

# WELCOME TO PROVIDENCE CHRISTIAN SCHOOL

## WELCOME FROM ADMINISTRATOR

Dear Parents and Students,

We are excited that you have chosen Providence Christian School to assist you in the educational and spiritual training of your children. The mission and purpose of Providence Christian School is to assist the Christian home in providing a sound education for its children, both academically and spiritually, in a Christ-honoring and caring atmosphere so that each child may be conformed to the image of Christ. We look forward to the type of teamwork that will enable us to accomplish our goals together.

This handbook has been designed to help you understand the philosophy, policies, procedures, and expectations of our school. To be sure, it will not totally answer every question that may arise, but it will serve as an overall guide to make the upcoming school year a successful one. As a staff, we want to be accessible to you as well. If there is anything we can do for you as a parent, either this year or in the future, do not hesitate to contact us.

We desire the graduates of Providence Christian School to stand out in our society. Because of this we endeavor to provide an education that is built upon the foundational truths of the Bible.

May God bless our collective efforts as we seek to “Train Champions for Christ” and make a difference in the lives of our students.

In His service,

Ron Sainsbury  
PCS Administrator

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# OVERVIEW

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## MISSION STATEMENT

The mission and purpose of Providence Christian School is to assist the Christian home in providing a sound education for its children, both academically and spiritually, in a Christ-honoring and caring atmosphere so that each child may be conformed to the image of Christ.

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## AFFILIATIONS/PHILOSOPHY

### Church Affiliation

Providence Christian School is an educational institution and is an integral part of the multifaceted ministry of Providence Baptist Church. PCS began its ministry in 1965. The deacon board and the pastor reserve the right to set and maintain the standards for conduct, morality, dress, and academics.

The Pastor and congregation invite all school families to worship with them.

|                        |        |
|------------------------|--------|
| Sunday Morning Worship | 9:30a  |
| Sunday School          | 11:00a |
| Sunday Evening         | 6:00p  |
| Wednesday Evening      | 7:00p  |

### Professional Affiliations

- American Association of Christian Schools (AACCS)- member
- Sunshine State Association of Christian Schools (SSACS)- member
- Hillsborough County Christian Educators Association (HCCEA)- member
- National Association of Student Councils- member
- National Honor Society (NHS)- member
- Florida Christian Conference (FCC)- member

### Purpose and Goals for Christian Education

Our philosophy of purpose is based on the authority of the Word of God. We believe there is no true wisdom or knowledge apart from God the Father and a personal relationship with His Son, the Lord Jesus Christ. The primary objective of the school is to train the student in the way of life presented in the Bible while giving him a good general education.

First, we are a school seeking to win young men and women to the Lord Jesus Christ who will serve and love Him. Although admission to PCS in the lower elementary grades is more "open" to unsaved or unchurched families, on the middle school and high school level, we generally do not accept students who do not understand and profess faith in the biblical doctrine of salvation, that is, that salvation is only in the Lord Jesus Christ and His saving grace, apart from any works or religion. Also, students in middle school and high school must have a desire to attend PCS in order to be considered for enrollment or re-enrollment. It is felt that students who do not want to attend a Christian school or Providence Christian School would have a negative influence upon other students. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of the Bible.

Second, we are a private, non-profit, Christian school with high academic standards and goals to educate and prepare students for a life of service for Christ. The academic program follows a traditional approach to education. An emphasis is placed on the mastery of fundamental material that will lead to the satisfactory achievement of student success in the various areas of study. We believe that the traditional system of education strengthens the mind and builds character. Our desire is that each student be loved, disciplined, guided and taught by a qualified and dedicated faculty. We believe that two primary characteristics that are evident in those who have successful Christian lives are obedience and

dependability. Jesus Christ is the perfect example of this; therefore, with Christ-centered material and methods, we seek to train and influence young lives.

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## STATEMENT OF FAITH

- The Bible
  - We believe that the Bible is the Word of God and is supernaturally inspired.
  - The Bible is infallible and inerrant in all that it says.
  - It is our absolute authority and is complete in revelation.
  - As a ministry, we believe that the King James Version (KJV) is the best translation in the English language and is the only version used at Providence Christian School and Providence Baptist Church.
  - The Bible is part of our daily curriculum.
- God
  - We believe that there is one God eternally existing in three persons: the Father, Son, and Holy Spirit.
  - God is the creator of heaven and earth.
- Jesus Christ
  - We believe that the Lord Jesus Christ is fully God, fully man, born of a virgin, and lived a sinless life.
  - He died a substitutionary death by shedding His blood and dying on the cross.
  - He arose bodily from the dead and later ascended to heaven, where He sits at the right hand of the Father and will one day return for His own.
- Man
  - Man is by nature and practice a sinner, separated from God and can become God's child only by faith in the Lord Jesus Christ and His work of redemption on Calvary.
  - A new birth through regeneration by the Holy Spirit is absolutely essential for the salvation of man.
- Salvation
  - Salvation is a free gift from God to man.
  - Man is saved by undeserved mercy through faith and that nothing of man enters into his salvation. We believe that the death and shed blood of Christ paid for the sins of all mankind.
  - We believe that God has given man a free will to accept or reject His payment for sin. We reject any teaching that states that God has chosen some for heaven and some for hell.
  - We believe that every true child of God possesses eternal life and is, therefore, safe and secure for all eternity, being justified by faith, sanctified by God, and sealed by the Holy Spirit; he cannot lose his salvation.

If there are major philosophical and/or doctrinal differences between what a home believes and what the school believes, it would not be wise for a parent to pursue enrollment of his/her child(ren) in PCS. For this reason, the parents and their children enrolled at PCS should attend a fundamental, Bible-believing church on a regular and consistent basis.

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## MINISTRY POSITION ON LIFESTYLE AND SEXUAL PREFERENCE

- Providence Christian School's desire is to partner with the home in providing a Christian education to children and to develop character based on biblical principles. In the event that a student/family's lifestyle choices conflict with or are in opposition to the school's biblical lifestyle beliefs, the school reserves the right to decline the admission/re-enrollment of and to discipline the student.

- As a Christian school, PCS reserves the right to select students and partner with families on the basis of the school's religious beliefs and the student/family's personal conduct (lifestyle choices). This would include the student and family religious commitment and lifestyle choices (including, but not limited to sexual orientation, same-sex marriage and unmarried co-habitation).
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

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## EXPECTED STUDENT OUTCOMES

To assist parents in their God-given responsibilities of educating their children through Godly character and academic excellence, PCS seeks to develop curriculum, programs, learning opportunities, and school environments designed to yield student development in three general areas: Spiritual Growth, Social and Skills Development, and Academic Development all with a biblical world view. It is our desire to produce graduates who are well-rounded and ready for a life-long service to Christ.

- For Spiritual Growth of Students, the school endeavors to see students:
  - Have a personal and saving knowledge of Christ.
  - Have a growing, personal relationship with Jesus Christ.
  - Engage in the spiritual disciplines of prayer, Bible study, Scripture memory, and service.
  - Understand the essential doctrines of the Christian faith.
  - Develop a biblical sense of right and wrong.
  - Apply biblical principles as the foundation for living by equipping students with the tools needed for life-long ministry and service in their local church.
  - Personally respond to carrying out the Great Commission locally and around the world.
- For Social and Skills Development, the school endeavors to see students:
  - Understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace, and truth.
  - Prepare for wholesome and Christian use of leisure time.
  - Have the skills to question, solve problems, make wise decisions, and demonstrate higher orders of thinking.
  - Develop the proper attitudes, understanding, and skills needed to establish God-honoring homes.
  - Treat their bodies as the temple of the Holy Spirit through decisions about nutrition and lifestyle.
  - Respect and relate appropriately with integrity to the people with whom they work, play, and live.
  - Know how to utilize resources including technology to find, analyze, and evaluate information.
  - Develop a biblical attitude towards material things.
- For Academic Development, the school endeavors to see students:
  - Develop good study habits.

- Be well prepared in all academic disciplines, who are skilled in reading, writing, speaking, listening, and thinking.
- Show proficiency in mathematics, science, and problem solving.
- Have knowledge and understanding of people, historically significant events, and the cultures of other people and places.
- Appreciate literature and the arts and understand how they express and shape their beliefs and values.
- Promote high academic standards.

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## STUDENT CODE OF CONDUCT

- Respect and obedience to any authority is required. Students are expected to give polite responses (yes sir, no sir, etc).
- Disparaging comments (verbal or written) about students, teachers, and/or school policies (on-line activities included) will result in discipline.
- Students will be held accountable and disciplined for inappropriate pictures, communication, music, etc. posted or used on any form of online communication. Posting of any videos, pictures, or recordings of school day activities is strictly prohibited.
- Appropriate conduct is required of all students. Disruptive behavior in the classroom or on school grounds will result in disciplinary measures.
- Lying, stealing, and cheating (copying homework, dishonesty on tests, quizzes, etc.) will be disciplined and could result in suspension or expulsion.
- Vulgar language, profanity, or references to the Deity (God, Jesus Christ, etc.) that are expressions of exasperation or disgust will be subject to disciplinary action.
- Inappropriate physical contact is not permitted at school or at any school function and may result in disciplinary action.
- Students must not be involved in any drug, alcohol, tobacco, or illicit activities. Participation in such activities could lead to suspension or expulsion.
- Failure to follow medication guidelines in the medication section of this handbook could result in any of the following: demerits, suspension, behavioral probation, and/or expulsion.
- Possession, sale, distribution, or use of alcohol, inhalants, and/or illegal drugs will result in immediate expulsion. Advocacy of their use is not permitted. Students will not attend or remain at parties where alcohol, drugs, or immorality are present.
- Use or possession of any kind of weapon will result in suspension and/or expulsion.
- Students participating in or discussing social activities, on or off campus, which contribute to low moral standards, will be subject to disciplinary action.
- Possession of illicit or immoral material (print or digital) will result in disciplinary action.
- Participation, association, involvement in immorality, homosexuality (including self-identification), bisexuality, transgender identity, drug use or possession, alcohol use or possession or other activities of an adult nature (i.e. getting married or engaged while a student at PCS, pregnancy, etc.) on or off campus will result in immediate suspension and possible dismissal.
- Students that make any harassing statements that could cause emotional or physical distress to anyone associated with PCS will be dealt with severely and could lead to suspension or expulsion.
- Any form of bullying will be addressed and could lead to disciplinary action including suspension or expulsion.

## SCHOOL HOURS

### Preschool

|                    |                |
|--------------------|----------------|
| Morning Care       | 6:30a – 8:00a  |
| Preschool Half-day | 8:00a – 12:30p |
| Preschool Full-day | 8:00a – 3:30p  |
| Extended Care      | 3:30a – 6:00p  |

### School

|               |               |
|---------------|---------------|
| Morning Care  | 7:00a – 7:45a |
| Full-day 1-12 | 7:55a – 3:15p |
| After Care    | 3:35p – 6:00p |

## OFFICE HOURS

|             |               |
|-------------|---------------|
| School year | 7:30a – 4:00p |
| Summer      | 8:00a – 3:00p |

## SCHOOL VERSE

Philippians 2:16 - "Holding forth the word of life; that I may rejoice in the day of Christ, that I have not run in vain, neither laboured in vain."

## ALMA MATER

Through the years at Providence Christian  
Knights we will be,  
That the world and those around us  
Jesus Christ may see.

Holding forth the Word of God  
Trumpeting His Praise,  
May our Savior be uplifted  
With our voices raised!

Providence Christian, Providence Christian,  
Silver, black, and red;  
As we live in dedication  
By the Lord we're led.



# ADMISSIONS AND WITHDRAWAL POLICIES

## NON-DISCRIMINATION POLICY

Providence Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities of the school. It does not discriminate on the basis of race, color, or ethnicity in the administration of its educational policies, admission policies, scholarships, or athletic and other school-administered programs.

## REGISTRATION

Students apply for admission to Providence Christian School by completing an application packet, submitting required paperwork, and participating in an interview if requested.

Parents or legal guardians must register the student. In addition to the items required in the application packet, the following items must be on file with the school prior to the student beginning classes.

- Birth Certificate
- New School Physical Form
- Up-to-Date Immunization Record
- Paid Registration Fee
- Student Reference Forms
- Custody Papers (if applicable).

It is the parent's sole responsibility to update the school of any changes or updates.

## READMISSION

Families or students who have withdrawn from Providence Christian School and then later apply to be readmitted must have the approval of the administration. Families who readmit into PCS may be requested to go through the same process as a new student.

## RE-ENROLLMENT

Re-enrollment will be made available to those already attending PCS. Re-enrollment will be on a first-come, first-serve basis beginning in January. Enrollment is a yearly decision, and PCS administration reserves the right to deny reenrollment to a current student.

## CONTINUED ENROLLMENT

Attendance at Providence Christian School is a privilege and not a right. Students and families applying for re-enrollment will be evaluated on the basis of their academic, spiritual, and behavioral progress to determine if they qualify for readmission. The privilege to attend PCS may be forfeited by any student or family who does not conform to the standards and regulations of the school. At regular intervals and at the end of the school year, each student's progress will be evaluated.

## ACADEMIC QUALIFICATIONS

Academically, students must be ready for the grade/level class for which application is made. Determining variables may include testing of mental ability, reading level, math achievement, and review of grades in former schoolwork. PCS does not offer exceptional student education services such as: SLD (Specific Learning Disability), EH (Emotionally Handicapped), ADHD (Attention Deficit Hyperactivity Disorder), ADD (Attention Deficit Disorder), or any other special needs programs.

## STUDENT QUALIFICATIONS

We admit students of any race, color, nationality and ethnic origin to all rights, privileges, programs and activities made available to students at the school. Spiritually, students and parents must be in accord with the Christian purpose, standards, and policies of the school. All students and parents applying for grades 7 - 12 must sign a statement indicating their desire to be in a Christian school and willingness to abide by PCS standards and policies. All students must be single, not-engaged to be married and have no children. PCS admits students without regard to race, color, national or ethnic origin. Students must be the appropriate age before September 1st to enter a specific class. PCS abides by the Florida education age requirements for admissions. 1<sup>st</sup> grade students must be 6 years old on or before September 1st of the school year.

## HEALTH QUALIFICATIONS

A doctor's examination is necessary within one year prior to entrance and must be on file in the office. The current HRS immunization certificate must be on file in the office prior to the first day of school, along with a birth certificate.

## ENROLLMENT AGREEMENT

To emphasize and express the importance of PCS's policies, we ask that you read the following information. Parent and student will need to sign a form indicating your agreement and understanding of the policies.

1. Students are to show respect in relation to the faculty and in speaking to faculty members.
2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time, are serious violations of the standards of Providence Christian School and will lead to expulsion.
3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities.
4. The School is not responsible for the loss of personal property, whether the loss occurs by theft or any other cause.
5. Providence Christian School reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school, or generally fails to cooperate with teachers or administration. He or she may be indefinitely expelled.
6. Students are expected to adhere to dress code guidelines as described in the student handbook.
7. PCS students are prohibited from having tattoos or any body piercing, with the exception of traditional ear piercing for female students.
8. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including expulsion.
9. It is the sole responsibility of the parent to provide the school with updated records and legal documents in accordance with the student handbook.

## PHONE NUMBERS ON FILE

Any phone numbers provided to Providence Christian School may be used to contact parents/guardians and students. Phone numbers provided to the school will not be given to third parties. If you do not wish to be contacted on a specific phone number, please contact the main office to have the phone numbers removed from your family's record.

## HOMESCHOOLED STUDENT ADMISSIONS

Providence Christian School recognizes that the parents are ultimately responsible for the education of their children. As such, some parents will choose a program of home education that specifically meets the needs of their children. PCS does offer specific services and/or activities to home school students that are members of Providence Baptist Church. These services are detailed in the home school services brochure available in the school office. These services are limited in scope and do not provide home school students all the privileges of a full-time PCS student. Approved home school students are required to abide by all the rules and regulations (including dress) as a full-time student. Programs available to home school students may be limited based on availability. Activity participation is limited and permitted only as it relates to the class/activity being taken by the student.

When a student transfers from a home-education program to PCS, the administration will make the final decision of grade placement. All progress reports, report cards, achievement test results, or other standardized testing should be submitted for enrollment consideration. Senior home school students will not be considered for enrollment after September 1 of their senior year.

## RETENTION POLICY

It is the policy of PCS to not retain a student more than one time in their academic career. Any student who has been retained, either at PCS or prior to their enrollment at PCS, and needs to be retained again may be asked to withdraw from PCS.

## WITHDRAWAL

As soon as a parent knows that he/she will need to withdraw his/her student from PCS, he/she should notify the school office so the arrangements can be made. All records and the report card can be released only if the student's account is paid in full and all materials returned. Students who withdraw during the school year will not receive a yearbook. Students who are dismissed from Providence Christian School will not be considered for re-enrollment during the current school year.

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## REASONS FOR DISMISSAL

- Student and/or parent are out of harmony with the rules and policies of the school.
- Parents will not cooperate with the Administration.
- A student or parent of a student brings a lawsuit of any kind against Providence Baptist Church or ministries, including PCS, or one of its employees.
- A student's conduct, attitude, negative influence, or lack of effort makes it inadvisable for that student to remain in PCS.
- Excessive absences.
- Continual failure to achieve academically or continual lack of effort.

- Failure to remain current on school account.

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## REASONS FOR EXPULSION

- Use, association with, or possession of drugs or alcohol at any time.
- Threats to teachers, staff, or students at any time.
- Intentional destruction of school property.
- Forcible entry into any school buildings.
- Obscene gestures and language directed at the faculty or staff at any time.
- Immoral behavior at any time, as defined by the Administration and addressed elsewhere in this handbook.
- Possession of pornography at any time.
- Accumulation of 90 demerits in a semester

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The student and parent must meet with the Administrator and/or Pastor before re-enrollment will be considered for the following year. A student who has been dismissed or asked to withdraw from enrollment will not be allowed to attend school-sponsored activities without prior approval from the Administrator and/or Pastor. Students who expelled during the school year will not receive a yearbook.

## STUDENT RECORDS

The school maintains a complete record, including a cumulative academic record, for each student. All material in these files is treated as strictly confidential and is available only according to the following policy:

- It is the parent/guardian's responsibility to have the following documents updated and current in the student's cumulative file by providing to the school records coordinator:
  - Birth Certificate
  - Current School Physical
  - Current immunization record
  - Current custody paperwork (if applicable)
- No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or legal guardians have the right to inspect and review official records, files, and data directly relating to their children.
- Parental requests to inspect and review the official record relating to a child shall be made in writing to the Administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given.
- When a student becomes eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents and guardians shall thereafter also be accorded to the student.

\*\*PCS will ask current students (18 years or older) to have a parent or guardian present while the student is inspecting his/her cumulative file.

# FINANCIAL POLICIES

## PAYMENTS

Each student must pay a registration fee, textbook fee, tuition, and all applicable miscellaneous fees. The registration fee is due upon enrollment and is **non-refundable**. If a student is registering for the upcoming year, the book deposit and activities fee are due before July 20. The balance and any textbooks ordered after the start of school are to be paid for in full by September 20. If a student enrolls during the year, the textbook fee and prorated tuition is due upon enrollment.

All families must be current on tuition payments and other fees in order for their children to attend the first day of school. Also, families must be current after the semester break in order for their children to return to school on the first day following the end of the first semester.

Fees other than tuition and textbooks (e.g. music, sports, field trips, etc.) will be invoiced monthly through the Business Office. Balances must be paid by the 20<sup>th</sup> of the following month of receipt to avoid a \$25 late payment fee and potential program restriction.

A registration packet, which includes the current fees and tuition charges, is available in the school office. Please understand that a classroom seat cannot be guaranteed in classes that are filled early unless the full registration payment is received and accompanied with **all** pertinent paperwork.

There are **three** payment plans for tuition. They are as follows:

**Option 1** – Full payment is due on or before July 20 and will incur no additional fee.

**Option 2** – One half of the total amount is payable on or before July 20 and the balance due on or before December 1. There is an additional fee assessed for this plan.

**Option 3** – Tuition payments are distributed evenly over a ten or twelve month period.

Parents are obligated to authorize the FACTS Tuition Management System to automatically draft from a designated savings or checking account the monthly installments on either the 5<sup>th</sup> or 20<sup>th</sup> of each month (or split to be paid on both dates). The ten-month plan is from July to April; and the twelve-month plan is from June to May. There is an additional fee assessed for this plan. A \$35 fee will be assessed if sufficient funds are not available at the time of the selected transfer. This fee is in addition to any fee the bank may charge for an overdraft. FACTS will notify of any payment deficiency.

Tuition fees are refundable on a pro-rated basis as determined by the Business Office and based on the official date of withdrawal. Other fees may be partially refundable under special circumstances when certain criteria are met on the part of the parent.

Report cards and related information will be held each grading period on accounts that are past due (this includes aftercare fees, library fines, lunch charges, etc.). During these times, cash and/or money order payments may be required. No report card or student record will be released until full payment is received.

If unexpected financial difficulties occur in a family that make it difficult to comply with these financial policies, we urge the family to notify the school or contact the Business Office immediately. The more time a parent allows to pass before addressing the need, the more difficult it is for our ministry to help.

Providence Christian School is a ministry of Providence Baptist Church. As such, it is imperative that the financial obligations of this ministry are met for the sake of the entire church ministry. We expect that our parents recognize and understand that establishing specific financial policies is essential to protect this and other ministries of Providence Baptist Church. It is our desire to avoid the limiting of God's work simply because a financial commitment was not honored by a parent. The financial policies contained in this handbook will be consistently enforced through the Business Office and the school administration.

## SCHOLARSHIP AID

Providence Christian School has established a needs-based Student Aid Scholarship fund for those desiring assistance in providing a Christian education for their child(ren). These funds are distributed upon the recommendation of [Financial Aid for School Tuition \(FAST\)](#). A link to the FAST website is located on the school website. Applications will be accepted beginning with first day of re-enrollment and continue until July 31 as funds are available. Funds are limited and are distributed on a first come, first serve basis with initial preference given to returning families. Scholarship participants must reapply through FAST each school year.

## FUNDRAISING

Providence Christian School is endeavoring to keep the tuition as low as possible. We do not receive local or federal aid of any kind. The school program is supported by your tuition and by fund-raising activities, as well as special gifts. Therefore, PCS asks every student and family to help in fund-raising activities, which enable us to hold tuition to a minimum. The school conducts several fund-raising events throughout the school year to enable us to meet the expenses not covered by tuition.

# SCHOOL WIDE POLICIES

Listed in Alphabetical Order

## ABSENTEEISM AND TARDINESS

### ABSENCE POLICIES

Providence Christian School maintains a rigorous and challenging academic program. Standardized test results consistently are above national norms. A fine enrichment program of music, foreign language, fine arts, and physical education training further enhances the academic program. When students are in attendance on a consistent, regular, and timely basis, they receive the maximum educational benefit.

In order to gain the most benefit from school, comply with the mission and purpose of PCS, satisfy state school laws, and realize the full value of tuition dollars, students need to be in school for at least the minimum number of hours/days of instruction.

- Absences are excused for the following reasons: student illness, death in the family, medical or dental appointments, or any other reason excused by the Administrator BEFORE the absence occurs. Students are allowed ten absences per semester (or a total of 20 absences for the school year)

without academic penalty unless these absences are unexcused. Students who have unexcused absences will not be able to make up missed assignments and quizzes.

- Students who miss class to participate in school-related official functions will not be counted as absent.
- A note or email is required from the parent for admission to school after any absence. Failure to have a note automatically deems the absence unexcused. Students failing to bring a note after three days will cause the unexcused absence to become permanent.
- Elementary students who arrive on time but leave before 9:00 a.m. are considered absent. An elementary student coming to school after 9:00 a.m. but before noon is marked absent half-day. Students must be in school by noon to be counted present for the afternoon (half-day). Students leaving after 2:15p are considered present for the whole day if they arrived on time that morning.
- Middle school and senior high students' attendance is counted by periods. Missing from two to four periods is the equivalent of half-day absence. Missing five or more periods is the equivalent of one day absent. Students are considered present for the whole day if they are present for six of the eight academic periods.
- In order for any planned absence to be considered for an approved excusal, a note to the school must be received at least three days prior to the absence. It is the responsibility of the student to gather work for those days, and the work must be turned in when the student returns to school. Students are also responsible for collecting missed assignments (class notes, projects, etc.) that were completed by the class during the absence.
- A student who is absent more than 35 days during the school year will be required to repeat the entire school year at the same grade level. Students who miss between 21-34 days during the school year may be required to perform additional hours of in-school attendance in order to acquire the necessary hours for grade promotion or awarding academic credit on the high school transcript. The administration may waive this requirement if the student has proper medical or other approved documentation.
- Extended vacations during academic times are strongly discouraged.
- "Perfect attendance" is defined as missing no more than one half-day of school (excused absences only).
- Attendance at school programs is required unless the child is ill or there is a family emergency. A written excuse signed by the parent must be submitted prior to or immediately following the scheduled event. If the excuse is for an unacceptable reason, a student enrolled in a music course will receive a reduction in those grades.

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## **MAKE-UP WORK**

- All work missed because of an excused absence must be made up within a time frame equivalent to the amount of days missed unless other arrangements are made. The time period for make-up work to be completed begins immediately upon the student's return to school. It is the student's responsibility to contact teachers and complete all make-up work.
- Teachers are instructed to issue zeroes for all unexcused absences as it pertains to make-up work.
- School Business Absences- If a student misses class due to school business (i.e.- athletic event, fine arts event, etc.), he must turn in his work to the appropriate teacher on the day of the absence BEFORE he leaves school. It is also the STUDENT'S responsibility to get the next day's assignment from the teacher and have it completed the following day he is back in class.

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## TARDINESS

Parents are asked to see that the students arrive at school on time each day. Excessive tardiness hinders a student. Students should arrive to school no later than 7:50. First period begins at 7:55. If a student arrives to the classroom after the 7:55 bell, the student will be considered tardy.

- All students reporting to school after 7:55 must report to the school office for an admit slip to class.
- All students will be marked unexcused unless the student has given an appropriate excuse note to the office.
- Excused tardiness includes personal sickness, family or road emergency. One traffic problem tardy will be excused per 9 weeks.
- Unexcused tardiness include oversleeping, excessive (more than one per 9 weeks) traffic problems, stopping for breakfast, leaving home late, etc.
- Three unexcused tardies to school per quarter equals one unexcused absence and a demerit.
- Parents should not accompany late students to class. Parents should not go to the classroom to talk with teachers before or during school hours. Parents should make an appointment with the office to have a conference with a teacher.
- A student is considered late if he is not in class and seated at the appointed time. It is important to establish the good habit of promptness at an early age. It is very difficult for the other students and the teacher when class must be disturbed from a student arriving late to class.
- Secondary students: For all classes (exception first period), a demerit will be assigned for every unexcused tardy.
- A student who arrives before 9:00 a.m. is eligible to participate in extracurricular events that evening if the morning absence was excused. If arriving after 9:00a, to participate in extracurricular activities, the student must present a doctor's note. A student who is present for morning classes but leaves because of illness may not participate in evening extracurricular events. Unusual circumstances will be handled on a case-by-case basis. A student who has chronic tardies or absences on the day following an extra-curricular activity is subject to disciplinary measures deemed appropriate by the administration.

## ARRIVALS AND DEPARTURES

- ARRIVAL POLICIES
  - Morning care for all students begins at 7:00 a.m. and ends at 7:45 a.m. Students arriving before 7:30 will be charged for extended care, and the school account will be billed accordingly. Students arriving to school before 7:45 a.m. should be dropped off at the south door of the Chapel.
  - Students in grades 1-6 will be picked up from morning care by the teacher or escorted by patrols at 7:45. Students in grades 7-12 will be dismissed at 7:45.
  - Classroom doors open at 7:45 a.m. Elementary students should not be left unattended at the classroom door or anywhere else on campus.
  - Students arriving after 7:45 a.m. should be dropped off at walkway behind the school office.
  - For the safety of all, do not drop off students in front of school office. Follow directional patterns outlined in the Orientation Packet.
  - Please see the last page of the student handbook for a diagram of the carline traffic patterns.
  - **SPEED LIMIT IS 10 MPH ANYWHERE ON SCHOOL PROPERTY.**
- DISMISSAL POLICIES
  - All students in grades 1-12 are dismissed at 3:15 p.m.
    - Grades 1-6 are picked up on the east side of the gymnasium.
    - Grades 7-12 are picked up at the awning area in front of the gymnasium.



- Parents are requested to pick up students in car line only. For the safety of all, do not park in parking spaces while waiting for students.
- Early dismissal should be planned as much in advance as possible. A note should be presented to the office or the child's teacher on the morning of the day of early dismissal.
- All parents should report to the school office to sign their student out. At no time should a parent go directly to the classroom for the student without signing the student out at the office. Parents with unplanned early dismissals should expect a delay in signing out. The administrator will address excessive early dismissals. Parents are asked not to sign out early simply for convenience or avoiding traffic at the afterschool pick up time.
- Names of those people permitted to pick up a student during the day are filed with enrollment application. Children will not be released to anyone else without permission or a phone call from an authorized person. It is the sole responsibility of the parent to notify PCS of any changes to the pick-up list.
- Student drivers must sign out in the school office. Written permission or a phone call from a legal guardian is required to leave campus early.
- Students leaving early for school business are not required to sign out.
- Upon dismissal, students must be either with a parent, in the supervised Aftercare program, or in the designated carline waiting areas. Students not picked up by 3:35 must go to Aftercare and charges will incur (see In Financial Information sheet for rates). Students involved in extra-curricular activities should be under the supervision of the appropriate adult in charge. Students waiting for siblings in an extra-curricular activity must report to Aftercare . All students are required to attend Aftercare if not picked up by the appropriate dismissal time or attending a school sponsored activity.
- Any students leaving campus by walking or riding a bike should have a written note from their parent in the school office.
- Please see the last page of the student handbook for a diagram of the carline traffic patterns.

## CARE OF PROPERTY

It is expected of students at PCS to respect the property of the church and school. If a student should damage or break something, whether intentionally or by accident, he/she must pay to repair or replace the damaged or broken item(s).

Students are also expected to respect the property of other students. Students who damage or break another student's belongings must also replace them.

## CELL PHONE USE POLICY

**General Policy:** Students are not permitted to use a cell phone on campus during normal school hours unless given permission by a staff member.

- Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker or book bag and must be turned off. If the phone rings while in class, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. Confiscated phones may be returned by the administration to students (first offense) or to parents (additional offenses) upon request. Students whose phones have been confiscated more than once may be asked not to bring a cell phone to school in the future.
- Use of a cell phone during a quiz or test for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

- No taking of, or other use of, cell phone photographs/videos is permitted during the school day. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.
- Because cell phones often function as data storage devices, student cell phones at school are subject to inspection and review by school staff pursuant to the ministry's normal search and seizure policy and administrative discretion. Any content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.
- Cell phone use of any kind is not allowed in morning care without permission from a staff member.
- Appropriate cell phone use is allowed after school. Any student using a cell phone for inappropriate use is subject to confiscation. Students involved in after school extra-curricular activities may use a cell phone appropriately based on the policy of the adult in charge of the extra-curricular activity. Cell phone use in the supervised aftercare program is strictly confined to contacting ride information with staff permission.
- Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.
- Headphone use is not allowed on campus at any time or on school-related activities.
- **By bringing a cell phone on campus, students will be required to allow administration to search all contents of the phone at any time deemed necessary regardless of cause.**

**Note:** These guidelines were formulated after careful review of school cell phone policies across the State and the country. (Adopted from the Christian Law Association)

## CHAPEL

- All students are required to attend chapel and to have their Bibles with them.
  - Kindergarten chapel (grades K-1 is generally held every Friday.
  - Elementary chapel (grades 2-6) is generally held every Tuesday.
  - High School chapel (grades 7-12) is generally held every Tuesday and Thursday.
- Additional chapels and assemblies are held as deemed necessary.
- Appropriate conduct in chapel is expected. Disciplinary measures may be taken for conduct such as talking, sleeping, disturbing others, chewing gum, etc.

## CHILD ABUSE

Florida law requires that all teachers and administrators report child abuse or suspected child abuse to the proper authorities.

## COMMUNICATION

- Our goal is to achieve excellent communication between parents and school staff. Parent/teacher meetings, conferences, notice forms, progress reports, and school newsletters or other forms of communiqué will keep parents informed of their child's progress and activities.
- Because the Christian school exists as an extension of the Christian home, parents are expected to assume major responsibility for the academic and spiritual development of their child. PCS requires parents to attend an orientation session prior to the beginning of school, periodic parent/teacher meetings, and

parent/administrator conferences regarding their child's overall progress. For students whose parents are divorced or separated, the school will forward communications to the enrolling parent who should then forward them on to the child's other parent as necessary.

- All student and family information is available through our HeadMaster portal. Parents and students may access announcements, homework assignments, grades, behavior notices, and account balances 24/7 through HeadMaster. Each parent and student will be issued a HeadMaster username and password upon enrollment at PCS. HeadMaster access may be denied if the school financial account is not current.

## **DISCIPLINE**

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### **GUIDING PHILOSOPHY**

Providence Christian School provides an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following imperatives is necessary to provide such an environment. All activities of the Christian must be to the praise of His glory (Ephesians 1:12; I Corinthians 8:9, 10:31). The Christian must endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

The need for spiritual growth has led Providence Christian School to adopt standards which are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, expects each student whether at home, school, or elsewhere to maintain Christian standards in courtesy, kindness, morality, and honesty. A student or family that will not cooperate with the school will not be allowed to remain in PCS. If parents cannot conscientiously support the school, it would be best for those parents to have their children in a school where there is not open dispute or major disagreement. Good behavior should come from within. Courtesy to teachers, school employees, other students, and visitors is required. Each student should strive to be considerate and respectful despite any differences of opinion. Bullying of any kind will not be tolerated and will be dealt with seriously.

Parents are asked to keep in mind that their son's or daughter's behavior off campus, including postings on blogs, social media, and websites have a bearing on the testimony of PCS. Anything that the administration feels would bring reproach upon the name of Providence Christian School will be dealt with accordingly.

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### **CORPORAL CORRECTION POLICY**

Although PCS believes in biblical corporal correction, the administration and the faculty do not administer corporal correction. This is left to the parents to administer.

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### **PHYSICAL CONTACT/IMMORALITY**

Romantic involvement on school property is forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated at school or at school functions. This type of behavior will result in demerits, suspension, or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

In accordance with the ministry's Statement of Faith and in recognition of biblical commands, no immoral actions will be tolerated. The Bible strictly forbids such conduct, which includes both immoral acts and advocating sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any form of

fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Heb. 13:4)

For the safety of all, PCS maintains a "hands off" policy. This means that every student is required to keep all aspects of their body (hands, feet, etc.) to himself at all times. Failure to adhere to this policy will result in disciplinary action.

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## **PROBATION TYPES AND PROCEDURES**

Probation is given to a student after the Administration has decided that it is the appropriate action. Students and parents are notified of this decision by the Administration. The purpose of this and all policies of PCS is to develop young people unto Christ-likeness. If approached in a positive way by parents, faculty, and Administrative staff, much progress can be made in the life of the child.

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### **ACADEMIC PROBATION**

This classification denotes the Administration's concern for a student academically. (If a student is placed on academic probation, his/her grades must average at least a "C", with no F's on his/her report card.). A student on academic probation will remain so for a nine-week period. A student may be asked to leave the school if the grade criterion is not met.

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### **BEHAVIOR PROBATION**

This classification denotes the Administration's concern for a student's behavior. If a student is placed on behavior probation, in addition to demerits, the following consequences will result:

- A student may not seek, nor hold, class officer/representative positions.
- If an NHS student, membership will be reviewed by the Faculty Council.

## **DRESS CODE INFORMATION**

Believing that our outward appearance is a reflection of our heart and mind, Providence Christian School expects all parents to exercise good taste and judgment in the dress of students at all times. Through our clothing, makeup, and hairstyles, we either draw attention to ourselves or magnify the Lord Jesus Christ. In the 2001-2002 school term, PCS adopted school uniforms as the standard dress code. Skirts, jumpers, pants, and shirts must be purchased through the official school vendor. Uniforms may be purchased online. PCS also has a used uniform store for purchasing uniforms at a discounted price. Used uniforms that are in good condition may be donated to the school.

There is no specific chapel-day attire or specific "color" day. The various items that make up the uniform package may be worn "mix-and-match," Monday through Friday. This attire is also to be worn for most field trips. Specific dress code requirements are detailed in the Secondary and Elementary divisions of the Handbook.

Esprit de corps: to maintain school unity and spirit, students should not wear any clothing which endorses another school below collegiate level.

As other dress code issues arise, the Administration will seek to handle them in an appropriate manner.

## EMERGENCIES

- Campus Closings: In the event of severe weather, Providence Christian School will be in compliance with Hillsborough County Schools. You may also visit HeadMaster, the PCS website, or the PCS Facebook page for further information.
- Emergency Drills: Emergency drills will be conducted monthly throughout the school year. Students are expected to perform drills in an orderly, serious manner and follow all instructions given by school personnel.
- Crisis Situation: PCS has a crisis plan which will be implemented during emergencies or if students could be in danger. The Crisis Plan manual is available for viewing in the school office.

## FIELD TRIPS

Field trips may be planned during the school year for students in all grade levels. The Student Activity Fee helps offset the cost of certain trips.

- Students must stay with assigned chaperones from the beginning until the end of the field trip and may not change chaperone groups for any reason.
- Students may only leave a trip once their parent has signed them out with the teacher.
- Students may forfeit the privilege to participate on a field trip due to classroom discipline issues. On these occasions a parent will be required to attend the field trip in order for the student to attend.
- Students not attending the field trip will be assigned class work and placed in another class for the duration of the field trip.
- Students who choose to stay home during the field trip will receive an unexcused absence.
- Students are responsible to make-up all missed class assignments and may be asked to turn in assignments prior to leaving for the designated field trip.
- In case of a cancelled field trip, students are expected to attend school for the day
- Parents on Field Trips
  - Parents may go on the field trips as space permits. Both students and parents must follow dress code and conduct policies of the school.
  - Often a parent may be asked to be an official chaperone for a field trip/activity.
  - As part of the chaperone agreement, chaperones may be responsible for more than their own child.
  - Chaperones must attend the entire field trip.
  - No PCS siblings will be allowed on the field trip. Based on the nature of the trip, siblings below school age may be asked to not attend some field trips.
  - PCS does not provide a seat on the bus for chaperones. Chaperones are permitted to ride the bus if there are seats available.

## FLAG ETIQUETTE

PCS students will often begin the day or at other times with pledges to the American flag, Christian flag, and Bible. Students are expected to demonstrate proper respect for the flags and Bible and will participate in pledges to each by standing and reciting the pledges.

## HEALTH POLICIES

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### COMMUNICABLE DISEASES

PCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Providence Christian School may require an independent physician's examination of the student or employee to verify the diagnosis of communicable diseases.

PCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A teacher or Administration official that reasonably suspects that a student or employee has a communicable disease shall immediately notify the school Administrator.

These reportable diseases include, but are not limited to the following: acquired immune deficiency syndrome (AIDS), aids related complex (ARC), amebiasis, animal bite of humans only by potentially rabid animal, anthrax, botulism, brucellosis, campylobacteriosis, chancroid, dengue, encephalitis, giardiasis (ace), gonorrhea, granuloma inguinale, Hansen's disease (leprosy), hemorrhagic fevers, hepatitis, histoplasmosis, human immunodeficiency virus (HIV), Legionnaire's disease, leptospirosis, lymphogranuloma venereum, malaria, measles (rubeola), meningitis, meningococcal disease, mumps, paralytic shellfish poisoning, pertussis, pesticide poisoning, plague, poliomyelitis, psittacosis, rabies, relapsing fever, Rocky Mountain spotted fever, rickettsia, rubella (including congenital), salmonellosis, schistosomiasis, shigellosis, smallpox, syphilis, tetanus, toxoplasmosis (acute), trichinosis, tuberculosis, tularemia, typhoid fever, typhus, vibrio cholera, vibrio infections, yellow fever.

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### HEAD LICE

Students must be free of lice and nits to attend school. If the student is found to have head lice, he will be isolated, and the parent will be notified to pick up the student. Before the student will be allowed to return to school, the parent must verify treatment, and then the student will be checked to be sure there are no active lice or their remaining nits.

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### ILLNESS

For the welfare of a sick student and others in the school, all students who are sick must be kept at home. If the office calls to notify the parents that their student has become ill, they are responsible to see that their student is picked up within one hour of notification.

Parents will be notified by school personnel in case of substantial injury, illness, or temperature above 100 degrees.

Students should stay at home if they have any of the following symptoms:

- **Fever:** Any student with a temperature of 100 degrees or higher should not attend school. Be aware that artificially lowering a fever via medication does not change the fact that the student is still contagious to others and should not attend school.

- Diarrhea/Stomach Flu/Rotavirus: Any student with these conditions should stay at home.
- Runny nose/cough/sneezing: A runny nose is a concern when the discharge is thick or discolored. If the discharge is thin and clear, it could be allergies, which are not contagious. It is good to teach your child to cover his mouth with a tissue when he coughs or sneezes.
- Rash: A student with a rash will be sent home and may return with a note from a doctor stating that the rash is non-contagious.
- Illness requiring antibiotics: A student who is given antibiotics must wait at least 24 hours from the first dose of the prescription medication prior to returning to school.
- An area in the school office is designated for students who are sick while waiting to be picked up.

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## MEDICATION

A student may have an illness that does not prevent his attending school but requires medication for relief or cure. If possible, such medication should be given by the parent at home. Students requiring medication at school must follow the following policies:

- Permission: The parent must provide written permission on the form supplied by the school office to assist in the administration of each prescribed medication. An explanation of the necessity for the medication to be provided during the school day must be included. School personnel should be informed of any side-effects or complications which may result from the medication.
- Over the Counter Medications: **Absolutely no over the counter drugs (i.e. Tylenol, cough drops, Advil, etc.) will be allowed unless prescribed by a doctor.** The medicine must be in its original bottle with the child's name, doctor's name, date prescription was filled, name of medicine and directions for usage.
- Administration: The student should be responsible for coming to the office at the appropriate time for the medication. PCS does not have a school nurse on campus.

## HOME EDUCATION POLICIES

Admission policies for home school students are outlined in the Admission Policy section of the student handbook. On and off-campus activities, field trips, senior trip, banquets/formals are not available to home school students unless required by course is being taken. Other sections of the student handbook detail and govern activities allowed by home schoolers.

Providence Christian School will seek to support home education families within the guidelines approved by the administration and by providing the following resources:

- Elementary Intramural Volleyball/Basketball Program: All fees regarding this program are the same as PCS students.
- Standardized Testing: Testing is available to families of Providence Baptist Church if space allows for a yearly fee of \$100. The test dates are located on the PCS calendar.
- PSAT Testing: available to any home school student for \$50 as space is available.
- Students who participate in any aspect of Providence Christian School's program must abide by all rules and regulations found in the parent/student handbook including uniform, hair, and behavior guidelines.
- The student and parent must show proof of catastrophic insurance coverage and/or sign a waiver releasing the school of liability in the case of an accident for certain activities.

## LOST AND FOUND

The school is not responsible for lost items. Lost/misplaced items may be picked up in the school office before school, during lunch, or after school. Parents are asked to write their child's name clearly on all belongings to help identify lost and found items. Students in grades 7-12 are encouraged to keep their lockers secured.

At the end of each quarter, all found items will be displayed on a table in front of the school office for students to claim lost items. Items not claimed may be discarded or donated to charity.

## **LUNCHROOM PROCEDURES AND POLICIES**

Students are to bring their lunches to school. Vendors are used on a scheduled basis for the main entrée, and the student may order with the teacher in the morning. If possible, please pay with correct change. Milk, ice cream, and other snack items may be purchased in the lunchroom.

Please make sure your child either has money for lunch or brings a lunch. Charging lunches is discouraged.

Microwaves are available for upper elementary, middle and high school students. Elementary teachers will provide information regarding microwave usage at the beginning of the school year.

All food and drink should be consumed in the lunchroom. Middle and high school students should place lunches in their locker.

All students are required to eat in the lunchroom unless permission is given by the administration.

Seniors are granted extended lunch permission on Fridays if their schedule allows. Permission forms for senior lunch are available in the school office.

## **PARENTAL CONDUCT**

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### **PARENTAL SUPPORT**

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and PCS staff.

Parental support is needed in the educational process of students. Should a parent fail to support the Administrator or staff of PCS, the Administration reserves the right to deny the student continued enrollment in the school.

While PCS encourages the assistance and support of parents, the school maintains a "limited visit" campus policy during the school day. Parent visits during the school day should be minimal and must be approved by the Administration or school office personnel. Arrangements may be made with the Administration on a case-by-case basis in situations involving special urgency or emergency (see Visitor Policy).

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### **COMMUNICATIONS AND PARENTAL INVOLVEMENT**

Our goal is to achieve excellent communication between parents and school staff. Parent/teacher meetings, conferences, notice forms, progress reports and school newsletters or other forms of communiqué will keep parents informed of their child's progress and activities.

- HeadMaster: PCS utilizes HeadMaster to provide online access to grades, assignments, financial information, etc. It is the parental responsibility to check HeadMaster on a regular basis.
- Teachers: All teachers have e-mail. It is encouraged that parents contact teachers through e-mail. Please allow teachers one business day to respond to your message.
- Knightline: A school newsletter is published once a week and sent home by email.



- Website: The PCS website is a source of information for other events. It is suggested that parents visit [www.pcsknights.org](http://www.pcsknights.org) on a regular basis to view updates, calendars, and important notices.
- Student Planners: Each student grades 5-12 will be provided a school planner. If a student's planner is misplaced, he/she will be required to purchase a new planner. Planners can be purchased in the school office for \$5. Classroom teachers provide guidelines on how the planner will be utilized. Grades 1-4 will utilize a folder system which is sent home each Friday in lieu of a planner.

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## HANDLING CONFLICTS

Many problems can be resolved with improved communication between teacher and parents. It is important that parents be sensitive not only to what is communicated but also when it takes place. For example, coming to the teacher's room to discuss a problem in the morning before school is not an appropriate time. To be most effective, communication should be attempted when both parties can give the situation their attention without undue distractions or time pressures.

If a parent has a problem relating to the school staff or a teacher, it must be resolved by following the biblical pattern established in Matthew 18:15-17.

- Step 1: The parent(s) are to make an appointment with the teacher and attempt to resolve the problem at the classroom level. In most cases, this is successful. (Administrators do not normally sit in on these parent-teacher conferences.)
- Step 2: If the issue remains unresolved, an appointment should then be made with the appropriate Administrator/supervisor. It may be necessary for the teacher to participate in the conference.
- Step 3: If the school administration cannot resolve the issue, then and only then is it appropriate to contact the School Board, i.e., the Board of Deacons of Providence Baptist Church.

Note: Parents who display hostility or lack of self-control toward any school staff member will be asked to remove their child(ren) from the school. The same is true for parents who gossip or attempt to engender a spirit of strife in the school.

Parent/Student Interactions: Parents are not to confront students who are not their own children in any matter dealing with school matters, on or off campus. This is inside or outside of the school day. Parents should contact the appropriate school staff member to deal with any student issues that require communication between a parent and a student that is not their child.

## PARENT-TEACHER CONFERENCES

Teachers are available to see parents on an appointment basis. Appointments with high school teachers are scheduled through the school office. Elementary teachers (grades 1-4) schedule their own appointments. Progress reports will come out at the middle of every quarter to let parents know how the child is doing academically.

At the end of the other reporting periods, or at other times, if a parent wishes to have a conference with his/her child's teacher, please contact the teacher directly by means of a note, email, or personal contact. It is requested that parents not go directly to the classroom for an impromptu conference or at carline.

## PROHIBITED ITEMS

The following items are not to be brought to school: weapons of any kind, pocket knives, matches, lighters, fireworks, gambling cards, dice, yo-yo's, skateboards, roller blades, skate shoes, trading cards, water/play guns, electronic/video games (including virtual pets), laser pointers, blankets, or picture albums. Any item that is associated with rock music (secular or "Christian"), rap, or other questionable music is not to be brought or worn

to school. All non-school related magazines, books, or paperbacks are to be brought to the school office for approval.

The Administration reserves the right to prohibit any item at school that is deemed inappropriate.

## REPORTING PROBLEMS AND CONCERNS

- Harassment (Bullying): Providence Christian School seeks to treat every individual with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation, or degradation from unwelcome and unacceptable behavior of another.
  - Sexual harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature when: (1) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance (2) such conduct has the purpose or effect of creating a hostile, intimidating, or offensive work environment.
- Reporting Procedures: Any alleged violation of the harassment policy should be reported immediately. Grievances should be reported to the Administrator
- Problem Solving: Follow the Matthew 18 Principle.
  - PCS is truly a place for us, as believers, to practice Christian principles. As a chosen people, we must act initially to be responsive to God's plan, and secondly to serve as a model for the students. As problems arise, we must handle them in a Godly way. God's Word declares the way to problem solving. We can find the formula to relationship problem solving in the 18th chapter of Matthew.
  - This principle can be exercised in the Christian school and can help maintain strong, serious-minded relationships.
- As children of God, we need not be easily offended or overly sensitive. When serious problems arise, however, we should be adequately prepared to follow the Matthew 18 principle.
- Prayerfully and confidentially, the parties involved need to meet and earnestly seek the mind of the Lord. After an open and honest discussion, both must be willing to change as the Lord leads. Most problems are reconciled at this first level. God Himself gives this step first, and with it, he issues the expectation of resolution.
- Only if this first step fails should a school problem be furthered to the school administration.
- Following this distinctive practice establishes the Christian school as an ongoing spiritual exercise. Please pray for the willful exercise of this principle in this school, knowing that it works, for the spiritual is always practical.

## SCHOOL OFFICE

The school office opens at 7:30 a.m. and closes at 4:00 p.m, Monday through Friday. Variance to the time and day will be announced via Knightline and/or website. Please help us maintain a professional environment by not congregating in the school office. Lunches, homework, books, messages, and other items may be left in the office to be picked up by the student. Normal summer school office hours are 8:00-3:00.

## SCHOOL-WIDE ACADEMIC POLICIES

- Curriculum: Providence Christian School utilizes primarily a Christian world-view curriculum. All curriculums are taught with a Christian perspective and infused with Christian education philosophy.

- Extracurricular Activities: Students are not permitted to participate in extracurricular activities (such as athletics, clubs, etc.) that are sponsored by other schools while enrolled during the school year at PCS.
- Good homework assignments are critically important to augment daily instruction. Homework offers reinforcement, practice, remedial activity, and emphasis on special projects.
- When parents detect problems with homework (lack of interest, sloppiness or too much time involvement), the teacher should be notified.
- Coaching, encouragement and support are acceptable, but completing the homework for the child is not acceptable and could be deemed cheating which would result in disciplinary action.
- Homework is not to be assigned for completion on Wednesday nights.
- Testing Programs: PCS has testing programs throughout the year designed to measure students' abilities and progress. We incorporate an annual standardized testing program in 1<sup>st</sup> through 12<sup>th</sup> grades. All test scores are reported to parents.
  - All tests will be a part of the student's records and be used for counseling and placement.
  - Absences will only be excused for medical reasons with a doctor's note during the week of standardized testing. Any other reasons are highly discouraged.
  - The following Testing Programs are available at PCS:
    - 1<sup>st</sup>-12<sup>th</sup> grade- Iowa and Cogat Testing-March or April
    - 10<sup>th</sup>- 11<sup>th</sup> grade PSAT Testing (Pre-SAT)- October and 9<sup>th</sup> grade in March.
- Textbook & Supplies: Textbooks and workbooks are distributed on the first day of school for the grades 1-6. Grades 7-12 are given at the time of class scheduling. Grades 7-12 may purchase used books but must be approved by August 1. Any school supply or item that a child brings to school should have his/her name on it.
- Book Bags: Students are responsible for the location of his or her book bag. Secondary students are provided with lockers for storage of books and other supplies.
- Lockers: Students with lockers are strongly encouraged keep lockers secured during the school day. For your child's protection, PCS Administration reserves the right to inspect lockers at any time. If a locker is defaced or damaged, the student will be expected to pay for the damages. Nothing should be attached to the front of the locker unless permission is provided by the school office.

## SECURITY POLICIES

- The PCS campus is under 24 hour security camera surveillance.
- Administration reserves the right to inspect or search lockers, backpacks, purses, student automobiles, electronic devices, and cell phones.
- Two staff members will be present during the search. Parents will be notified of a student's confiscated material.

## SELLING ON CAMPUS

Students are not allowed to sell items on campus unless the item is connected with an approved PCS fund-raising effort.

## SOCIAL MEDIA

Personal on line websites/blogs may be monitored for content. Any student found with a Website/blog or website/blog material that is deemed inappropriate to the purpose and mission of PCS will be subject to disciplinary action up to and including dismissal from the school. Social media sites registered to students under the allowable age to have a site may be reported to the site Administrators.

Generally, students, whether or not they identify themselves by name in public, may engage in public speech and self-publishing in print and on the internet and similar vehicles without violating a policy of PCS. Students must realize, however, that they do not have a reasonable expectation of privacy when speaking publicly, which includes posts and the content of postings, which may result in disciplinary action up to and including expulsion.

Students are to follow these rules when posting on any internet venue (however named or described):

- As with other forms of communication, do not engage in vulgar use of language or graphics, do not engage in personal or sexual harassment, do not make unfounded accusations, or remarks that would contribute to a hostile school environment.
- Be careful with personal narratives, especially fiction, as these can be misconstrued or taken out of context by others.
- Avoid discussing the school (whether or not PCS is named) or other students, or incidents that have occurred at school that are not generally known outside the PCS. Do not show images of PCS premises or property.
- When addressing controversial issues, emphasize the issue and underlying principles of the matter in debate rather than naming specific parties involved.
- Do not appear in any lewd or suggestive manner, inappropriate dress, making unholy displays or gestures.
- Do not engage in other activities that are illegal.
- Do not post in a public space any material which could cause a reasonable person to question your fitness for enrollment at PCS.

## TELEPHONE USE

Students are only allowed to use the telephone in the school office with permission from office personnel. Student telephone usage is limited and should not be used for forgotten items, such as homework, books, musical instruments, and P.E. clothes.

Students are permitted to use a personal cell phone or texting only when given specific permission from a staff member, otherwise all personal cell phones are to be turned off during normal school hours (See Cell Phone Use policy).

## VISITORS ON CAMPUS

School visitors are those who are at PCS briefly to see their child or observe student participation in an event (day-time program, assembly, presentations, etc.). Parents or authorized visitors (i.e. grandparents or other family members, graduates of PCS, pastors or youth pastors) are always welcome to observe our school provided that prior arrangements have been made with the teacher and administration. Authorized visitors must first report to the office to sign in, and they will be issued a visitor badge to be worn for the duration of the stay. Parents are encouraged to visit campus and volunteer in a variety of ways. We require that all visits be limited to 30 minutes unless the activity requires a longer stay.

Friends (non-PCS students) are not allowed on campus or to loiter in the parking areas. Only perspective students and out-of-town relatives are allowed to shadow a student. The parents of the PCS student will be totally responsible for the actions of the visitor. The visitor will need to comply with all the basic rules and guidelines every student must follow (classroom decorum, respect for authority, etc.). Visitors are not allowed during exam week or achievement testing week.

We strongly discourage former students who are not alumni from coming to visit during school hours. Former students are welcomed to attend athletic events, fine arts performances, etc.

All visitors, including parents, are asked to respect the standards of the school when on campus, even if only for a brief stop. Visitors are requested to wear modest apparel whenever appearing on campus for any reason. Parents are allowed to eat lunch with their child on a limited basis apart from the remainder of the class to avoid disruptions in the lunchroom.

Note: The Administration reserves the right to prohibit visitors who are not appropriately dressed or exhibit disruptive behavior.

# SECONDARY DIVISION GRADES 7-12

## POLICIES AND GUIDELINES

Listed in Alphabetical Order

### ACADEMICS

#### OVERVIEW

At Providence Christian School, we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, "Wise men lay up knowledge...." The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of PCS. All students have a Bible class or chapel each day that includes Bible study, Bible memorization, and practical Christian training. In Bible class and chapel, students are required to use the Authorized King James Version.

The middle school and high school programs use A Beka Book and Bob Jones University Press textbooks. Spanish, keyboarding, computer, music, and other electives are available to our middle and high school students. FLVS approved courses may also be taken for credit under specified circumstances. A full sports program for both young men and young ladies is also offered. The high school utilizes a selective placement, two-level program consisting of Honors and non-Honors classes in the areas of math and science. Both programs meet or exceed all the state requirements for graduation.

#### DAILY SCHEDULE

There are eight periods scheduled for classes. The schedule is as follows:

|              |       |   |       |
|--------------|-------|---|-------|
| First Hour   | 7:55  | - | 8:43  |
| Second Hour  | 8:47  | - | 9:35  |
| Third Hour   | 9:39  | - | 10:19 |
| Fourth Hour  | 10:23 | - | 11:11 |
| Fifth Hour   | 11:15 | - | 12:03 |
| Lunch        | 12:03 | - | 12:33 |
| Sixth Hour   | 12:39 | - | 1:27  |
| Seventh Hour | 1:31  | - | 2:21  |
| Eighth Hour  | 2:25  | - | 3:15  |

On days that there is only a half-day of school, the schedule will be as follows:

|              |       |   |       |
|--------------|-------|---|-------|
| First Hour   | 8:00  | - | 8:30  |
| Second Hour  | 8:35  | - | 9:05  |
| Third Hour   | 9:10  | - | 9:40  |
| Fourth Hour  | 9:45  | - | 10:15 |
| Sixth Hour   | 10:20 | - | 10:50 |
| Seventh Hour | 10:55 | - | 11:25 |
| Eighth Hour  | 11:30 | - | 12:00 |

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## GRADING POLICIES

- Grade Designations in High School: High School Students must meet the following criteria to be classified as Freshman, Sophomores, Juniors, and Seniors:
  - Freshman: Successful completion of 8th grade subjects required.
  - Sophomore: Five credits earned in 9th grade
  - Junior: Eleven credits earned in 9th and 10th grades.
  - Senior: Seventeen credits earned in 9th through 11th grades.
    - A senior transferring to PCS must take a minimum of five (5) academic classes. One classroom credit must be taken in Bible, English, Math, Science, and History.
    - Only one of these courses may be taken in a non-traditional classroom (i.e. FLVS, dual enrollment, etc.).
  - Graduate: Twenty-four credits earned in 9th through 12th grade.
    - The state of Florida requires twenty-four (24) credits for graduation. Students who plan on entering the state university system in Florida, or who want to be considered for Florida's Bright Futures Scholarship Program, must take two years of a sequential foreign language.
    - PCS requires the following number of credits for graduation: Bible (1/2 credit each year)-2, English-4, Math-4, Science-4, History-4, Physical Education (including incorporation of health) -1, Fine or Performing Arts, Speech, and Debate or Practical Arts-1, Electives-4. A student must be within one credit of graduation in order to participate in the commencement exercises.
    - A grade point average of 2.0 and Algebra I, Geometry, and one online course are required for graduation.
- Grade Definitions
  - The academic grade is based upon the actual work done on homework, quizzes, tests, projects, participation, etc. The following letter grading system is used in grades 1-12:
    - **Grade A** equals 90% through 100%, has a grade-point average value of 4, and is defined as "outstanding progress."
    - **Grade B** equals 80% through 89%, has a grade-point average value of 3, and is defined as "above average progress."
    - **Grade C** equals 70% through 79%, has a grade-point average value of 2, and is defined as "average progress."
    - **Grade D** equals 60% through 69%, has a grade-point average value of 1, and is defined as "lowest acceptable progress."
    - **Grade F** equals 0% through 59%, has a grade-point average value of 0, and is defined as "failure."
    - **Grade INC** equals 0%, has a grade-point average value of 0, and is defined as "incomplete."
  - Academic grades are based upon the actual work completed on homework, quizzes, tests, projects, etc.
  - Nine-week grades are composed of daily average (50%) and test average (50%).
  - A semester grade is composed of the 1st or 3rd nine weeks (40%), 2nd or 4th nine weeks (40%), and the semester exam (20%).
  - Incomplete Grades: Incomplete indicates that the student has, for some reason, not completed a sufficient amount of work to receive a letter grade at the close of the reporting period. All incomplete grades are to be resolved within two weeks, and the "INC" changed to a letter grade or it becomes an F.

- Report Cards & Academic Reports
  - Student report cards will be posted on HeadMaster at the end of each nine weeks. A final report card can be picked up at the end of the school year.
  - Progress Reports will be send out half way in each quarter. They can be seen on HeadMaster.
  - Academic progress may be monitored by the parent and student through HeadMaster. Allow for five school days for grades to be entered and updated. Please contact the school office with any questions regarding HeadMaster.

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## **HOMEWORK**

- All homework and assignments must be completed in order for a student to receive a grade for a course, even if late penalty deductions cause the assignment grade to be a zero.
- Unexcused late homework will be assessed a temporary grade of zero if not turned in at the time of grade book entry. Once the assignment is completed and turned in, the temporary zero will be adjusted to reflect the assigned grade.
- A standard deduction of 20 points per day will be given for all unexcused assignments.
- All work missed because of an excused absence must be made up within a time frame equivalent to the amount of days missed unless other arrangements are made. The time period for make-up work to be completed begins immediately upon the student's return to school. It is the student's responsibility to contact his teachers and complete all make-up work.

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## **HONOR ROLL**

- "A" Honor Roll: The student must earn all A's in academic classes.
- "A/B" Honor Roll: The student must have no subject grade lower than a B.

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## **STUDY HALL**

- Students opting for Study Hall in lieu of an academic class will not receive credit. A student may schedule no more than one study hall period per day.
- A Study Hall is exclusively for a period of silent study. By design, this time is to be used to complete homework assignments, to complete research and writing projects, and to prepare for quizzes, tests, and exams. Study Hall must not be viewed as a break from classes or as a social period. It is designed to help students become academically mature and be able to master the art of time management.

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## **TEST DAYS**

To assist the student, no more than 2 tests will be scheduled per grade on a day. Students are allowed one day per day absent to make up missed tests due to an excused absence.

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## **TRANSCRIPTS:**

- The Guidance Counselor will maintain official transcripts of all high school credit course work completed.
- Official transcripts cannot be released to other educational institutions until student accounts are cleared by the office and an official transcript form has been completed.
- Seniors who receive an "F" in a second semester class will not have their transcripts released until the class has been made up.

- The transcript will be mailed in a sealed envelope to be opened only by the institution requesting the transcript. Unofficial copies of a student's transcript may be obtained by the student, parent, or guardian of the student.

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## COURSE CHANGES

No course may be added or dropped after the first ten school days of a new semester. Permission to drop a course must be secured through the Administrator or his designee. A student must bring a written note from a parent approving the change.

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## CHEATING

- All forms of cheating will result in disciplinary action from the administration and academic credit will not be given for the work. Repeated offenses could result in expulsion.
- *Cheating* is defined as using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others and includes the following:
  - Copying homework from another student without specific approval from the teacher.
  - Working with others on any assignment that was given as an independent assignment.
  - Using workbooks and notebooks from a previous year with answers already completed.
  - Having notes or textbooks visible during a test.
  - Giving or receiving information about a test, quiz, or other assignment prior to receiving the assignment or using any technology to send or receive testing information.
  - Glancing at someone else's test or quiz or allowing someone to look at your paper during a test or quiz.
  - Reading a condensed or Cliff note version of a book and representing that you read the entire book.
  - Not accurately giving correct information to a teacher about grades and completed work.
  - Having access to a teacher edition or answer key.
- *Plagiarism* is defined as literary theft, misrepresentation, and falsification and includes the following:
  - To copy directly, paraphrase, or summarize without clearly marking the source of the information, thoughts or ideas (including electronic based documents, i.e. powerpoint presentations).
  - Plagiarism is prevented when the proper form of documentation is followed. Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretation and is stated in one's own words does not require documentation. Also, when information is common knowledge or is from a specific text, it does not need citation. As a standard for proper documentation, PCS will use the MLA or Turabian format.
  - Inadvertent documentation mistakes that allow another's words and ideas to be mistaken as one's own is plagiarism.
  - Students should ask for assistance from the teacher when a question of documentation arises.
  - Plagiarism will result in receiving a zero or failing grade on the assignment depending on the extent of the plagiarism. Repeated violations could result in expulsion.

## ATHLETICS

PCS maintains an active interscholastic athletic program for both young men and women. The philosophy of PCS regarding athletics and other activities is that the programs are an integral part of the student's total education. Our athletic program strives to honor Christ in each activity. As a member of the Florida Christian Conference (FCC), Providence Christian School and its athletes adhere to FCC governing rules, regulations, and eligibility requirements:



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## ELIGIBILITY

- Prior to the first game all students must have:
  - A current physical examination. This exam must be done yearly and is good for one calendar year.
  - All required fees (non-refundable) in the sport participating.
  - A copy of the student's birth certificate.
  - A student who has 3 or more D's, an F, or incomplete may not participate or attend practices or games until the grade has been brought up according to the Florida Christian Conference guidelines.
  
- The following are requirements during the season:
  - In order to participate in sports or cheerleading, a student must maintain a C average with no F's or incompletes.
  - Grades are checked and progress reports are sent out at the midpoint of each grading period.
  - A student who receives an F or three or more D's on progress reports becomes ineligible for participation in practices or games until the grades are brought up. This ineligibility would become effective the following Monday after the progress reports are issued.
  - A student who receives an F or three D's on his/her report card must automatically sit out of and not dress for games for a minimum of three weeks, beginning the first Monday after report cards are distributed. Players are still required to attend practice unless instructed otherwise.
  - Ineligible players must present a signed note to the coach from the administrator before participating in practice and/or games.
  - Ineligible players may not travel with the team to away games.
  - An accumulation of 45 or more demerits will result in removal from any team, squad, or ensemble.
  - Athletes not turning in uniforms will have report cards and all athletic awards held.
  - PCS Administration reserves the right to suspend or dismiss an athlete from participation at any period during the school year.

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## PRACTICE AND GAMES

- Team members must be present at all games and practices in order for participation in the sport to continue.
- Team practice and game policy is up to the discretion of each coach under the guidance of athletic director and administration.
- No student is allowed in the gym, weight room, or athletic fields without the coach or appropriate adult supervision present.
- Athletes must ride the bus to and from practices and games unless they have a note signed by their parents given to the coach.
- In order to participate in practice or a game, a student must be at school the start of second period. Exceptions are granted with a doctor's note or prior approval from the administration.

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## PARENT PARTICIPATION

- Parents are viewed as an integral part of our athletic program. We encourage parents to stay in contact with their athlete's coach regarding any concerns that may arise.
- As in all areas of PCS, we follow the Matthew 18 principle. The correct procedure is contact the coach, then athletic director, and then administrator.
- A meeting will be held at the beginning of the year for all athletes and their parents.

- In support of our athletic program, all parents of athletes will be asked to work in the concession stand or at the gate admission.

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## BEHAVIOR AT BALL GAMES

Students and parents are expected to practice good sportsmanship at all ball games. Booing or taunting another team or the officials is unacceptable. The testimony of PCS is more important than the outcome of any game.

## DISCIPLINE

Discipline is learned; we recognize that it is taught in the home, as well as at school. This learning process should assist each student in developing a Godly, biblically-based sense of responsibility toward their own behaviors, attitudes, and actions towards God and others. The clearly communicated, firm, fair, and consistent application of biblically-based principles is the guiding factor in every aspect of developing a safe and harmonious school environment.

Discipline is necessary for the welfare of the students as well as the entire school. Teachers are placed in an authority role in each classroom and are given the liberty to make and enforce classroom regulations in accordance with the disciplinary standards of PCS.

Parents are asked to keep in mind that their child's behavior off campus, including social media, has a bearing on the testimony of PCS. Anything that the administration feels would bring reproach upon the name of Providence Christian School will be dealt with accordingly.

Providence Christian School incorporates many disciplinary methods including reprimand, demerits, detention, suspension, and expulsion. Often, parent conferences are required by the administration to emphasize the seriousness of a problem and to seek problem-solving ideas. A full cooperative spirit between the home and school is an important prerequisite for student growth.

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## DEMERIT SYSTEM

The demerit system provides a guide for discipline in the middle and high school division. **The goal of any disciplinary action is to bring about self-discipline.** The primary purpose of our demerit system is to have a method of communication as well as documentation of unfavorable patterns of behavior or character traits. PCS expects students to be well disciplined and exhibit positive conduct and behavior while at school or school functions. Failure to abide by the standards outlined in this handbook and the guidelines of teachers in the classroom will result in demerits.

Demerits are reported by the teacher or other school personnel to the Administrator or his designee who then assigns demerits. Discipline notices are available to view on HeadMaster. Parents are encouraged to check the Behavior section of HeadMaster on a regular basis. Demerits levels begin at zero each semester.

Situations not specifically addressed by this demerit system will be handled by the administration.

Changes may be made to this system at the discretion of the administration and/or board of deacons of Providence Baptist Church (school board).

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## DEFINITIONS OF DEMERIT TERMS

**Cell phone violation:** Cell phone seen or heard during the school day or inappropriately used while on campus.

**Chapel misconduct:** Writing, passing, or reading notes; sleeping, no Bible; disruptive or inappropriate behavior.

**Cheating:** Copying or attempting to take credit for someone else's work. This includes taking or giving answers on a test or quiz, copying homework, or allowing others to do so.

**Critical spirit/bad attitude:** Griping or complaining about the school policies, procedures, or faculty, or showing an uncooperative attitude.

**Defacing school property:** Damaging school property or showing disrespect towards school property. This would include writing on books, walls, desks, bulletin boards and damage done during careless behavior.

**Deliberate disobedience:** Disregarding or disobeying a direct request or command.

**Disrespect:** Showing any disrespect toward an authority in attitude, word, body language, or facial expression.

**Disturbing class:** Engaging in disruptive activity which creates a distraction in class.

**Dress code violation:** Violating the dress code, including all school activities.

**Fighting:** Engaging in or encouraging any form of fighting such as fist fighting or wrestling.

**Grooming in class:** Combing hair, putting on make-up, etc.

**Inappropriate conduct:** Participation in behavior that is potentially harmful to persons or property. This would include horseplay, racism, roughhousing, chasing, play-fighting, unsafe driving practices, pulling chairs out from under a student, tripping.

**Inappropriate music:** Promoting inappropriate music through song, discussion, writing (groups, pictures, symbols).

**Irreverent or inappropriate slang:** Taking the Lord's name in vain by specific statement or euphemism or when words or slang are used that are not appropriate for the classroom.

**Lack of attention in class:** Doing anything not pertaining to the class, including sleeping.

**Locker violation:** Having a messy locker, anything taped on the locker, inappropriate pictures.

**Lying:** Giving false information or any form of deception.

**Papers/forms not signed:** Failure to return any item from a teacher or the administration that requires a parent's signature.

**Physical contact:** Engaging in physical contact between a boy and a girl student. This would include kissing, touching, holding hands, putting arms around each other.

**Profanity or vulgarity:** Communicating in any way with vulgar language, cursing, profanity, suggestive language or gestures.

**Prohibited articles:** See the PCS School Handbook for a complete list.

**Stealing:** Taking or borrowing without permission any item that belongs to someone else.

**Tardy to class:** Arriving late to class or seat in the class, without an excuse, as defined by the teacher.

**Unprepared for class:** Not having the necessary books or supplies for class.

**Writing, passing, reading notes:** Demerits given to any participant in the note process.

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## **DEMERIT PENALTIES**

### **1 demerit each offense**

Candy, food, gum, papers or forms not signed, locker violations, grooming in class, writing/passing/reading notes, unprepared for class, disturbing class, dress code.

### **5 – 15 demerits**

Inappropriate conduct, defacing school property, critical spirit/bad attitude, chapel misconduct, irreverent or inappropriate slang, cell phone violation, office referral.

### **10 – 25 demerits**

Physical contact, disrespect, deliberate disobedience, prohibited articles, profanity, inappropriate music.

### **10 – 25 demerits**

Stealing, fighting, lying, cheating, bullying, attending a dance (to include proms).

### **50 – 90 demerits**

Alcohol, immorality, pornography, tobacco, attending a music concert not in keeping with the standards and goals of PCS.

### **90 demerits**

Criminal activity; weapons at school; use, possession, distribution of illegal drugs; threatening an employee or deacon board member of Providence Baptist Church.

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## **DETENTIONS**

Detentions- This is a second level indicator (after demerits) that a behavioral problem exists.

- A lunch detention will be assigned for every 5 demerits issued.
  - Detentions will be held from 12:03-12:33 on the Monday or Thursday after the detention notice has been issued.
  - Failure to serve the detention on the date assigned will result in a second lunch detention.
  - A \$5 supervisory fee will be charged to the family account for each detention served.
- 

## **DISCIPLINE PROBATION/IN SCHOOL SUSPENSION**

Accumulating excessive demerits will jeopardize both a student's participation in school activities and his/her continued enrollment at PCS.

- A student who accumulates forty-five (45) or more demerits during a semester will be placed on "Behavioral Probation" and lose the privilege of holding a class office, participating in extracurricular activities, and will be required to serve a one day In School Suspension (ISS). A \$25 supervisory fee will be charged for each ISS assigned. NHS membership will also be reviewed.
- A student who accumulates sixty (60) demerits in a semester will be required to serve a second one day ISS.
- A student who accumulates seventy-five (75) demerits will be required to serve a one day Out of School Suspension (OSS).

A student who ends the semester with forty-five (45) or more demerits in two successive semesters will be subject to being denied re-enrollment for the next semester.

**Please note:** The student's and parents' attitude and spirit in receiving disciplinary correction are an important consideration. Lacking submission to authority and repentance may lead to more serious discipline, including dismissal if warranted, in the sole discretion of the Administration.

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## EXPULSION FOR EXCESSIVE DEMERITS

A student who receives ninety (90) demerits in one semester will lose the privilege of continued enrollment in PCS. A student must sit out of school at least one full year before being considered for re-enrollment. This will be handled on a case-by-case basis.

## DRESS CODE

The following information will help you choose the appropriate items of clothing and hairstyles, which may be worn by students.

- Rationale for uniforms: Choosing uniforms allows regulation of neatness in appearance, while avoiding extremes and providing moderation of styles. It is our desire at Providence Christian School to uphold the standards and principles of the Word of God. We must strive to honor the Lord and to maintain a good testimony in our appearance both on and off campus. We are an extension of the home; therefore, it is imperative that we have parental support in these areas of school policy.
- Dress Code Violations: If students are in violation of the dress code, the following administrative procedures will be followed:
  - First offense – The student will receive a verbal warning and documentation in student file.
  - Second and subsequent offense – The student will be issued a demerit.
  - After the third offense for the same violation the student may be required to sit in the school office until the parent brings the necessary uniform item.

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## GIRLS

The guiding philosophy is that attire should be **feminine, appropriate, and modest** in length, style, fit, and neckline.

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### CLASSROOM ATTIRE

**Shirts:** White, gray, red, or black with PCS embroidered logo on front from uniform vendor. Long sleeve shirts worn under polos must be the same color as the polo shirt. Shirts should not be form fitting and the lowest button must be buttoned. Shirts are to be kept tucked in.

**Skirts/Jumpers:** Skirts are to be no higher than the middle of the knee (both front and back) and should not be form fitting. Please keep in mind that they are also to come to the knee when sitting.

**Outerwear:** To enhance school unity and sharpen the appearance of our secondary students, the only outerwear garments that may be worn during school hours are PCS sponsored garments. There are many options such as the school sponsored hoodie; items purchased from

our uniform vendor; PCS letterman jackets; class jackets or sweatshirts; PCS athletic apparel; etc. All PCS sponsored outerwear apparel must be approved by the Administration. Any outerwear worn must have the appropriate school shirt uniform underneath.

**Shoes/socks:** Enclosed toe and heel on shoes is required. If worn, socks are to be solid colors and coordinate with the school uniform (must match in color to shirt or skirt color). Laces must be tied at all times. Tights or leg warmers are permissible on extremely cold days. If worn, leggings must follow the same color guidelines as socks.

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Miscellaneous:

**Jewelry:** Jewelry may be worn in moderation. Only two earrings on each ear may be worn at a time and must be worn in the lobe of the ear. No other jewelry in the ear may be worn. No other body piercing is allowed.

**Tattoos:** Students are not allowed to get tattoos, nor are they allowed to put anything on the skin which may resemble a tattoo. Students should not write or mark on their skin.

**Make-Up-** Make-up should be conservatively applied. Black lipstick or fingernail polish is not acceptable.

**Hair:** Hair color and style must be such that the hair does not draw undue attention to itself and be feminine in nature. Hair should remain a natural color. Subtle, natural-looking highlights are acceptable, but extremes in hair coloring, stripes, chunky streaking, bleaching, and styling are not allowed.

**Blankets:** Blankets should not be brought to school.

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#### SPIRIT DAY ATTIRE

Girls may wear the current school year spirit shirt with the school uniform bottom. Spirit shirts do not have to be tucked in.

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#### BANQUET AND FORMAL ATTIRE

Guidelines will be given out when the occasion calls for it.

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#### BALL GAME ATTIRE

Following are some guidelines to assist our young ladies in abiding by the dress code.

- Knee-length culottes, loose-fitting slacks or capris may be worn to all athletic events. Jeans are not acceptable. Shorts that are to the middle of the knee are allowed.
- Blouses and shirts should be buttoned appropriately, even if worn over another top. Short-waisted tops are not appropriate. T-shirts and sweatshirts are acceptable as long as they have no inappropriate graphics or words.
- Blouses are not to be sleeveless or have large, gaping armholes. Undergarments are not to be visible.
- Sandals are permissible as long as they have a strap on the heel. **Flip-flop style footwear is not to be worn.** Laces in shoes must be tied at all times.

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## FINE ARTS ATTIRE

School uniforms may be worn. However, if other attire is worn, it must be appropriate for the occasion, i.e., "dressy." Dresses must be modest in fit and form, and at least to the middle of the knee. Dressy shoes or sandals are acceptable. No flip-flops are to be worn.

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## PHYSICAL EDUCATION

The mandatory PCS P.E. uniforms (shirt and shorts) are to be worn to all P.E. classes.

- P.E. uniforms are ordered through the school office.
- Failure to comply will result in a lowered grade.
- Athletic shoes and socks are required. These items are the responsibility of the student.
- P. E. uniforms should be properly identified with the student's name.
- No rolling up or shortening of the P.E. shorts is permitted.

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## BOYS

The guiding philosophy is that attire should be **masculine, appropriate, and modest** in style and fit (no oversized clothing).

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## CLASSROOM ATTIRE

**Shirts:** White, gray, red, or black with PCS embroidered logo on front from uniform vendor. Long sleeve shirts worn under polos must be the same color as the polo shirt. Shirts should have the lowest button must be buttoned. Shirts are to be kept tucked in.

**Pants:** Belts are to be worn each day. No slits in cuffs are permissible. Pants must be the school uniform pants. Pant legs should not be rolled.

**Outerwear:** To enhance school unity and sharpen the appearance of our secondary students, the only outerwear garments that may be worn during school hours are PCS sponsored garments. There are many options to choose from such as the school sponsored hoodie, items purchased from our uniform vendor; PCS letterman jackets; class jackets or sweatshirts; PCS athletic apparel; etc. All PCS sponsored outerwear apparel must be approved by the Administration. Any outerwear worn must have the appropriate school shirt uniform underneath.

**Shoes/socks:** **Brown or black** dress shoes, casual dress shoes, or athletic-style shoes are to be worn each day. Sandals are not acceptable. Socks are to be solid colors. Laces must be tied at all times.

### **Miscellaneous:**

**Jewelry:** No earrings or other piercings or necklaces. The only acceptable jewelry will be a medical warning bracelet or necklace, a watch, and PCS class ring.

**Tattoos:** Students are not allowed to get tattoos, nor are they allowed to put anything on the skin which may resemble a tattoo. Students should not write or mark on their skin.

**Hair:** Hair must be neat and conservative in appearance. It should be kept trimmed off the ears and collar and be at least one finger width off the eyebrows. Sideburns are not to extend below the

bottom of the ear. Very faddish or extreme, including excessively spiked, haircuts are not acceptable. This would include the bowl cut look, the shaved on the sides and cropped on top look, and slices or carvings in the hair or eyebrows. Flattops or athletic type haircuts are acceptable. Hair shading, bleaching, or coloring is not acceptable.

Boys are to be clean-shaven each day.

**Blankets:** Blankets should not be brought to school.

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#### SPIRIT DAY ATTIRE

Boys may wear the current school year spirit shirt with the school uniform bottom. Spirit shirts do not have to be tucked in. Undershirts should not be visible.

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#### BALL GAME ATTIRE

Following are some guidelines to assist our young men in abiding by the dress code.

- Docker-style pants and neat jeans are acceptable. Jeans that have exceptionally large pockets, low crotches, or attention-drawing tags, are not acceptable. No slits are permitted in pant cuffs. Athletic shorts are acceptable unless instructed otherwise. Shorts that are to the middle of the knee are allowed.
- T-shirts and sweatshirts are acceptable as long as they have no inappropriate graphics or words.
- Hats and caps are fine for extracurricular activities, if worn correctly.
- Athletic shoes or sandals may be worn. Sandals are permissible as long as they have a strap on the heel. **Flip-flop style footwear is not to be worn.** Laces in shoes must be tied at all times.

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#### FINE ARTS ATTIRE

School uniforms may be worn. However, if other attire is worn, it must be appropriate, i.e. "dressy." Docker-style pants and collared shirts (tucked in) are to be worn. Ties are encouraged. Belts and casual dress shoes are to be worn.

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#### PHYSICAL EDUCATION

The mandatory PCS P.E. uniforms (shirt and shorts) are to be worn to all P.E. classes.

- P.E. uniforms are ordered through the school office.
- Failure to comply will result in a lowered grade.
- Athletic shoes and socks are required. These items are the responsibility of the student.
- P. E. uniforms should be properly identified with the student's name.
- No rolling up or shortening of the P.E. shorts is permitted.

## ELIGIBILITY FOR LEADERSHIP POSITIONS

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#### CLASS/STUDENT BODY OFFICER

Class and/or Student Body officers for grades 7-12 are elected in the fall of a new school year. In order to be nominated for a class office, a student in grades 7-12 must have been a student at PCS the entire previous year and ended each semester with less than forty-five (45) demerits.

The student must have had no report card academic grades of F or more than two D's during any reporting period. The school Administration will provide a list of eligible nominees for each class.



Once elected, in order to remain a class/student body officer, a student must maintain the above eligibility standards.

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#### HOMEcomings REPRESENTATIVE

New and returning students are eligible. The above criterion for demerits applies. Representatives will be nominated and elected by the students.

#### EXAMS

Secondary students who maintain an A average for the entire year may choose to be exempt from taking second semester exams in full-year classes. The average will be obtained by semester averages. A student must not have any unexcused absences during the school year. This would include unexcused absences due to tardiness. A student must not exceed twenty-five (25) demerits in either semester.

#### FORMALS AND BANQUETS POLICY

Students may come singly or may bring a date of the opposite sex to all banquets. A student must be in at least 9<sup>th</sup> grade to attend the Junior/Senior Banquet. Dates who are not PCS students must be approved by Administration and not be over the age of 21. All male dates must meet PCS guidelines for personal appearance (hair, facial hair, piercings). All female dates must meet all guidelines for formal dress and have their dresses approved by the Administration. All Non-PCS students must abide by all personal appearance, in addition to guidelines for PCS policies while in attendance at a PCS Banquet or formal event.

#### GRADUATION REQUIREMENTS AND POLICIES

- Graduation Tracks: All students will be placed on a college preparatory track beginning in ninth grade.
  - Some courses offered may limit a student's ability to obtain admission to certain colleges or qualify for specific scholarships (including the Florida Bright Futures).
  - All students must carry a math and science class in their course load each year they are in high school even if their credit requirements are met.
- Valedictorian/ Salutatorian: The Valedictorian and Salutatorian will be determined at the end of third quarter. The following criteria will be used:
  - Valedictorian:
    - Enrolled as a Senior at PCS for the entire school year.
    - Have the highest overall GPA as determined from courses that offer credits in grades 9 through the completion of twelfth grade third quarter.
    - Must have a minimum of a 3.75 GPA.
    - Five of the seven semesters must be documented by a school offering traditional classroom instruction.
    - Honors points earned at PCS are considered in the determination of Valedictorian. Transfer students' honor points will be limited to those that could similarly be earned at PCS.
    - Must take at least one honors course during the Junior or Senior year or have followed a college prep track of courses.
    - Uphold the policies of PCS and meet all requirements for graduation.

- Salutatorian:
  - Enrolled as a Senior at PCS for the entire school year.
  - Have the second highest overall GPA as determined from courses that offer credits in grades 9 through the completion of twelfth grade third quarter.
  - Must have a minimum of a 3.50 GPA.
  - Five of the seven semesters must be documented by a school offering traditional classroom instruction.
  - Honors points earned at PCS are considered in the determination of Salutatorian. Transfer students' honor points will be limited to those that could similarly be earned at PCS.
  - Must take at least one honors course during the Junior or Senior year or have followed a college prep track of courses
  - Uphold the policies of PCS and meet all requirements for graduation.
  
- Honors Designation at Graduation:
  - Students earning a cumulative high school GPA of 3.5 or higher at the end of the third quarter of the senior year will earn the designation of graduating with "honors."
  - The total criteria are as follows:
    - 3.5 cumulative GPA 9th grade – third quarter of 12th grade.
    - Followed a college prep track of courses. Fulfill all requirements for graduation from PCS.
    - Honors students will wear honors cords in the graduation ceremony.
  
- Graduation Fee: There will be a graduation fee for all seniors. It must be paid no later than one week prior to the graduation date.
  
- Graduation Attire: All graduates will be required to wear appropriate clothing under their robes at graduation.
  - Young men must wear black dress pants, white shirts with a tie, and black dress shoes and socks.
  - Ladies must wear black dresses to the middle of the knee and black dress shoes.
  - A detailed list of instructions will be given to each senior 2<sup>nd</sup> semester.

## LOCKERS

- Lockers will be assigned to students in grades 7-12, subject to availability.
- Students are encouraged to keep their lockers locked at **all** times and should not give their combinations to anyone else. Lockers must be locked after school and on weekends.
- No pictures of a questionable nature are to be displayed inside the lockers.
- Lockers are the property of PCS. If deemed necessary in the discretion of the administration, the school reserves the right to search lockers at any time without notice to the student.
- Padlock replacement cost is \$10.

## NATIONAL HONOR SOCIETY

Providence Christian School became a chapter member of the National Honor Society in 1974. All policies governing the National Honor Society follow the NHS By-Laws. A copy of these By-Laws is available in the school office. The PCS Chapter of the National Honor Society seeks to recognize and bring together for common growth

and interaction those students in the 10th through 12th grades who exhibit notable qualities in each of the following areas: scholarship, leadership, character, and service. New members will be selected by the faculty council of Providence Christian School each spring through a competitive selection process.

- Students who are eligible for NHS nomination must meet the following criteria:
  - Must have a 3.0 cumulative unweighted grade point average.
  - Must be taking college preparatory courses.
  - Must be a full-time PCS student.
  - Must have no suspensions of any kind on their discipline record for the current school year.
  - Must have 5 hours of community service documented in the guidance office within their high school career (summer after 8th grade – to current time).
- After eligibility is determined, eligible students will be given the opportunity to apply for acceptance into the PCS chapter of NHS. The students must pass through the selection process successfully before being permitted induction into NHS.
  - Please see the NHS sponsor for specific selection criteria.
  - Continued Membership Requirements in NHS:
    - Each candidate upon acceptance will be required to perform and document a minimum number of hours of community service. This is in addition to the hours documented as part of the application. All hours must be documented in the guidance each year by February 1. (All of these hours may count toward their Bright Futures community service requirement, as well).
    - Members will be required to abide by all school policies, be above reproach in character which is the cornerstone of their acceptance. In addition, members must maintain or exceed the GPA entrance requirement.
    - Members must become involved by active service in all chapter projects. Attendance at all meetings during school year and participation in all events is required unless excused by the NHS Adviser. If a member fails to participate in one of these events they will be placed on probation.
  - Reasons for Dismissal:
    - Members will be dismissed if they are found to have broken major school policy, have knowingly been involved in civil offenses, have not maintained a GPA of 3.0 or better.
    - Have not completed and documented their community service with the guidance office by the appropriate deadline.
    - Members may be placed in probation only once during their membership. Any action that would result in a second probationary period will result in dismissal.
    - Members will be notified in writing of their dismissal and will have a right to a hearing with the PCS Faculty Council. The Faculty Council determines whether or not dismissal is warranted and members are notified in writing of the decision.
- Senior members of the PCS chapter of the National Honor Society will wear NHS honors drape, in their graduation ceremony. If GPA requirements are not met, this honor will be forfeited.

## ONLINE/OUTSIDE COURSES FOR CREDIT

Students may take outside and/or online courses for academic credit when pre-approval has been granted by the Administrator and Guidance Counselor. Students may not take online/outside courses (such as Florida Virtual School) when the course is offered during the school year at PCS. It is the expectation that any year long, outside/online courses be completed by the last day of the PCS academic school year and any one semester outside/online courses be completed at the end of that semester. Any exceptions to this must be approved by the Guidance Counselor or Administrator. It is the sole responsibility of the student and parent to monitor class progress. Students may utilize FLVS and other similar programs in the following circumstances:

- When Summer School and/or grade forgiveness are appropriate.
- When a course is not offered at PCS.
- When administration deems appropriate.

## SCHOLARSHIPS/BRIGHT FUTURES

- Upon graduation, all eligible senior transcripts will be transmitted to the Bright Futures Scholarship Program in June. A parent or guardian completes the FSFA application online to provide authorization for transcripts to be submitted. (This should be completed in January of senior year). Any senior eligible for a scholarship will be notified by email in July by the Florida Office of Student Financial Aid. Students and parents are responsible for keeping their application accurate and up to date. Any changes such as address, phone, college choice, etc. must be made online to the Office of Student Financial Aid. PCS is only responsible for transmitting grades, test scores, and community service hours to the OSFA.  
\* For specific requirements for the scholarship, please contact the Guidance Counselor.
- The PCS Guidance Counselor can help you with any additional scholarship assistance.

## SCHOOL RETREAT

- At the beginning of each school year, the 7th-12th grade students will have a school retreat where they will go to a special camp for 2 days for a time of spiritual challenge and class activities.
- Students are required to attend the retreat since it is part of the school program.

## SECONDARY MISCELLANEOUS POLICIES

- Talking in class without permission is not allowed.
- Writing, passing, or reading of notes anywhere on campus will result in disciplinary action. This includes texting and messaging during school hours.
- Students are not to have any articles which distract from academics (Cell phones, CDs, electronic games, toys, fidget devices, games, magazines, sports cards, playing cards, weapons, ipods, etc.).
- Horseplay of any sort is not acceptable.
- Codes of conduct are to be followed at all campus and off-campus school activities.
- Students should refrain from gathering in the parking lot or at their vehicles before, during, or after the school day. When a student arrives on the property in the mornings, he/she is to report directly to the Morning Care location (before 7:45).
- Gum is not allowed on school grounds. A demerit is the penalty for each offense. Gum penalties will be assessed before, during, and after school for any violations on the school property.
- The selling of any item for personal gain is prohibited.

- No eating or drinking is allowed outside of the lunchroom unless special permission has been given.

## SENIOR LUNCH PRIVILEGES

- Seniors who would like the privilege of going off campus for lunch on Fridays must secure a permission note from the school office and have it signed by their parents. The form includes a statement releasing the school from any liabilities in the event a student is injured while off campus during lunch.
- Only boys may ride with boys and only girls with girls unless a staff member is present in the vehicle.
- For a senior to retain this privilege, he/she must be back on time to all classes.
- Extended lunch privilege will be denied if the student is academically ineligible.

## SENIOR TRIP

- Each senior class takes a senior trip during their senior year.
- Each student is responsible for the cost of this trip.
- Any senior who chooses not to go on the trip will be required to take an excused absence for any day they do not attend school. These absences will count toward the total number allowed each semester.

## STUDENT DRIVERS

- Student drivers must register their cars with the school office and park in designated areas.
- Drivers must abide by school regulations and traffic safety rules, which include the following:
  - Students who drive to school may not remain in their vehicles, or congregate in the parking areas before, during, or after school.
  - Boys and girls may not be in parked cars together at any time.
  - Students are not permitted to return to their cars during the school day. A written pass from an administrator is required in order for a student to go to their car during the school day. If a student goes to their car, or is in the parking lot without permission, disciplinary action will be taken.
  - Transportation of one student by another requires written permission from both sets of parents.
  - Students who drive trucks are not allowed to have other students in the back of their trucks.
  - Students need to drive slowly and cautiously when driving to the PCS athletic fields.
  - Providence Christian School is not responsible for personal possessions left in cars, or cars on the property.

## SUMMER REMEDIATION POLICIES

The implementation of all policies below is at the discretion of the Administration.

- PCS does not offer a summer school program.
- Any student in grades 9-12 who receives an F during a semester grading period must complete the appropriate semester in the Florida Virtual School Program. Please see the guidance counselor for more information on FLVS.

- Students who fail both semesters in a class will be required to repeat the course the next year or complete both semesters in an appropriate FLVS program. Please see the guidance counselor for more information on FLVS.
- A teacher or administrator may recommend or require a student for summer tutoring.
- At the end of summer remediation, completion of the FLVS program, or summer tutoring, an evaluation of progress will be made to determine eligibility for the next grade.
- If summer remediation is required and a student does not successfully complete the course, they must make up that credit in that subject area the following school year and will not be permitted to move onto the next class in the course progression.
- Only those students who earn a grade of D+ or lower in a particular class will be allowed to retake or make up that subject for credit. Once the student completes the course through FLVS or similar program, the new grade will be entered on the student transcript with the old grade.
- A student who fails Bible will bring into review the student's continued enrollment at PCS.
- Middle school students:
  - Must pass four out of the five major academic subjects (Bible, Math, English, History, and Science) to be promoted.
  - Promotion is based on the yearly average.
  - Students that fail Math and English for the entire school year will not be promoted to the next grade level without permission from the Administration.
- Any course taken should be approved by the guidance counselor or Administrator to ensure course compatibility.

# ELEMENTARY DIVISION GRADES 1-6

## POLICIES AND GUIDELINES

Listed in Alphabetical Order

### ELEMENTARY SCHOOL POLICIES AND GUIDELINES

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At Providence Christian School, we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, "Wise men lay up knowledge...." The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of PCS. All students have a Bible class or chapel each day that includes Bible study, Bible memorization, and practical Christian training. In Bible class and chapel, students are required to use the Authorized King James Version.

## ACADEMICS

### CURRICULUM

The elementary school programs use A Beka Book textbooks. Enrichment classes are offered as space and staffing allows.

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## ACADEMIC POLICIES AND GUIDELINES

- Grading Scale:
  - A= 90-100
  - B= 80-89
  - C= 70-79
  - D= 60-69
  - F= 59 and below
- Academic grades are based upon the actual work completed on homework, quizzes, tests, projects, etc.
- Weekly communication folders are sent home the last day of the school week.
- Incomplete Grades: Incomplete indicates that the student has, for some reason, not completed a sufficient amount of work to receive a letter grade at the close of the reporting period. All incomplete grades are to be resolved within two weeks, and the "INC" changed to a letter grade or it becomes an F.

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## REPORT CARDS & ACADEMIC REPORTS

- Student Report cards will be posted on HeadMaster at the end of each nine weeks. A final report card can be picked up at the end of the school year.
- Academic progress may be monitored by the parent and student through HeadMaster. Allow for five school days for grades to be entered and updated. Please contact the school office with any questions regarding HeadMaster.
- Progress Reports may be sent at the midpoint of the 9 week grading period.

### *Honor Roll*

- "A" Honor Roll: The student must earn all A's in academic classes.
- "A/B" Honor Roll: The student must have no subject grade lower than a B.

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## HOMEWORK

Reasonable amounts of homework will be given. It should be completed each day. No homework is assigned on Wednesday. Each Friday, a folder will be sent home with the student. This will include seatwork papers and tests for the previous week. Parents are to sign the folder, and the student is to return it on Monday.

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## REQUIREMENTS FOR PROMOTION

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### GRADES 1-2

If a student fails both math and reading, he/she is retained. (A student will not be retained more than once.)

If a student makes an F in either math or reading, summer tutoring is **required**. This is based on a yearly average.

If a student is weak in phonics and reading, summer tutoring is **recommended**.

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### GRADES 3-6

If a student makes an F in two of the three major subjects (math, language, and reading), or makes an F in one of the three major subjects plus a D or F in two other subjects (major or minor), he/she will be retained.

A student who makes an F in one major subject is required to receive tutoring during the summer.

A student who makes a D in one major subject is recommended for summer tutoring.

This is based upon yearly averages.

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## DISCIPLINE

The 12th chapter of Hebrews declares the need for proper, love-based, teaching discipline. Discipline is defined as training that develops self-control, orderliness, and efficiency. Discipline is necessary for the welfare of the students as well as the entire school. Teachers are placed in an authority role in each classroom and are given the liberty to make and enforce classroom regulations in accordance with the disciplinary standards of PCS.

Providence Christian School incorporates many disciplinary methods including positive reinforcement, reprimand, suspension, and expulsion. Often, parent conferences are required by the Administration to emphasize the seriousness of a problem and to seek problem-solving ideas. A full cooperative spirit between the home and school is an important prerequisite for student growth.

A consistent classroom discipline policy for each grade level will be developed, including rewards for good behavior. Teachers will thoroughly familiarize students with their behavior expectations. An explanation will be given to parents explaining the classroom policies.

The elementary division does not have a demerit/detention system. If there is a minor discipline problem, the teacher will handle it at school. If a problem persists, the teacher will send a discipline notice home to inform the parent of the problem. The note is to be signed by the parent and returned the next day. Conferences may also be arranged as necessary. Major discipline problems will be addressed by the Administrator.

Students with excessive discipline problems will be placed on probation. If the behavior is not corrected, the student will be dismissed.

## DRESS CODE (1ST-6TH)

### GIRLS

Follow the Junior High/High School dress code for girls. Exceptions are noted below:

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#### SKIRTS/JUMPERS:

In grades 1-3, jumpers and skirts are to be no shorter than two inches above the knee. In grades 4-6, jumpers and skirts are to be to the **middle of the knee**. (It is suggested that parents buy jumpers and skirts with enough hem to let out over the year.)

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#### SHORTS:

The school uniform shorts may be worn by girls in grades 1<sup>st</sup>-6<sup>th</sup> on any day. An appropriate belt should be worn with the shorts.

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#### SHOES/SOCKS:

Any plain (picture free) sneakers or casual shoes are acceptable.

Tights and leg warmers are permissible on extremely cold days as well as loose-fitting pants (no jeans) underneath skirt or jumper. Blankets and hats are not permitted.

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#### OTHER:



It is appropriate for girls to wear shorts under their dresses for P.E.

Jewelry and nail polish must be conservative in nature. Dark, bright, flashy, or strange colored nail polish is to be avoided. Cosmetics are not to be worn.

All outerwear (jackets and sweatshirts) should be free from any improper logos or writing or style that would interfere with the mission and philosophy of PCS. The teacher has the right to ask a student not to wear specific outerwear if it is deemed to violate this code.

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## BOYS

Follow the Junior High/High School dress code for boys. Exceptions are noted below:

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### SHORTS:

The school uniform shorts may be worn by boys in grades 1<sup>st</sup>-6<sup>th</sup> on any day. An appropriate belt should be worn with the shorts.

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### SHOES/SOCKS:

Any plain (picture free) sneakers or shoes are acceptable.

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### OTHER:

All outerwear (jackets and sweatshirts) should be free from any improper logos or writing, or style that would interfere with the mission and philosophy of PCS. The teacher has the right to ask a student not to wear specific outerwear if it is deemed to violate this code.

## ELEMENTARY MISCELLANEOUS POLICIES

- No student should be outside of the classroom by himself/herself. Students will move as a class or utilize the "buddy system."
- No items relating to rock music should be brought to school. Other inappropriate "pop culture" items will be addressed by the teacher.
- Students are not to have any articles that distract from academics, (CD's, iPods, iPads, MP3 players, electronic games, toys, fidget devices, games, magazines, sports cards, playing cards, etc.) without teacher approval.
- Students may not bring items to sell or trade at school.
- Bringing cell phones, iPads, tablets, or personal electronic devices to school is strongly discouraged. If a student must bring a cell phone, it must remain turned off and in their backpack during the school day. Any cell phones that are used during the school day could be taken by the teacher and may result in disciplinary action.
- Gum is not allowed on school grounds or on the buses.
- Talking in class without permission is not allowed.
- Students are expected to follow all classroom and school rules.
- Horseplay of any sort is not acceptable.
- Codes of conduct are to be followed at all campus and off-campus school activities.
- No eating or drinking is allowed in classrooms unless special permission has been given.

## FINAL REMARKS

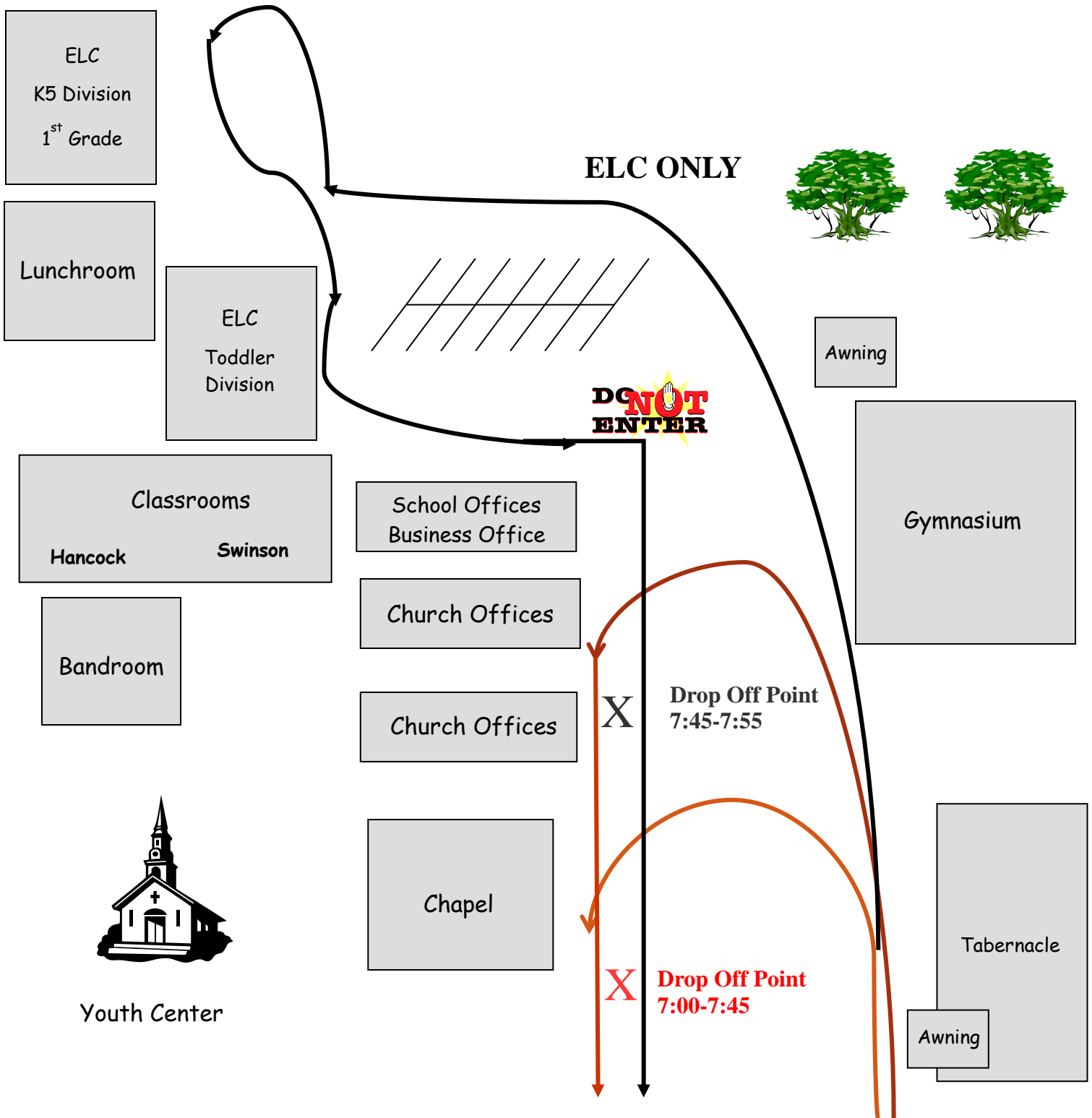
The guidelines set forth in this handbook are not inclusive of all the policies and procedures guiding PCS. Since our school is a ministry of Providence Baptist Church, we endeavor to maintain the church ministry's standard of excellence. The School Handbook is subject to change whenever necessary by the Administration to achieve these goals.

The Administration and faculty's desire is for the parents to understand that it is the goal of PCS to work closely with parents in the teaching and training of their children. This handbook is provided so that both the school and the parents can work together to accomplish the greatest spiritual and educational goals for our students.

All parents and students are held responsible for knowing and abiding by the regulations in the School Handbook, which has been approved by the Administration.

An exception to any policy in this Handbook for one is not meant as an exception in the policy for all.

# Before School Drop-off Patterns



# After School Pick-up Pattern

