



Providence  
Preparatory  
Academy

PARENT/STUDENT HANDBOOK  
2023-2024 School Year

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## Foundations

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### VISION

By God's grace we endeavor to produce men and women, with Christ-like character and remarkable skill in reasoning and communicating, who are infused with a passion to bring glory to their Creator.

### MISSION

Providence Preparatory Academy exists to glorify God by partnering with parents, pointing students to Christ through a Christian classical education.

### STATEMENT OF FAITH

#### Nicene-Constantinopolitan Creed

*The Nicene Creed was originally adopted at the First Council of Nicaea in AD325, and its current form is the result of its expansion at the First Council of Constantinople in AD381.*

*It has been the most universally accepted Creed throughout Christian history, and we are happy to join with Christians around the world and throughout the ages in affirming it as a valid articulation of the faith.*

We believe in one God,<sup>1</sup> the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds, Light of Light, very God of very God, begotten, not made,<sup>2</sup> being of one substance with the Father; by whom all things were made; who for us men, and for our salvation,<sup>3</sup> came down from heaven, and was incarnate by the Holy Ghost of the Virgin Mary, and was made man;<sup>4</sup>

He was crucified for us under Pontius Pilate, and suffered, and was buried, and the third day he rose again, according to the Scriptures, and ascended into heaven, and sitteth on the right hand of the Father; from thence he shall come again,<sup>5</sup> with glory, to judge the quick and the dead;<sup>6</sup> whose kingdom shall have no end.

And in the Holy Ghost, the Lord and Giver of life, who proceedeth from the Father, who with the Father and the Son together is worshiped and glorified, who spake by the prophets.

In one holy catholic<sup>7</sup> and apostolic Church; we acknowledge one baptism for the remission of sins;<sup>8</sup> we look for the resurrection of the dead, and the life of the world to come. Amen.

## PROVIDENCE PREPARATORY ACADEMY PARENT/STUDENT HANDBOOK

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<sup>1</sup> We affirm that God is one as He has declared of Himself (Deut. 6:4, Mark 12:29). We also affirm that God is one in substance and essence, He exists in three distinct persons (The Trinity - Father, Son, and Holy Spirit). All three persons of the Trinity are co-equal, co-eternal, co-existent, and consubstantial.

<sup>2</sup> Jesus is the eternally begotten Son of God (John 3:16). He has always existed with the Father (John 17:5).

<sup>3</sup> We affirm that all men are in need of salvation. Every human has personally sinned against God, and as such, we each have failed to meet God's perfect standard and are rightly deserving of death and eternal punishment in hell. It was "for our salvation" that Jesus took on human nature, lived a perfect life, was crucified, and rose again. It is by grace alone through faith alone that we are able to repent and believe in Him and His sacrifice as our only hope of salvation.

<sup>4</sup> We affirm the hypostatic union of Jesus in that He was fully God and fully man.

<sup>5</sup> We believe in the physical and personal return of our Lord Jesus Christ.

<sup>6</sup> The term "quick" refers to those who are living. When Jesus returns He will judge all mankind according to their deeds. No one will be able to stand before God on the merits of their righteous deeds (Rom. 3:10; Eph. 2:8-9). It is only through the imputed righteousness of Christ that man can stand justified before the Holy God (2 Cor. 5:21).

<sup>7</sup> This term means "universal," not to be confused with the Roman Catholic Church.

<sup>8</sup> This is not referring to baptismal regeneration, rather, it refers to being baptized in the Holy Spirit which is regeneration. This is not baptismal regeneration since this would be contrary to Acts 10:47 and 11:16-17 where Peter indicates that the gentiles had received the baptism of the Holy Spirit (regeneration) and therefore, since they had received the Holy Spirit, he then baptized them with water.

### **The Five Solas**

In addition to the Nicene-Constantinopolitan Creed, Providence Preparatory Academy includes the 5 Solas of the Protestant Reformation as the second part of the Providence Statement of Faith. At Providence, we affirm these five truths about our salvation:

#### *Sola Scriptura* – “Scripture Alone”

It is only through the inspired and inerrant Scriptures, the 66 books of the Old and New Testaments, that God reveals the way of salvation.

#### *Sola Gratia* – “Grace Alone”

It is only by the grace of God, and not by works, that we are saved.

#### *Sola Fide* – “Faith Alone”

It is only by faith, our confident belief in God’s promises, that we are saved.

#### *Solus Christus* – “Christ Alone”

It is only through the perfect life, substitutionary death, and physical resurrection of Jesus Christ alone that we are saved.

#### *Soli Deo Gloria* – “To God Alone Be Glory”

The glory from our salvation goes wholly and fully to God alone.

## FOUNDATION AND PHILOSOPHY OF EDUCATION

Our foundation for schooling is distinctly and purposefully Christian. Therefore, two primary actions will always take precedent from K-12<sup>th</sup> grade:

1. Sharing the Gospel early and often by weaving the Gospel into all areas of study. As we do this it is our hope that students will learn that "Christ is the light through which we see and understand everything." <sup>1</sup> It is our chief aim that they should understand that Christ is their greatest need.
2. Building godly character into our students by examining, addressing, and communicating the importance of godly character as a school and recognizing that it is our inward values that determine our outward actions.

Our philosophy of education is two pronged: The university model is our structure of education and our approach to learning is classical. Based on our understanding of a child's development and traditional classical structure, we have ordered our school into three distinct levels: Grammar (K-5), Logic (6-8), and Rhetoric (9-12).

In the **Grammar School**, we endeavor to lay a solid foundation that will give our students the necessary tools to be successful in the Logic and Rhetoric levels and wherever God leads beyond that.

1. Developing a love of learning during this early stage of their education through the employment of hands-on learning, multi-sensory materials, manipulatives, and great literature. A heavy emphasis is placed on memorization and the utilization of songs, chants, jingles, and motions.
2. Creating a strong foundation in mathematics and language arts that will serve them well in all their future studies.

In the **Logic School**, the student expands on the knowledge acquired during the grammar years, by developing and refining skills in critical thinking, analysis, and reasoning. At this level, the student possesses a greater ability to think critically and deeply about subjects, both academic and otherwise. Therefore, our expectations will also change to offer a more challenging environment which fosters more growth.

1. Teaching methods will shift from songs and chants to discussion, debate, and argumentation. Students continue to exercise the "tools" that they acquired in Grammar School, but the emphasis becomes the new dialectic tools.
2. Students are taught socratically in a classroom environment, fostering inquiry, discussion, and debate, with an emphasis on reason and analysis. This emphasis

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<sup>1</sup> "Recovering the Lost Tools of Learning" by Douglas Wilson

corresponds with the pre-teen/early teenager's bent toward exploration, questioning, and a desire for deeper understanding.



In the **Rhetoric School**, the student begins to formally utilize the knowledge gained from the grammar/logic years as well as the analytical/critical thinking skills developed in the logic years, in order to effectively and skillfully communicate ideas and beliefs. This is the culmination of the trivium.

1. The goal of the rhetoric phase is to help the students excel in the art of communication. At this level, the student begins to develop the desire for the expression of their ideas and beliefs. PPA seeks to give an appropriate platform for this expression to take place, respectfully and skillfully.
2. The students will be taught how to articulate their thoughts and beliefs in an eloquent and persuasive way.
3. Students are still taught socratically, but now they are expected to thoughtfully and logically defend their positions. Their work will consist of speeches, debates, and writing projects when possible.

### **WORLDVIEW AND POSITION STATEMENTS**

A worldview is the framework through which someone sees and interprets the world around them. It forms their basis for understanding and responding to life and other people. It is our goal to impart a Biblical worldview to our students that is based upon God’s Word – the Bible.

Our society is aggressive in its attempts to shape our thoughts. Many of the messages that we encounter daily through media and our culture are in direct opposition to God’s design. Therefore, it is important for us to clarify Providence Preparatory Academy’s position on some of the key topics debated in our culture today. It is unlikely that these topics will surface in the daily classroom conversation. However, if they do, our staff is prepared to support these positions.

#### **The Sanctity of Human Life**

God designed human life and personally placed an extremely high value upon it. He demonstrates this through the redemptive act of Jesus Christ’s birth, death, and resurrection.

“For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.” (John 3:16)

“For God did not send his Son into the world to condemn the world, but in order that the world might be saved through him.” (John 3:17)

Also, Christ modeled God’s tenderness toward the weak, the poor, the rejected, and the despised of human society while he was here on earth.

“Those who are well have no need of a physician, but those who are sick. I came not to call the righteous, but sinners.” (Mark 2:17)

It was with these individuals that Christ spent much of his ministry. Therefore, we are called to love and care for all human beings as Christ did - regardless of position or circumstance. We are to be the defender of the weak, a help to the poor, and a friend to the rejected.

### **Abortion**

As stated above, Jesus himself demonstrated that He strongly affirmed the dignity and value of every human life. We believe that value applies to everyone – even the unborn child.

*“Before I formed you in the womb, I knew you, and before you were born I consecrated you; I appointed you a prophet to the nations.” (Jeremiah 1:5)*

*“For You formed my inward parts; You wove me in my mother’s womb.” (Psalm 139:13)*

*“And when Elizabeth heard the greeting of Mary, the baby leaped in her womb. And Elizabeth was filled with the Holy Spirit,” (Luke 1:41)*

The Bible does not distinguish between prenatal and postnatal life. Therefore, we believe that the willful termination of an unborn life is sin.

We also affirm that this position obligates the people of God to nurture and support women who are facing unwanted pregnancies; confront men who respond with indifference to their responsibilities and role in such crises; and support and care for children who result from unwanted pregnancies.

### **Marriage and Sexuality**

We believe that God Himself established the institution of marriage and defined marriage as the union between one man and one woman.

*“Therefore, a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh.” (Genesis 2:24)*

*“Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous.” (Hebrews 13:4)*

In keeping with this conviction, we believe that any sexual activity outside of the institution of marriage is disobedience before God. Such activity includes, but is not limited to adultery, fornication, polygamy, homosexuality, bisexual conduct, bestiality, incest, or pornography. We also believe any attempt to change one’s gender, transvestism, or any disagreement with one’s biological sex is sinful and offensive to God.

## Use of Photographs in Promotional Material

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Providence reserves the right to photograph/film students/other persons at any school-related events where there is no reasonable expectation of privacy. These photographs and recordings may be used for purposes including but not limited to: display on the school's website/social media pages, publications shown to the general public or used by the media for news reports presented to the general public. Any use of these materials will not include personal identifiable information such as the child's name, address, phone number, or social security number. It will also not include information from the child's academic, guidance, permanent, or cumulative record (i.e., grades or attendance records). Parents may contact the school to deny use permission for any photograph or recording.

## Parental Conduct and Requirements

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Just as students at Providence are held accountable for their words and actions, so too are the parents of those students – particularly regarding communication between home and school. Parents should model humility, gentleness, and spiritual maturity to their students by treating the Providence staff and faculty with respect, both publicly and privately. If a parent acts or speaks in an unkind or disrespectful manner to any faculty or staff member, the matter will be taken up by the administration, who will work to resolve the matter and encourage grace and unity and if need be, reconciliation. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from the academy or barred from admission the following semester. In severe cases of slander or disrespect, a recommendation can be made to the Providence Board for immediate expulsion of the student(s) whose parents are unwilling to walk in a biblical manner in their relationship with Providence faculty and staff members. This Parental Code of Conduct also applies to Providence sponsored events.

### GENERAL PARENT GUIDELINES

- Parents must be **committed to the responsibility of providing a quality, Christian education for their children.**
- Parents must **accept primary responsibility for their children’s behavior at school** and student **supervision at home.**
- Parents must strive to **maintain a close, effective relationship with their children** so they will be receptive to your values and beliefs as you work to build their Christian character.
- Parents must help **motivate and encourage their children** to have a value for education.
- Parents must strive to **teach and be an example to their children** regarding the importance of integrity, honesty, responsibility, accountability, punctuality, and a strong work ethic.
- Parents must **honor the authority** of the classroom teacher and support his/her management of the classroom.
- Parents must **agree with the school's purpose and spiritual objectives** and be willing to abide by the school's rules and regulations.
- Parents are responsible to adhere to **the policies of the school as published in this parent/student handbook** and other official means of communication.
- Parents must acknowledge that they have **reviewed the “Code of Conduct” and “Dress Code Policy”** sections of this handbook with their child and are **willing to abide by those policies.**

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- Parents must respect and **support the school's procedures for handling student discipline.**
- Parents must be willing to **use a Christian Conciliation Service, if ever necessary.**
- Parents must be willing to **provide continually updated immunization records** for each child or provide documentation of religious or medical exemptions.
- Parents must **make certain that students attend classes on a regular basis.** Since class time is limited, we ask that you try to work family vacations during off time, if possible. Also, make sure students are on time to class.
- Parents must **review assignment sheets (Grammar) or student planners (Logic/Rhetoric) regularly** so that you know the school's expectations of both you and your children and so that assignments/projects are completed on time.

### UNIVERSITY-MODEL SCHOOL ACADEMIC PROGRAM PARENT ROLES

For Providence Preparatory Academy to be successful, we must maintain a strong relationship with the parents of every student. This partnership requires a common bond in Christ, clear expectations of one another's roles, and consistent adherence to those expectations. While roles described below are assigned to each level to help clarify ways the parent/guardian assists with assignments, these roles will not strictly apply only to the level assigned, and may interweave throughout the student's academic career, depending on the assignment and the student's personality.

#### Co-Teacher (Grammar)

Parents will receive instructions from the classroom teacher on a regular basis, outlining satellite day assignments, follow-up study over covered material, and preparation or review needed for their next class. They are responsible for monitoring their child's academic progress (including the timely submission of all assignments) and will occasionally bear responsibility for direct instruction.

#### Facilitator (Logic/Rhetoric)

Some courses will involve equipment or expertise that necessitates the teaching be done in the classroom, leaving little academic instruction for the parent at home. Therefore, the primary responsibility of the parent is to monitor the academic progress and the character development of their student. Are they becoming discouraged? Are they enjoying the class? What are the activities being done each day in class? What are they learning? In short, parents need to show an interest and express this to their children. If problems should develop, then the teacher needs to know immediately.

### **CO-TEACHER/FACILITATOR TRAININGS**

Every year, PPA provides important training events for staff and parents. These trainings include our Co-Teacher/Facilitator Training and two extended trainings throughout the academic year. The goal of these trainings is to facilitate the school-home partnership between teachers and parents, our "co-teachers/facilitators." Staff will present sessions that directly address course-specific information. Experienced parents will host general information sessions aimed at improving Providence's educational enterprise. **All co-teachers/facilitators are required to attend these trainings every year.**

### **ASSIGNMENTS/ACCOUNTABILITY**

In Grammar School, it is the responsibility of the co-teacher to be prepared to teach and guide their student's lessons on the home days. This includes, but is not limited to, printing the assignment sheet, reviewing all assignments listed, and preparing materials and books needed for the lessons. As partners in the teaching process, the classroom teacher will provide detailed assignment sheets for the home days and the co-teacher will be responsible for ensuring that all the assigned work is completed. Co-teachers must understand that work assigned by the classroom teacher for the home day is mandatory and required to be completed and turned in by the due date listed on the assignment sheet.

In Upper School, it is the responsibility of the facilitator to offer assistance when needed and engage with students over the content of their classes. This includes, but is not limited to, keeping an eye on student's organization and time management, offering advice, asking questions about what they are learning, both simple and complex, to allow for the student to "reteach" and have further discussions, and grade, edit, or sign as directed by the teacher. Facilitators must understand that work assigned by the classroom teacher for the home day is mandatory and required to be completed and turned in by the due date given to the student.

If the co-teacher should have a concern regarding workload or content, the co-teacher should go to the teacher first to express this concern.

Parents should also be aware that many of their "teacher manuals" contain answers to student assignments. Parents should take care to guard their curriculum to prevent their children from gaining an unfair advantage. Parents may not use any tests or quizzes from the teacher manual to "prepare" their child before an assessment at school. Disregard for this rule may jeopardize the student's enrollment at Providence.

**PROBLEM SOLVING WITHIN OUR SCHOOL COMMUNITY**

Specific guidelines will be followed in resolving problems as they occur. Parents and staff agree to the following procedure:

- Parents must always talk to the teacher first. Parents who attempt to talk to another teacher, board member, or parent must be referred to the teacher first (Matthew 18:15).
- If the parent and teacher are unable to resolve a situation, the parent should be referred to the Administration. The teacher will contact the Administration to provide background.
- If the issue is both significant and unresolved after involving the Administration, the matter should then be taken to the Board Chairman (Matthew 18:16-17).

Under all circumstances, Christian communication principles should be exercised, and confidentiality of the problem should be maintained.

**ON-CAMPUS PARENTAL DRESS**

In addition to general conduct requirements, parents are also required to dress in an appropriate manner while on the Providence campus and while attending Providence sponsored events. Parental dress should be modest and decent. The intention is not to draw negative attention. Please adhere to the following general rules:

- Clothing should fit properly and be modest.
- Undergarments must be worn but should not be visible.
- Skirts/dresses must be of modest length.
- Shirts must be of a modest cut and length. Cleavage and the abdominal region should not be visible.

## Financial Policies

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### SCHEDULE OF TUITION AND FEES

#### New Students

Application Fee (*per family*):        \$75

#### Tuition

The current year’s tuition and multi-student discounts are outlined in the Financial Policies which can be found on our website at [www.providencewilmington.com/financial](http://www.providencewilmington.com/financial).

#### Additional Costs

- There will be additional costs for the procuring of textbooks and other school supplies (pencils, erasers, dress code compliant clothing, etc.). A list of required textbooks and materials will be provided before the start of the school year.
- A Standardized Testing Fee of \$25 will be assessed in Spring for all students, 1<sup>st</sup> grade and above.
- Additional fees may apply for student activities (field trips or other events).

### PAYMENT POLICIES

Providence uses the FACTS tuition management system for processing tuition payments. Each family is required to create a FACTS account if they do not already have one.

#### Payment Plans

A family will select a payment plan during FACTS account setup at registration. There are three possible payment plans for families to choose from:

Plan	Description	FACTS Fees
Single Payment Plan	Full tuition paid prior to the start of school	N/A
Two Payment Plan	Half tuition paid prior to each semester	\$20
Twelve Payment Plan	Monthly payment plan over 12 months (May-June) <i>If registering after June, the balance will be split over the remaining months in the school year.</i>	\$50



**Additional FACTS Fees**

Returned Payment           \$30  
Credit Card Transactions   2.5% convenience fee

**Withdrawal and Refunds**

Providence makes commitments to faculty, staff, and facilities long before the start of a new school year. These annual obligations continue even if a child withdraws from Providence.

Should a change in circumstances necessitate retracting your child's enrollment, written notification of intent to withdraw must be given to Providence. However, withdrawal does not release you from the tuition agreement established in the registration process. If it becomes necessary to withdraw your child, the following schedule applies:

<b>Withdrawal Date:</b>	<b>Amount Due:</b>
Prior to June 1	One Month Tuition
Prior to August 1	Two Months Tuition
August 1 or after	First Semester Balance
January 1 or after	Second Semester Balance

**Important Notes**

- For multiple students, the largest discount is applied to the student with the lowest tuition. In other words, the student with the highest tuition liability is considered the "1st student".
- Tuition will be pro-rated for students enrolling after the school year is already in progress. Tuition is calculated based on the starting month the student enrolls. For example, a student starting anytime in January would owe half of the tuition price. The above withdrawal policies still apply.
- Providence Preparatory Academy accepts awards from the North Carolina Opportunity Scholarship. For more information, visit <https://www.ncseaa.edu/k12/opportunity>.
- If payments become delinquent by 30 days, the student may not be permitted to return to school until the balance is brought current.
- If a student withdraws or is expelled from Providence, the student's records will not be released until the required tuition balance is paid in full.
- Exceptions may be made to the withdrawal policies for active military members who receive duty orders requiring the family to relocate or for families in full time ministry who are entering the mission field.

## School Administration Software

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Providence Preparatory Academy will utilize online school administration software. The online system will be used by staff to post assignments and grades, distribute progress reports, notify parents of student behavior, and to send announcements and other communication to parents. This online system may also be used by the school administration to notify parents of student absence/tardy status, discipline incidents, and important announcements. Parents will be trained on the use of the system at Co-teacher/Facilitator Training and will be provided with their login information prior to the start of school.

## Dress Code and General Appearances

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Providence Preparatory Academy's dress code is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim. 2:9, 10; James 2:1-5).

### PHILOSOPHY

There are many positive reasons for a standardized dress code at Providence.

1. Standardized dress instills in students a sense of loyalty and belonging to the school community.
2. Standardized dress allows teachers to use their time teaching instead of judging the appropriateness of students' dress.
3. Standardized dress helps to de-emphasize excess fashion consciousness and socioeconomic differences.
4. Standardized dress usually saves families money and time and decreases conflicts over wardrobe choices.
5. Standardized dress promotes safety on field trips and on campus where students are easily identifiable.
6. Standardized dress presents a neat appearance and helps create a positive impression of our school and our students within the community.
7. Standardized dress is an outward expression of respect to classmates, parents, teachers, and staff.
8. The standardized dress code will promote a sense of modesty for all students. As believers, seeking to follow God's plan for our lives, we should desire to reflect Christ in every aspect of our lives – including how we dress. (1 Tim. 2:9-10/Prov. 22:6)

## STUDENT UNIFORM

### General Guidelines

- Uniform should be neat, clean, and not torn. It should fit properly and be of modest length.
- Visible undershirts should be solid white, gray or black.
- Undergarments must not be visible.
- Providence attire (either PPA t-shirts/sweatshirts or dress code attire) must be worn by all students during field trips or school sponsored events, unless otherwise informed.
- Clothing should always be modest and should not be a distraction. The administration has the final say regarding dress code.

### Shirts

- Shirts are to be polo or oxford-style and may be long sleeve or short, but must be solid and either navy, light blue, or white.
- Logos are allowed if they are smaller than a quarter.
- Male students in 3<sup>rd</sup> grade and above must have shirts tucked in and a belt worn.
- Female students' shirts are to be of a modest cut and neckline.

### Pants

- Pants are to be khaki or navy in color.
- No jeans or jean material or sweatpants are allowed.
- Girls may only wear leggings if a skirt or dress is worn over top.
- Girls may wear capris as long as the above requirements are still met.

### Shorts

- Shorts are to be khaki or navy in color.
- No jeans or jean material is allowed.
- Shorts must extend to two inches above the knee.

### Skirts/Jumpers/Dresses (Girls only)

- Skirts/jumpers/dresses are to be khaki, navy, or light blue in color and must extend to two inches above the knee.
- Girls must wear solid navy, light blue, gray, black, or white bike-style shorts or leggings under skirts and jumpers.

### Belts

- Male students in 3<sup>rd</sup> grade and above must wear a solid, neutral color belt with all pants/shorts.

### Outerwear

- Sweaters, sweatshirts, and vests must be a solid school color (navy, light blue, gray, or white) and must be worn over a uniform shirt.
- Providence store apparel (hoodies, logoed pullovers) is acceptable as outerwear.
- Thicker jackets, gloves, scarves, beanies, and other outerwear may be any color but must be removed upon entering the building.

**Footwear**

- Children must either wear or bring athletic shoes to change into for Physical Education class. If a student wishes to bring shoes to change into, they must be capable of changing into their athletic shoes on their own. Teachers will not have time to assist students with changing shoes.
- Flat sandals with a back are acceptable during non-P.E. classes, but backless shoes are not permitted.
- Shoes must be in good repair. Frayed or torn shoes are not allowed.

**Headgear**

- Hats and sunglasses are not to be worn inside the school building.
- Girls may wear bows/barrettes in solid neutral or school colors.

**Hair**

- Hair must be neat and well groomed. Extreme styles are not appropriate at Providence.
- Hair must be cut or styled in such a way as to remain out of the child's face.
- Hair may be dyed but must be a "natural" hair color (brown, blonde, black, or natural red). Bright or multicolored hair is considered a distraction and is not appropriate for school.

**Jewelry**

- Conservative jewelry is permitted.
- Girls will be allowed to have up to two modest earrings per ear. No other visible body piercings are permissible.
- Boys are prohibited from having any visible body piercings.
- Visible permanent tattoos are strictly prohibited.

**Spirit Days**

- On school spirit days, students will be welcome to dress in attire other than their regular dress code attire. Specific instructions and guidelines for each spirit day are provided in the yearly spirit day schedule.
- Families should be mindful of modesty and appropriateness of dress at all times. Clothing should not be form fitting or of an immodest cut.
- We encourage creativity but be mindful of comfort since the student will remain in the outfit of choice through the entire school day.
- Any article of clothing that does not fit with the Spirit Day theme should instead adhere to dress code. Jeans or other casual pants are acceptable (e.g., Jeans with PPA T-shirt, Red athletic shorts or pink jeans for Valentine's Colors, etc.).
- If the Spirit Day falls on a day the student has PE, they must either wear or bring athletic shoes to change into.
- If a student is not in compliance with the instructions provided, parents may be asked to bring a change of clothing for the student.

**Dress Down Days**

When a Dress Down Day is earned, the following guidelines must be followed:

- Students may wear jeans and athletic wear to school.
- All shorts must be of modest length and there can be no writing on the shorts.
- Students may wear their PPA t-shirts, sports team’s t-shirts, Athletic company t-shirts, and t-shirts with (non-vulgar) characters on them (Mickey, Minnie, etc.). T-shirts may not have any writing other than the PPA logo or the name of the Sports team or athletic company.
- Flip-flops may not be worn at any time while on campus.
- If you are unsure if your student’s outfit is in accordance with these guidelines, please get in touch with the student’s teacher who can approve the outfit. If a student consistently breaks these guidelines, he/she will lose the privilege of Dress Down Day for the remainder of the year.

**Field Trips**

- Providence t-shirts, sweatshirts, or other “spirit wear” should be worn on field trips to identify and distinguish our school group unless permission is given by the teacher to wear something else (i.e., swimsuits for the marsh field trip).
- If a student does not have a Providence “spirit wear,” they must wear school colors or dress per the school dress code.

**DRESS CODE ENFORCEMENT**

In an effort to enforce Providence’s Student Dress Code in an impartial manner, the outlined process will be followed.

**First and Second Violation**

For a first or second violation, a notice will be sent to the parent (via email and/or a phone call). If necessary, the parent will be called to bring appropriate clothes for their child to remain at school.

**Third or More Violations**

The student may need to remain in the school office until the appropriate clothing can be supplied.

*Note: Even on a first or second violation, the student may be asked to remain in the school office until the appropriate clothing can be supplied if the item in question is distracting or immodest.*

## Student Code of Conduct

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### OVERVIEW

The purpose of Providence Preparatory Academy's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending our school be set. Violations of the Code of Conduct in matters pertaining to any facet of school life – academics, activities, and personal relationships – result in consequences that may lead toward expulsion (see Student Discipline Procedures).

The following section gives examples of possible conduct violations. Please remember, however, that there are many other possible violations in addition to the examples below. While on-campus concerns are primary, Providence reserves the right to address any off-campus conduct deemed to be significantly affecting on-campus relationships and/or learning environment.

### ON CAMPUS BEHAVIOR

#### Respect

- Students must show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) should, therefore, be used when addressing an adult.
- Students will stand and respectfully greet all staff members and visitors who enter the classroom. Staff will instruct the students specifically how and when to address visitors entering the classroom.
- Students should treat each other with respect, kindness, purity, and compassion just as God commands us in Matthew 7:12 and in 2 Timothy 2:22.
- No disrespectful words or actions, including non-verbal communication, are allowed. The teacher's desk, computer, purse, briefcase, grade book and other belongings are personal property and will be treated as such by students and may not be touched without permission.
- Use of phones or other electronic devices to photograph, videotape, or obtain images of faculty or staff members or students without prior approval is not permitted.

## **Honesty**

Providence Preparatory Academy operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs.

### *Lying*

- Students are expected to always speak and write the truth.
- Students may not encourage someone else to lie.
- Students may not intentionally deceive.
- Students must always tell the whole truth. Omitting or pretending to forget information is a form of lying.
- Students may not forge another person's signature.

### *Stealing*

- Students may not take anything that does not belong to them.
- "Borrowing" without the owner's permission is considered the same as stealing.

### *Cheating*

- Students may not copy someone else's homework, quiz, test, lab assignment, or essay/paper.
- Students may not seek to unfairly obtain answers to homework, assignments, or tests from any teacher's manual or solutions guide.
- Students may not have notes or books out during tests (including tests at home).
- Students may not take extra time on tests without permission (including tests at home).
- Students may not talk about tests they have taken but others haven't.
- Students may not plagiarize (copy or paraphrase words/ideas from books or websites for class assignments without citing the source).
- Students may not use files, tests, problems, or lab reports from previous classes other than allowed by the faculty member.
- Student's may not use programs like Grammarly to edit papers.

## **Obedience and Discipline**

- Students are expected to show prompt and cheerful obedience in the classroom the first time something is asked of them.
- Students must be in dress code at all times while on campus.
- The school facility and grounds should be kept clean, orderly, and in a manner which shows an attitude of gratefulness.
- Students may not chew gum on campus unless expressly given permission by a staff member.
- Eating may only take place in designated areas.
- Quiet talk and good manners are to be the standard during lunchtime.
- Public displays of affection such as handholding, kissing, embracing etc. are not permitted.
- Students are to be in class or study hall while on campus. No loitering on school premises.



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- Grammar students should not bring smart watches, cell phones, computers, tablets, e-readers, video games, recorders, cameras, laser pointers or any other electronic devices, to school unless specific permission is given by the school administration. Any property brought to school is subject to search and seizure.
- Use of profanity, worldly slang, or vulgar colloquialisms in spoken or written form, or the use of offensive gestures is not permitted at any time, whether on campus or at Providence sponsored events.
- Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any school-sponsored event.

### Safety

- Students may not admit anyone onto the campus. Visitors must be checked in by a staff member.
- There will be no running or rough play during or between classes.

### ONLINE AND OFF CAMPUS BEHAVIOR

- Speech and expression on blogs, websites, instant messaging, texts, etc. that is considered inconsistent with the Student Code of Conduct will be addressed by administration. Parents are encouraged to be aware of and monitor their child's electronic communication in order to not jeopardize the student's enrollment at Providence.
- In accordance with our worldview statements, Providence views all sexual behavior outside of marriage to be sinful. Students therefore are expected to abstain from all sexual behavior. "Sexual behavior" includes any activities that involve viewing or touching another person's private areas. If a student is found to have engaged in sexual activity, they will be subject to discipline up to and including expulsion as described in the Student Discipline Procedures section.

### ADDITIONAL LOGIC AND RHETORIC STUDENT EXPECTATIONS

Students in Logic School and Rhetoric School are expected to begin to take more responsibility for their education. As such, there are additional expectations placed on Logic and Rhetoric School students.

- Logic and Rhetoric students are to be an example of exemplary behavior to Grammar School students. The tone of the school is often greatly affected by the leadership of older students. Younger students will be looking to Logic School students for cues on how to behave and how to live. Logic and Rhetoric School students should keep in mind that their behavior should be above reproach and attitudes should be honoring to God at all times.
- Logic and Rhetoric students are required to attend Logic and Rhetoric Student Training in early August before the start of school. Rarely, exceptions may be made if a student cannot attend training, but only if administration is notified in advance. The student will

be required to meet with their teachers to receive the information covered at the training.

- Logic and Rhetoric students are required to have an email address separate from their parent's email address. These may be a parent monitored account (like Zoobuh) but students are expected to be capable of checking their email account on their own. Students must check their email on a regular basis while school is in session.
- In the event of an absence, Logic and Rhetoric students will be responsible for contacting their teachers to obtain the work that was missed. If unable due to sickness, a parent must reach out to the instructor. If not, their work will be subject to late work penalties.
- Logic and Rhetoric students must have access to a printer at home. In special instances, teachers may offer to print a few items for a student at school, but that should not be a regular occurrence nor is it a substitute for having access to a printer at home.
- Logic and Rhetoric students must come to class with a planner. These planners will be utilized to keep track of home day assignments, projects, and important dates. Students are expected to bring their planners to class every on campus day.
- Logic and Rhetoric students may bring a laptop or tablet to school but must have access to a device to type papers at home.
- In the interest of safety, electronic devices may only be used when explicitly allowed by the teacher. When in use, the device screen must be visible by the teacher at all times. Cell phones and smart watches must be off and in the student's bag while on campus.

## Student Discipline Procedures

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**Train up a child in the way he should go, even when he is old he will not depart from it.  
(Proverbs 22:6)**

The keys to discipline are that the child must feel loved, that he/she knows and accepts the boundaries of behavior, and that he sees the proper direction in which to head to avoid repeated wrong decisions. The key to discipline for a school is that it gives its children support and direction while also working in harmony with the home. Courtesy and respect should be stressed as proper Christian attitudes. The purpose of discipline is always to guide the student back to reconciliation with their teacher, parents, and the Lord. Discipline is never given as punishment, but always for a means to reconcile the relationship.

The primary goal of the Providence staff will be to practice “preventative” discipline through the use of good teaching techniques. As a University-Model® school, Providence feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature. Providence will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students.

Behavior that needs to be corrected usually falls within these five categories:

Disrespect shown to any staff member or peer, whether in the form of a look, a response, or an action. A student should realize that his attitude can be manifested in any number of ways: by what he says, by his tone of voice, by his facial expression, or by the way he stands, sits, or walks. The staff member will discern whether disrespect has been shown. (Ex. 20:12, Prov. 6:16-17, Rom 13:1, 7)

Dishonesty in any situation, including lying, cheating, forgery, or stealing. (Ex 20:15-16, Proverbs 6:16-17, 19)

Disobedience whether through outright rebellion or passive disobedience in response to instructions. (Col. 3:20 and 1 Sam 15:23)

Disruptive behavior through the use of obscene, vulgar, profane or malicious language or action, including swearing, taking the Lord’s name in vain, name-calling, or foul talk/jokes, etc. (Exodus 20:7, Eph 4:29-31 and 5:4). Disruptive behavior is any action that attempts to draw attention away from the teacher to oneself.

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Dangerous behavior that shows malice or intent to harm another person or self, including fighting, shoving, tripping, etc. (James 4:1 and 1 Cor. 13:5). Dangerous behavior also includes ignoring safety rules laid out by the teacher or administration.

### GENERAL DISCIPLINE POLICY GUIDELINES

1. Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be brought immediately to the attention of the administration. It will not be necessary to notify the administration immediately of discipline problems of a routine or non-serious nature. Such problems will be handled at such times and in such a manner as shall be convenient to the administration.
2. The student shall be given an opportunity to correct his own behavior following the first offense of a routine or non-serious nature, and the parents shall not be notified unless the student or staff member involved specifically requests that they be notified. The parents shall be notified of any subsequent offenses. If repeated violations of the student code of conduct occur administration may issue a Conduct Adjustment Notice (CAN) in an effort to point the student to God's word and get to the heart of the matter. Parents are expected to monitor the completion of any CAN assignments to ensure they are completed with proper diligence within the assigned time period.
3. An administrative staff member will personally attend to serious, urgent, or potentially dangerous discipline matters, and the parents will always be notified in such cases. The administrative staff member shall have a broad range of personal authority to act in such cases, including but not limited to suspension of the student from regular school activities.
4. Should repeated or serious first-time violations of the student code of conduct occur, a student may be suspended or expelled.
5. Conduct for lower grammar students will be noted on the progress report.

## DISCIPLINARY ACTIONS TO MINOR MISCONDUCT

### Classroom Discipline

The classroom teacher is normally the closest to any discipline issue that arises. While teachers can exercise discretion with each occurrence of a discipline issue in class, they should normally and regularly apply the following procedure to maintain consistency in their own classroom and throughout the school, according to our Code of Conduct. Every instance of student discipline is to be approached with a heart of reconciliation and the goal of pointing the student to Christ.

(This procedure is also to be followed by any substitute or volunteer teacher or assistant when they are acting with the delegated authority of Providence).

#### *First Offense:*

Firm and loving rebuke that identifies inappropriate behavior and encourages Biblical, Christ-like behavior. The teacher will point out the rule that was broken and the applicable bible verse and explain the correct behavior. If the issue is one of self-control, the student may be removed from the classroom for a specified amount of time to be allowed to gather themselves and then rejoin the class without having to be sent to the administrator.

#### *Second Offense:*

Repeat steps in first offense with consequence at the discretion of the teacher (5 minutes time out at recess, running laps at recess, rule copy work, etc.). The student will then be sent to the administrator. Any writing assignments issued will be completed during the student's free time or elective time, not during classroom instruction time. **For K-2<sup>nd</sup> Grade:** The parents will be notified of the corrective action taken on the student's daily conduct sheet or via email.

#### *Third Offense:*

Repeat steps from 1<sup>st</sup> offense and send to the administrator, with consequence of missing the next elective (whether that same day or the next on campus day) and sitting with the administrator to complete extra work supplied by the teacher. A Conduct Adjustment Notice (CAN) will be issued, and copies will be given to parents and administrator and signed by all parties. The infraction will be recorded in the student's record. Students will be required to complete the CAN assignment by the date specified or risk further disciplinary action.

This initial rebuke in the classroom offers the student the opportunity to demonstrate that he is "wise" and desires to honor his parents and the Lord with his obedience and a good response to correction. (Prov. 17:10). It also alerts parents to potential problems, especially in regard to attitude, and helps them assume final responsibility for the correction of their child (Eph. 6:4).

In the event a student must be removed from an elective class due to inappropriate behavior, the student may spend the rest of that elective time in the classroom with the grade level teacher (or other staff member if the grade level teacher is teaching another class).

**Administrative Discipline**

If there are repeated disciplinary issues in the classroom, a student may be sent to an administrative staff member. Normally during a discipline visit, the administration will:

1. Investigate and determine the nature of the offense
2. Seek to give Godly and biblical counsel to the student (1 Tim 3:16). Pray with the student.
3. Read and sign the CAN issued by the administration
4. Contact the parent

Parents are expected to discuss the unacceptable behavior with the student and pray with them over it. After the parents have dealt with the offense at home, the parents should notify the administration that they have done so by signing and returning the CAN. The CAN will then be placed in the student's file for the school year.

Should there be repeated discipline issues:

1. If behavior continues, parents will be contacted to meet with administration, seeking support in averting further problems.
2. Continued disciplinary issues may result in suspension or expulsion as described in Major Misconduct.

**DISCIPLINARY ACTIONS TO MAJOR MISCONDUCT**

Major misconduct is here defined as actions or conduct that would threaten a person's health or life. These actions are brought under immediate review, resulting in either suspension or expulsion.

**Suspension**

- Suspension can be administered by either the school administration or the Providence Board
- Suspension may or may not include permission to make up work (left up to the discretion of the administration/board).
- Suspensions may carry with them any number of requirements that the administration and/or board deem appropriate including lost enrichment class privileges, copy work, writing assignments, etc. Failure to meet specified requirements may extend the duration of the suspension or lead to expulsion considerations.
- All schoolwork (both on campus and satellite assignments) will be required to be completed and turned in upon return to school. Failure to complete assignments may result in further suspension.

**Expulsion**

- Expulsion can only be administered by the Providence Board

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- Families are responsible to pay expelled student's tuition up to the last month of active enrollment.
- Two types of expulsion:
  1. Expulsion without permission to appeal. Expulsion must appear on the student's permanent record.
  2. Expulsion with permission to appeal.
    - Student is suspended immediately from all classes and activities.
    - The family's admissions agreement with the school is declared null and void.
    - If the family does not wish to appeal, then the student is officially no longer a student at the academy and the record of expulsion will appear on the student's transcript.
    - If the family wishes to appeal, they must submit their formal request for readmission in writing, stating their reasons for wanting to negotiate a new and more restricted admission agreement with Providence.
    - If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless the parent is single) and the student must schedule a time to appear before the Board to discuss the appeal.
    - Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with the Board's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.
    - If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from the permanent record at the end of that school year or later if the Board deems it appropriate to the situation.

### **Examples of Major Misconduct**

The following are some specific examples of behavior that is considered Major Misconduct. This is not to be considered an exhaustive list. The Providence Administration retains the right to determine the seriousness of any disciplinary incident.

#### *Fighting*

- If a student strikes another student or is involved in a fight, the first and second offense will result in suspension. A third offense will result in expulsion from Providence.
- If a student strikes a teacher or staff member, the first offense will result in suspension. A second offense will result in immediate expulsion.

#### *Sexual Activity/Abortion*

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- If a student is found to be participating in sexual activity, outside of marriage, the student will be suspended for 1 week. If it should occur again, the student will be expelled.
- If a student should become pregnant or cause another student to become pregnant as the result of choosing to participate in sexual intercourse outside of marriage, the student will not be allowed to attend class on campus or any school related events.
- If the student demonstrates repentance, they may be allowed to return to school upon approval from the Providence administration and board.
- If a student is found to have had an abortion while enrolled at Providence or pressured another student to have an abortion, that student will immediately be expelled.

### *Stealing*

- If a student takes from another student or adult something that does not belong to them without the consent of the individual responsible for the item, this will be considered stealing and the student will be suspended for the first offense or expelled for the second offense.
- In order to allow for growth, the student will be given the opportunity to confess and return the stolen item prior to search and investigation.
  - If the student chooses to confess to stealing and returns the item during this time, they will receive 1 week suspension.
  - If the student does not confess and return the item stolen until after the investigation has been conducted, they will receive a 2 week suspension.

### *Drugs/Alcohol*

- If a student brings prescription or nonprescription drugs on to campus without the consent of the administration, the student will be taken to administration in order to determine the intent of the student and appropriate consequences.
  - If the student is deemed to have had malicious or nefarious intent (i.e. selling, handing out to other students, ingesting for the intent of getting high, etc.), the student will be expelled.
  - If the student is deemed to have no malicious intent, the administration will determine appropriate consequences.
- If a student brings alcohol on to campus, the student will be taken to administration, where the administration will investigate, then determine and administer appropriate consequences, up to expulsion.



## Daily Operations

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### **ATTENDANCE/LATENESS**

Providence relies on parents to communicate accurate information regarding student absences, but ultimately retains the final decision as to whether an absence is excused or unexcused. The limited number of on campus days make every campus day vitally important to accomplishing the goal of educating the student. All satellite classroom assignments are due the day the student returns to campus unless prior arrangements have been made with the teacher. In any case, all late work must be received within one week of returning to campus to count for a grade. Unless the school is notified otherwise, all students are expected to be present in class. If a student is not accounted for, the administration will be notified and parents contacted.

### **Excused Absences**

An absence is considered excused for the reasons listed below:

1. Illnesses (See *Illnesses Requiring at Home Care* section for more information).
2. Chronic or long-term illness or severe health concerns from which there is a doctor's notification; surgery or hospitalization
3. School sponsored athletic, academics, fine arts, or other school sponsored events
4. Doctor's visits when unable to schedule them on off-campus days and if pre-approved
5. Limited 1-2 day absence due to special events, if pre-approved
6. Death of a family member
7. Any incident or emergency outside of the parent's or student's control subject to administrative approval

### Unexcused Absences

Students whose absence does not fit into one of the categories above are considered to have an unexcused absence and may result in zeros for the days' work or test if the total number of absences, excused or unexcused, planned or unplanned, for the semester is less than 6.

Unexcused absences include:

1. Staying home to complete homework, study for a test or prepare for a presentation/class
2. Skipping school or classes with no parental notice prior to the absence
3. Being tardy more than three times - See tardy policy
4. College or school visitations other than those listed above as excused
5. Any absence (not mentioned above) for which the parent does not contact the school prior to the absence to seek approval.

### Maximum Absences

If the total number of absences, excused or unexcused, planned or unplanned, exceeds **six** regular class days for the semester, the student may not be able to make up the work and may receive zeros for that time period.

In the event the total number of absences, excused or unexcused, planned or unplanned, exceeds **ten** regular class days in one semester, the student may not receive credit for that semester.

### Tardiness

It is the responsibility of the parents for the students to arrive to class on time. Tardiness interrupts the classrooms and should be avoided. For purposes of accuracy and uniformity, a student is **tardy** when s/he is not in the sanctuary when the morning assembly begins. Students who arrive at 8:20am or later will be instructed to report directly to morning assembly and will not be permitted to take their belongings to class until after assembly ends. Upon **three** or more incidences of tardiness, parents will be contacted by the staff and the student may be charged with an unexcused absence.

**PARKING AND DROP-OFF/PICK-UP POLICY**

Drop-off begins at **8:00 am** and ends at 8:20 am. Pick-up begins at **3:30 pm** for Grammar School and **3:40 pm** for Logic and Rhetoric School.

It is imperative that the parking lot be a place of safety. Please observe the following rules/guidelines:

1. Drop-Off/Pick-up: Providence will utilize a student drop off and pick up lane. A detailed map will be provided to all families and staff prior to the start of school. If a vehicle or driver is not recognized, the identity of the driver will be verified and checked against the student's record to ensure they are authorized for pick-up.
2. Parking: Visitors may park in any parking space. During drop off, parents must first drop off any students in the drop-off line then may park and come inside. No one will be admitted to the building 15 minutes prior to the start of pick up.

**Additional Drop-Off/Pick-Up Policies**

- Students may not be dropped off at the school prior to the official start of the drop off procedure. Students may not wait outside the doors to be let in. Students should remain in vehicles in the drop-off line until a staff member assists them.
- In the event that a student is tardy and a staff member is no longer at the curb, parents must park and walk their student in.
- Parent should call the school office if you will be more than 10 minutes late to pick up a child.
- Habitually late pickups may result in fines up to \$50/month.
- Parents must complete an Authorized Contacts form with a list of individuals approved to pick up their student, along with the make/model/license plate of each corresponding vehicle. Providence must be notified if anyone other than an approved name will pick up a child.
- Any vehicle picking up a child should have proper child restraints (car seats/booster seats for children under 8 years old). This is the responsibility of the parent and/or authorized contact.
- If you should need extra time to buckle children or speak with someone, please either park or pull forward in order to not impede the pick-up line.

**LUNCH/SNACK**

Students will bring their own lunch to school. Items should be labeled, and children should be able to manage their own lunches. Rhetoric students will be able to heat up items but refrigeration of food will not be available. Parents are encouraged to pack nutritious and well-balanced lunch/snack items. Students are encouraged to bring a water bottle in addition to a drink for lunch, especially when the weather is warm.

## **ILLNESS/ACCIDENTS/MEDICATIONS**

### **Illness Requiring At-Home Care**

Guidelines have been set up for the health and protection of all students. Parents will be contacted to pick up their child from school for the individual student's well-being as well as the safety of our school environment. Symptoms including the following will require a child to be picked up by a parent or emergency contact:

- A fever (as defined as a temperature of over 100.4 °F)
- Suspected contagious disease (including head lice)
- Vomiting or diarrhea
- Severe stomachache
- Headache or earache
- Suspected COVID-19 exposure or infection
- Inability to remain in class due to illness or injury

### **Returning to School After Illness**

- Students who have experienced illness-induced vomiting may return to school no earlier than 24 hours after last vomiting episode.
- If a student has lice, parents must use an effective and preferably medicated lice treatment (Rid, Nix, or Rx treatment). The child must be lice-free for 3 days before returning to school or be certified lice/nit free by a lice clinic or one of our trained volunteers. A lice check may be performed by one of our volunteers prior to a child being allowed to return to the classroom. If the student has siblings in the school, the siblings will also be checked for lice. All medical matters including lice are kept confidential among the board/administration and the student's teacher.

**Student Medications**

A *Medical Permission Form* must be completed for ANY medications a student may require during school hours. All medications, both prescription and over the counter must be brought in by a parent or guardian. No students are allowed to bring medications to school or have medications on their person except with a physician’s order for emergency situations only.

Medications must be in their original container. Medications brought in a Ziploc bag or unmarked container will not be given. Prescription medications must be in the pharmacy container labeled with the child’s name, date, name of the medication, name of the prescribing physician, and medication instructions. All over the counter medications should be provided by a parent or guardian, stored in the school office, and must be distributed by administrative staff.

Do not bring medications to school which need to be given once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. We do not want instructional time to be interrupted unless medically necessary.

It is the responsibility of the parent/guardian to inform the school of any changes in the child's medical treatment. Please be aware of your child's treatment plan and understand that unless communicated otherwise, current treatment will continue. Parents should note if they prefer for Benadryl to be attempted first, before an EpiPen, in the case of an allergic reaction. The parent will be contacted if an allergic reaction occurs.

**First Aid**

Fully stocked First Aid kits are available on campus. Parents will be notified in any situation needing further care or assessment after simple First Aid is administered. Parents will be notified in any situation where the student has sustained an injury to the head or face even if staff believe it is minor. Providence does not have an on-site clinic and will defer all further treatment and decision making to the parent of the child with a situation or question regarding need for further care.

**Medical Records**

Private and confidential health records are maintained in a separate folder within a student’s permanent file. Files are kept inspection ready for the North Carolina Department of Public Health, but confidential to all other persons on campus except for the administration. HIPPA rules apply and are strictly enforced.

**LOST AND FOUND**

The school will not be responsible for the loss of any personal property. Parents should label all articles of clothing and any personal possessions with the student's name. A lost and found area is maintained on campus. Please see a teacher before or after class to recover any lost items. Unclaimed lost and found articles will be donated to a local charity at the end of each quarter.

**FIELD TRIPS**

It is the parent's responsibility to monitor and discipline their children, as necessary, on field trips. If a parent is unable to attend with their child, it is the parent's responsibility to find another adult to be responsible for their child on the field trip.

## Grading and Assessments

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Progress report comments will be issued once a quarter (release dates will be posted on the Academic Calendar). Teachers will provide weekly updates on student's progress via the online school management system.

### **GENERAL PERSPECTIVES**

We will strive to view and publicly present grades not as a commentary on the relative worth and value of the individual but rather as accurate reflections of the quality of his work in a given subject at a given time. While many in our society do indeed use grades for the purpose of classifying students, we commit ourselves to avoid this tendency. At Providence Preparatory Academy, grades serve four basic purposes:

1. to help us teach, rebuke, correct and train
2. to help us in the on-going (and, hopefully, progressive) placement of students at a level and in subjects responsive to their needs, background, and abilities
3. to provide us with a just and legitimate means of holding students accountable for the quality of their work
4. to provide us with an ongoing and widely understood means of communicating a student's relative progress and achievement to his parents and other parties, such as college entrance boards or other schools to which the student may transfer, who have a legitimate interest in knowing such information

**GRADING SCALES**

**Lower Grammar**

Core subjects in Lower Grammar (K-2<sup>nd</sup>) and Handwriting for all grades will be graded on an M-P-B grading scale. Students in K and 1<sup>st</sup> grade will also receive skills-based assessments:

<b>M</b>	2 points	<b>Mastery</b>
<b>P</b>	1 point	<b>Progressing</b>
<b>B</b>	0 points	<b>Beginner</b>

**Upper Grammar and Upper School**

Core subjects in 3<sup>rd</sup> grade and above will receive letter grades using the following grading scale:

<b>A+</b>	97-100	<b>C</b>	73-76
<b>A</b>	93-96	<b>C-</b>	70-72
<b>A-</b>	90-92	<b>D+</b>	67-69
<b>B+</b>	87-89	<b>D</b>	63-66
<b>B</b>	83-86	<b>D-</b>	60-62
<b>B-</b>	80-82	<b>F</b>	0-59
<b>C+</b>	77-79		

**Enrichment Classes and Non-Core Courses**

Enrichment classes will use an S-U grading scale for Grammar School. This grading scale will also be used to indicate Conduct. Teachers may at their discretion choose to use this grading scale for some non-core subjects.

<b>S</b>	<b>Satisfactory</b>
<b>U</b>	<b>Unsatisfactory</b>



## STANDARDIZED TESTING

In the spring of each school year a nationally standardized test, such as the California Achievement Test, will be administered for all students beginning in first grade. Parents will be provided with a copy of their student's test scores. It is important to understand that Providence does not teach to the test. A nationally standardized test is beneficial in several ways.

1. It fulfills the state requirement for students in 3rd, 6th, 9th, and 11th grades to be tested.
2. It provides valuable practice to students who will one day take other standardized tests such as the PSAT, SAT, ACT, CLT, etc.
3. Over time, it is a tool that may be useful in evaluating the success of our chosen curricula, the effectiveness of our staff, and the ability of our students.

## LATE WORK GUIDELINES

Providence Preparatory Academy, desiring to promote both Godly character qualities and high academic standards, has adopted the following general principles concerning student assignments turned in at some time beyond their due date. Providence believes that it is important to complete the work assigned to facilitate learning and build character.

Students must turn in **all assignments**. Even if the assignment is too late to be given credit, the assignment must be turned in or the student may receive an **Incomplete** for the quarter. This policy is designed to promote the development of godly character qualities such as responsibility, work ethic, self-discipline, diligence, and self-control in the lives of our students.

Each teacher will establish and publish in the class syllabus the details of receiving late work. The final decision regarding late work credit lies with the teacher/administration.

## Exceptions

Exceptions to the late work policy are granted for excused absences as outlined in the *Attendance/Lateness* section of this handbook. All missed assignments are due on the first day back to class after an excused absence unless other arrangements have been made with the administration/teacher. If the absence is due to a pre-arranged trip, any work that can be completed prior to the absence must be turned in on the school day before the absence begins.

## ACADEMIC PERFORMANCE STANDARDS

In Grade 3 and above, students must achieve an average of 70% or above each quarter *in the core academic classes* in order to remain in good academic standing. A student whose average falls below 70% in the core academic classes during the 2<sup>nd</sup> semester may be blocked from advancing to the next grade with the teacher's confirmation. If a student is being considered for

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retention, then a mandatory 3<sup>rd</sup> quarter parent teacher conference will be conducted within the first half of the quarter. If the student continues to struggle into the 4<sup>th</sup> quarter and is recommended for retention, then a 4<sup>th</sup> quarter parent teacher conference will be conducted with an administrator present in the first half of the quarter.

At the discretion of the Administration, a student may be given the opportunity to regain good academic standing by being placed on academic probation for the following quarter. This decision will be based on the student's (and co-teacher's) attitude, participation, and effort. A student placed on academic probation must earn an average of at least 70% in the core academic classes during the next quarter to return to good academic standing. If the student does not maintain the minimum average, he or she may be blocked from advancing to the next grade, future registration at Providence or expelled. If the student maintains the minimum average or higher for the entire quarter, he or she will be removed from academic probation and restored to good standing.

Any student currently on academic probation will be prohibited from participating in extracurricular activities (clubs, talent show) until the student regains a good academic standing. Placement on academic probation will remove that student from eligibility for the Amare program for the current school year.

Students participating in the Dual Enrollment program will be held to LeTourneau's academic standards. Students are only eligible to register for LeTourneau University courses if they have earned a total of 3.0 or above (unweighted) the previous semester in all their classes. Students who do not meet this criterion will meet with the academic advisor to reevaluate future scheduling.

## Campus Safety

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### ON CAMPUS VISITORS

The Providence campus is a closed campus. All doors to the building remain locked during school hours.

- Any visit to campus must be planned and confirmed in advance.
- All visitors must check in upon arrival.
- Parents are always welcome to join their child for lunch.
- Any requests for a visit by a non-parent/guardian will be directed to the administration.
- Students are not allowed to leave campus without administrative permission for lunch or in between classes.

### Visitor Check-In Procedure

All visitors to the campus must enter through the parking lot entrance through the long corridor. Call the school office upon arrival. Only the admin may permit entry. The administration should be notified of your arrival, so that they may grant you entrance to the building. All visitors must sign in and receive a visitor badge/sticker.

### Campus Visit Procedure

A visitor badge/sticker must be visibly displayed at all times while the visitor is on the Providence campus.

### INCLEMENT WEATHER

In case of inclement weather, the Providence administration will provide information about campus closure as soon as a decision can be reached. Once a decision is made, parents will be notified via email or the school management software announcement system (or other communication method). The information will also be broadcast on WWAY-TV3.

Missed on-campus days may or may not be made up. Teachers will provide work to be completed at home during the school closure. Providence has designated certain days at the end of each semester as "Reserved Disaster Makeup Days". Due to the nature of the University-Model School schedule, missed days of school due to unforeseen events (hurricane, snow, widespread illness) can often be recouped with assigned satellite day work. However, should the administration determine additional school days are required, these days may be utilized as make up days. If these days are utilized, the Progress report release dates will be adjusted to accommodate the additional school days.

**DISASTER PREPAREDNESS (FIRE, TORNADO, AND INTRUDERS)**

The school conducts quarterly drills for these emergencies.