testaments were given by the inspiration of God, and are the only sufficient, certain, and authoritative rule of all saving knowledge, faith and obedience.
- **GOD:** There is but one God, the Maker, Preserver, and Ruler of all things; having in and of Himself all perfection, and being infinite in them all; and to Him all creatures owe the highest love, reverence, and obedience.
- **TRINITY:** God is revealed to us as Father, Son, and Holy Spirit, each being with distinct personal attributes, but without division of nature, essence, or being.
- **PROVIDENCE:** God from eternity decrees or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events, yet so as not in any ways to be the author or approver of sin, nor to destroy the free will and responsibility of intelligent creatures.
- **ELECTION:** Election is God's eternal choice of some persons unto everlasting life--not because of foreseen merit in them, but because of His mere mercy in Christ--in consequence of which choice they are called, justified, and glorified.
- **THE FALL OF MAN:** God originally created man in his own image, and free from sin; but through the temptation of Satan, man transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherits a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.
- **THE MEDIATOR:** Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered, and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the universe.
- **REGENERATION:** Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins, enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

- **REPENTANCE:** Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk with God so as to please Him in all things.
- **FAITH:** Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification, sanctification, and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.
- **JUSTIFICATION:** Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, receiving and resting on Him and His righteousness by faith.
- **SANCTIFICATION:** Those who have been regenerated are also sanctified, by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all the saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.
- **PERSEVERANCE OF THE SAINTS:** Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fail, through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.
- **THE CHURCH:** The Lord Jesus is the Head of the church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. According to His commandments, Christians are to unite with local churches; and to each of these churches, He hath given needful authority for administering that order, discipline and worship which He hath appointed. The regular officers of a church are Pastors and Deacons.
- **BAPTISM:** Baptism is an ordinance of the Lord Jesus, obligatory upon every believer wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of giving himself up to God, to live and walk in newness of life. It is a prerequisite to church membership and to participation in the Lord's Supper.
- **THE LORD'S SUPPER:** The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and the cup, and to be observed by His churches till the end of the world. It is

in no sense a sacrifice, but is designed to commemorate His death, to confirm the faith and other graces of Christians, and to be a bond, pledge, and renewal of their communion with Him and of their church fellowship.

- **THE LORD'S DAY:** The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments, works of necessity and mercy only accepted.
- **LIBERTY OF CONSCIENCE:** God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His Word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake.
- **THE RESURRECTION:** The bodies of men after death return to dust, but their spirits return immediately to God; the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust will be raised.
- **THE JUDGMENT:** God hath appointed a day, wherein He will judge the whole world by Jesus Christ, when everyone shall receive according to his deeds; the wicked shall go away into everlasting punishment; the righteous into everlasting life.

It is understood that this brief statement of faith is in general agreement with the Baptist Faith and Message adopted by the Southern Baptist Convention on May 9, 1963.

13. PROVIDENCE CHRISTIAN ACADEMY DRESS

CODE

Girls PK3 – 12th Grade:

	Allowed	NOT Allowed
Jewelry	Christian symbols, watches, finger rings, bracelets, ankle bracelets, necklaces and earrings (one per ear)	Heavy, large jewelry; tattoos; no other visible body piercing is allowed or anything that simulates a piercing
PK3-5th Cosmetics	Neutral tone lip gloss, pastel nail polish	Makeup, black or bright neon nail polish
6th-12th Cosmetics	Conservative colors in moderation, modest mascara, pastel nail polish	False eyelashes; black and bright colored nail polish
Hair/Hats	Neat, clean, well groomed, only natural hair colors	Hats; unnatural hair colors

Girls PK3 – 5th Grade:

NON-CHAPEL DRESS (Monday, Tuesday, and Thursday)

	DO Wear	DO NOT Wear
Shirts	Any color or striped polo Polo dresses are acceptable, but must be knee length	Screen prints or characters
Additional Shirts	White long sleeve or turtleneck may be worn under polo in colder weather	Colors or prints Undershirts not tucked in
Sweaters	Navy, White, Gray, or Black button or zip-up cardigan; PCA zip-up sweater/jacket	Screen prints, hoodies, short length
Jumpers	Navy, Khaki, or Plaid - Must be to the top of the knee and must wear tights or black/navy bike shorts	Shorter than the knee With no shirt underneath
Skirts/Skortts	Navy, Khaki, or Plaid - Must be to the top of the knee and brush the floor when kneeling Must wear tights or black/navy bike shorts	Shorter than the knee

Girls PK3 – 5th Grade:

NON-CHAPEL DRESS (Monday, Tuesday, and Thursday) (CONTINUED)

	DO Wear	DO NOT Wear
Pants	Black, Navy or Khaki dockers-like pants Pants must be of conservative fit Pants with belt loops must be worn with a belt	Cargo-style or carpenter-style pants or patch pockets Very tight or baggy pants
Shorts/Capris	Khaki, Navy, or Black Knee-length, Bermuda-style shorts or capris allowed August–October and April–June only Shorts with belt loops must be worn with a belt	Cargo-style or carpenter-style or patch pockets Very tight or baggy shorts/capris
Belts	Plain canvas or leather belts Pre-K and K5 is not required to wear belts	Text on belts, symbols or text on belt buckles
Hosiery	Tights or socks must be worn with shoes Socks must come past top of the shoe line	Crazy stripes or patterns Leggings (K5 & up) (they are ok for PK3&4)
Shoes	Mary Jane style shoes or sneakers Less than 1-inch heel	Clogs, open-toes, boots, slip-ons, neon colors

Girls PK3 – 5th Grade:

CHAPEL DRESS (Wednesday)

	DO Wear	DO NOT Wear
Shirts	White Peter Pan collar button up OR white turtleneck OR white solid polo (under PCA Logo Jumper). If old enough to wear a skirt, must wear a PCA Logo Polo shirt.	Other colors
Jumpers	For PK – 5th grade - Solid Navy pleated jumpers (with Peter Pan shirt) OR Navy jumper with PCA logo Must wear tights or black/navy bike shorts	Other colors With no shirts underneath
Skirts*	*(For 4th and 5th grade only) - Navy skirt (must be worn with white PCA Logo Polo) Must wear tights or black/navy bike shorts	Other colors
Sweaters	Navy, White, Gray, or Black button or zip-up Cardigan or PCA zip-up Sweater/Jacket	Screen prints, hoodies, short length, pullover cardigans
Hosiery	Navy or White knee-high socks or tights	Crazy stripes or patterns Leggings (K5 & up) (they are ok for PK3&4)

Shoes	Brown, Navy or Black dress shoes below the anklebone with less than 1-inch heel or sneakers	Clogs, open-toes, boots, slip-ons, light-up shoes
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Girls 6th – 12th Grade:

NON-CHAPEL DRESS (Monday, Tuesday, and Thursday)

	DO Wear	DO NOT Wear
Shirts	Any color or striped Polo	Screen print or characters Open buttons with tank tops underneath
Additional Shirts	White long sleeve shirt or turtleneck may be worn under polo in colder weather	Colors or prints Undershirts not tucked in
Sweaters	Navy, White, Gray, or Black button or zip-up cardigan or PCA zip-up Sweater/Jacket	Screen prints, hoodies, short length
Skirts	Navy, Khaki, or Plaid; must be to the top of the knee and must wear tights or black/navy bike shorts	Shorter than the knee
Pants	Black, Navy or Khaki docker-like pants Pants must be of conservative fit Pants with belt loops must be worn with a belt	Cargo-style or carpenter-style pants or patch pockets Very tight or baggy pants
Shorts/Capris	Not Allowed	Not Allowed
Belts	Plain canvas or leather belts	Text on belts, symbols or text on belt buckles
Hosiery	Tights or socks must be worn with shoes; socks must come past top of the shoe line; socks must match	Crazy stripes or patterns Leggings
Shoes	Mary Janes, flats or sneakers with less than 2-inch heel	Clogs, open-toes, boots or light up shoes

Girls 6th – 12th Grade:

CHAPEL DRESS (Wednesday)

	DO Wear	DO NOT Wear
Shirts	White PCA Polo	Other colors
Sweaters	Navy, White, Gray, or Black button or zip-up cardigan or PCA zip-up sweater/jacket	Screen prints, hoodies, short length, pullover cardigans
Hosiery	Solid Navy, White, or skin colored hose Knee-high socks or Navy/Black tights	Crazy stripes or patterns on hose Leggings
Shoes	Brown, Navy or Black dress shoes below the anklebone with less than 1-inch heel	Clogs, open-toes, boots, slip-ons, sneakers, light-up shoes, neon colors
Skirts	Navy skirt (must be worn with white PCA Logo Polo)	Other colors

Boys PK3 – 12th Grade:

	Allowed	NOT Allowed
Jewelry	Christian symbols, watches, bracelets, finger rings Necklaces can be worn, but cannot be displayed outside of shirt	Heavy, large jewelry; tattoos; jewelry that requires piercing, No dangling key chains hanging out from belt/pants
Cosmetics	Cosmetics are not allowed	Cosmetics are not allowed
Hair/Hats	Neat, clean, well groomed, clean shaven Hair must be trimmed above shirt collar Hair coloring is not allowed for boys	Hats Hair extending below the ears or eyebrows Long hair to include braids or ponytails Undercuts, mohawks

Boys PK3 – 5th Grade:

NON-CHAPEL DRESS (Monday, Tuesday, and Thursday)

	DO Wear	DO NOT Wear
Shirts	Any color or striped Polo	Screen prints or characters
Additional Shirts	White long sleeve shirt or turtleneck may be worn under polo in colder weather	Colors or prints Undershirts not tucked in
Sweaters	Navy, White, Gray, or Black button or zip-up cardigan or PCA zip-up sweater/jacket	Screen prints, hoodies, short length
Pants	Black, Navy, or Khaki docker-like pants Pants must be of a conservative fit Pants with belt loops must be worn with a belt	Cargo-style, carpenter-style pants or patch pockets; Exposed undergarments
Shorts	Khaki, Navy, or Black docker-like shorts allowed August–October and April–June only Shorts with belt loops must be worn with a belt	Cargo-style, carpenter-style pants or patch pockets; Exposed undergarments
Belts	Plain canvas or leather belts Pre-K is not required to wear belts	Text on belts Symbols or text on belt buckles
Socks	Matching socks which come up past the shoe line must be worn with shoes	Crazy stripes or patterns
Shoes	Sneakers or traditional shoes	Clogs, open-toes, boots, slip-ons, neon colors

Boys PK3 – 5th Grade:

CHAPEL DRESS (Wednesday)

	DO Wear	DO NOT Wear
Shirts	White PCA polo	Other colors
Pants	<u>Navy</u> docker-like pants	Cargo-style, carpenter-style pants or patch pockets; Exposed undergarments
Sweaters	Navy, White, Gray, Black button or zip-up cardigan PCA zip-up sweater/jacket	Screen prints, hoodies, short length
Belts	Black or Brown dress belt Pre-K is not required to wear belts	Text on belts Symbols or text on belt buckles
Shoes	Black or Brown dress shoes Sneakers	Boots, light up shoes, other colors

Boys 6th – 12th Grade:

NON-CHAPEL DRESS (Monday, Tuesday, and Thursday)

	DO Wear	DO NOT Wear
Shirts	Any color or striped polo	Screen print or characters Open buttons with tank tops underneath
Additional Shirts	White long sleeve shirt or turtleneck may be worn under polo in colder weather	Colors or prints Undershirts not tucked in
Sweaters	Navy, White, Gray, or Black button or zip-up cardigan or PCA zip-up sweater/jacket	Screen prints, hoodies, short length
Pants	Black, Navy or Khaki docker-like pants Pants must be of conservative fit Pants with belt loops must be worn with a belt	Cargo-style or carpenter-style pants or patch pockets Exposed undergarments
Belts	Plain canvas or leather belts	Text on belts, symbols or text on belt buckles
Socks	Matching socks which come up past top of the shoe line must be worn	Crazy stripes or patterns
Shoes	Sneakers or traditional shoes	Boots, clogs

Boys 6th – 12th Grade:

CHAPEL DRESS (Wednesday)

	DO Wear	DO NOT Wear
Shirts	White PCA polo	Other colors
Pants	<u>Navy</u> docker-like pants	Cargo-style or carpenter-style pants or patch pockets; Exposed undergarments
Sweaters	Navy, White, Gray, or Black button or zip-up cardigan or PCA zip-up sweater/jacket	Screen prints, hoodies, or short length
Belts	Black or Brown dress belt	Text on belts, symbols or text on belt buckles
Shoes	Black or Brown dress shoes below the anklebone	Athletic shoes/sneakers, boots

Girls and Boys All Grades:

FRIDAY DRESS DOWN DAY (& FIELD TRIPS)

	DO Wear	DO NOT Wear
Shirts	Any color or striped Polo	Screen prints or characters
Additional Shirts	White long-sleeve or turtleneck may be worn under Polo in colder weather	Colors or prints Undershirts not tucked in
Sweaters	Navy, White, Gray or Black button or zip-up cardigan or PCA zip-up sweater/jacket	Screen prints, hoodies, short length
Pants	Jeans may be worn – modest fit without being overly loose/baggy or tight	Jean shorts, cargo pockets, belly exposed, overly tight, undergarments exposed

14. HANDBOOK & DRESS CODE **ACKNOWLEDGEMENT**

(DETACH & RETURN TO HOMEROOM TEACHER)

Please detach this page and return it to your homeroom. The signatures of both parties are required. In so doing, please note that the rules, policies, and procedures delineated in the PCA Student Handbook are subject to periodic administrative evaluation and subsequent change based upon the needs of the school. Any changes or modifications will be communicated to the student body and the parents as they are released.

PARENT/STUDENT ACKNOWLEDGEMENT

I verify that I have read the Student Handbook in its entirety. I understand and agree to uphold the standards established by Providence Christian Academy.

Student's Signature

Date

Parent/Guardian Signature

Date