PROVIDENCE CLASSICAL SCHOOL

# Parent/Student Handbook 2026-2027

Providence Classical School
6000 Easter Circle, Williamsburg, Virginia 23188
(757) 565-2900 FAX (757) 565-3720 www.PCSvirginia.org

Revised August 2026

# TABLE OF CONTENTS

**WELCOME TO PROVIDENCE CLASSICAL SCHOOL** ..... **4**

**PURPOSE AND MISSION STATEMENT** ..... **4**

**HISTORY OF PROVIDENCE CLASSICAL SCHOOL** ..... **5**

**ORGANIZATIONAL STRUCTURE** ..... **6**

**ADMISSION** ..... **6**

LEARNING DIFFERENCES AND DISABILITIES ..... 6
STUDENT BEHAVIOR ..... 7
NEW STUDENTS ..... 8
KINDERGARTEN ENTRANCE ..... 9

***JUNIOR KINDERGARTEN ENTRANCE POLICY*** ..... **9**

EDUCATIONAL SERVICES ..... 10
EDUCATIONAL TESTING ..... 10
FINANCIAL AID ..... 10
EMERGENCY TUITION AND GRANTS ..... 13
TUITION APPLICATION AND ENROLLMENT FEES ..... 13
TUITION COLLECTION ..... 15

**ATTENDANCE** ..... **16**

STUDENT ATTENDANCE ..... 16
TARDIES ..... 17
LEAVING SCHOOL BEFORE END OF DAY ..... 17
RELEASE OF STUDENTS ..... 17

**ACADEMICS AND CURRICULUM** ..... **18**

SECONDARY DOCTRINE ..... 18
GENERAL GRADING GUIDELINES ..... 18
HOMEWORK ..... 19
TUTORING GUIDELINES ..... 20
CLASSICAL LEARNING TEST (CLT) ..... 20
PROMOTION OF CURRENT STUDENTS ..... 20
SUBJECT ACCELERATION ..... 21
GRADE EXPUNGEMENT ..... 21
SECONDARY HONOR AWARDS ..... 21

**STUDENT CONDUCT AND DISCIPLINE** ..... **24**

CLASSROOM DISCIPLINE ..... 24
CODE OF CONDUCT & DISCIPLINE ..... 25
CODE OF CHRISTIAN CONDUCT ..... 26
ALCOHOL/ILLEGAL DRUGS/TOBACCO ..... 29
SEXUAL HARASSMENT ..... 29
BULLYING BEHAVIOR ..... 30
HAZING ..... 31
CONFLICT RESOLUTION ..... 31
QUESTIONS, COMPLAINTS, GOSSIP ..... 32
THE MATTHEW 18 PRINCIPLE ..... 33

SOCIAL MEDIA GUIDELINES ..... 33
ELECTRONICS ..... 34

**COMMUNICATIONS ..... 35**

PARENT INVOLVEMENT / IN LOCO PARENTIS ..... 35
PARENT / TEACHER CONFERENCES ..... 36
DAILY, WEEKLY, MID-QUARTERLY, QUARTERLY COMMUNICATIONS ..... 36
WITH PARENTS/GUARDIANS ..... 36
WITH TEACHERS/STUDENTS ..... 36
CHILD ABUSE ..... 36
INJURIES ..... 37

**HEALTH AND SAFETY ..... 37**

HEALTH ..... 37
INCLEMENT WEATHER AND EMERGENCY CLOSINGS ..... 38
TRANSPORTATION AND SAFETY ..... 40
CAR LINE ..... 40
VISITORS ..... 42

**CAMPUS LIFE/ SCHEDULES ..... 42**

SCHOOL HOURS ..... 42
CLASS SCHEDULES ..... 42
JK DAILY ACTIVITY SCHEDULE ..... 43
MEMORY PERIOD ..... 43
MATH PERIOD ..... 43
LUNCH AND RECESS SCHEDULES ..... 43
JK SNACK, LUNCH, AND RECESS SCHEDULES ..... 44
CHAPEL ..... 44
AFTER SCHOOL CLUBS ..... 44

**SCHOOL CALENDAR ..... 45**

**UNIFORM POLICY ..... 45**

**APPENDIXES ..... 51**

APPENDIX 1 ..... 51
*STATEMENT OF FAITH ..... 51*
*STATEMENT OF PHILOSOPHY ..... 52*
*STATEMENT OF FINAL AUTHORITY ..... 55*
*STATEMENT OF MEANS ..... 55*
APPENDIX 2 ..... 57
*STATEMENT OF CREATION ..... 57*
APPENDIX 3 ..... 59
*STATEMENT OF LITERATURE ..... 59*

**FORMS ..... 61**

MEDICATION PERMISSION FORM ..... 62
EXTENDED ABSENCE APPROVAL FORM ..... 63
STUDENT SEPARATION FORM ..... 64
TECHNOLOGY ACCEPTABLE USE POLICY ..... 66

# WELCOME TO PROVIDENCE CLASSICAL SCHOOL

Providence Classical School is a classical, Christian school that opened its doors to students in September of 2001 after two years of careful planning and deliberation. The school has students enrolled in Junior Kindergarten through grade twelve.

The staff positions at PCS include a Head of School, Assistant Head of School, Director of Curriculum and Instruction, College Advisor/Event Coordinator, Bookkeeper, and Administrative Assistants. Our faculty consists of full time teachers, occasionally part time teachers and full and part time teacher aides. An elected school board oversees the school's business affairs and ongoing ministry.

In the book *Classical and Christian Education*, Dr. Gregg Strawbridge describes classical education as "getting back to the future." He states that "classical education is about equipping children for the future with what has been successful in the past." Classical Christian education reverts to past traditions of education that focus on giving children the tools necessary to learn and think for themselves.

Classical education is based on a three-pronged approach known as the trivium. The first stage of the trivium, the grammar phase, is emphasized in kindergarten through grade five and emphasizes giving children volumes of information and knowledge. The dialectic phase during the middle school years focuses on reasoning and understanding. The third stage of the trivium, emphasized in grades nine through twelve, is known as the rhetoric phase and focuses on research and the ability to communicate effectively through writing and speaking.

Andrew Kern, the director of the Circe Institute, gives the following definition: **The cultivation of wisdom, virtue, and the love of learning, by nourishing the soul on truth, goodness, and beauty, on the foundation of the classical liberal arts and the Word of God, and to the end that, in Christ, the student is better able to know, love, glorify, and enjoy God.**

The philosophy of PCS is God-centered and Bible-based. PCS believes that true knowledge can only be attained when all truth is recognized as God's truth. (See Appendix 2, Statements of Philosophy)

# PURPOSE AND MISSION STATEMENT

Providence Classical School provides a classical, Christ-centered education, equipping students with a thorough Biblical world and life view that captures their affections and enables them to discern, articulate, and live truth.

# HISTORY OF PROVIDENCE CLASSICAL SCHOOL

Providence Classical School is a classical, Christian school that opened its doors to students in 2001 after two years of prayer, careful planning, and deliberation. The vision of bringing this school from dream to reality has been an incredible and fulfilling process.

Our five founding Board members shared a vision for bringing classical, Christian education to the Williamsburg area. In the late spring of 1999, the group, which included a mother of classically educated children, two classical education teachers, a local pastor and former educator, and a public-school Latin teacher, decided to convene monthly to discuss and pray about the school idea. For one year, they researched the classical education model, gathered information from well-known classical, Christian schools, and read extensively about teaching methods and education theory.

By the summer of 2000, the group began developing the founding statements, articles of incorporation and by-laws. With these critical tasks completed, the group decided that the time was right to bring the PCS concept public and gauge community interest for a school of this type. The group, which chose the name "Providence" to signify its fortuitous coming together, held a Community Interest Forum in March 2001. Based on the level of interest shown at that event, they decided to push ahead with an aggressive schedule for opening a school in the fall of 2001.

After a lengthy search, the group reached an agreement to rent space at the Williamsburg Christian Church on John Tyler Lane. This location served the school well in its first year but proved to be too small to contain the growth of the student body, which doubled between the first and second years. During the summer of 2002, PCS located a suitable building on Palace Lane in Williamsburg. School staff and families undertook a complete renovation of the building during that summer and opened the new school in September with a celebration including local dignitaries and representatives from local churches.

Enrollment at the school increased substantially through the years of 2002-2008. As PCS grew, it filled the Palace Lane building to capacity. During the years of 2006-2008, the PCS Facilities Committee undertook the task of searching out a building suitable for the next phase of the school's growth. In the spring of 2009, they located a series of buildings that would double the classroom capacity and provide separate spaces for the growing Grammar and Dialectic schools. The new campus is in the Greensprings Center (off John Tyler Highway in Williamsburg across from Jamestown High School). PCS added its Rhetoric School in the fall of 2010, and expanded to include 12th grade in 2012, thereby completing the full grammar, dialectic, and rhetoric phases. In 2013, PCS graduated its first senior class. In accordance with its current five-year strategic plan, PCS expanded its educational program to include Junior Kindergarten in August of 2020 and started an Athletic program in August of 2021.

PCS has benefited from the grace of God, much prayer, a supportive community, and the talents of the many families and staff who have brought amazing skills and resources to the growing school.

# ORGANIZATIONAL STRUCTURE

The Providence Classical School Board consists of appointed members voted upon by the currently sitting Board in accordance with the Bylaws. Detailed operational guidelines and responsibilities of the PCS Board are presented in the PCS By-Laws. The School Board is responsible for overseeing the Head of School and for governing the school through its policies.

The Providence Classical School Head of School is hired by the School Board to manage and administer the school in line with the stated philosophy and goals. The Head of School oversees, monitors, and evaluates the entire operation of the school and is responsible for the administration of the organization as a whole and ensures the execution of school policy. If the Head of School is absent, the Assistant Head of School will act in his/her stead.

# ADMISSION

Providence Classical School does not discriminate on the basis of race, color, ethnicity, or national origin; however, we reserve the right to deny admission to applicants on the basis of academic ability (as demonstrated by previous school records, standardized achievement tests or the PCS admission screening.) We support and sympathize with parents who are trying to correct problems with their children. It is not the set purpose of PCS to deal with significant behavioral and academic problems. We admit students and families who support all of our policies contained in this handbook.

## *LEARNING DIFFERENCES AND DISABILITIES*

Providence is committed to making every effort within its capacity to support students with diagnosed learning differences and other disabilities through reasonable classroom accommodations and through fee-based services. Fee-based services offered on campus include educational therapy with a certified educational therapist. Prior to admission, parents must disclose all specific recommendations that have already been given by a therapist, specialist, or other examiners that may be vital to the student's success at Providence. The admissions process will include determining whether Providence offers sufficient services to meet the student's needs. Any admitted student must be capable of meeting the classroom behavioral standards expected of all PCS students. Teachers offer reasonable amounts of individualized assistance for the needs of all students. If a student requires additional support or possible accommodations in their work, the teacher will involve both the parents and an administrator to set forth a plan of action to assess the student's needs. A teacher is not free to make accommodations in a student's work without the approval of an Administrator on a formalized Student Assistance Plan (SAP). Developing such a plan involves one or more meetings with parents, and may also include the classroom teacher, educational specialist, Administrator, and a recommendation for testing. Parents are responsible to secure any needed outside testing, which must be done by a

licensed and certified educational diagnostician. (See Educational Testing Policy) After review of the testing reports, an Administrator may compose a written Student Assistance Plan (SAP). The SAP may involve a combination of classroom accommodations or modifications. PCS reserves the right to decline any accommodation or modification recommended for a student by a diagnostician if it deems the accommodation or modification to be a hindrance to the learning experience of other students or unaligned with the school's mission. Accommodation refers to changing either the conditions in which work is done or the nature of the work itself. Extra time, shortened assignments, or the replacement of written with oral assessment are examples of accommodations. Modifications may refer to the adjustment to any assignment to limit or change the length of the assignment.

## *STUDENT BEHAVIOR*

Behavior problems from previous schooling or from outside of school present a problem. While recognizing that all students are sinners and all sinners can be changed by the saving work of Christ, we again assert that we do not accept students who have a history of behavior problems.

<u>The following types of problems could result in denied admission:</u>

a. Expulsion from or detention in another school.
b. Record of repeated violations of civil law or criminal behavior.
c. Running away from home and other forms of refusing to submit to parental authority.
d. Gang activity.
e. The use of illegal substances.
f. Repeated discipline incidents at other schools.
g. Rebellious attitude, including hostility to attending Providence.

Our facilities are limited, and our faculty members are here primarily to teach subjects, rather than to forcibly discipline students. As a school, we are unable to correct social problems from previous school experiences, family problems, peer influences outside of school, or attitudes. The Head of School will listen to any person's circumstances. The basic position still stands, however, that students with discipline problems cannot be admitted. We do refer to previous school authorities about applicants. We rely heavily on the reports other principals give and presume the truthfulness of their report. Believing that God graciously changes people, we are willing to hear and consider any case.

In some cases, students may be admitted under academic and behavioral probation for a set period of time until they prove themselves capable of meeting Providence's behavioral and academic standards. If it is later discovered that a family knowingly withheld vital, material information regarding their child(ren)'s behavioral issues, the family may be asked to withdraw from PCS.

## *NEW STUDENTS*

New students to PCS will be required to complete an application process to be granted admission, whether at the beginning of an academic school year or at any time during the school year.

All steps of the application process must be followed in the order presented:

1. Parents are first required to submit a completed written application and questionnaire with application fee. Upon review of the submitted written materials, the parent(s) will be notified to schedule a student screening as well as a parent and student interview - see 2.d. below.

2. The prospective student will be screened by the faculty teaching his/her current grade level. The screening will cover all relevant subject areas; all students third grade and above will be required to complete a contemporaneous writing sample. The student must provide documents itemized (a) through (c) below as part of the screening process:
    a. transcripts;
    b. written recommendations from a math teacher and an equivalent to a humane letters teacher;
    c. written recommendation from the student's Head of School or Principal; if student was homeschooled, at least two written recommendations from adults, outside of the immediately family, who know the student well; and
    d. parents will interview with an Administrator and all students 4th grade and above will interview with the teacher performing the screening.

3. The Admissions Committee, consisting of an Administrator and the teacher of a student's entering grade level, will review the application materials and make an admission decision using its discretion.

4. The school will inform the family of the admission decision in writing.

## *ADMISSION PROCEDURES FOR NEW JK STUDENT*

New students to PCS will be required to complete an application process to be granted admission, whether at the beginning of an academic school year or at any time during the school year.

All steps of the application process must be followed in the order presented:

1. Parents are first required to submit a completed written application and questionnaire with application fee. The family must provide two written recommendations from any non-family member adult who has close personal knowledge of the child's character, ability, and behavior in a group setting. The following is a list of possible options: principal, headmaster, counselor, classroom

teacher, coach, Sunday school teacher, music teacher, or choir director. Upon review of the submitted written materials, the parent(s) will be notified to schedule a student screening as well as a parent interview.

2. The prospective student will be screened by the Junior Kindergarten teacher or an Administrator. The screening will be an assessment of behavioral expectations required in peer group settings as well as basic gross and fine motor skills and other academic skills acquisition. Contemporaneously, the parents will interview with the Program Director.
3. An Administrator and Junior Kindergarten teacher will review the application materials and make an admission decision using its discretion.
4. The school will inform the family of the admission decision in writing.

## *KINDERGARTEN ENTRANCE*

Students must be five years old on or before August 31 of the year of entrance into kindergarten at PCS unless all of the following criteria are met:

- The prospective student must turn five no later than December 31 of the year of entrance into kindergarten.
- The prospective student must demonstrate readiness for kindergarten via multiple assessments, to include the current kindergarten screening process, as well as, other assessments deemed necessary by the school.
- A recommendation must be received from a preschool teacher who has worked closely with the child in a classroom setting indicating the student's social and emotional readiness for a structured kindergarten experience, and confirming his/her ability to function well with the peer group.

All costs of screening and testing done above and beyond the normal screening shall be borne by parents.

## *JUNIOR KINDERGARTEN ENTRANCE POLICY*

Students must be four years old on or before September 1st of the year of entrance into junior kindergarten at PCS and meet all of the following criteria :

- The prospective student must demonstrate readiness for junior kindergarten via a screening process and must be fully and consistently potty trained.
- Two recommendations must be received from adults other than family relatives who have worked closely with the child in a classroom or group setting, indicating the student's social and emotional readiness for a structured junior kindergarten experience and confirming his/her ability to function well with the peer group.

## *EDUCATIONAL SERVICES*

When the educational needs of a child cannot be fully met through the interventions available in the PCS classroom, PCS will require that the family seek NILD (National Institute of Learning Development) therapy for the child as a basis for continued enrollment at PCS. All costs associated with NILD therapy will be the responsibility of the family. Please refer to the PCS Educational Testing Policy for further details.

## *EDUCATIONAL TESTING*

When the staff of PCS has communicated to a family that a child has challenges to the learning process, PCS will require that a full battery educational assessment be performed in a timely manner. This assessment may be done through the public-school system, CHKD (Children's Hospital of the King's Daughters), NILD (National Institute of Learning Development), or the Discovery program, an affiliate of NILD or a private source. It will be the parents' responsibility to schedule the assessment, deliver the results to PCS, and to bear all costs of the assessment. Failure to submit to this assessment could result in ineligibility for continued enrollment at PCS.

## *FINANCIAL AID*

**Philosophy**

Our current tuition assistance/gift approach to financing private school education is to provide indirect "financial aid" to many families. However, we believe that a Christ-centered, Bible-based, parent-primary education is vitally important for Christian families; therefore, it follows that no child should be denied a PCS education solely because of finances. Since the body of Christ is made up of members from various economic levels, we trust it to make some provision for those who cannot afford the full tuition. There are many principles in Scripture that apply to this area. "If anyone has material possessions and sees his brother in need, but has no pity on him, how can the love of God be in him?" (I John 3:17). See also Romans 15:1; Matthew 6:33; II Thessalonians 3:8-12. The PCS financial aid program should never result in a "free-ride" for any family. Even families on extremely limited incomes should be required to pay at least 25% of their children's tuition costs plus all required fees (i.e. registration fees and extra-curricular activities). In fact, the more a family personally invests in their child's Christian education (time, talents, and treasures), the more they are apt to appreciate it and, as a family, benefit from it. Our goal is for Providence Classical School to become their school rather than just the school they send their children to. The PCS financial aid program is a means to that end (II Thessalonians 3:8-12).

**Procedures**

The school, through Renweb, shall provide each requesting family the financial aid application packet. The completed application and required supporting documents will provide a detailed analysis of each family's ability to independently fund the full tuition of their child(ren) and provide results of the analysis.

The PCS application (through Renweb) may include the following information and each family should be prepared to provide frank details concerning:

- **Level of family income:** prior year income tax return with all schedules; statement of prior year nontaxable income (including welfare, child support, Social Security, pensions, living and housing allowances, tax-free interest, etc.); estimated current year taxable and nontaxable income (with explanation of major changes from prior year); current assets and liabilities (home, other real estate, major items such as automobiles); annual mortgage/rent, car/loan payments; statement of unusual expenses and indebtedness which have resulted in current financial difficulties.

- **Family information:** number of children attending PCS for which the applicant is directly and totally responsible; other children in the household not attending PCS; other dependents (aged parents, etc.) for which the family is financially responsible.

- **Fulfillment of prior year commitment:** promptness and completeness of payment; fulfillment of any volunteer assignments. Consideration will be given to a family who, although delinquent in their account, took the initiative to regularly communicate with the Head of School concerning their situation.

- **Significant monthly expenses in excess of income:** reason for indebtedness (business/personal loss; extensive medical costs; prior money mismanagement that has resulted in a personal commitment towards personal financial solvency).

- **Willingness to contribute time and talents within the PCS ministry.**

- **Board interview:** at the discretion of the Board, an applicant may be asked to meet with the Board to discuss their financial situation, to further aid it in assessing the applicant's candidacy for assistance.

The amount of aid given will depend on the amount present in the donor-contributed funds and budget allocations at the time financial aid applications are evaluated. Donor-contributed funds and budget allocations available by April 30 would be awarded immediately following the April PCS Board meeting to families who had applied by March 1. Families awarded financial aid will be notified via an award letter, which must contain a signed acknowledgement of the letter's provisions and returned to the Bookkeeper or Treasurer. Recipients will receive a prorated credit on their tuition payment schedule.

The Board may review financial aid needs in cases with unusual circumstances at any time during the year. Families seeking aid for the second semester for the first time, must apply by November 15. Second semester awards would be made in the context of aid awards made during the summer for the full academic year.

All full-year financial aid recipients may be contacted by December 31 of a given school year to verify that their financial status has not changed from the original application. Recipients will complete a new PCS Personal Financial Statement and provide any other required materials timely. Once recipients have timely submitted a fully completed application and supporting documentation, they will then be required to meet with the Board to discuss their financial situation. Based on a review of this updated application and Board interview, a decision as to whether financial aid will be extended for the second semester, and in what amount, will be made. However, PCS, at its discretion, may require full-year financial aid recipients to complete a new PCS Personal Financial Statement at any time during the school year should PCS have reason to believe a recipient's financial status has changed. Once recipients have timely submitted a fully completed application and supporting documentation, they will then be required to meet with the Board to discuss their financial situation.

In either circumstance, if the recipients have not timely provided the requested materials, aid will be immediately discontinued for the remainder of the school term.

**General policies concerning administration of the financial aid program**
Financial aid may be discontinued because of:

- Failure to keep tuition payments current
- Serious disciplinary action for the student
- Parent or legal guardian's disparaging or harassing statements or conduct towards PCS teachers, staff, or Head of School
- Poor academic performance

Extent of aid: The amount of aid will be based on need. No family will receive 100% tuition aid. The range generally would be from 20% to 50% of the full tuition. The PCS Board will make allocations to qualifying applicants based on the available funds. Private education in a Christian environment will always require commitment and sacrifice on the part of the parents.

No fees (registration, book & supplies, etc.) are eligible for tuition assistance and must be paid in full by the families.

Before a family can apply for assistance, they must be fully registered for the upcoming year. This requires that a new family must have registration fees paid before being eligible to apply for financial aid.

As a general rule, a financial aid application for the upcoming year shall not be processed until the previous year's account has been paid in full or is current. Exceptions may be made at the recommendation of the Head of School.

## *EMERGENCY TUITION AND GRANTS*

A family experiencing a temporary financial crisis may apply confidentially in person to the Head of School for tuition assistance on a short-term basis. The situation will be reviewed by the Head of School and the Financial Aid Committee. The Financial Aid Committee will forward a recommendation to the full Board to accept or reject the request. Following the approval of the request, the student(s) would be permitted to remain enrolled in PCS for a minimum of one month to a maximum of the remainder of the current semester.

During the pendency of the financial aid request review, a family's current tuition amount must still be paid, unless a temporarily reduced amount for the review period has been approved by the Board.

At the conclusion of the emergency enrollment period, if the family financial situation has not improved, they would be able to apply for long-term tuition aid or be asked to make other arrangements if their request for long-term assistance is denied.

Grants will never be tracked for the purposes of requiring repayment. However, PCS will encourage families receiving emergency tuition aid to invest back into PCS the amount of relief received to the best of their ability once the financial status has improved. Ten percent of the Financial Aid budget line item should be held aside for this type of emergency.

## *TUITION APPLICATION AND ENROLLMENT FEES*

*Objective*: To define the general purposes and procedures PCS uses for tuition, application, and enrollment fees.

*Scope*: This policy addresses the primary source of revenue for PCS, i.e. tuition, application, and registration fees for all paying students, JK-12.

*Definitions*:

Tuition - Annual amount charged to families for a student to attend PCS for a complete school year. (See *Tuition Fee Schedule*.)

Enrollment Fee - Annual fee charged per student, paid (online via Renweb) at the time of enrollment or re-enrollment to ensure seating in a class for the coming year.

Application Fee – Administrative fee charged for the school's and Renweb's processing of the student's application.

Annual Student Fee – Annual amount charged to families (per child) to cover additional student costs associated with academics.

Direct education expenses - All operating expenses for the school including salaries.

*Guidelines*:

1. Tuition

a. Purpose: Tuition and fees will provide the primary source of operation revenue for Providence Classical School. They should comprise no less than 84% of the annual direct educational expenses. Due to the annual contractual arrangement PCS makes with its employees and the purchasing of materials each year based on enrollment figures, only a partial refund of tuition fees may be permitted in certain extenuating circumstances.

b. Procedures:

1. Each January, as part of the proposed annual budget for the next school year, the Board treasurer will bring to the board a recommendation for tuition rates. At the January board meeting, the school board will, after any necessary revisions, adopt the annual budget for the coming year, including tuition, application, and enrollment fees.

2. The adopted tuition, application, and enrollment fees will be announced to the families and promulgated in appropriate documents (e.g. applications, website) each February, at the time current families are considering re-enrollment for the next year.

3. Tuition may be paid in: one annual payment (with a 1.5% discount); two semi-annual payments, July and January; 10 equal, monthly payments August through May; or, after making specific arrangements with the school's bookkeeper, tuition may be paid in 11 or 12 equal, monthly payments, starting in July. (See also *Parent/Guardian Cooperation Agreement* and *Tuition Collection Policy*).

4. All tuition from the current year must be paid in full by May 31 of that year or report cards and transcripts may be withheld and enrollment for the coming year denied. (See *Parent/Guardian Cooperation Agreement*.)

5. Due to the fact that PCS commits to a full-year of teaching salaries and classroom materials based on student enrollment, the following language will be included on the *Parent Cooperation Agreement* signed by each family (See also *Proper Understanding of the Parent/Guardian Cooperation Agreement* document):

*Note*: Parents/Guardians should understand that by enrolling their child(ren) in PCS, there is an explicit commitment to pay the entire year of tuition, on their agreed upon schedule, as indicated in the *Enrollment Tuition Plan* (in Renweb). The entire year's tuition is considered due, even if the family leaves the school during

the year. Exceptions will be made in accordance with the annual *Parent/Guardian Cooperation Agreement* signed by parents/guardians.

2. Enrollment Fee:

a. Purposes:

1. To ensure that enrolling and re-enrolling students is a serious commitment on the part of the families, similar to "earnest money" in buying a home. Therefore, no registration fees will be refunded or credited in any manner.

2. To give the administration the funds needed in the summer to pay for bulk purchases of texts and materials, as well as cover summer payroll.

b. Procedures:

1. Enrollment fees must be paid in full through the online application process in Renweb.

3. Discounts: The number, type, and value of tuition discounts will be determined by the Board.

4. Non-Refundable Fees: As noted in 1. b. 5. above, PCS contracts for a full-year's service and materials based on student enrollment. Therefore, parents will be informed in all appropriate documentation that all tuition, application, and enrollment fees are non-refundable. Exceptions to this standard may be made by the board upon recommendation by the Financial Aid Committee, including notification as to the reason(s). (See *Parent/Guardian Cooperation Agreement*.)

## *TUITION COLLECTION*

This process is to be followed unless specific other arrangements have been made between the Head of School/School Board and the families involved. Good faith will be presumed on the part of these families unless subsequent circumstances indicate no positive action can be expected.

Late tuition: Tuition not paid in full by the 5th/20th working day of the month due.
(Based on your FACTS agreement)

***Guidelines**:*
The following process is to be followed in the collection of late tuition:

- In the event tuition is not paid on the 5th/20th working day of the month, a second attempt to draw the tuition due will occur 15 working days later. If tuition is still not paid

on the next withdrawal date, a report is sent to the PCS Bookkeeper from FACTS by the next business day.

- Upon receiving the FACTS report, the PCS bookkeeper will personally communicate with the students' parents or responsible party. The purpose of this contact will be to inform the family of the 1.5% /month assessment applied to the late tuition owed and to make arrangements with the family to pay the full amount owed within 15 days, which is 30 days from the original due date. The essential elements or agreements made at that time will be documented, signed by the parent(s) or responsible party/ies, and filed. However, if hardship circumstances exist indicating that payment in full of the amount owed is not possible, and has been duly presented to the Board, the Board or a Board committee shall take the matter under advisement and decide the matter accordingly, taking each family's presentation on a case-by-case assessment.

- Should payment of tuition still not be received within 30 days of the due date, a pending dismissal notice will be sent by certified mail from the Board President or Board Treasurer to the students' parents or responsible party.

- If after all the efforts noted above have been exercised and a period of 45 days has elapsed from the due date, without payment or written arrangements, the PCS School Board will inform the family that their student(s) are dismissed for non-payment of tuition.

# ATTENDANCE

## *STUDENT ATTENDANCE*

All absences are disruptive to the educational process and every effort should be made to attend school regularly. Dated notes stating the specific reason for the absence and signed by a parent or guardian will be required on the first day of return to school.

If the number of absences (excused or unexcused) exceeds 15% of the number of days in the quarter, the Head of School will schedule a meeting with the student's parents to determine whether the student will receive credit for the quarter.

The following reasons will be considered excused absences including, but not limited to, illness, family emergencies, and deaths in the family. Family trips which cannot be taken at any other time and which are approved by the Head of School (Extended Leave Form) at least one week in advance will be considered excused absences. Any other absences will be considered

unexcused. When extended absences are voluntary, teachers should be notified at least one week beforehand and all schoolwork (including tests, quizzes, papers, projects, etc.) should be completed within the time specified by the teacher. For work not completed by the teacher's designated time, a grade of zero will be entered in the grade book. Teachers may provide students with work in advance of an absence but are not required to do so. In general, we recommend that families coordinate travel schedules with the school calendar to avoid voluntary extended absences.

## *TARDIES*

When students are dropped off in the morning, they should proceed quickly to their lockers and then to their classrooms or other designated meeting place. Unless authorized by a faculty or staff member, students should be in their seats and ready to work at 8:05 a.m. Students arriving after 8:00 a.m. will be considered tardy unless excused by the Head of School. Late arrivals disrupt classroom instruction, so every effort should be made to be prompt. Students arriving late should not be dropped off at the front door but should report directly to the school office with a parent. Additionally, half day kindergarten students picked up after 12:30pm or all other students picked up after 3:00pm will be considered tardy.

## *LEAVING SCHOOL BEFORE END OF DAY*

When it is necessary for a student to leave school before the end of the day (medical appointment, family emergency, etc.), a parent must come to the school office first to sign the student out. A note or email should be sent in the morning to make the teacher and administration aware that the student will be leaving early. If the student returns before the end of the day, a parent must sign him/her back in at the school office before returning to class. Please do not drop students off at the front door. Student drivers must sign themselves in and out, but the parent must still notify the school via email or written note of the reason.

## *RELEASE OF STUDENTS*

Teachers are not to release a student to anyone other than carpool drivers with approved name identification. All checkouts are to be through the respective school offices. The teachers and receptionists have the responsibility and custody of all the children while they are in school. The office should be made aware of any instance of the legal parent or guardian removing a child during regular school hours. Proper ID will always be required.

All visitors must check in at the school office prior to visiting classrooms or other areas of the school. After signing in, they will receive a visitor's name tag. If you see a visitor that does not have a nametag, please direct them to the office to sign in.

# ACADEMICS AND CURRICULUM

## *SECONDARY DOCTRINE*

This policy applies to all PCS teachers in their capacity as teachers at Providence and its purpose is to establish the limits of doctrinal teaching at Providence Classical School.

Secondary doctrines are any doctrinal issues, which are not addressed in the Providence Classical School Statement of Faith. Therefore, classroom discussion of secondary doctrine should be on an informative, non-partisan level. Presentation of all sides of an issue is encouraged and the teacher should encourage the students to follow up any questions they have with their parents and church leaders.

## *GENERAL GRADING GUIDELINES*

1) The following grading scale will be used at PCS:

**Grades are issued for students in 3rd – 12th**

| | | |
|---|---|---|
| A+ = 98 - 100 | A = 95 - 97 | A- = 92 - 94 |
| B+ = 89 - 91 | B = 86 - 88 | B- = 83 - 85 |
| C+ = 80 - 82 | C = 77 - 79 | C- = 74 - 76 |
| D+ = 71 - 73 | D = 68 - 70 | D- = 65 - 67 |
| | F = 0 - 64 | |

**Grades K - 2nd**

| | |
|---|---|
| E | 92 – 100 |
| S+ | 87-91 |
| S | 79-86 |
| S- | 74-78 |
| N | 0 - 73 |

E = Student is Excelling
S = Student is Making Satisfactory Progress
N = Student Needs to Make Significant Improvement
I = Skill Introduced, Not Yet Mastered
Y = Skill Yet to be Introduced

**Junior Kindergarten**

The following grading system will be used at PCS for Petite Patriot students:

- *Always* demonstrates skill or understanding

- *Often* demonstrates skill or understanding
- *Sometimes* in demonstrating skill or understanding
- *Never* demonstrates skill or understanding
- *NYI* = Skill Yet to be Introduced

A copy of the final year-end report card is available to parents on Renweb and will be placed in the student's cumulative file. All tuition and fees must have been paid and all textbooks and other school property must have been returned, prior to the report card being released.

## *HOMEWORK*

Homework is an important aspect of the educational experience. Homework assignments can bring the home and school closer together by facilitating parent understanding of topics taught at school. It is the student's responsibility to complete homework. It is the parents' responsibility to support this portion of the educational experience by encouragement and involvement with the student and the teacher. Although homework is a beneficial and necessary part of the education process, PCS wants to encourage families to keep the Sabbath a holy day of rest and worship and to develop interests in activities outside the academic curriculum. Our homework policy reflects these goals.

- The objective of homework is to assist and improve learning and to strengthen skills and understanding gained in the classroom.
- Homework should be a review, application, or adaptation of a classroom experience.
- Homework assignments on weekends and school breaks should be kept to a minimum.

**Time Guidelines:** Homework should <u>not</u> exceed the following daily guidelines:

| | |
|---|---|
| • Kindergarten | 15 minutes |
| • Grammar (1-3) | 30 minutes |
| • Grammar (4-5) | 45 minutes |
| • Dialectic | 60 minutes |
| • Rhetoric | 60-120 minutes |

Teachers may occasionally exceed the daily guidelines for special projects.

**Parent Tips:**

- Set a positive tone.
- Provide a study area with few distractions and good lighting.
- Provide a specific time for homework.
- Call the teacher if your child is having difficulty with an assignment.
- Watch for signs that your child is struggling with a particular subject matter and let the teacher know.
- Provide daily assistance with memory work.

## *TUTORING GUIDELINES*

Teachers may offer to tutor students after school hours but are not required to do so. PCS teachers are willing to "go the second mile" and to remain after school occasionally to help a struggling student.

## *CLASSICAL LEARNING TEST (CLT)*

What is the purpose of education? The purpose of education is to produce lifelong learners, individuals who love God, virtuous and wise humans, and critical thinkers who articulate well. Standardized testing is a tool used in order to see how our students stack up against other students. The classical philosophy of teaching aims to have assessments that align with a schole education – an education that emphasizes a mind which is inwardly calm, not busy; a posture of contemplation; and contrary to the idea of work for outcomes sake. Assessment should encourage contemplation, not measured achievement, but at the same time measured achievement is sometimes a necessary step of future endeavors – college, scholarships, jobs. The CLT is most closely aligned with the classical philosophy of assessment.

## *PROMOTION OF CURRENT STUDENTS*

Students in Junior Kindergarten to 2nd grade will be promoted to the next grade level when they have demonstrated satisfactory progress in academic and social proficiency needed for future success. Evaluation will be based on multiple criteria, including classwork, homework teacher/administration observations, classroom participation, and diagnostic testing.

Students in grades 3 to 5 who do not receive a report card grade of "C-" or higher in Language Arts (Literature and Grammar) or Mathematics, will be required to have a written Student Promotion Plan.

Students in grades 6 to 12 must meet the following criteria for promotion:

1. Pass with a "C- "or higher in Humanities, Language Arts (Dialectic English and Rhetoric), and Math
2. Earn an annual GPA of 2.00 or higher
3. Remain on track to meet all graduation requirements by the end of his/her senior year
4. Any exceptions to the above criteria may be sought via a written appeal to and with subsequent approval by the Head of School.

The final cumulative course grade will be used in determining promotion.

When it becomes apparent that a student may not be ready to be promoted to the next grade level, the parents, teachers, and Head of School will meet to create a written Student Assistance Plan. The Plan will clearly identify what needs to be accomplished to hopefully aid the student in successfully progressing and staying on track. If the Promotion Policy requirements have not been met by year end, retention will be required. If there is some question, the teacher should document his/her recommendation regarding both retention and activities the parents could

assist the child in over the summer and inform the Head of School. In questionable cases (i.e. cases not involving the academic policy), the parents will make the final decision regarding retention. The teacher's recommendation will go into the child's school file along with a documentation of the parents' decision.

## *SUBJECT ACCELERATION*

This policy outlines the reasons why Providence Classical School does not practice acceleration of students in individual subjects. Our aim is to ensure a balanced and comprehensive educational experience for all students, supporting their overall development and well-being. Our curriculum is carefully structured to ensure coherence and continuity across subjects. Accelerating students in individual subjects can disrupt this cohesion, potentially leading to gaps in their overall knowledge and understanding. By maintaining a consistent progression, we ensure that all students receive a comprehensive and balanced education. Research shows that early acceleration in specific subjects does not necessarily correlate with long-term academic success. Our approach focuses on building a strong foundation across all subjects, preparing students for future academic challenges and opportunities. This method promotes sustained academic growth and achievement.

## *GRADE EXPUNGEMENT*

High school students who have failed a course (received a grade below 65) for credit may elect to repeat the course for a passing grade (a grade above 64) and have the failing grade removed from their report card/transcript. The new grade entered on the transcript will be the mean score when the numerical failing grade and the numerical passing grade are averaged together. This new grade/credit will then be reflected on the student's report card/transcript. The student and family must initiate the grade expungement process by enrolling in a class that is pre-approved by the Head of School. This recovery class must be taken, and a passing grade received in the summer before the student returns to PCS for the next school year. The student must ensure that PCS has received all the necessary records from the institution or program that offered the course prior to the beginning of the school year.

## *SECONDARY HONOR AWARDS*

### Academic Honor Awards

There are three categories by which a senior student can earn academic merit at the end of their high school career. In keeping with the Classical heritage of learning and employing Latin these categories will have titles commonly employed in academic awards:

- If a student earns a 3.5-3.74 GPA cumulative average, they will be eligible for the *Cum Laude* ("with praise") award.

- If a student earns a 3.75-3.99 GPA cumulative average, they will be eligible for the *Magna Cum Laude* ("with great praise") award.
- If a student earns a 4.0 GPA cumulative average, they will be eligible for the *Summa Cum Laude* ("with highest praise") award.

**Valedictorian and Salutatorian**

The Valedictorian and Salutatorian are the seniors with the highest cumulative grade point averages in the Rhetoric school at the end of the 3rd quarter of the senior year- as calculated in Renweb – subject to the following eligibility criteria:

1. The student must have attended Providence Classical School for grades 9-12.
2. The student must have taken 28 high school credits at PCS and completed the year-long Senior Thesis and Fine Arts Project.
3. The student can have no suspensions in grades 9-12.
4. The student must positively reflect the mission of the school.
5. The student must be in good financial standing with the school.
6. Only grades earned at Providence Classical School are counted toward a student's GPA for consideration of the Valedictorian and Salutatorian awards.
7. To be considered, students need to be taking the most rigorous and aggressive coursework that Providence offers.

8. In the event of a tie, the GPA for Valedictorian and Salutatorian will be calculated using the following scale:

| Grade | Academic Grade Points | Grade | Academic Grade Points | Grade | Academic Grade Points |
|---|---|---|---|---|---|
| 100 | 4.00 | 89 | 2.90 | 79 | 1.90 |
| 99 | 3.90 | 88 | 2.80 | 78 | 1.80 |
| 98 | 3.80 | 87 | 2.70 | 77 | 1.70 |
| 97 | 3.70 | 86 | 2.60 | 76 | 1.60 |
| 96 | 3.60 | 85 | 2.50 | 75 | 1.50 |
| 95 | 3.50 | 84 | 2.40 | 74 | 1.40 |
| 94 | 3.40 | 83 | 2.30 | 73 | 1.30 |
| 93 | 3.30 | 82 | 2.20 | 72 | 1.20 |
| 92 | 3.20 | 81 | 2.10 | 71 | 1.10 |
| 91 | 3.10 | 80 | 2.00 | 70 | 1.00 |
| 90 | 3.00 | | | | |

*Please note that the above GPA chart for Valedictorian and Salutatorian provides more differentiation than the transcript GPA and therefore the two may differ.

**Graduation Requirements**

Each year, students will progress through different levels of the following major categories of learning:

- Rhetoric – 4 credits
- Mathematics – 4 credits
- History – 4 credits
- Language – 4 credits
- Science – 4 credits
- Theology – 4 credits
- Fine Arts – 4 credits

Since the goal is to develop students who are schooled in the seven liberal arts as opposed to creating specialists in a particular field, PCS will not have a wide range of course options available for selection by the student. (Students transferring from other schools will receive appropriate transfer credit and be granted equivalency or a waiver based upon a review of the individual's high school transcripts.)

> *"…the greatest service we can do to education today is to teach fewer subjects. No one has time to do more than a very few things well before he is twenty, and when we force a boy to be a mediocrity in a dozen subjects, we destroy his standards, perhaps for life." C.S. Lewis*
> *"Any subject, no matter how potentially complex, can be taught to any student at any level. The secret is not in what is taught, but in how it is taught. The compromise to the student's level of psychological development should be made by altering the teaching method rather than by substituting facile subject matter." (Hicks, 1991, p. 128)*

Broad-based learners who appreciate all disciplines are the desired product of PCS. The following quotation presents the contrast between a Classical education of old, and modern specialization:

> *"In the medieval world, a man could not claim to be fully educated until he was well versed in the quadrivium. For our time, the quadrivium may be said to represent the conviction that a liberal arts education must be comprehensive and engage all faculties of the mind. Someone who is educated should be able to handle numbers (mathematics), science (astronomy), aesthetics (music), and spatial relations (geometry). This is contrary to the practice of contemporary higher education which produces highly specialized experts who know or care for little outside their own fields." (Veith and Kern, 2001, p. 14)*

Graduation will require a student to achieve academic success in each of the major categories of learning for each year of their education at PCS. If a student completes the credit requirements for graduation early, he or she will continue by:

a. continuing enrollment in the classical curriculum. Or

b. by enrolling in a challenging dual enrollment course. A scope and sequence and course description will be required to determine if the course will provide adequate challenge to the student. Administrative approval is required for this exception.

The goal is not to provide a smorgasbord of classes from which the student may choose. Instead, we seek to educate them generally, so they are well prepared for future studies, a fulfilling life, and a journey wherein they grow in wisdom.

# STUDENT CONDUCT AND DISCIPLINE

## *CLASSROOM DISCIPLINE*

All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work…Correct, rebuke and encourage with great patience and careful instruction.
*2 Timothy 3:16, 2 Timothy 4:2*

### GENERAL GUIDELINES

Classroom teachers carry the initial school responsibility for discipline. Their goal is to develop godly character and principles in the lives of each student. This should be accomplished by using Scripture and prayer to capture the affections of the child's heart. If the student does not respond to discipline by the teacher, the administrative staff will become involved in the process.

Sowing and Reaping: In association with correcting behavior, discussing the biblical principles being violated, and praying with the student, the following consequences may take place:

1. Name on the board.
2. First check mark beside name on the board with denial of privilege.
3. Second check mark beside name and generation of behavioral referral. (Copies given to parents and placed in the student file).
4. Office visit – the Administrator may use any of the following steps to address the situation. (All of these steps are taken in consultation with the parents and are noted in the student's file on Renweb.)

   Office Visit Options**:**

   A. Counsel student
   B. Call to parents
   C. Suspension for the remainder of the day

D. Suspension for 1-5 days
E. Probation plan (Board involvement and approval required.)
F. Expulsion (Board involvement and approval required.)

Note: At the teacher's discretion, certain behaviors may result in immediate referral to the office and bypass the first three in-class steps.

Forgiveness**:** In all cases children will be encouraged to both seek and grant forgiveness.

If at any time parents of a student want to discuss a particular disciplinary action, they should request a conference with the teacher. If further discussion is desired, they should request a meeting with the Assistant Head of School. If this meeting fails to resolve the concern, the parents may request in writing a meeting with the Head of School.

Every attempt will be made to seek God's guidance, patience, and wisdom in working through difficult situations. Providence Classical School will work closely with member families to resolve situations as they arise and create a loving atmosphere for growth and learning.

Faculty and staff are encouraged to discuss discipline problems with the Assistant Head of School whenever necessary.

Teachers will be notified of the disciplinary consequences that are assigned by the Assistant Head of School to the student.

Teachers will keep a log of parent contacts. This information is often helpful to Administration when a student has been referred to the office. When the Assistant Head of School or Head of School meets with a student, it is noted in RenWeb and transmitted to the parents.

## *CODE OF CONDUCT & DISCIPLINE*

The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.
*Proverbs 1:7*

### EXPECTATIONS

Providence Classical School is a Christian school that is committed to the moral and intellectual integrity of the community for its prosperity under God's hand. This means that we are responsible for one another – parents for students, teachers for students, and students for each other. When we protect the integrity of one person by helping him to make wise biblical choices based on our Statements of

Faith or by helping him to honorably face the just consequences of misconduct, we protect the purpose of the school and the future of its students and families.

From *Shepherding a Child's Heart*: "We recognize that children are made for relationship with the living God and that Providence Classical School's primary goal is to guide children to Him." We believe that the things we say and do reflect the abundance of our hearts and that apart from God, our hearts cannot be right; therefore, the goal of our discipline policy must be to guide the hearts of our children to God.

We desire correction, discipline, and motivation, to understand and to help students understand the overflow of their hearts. Whenever possible, instruction and correction will take place in the classroom with an emphasis on our need for God's grace and the Word of God and how it applies to each situation. The teachers will not establish a legalistic environment but will strive to create a loving and orderly environment for instruction.

The primary responsibility for training a child belongs to the parents. Nevertheless, for Providence Classical School to provide an orderly and wholesome learning environment to all our students, we must establish a particular code of conduct. Our standards are not intended to usurp parental training but serve to reinforce godly training in the home and to assist in raising children who love God. To be effective, school discipline must be a cooperative effort between home and school.

A PCS student reflects the mission and identity of the school, no matter where he is. Students are expected to behave at all times with consideration for others in thought, word, and deed.

In cases of wrongdoing, a biblical pattern of confession, repentance, restitution, and restoration of fellowship will be followed. Parents will be appropriately informed of significant incidents involving their children and of the disciplinary measures taken. When discipline is necessary, parents may rely upon the teachers and administration to correct behavior in ways that will affirm Biblical standards of fairness and justice, the dignity of each child, and the need for damaged relationships to be appropriately restored.

All families will receive a Parent/Student handbook at the time of enrollment of their child. The handbook contains the expectations for conduct and details the rules for PCS. The rules will be reiterated to the parents and to the students at the beginning of the school year. The rules are designed to help students show reverence for the Lord, respect for authority, for others, for property, and for themselves.

## *CODE OF CHRISTIAN CONDUCT*

Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men. *Titus 3:1-2*

Titus 3:1-2 is the basis for the standards of conduct selected for PCS. Please review the guidelines outlined below with your children and discuss your expectations for appropriate school behavior as PCS will seek to reinforce Christian characteristics and attitudes in the lives of our students and will expect the following of students:

1. Cheerful, immediate obedience to all authority and adherence to school regulations even when a person in authority is not present.

2. Courtesy and respect for others, such as being quiet in hallways, not interrupting others, walking – not running – in the buildings, and eating with proper manners. (See also Standards of Conduct, page 23)

3. Truthfulness in word and life.

4. Respect for the property of the school and other people.

5. Responsibility in performing assigned or expected tasks.

6. Prompt attendance.

7. Morally upright conduct including language, relationships, and recreation.
   a) As feelings as well as physical bodies can be hurt, students should avoid insults or unkindness toward one another. A climate of mutual respect in word and deed should be sought.
   b) As a safe and secure environment is desirable and since rough housing can result in unintentional harm, students should refrain from physical interference such as tripping, poking, and hitting.
   c) As appropriate response to authority is critical to the shaping of a student's life in every way, students should obey instructions and exhibit respect toward teachers and the school's staff and its supporting adults, promptly and willingly, avoiding a display of negativism of tone and attitude.
   d) As words have integrity of their own and God expects man to be a steward of thoughts and expressions, students should always refrain from language which is vulgar and inappropriate and which demeans either God or mankind.
   e) As part of learning to live and work joyfully and productively together involves exhibiting sincere respect for others and their rights, students should exhibit courtesy toward teachers and other students when asking questions and participating in classroom discussions. Students should otherwise conduct themselves in a manner that does not distract or detract from the learning environment.
   f) As students deserve the right to manage their own belongings responsibly and individually, each student should protect the property rights of others and refrain from meddling with the personal or assigned property of others.

g) As clean, neat, and wholesome surroundings contribute to the educational environment of everyone, students should do all in their power to keep the school and its campus neat and clean, as well as themselves, and avoid destruction or defacement of school property (including textbooks and materials) in any form.

h) As parents and staff place a premium upon the safety of all students, all students should remain only in authorized areas of the building and grounds, and should refrain from exploring other areas without a staff member present.

i) As noise and unusual activity can distract others, students should walk quietly and in an orderly manner between locations in the buildings.

j) As the school cares about the health and well-being of its students, the possession or use of illegal drugs, alcohol, tobacco, and the illegal possession or use of weapons on or off campus is forbidden.

k) As the school desires to eliminate distracting behavior while promoting mutual respect for one another, students should refrain from public displays of affection or dislike.

l) Students must dress in conformance with one's biological sex.

m) Students must use the restrooms and any changing facilities conforming with one's biological sex.

n) Students must abstain from all intimate sexual conduct outside of the marital union of one man and one woman (Gen. 2:18-25). (See Statement of Faith – *Concerning Marriage,* Appendix 2)

**STANDARDS OF CONDUCT**

| **Standards of Conduct** | **Sample Infractions** |
|---|---|
| Children are subject to the authorities placed over them (administration, teachers, other adults). | Disrespectful speech or attitude towards people in authority at school or on field trips. |
| Children should be obedient. | Direct disobedience of instructions. |
| Children should be ready to do whatever is good. | Being unprepared for schoolwork. |
| Children should slander no one. | Gossip, lying, or speaking unkindly. |
| Children should be peaceable and considerate. | Fighting, arguing and unkind actions towards others. |
| Children should show true humility towards all. | Gloating, boasting. |

As courtesy is a demonstration of one's respect for another, students will act in accordance with social graces. These are exemplified by the following actions:

a) Students holding the door open for one another
b) Making eye contact and verbal greeting as someone walks by
c) Offering a pleasant handshake to visitors
d) Referring to adults as Mr., Mrs., or Miss
e) Standing when adults enter a classroom (K-8)

## *ALCOHOL/ILLEGAL DRUGS/TOBACCO*

Not only is student use of alcohol and other drugs illegal, it is also detrimental to the intellectual, social, physical, and spiritual development of a student. It disrupts the educational program of a school and undermines the morale of the entire school community. Typically, dismissal or expulsion should be expected for the possession, use, or abuse of the aforementioned.

While PCS has a zero tolerance for drug and alcohol abuse on campus or at any school-related function, we also seek to assist any student who needs help to overcome substance abuse or dependency. The student may ask for help voluntarily, or others may ask for help on his/her behalf if there have been noticeable changes in his/her behavior patterns indicating a dependency problem. The Head of School will determine individual restrictions and/or additional actions based on the facts in each case. The possession, use, or distribution of drugs on campus or at any school-related function is a serious offense, and appropriate disciplinary action will be taken.

## *SEXUAL HARASSMENT*

Harassment of any kind at PCS violates the goals of PCS's philosophy as well as respect for the individual. Incidents of sexual harassment will be thoroughly investigated, and guilty parties will be disciplined in an appropriate manner. Sexual harassment is defined as any unwelcome sexual advances, requests for favors of a sexual nature, or other verbal or physical contact of a sexual nature. Written harassment is included in the definition. Sexual harassment may be between school employees, students, or students and employees.

1. The Following May Constitute Sexual Harassment:

a. Making comments about a person's clothing, body, personal life or "bad reputation."
b. Addressing a person with a nickname or term of endearment.
c. Telling sexual jokes or making sexual innuendos.
d. Subtle pressure for sexual activities accompanied by implied or overt threats concerning a person's standing in the school.
e. Inappropriate touching, petting, hugging, or kissing.
f. Overtures of a sexual nature.
g. Leering at a student's body.

h. Displaying sexually explicit or offensive pictures or materials.
i. Standing too close, cornering, blocking, or preventing a person from leaving an area.
j. Inappropriate gesturing with the hands or body.
k. Name-calling of a sexual nature.
l. Telling obscene jokes.
m. Circulating pornography or obscene drawings.
n. Rating an individual (as on a scale of one to ten).
o. Drawing or writing graffiti which targets an individual.
p. Continuously asking someone out who has no interest or leaving love letters or notes that are unwanted.
q. Wearing provocative attire, or obscene T-shirts, hats, or jewelry.
r. Pulling on someone's clothing to cause them discomfort.
s. Playing sexually offensive games.

2. Procedures for Reporting Sexual Harassment:

a. A student can report an incident of sexual harassment to any parent, any teacher, or Administrator.
b. Include as much pertinent information as you can, such as time, place, witnesses present, and a clear description of the offensive behavior.
c. The victim is requested to keep the incident confidential after reporting it to protect both himself/herself and the offender.

3. Sequence of Events:

a. An investigation of the incident will begin as soon as possible.
b. If an incident is deemed to be sexual harassment, the offender will have a hearing with a disciplinary committee.
c. Once an incident is found to be in violation of the sexual harassment policy, appropriate disciplinary action will be taken.

4. Penalties for Sexual Harassment:

a. Due to the range of ages and maturity of the School community, penalties will reflect the severity of the incident as it relates to the age and experience of the offender. Penalties can range from a reprimand to expulsion from School.
b. Anything violating Federal or State law will be referred to the proper authorities.

## *BULLYING BEHAVIOR*

PCS does not permit any type of bullying behavior. The appropriate means of discipline will be decided by the Head of School.

Bullying can be demonstrated in numerous ways. In broadest terms, bullying occurs when a person is picked on repeatedly by an individual or group with more power in either terms of physical strength or social standing.
Bullying is manifested as three basic types: physical, emotional/verbal, and social.
1. Physical bullying is defined by acts such as shoving, pushing, tripping, kicking, punching, or hitting.
2. Emotional/verbal bullying involves name calling, passing negative information about another, taunting, or teasing.
3. Social bullying may be exhibited by inappropriate or inflammatory internet communications or cell phone messages or pictures. Posting to the internet insults, degrading photos, spreading derogatory information, or use of profanity against another person is a type of social bullying called cyber bullying.

## *HAZING*

Hazing is defined as subjecting someone to an indignity, fright, abuse, or threat. Violation subjects a student to disciplinary action.

Further, as PCS sees itself as a partner with parents in educating their students both academically and spiritually, parents or legal guardians are to act in an appropriate manner at all PCS - sanctioned school functions. If any action is not consistent with PCS's standards of Christian conduct or in accordance with PCS's Statements of Faith that underpins its educational and spiritual goals for its students, the Board, at its discretion, may address the matter with the parents or legal guardians.

## *CONFLICT RESOLUTION*

**"…act with reason, not presumption."**
~ *Classical Christian Education, The Essential Guide for Parents*

A classical Christian education teaches students to develop a sense of perspective through critical thinking. Our students come to realize through study and immersion in the historical facts the limits of their thinking from their own worldview.

Are we guilty of not seeking a sense of perspective as adults? Do we immerse ourselves in the facts from a primary source? Do we seek to reach agreements through written and verbal communication? Do we presume that our worldview is the right view?

Providence Classical School's Conflict Resolution Policy is spelled out on page two of the Parent/Guardian Cooperation Agreement, items 6 and 7, and is based upon Matthew 18.

In summary when a grievance arises:

1. Speak privately with the source of the grievance in a constructive and supportive attempt to get clarification or resolution. Do not delay your attempt to seek clarification or resolution. "Seek peace and pursue it." (Psalm 34:14) If honest attempts fail…
2. Speak privately with the Head of School. If satisfaction is still not realized…
3. Bring the matter to the Board's attention via a letter; mailed to the school and addressed to the attention of: The School Board. Please include a general synopsis of the conflict, referencing the time frame involved and summarizing your resolution attempts.
4. You will be contacted by the School Board upon receipt of the letter to confirm when the grievance will be presented to the Board.
5. The matter will be placed on the Board's agenda for discussion during the next Board Meeting.

Certain matters, such as those involving personnel or a particular student, are considered private and will be discussed during Executive Session only.

The Board President or his or her designee will communicate with you as quickly as possible after the board meets.

## *QUESTIONS, COMPLAINTS, GOSSIP*

It is our expectation that graciousness, respect, and **a refusal to gossip** should characterize the relationship between our faculty, staff, and parents. Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. *To grumble or gossip about a problem or issue with a person other than the person involved is unhealthy, unfair, and unbiblical.* Teachers are also strongly urged not to engage in speculations among themselves as to another individuals' motives or intent. When in doubt, ask the person directly involved.

The following steps are an application of the biblical principle recorded in Matthew 18 for the resolution of problems among Christians. This is the way all problems will be handled at Providence Classical School:

1. Request a conference with the teacher or parent and meet privately to seek the resolution, with a spirit of reconciliation. Both parties want the good of the child and are not in an adversarial position.
2. If the issues remain unresolved, the parties involved should meet with the Assistant Head of School. Any required subsequent meetings would include the Head of School.
3. If the issues remain unresolved, the matter will be presented to the Head of School by the Assistant Head of School. All parties involved will meet to seek resolution as seems warranted, all in the spirit of reconciliation.
4. If still unresolved, the matter will be taken to the School Board by the Head of School.

5. If the issue is a school-wide issue (not pertaining to a particular child), then the appropriate person to see is the Head of School.

**The principle underlying this procedure is clear: Solve each complaint with the persons directly involved with an attitude of cooperation and graciousness at the lowest level possible, moving the matter up the chain of authority only as needed.**

## *THE MATTHEW 18 PRINCIPLE*

Matthew 18:15-16 "If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses."

When a shared spirit of trust and application of the principle in Matthew 18 exists in a school setting (or any setting), rumors and gossip rarely get a toehold. When the opposite happens, i.e., parents and teachers slander others in the name of concern, even Christian schools can be (and have been) destroyed. The enemy of our souls frequently works to poison a Christian institution from the inside out, not from the outside in. Jesus' wisdom still applies today: He is sovereign Lord over our schools and our private lives.

Colossians 3:12-14 "Put on then, as God's chosen ones, holy and beloved, compassion, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony."

## *SOCIAL MEDIA GUIDELINES*

Social networking (on-line via computer or phone) is a popular means of social interaction in today's culture. PCS advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so we assume the parent will be monitoring your own children's use of it.

Students are not permitted to be on-line while at school, unless under direct, adult supervision, and then only for purposes related to a class.

The PCS administration is responsible to protect the school and to develop guidelines for the use of social networking by school employees, especially as it may pertain to students. We do not prohibit faculty and student interaction on social media as it can have many positive aspects. However, we have established guidelines for our staff regarding such interactions. These are outlined in the Employee Handbook and include the following:

1. Employees are not to initiate friend requests to students.

2. Employees are not to accept friend requests from any student.
3. Employees are not to initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional.

## *ELECTRONICS*

PCS recognizes that technology can be beneficial in the learning environment. While devices such as computers may have a place in education, they can also cause distractions and disruptions in the learning environment. As PCS strongly advocates personal and interactive classroom instruction and reinforcing the notion and practice of not doing for the child what the child can do for him/herself, PCS limits the use of technology in the classroom. Further these technological tools are no replacement for a capable Christian teacher who loves the Lord, loves students, and has a passion to teach.

**Students are strongly encouraged to keep all electronic devices at home. Cell phones that are brought to school must remain turned off and in the student's locker for the entire school day. Smart watches may be worn by students, but they must have the volume turned off and should only be utilized for timekeeping during the entire school day.**

**First infraction**: The teacher will hold the device until the end of the day and a note will be sent home to the parents.

**Second infraction**: Device will be sent to the main office and a note will be sent home explaining that **parents only** may retrieve the device.

**Third infraction**: The device will be held in the main office until the end of the quarter.
**Teachers should have made efforts prior to issuing a detention to contact parents about problems/concerns with the student.

**Technology Acceptable Use Policy:** Providence Classical School makes technological resources available to students, including access to the internet and our networked computer system. Using these resources, students can explore online libraries, databases, and other information sources throughout the world. It is PCS's intention to provide a safe computer access environment to further the educational goals and objectives of our school. In this vein, we provide content filtering and firewalls to minimize the possibility of inappropriate web access. We realize, however, that students may come across or find ways to access information that is improper for the school environment. The purpose of this document is to clearly state Providence Classical School's usage expectations and guidelines for all hardware and software technology.

**Student Expectations for Technology Use**

General school rules for behavior apply to technology usage. Just as students are responsible for behavior in a classroom and school hallways, students are also responsible for their behavior, actions, and communications when using PCS's computers, devices and email. Students may be

permitted to use online web or app stores such as Chrome or Microsoft for educational apps and extensions approved by school personnel.
The following are considered violations of PCS's Technology Acceptable Use Policy:

- Sending or displaying offensive messages or images
- Using obscene language
- Downloading or sending hate propaganda, threatening or obscene messages
- Damaging computers, computer systems or computer networks
- Downloading games, programs, large files and images without specific teacher permission
- Using unauthorized web-based e-mail such as G-Mail, Yahoo Mail, etc.
- Using Chat rooms, instant messaging, etc.
- Violating copyright laws
- Accessing, editing, moving or deleting another user's folders or files
- Intentionally spreading computer viruses or making changes to system files or software
- Manipulating images in a negative or unbecoming way
- Accessing websites that are not teacher-approved

**Teacher/Staff Expectations for Student Technology Use**
Teachers and staff will monitor student use of school hardware and software. Teachers/Staff will report any violation of the Technology Acceptable Use Policy to the school office.

By reading Providence Classical School's Acceptable Use Policy for Technology, I am acknowledging acceptance and agreeing to comply and abide by the rules. I also realize that violating the school's Acceptable Use Policy may result in a loss of privileges, a report to parents and/or disciplinary action by the school. Damage to physical technology property may result in monetary charges for repair or replacement.

# COMMUNICATIONS

## *PARENT INVOLVEMENT / IN LOCO PARENTIS*

We believe that parents have been given the primary responsibility to educate their children. The school's implementation of its goals and vision statement is not intended to supplant the responsibility of parents before God for the nurture and education of their children. The school will seek to fulfill the obligations it has with regard to this policy, primarily through careful admission procedures, faithfulness to our stated educational mission, and biblical discipline.

Therefore, PCS is continually seeking ways to constructively involve the parents, grandparents, and siblings of our students in the school's regular and special programs.

## *PARENT / TEACHER CONFERENCES*

Formal parent/teacher conferences are scheduled for all students in grades JK-5 and at the discretion of the teachers for grades 6-12. However, parents may want a conference even if it is not requested by the teacher. Additional conferences may be called as deemed necessary by parents, teachers, and/or an Administrator. Parents requesting a conference with a teacher or an Administrator are asked to make this request through the school office. Please call or visit the school whenever there are questions or concerns regarding your child and/or the school.

## *DAILY, WEEKLY, MID-QUARTERLY, QUARTERLY COMMUNICATIONS*

The school communicates with parents through notices, telephone calls, reports, conferences, and emails. Children in grades JK-4 will bring home a communication folder every day. This will contain homework assignments and any communication to the parent from the staff or faculty. The contents of the folder should be reviewed and sent back to school the next day. Any written communication for the child's teacher, the office, or an Administrator should also be sent to school in the communication folder.

Mid-term progress reports are distributed in the middle of each marking period and formal report cards are distributed every nine weeks for all grades. Parents are asked to make sure they view the progress reports and report cards promptly. Students in the third grade and above are graded using the letter grade scale.

## *WITH PARENTS/GUARDIANS*

Parents should contact teachers only during school hours understanding that the teacher may not respond until the next day. Teachers should not accept text messages or cell phone calls from parents during school hours unless requested by the teacher to communicate with the parents. Parents should call the school office for communication that cannot be handled via email or by direct message left on the teacher's class phone. Personal and family time should be respected by both groups.

## *WITH TEACHERS/STUDENTS*

Staff members shall communicate with students only through school-approved communication platforms (Renweb, Microsoft Teams) when using electronic communication. Any individual communication or meeting with a student, whether in person, by telephone, electronically, or through any other means (letters, personalized cards, etc.), must include or be known to at least one parent or guardian. Staff members shall not use personal email accounts, personal devices, text messaging, social media, or other personal messaging applications to communicate directly with students, except in an emergency that is promptly reported to the Head of School.

## *CHILD ABUSE*

The law requires all professionals in education to report any case of suspected child abuse or neglect to the Social Service Bureau in the locality where the child resides. See Virginia Code § 63.2-1509.

### *INJURIES*

All injuries involving a child are to be reported in writing to the school office on the day of the injury. An accident report must be completed by the classroom or relevant teacher. If a volunteer is with a student when an accident occurs, that student is still considered under the supervision of the relevant teacher, and that teacher is responsible for completing the accident report. Parents will be given a copy of the accident report.

## HEALTH AND SAFETY

### *HEALTH*

**Illness:** Students with fever, rash, diarrhea, and vomiting should be kept home. The school should be notified if your child contracts a contagious disease such as conjunctivitis, chicken pox, strep throat, impetigo, or head lice. Students must be symptom free for 24 hours before returning to school.

If a teacher suspects that a student is ill or has a contagious condition (such as fever, lice, bronchitis, unexplained rashes), the teacher is to send the student to the office for evaluation. The office staff will determine if these conditions are present (temperature must register 100 degrees Fahrenheit to qualify as a fever for which the student must leave school) and, if so, will call the parent to pick up the student. The office will notify the teacher to prepare the student's backpack for dismissal and students must be symptom-free for 24 hours before returning to school. If no evidence of illness is found, the student will return to class.

**Emergencies:** Student Emergency Information will be kept on file for every student. If a student is injured or becomes ill during the day, the Emergency Information will be used to contact the family.

**Immunizations and Physical Examinations:** Students entering PCS for the first time must have a current comprehensive physical examination by a licensed physician. The student must have received the examination within twelve months prior to the date of entering school. Students must also furnish an immunization certificate completed by a licensed physician unless exempted for medical or religious reasons. Students exempted from immunizations must submit a physical examination at the beginning of *every* school year.

**Medication:** ***If possible, parents should administer medication at home.*** When necessary, prescription medication can be administered at school by the office personnel. This must be brought to school by the parent/guardian in the original container with an appropriate label intact. A **signed medication form** giving permission to administer the medication at school must accompany the medication. The

form is available on the school website, www.PCSvirginia.org, or on RenWeb in the Parent Portal. Over-the-counter medication will only be administered if it is brought to school by the parent and accompanied by a completed medication form.

**Up-to-Date Information:** The office should be notified immediately about any change in the family's address or telephone numbers as well as the place or phone number of parental employment or any other pertinent information (e.g. change in doctor, doctor's phone number, a change in other health information). Each year, as a part of the registration process, parents must enter emergency information into RenWeb.

**Special Health Concerns:** If your child has any special health concerns (food allergy, asthma, etc.), please stop by the school office prior to the beginning of school to discuss required paperwork and emergency medications with the office manager.

## *INCLEMENT WEATHER AND EMERGENCY CLOSINGS*

**Inclement Weather:** In the event of inclement weather, PCS will make decisions regarding school closing or delayed opening independently of the public-school systems. ***Please do not follow emergency instructions for public school students***. An informational message will be recorded on the school answering machine, (757) 565-2900.

Inclement weather closings, delays and emergency closings will also be posted on WAVY Channel 10 TV.

If inclement weather seems likely and makes it necessary to close school after it has started for the day, cooperation in staying informed is appreciated and arrangements made as promptly as possible to get children picked up.

Please make sure that the Emergency Contact Information remains updated in RenWeb, including all phone/cell numbers, pagers, and e-mail addresses so that you can be reached in case of an emergency. Please be aware that students will not be released to anyone other than a parent, guardian or person listed on that student's Emergency Contact Information with appropriate identification. Therefore, ensure that the Transportation information in RenWeb is also current.

**Emergency Closing:** PCS has a communication system in place that will alert staff of any impending emergency. Broadcasts by the Emergency Alert System will be received immediately, and the Head of School will determine which plan to implement. PCS will make decisions independently of the public-school system. ***Please do not follow emergency instructions for public school students.***

PCS has defined four emergency plans, as follows:

**Plan A: Urgent and immediate threat – evacuation of school**
**Plan B: Shelter-in-place – building secured**
**Plan C: Imminent danger – close school as soon as possible**
**Plan D: Probable risk – close school early**

Please follow your instructions for each plan as described below:

**Plan A:** An urgent and immediate threat would include, but not be limited to, an emergency at the Surry Power Station. The alerting signal for an actual emergency is four separate three-minute activations, each separated by one minute of silence. If you hear this warning signal, tune in to the stations above to confirm that we have implemented Plan A. The students will be immediately evacuated by staff, faculty and designated parents to Warhill High School, 4615 Opportunity Way, Williamsburg, VA 23188. PCS administration will also make every effort to notify parents/guardians by phone. The School Complex Office will serve as a temporary location outside of the Surry Power Plant 10-mile Emergency Planning Zone, and **parents/guardians should proceed to** Warhill High School to pick up their children.

**Plan B:** Shelter-in-place protocol has been adopted upon advisory from the local Emergency Management Systems. This plan is initiated when going outside or evacuating students presents more risk than remaining inside. The building will be secured, and no one will be allowed to enter or exit. **Should this take place, please do not come to school to pick up your children.** Our teachers and staff are committed to providing a safe environment for our students; supplies are on hand for such an occasion and your child will be safer here than in transport. Ensure your own safety and tune in to emergency broadcasts for further information and instruction. Be comforted by the fact that this type of emergency is usually no longer than a few hours. You will be notified by phone and e-mail when it is safe for you to pick up your children.

**Plan C:** Imminent danger will be determined by the Head of School using information and guidelines from local and regional emergency response teams. Staff will attempt to reach parents/guardians by phone and messages will be aired via the above radio stations and TV network. **Parents should pick up their children at school as soon as possible.** Please stay in the carpool line to ensure students' safety and security. Extra staff/parents will be on hand to expedite the process. Again, no student will be released to anyone other than a parent, guardian or emergency contact.

**Plan D:** Probable risk will be determined by the Head of School, and the PCS school day will end early. The hour of dismissal will be announced on radio and TV, and the staff will make every effort to contact parents/guardians by phone. **Parents should make arrangements to have their children picked up at the announced early dismissal time.**

In all cases, an informational message will be posted on RenWeb, The PCS website (www.pcsvirginia.org ) and an informational email will be sent to all our emails on file.

**Directions to temporary evacuation location at Warhill High School:** From Providence Classical School, go north on Easter Circle, left on Greencastle Hwy., right on Greensprings Plantation Dr., left onto Monticello Ave., turn right on Centerville Rd., continue on Centerville Rd. for 7 miles and then turn right onto Opportunity Way. Warhill High School is located on the left.

## *TRANSPORTATION AND SAFETY*

PCS Upper School students may drive to school if they have a valid driver's license but must turn in a completed PCS student driver form. Only Seniors have the privilege of leaving the school grounds during the school day for lunch. However, student drivers may leave for early dismissal or scheduled appointments with written permission from a parent.

## *CAR LINE*

The transportation of students is the responsibility of the families. Car Line drop-off and pick-up will take place at the front entrances of PCS only. Please enter the school parking lot through the first entrance on your right. Drive around Easter Circle toward building 4000. Pull up to the main entrance and wait until an adult helps your child(ren) in or out of the car. Then leave the parking lot through the exit directly in front of the school.

If child(ren) are going to building 6000, the parent should drive around Easter Circle toward building 6000 until the main entrance to the building is reached. The driver will pull up to the main entrance and wait until an adult helps the child(ren) in or out of the car. Then leave the parking lot through the exit directly in front of the school. Students in grades 6-12 will exit their cars without assistance during morning drop-off.

We are committed to managing the car line safely and efficiently. If the parent has messages that need to be conveyed to the child's teacher or the staff, please do not tell them to the adult on duty at the car line. All messages should be written down and sent to school in your child's daily folder.

The Transportation form must be filled out on RenWeb at the beginning of the year listing who can and cannot pick up child(ren). Parents must notify the school by note or phone call when there is to be any change in the child's regular method of transportation home. This is essential in helping to provide for your child's safety.

A car line number card will be issued to each family and is to be displayed on the rearview mirror or dash of your vehicle. Having that number properly displayed is the key to getting the students into their vehicles quickly and safely.

In order to facilitate our daily arrival and dismissals, the following directives should be followed:

**MORNING PROCEDURE:**

- Children may be dropped at the school door between 7:45 a.m. - 8:00 a.m. Please refrain from having students enter the school before 7:45 a.m. There will not be supervision for your child prior to 7:45 a.m. For safety reasons, PLEASE DO NOT allow your child to exit your vehicle until they are in front of PCS in the drop off zone!

**AFTERNOON PROCEDURE:**

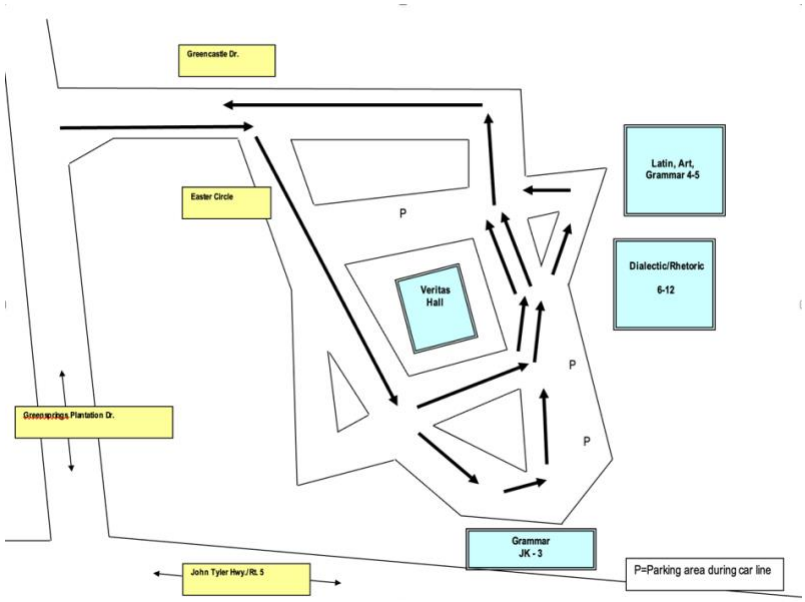
- All families will be given a car line number.
- Every day, parents in the car line must place their assigned numbers inside the car on the rearview mirror or dash so that it is visible through the windshield. This number must remain visible on your rearview mirror or dash until the child is in the car.
- All students will stand at their designated location until their number is called.
- As the cars pull up to the sidewalk, the numbers will be called out. Students will then walk to their cars with an adult when their numbers are called.
- Carpool works best for PCS if the parent remains in the car and the child comes to the car rather than entering the building to pick them up. The exception to this is ½ Day JK/Kindergarten. Please park and enter the building to pick up your half day kindergarten child.

If a student fails to hear their number after three times, the parent is asked to pull around the entire car line again or park and enter the building to retrieve their child. Please do not park in the car line and leave your car unattended.

**Cell phones must not be used during car line. If there is an emergency or essential call, please park your vehicle.**

## Campus Map for Car Line

**Morning drop-off single lane and afternoon pickup double lane.**




## *VISITORS*

Parents are always welcome at PCS. For the safety of all our students, visitors are requested to stop at the office first and sign our visitor's record book. Please schedule conferences and class observations in advance to allow teachers to plan accordingly.

# CAMPUS LIFE/ SCHEDULES

## *SCHOOL HOURS*

| | | |
|---|---|---|
| **Regular** | 7:45 am to 12:15 pm | Half-day kindergarten |
| | 7:45 am to 3:00 pm | Full day kindergarten through 12th grade |
| **Drop Off** | 7:45 am to 8:00 am | Morning carpool |
| **Pick Up** | 12:15 pm to 12:30 pm | Half-day JK/Kindergarten pick up inside |
| | 2:45 pm to 3:00 pm | Afternoon carpool |

***Whenever the school observes a half-day schedule, all students are dismissed at Noon.***

Students should not arrive at school before 7:45 am. **Teachers are involved in faculty devotions and planning and are not available to supervise children before 7:45 am. (Exceptions to this are students enrolled in before school care.)**

## *CLASS SCHEDULES*

Please see RenWeb for individual schedules for students in grades K-12.

**JK DAILY ACTIVITY SCHEDULE**

A daily schedule shall be posted in the classrooms but need not apply on days occupied a majority of the time by a fieldtrip or other special event.

There shall be at least one hour of outdoor activity, weather and air quality permitting. Two recess periods will be scheduled, and one will be generally be in the morning and in the afternoon for the full-day JK students.

Sleep/Rest Time

Afternoon nap for full day JK students will be scheduled for 1:30pm to 2:55pm.

Students shall sleep on cots or mats and students not sleeping after the first 20 minutes may engage in quiet activities. A child who falls asleep in a place other than his/her designated sleeping location may remain there if the space is comfortable and safe.

Cots or mats shall not be occupied by more than one child at a time and shall be identified for use by a specific child. Cots and mats shall be at least 2 ½ feet away from any heat producing appliance and there shall be at least 12 inches of space between occupied cots and mats, unless they are located adjacent to a wall or divider and one side is open at all times allowing for passage.

Rest mats shall have cushioning and be sanitized on all sides daily or before use by another child. The top and bottom of the mat shall be covered or shall have a one-piece covering which is open on three edges. Linens shall be laundered weekly and back-up linens shall be available. If a child uses a pillow, the pillow and pillowcase must be laundered weekly.

Parents are to provide a folding rest mat and linens for their child's naptime; pillows are optional. All linens shall be taken home and laundered weekly, including pillows and pillowcases.

## *MEMORY PERIOD*

Grammar School students will participate in Memory Period daily, except Wednesdays, which is Chapel Day.

## *MATH PERIOD*

Kindergarten through fifth grades will have Math period daily immediately following Memory Period or first thing each morning.

## *LUNCH AND RECESS SCHEDULES*

Please send a healthy mid-morning snack and a lunch with a beverage every day. No refrigeration is available. Half-day kindergarteners do not need lunch. All students will eat lunch and have recess from 11:40 am to 12:10 pm except Junior Kindergarten and Kindergarten.

**JK SNACK, LUNCH, AND RECESS SCHEDULES**

Morning snack and recess will be at 9:45am and lunch with recess will be from 11:45am to 12:15pm. Parents are to send a healthy snack and lunch and water or other beverage with child to school everyday.

The child's food container shall be sealed and clearly dated and labeled in a way that identifies the owner. Unused portions of opened food shall be either discarded by the end of the day or returned to the parent. The school will have extra unopened, sealed food provisions so children can have an appropriate snack or meal if they forget to bring food from home, have brought an inadequate meal or snack, or have brought perishable food that was inadequately stored in the lunchbox. Contaminated or spoiled food shall not be served to children.

If parents have informed the school of their child's food allergy, the classroom will take all reasonable precautions to keep the room free from the ingredient(s) or foods containing noted allergenic ingredient(s).

## *CHAPEL*

Chapel service is held every Wednesday from 9:00-9:30am for grades JK-5 and 8:10-8:40am for grade 6-12. All combined Chapels will be held at 8:10am. The formal dress uniform is to be worn on Chapel day. Chapel time is devoted to worship songs, shared testimonies, and visiting speakers who address Biblical topics.
***Parents and guests are always welcome.***

## *AFTER SCHOOL CLUBS*

All after-school clubs will be required to have a minimum of one sponsor to supervise all meetings held on school grounds. All sponsors and co-sponsors must undergo criminal background checks as soon as possible after the club's inception. An adult supervisor must be responsible for securing the building after all club meetings. No students are to be left unsupervised and sponsors must remain with all club members until they are picked up.

# SCHOOL CALENDAR

The most up to date calendar is available on the school website under the academics tab at www.pcsvirginia.org.

# UNIFORM POLICY

The goal of developing a uniform policy is to create an environment that is honoring to God and acknowledges the Lordship of Jesus Christ in our choices of dress.

PCS's uniform is designed to promote the following:

1. a clean, neat, and orderly looking student body
2. a unique and identifiable look for PCS students
3. a learning environment that minimizes inappropriate clothing issues
4. a reasonable balance between quality and cost so that the uniform requirement does not unduly burden parents financially.

The Head of School will make the final determination on compliance with grooming and uniform standards. If your child is out of uniform, an infraction notice will be e-mailed to the parent. Recurring violations will result in a meeting between the parents and the Head of School.

**No symbols, slogans, logos, or images that are contrary to the convictions of the school may be worn on any article of clothing, including hats, at school-sponsored events. This does not include any PCS logos on clothing. School sponsored events would include Spirit Week, no uniform days, and pep rallies.**

**General Uniform/Appearance Guidelines:**

- **All items of clothing must be marked/labeled with the student's name.**
- PCS Best is to be worn for Chapel Day, field trips, and any other day the Head of School designates.
- Standard uniform is worn on all other days.
- Undershirts must be **white without decoration or writing** and the sleeves must be shorter than the outside shirt.
- When in buildings/classrooms, students may wear sweaters, sweater vests, official school hoodie or fleece jackets bearing the school PCS logo. **Non-PCS sweatshirts are not allowed except when the Head of School allows the senior or theater classes to wear designated sweatshirts.**
- Socks must be seen above the shoe.
- Sandals, Crocs, wheelies, high heels, platforms, jelly (rubbery) shoes or shoes without backs are not permitted. **This includes dress down days.**
- No hats are permitted in the classroom.
- No torn or pre-ripped clothing or soiled clothing. This means no holes whatsoever in any clothing.

- Girls may wear earrings. Large hoops are not permitted. No other forms of body piercing are permitted **including ear cuffs**.
- Boys may not wear any piercings.
- Hair: Hair should be in natural colors only. Hair must be neat and conservative in appearance, **NOT covering any part of the eyes**. In addition, a boy's hair should be cut to fall above the collar. Young men that grow facial hair must keep it neat and trimmed.
- No Body Art: Includes Tattoos (permanent or temporary Henna tattoos).
- Bandanas are not allowed to be worn in the hair.
- On chapel days, boys may change into shorts after chapel during the months of August, September, October, April and May. In addition tennis shoes may be transitioned to after chapel service on chapel days.
- No uniform days are periodically announced; however, students must still embrace the spirit of the dress code, therefore, no leggings are allowed and shorts must be longer than fingertip length. Clothing with graphics must be school appropriate.
- House gear may only be worn on House Days and other specifically announced days.
- The uniform policy and specifications are reviewed and revised annually.

**Where to buy:**

- **SQUADLOCKER**: Offers all required boys' and girls' uniforms (except for 6-12th Grade navy blazers) and optional accessories. Items are available via the PCS Online Store. From the PCS website Homepage, select the '3 lines icon' at the top/right corner to reveal the 'Online Stores' menu option. Or, click here: https://teamlocker.squadlocker.com/#/organizations/providence-classical-school?_k=l2brin
- **LANDS END**: Offers all required boys' and girls' uniforms (including 6-12th Grade navy blazers) and optional accessories. Land's End Uniform (School Code: 900065699)
- **EMBROIDERY:** Certain items require the school logo to be embroidered. You may purchase these items with the logo on them from vendors such as SquadLocker or Land's End, or use local vendors such as **A Logo for You** (www.alogoforyou.com) or **RLB Designs Custom Embroidery & Sewing** (757) 903-7211 (rlbdesigns2011@gmail.com).
- Alternatively, parents may purchase **non-embroidered** uniform items from any vendor. Some options include: JC Penney, Target, TJ Maxx, French Toast (Source Code: QS47CSY), Tommy Hilfiger at https://www.globalschoolwear.com/ (School Code: PROV02) oldnavy.com, elderwearwecare.com.
- House ties and bow ties are also available for sale in the school office.
- PCS uses Classic Navy Large Plaid or Number 37. See the PCS website for images.

PROVIDENCE CLASSICAL SCHOOL

# Uniform for Boys in Grammar School

## PCS BEST

REQUIRED ON WEDNESDAYS & SPECIAL EVENTS

White button down (NOT embroidered) and plaid tie, tucked into khaki uniform pants (no jean style, no externally sewn pockets) with black or brown leather belt without decoration.

*All items (except belt) available through Squad Locker.*

## STANDARD

MONDAY, TUESDAY, THURSDAY, FRIDAY

White, navy, or red embroidered polo (long sleeve available, too), must be tucked into khaki or navy uniform pants or shorts (no jean style, no externally sewn pockets) with black or brown leather belt without decoration.

PROVIDENCE CLASSICAL SCHOOL

# Uniform for Girls in Grammar School

## PCS BEST

REQUIRED ON WEDNESDAYS & SPECIAL EVENTS

White blouse with peter pan collar and cross tie with plaid skort or skirt*.

**Skirt requirements: Various styles are available at vendors. Skirt hem must be no more than 3 inches above the knee.*

*All items (except belt) available through Squad Locker.*

**Girls are always required to wear leggings, tights, or bicycle shorts with jumpers and skirts. Colors: navy, red, or white.**

## STANDARD

MONDAY, TUESDAY, THURSDAY, FRIDAY

Polo embroidered shirt (long sleeve available, too) with plaid jumper, plaid skort/skirt*, khaki/navy pants, or khaki/navy shorts with belt.

PROVIDENCE CLASSICAL SCHOOL

# Uniform for Girls in Dialectic School

## PCS BEST

REQUIRED ON WEDNESDAYS & SPECIAL EVENTS

White blouse, NOT embroidered, house tie or bowtie (available in main office), and Land's End blazer with khaki skort or skirt*.

*Skirt requirements: Various styles are available at vendors. Skirt hem must be no more than 3 inches above the knee.*

Girls are always required to wear leggings, tights, or bicycle shorts with jumpers and skirts. Colors: navy, red, or white.

## STANDARD

MONDAY, TUESDAY, THURSDAY, FRIDAY

Polo embroidered shirt (long sleeve available, too) with plaid jumper, plaid skort/skirt*, khaki/navy pants (no jean style, no externally sewn pockets, may NOT be skin-tight), or khaki/navy Bermuda length shorts with belt.

PROVIDENCE CLASSICAL SCHOOL

# Uniform for Boys in Dialectic & Rhetoric School

## PCS BEST

REQUIRED ON WEDNESDAYS & SPECIAL EVENTS

White button down (NOT embroidered) tucked into khaki uniform pants (no jean style, no externally sewn pockets), house tie (available in Main Office), and Land's End blazer with black or brown leather belt without decoration.

No shorts.

Black or brown dress shoes are required, see shoe specifications on: Shoes, Accessories, and Outerwear page.

## STANDARD

MONDAY, TUESDAY, THURSDAY, FRIDAY

White, navy, or red embroidered polo (long sleeve available, too), must be tucked into khaki or navy uniform pants or shorts (no jean style, no externally sewn pockets) with black or brown leather belt without decoration.

PROVIDENCE CLASSICAL SCHOOL

# Uniform for Girls in Rhetoric School

## PCS BEST

REQUIRED ON WEDNESDAYS & SPECIAL EVENTS

White blouse, NOT embroidered, house tie or bowtie (available in main office), and Land's End blazer with khaki skort or skirt*.

*Skirt requirements: Various styles are available at vendors. Skirt hem must be no more than 3 inches above the knee.*

Girls are always required to wear leggings, tights, or bicycle shorts with jumpers and skirts. Colors: navy, red, or white.

## STANDARD

MONDAY, TUESDAY, THURSDAY, FRIDAY

Polo embroidered shirt (long sleeve available, too) with plaid jumper, plaid skort/skirt*, khaki/navy pants (no jean style, no externally sewn pockets, may NOT be skin-tight), or khaki/navy Bermuda length shorts with belt.

PROVIDENCE CLASSICAL SCHOOL

# Shoes, Accessories, & Outerwear

## Shoes

| | STANDARD (M, T, Th, F) | PCS BEST |
|---|---|---|
| BOYS | Closed-toe casual shoes, boots, or sneakers. | Black or brown closed toe dress shoes or boots. |
| GIRLS | Closed-toe casual shoes, boots, or sneakers. | Black, brown, navy, red, or burgundy closed toe dress shoes or boots. |

## Outerwear

**PERMITTED EVERYDAY**

**All items must have SQUAD LOCKER embroider or iron-on.**

**Grammar JK - 5**

Red or Navy official hoodie

Navy sweater vest

Navy V-neck sweater

Navy Fleece Jacket

Navy button up sweater

## Socks

Solid khaki, navy, or white colored socks are to be worn everyday with your uniform.

Exceptions: On PCS Best day, secondary young ladies are not required to wear socks with their dress shoes, secondary young men should wear khaki DRESS socks, not athletic types.

## Dialectic/Rhetoric 6-12

Red or Navy half-zip

Red or Navy official hoodie

PROVIDENCE CLASSICAL SCHOOL

# House/Spirit Wear Days

## HOUSE GEAR

HENRY HOUSE

JAY HOUSE

SHERMAN HOUSE

WITHERSPOON HOUSE

**On designated House Wear days, only students in grades 6-12 may wear anything from the House Store with either the Coat of Arms or the shield logo.**

***House sweatshirts are NOT to be worn on any other day.***

***Only students in grades 6-12 may wear house gear.***

## SPIRIT WEAR

PROVIDENCE CLASSICAL SCHOOL

PCS

Discern + Articulate + Live

TRUTH

PCS PATRIOTS

**On designated Spirit Wear days, JK – 12 students may wear anything from the Spiritwear Squad Locker store with any of these 5 logos.**

# APPENDIXES

## *APPENDIX 1*

### STATEMENT OF FAITH

**Concerning Scripture** - We believe the Bible in its original writings (the 66 books of the Old and New Testaments) is the inspired and inerrant Word of God and is the only infallible rule in Christian faith and practice. *(II Timothy 3:16-17, II Peter 1:20-21)*

**Concerning God** - We believe in one God existing eternally in three persons: Father, Son, and Holy Spirit, equal in power and glory and identical in essence and attributes. *(Matthew 28:18-20, Hebrews 1:1-3)*

**Concerning God's Providence** - We believe all things that come to pass are directed by God's eternal will and purposes, according to His perfect wisdom, power, justice, goodness and mercy and without making either God the author of sin or man unaccountable for his thoughts, words and deeds. *(Daniel 4:35, Nehemiah 9:6)*

**Concerning Sin** - We believe the sinful disobedience of Adam and Eve caused all humanity to inherit a sinful nature whose corruption affects all of soul and body, separating us from God and bringing us under God's just and eternal condemnation. *(Romans 5:12)*

**Concerning Jesus Christ** - We believe Jesus Christ, the second person of the Trinity, was conceived by the Holy Spirit, born of the virgin Mary, was fully God and fully man, lived a sinless life, voluntarily bore God's wrathful condemnation of pain and death to save His people from their sins, was raised bodily from the dead, ascended into heaven, and now reigns as the exalted head of His Body, the Church. *(Matthew 1:23, Ephesians 1:18-23)*

**Concerning Salvation** - We believe all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ, are pardoned from all their sin and accepted as righteous in God's sight upon the merits and works of Jesus Christ on their behalf alone and none whatsoever upon any merits or works of their own. *(Romans, 10:9-10, Ephesians 2:8-9)*

**Concerning Sanctification** - We believe all true believers, indwelt and sealed by the Holy Spirit until the day of redemption, are enabled more and more to live a godly life, bearing the fruit of the

Spirit's renewing by obedience and good works without which faith is dead, and are eternally secure in His faithful keeping. *(James 2:14-18)*

**Concerning the Return of Christ** - We believe in the personal, bodily, and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints. *(I Thessalonians 4:16-18, Revelation 20:11-15, Revelation 21:3-4)*

**Concerning Marriage –** We believe the parents of the students are important to Providence Classical School's beliefs and structure because the family is the foundational unit for a stable society *(I Corinthians 7:2).* We believe marriage between one man and one woman for life reflects Christ's relationship with His Church *(Ephesians 5:21-33).* We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1Cr. 6:18, 7:2-5, Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

**Concerning Sexuality –** We believe God wonderfully and in His perfect wisdom wonderfully and immutably creates each person as male or female. These two distinct and complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

**Concerning Sanctity of Human Life –** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139).

## STATEMENT OF PHILOSOPHY

Although most Christian schools share many common elements, it is ***imperative*** that parents scrutinize the foundational beliefs of the specific school in which they enroll their children. Therefore, below are the formative philosophical elements that we at Providence Classical School believe distinguish our approach to education.

### *1. OUR PHILOSOPHY IS GOD-CENTERED*

**Man's chief purpose is to glorify God and enjoy Him forever.**[1]

***Providence Classical School is committed to assisting each student in the pursuit of mankind's chief purpose which is to glorify God and enjoy Him forever.***

[1] *Whom have I in heaven but you? And earth has nothing I desire besides you.* (Psalms 73:25 NIV); *So, whether you eat or drink or whatever you do, do it all for the glory of God.* (1 Corinthians 10:31 NIV).

In His providence and goodness, God has bestowed on mankind the ability to explore, investigate, and discover truths about the universe in order to exercise dominion over it and to bring Him glory. Christian education must diligently strive to develop each individual's God-given capacities so that they may be used to God's glory. Therefore, we seek to encourage quality academic work and to maintain high standards of conduct in order for students to achieve their chief purpose.

### 2. *OUR PHILOSOPHY IS PARENT-PRIMARY*

**Parents are to bring up their children in the nurture and admonition of the Lord.**

***Providence Classical School exists to complement, not replace, the parents' or guardians' God-ordained responsibilities as their child's primary nurturers and teachers.***

The primary responsibility for education rests not on the school, the Church, or the State, but on the parents/guardians to whom God entrusts children. Providence Classical School is seen as an extension of the family unit, rather than as an extension of the State (as the public schools are), or as an extension of the Church (as many other Christian schools may be). Therefore, we believe as long as a child is under the parent's/guardian's authority while undergoing formal education, he/she should be trained in a manner consistent with and complementary to their primary home environment.

### 3. *OUR PHILOSOPHY IS BIBLE-BASED*

**True knowledge is impossible without recognition of God.[2]**

***Providence Classical School believes true knowledge is impossible to attain without recognizing all truth as God's truth.***

We believe God's character is revealed not only in the Scriptures, but also in every facet of His creation. God cannot be rightly separated from history, literature, mathematics, science, or any other academic discipline. Therefore, we seek to integrate the truth of Scripture into every aspect of our educational program.

### 4. *OUR PHILOSOPHY IS REDEMPTION-DRIVEN*

[2] *You are worthy, our Lord and God, to receive glory and honor and power, for you created all things, and by your will they were created and have their being.* (Revelation 4:11 NIV); *For since the creation of the world God's invisible qualities-his eternal power and divine nature-have been clearly seen, being understood from what has been made, so that men are without excuse.* (Romans 1:20 NIV)

**God intends we understand the human journey from the perspective of His redemptive purposes.**[3]

***Providence Classical School believes the only prudent way for a child to make sense of this life, living, and all of human history, is through the lens of God's redemptive purposes from all eternity.***

Central to God's purposes in His relationship to humanity is to have from among them a special people of His own who are: His people; His treasured possession; the apple of His eye; a chosen people; a royal priesthood; a holy nation; a people belonging to God; the sheep of His pasture; the children of God; and the body of Christ. How a merciful God, according to His sovereign purposes from before time, redeems a fallen humanity and graciously sustains them is the scarlet thread that binds together all of human history which will be triumphantly consummated when the Lamb of God returns for the marriage feast with His bride, the church of Jesus Christ with whom He will reign eternally. Therefore, we will seek to help our students view the human journey since its creation from a redemptive framework.

### *5. OUR PHILOSOPHY IS GRACE-DEPENDENT*

**Having a right relationship with God is always based on a trust in His gift of undeserved grace and never on what is earned or deserved by good deeds.**

***Providence Classical School believes it is vital for each student and his/her parents or guardians to understand the good news of the Scriptures is that no person can ever gain eternal right-standing with a Holy God by earning or meriting it.***

A common doctrine in almost every known religion in the world is earning the favor of one's god and any hope of eternal life in that god's presence by living a life of commendable good works. The Gospel message of the Scriptures is the favor of God and eternal life has no chance of being secured by the commendable works of any person. Therefore, we seek to communicate mankind's only chance of having right standing with God, now and eternally, is by trust in God's undeserved gift of a Savior who has achieved right standing with God for His people by paying the penalty for sin through His suffering and death.

---

[3] *For you are a people holy to the LORD your God. The LORD your God has chosen you out of all the peoples on the face of the earth to be his people, his treasured possession. The LORD did not set his affection on you and choose you because you were more numerous than other peoples, for you were the fewest of all peoples. But it was because the LORD loved you and kept the oath he swore to your forefathers that he brought you out with a mighty hand and redeemed you from the land of slavery, from the power of Pharaoh king of Egypt.* (Deuteronomy 7:5-8 NIV); *But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light. Once you were not a people, but now you are the people of God; once you had not received mercy, but now you have received mercy.* (1 Peter 2:9-10 NIV).

### *6. OUR PHILOSOPHY IS HEART-FOCUSED*

**Focusing foremost on the heart and motives of the student, not his/her actions, and behavior, is paramount in affecting significant and long-term change in the life of the student.**

***Providence Classical School believes the most effective way to build exemplary character and commendable behavior in its students is to lovingly and consistently expose and deal with the motives of their heart.***

Jesus made explicitly clear in the Sermon on the Mount that we focus on the wrong thing when we view the height of holiness from the perspective of whether we have committed murder or adultery. Instead, Jesus says we need to begin to weigh our holiness by our motives, whether we have anger or lust in our hearts. Behavior is important, but God is not impressed with Pharisees who neglect the motives of their hearts. Therefore, we focus on the internal, hidden motives of the student's heart in order to effect significant and lasting change of character and behavior.

## STATEMENT OF FINAL AUTHORITY

The Statement of Faith and the Statement of Philosophy do not exhaust the extent of our beliefs. The Bible is the inspired and inerrant Word of God and is the sole and final source of what we sincerely believe on Christian faith and practice. The Bible is the final authority concerning morality, truth, and the proper conduct of mankind. For purposes of the Providence Classical School's faith, doctrine, practice, policy and discipline, the School Board is the final interpretive authority on the Bible's meaning and application.

## STATEMENT OF MEANS

Providence Classical School utilizes the *classical* approach to education as defined by Dorothy Sayers in her essay, "The Lost Tools of Learning."[4] This classical approach consists of the trivium, which focuses a particular pedagogy during specific stages of development. The trivium is based on the assumption that a learner must acquire knowledge or information (grammar), understand or intellectually grasp the information intellectually (dialectic), and effectively express and purposefully use the information (rhetoric). According to Peter Vieth's analysis of Sayers' essay, "…the trivium's significance is based on three enduring factors: the need to accumulate tools for learning, the process by which any subject can be learned, and the developmental stages of a child's growth."[5]

---

[4] Dorothy Sayers: paper read at Oxford University; 1947.

[5] Gene Edward Veith; *Classical Education*; Capital Research Center; 1997; p. 19.

Therefore, the three stages of the trivium are focused developmentally over the canopy of the educational experience.

1. **The grammar stage (grades JK-5)** - The grammar stage is emphasized in kindergarten through fifth grade. At this age, children naturally learn volumes of information and enjoy jingles, singing, and sound-offs.

2. **The dialectic stage (grades 6-8)** - The dialectic stage is emphasized in the middle school years. At this time, young people naturally question authority and can be somewhat argumentative. Formal logic is taught during this stage to capitalize on the developmental proclivity of the students to argue and debate. All subjects are taught from a dialectic framework.

3. **The rhetoric stage (grades 9-12)** - The secondary years emphasize rhetoric which includes expression of self and the grammar and logic of each subject. During this stage, students begin showing interest in specific topics and can research and present opinions and evaluations.

# *APPENDIX 2*

## STATEMENT OF CREATION

In recent years, church members and concerned parents across our land have been engaged in discussions about the proper way to interpret the first nine chapters of Genesis. "Origins" and "Scientific Creationism" has been the subject of seminars, discussion, and some disagreement. The Providence Classical School Board is committed to academic excellence that is not purposefully contrary to biblical truth nor irresponsibly disruptive to the unity of the Christian community. Therefore, the desire of the PCS Board is to train its students to examine their assumptions about the correct way to read these crucial chapters from Genesis under the guidelines of the AFFIRMATIONS and NON-NEGOTIABLES below.

1. Affirmations of Providence Classical School

    a. Providence Classical School affirms the inerrancy of the Bible. Our school affirms the Scriptures of the Old and New Testament are inspired (written ultimately by God), infallible (incapable of teaching falsehood) and inerrant (without error in its details). Providence Classical School affirms our discussion of issues in Genesis is not about our view of the Bible's authority, but rather how to rightly interpret Scripture.

    b. Providence Classical School affirms there are alternative ways to read Genesis 1 that are respectful and within the bounds of orthodoxy. The question is: how are we to interpret various kinds of literature in the Bible? One does not read a love letter the same way he reads assembly instructions for putting together a Big Wheel. So, what kind of literature is Genesis 1, and what is the right way to read it? Does Genesis 1 describe six 24-hour days? What about the Day - Age theory? Is Genesis 1 written primarily, not to describe the mechanics of creation, but as a polemic against polytheism and idolatry and to seek to establish one Creator God who rested on the seventh day? Providence Classical School rejects the point of view that only one specific way of interpreting Genesis 1 is in keeping with our inerrant view of the Bible or that holding to particular views automatically means one's view of the Bible's authority is questionable. In other words, we reject the "slippery slope" argument to the effect that positions other than a six 24-hour day creation means one devalues the authority of Scripture.

    c. Providence Classical School affirms one's interpretation of Genesis 1 is not a test of orthodoxy or a criterion for fellowship. What constitutes our fellowship is not our view of baptism, eschatology, or mechanics of creation. The test of orthodoxy is what we believe about Jesus Christ -- not Jesus plus baptism, eschatology, or our view of origins. Our view of *redemption, not creation,* is the criterion for fellowship.

d. Providence Classical School affirms the best course for us all is that of *humility*. We recognize, and urge all in Providence Classical School to recognize, that while the Bible is not fallible, our interpretations may be. We need to be willing to say, "I see this differently than you, but we are brothers/sisters in Christ."

2. Non-Negotiables of Providence Classical School

Providence Classical School affirms there are three non-negotiables in interpreting Genesis 1 - 3. If we reject these, the consequences for interpreting the whole of the Bible are serious. These non-negotiables are as follows:

a. God created the world.

(i) He created it by His word. He spoke the world into existence by an act of creative fiat (Psalm 33:6; Hebrews 11:3).
(ii) He created it out of nothing (John 1:3; Romans 4:17). Therefore, matter is not eternal.
(iii) He created it with inherent order, "each according to its kind" (Genesis 1:12, 21, 24, 25).
(iv) He created it "all very good" (Genesis 1:31). The original creation was perfect.

b. Adam and Eve were created by God in His image. They were *actual, historical, literal* people distinct from the rest of creation because of their image-bearing capacity. Man is, therefore, immensely valuable to God. If we budge on this point, we compromise the parallel explicitly taught by Paul in Romans 5 between Adam and Christ as the second Adam.

c. Adam and Eve disobeyed God, and this plunged them and all humanity into sin. There is an absolute connection between the fall of man and the fall of creation.

Creation of man (uniquely and historically) in God's image and the tragedy of the fall of man are crucial doctrinal truths affecting our view of the redeeming work of Jesus Christ. Providence Classical School unapologetically affirms these truths and urges our faculty, students and their parents or guardians to see their importance, too.

"Speak the truth in love," Paul tells us. "Make *every* effort to keep the unity of the Spirit." Truth and love: they must never be separated in any community of God's people. Bearing this in mind, let us press on to explore God's Word and move more completely toward a better understanding of it.

# *APPENDIX 3*

## STATEMENT OF LITERATURE

Providence Classical School strives to provide the highest standards for our students when it comes to reading material. Therefore, we will seek literary works not only from the classics, but also from modern day favorites.

A reading list of grade appropriate literature will be provided to each family at the beginning of the school year. Selected works from these lists will be read together as a class, and students may choose from the rest of the list in order to read independently or during classroom Sustained Silent Reading (SSR).

Many selections will be chosen to integrate history, writing, Bible, Latin, and other areas of study. For example, a student in third grade may read a book on mythology while studying Greek or Roman history. The emphasis will be on studying the culture in its entirety, including gods, goddesses, daily life, etc. Students may also learn about Aesop, the author of the famous fables. All of this, again, is integrated to teach children most effectively.

Concerning fables, fairy tales, and fantasy: students do read classics such as *The Lion, the Witch, and the Wardrobe* by C.S. Lewis and *The Hobbit* by J.R.R. Tolkien. Such Christian classics reveal in rich literary fashion good triumphing over evil, and that faith in an omnipotent, powerful God is most desirable. We do not read works that present evil in a favorable light. What parents deem appropriate at home is up to each individual family.

When studying period literature, particularly the ancient and medieval period in the dialectic and rhetoric stages, selections will often have content considered violent and sensual. The nature of the dialectic and rhetoric stages calls for questions about the culture and the condition of man that necessitate reading primary source material. Primary source material is filled with a time period's cultural beliefs and norms. Teachers will address the subject matter delicately, exposing false premises abounding in the work while engaging students in the overarching conversation with history that is necessary to comprehend how God is providentially working through history. Believing it is necessary for teaching to be Christ-centered, we strive to teach all subjects as parts of an integrated whole with God and His revealed Word at the center. These works create an opportunity for students to engage in the deep questions the Scriptures and Scriptural truths bear on every subject and, thereby, expose the spiritual impotence of the gods of that age.

<u>Regarding Sensitivity in Literature</u>

When deciding upon curricula, Providence Classical School selects literature steeped in the classics, since the classics are steeped in events and situations that are a direct result of choices made via human

nature. This is the reason why classics are one of the best curriculum tools to promote a realistic worldview with an accurate Christian perspective.

PCS teachers are Christians and professionals who desire to inform and guide their students through the classics in a protective manner and in a way that is pleasing to God. However, if a parent has a concern, they should arrange for a meeting with the teacher no later than the end of September to express concerns. The teacher, working with the parent, will then plan accordingly.

Sensitivity is a personal response to content, and that response varies with each individual. Therefore, PCS encourages parents to read any literature book in which they suspect possible existence of questionable content. A list of the literature books will be available to parents in the summer months prior to the beginning of the school term so parents have the necessary time to peruse the books in question. PCS believes parents are the final authority for their child when determining whether there exists a cause for concern due to sensitive content in a literature book.

# FORMS

## *MEDICATION PERMISSION FORM*

- ***If possible, parents should administer prescription medication at home.*** When necessary, prescription medication can be administered by school personnel.
- Medications for all students must be brought to school by a parent in the original container with the appropriate label intact.
- Parents/guardians must complete and sign this form granting the school, Head of School/Office Personnel/Teacher permission to administer the medication and to contact the health care provider as needed.
- Over-the-counter medication and cough drops will only be administered if it is brought to school by the parent with a signed note.
- Medication cannot be sent home with students.

Name of Child: _____ Teacher: _____

Condition/problem requiring medication:
_____

Name of medication _____ Expiration date _____

Dose: _____ Time to be given: _____

Start Date: _____ End Date: _____

Doctor's Name: _____ phone # _____

I request that an Administrator/Office Personnel/Teacher at Providence Classical School give the above medication to my child.

Signature of parent/guardian _____ Date _____

I request that my child's teacher take appropriate doses of the above medication on field trips and administer to my child during the trip.

Signature of parent/guardian _____ Date _____

PROVIDENCE CLASSICAL SCHOOL

*EXTENDED ABSENCE APPROVAL FORM*

**Date of Request:** _____
**Student's Name:** _____
**Date(s) of Absence from School:** _____

**Please provide PCS with information regarding your child's absence (travel, surgery, personal etc.) so that approval may be granted, and your child's teacher can be notified and provide as much work as possible in advance. Once approval has been granted by the Head of School, a copy of this form will be returned to you. Thank you.**

_____
_____
_____
_____
_____

_____
**Parent Signature**

_____ _____
**Head of School Approval** **Date**

**Attendance Policy**
Including, but not limited to, illness, family emergencies, and deaths in the family will be considered excused absences. Family trips which cannot be taken at any other time and which are approved by the Head of School (Extended Leave Form) at least one week in advance will be considered excused absences. Any other absences will be considered unexcused. When extended absences are voluntary, teachers should be notified at least one week beforehand and all schoolwork (including tests, quizzes, papers, projects, etc.) should be completed within the time specified by the teacher. For work not completed by the teacher's designated time, a grade of zero will be entered in the grade book. Teachers may provide students with work in advance of an absence but are not required to do so. In general, we recommend that families coordinate travel schedules with the school calendar to avoid voluntary extended absences.

## *STUDENT SEPARATION FORM*

Effective as of _____, __, 20__, my child _____ is (**select Number 1 or 2 below**):

1. _____ Dismissed from PCS because either my child or my family are unable to follow the rules, regulations, or policies of PCS. I understand that dismissal for cause does not relieve me of any financial commitment made when my child enrolled for the current school year.

   **Complete A or B**:

   A. Tuition was paid in full for the _____ school year and we have no further financial commitment to the school.

   OR

   B. $_____ in tuition fees are outstanding for the school year and will be paid in full by _____. If on a payment plan, $_____ in monthly / quarterly (circle one) installments will be paid on the first day of the month in which payment is owed.

2. _____ Withdrawn from PCS because:

   _____ a. We can no longer support PCS in its mission. (**Complete either A or B below**)

   _____ b. Relocation of the family outside of the normal commuting distance to the school (**Complete either A, B or C below**)

   _____ c. Illness that does not allow my child to continue his/her education (**Complete either A, B or C below**)

   _____ d. Significant change in the financial status of the family (**Complete either A, B, or C below**)

   _____ e. Other, please specify in the space provided on Page 2, Additional Information (**Complete either A, B, or C below**)

   A. _____ If withdrawn before the first day of school, I am still obligated to pay the first semester's tuition and other required fees. (**Select number 1 or 2 below**)

      1. _____ First semester tuition fees have already been paid, and I have no further financial commitment.
      2. _____ First semester tuition fees have not already been paid, and I am committed to paying $_____, which is owed to the school, by _____.

   B. _____ If withdrawn after the first day of school, I am still obligated to pay the balance of tuition due for the school year and other required fees. (**Select number 1 or 2 below**)

      1. _____ Full school-year tuition and other fees have already been paid, and I have no further financial commitment.
      2. _____ Remaining school-year tuition and other fees are outstanding, and I am committed to paying the remainder of $_____, which is owed to the school, by _____. If on a payment plan, $_____ in monthly /

quarterly (circle one) installments will be paid on the first day of the month in which payment is owed.

C. _____ Any outstanding tuition fees and other required fees have been waived in the sole discretion of the PCS Board. (Only applicable to reasons (b), (c), (d), or (e) above.)

Additional Information:

_____

_____

_____

_____

_____

_____

_____

Parents / Guardians:

_____

Printed Name

_____

Signature Date

_____

Printed Name

_____

Signature

Providence Classical School:

_____

Name, Head of School

_____

Head of School's Signature Date

## *TECHNOLOGY ACCEPTABLE USE POLICY*

Providence Classical School makes technological resources available to students, including access to the internet and our networked computer system. Using these resources, students can explore online libraries, databases, and other information sources throughout the world. It is PCS's intention to provide a safe computer access environment in order to further the educational goals and objectives of our school. In this vein, we provide content filtering and firewalls to minimize the possibility of inappropriate web access. We realize, however, that students may come across or find ways to access information that is improper for the school environment. The purpose of this document is to clearly state Providence Classical School's usage expectations and guidelines for all hardware and software technology.

**Student Expectations for Technology Use**

General school rules for behavior apply to technology usage. Just as students are responsible for behavior in a classroom and school hallways, students are also responsible for their behavior, actions, and communications when using PCS's computers and devices. Students may be permitted to use online web or app stores such as Chrome or Microsoft for educational apps and extensions approved by school personnel.

The following are considered violations of PCS's Technology Acceptable Use Policy:

- Sending or displaying offensive messages or images
- Using obscene language
- Downloading or sending hate propaganda, threatening or obscene messages
- Damaging computers, computer systems or computer networks
- Downloading games, programs, large files and images without specific teacher permission
- Using unauthorized web-based e-mail such as G-Mail, Yahoo Mail, etc.
- Using Chat rooms, instant messaging, etc.
- Violating copyright laws
- Accessing, editing, moving or deleting another user's folders or files
- Intentionally spreading computer viruses or making changes to system files or software
- Manipulating images in a negative or unbecoming way
- Accessing websites that are not teacher-approved

**Teacher/Staff Expectations for Student Technology Use**

Teachers and staff will monitor student use of school hardware and software. Teachers/Staff will report any violation of the Technology Acceptable Use Policy to the school office.

**Providence Classical School User Agreement Contract**

I have read and fully understand the guidelines of Providence Classical School's Acceptable Use Policy for Technology. As a user of the computer network, I hereby agree to comply with the Acceptable Use Policy and abide by the rules. I also realize that violating the school's Acceptable Use Policy may result in a loss of privileges, a report to parents and/or disciplinary action by the school. Damage to physical technology property may result in monetary charges for repair or replacement.

Student Signature: _____ Date:_____ Grade: _____

Parent Signature: _____ Date: _____