

PROVIDENCE CHRISTIAN SCHOOL



2021-2022 Handbook

1148 East Walker Street
Orland, CA 95963
Phone: (530) 865.4924
Fax: (530) 865.4926
orlandpcs.org

Table of Contents

A LETTER TO PARENTS	1
SCHOOL HISTORY	1
WHO WE ARE	2
Philosophy of Education	2
Mission Statement	3
Statement of Faith	3
Educational Distinctives	4
Philosophy of Character Training	5
Vision Statements	5
ADMISSIONS AND ENROLLMENT	6
Admissions	6
Non-Discrimination Statement	6
Enrollment Procedures	7
Enrollment Determination	7
Parental Covenant	8
Forfeiture or Denial of Enrollment	8
GOVERNANCE	8
Extent of School Jurisdiction	8
Christian Conciliation	8
Appeal Process	8
Accreditation and Credentials	9
TUITION AND FEES	9
Advance Payment in Full	9
Monthly Payment Options	9
Late Payments	9
Delinquent Accounts	9
Tuition Assistance and Discounts	10
Early Withdrawal	10
Parent Hours	10
Charitable Giving	10
ACADEMICS	10
Report Cards and Grading System	10
Progress Reports	11
Academic Probation	11

Retention	12
Student Records (CUM File)	12
Achievement Tests	12
Parent-Teacher Conferences and Meetings	13
Assignments, Late/Missing Work, Incomplete, Make-Ups	13
Preparation	13
HS Service Project Requirement	13
HS Ministry Days	13
Elementary Morning & Student Assemblies	13
HS Chapel and Student Assemblies	14
Jr Hi Promotion and HS Graduation Ceremony Prerequisites	14
HS Diplomas Offered	14
HS Prerequisites	14
HS Repeated Courses	14
HS Add/Drop Class Procedure	14
HS Graduation Requirements	15
HS Course Offerings	15
HS Concurrent Enrollment	15
Textbooks/Materials & Book Rental	15
HS Lab Fees	16
Homework	16
Extra Credit Guidelines	16
HS Final Exams	16
Academic Honors	17
Elementary Citizenship Award	17
Elementary Perfect Attendance Award	17
Elementary Initiative Award	17
HS Subject Award	17
Character Award	17
HS Academic Letter	17
HS Graduation Honors	17
HS Valedictorian	18
CAMPUS PROCEDURES	18
School Hours	18
Arrival and Departure	18
Closed Campus	18
Visitors	18
Emergency Safety Procedures	18
PCS will conduct monthly fire drills and intruder preparedness drills bi-monthly and procedural reviews involving students and all PCS staff members.	18

Medications	19
Injuries and Accidents	19
Lunches and Snacks	19
Student Search	19
School Telephone, Cell Phone, and Electronic Device Usage	19
Copies	20
Traffic Flow and Parking	20
HS Student Parking Agreements	20
HS Work Permits	20
Lost and Found	20
Team Name and School Colors	20
Fundraising	21
Calendar	21
DRESS CODE	21
General Information	21
Young Men	21
Young Ladies	22
6-12th Chapel Days	22
High School Spring Formal	22
Dress Code Violations	22
ATTENDANCE POLICY	23
Parents' Responsibility	23
Tardy Policy	23
Absences	23
Illness	24
Anticipated Absences	24
Special Consideration	24
Extracurricular Absences	25
STANDARDS OF CONDUCT	25
Spiritual Life and Conduct	25
Christian Lifestyle	25
Male/Female Relationships	25
Statement of Marriage, Gender, and Sexuality	26
Zero Tolerance Policy	26
Bullying Policy	27
Bullying Awareness and Prevention	27
Student Conduct	28
Fighting, Assault, and Unnecessary Roughness	29

Cheating	29
Classroom Conduct	30
School Property	30
Field Trips	30
DISCIPLINE	31
Classroom Discipline Policy	31
Probation Policy	31
Suspension	31
Expulsion	32
Suspension / Expulsion Procedures	32
Appeal Process for Discipline	32
PHYSICAL EDUCATION	32
All Grades	32
1st-4th Grades	32
5th-8th Grades	33
5th-8th GRADES & SPORTS PROGRAMS	33
Objectives	33
Participation	33
Game Eligibility	33
Practices	34
Games	34
After School Games and Tournaments	34
HS EXTRACURRICULAR ACTIVITIES	34

A LETTER TO PARENTS

Welcome to Providence Christian School! Thank you for entrusting your students to our care. We consider our partnership with you in the nurturing of your children to be a sacred stewardship. We look forward to working together with you!

Our goal at PCS is for each student to be thoroughly prepared for the next step in their development, be it college, military service, or vocational training, having a perspective that is grounded in the teaching of God's inerrant word. We will love your children, pray for them, and seek to help guide them in the growth of their relationship with Jesus Christ.

This handbook is designed to help you understand the guidelines and procedures we use to provide this training in an environment that is conducive to learning. Although we try to avoid making changes to policy during the school year, we may find it necessary to occasionally make changes. We will be careful to effectively communicate these to you.

We pray that you find this handbook enlightening and helpful. Please do not hesitate to check with the school office if you have any questions.

Looking forward to an excellent school year,

PCS Board of Directors

SCHOOL HISTORY

In 1995, a group of local parents and church leaders, seeing the need for a Christian school alternative serving the Glenn and Tehama County region, formed a Board of Directors and filed incorporation papers for *Oak Tree Academy*. Funding and location considerations stalled their efforts until 2001, when a Board of Directors was reformed and a location was established at Grace Reformed Church in Willows, California.

Doing business as Oak Tree Christian School, classes began at the Grace Reformed facilities, under the leadership of Principal Wade Elliott, with 11 students. Over the next couple of years the school grew to over 40 students at that facility.

Meanwhile, in 2000, other Orland families had formed a private high school named Providence Christian High School that was meeting variously in a vacant house, Orland Evangelical Free Church, and the Orland Assemblies of God church facility. Dr. Eugene N. Cleek was the founding principal.

In 2004, a 20-acre parcel of land on the Eastern border of Orland was donated as a school site. The two schools were united under the business name of North Valley Christian Schools. A former retail building, a vacant house, and a barn were remodeled to be used for Oak Tree classrooms, offices, and a "rustic chapel." A year later, a modular building was added to the site, and Providence Christian High School moved to the campus.

At the time, it was determined that it would be wise to also retain the founding names of the two schools to help facilitate connection with the two schools' separate constituencies.

As the schools grew, an additional modular classroom building was installed, and North Valley Christian Schools became established as a vital member of the Orland community.

In 2014, after ten years as North Valley Christian Schools, the PCS Board of Directors recognized that the two schools had effectively merged as a single Christian school entity. It was determined that choosing one name for

the K-12 school would eliminate some broader community confusion regarding the identity of the school. Use of the names *Oak Tree Christian School* and *North Valley Christian Schools* was discontinued, and the name *Providence Christian School* was adopted for business use.

God has provided highly-qualified, stable, loving and dedicated faculty and staff. The PCS Board of Directors, coming from a variety of backgrounds, provide godly wisdom and direction for the school. Supportive families and volunteers continue to help keep things rolling!

All who serve PCS count it a great privilege to be part of this important service and we look forward to participating in the future God has planned for the school!

WHO WE ARE

Philosophy of Education

The Basis and Goal of Christian Education

A Christian philosophy of education begins with the presupposition that all ultimate truth and wisdom come from God, and that He has revealed in His word all man needs for life and godliness (2 Peter 1:2-4). While there are many facts that are not revealed in scripture, no scientific, philosophical or historical ideas, and no theories or models that contradict an accurate understanding of scripture can be true. In everything to which the Bible speaks, it is wholly accurate and reliable. Our philosophy of education starts with that assumption.

Man, uniquely among creatures, bears the image of God in that he has personality and the power of moral choice. While man's purpose is to glorify God, he has by deliberate choice become estranged from Him. Man's divine image is therefore marred, and his is morally corrupt and in need of redemption that comes only through the life, death, and resurrection of Jesus Christ.

This redemption produces growth in godliness through the power of the Holy Spirit who indwells every believer. The goal of Christian education is to direct the process of this growth, thereby producing godly character and godly action.

Therefore, integral to our philosophy of education is the conviction that a child of God should aspire to understand the Bible, be motivated to study it and live by it, and be charged to introduce its truths to others. We strive to weave that underlying belief in all of our instruction, whether it be a class in Bible, English, Math, Science, or the Arts.

The Responsibility for Christian Education

The Bible makes it clear that Christian education is to begin in the home (Gen. 18:19; Deut. 6:7; Prov. 2:6; Eph. 6:4; II Tim. 1:5; 3:15). It makes parents responsible for their children and charges them with the educational task.

The New Testament indicates that the responsibilities of the church include edification as well as evangelism (Matt. 28:19-20; Acts 2:42; II Tim. 2:2). The Scriptural representation of the church as a body--an organism that grows and matures--implies a teaching function for this institution. Also, the recognition of the gift of teaching by the New Testament (Rom. 12:4-7; I Cor. 12:28) assumes the necessity of teaching in the local churches.

Christians therefore have a Biblical mandate to educate in their homes and in their churches. In order to reinforce the educational ministries of these institutions, Christian parents or church members, acting either individually or in concert, may elect to form a Christian school. In this process, the Christian school is an extension of both the home and the church.

We believe parents have given Providence Christian School the opportunity to join with them and their churches in guiding their Christian education.

The Content of Christian Education

God communicates truth to man through nature and providence (general revelation and through the inerrant Word of God (Special revelation). Students must gain a thorough knowledge of the Bible, its doctrines, and its application to living.

History, science, mathematics, language, music, physical education, and all the arts are expressions of God's truth, and the revelation of Him becomes the heart of this curricula. All the disciplines are meaningfully related to each other and to Him. Training and experience in service is a vital component of a Christian education. Opportunities for personal ministry should be woven into the curriculum.

The Product of Christian Education

We believe an adult Christian must be thoroughly trained in studying and reasoning with the Bible. He or she must have sharp critical-thinking skills. He or she must be accomplished, avid, and creative with whatever God-given abilities or opportunities he or she has been given. Further, he or she must have confidence in the validity of theological knowledge. He or she must be able to withstand the competing claims against God's truth by materialistic rationalism on the one hand and mysticism on the other.

Christian education bends its efforts to the end "that the man of God may be perfect, thoroughly furnished unto all good works" (II Tim. 3:17).

Because of the excellence of God's Name, what is done in that name should be done with excellence. This does not mean that we seek the latest technology, the best facilities, or the highest worldly praise. We desire, however, to be characterized by diligence, thoroughness, and a skillful application of God's gifts to His servants. We seek to produce Christians who will effectively apply their knowledge of God, His word, and His world to bring glory to His name (Colossians 3:22-23).

Mission Statement

Providence Christian School (PCS) equips students by providing an excellent God-centered education to the end that they will think biblically, emulate Christ, and excel to the Glory of God.

PCS seeks to glorify God by preparing students to effectively serve the kingdom of Christ. Our goal is to produce students who see the world from a truly biblical perspective. Our desire to nurture a love of learning, produce discipline in mind and heart, and equip students for their individual, God-given callings into service for His Kingdom.

To accomplish this mission, we work in partnership with parents who are training up their children in the way they should go, just as the Scriptures describe (Proverbs 22:6). We seek to challenge cultural assumptions that are anti-Christian and to promote a providential understanding of history. It is our desire that, by God's grace, the graduates of PCS will effectively serve the Kingdom of Christ.

Statement of Faith

- We believe that the Bible, in the original autographs, is the only inerrant and inspired Word of God and is, therefore, our final authority.
- We believe in the eternally existing, triune God: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ, His virgin birth, His sinless life on earth, His miracles, His atonement for the sins of men through His suffering and death on the cross, His bodily resurrection, and His ascension to the right hand of the Father where He now acts as Mediator and Advocate for the purchased saints known as the Church.

- We believe in the personal return of our Lord Jesus Christ in power and glory to reign in righteousness over the Kingdom of God. We believe in the bodily resurrection of both the saved and the lost; the saved to the resurrection of life and the lost to damnation.
- We believe that the fall of mankind from his state of innocence, an historical fact recorded in the book of Genesis, has rendered all mankind guilty, sinful, and spiritually dead. Regeneration by the Holy Spirit is the sole remedy for this fallen condition and is essential for the salvation of fallen and sinful men.
- We believe that the good news of the Gospel is that God Himself has provided a righteousness in His Son, the Lord Jesus Christ, that is received by faith alone, so that our salvation is neither wholly or in part dependent upon our good works.
- We believe in the present ministry of the Holy Spirit who indwells all true believers and enables them to believe the Gospel, to obey God's commands from the heart, and to persevere in faith.
- We believe in the spiritual unity of all the saints of God who have been granted faith and eternal life. We further believe in the necessity of good works as evidence of genuine faith.
- We believe that eternal life in heaven with God is reserved for the believers and that eternal wrath in hell is reserved for unbelievers.

Educational Distinctives

We believe our program is distinct in a number of important ways:

- In what we emphasize:
 - o The Sovereignty and Providence of God in History: History is not shaped by impersonal forces or powerful individuals, but by the hand of the personal God of Scripture. God makes use of individuals with all their diversity. Life has meaning and purpose, and every individual's choices are significant.
 - o Biblical Principles of Government: The basic human government is self-government (personal responsibility). God's word also establishes family, church, and state, and defines and limits the power of each.
 - o Biblical Principles of Stewardship and Service: As the biblical alternative to socialism, we teach Christian morality, self-discipline, hard work, thrift and savings, responsible use of natural resources, private charity, voluntary cooperation, and an active involvement in God's world. We reject religious philosophies of escape and retreat. "The earth is the LORD'S and the fullness thereof" (Ps. 24:1a).
 - o Biblical Principles of Change and Growth: God works from the internal to the external, from the human heart to the society at large. Neither revolution nor law can save a man or a society. It is truth that sets men free (John 8:32). We stress sound doctrine and the importance of ideas and principles.
 - o Our Christian Heritage and Future Hope: We in America have a wonderfully rich heritage of Christian influence. We draw instruction and encouragement from our past, and plan optimistically for the future.
- In how we teach:
 - o We teach a great many facts: This is grist for the intellectual mill. We expect our students to listen, observe, and read widely. Still, some things must be memorized, such as phonograms, times tables, spelling words, Bible verses, poetry, and more.
 - o We teach our students how to think: Neither mere information nor computational skill constitutes an education. Students need to learn to read carefully and critically, to reason from idea to consequence, to question and analyze everything in terms of God's word.
 - o We teach the essential unity of life and learning: There is more to education than "subjects" and more to man than intellect. The Christian life is an interrelated whole. Mathematics relates to music, and economics to art. History speaks to the headlines, and theology to the voting booth. The glory of God may shine through a symphony, a sonnet, or a sunrise. Intellect and imagination must join hands in the service of God. Our students learn to see this and to express it in word and deed. Theology, philosophy, music, drama, and writing help us develop this important part of each student's education.
- In what we teach:
 - o The most distinctive aspect of our Providence curriculum is our commitment to teach every subject from a biblical worldview. It is our desire that every student develop a godly perspective on all of life.

This can only take place as a student submits his or her mind and heart to the content and instruction of scripture. We execute this distinctive in three ways:

1. All students, whether in elementary, middle, or high school, will have a bible class or lesson each school day. Instruction will range from basic bible stories to bible survey classes, bible study methods, theology, and comparative worldview studies.
2. Our biblical focus extends beyond Bible classes. Biblical perspectives are infused in each aspect of the curriculum, because of our philosophy that faith incorporates all facets of the Christian life.
3. At the high school level, weekly chapel services include in-depth bible teaching led by a competent teacher.

Philosophy of Character Training

In order to obey Christ's command to disciple the nations, we must first be able to rule ourselves. Proverbs 16:32 states, "He that is slow to anger is better than the mighty; and he that ruleth his spirit than he that taketh a city." According to Romans 6, we must either be slaves to sin or slaves to righteousness. True Christian liberty begins with victory over the flesh.

Such victory is in Christ alone (Rom. 7:25-8:17). Therefore, we teach His gospel and instruct our students in righteousness from His word, for Scripture alone has the power to change men's hearts (John 6:63; 1 Cor. 1:17-24; Gal. 3:2-14; James 1:18-25; 1 Pet. 1:22-25). Therefore, with confidence in God's grace, we diligently encourage and exhort our students to follow holiness (Heb. 12:14) and to yield themselves unto God (Rom. 6:13). Men and women thus yielded to God will not be the slaves of men (1 Cor. 7:23).

We believe that the Bible commands parents to "train up a child in the way he should go" (Prov. 22:6). The Bible also commands fathers to conduct regular (preferably daily) family worship or family devotions (Deut. 4:9; 6:7; 11:1-32; Ps. 78:1-12; Col. 3:20-21). Although character training is a major function of our program, we believe that it is primarily the parents' responsibility to train the character of their children. We attempt to do this by holding to the same biblical standards in the classroom that hopefully are being taught in the home.

Vision Statements

For our students, our vision is to graduate young men and women who...

- Are capable of evaluating human knowledge and experience in the light of the Scriptures.
- Listen with discernment and think with clarity.
- Are well prepared for the rigors of adult life, possessing knowledge and the wisdom to use it; equipped with the tools of learning, yet realizing the limitations of the wisdom of this world.
- Are able to distinguish cultural influences from biblical; unswayed toward evil by the former and motivated to Godliness by the latter.
- Are spiritually gracious and socially graceful.
- Possess a heart for the lost and the courage to be used as God's tools in reaching them.
- Possess true faith, knowing and loving the Lord Jesus Christ.
- Are able to distinguish faith from religious form.
- Are actively engaged in applying their gifts and training in the ministry of their local church.
- Do this with eager humility, joy, and gratitude, all for the glory of God.

For our staff, we desire...

- To cultivate these same qualities.
- To see them well paid so that they may make a career at PCS.
- That they be professional and diligent, gifted teachers, loving their students and their subjects.

- To provide opportunities for growth and development according to individual gifts and interests, and that they demonstrate a hunger to learn and grow.
- That they have opportunity to be refreshed and renewed.
- To see them nurture new staff and serving as academic mentors to students.
- To see them grow in Christian maturity and in the knowledge of God.

For our parents...

- We aim to cultivate in them a personal commitment to PCS, supportive of our Christ-centered goals.
- We desire that they actively participate in the growth and development of the school.
- We will help them follow biblical principles in addressing concerns and encourage them to hear all sides of a matter before rendering a judgment.
- We aim to, with them, heed the biblical injunction to stir one another up to love and good works.

With our community..

- We aim to be above reproach in our business dealings
- We will be supportive of the local business community.
- We will seek practical ways to help meet community needs by engaging in community service.
- We seek to exemplify the unity of the body of Christ, developing greater fellowship and understanding with evangelical churches.
- We desire to participate in building up the Christ's Church for the glory of God.
- We desire to reflect the glory of God and to bring honor to the name of Jesus Christ in all endeavors.

ADMISSIONS AND ENROLLMENT

Admissions

At Providence Christian School (PCS), we believe that education at school is an extension of education at home. Our goal, therefore, is to create a learning environment that reinforces the efforts of parents to teach their children to know God and His Word, to love Him, and to obey Him. If parents and/or students do not possess faith in Jesus Christ for salvation, and are not actively involved in a local church, it is our desire that involvement with PCS will encourage them to pursue these things. With these goals in mind, admission to PCS is based on the following:

- PCS is a private, non-profit organization. The Board of Directors reserves the right to determine admission based on a family's support of the principles on which the school is founded.
- Although admission to Providence is open to persons of a variety of religious and nonreligious backgrounds, our instruction and leadership is based on a conservative, biblical Christian worldview. The total process of education at PCS includes encouraging students who have not committed their lives to Jesus Christ (unsaved) to trust in Him for their salvation, develop a biblical worldview, and become involved in a local conservative, evangelical church.
- Admission to PCS is conditioned upon continued support of the goals, philosophy, regulations, teaching positions and statement of faith of the school and the willingness to support the administration from home. A lack of support by parents, or violations of the student code of conduct may be grounds for suspension or expulsion.

Non-Discrimination Statement

Providence Christian School admits students of any race, color, or national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. We do not

discriminate on the basis of race, color, or national or ethnic origins in the administration of our policies governing admissions, scholarships, athletics, educational programs, or any other school administered programs.

Application/Enrollment Procedures

- Fill out the application online at orlandpcs.org
- Complete application with fee.
- If needed, a time will be set for your student (K-12th) to be assessed in the basics of math, spelling, writing and reading to determine academic level.
- Kindergarten students receive a Readiness Assessment. This assessment is used to determine whether a child is ready for our academic kindergarten, or whether he/she should wait a year. Please note: our kindergarten, although only a half-day program is decidedly academic. In general, therefore, we encourage parents to wait a year before putting their child in our kindergarten if the child is not five years old by September 1st. In some cases, however, we have found that some children who turn five in September or October are developmentally ready. A teacher, after an assessment, will go over the child's results to help parents decide what is best, both socially and academically, for their child.

Enrollment Determination

- We are unable to accept students who do not have a clear discipline record from their previous school.
- Students must be able to perform the basic academic requirements of PCS.
- Previous school records and our admissions assessments help us to evaluate the appropriate grade level for your student.
- Acceptance is dependent upon the family's completion of all parts of the application process, including agreement to support PCS teaching positions, handbook guidelines, and covenant statements.
- Starting the inquiry process and going through the steps of the intake process does not constitute acceptance by the school.
- When the school accepts a student, the family is notified and the registrar will send out a registration packet for the applying family to complete and return. Upon acceptance into our program, a family's continued enrollment is predicated upon their continued agreement with the philosophy of education and methods of instruction, a good attendance record, and prompt monthly payment of tuition and fees.

Once approved for enrollment, you will need to do the following:

- Complete online enrollment process through our Student Information System.
- Read and sign the Financial Contract
- Read and sign the Parent/Guardian Covenant
- Read and sign the Activities Authorization
- Read and sign the Media & Internet Consent
- Read and sign the Volunteer Liability Release
- Read and sign the Volunteer Driver Agreement, providing current copies of CDL & auto insurance
- Read and sign the Statement on Marriage, Gender & Sexuality Form
- Provide a copy of official birth certificate
- Provide a copy of current Immunization record – or a proper proof of exemption
- An official transcript will be requested from the previous school by the PCS Office

Parents need to inform the school office of any changes that occur during the school year regarding address, telephone numbers, alternate emergency contact persons and auto insurance.

Classroom and teacher assignments, class sizes, and composition of classes are communicated to families based on the best available information. All are subject to change based on enrollment levels, facility use, and other factors.

Re-registration packets for the following year will be sent home in the spring with registration forms due on or about April 1st. Tuition must be up-to-date before a family may register for the next year. Returning students are

given enrollment priority, provided registration materials are returned by due date. Students who have not maintained continuous enrollment at PCS are not guaranteed placement upon re-applying. Non-enrolled siblings are not guaranteed a seat upon application.

Parental Covenant

The parents of all students admitted to Providence Christian School are required to sign a PCS Parent/Guardian Covenant indicating that they understand and agree to comply with the PCS Admission/Distinctives/Statements, requirements, and policies of PCS as explained in this Handbook and its companion documents. Both parents must fill out and sign this covenant.

Forfeiture or Denial of Enrollment

As per the enrollment policy, if there is a failure of the parent(s) or child to comply with the established regulations, discipline, or parental requirements and commitments, or to meet financial obligations, or a breach of any of the provisions of the Parent Guardian Covenant and High School Student Covenant, parents may forfeit the privilege of any of their children attending PCS and their enrollment may be terminated.

A student or whole family may be denied enrollment for the following year even though no suspension or expulsion has taken place during the course of the year. Such denial would be based upon evidence that it is in the best interest of the child, family, or school not to have the student(s) return the following year.

GOVERNANCE

PCS is a Class 3, California, tax-exempt 501 (C) [3] corporation. We are governed by an independent lay board, and we are not officially affiliated with any church. This Executive Board appoints ad hoc committees to assist them in their work.

The PCS Board is responsible for establishing policy and appointing and overseeing the chief administrator of the schools. The Board helps with school funding, financial administration and assists with the administrative load of the school in limited ways and for specifically defined jobs or projects. Board members have no jurisdiction in the daily administration of the school or in any classroom.

The Administrator has oversight of the staff in executing policies mandated by the PCS Board; he has no power to create significant policy without the approval of the Board. Other committees of the school operate within policy established by the PCS Board under the general oversight of the Administrator.

Extent of School Jurisdiction

Due to our requirements, expectations, and close working relationship with the home, we are very careful not to violate the jurisdiction of the home. If a parent ever feels that his or her jurisdiction is being usurped, the school Administrator should be contacted promptly.

Christian Conciliation

We apply the biblical principles found in Matthew 18:15-19 to guide in conflict resolution. Conflicts should be resolved by conferring, in gentleness and humility, directly with disagreeing parties and not by discussing the matter with uninvolved parties. If the matter remains unresolved, the issue should be taken to the Head of School. If still unresolved, it can be taken to the Board of Directors.

Appeal Process

Every policy and procedure at PCS is subject to appeal. Initially matters should be brought to the appropriate staff member(s). In the event a matter cannot be resolved between the individual and the staff member(s), the matter should be taken to the Head of School and then, if necessary, to the Board of Directors who may choose to refer the matter to the Adjunct Pastoral/Elder Board. Only the Board of Directors may refer a matter to an adjunct pastoral/elder board. The decision of an adjunct pastoral/elder board shall be final as stated in the PCS bylaws.

Accreditation and Credentials

PCS is a member of the Association of Christian Schools International (ACSI); we are not accredited by ACSI and/or WASC (Western Association of Schools and Colleges).

PCS seeks to maintain that all regular full-time faculty to be college graduates. Possession or be in the process of obtaining a teaching credential issued by the California Commission on Teacher Credentialing is not required. All instructors (full time, part time, and temporary) must meet the following qualifications:

- understand and agree to support the PCS Statement of Faith
- demonstrate Christian character and an active desire to know and obey Christ and His word
- possess mastery of the subject matter being taught, and demonstrable skill in teaching and mentoring students
- maintain a Christian lifestyle. (Further description of this requirement is outlined in the PCS Employee Handbook.)

TUITION AND FEES

Advance Payment in Full

Families will receive a 4% tuition discount if tuition for the entire year is received in advance on or before July 1 prior to the upcoming school year. A 3% tuition discount will be applied if tuition for the entire year is received in advance on or before September 1 for the current school year.

Monthly Payment Options

12-Month Payment Plan: Families may choose to pay tuition on a 12-month payment plan, with payments due the first of each month, July through June of the school year.

10-Month Payment Plan: Families may choose to pay tuition on a 10-month payment plan, with payments due the first of each month, September through June of the school year.

Late Payments

Payments not received in the PCS office on or before the 5th of the month will be considered late. A \$15 late fee will be charged and applied on the next statement. If you have extenuating circumstances that you are unable to make your payments, please contact the office. Late payment fees may be waived by the Head of School on a case-by-case basis.

Delinquent Accounts

30 days past due: If payment is not received by the last day of the month for which tuition is due, the account will be considered delinquent. Families will receive notification of the account status from the PCS office, and prompt payment will be requested.

60 days past due: If payment is not received within 60 days, written notification will be sent to the family indicating that suspension of their student(s) is possible if payment, or a payment arrangement mutually agreed upon between the family and PCS, is not made within the next 30 days.

90 days past due: If payment is not received within 90 days, the family will be notified that their student(s) may be suspended from PCS until payment or a payment arrangement mutually agreed upon between the family and PCS, is made with PCS. If suspension is deemed appropriate by the Head of School, the suspension will take place immediately upon notification of the family.

Tuition Assistance and Discounts

We wish to make enrollment at PCS affordable to as many qualified families as possible. A limited amount of funds is set aside in our budget to provide need-based tuition assistance. Tuition assistance, when available, is awarded based on written eligibility policies currently adopted by the Board of Directors. Award decisions are made by a committee appointed by the Board. Applications are available at the PCS office.

Early Withdrawal

If a family elects to withdraw their child any time before the end of a given quarter, their child is subject either to receiving no credit for any course work for that quarter or to receiving an F on all missing work to the end of that quarter. All books and PCS property must be returned to the school or the family will be charged retail cost. Any money owed for tuition (as per our current Financial Contract), late fees, or other charges are immediately due and payable. A withdrawal form must be completed by the parents and then signed by the Head of School. Refunds on any pre-paid tuition (as per our current Tuition Rate & Fees Schedule) are pro-rated and will not be given until the withdrawal form is complete.

Parent Hours

According to the PCS Mission Statement, parent(s) share the responsibility to train and educate their children. The faculty of PCS comes alongside parents to assist them in fulfilling their God-given responsibilities. In keeping with this philosophy, it is our expectation that parents will be actively involved at PCS. To achieve this end we ask all parents to commit to serve 20 hours of active involvement per student, up to a maximum of 40 hours per family during the school year. Parent hours can be accrued in a variety of ways, on or off campus. Any unfilled hours will be billed at \$10.00 per hour at the end of the year.

Academy participants are required to serve 8 parent service hours per family during the school year. Hours not served will be billed at \$10 per hour.

Charitable Giving

PCS is recognized by the State of California and the IRS as a 501 (C) [3] Category III (independent lay-board) non-profit religious educational organization. Gifts above and beyond tuition and fees to the school are tax deductible. Donors may specify in the memo of their check the program to which they wish to contribute.

ACADEMICS

Report Cards and Grading System

PCS uses traditional letter grades for achievement on report cards. The school year is divided into four quarters. At the end of each quarter, the office will send out an email with instructions regarding how you may view your student's report card for that quarter. A final paper copy will be mailed at the end of the year. High School semester grades earn credit and are entered on the student's transcript.

The following scale is used in determining grades for Kindergarten:

Kindergarten Grades:

M	Mastered
SP	Satisfactory Progress
I	Improvement Shown
N	Needs Extra Help

The following scale is used in determining grades for First through Sixth Grades:

A+	100-97.5
A	97.4-94.5
A-	94.4-90
B+	89.9-87.5
B	87.4-82.5
B-	82.4-80
C+	79.9-77.5
C	77.4-72.5
C-	72.4-70
D+	69.9-67.5
D	67.4-62.5
D-	62.4-60
F	59.9-0

The following scale is used in determining letter grades for Junior High & High School:

A+	100 - 97.5
A	97.49 - 92.5
A-	92.49 - 89.5
B+	89.49 - 87.5
B	87.49 - 82.5
B-	82.49 - 79.5
C+	79.49 - 77.5
C	77.49 - 72.5
C-	72.49 - 69.5
D+	69.49 - 67.5
D	67.49 - 62.5
D-	62.49 - 60
F	59.99 - 0

A grade in a course of study represents the teacher's best judgment of a student's academic achievement. Various components of course work, such as attitude, class participation, projects, reports, homework assignments, tests,

quizzes, etc., may be assigned different weights by individual teachers. Teachers are responsible to publish requirements for their class in a syllabus or class expectation at the beginning of the school year; this is to include how late work is handled and what penalties are incurred.

Progress Reports

A progress report is generated on students with a C or below. Around the fourth week of each quarter, the office will send out an email with instructions regarding how you may view your student's progress as of that date. We highly encourage you to use Sycamore weekly to monitor your student's progress.

Academic Probation

Students will be placed on academic probation if they fall into any of the following categories based upon quarter grades:

- Grade point average below 2.0 on a 4.0 grading scale
- Three or more grades below 62.9% (D-) in any subject
- They fail any subject (grade below 60%)
- Repeated failure to turn work in or to have it properly completed

Definite, individualized goals will be established for each student on probation in these areas: attitude, citizenship, academic progress, evidence of spiritual growth, and effort - use of talents. The student may be required to meet with the Head of School on a regular basis to track progress.

Retention

A student may be required to repeat a class if they fail a semester. In some cases, the failing of a course or courses could endanger the student's ability to graduate. A progress report is generated on students with a C or below. Every effort will be made to notify parents of a potential difficulty in this area. Seriously poor performance in more than one class (D's and F's) may result in the student being held back and required to repeat a grade. The administration reserves the right to make the final decision on all retentions.

Student Records (CUM File)

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance, and educational placement. The records include:

- Academic: report cards, transcripts for grades 9th -12th, attendance, progress reports, and achievement tests.
- Behavioral: psychological testing, letters to parents, records of conversations, written documentation of incidents, and formal Administrative action (i.e. suspension or expulsion).
- Health, as required by state law: a copy of the official birth certificate and copy of updated immunization record.

Information on permanent student records will be made available under the conditions specified:

- Parents and Students: The parents and the student may view the records in the school office.
- Prospective Employers: The parent/student must authorize the school to send attendance and academic records.
- Other Schools: The State of California does not require a parent's signature to release cum files to another school when requested.
- Police: We will obtain parental permission (or student permission if the student is 18 years of age), before we give a student's records to the police. However, we will honor a warrant requesting information and notify the parent or student.

If the student owes a fee or has lost or willfully damaged school property, the Administration may withhold report cards, diplomas, or other records until the amount owed is paid in full. The school may not withhold academic records when such records are requested by another district for placement of the student.

Achievement Tests

Terra Nova 3 (TN3) (national standardized achievement testing) is administered during April of each year to all students.

InView (cognitive-abilities assessment) is administered in conjunction with Terra Nova 3 to grades 1st, 3rd, 5th, 7th, 9th, and 11th.

PCS offers Preliminary Scholastic Aptitude Test (PSAT) and is administered in October to juniors. Excellent scores on this test can make the student eligible for a National Merit Award and potential scholarships.

Scholastic Aptitude Test (SAT) and/or American College Test (ACT) are national tests necessary for some college admissions. Students are responsible to register. These tests are administered (most of the time) off-campus. A fee is required.

Parent-Teacher Conferences and Meetings

Parent-Teacher conferences are indicated on the PCS Academic Calendar.

Additional meetings may be scheduled on an as needed basis between teachers and parents. Contact the school office to schedule an appointment. If your discussion with the faculty or staff person does not resolve your concern, contact the Head of School.

Assignments, Late/Missing Work, Incomplete, Make-Ups

Unless otherwise specified, all homework assignments are due the next day. Late, missing, and incomplete assignments may be subject to a drop in grade or loss of credit for the assignment, according to class syllabus or class expectations. Make-ups should be done expeditiously.

Preparation

Students are to have all needed pens, pencils, notebooks, and paper ready for use. Pencils are to be sharpened before class begins. Students may borrow supplies from one another only with their teacher's permission. Students not prepared for class will receive a tardy.

HS Service Project Requirement

In order to develop students who have a heart for ministry, service projects are incorporated as a requirement for graduation. Each Providence high school student is required to be involved in 30 hours of approved service during each of their 9th and 10th grade years and 40 hours during each of their 11th and 12th grade years. The Providence High School Academy student is required to be involved in 15 hours for 9th and 10th grades and 20 hours for 11th and 12th grades. Verification of the student's completion of this requirement is part of the re-enrollment process.

It is our desire to help develop a heart for missions and community service at home and abroad. In order to accomplish this, students may complete up to half of their required service hours in the summer or school holiday breaks by participating in an organized service project. The other service hours are to be fulfilled during the year to encourage patterns and habits of service in the community. For approval of service hours or suggestions for service projects, please see the Head of School or Dean of Students.

HS Ministry Days

The PCS Vision Statement says, "We will seek practical ways to help meet community needs by engaging in community service." Because Christ's mission was "not to be served, but to serve (Matthew 20.28)," we desire to instill in our students habits of service. We seek to cultivate an atmosphere of service at PCS.

Our high school sets aside days to perform community service. Students will engage in a variety of ministries to serve the community at large and to minister to specific felt needs.

Elementary Morning & Student Assemblies

Morning assembly/Chapel is an important part of campus life at PCS and is typically held Monday through Friday from 8:00 to 8:30 AM. Students participate in learning Scripture, reciting the New City Catechism, singing hymns or other Christian songs, and receiving updates about campus life. Parents are always welcome to attend!

Student assemblies will be held from time to time to inform the student body of special events and/or to encourage school spirit and unity.

HS Chapel and Student Assemblies

HS Chapel is an important part of campus life at PCS and is typically held after 2nd period each Wednesday. Students are required to attend chapel and are expected to come desiring to grow. Students should come with a Bible and note-taking materials, expecting God to use the time to help them mature in Christ. Parents are always welcome to attend!

Student assemblies will be held from time to time to inform the student body of special events and/or to encourage school spirit and unity.

Jr Hi Promotion and HS Graduation Ceremony Prerequisites

A student must have completed all academic requirements necessary for promotion/graduation. All tuition and any other obligations such as turning in or paying for textbooks, paying fees owed the school, returning overdue library books and paying fines, or other financial liabilities must be paid in full before promotion/graduation. Any exceptions must be arranged in advance with the Head of School.

HS Diplomas Offered

PCS offers a College Preparatory diploma that meets or exceeds the A-G list requirements of the University of California and the California State University systems. We also offer a Standard diploma that meets all requirements of the State of California. Parents should indicate, upon enrollment, which track their child will be on and which type of diploma they will be working toward.

HS Prerequisites

It is the parent/student's responsibility to make certain that courses are taken in the proper sequence and that necessary prerequisites have been met. The Administration will do their best to help students take the classes they need in the proper order.

HS Repeated Courses

Courses in which the student earned a C or less may be repeated. The original grade and the repeat grade will both appear on the transcript, but only the first grade is figured into the grade point average. No additional credits will be earned if the class was passed the first time. This might be desirable if the student wants to advance to a class that requires a certain grade in a prerequisite class.

HS Add/Drop Class Procedure

Students may add or drop classes based on class openings, with administrator approval and teacher approval when applicable. The Administration reserves the right to veto change requests that are inappropriate. Changes take effect the day after the change is granted.

First and second weeks of the semester - may add/drop classes.

Third through twelfth weeks of the semester – student may not add classes. Dropped classes will receive a withdrawal grade: either WP (withdrawal passing) or WF (withdrawal failing), and will be so noted on the student’s transcript. Dropped classes do not affect the student’s GPA.

Thirteenth through eighteenth weeks - dropped classes result in an “F” for the semester grade. This does affect the student’s GPA.

HS Graduation Requirements

<u>A-G*</u>	<u>SUBJECT AREA</u>	<u>STANDARD DIPLOMA</u>	<u>COLLEGE PREP</u>
PCS	Bible	40 (or 10 credits/year in attendance)	40 (or 10 credits/year in attendance)
A	History/Social Sciences (World History - 10) (U.S. History - 10) (U.S. Government - 5) (Economics - 5)	30	30
B	English	40	40
C	Mathematics	30	30 (Algebra I and above)
D	Laboratory Science	20	20 (2 of the following: Biology, Chemistry, Physics)
E	Language Other than English	10	20 (consecutive years in same language)
F	Visual/ Performing Arts	10	10
G	College Prep Electives	10	10
PCS	Electives	30	20
PCS	Physical Education (Completion of an interscholastic sport season will count as 1 semester or 5 credits for P.E.)	20	20

*A total of 240 credits are required to graduate from PCS. Students who are preparing for college should realize that the college prep diploma standards are the minimum and additional courses should be taken, especially in Mathematics, Laboratory Sciences, and Language Other than English. PCS follows the University of California “A-G List,” which specifies the minimum required courses to be completed in High School for entrance into the Cal State and UC system campuses. You may find a copy of the A-G list requirements online at <http://www.ucop.edu/agguide/a-g-requirements/index.html>.

HS Course Offerings

Course offerings vary from year to year due to student needs. Current and planned course offerings will be made available prior to each academic year.

HS Concurrent Enrollment

The Concurrent Enrollment program allows students to supplement their high school education by taking college courses that are not offered at PCS. The Concurrent Enrollment Application is valid only for one semester and must be repeated for each semester. Credits earned through the program may be used to fulfill requirements of high school and/or requirements for college certificate, transfer, or graduation.

Students who are interested in concurrent enrollment must maintain a 3.0 GPA for the current semester and receive administrative approval. In order to receive school credit for courses taken, requests must be made for college transcripts to be sent to PCS.

Textbooks/Materials & Book Rental

A materials fee is charged at the beginning of the year to cover the cost of curriculum including textbooks and consumable workbooks, etc.

When books are assigned to the student, the books are assessed and given a condition. The student will be held accountable for any damage done to the book while in their possession. At the end of the year, the books will be collected and rechecked for damage. Normal wear due to use is expected and is not considered damage. Any damages discovered will be recorded and the family's account will be charged a repair or replacement fee.

Students are advised to cover all hardback books with paper or contact paper to protect the book cover from damage. Any student returning another student's book will be charged a replacement fee for the book they were assigned.

The following criteria will be used to determine a book's condition:

- Excellent - new or never used; no marks or folded pages; cover like new.
- Good - shows some wear from normal use; no marks, torn pages; cover and binding in good condition.
- Fair - shows heavy wear, some folded pages, cover and binding need repair, torn pages, marks
- Poor - shows heavy wear, folded pages, damaged cover/binding, stains, torn pages, marks.

The following criteria will be used to determine damage charges:

- Binding repair - \$2.00
- Cover repair - \$2.00
- Torn pages - \$0.50 per page
- Writing in book - \$0.50 for each occurrence
- Stains (water, mold, heavy ink) - replace book
- Missing pages - replace book

Textbooks and materials may be loaned to a family/student for a rental fee which will be determined by the administration. The book must be checked out and fee paid at the office. Book(s) must be returned in same condition as loaned. Additional charges will be assessed for any damages as per the table above.

HS Lab Fees

Science classes that are required to meet the laboratory requirements of the University of California system may require a fee for laboratory equipment and supplies.

Homework

Homework includes regular daily assignments, studying for tests and quizzes, and weekly projects. Students are encouraged to budget their time and properly schedule their work. Students may average up to 1½ to 2 hours of study each day. This includes adequate time for reading assignments as well as necessary review of daily class notes. Students should consult with teachers individually to properly determine the approximate time needed to complete assignments. Teachers are not required to accept late assignments. Please see individual class syllabus or class expectations for details.

Extra Credit Guidelines

Extra credit is given to help struggling students experience success and to help other students improve their grades. Extra credit is not meant to be a substitute for consistent effort on daily assignments and tests.

HS Final Exams

Final exams will be given at the end of each semester in all core classes. Final exams are a test of cumulative knowledge and account for up to 20% of the overall semester grade. Seniors who maintain an "A" average during the second semester will be excused from taking a final exam in that subject. Seniors will be notified during the week before final exams if they have earned a final exam waiver.

Academic Honors

Following each semester for high school or each quarter for junior high, a press release is sent to the local paper listing students who have earned distinction for superior academic achievement. The following table is used in determining qualifications for academic honors:

A = 4 points; B = 3 points; C = 2 points; D = 1 point.

- **Elementary Dean's List Award** is the highest distinction awarded to those students who earn at least a 3.7 GPA for the quarter with no grade below B.
- **Elementary Academic Honor Roll** is awarded to those students who earn at least a 3.0 GPA for the quarter with no grade lower than a C.
- **HS Dean's List Award** is the highest distinction is awarded to those students who earn at least a 3.5 GPA for the semester with no grade below B.
- **HS Academic Honor Roll** is awarded to those students who earn must have at least a 3.0 GPA for the semester with no grade lower than a C.

Elementary Citizenship Award

Students can receive a Citizenship Award each quarter if they receive all "E's" (Exemplary) in the areas of attentiveness, cooperation, responsibility and respect.

Elementary Perfect Attendance Award

Students will receive a Perfect Attendance Award if they have no absences or tardies for the quarter.

Elementary Initiative Award

An Initiative Award will be awarded to a student in each classroom who has exhibited a willingness to participate, help, cooperate, promote and otherwise invest themselves in the lives and activities of others.

HS Subject Award

At the end of the school year, a Subject Award will be presented to a student for each subject.

Character Award

At the end of the school year, each student is presented a Character Award by his or her teacher. This award exemplifies his or her godly characteristics.

HS Academic Letter

Students who earn a GPA of 3.5 or higher for the semester will receive an Academic Letter and a Lamp of Learning. Each successive semester, students can earn an Academic Bar.

HS Graduation Honors

PCS and PCSA graduates earning a cumulative high school GPA of 3.5 or higher will have the honor of wearing a gold cord during the graduation ceremony indicating that they are graduating with high honors.

HS Valedictorian

The PCS student with the highest numeric average will be called upon to give the Valedictorian Speech during the Commencement Exercises.

CAMPUS PROCEDURES

School Hours

School hours are 8:00 AM to 12:00 PM for Kindergarten and 8:00 AM to 3:00 PM for first through twelfth grade. The office is open from 7:45 AM to 3:30 PM.

Arrival and Departure

Students should not arrive on campus before 7:45 AM. If it is necessary for students to be at school earlier than 7:45 AM, please be aware there is no supervision available. Students should depart the campus by 3:15 PM unless they are participating in an organized school activity. School doors are closed and locked at 3:30 PM and school staff is not available for supervision. The school is not liable or responsible for any students who are on campus after 3:30 PM unless the student is under the direct supervision of a faculty or staff member.

Closed Campus

Once a student has arrived on campus, he/she may not leave the campus during the school day without a note or phone call from a parent. Any student who leaves during the school day must sign out at the office.

High school students returning late from a permitted leave may have privileges revoked. Students with an early release schedule, as determined by the Dean of Students, may leave campus after their last class of the day. Students who leave campus without permission may face suspension on the first offence and expulsion on the second offence.

Visitors

Requests for a visit must be approved by the Head of School and Teacher prior to the visit. Visitors must register at the office before going to the classroom. Please follow all school rules and be mindful of your apparel.

Parents are welcome to attend chapel or visit their child's class (see bell schedule or calendar for times). When visiting the classroom, please do not distract any of the students. If you have any questions for the teacher, please arrange a separate time to meet.

Emergency Safety Procedures

PCS will conduct monthly fire drills and intruder preparedness drills bi-monthly and procedural reviews involving students and all PCS staff members.

In the event of inclement weather or other extenuating circumstances, the Head of School will initiate a school phone tree to alert families of any special information. If you are experiencing extreme weather conditions, power outages, flooding, etc. that will prevent your traveling to school, please contact the school office.

Medications

Students are not to bring any prescriptions or over the counter medications to school unless it is absolutely necessary and only with a note from the parent. If a student brings any medications to school, it must be kept in the office. Throat lozenges can be kept by the homeroom teacher. The office staff must be given a note and the medication; a staff member will administer the medicine at the proper time.

Injuries and Accidents

All serious injuries and accidents are to be reported to the office. Parents will be contacted and/or receive an email containing pertinent information. In the event of the need for emergency medical treatment, the appropriate personnel will be summoned to assist.

Lunches and Snacks

Students are to bring lunches to school, providing their own utensils, plate and bowls. There are microwaves available for students to use (with staff help as needed). All lunch containers must bear their owner's name. No glass containers, please.

If a student has forgotten his lunch, the office will call to inform the parents. A basic lunch alternative and snacks are available for purchase (or charge for qualifying accounts) during lunchtime.

Food and beverages are only allowed in designated areas. Snacks are allowed only during break time.

To help your child optimize his attention span, please avoid high sugar foods and drinks containing caffeine.

Students may bring unbreakable water bottles to class if they have lids that do not leak.

The teacher determines particulars of water bottle use.

No gum on the school grounds at any time.

Student Search

If the PCS Faculty or Staff have reason to believe a student has any prohibited item, the student may be searched. This will be done in the privacy of the Head of School's office and always with a Faculty or Staff member of the same sex present as a witness. Administration will handle any confiscated item.

School Telephone, Cell Phone, and Electronic Device Usage

The telephones in the school office or classrooms are not for student use, except in emergencies or if permission is obtained from PCS Faculty or Staff. Personal arrangements between parents and students should be made prior to school. The phone may not be used to call home for forgotten clothes or assignments, or to arrange after school activities.

Because cell phone use can easily become disruptive, PCS limits the use of cell phones. During *and between* class sessions, all cell phones must be turned off and kept out of sight. Violations of this policy include:

- Calls made or received during or between classes.
- Phones that are left on and ring or vibrate during class time (even if the phone is kept in a backpack or locker).

Students may use their cell phones before classes begin for the day, after the school day is over, or at lunch time. Even during these times, students are encouraged to limit cell phone usage to necessary communications and discouraged from extended social media use.

The consequences for cell phone violations are recorded on a per semester basis.

- First violation results in confiscation of the cell phone by faculty/administration for the remainder of the school day, a discipline log will be filled out, and an email sent to parents.
- Second violation the cell phone will be confiscated, a discipline log will be filled out, and the parent will be called to come and pick up the cell phone. Student will be advised that suspension will result at the next violation.
- The third violation will result in suspension from school for a period of time determined by Head of School.

All electronic devices are prohibited unless prior permission is obtained by the Head of School or Teacher. Electronic devices at school will be confiscated and parents will be asked to pick up at the office.

Copies

Parents and students are not allowed to use the copy machine for personal copies. If a student forgets school work and copies are necessary, the family account will be charged 25 cents per copy.

Traffic Flow and Parking

We have obligations to our neighbors and ourselves to drive carefully, courteously and safely at all times. In order to keep the flow of traffic, the children safe and to prevent accidents from happening, we ask that you enter and exit the school property only through marked entrances and exits. The speed limit on campus is 5 MPH. When

dropping off and picking up your child, you may park in designated parking spaces and walk your child to the door or you may use the student unloading and loading zone (area directly in front of south door of main campus). If you are waiting in the unloading and loading queue or zone, make sure you use your hazard blinkers. Do not drop your child off in the queue: you must be in the zone before letting them out of the passenger side of your vehicle. When waiting in the queue, do not block intersection to main parking lot, please use the overflow dirt parking area to east of the campus. A map of PCS Parking and Traffic Flow is available on Sycamore.

HS Student Parking Agreements

A high school student must agree to all of the provisions contained in the Student Parking Agreement in order to park on campus. The agreement must be filled out and turned in along with appropriate signatures and documents. Students who violate the parking regulations may lose the privilege to park on school property. This privilege can be revoked at any time by the Head of School. A Student Parking Agreement can be picked up in the office.

HS Work Permits

PCS, in compliance with California law, issues work permits to our students. Permits are issued to students whose most recent quarter GPA is at least 2.5. Working students are advised to read their work permit carefully. Work permits can be obtained in the office.

Lost and Found

Any unclaimed items found lying around are to be turned in to the office. Students should inquire at the office for any articles which may have been lost and promptly report any valuables missing to the office. If a student leaves any item outside of his or her locker, it may be locked up for the night. However, the school is not responsible for these items left unattended. Unclaimed items may be donated to charity at the end of each quarter.

Team Name and School Colors

PCS's team name is the "Lions". The school colors are navy blue, maroon, & white.

Fundraising

Tuition and fees do not cover the full cost of providing our quality educational programs; it is necessary to raise additional funds in order to support school activities. Therefore, events will be held throughout the year to help fund projects and our general operations. It is important for students and families to be involved and help support these fundraisers.

Calendar

Our academic calendar of school events and important dates is available online.

DRESS CODE

DRESS CODE (Updated for Fall 2021)

(Standards are now schoolwide (Kindergarten through 12th grade.)

PCS desires to promote modesty, safety, and an intentional focus on character and intellectual development.

In a group setting, the community interest regarding these matters sometimes takes precedence over personal preferences. We have therefore established a dress code in order to help reflect our

community’s perspective in these realms, without violating individual integrity. Our ultimate goal is to bring glory to God in all that we do.

Students are to comply with the dress code while attending school and when participating at any school functions. Dress standards for special events (e.g. graduation, spirit days, ministry days, field trips, fundraisers, conferences, etc.) will be published separately. The dress standards are subject to the interpretation of the administration and are subject to modification.

General Information For All Students

Acceptable	Unacceptable
<ul style="list-style-type: none"> ● Clothes must be in good condition ● Dress shoes, tennis shoes, boots ● Sandals with back straps (6th-12th grades only) ● Bible verses, brand names and sports team logos that are not offensive ● There are no color requirements or restrictions. ● Subtle, natural colored highlights in hair ● Clean and neat hair ● Face paint and hair color for special events 	<ul style="list-style-type: none"> ● Holes, tears, or frayed hems ● Clothing too big or too tight ● Sweat, nylon, basketball-type sport pants or shorts ● Inappropriate pictures or wording ● Tank tops ● PJ's ● Shoes with lights or wheels ● Sweatshirts on chapel days (6th-12th) ● Extreme hair styles ● Untied laces on shoes, flip flops, slippers or bare feet ● Any extreme style ● Tattoos or writing on the body*

* Students having tattoos prior to admission must keep them covered at all times.

Specific Information For Young Men

Acceptable	Unacceptable
<ul style="list-style-type: none"> ● Collared shirt - minimal logos, there are no color restrictions/requirements. ● Solid colored or plaid pants, khakis, jeans, shorts. ● Hair should be kept off the collar and ears ● Mustaches, beards and goatees must be kept neat and trim with at least one week’s growth ● Sideburns are to be trimmed in a straight line 	<ul style="list-style-type: none"> ● T-shirts, sleeveless ● Hats (indoors) ● Shaved head ● Facial hair on the neck ● Facial hair longer than ½ inch and bushy ● Sideburns below bottom of earlobe ● Make-up ● Inappropriate or excessive accessories ● Any body piercing, including earrings

Specific Information For Young Ladies

Acceptable	Unacceptable
<ul style="list-style-type: none"> ● Skirts or dresses (no more than 3 fingers width above knee cap, including slit in skirt). ● Dresses or shirts (neckline to touch chest and be no more than 3 fingers width below collar bone) ● Solid colored or plaid pants, khakis, jeans, shorts. ● Leggings (as long as private areas are covered by shirt, blouse, outwear, etc.) ● Sleeveless tops (3 fingers width) ● There are no color restrictions or requirements. ● Hats 	<ul style="list-style-type: none"> ● Tank tops ● Unisex t-shirts ● Body piercings (other than ear) ● Excessive earrings ● Spaghetti straps ● Exposed midriffs ● Cleavage exposed ● Bra straps and any undergarments showing

3rd-8th Grade Physical Education (PE) Clothing

All students in grades 3rd-8th participate in Physical Education 4 to 5-days per week.

- **3rd-5th Grade Physical Education (PE) Clothing**

3rd-5th grade students may wear regular dress code attire during PE, but must wear/bring athletic shoes for PE. Students may bring clothing more conducive for PE. These students will be given the opportunity to change into these clothes prior to their PE class. *PCS logo PE clothes are no longer required. Please give thoughtful consideration to modesty in connection with PE clothing. For example, PCS logo PE shorts were 7" shorts and provided the modesty and mobility conducive to PE.*

- **6th-8th Grade Physical Education (PE) Clothing**

6th - 8th grade students are required to bring (and change into at the proper time) PE-friendly clothing (athletic shorts/sweats, tshirt, tennis shoes). Please help your child to remember to bring these each day. If they are wearing unsafe shoes and/or are not dressed out, they may not be allowed to participate and will lose points for the day. *PCS logo PE clothes are no longer required. Please give thoughtful consideration to modesty in connection with PE clothing. For example, PCS logo PE shorts were 7" shorts and provided the modesty and mobility conducive to PE.*

6-12th Chapel Days (Wednesdays)

Young Men	Young Ladies
<ul style="list-style-type: none"> ● Docker style, khakis, or dress slacks 	<ul style="list-style-type: none"> ● Dress or skirt - regular standards apply ● Shirts or blouse - regular standards apply ● Casual dress shoes

- | | |
|---|--|
| <ul style="list-style-type: none"> • Collared dress shirt and tie (ties must be tied and worn properly and shirts tucked in) • Belt • Casual dress shoes | |
|---|--|

Dress Code Violations

Parents are responsible for the dress and appearance of their children. PCS Faculty or Staff will talk privately with the student regarding a first-time dress code violation and will send an email to parents if needed. A female faculty or staff member will address girls if the violation involves modesty. Subsequent offenses will involve the student being sent to the office. A parent will be contacted to bring the appropriate clothing. The student will not be allowed back into the classroom or activity until the offense is corrected. This may result in an unexcused absence. Multiple violations or repeated violation of the same rule is considered rebellion and may be grounds for expulsion.

ATTENDANCE POLICY

Parents' Responsibility

It is important that students are at school every day possible. Appointments and family vacations should be scheduled so the least amount of school is missed. We encourage you to make doctor appointments during non-school hours. Students are not to arrive at school earlier than 7:45 AM and should be picked up after school by 3:15 PM. The school is not liable or responsible for any students who are on campus before 7:45 AM or after 3:30 PM, unless they are participating in an organized school activity. If a student is late to school, he/she must report to the office to register attendance. If a student has to leave school before the end of the day, a parent need to come to the office to sign the student out. If students return before school is out for the day, the parent needs to sign him/her back in through the office. Please call the school office when your child misses school. The school will make an effort to contact the parents to verify their child's absence when the school has not been notified.

Tardy Policy

Punctuality is one of the character traits we emphasize at PCS. Students not only do better in school by learning to be on time, but punctuality is a characteristic of good citizenship in every walk of life. Poor punctuality may have an adverse effect on future college and/or employment recommendations. A tardy at PCS is defined as "arriving at class after the starting time, or arriving at class without your materials for that class". Therefore, out of respect for our teachers and the other students, all students are required to be seated in their classrooms by the time class begins. Doctor and dental appointments are considered excused tardies. Repeated tardiness will be handled through the office.

Tardy Consequences:

1st tardy - Verbal warning by office

2nd tardy - Communication to parents

3rd tardy - Detention

4th tardy - Detention

5th tardy - Additional possible action (parent conference, suspension, work detail or Saturday detention)

Absences

Regular and punctual attendance is essential for student success. Absences interrupt the smooth and complete process of learning. Only when absolutely necessary should a student be absent. Teachers will hold the student accountable for adequate make-up work to cover the missed instruction and the student is responsible to arrange with the teachers to make up assignments, quizzes and tests. Failure to complete assignments will reflect on the quarter academic grade. Title 5 Section 420 of the California Education Code cites:

Absence due to any one or more of the following causes, when verified in accordance with this article, is allowable as attendance in a regular full-time day school as defined in Section 2(i) maintained by a district and in a school or class maintained by a county superintendent of schools:

- (a) Illness.
- (b) Quarantine directed by a county or city health officer.
- (c) Having medical, dental, or optometry services rendered.
- (d) Attending funeral services of a member of the pupil's immediate family (mother, father, sister, brother, grandmother, grandfather) to the extent of not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.

Unexcused absences are any absences that do not fit the criteria listed in the Absences, Illness, Anticipated Absence, Special Consideration and Extracurricular Activities sections of this handbook.

If a student misses more than half a class period he/she may be considered absent from that class. If a student misses a majority of his/her classes in a given day he/she will be considered absent for the day. If a student misses more than 15 days of school in one school year, or more than 10 days in any one quarter (either excused or unexcused), he/she may receive no course credit for the work missed or may not be promoted to the next grade at the end of the year.

Absences are tallied quarterly; therefore, each student is allowed one unexcused absence each quarter without a grade reduction. Grade reductions will be made by the teacher for additional unexcused absences as follows:

- 2 unexcused absences = 2% drop in final quarter grade
- 3 unexcused absences = 5% drop in final quarter grade
- 4 unexcused absences = 8% drop in final quarter grade
- 5 unexcused absences = 12% drop in final quarter grade

Tutoring may be necessary in case of a student's extended absence. Parents may schedule a tutoring session with the teacher or other approved tutor and pay him/her per agreement between the parties. The school is otherwise not responsible for remediation of any missed work.

Illness

It is important that students be in good health when they come to school. Students attending school while sick are unable to enjoy their day and run the risk of sharing their illnesses with their classmates. A student with a fever or other symptoms of communicable illness should not be sent to school. Students need to be well enough participate in all school activities while they are here, including eating lunch and playing outside. Special considerations will be made for a student with a long-term injuries, emergencies or unusual medical needs.

If your student complains of illness at school, we will take his/her temperature. If the student has a fever above 99 degrees, we will contact the parent to pick up the child. If no fever is present, we will call you to let you know that your child has a complaint and to let you decide if you want to come pick them up.

Anticipated Absences

On rare occasions a family may need to miss school for a full day or more. The school allows advance arrangements to be made for these events, but urges parents to consider carefully the cost to the student's education. We strongly encourage parents to look ahead and avoid scheduling conflicts with school events such as

fundraisers, ministry days, field trips, athletic contests, etc. Just as a parent makes arrangement in advance before missing work, so students must make similar arrangements for missing their "work". The family must take the initiative to contact the school and meet the requirements for such absences.

The Anticipated Absence Form can be downloaded from Sycamore for the parent to fill out and sign. The student will then obtain signatures from each teacher in order to notify each one of the pending absence. Teachers will indicate if they feel such an absence will be detrimental to the student's academic progress or significantly hinder classroom plans. Once each teacher has signed the form it needs to be turned into the office at least 5 days prior to the intended absence for the Head of School's final approval. Parents may petition the Head of School or seek clarification if the anticipated absence is denied.

If approved, it is the student's responsibility to get work and assignments from teachers for all classes he or she will miss during the absence and to schedule make-up dates for missed quizzes and test.

Special Consideration

Infrequently, an absence due to illness or some special emergency may legitimately prevent the student from having the opportunity to complete an assignment or prepare for a test. In this case, the parents should submit a verbal request for special consideration to the Head of School. The burden of proof is on the parent to demonstrate that an exception to the standard procedures is justified.

Extracurricular Absences

Students excused for any extracurricular activities are responsible for homework in all their classes regardless of whether or not they attend those classes on the day of the absences. Student must get all assignments before they leave for the event and turn them in by the due date.

STANDARDS OF CONDUCT

Spiritual Life and Conduct

One of the unique purposes of PCS is to prepare young people for effective service for Christ in whatever career they choose. PCS desires for each student to have a vital, personal relationship with God through faith in Jesus Christ, and that students measure their lives by scriptural standards of conduct.

Each student should understand that attending PCS is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to PCS the student indicates his/her desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules; therefore, PCS standards of conduct are not designed merely to produce a pattern of outward conformity.

The school desires that students demonstrate, by their conduct, an inward acceptance of Christ and a spirit of subjection to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards.

To produce an environment which will encourage these goals, PCS expects every student to demonstrate, by attitude and behavior, a life consistent with the teachings of scripture.

Christian Lifestyle

Students are expected to live by a standard of behavior that is consistent with the commands of scripture. Parents accept responsibility for their student, seeing that he/she abide by a biblical lifestyle standard at all times. While enrolled at PCS, a student should refrain from:

- involvement in immoral or illegal activities,
- sexual misconduct including, but not limited to, premarital sex or homosexual activity,
- swearing, using other unbecoming communication,
- viewing or use of pornographic material or websites,
- acts of dishonesty, such as cheating, lying and stealing.

Students should make every effort to avoid compromising situations. Violation of these standards may result in dismissal from school.

Male/Female Relationships

In the interest of creating an orderly campus and wholesome atmosphere, demonstrations of personal affection between members of the opposite sex or physical contact that is viewed as romantic involvement is prohibited. While it is normal for adolescents to be attracted to members of the opposite sex, we believe that romantic feelings should be structured by biblical principles of purity and self-discipline. Furthermore, we believe that the specifics of these matters are the province of the home, not the school. Therefore, to keep the school from involvement in such things, we have established the following rules:

- Students shall not display any physical contact or romantic affection for one another at school or at school-sponsored events.
- Students shall not discuss their own romantic feelings or those of another student with other students while at school or at school-sponsored events. This includes written communication.
- Students should make every effort to avoid compromising situations, which may give the appearance of being involved in the above activities.

Statement of Marriage, Gender, and Sexuality

At Providence Christian School (PCS), we believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders 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.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2.18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1Corinthians 6.18; 7.2-5; Hebrews 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.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God (Matthew 15.18-20; 1Corinthians 6.9-10).

We believe that in order to preserve the function and integrity of Providence Christian School as a ministry of local bible-believing churches, and to provide a biblical role model to the PCS members and the community, it is imperative that all students, and all persons employed by PCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5.16, Philippians 2.14-16; 1Thessalonians 5.22).

We believe that God offers redemption and restoration to all who confess their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3.19-21; Romans 10.9-10; 1Corinthians 6.9-11). At the same time, when a student, employee, or board member violates these commands of scripture or any other PCS behavior standards, discipline actions will be taken by PCS up to and including discharge or expulsion, depending on the individual specific circumstances.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12.28-31' Luke 6.31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the teaching positions of Providence Christian School.

Zero Tolerance Policy

Weapons: PCS will not tolerate the use or possession of any weapon in an illegal manner as well as destructive devices or explosive substances on the school campus. Explosive devices, knives, lighters, mace, or other objects that could be used as weapons, real or simulated, are not to be brought on campus or to any school-sponsored event. Students who do so may be suspended pending further investigation.

Drugs/Alcohol/Tobacco: PCS will not tolerate students who abuse or use alcohol or tobacco or who bring alcohol or tobacco to school or to any school function. Students who participate in the possession, use, or sale of illegal drugs, alcoholic beverages, or tobacco or are convicted of a felony may be subject to immediate expulsion from PCS.

Immorality: PCS will not tolerate student involvement in any act of fornication or homosexuality. Students who participate in these activities may be subject to immediate expulsion from PCS.

Gang Involvement: Students who participate in any gang or in any gang-related activity or who wear any sort of apparel that reflects sympathy for a particular gang or that imitates any gang hand signals, mannerisms, or clothing style may be subject to expulsion from PCS.

Parents or students who obtain firsthand knowledge of violations of these policies are asked to respond with discernment, avoiding gossip and bringing the violation to the attention of the proper authorities. There may be cases where violations could involve harm or risk to school-related persons or property. Knowledge of these types of violations must be reported immediately to school administration.

Bullying Policy

Bullying is a very specific and damaging form of misbehavior. For this reason, PCS has formulated a policy that defines, addresses, and assigns consequences to bullying as outlined below.

Definition: Students are bullying if they engage in any of the following behaviors: name calling, teasing, mocking, physical intimidation/harm, hitting, slapping, stalking, hounding, harassing, gossiping, intentionally excluding, etc.

Bullying and Social Media: Social Media includes using all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity web site, web bulletin board or chat room, as well as any related form of electronic communication. Providence Christian school strictly prohibits any student, employee, or volunteer to use social media to defame, harass, or provoke any student, employee, or volunteer. This includes purveying any information about another person that could be reasonably considered gossip or slander.

Reporting: Anyone witnessing or experiencing bullying should report to the supervising adult. A "Bullying Reporting Form" is to be filled out and turned in to the office.

Consequences:

- First offense; student is referred to the Head of School for counseling, admonishing and prayer. Parents are notified and the "Bullying Reporting Form" is sent home for parental signature. Student will make a public, specific apology to his/her victim.
- Second offense; student is referred to the Administrator for counseling, admonishing and prayer. Parents are notified and the "Bullying Reporting Form" is sent home for parental signature. Student will make a

public, specific apology to his/her victim. Student is assigned to read Frank Peretti's book *The Wounded Spirit*, the account of Peretti's own growing up experience as a victim of bullying, and write a book report on it.

- Third offense; student will make a public, specific apology to his/her victim. Parents are called and the student is sent home with the completed form. Student is suspended until at least three sessions of counseling with a qualified Christian counselor or pastor have been scheduled and the school has been notified of the dates of the sessions. School is then to be notified when the counseling sessions have been completed.
- Fourth offense; expulsion.

Student Conduct

During Prayer:

- Bow your head and close your eyes.

Respect:

- Always be respectful to one another.
- Call/answer adults by Mr., Mrs., or Miss and their last name.
- Always say "please" and "thank you".
- Obey cheerfully or make an appeal. Do not talk back, whine, roll eyes, or show contempt for authority.
- Accept correction with humility.
- If you notice that a teacher has made an error during instruction, you are to appeal respectfully, "Mrs. _____, did you mean to say _____?".
- Always enter a room quietly.
- Young men should hold doors open for the ladies.
- When you are walking and you encounter an adult, make eye contact and greet them.

Speaking and listening:

- In class, students must speak when called upon, unless otherwise specified by their teacher. Raise your hand if you wish to speak.
- Do not interrupt another's conversation, concentration, teaching, or work. Wait obviously nearby to be acknowledged. If possible, wait until the person you wish to speak to is done. Once you have been acknowledged, first state his/her name followed by your question or request.
- When two individuals are talking: Do not walk between them. If it is impossible not to interrupt or go between them, quietly say, "Pardon or excuse me" and respectfully cut, or duck, between them. If you bumped them, again say, "Excuse me" or "I beg your pardon."
- If you must interrupt, address the person by name and then say, "Pardon me, please" or "Excuse me" or "I beg your pardon."
- Listen carefully when another speaks.
- Look at the person with whom you are speaking.
- Speak loudly enough to be heard easily, but not too loudly.
- Speak, sing, and laugh quietly indoors unless told otherwise.
- Avoid asking non-essential questions at the beginning of class.
- Think before you speak or ask a question. Wait for an appropriate time to ask a question; let the teacher do his/her job of teaching. You should do the job of listening: your question may be answered if you wait just a little longer.
- Do not use vulgar language or words commonly used as substitutes for vulgarities.

Kindness and Peacemaking:

- You are expected to be peacemakers (Lev. 19:15-18; Matt. 5:9, Ps. 133:1) and to follow Matt. 18:15-17, Gal. 6:1, II Tim. 2:23-26, and Col. 3:12-25 when conflicts with others arise.

- Be kind to others—never push, hit, be rough with others, or grab clothes.
- Do not name call, tease, be mean to, or make fun of another; never say “shut-up” or use sarcasm.
- Do not be bossy or insist on being first.
- Help anyone who is hurt.
- Older students are to model excellent character and demonstrate cheerful obedience to school rules.
- Older students are to show extra kindness and assistance to the younger students, and the younger students should show respect to older students.

Other Rules:

- Restrooms should be used before class, at break time, or after school. Loitering in the restroom is not permitted.
- If you see any damage or a hazard to school facilities or if the bathroom supplies are running low, please report it to your teacher or the school office.
- Students may not throw things inside the school building without permission.
- Students are expected to sit and stand with good posture according to teacher specifications.
- Students are expected to process and organize their work according to their teacher’s instructions.
- Students are expected to be prepared for class with all supplies. A supply list will be available on Sycamore.
- Students should not leave personal belongings lying around campus.
- Students may not write or pass personal notes during class time.
- Students should not bring any type of games or hobbies to play, see, or trade without permission.
- Skates, bicycles, and skateboards are not allowed on campus unless they are being used as part of a school approved recreation program or transportation to and from school.
- No littering.
- No gum.
- No items used for gambling.
- Do not bring anything with sinister or occult associations.
- No glitter or confetti that is not already glued to another material.
- Non-offensive logo designs or slogans are permitted on backpacks, lunch boxes, binders and folders.
- Any item that a supervisor or teacher has identified as a distraction to the class or a potential safety hazard may not be brought to school.

Fighting, Assault, and Unnecessary Roughness

Any pushing, shoving, kicking, hitting (either with any part of your body or any kind of instrument), poking, assault, fist fights, throwing or swinging with intent to harm or frighten, unnecessary roughness, or any kind of threat to a student is subject to consequences deemed necessary by the Administrator including suspension, or expulsion. This rule is enforced on the school campus on all regularly scheduled school days and at all extra-curricular events both for participants and spectators. Outside these times and situations, these matters fall solely within the jurisdiction of the student’s parents.

Cheating

Cheating is dishonesty and theft. The penalty for cheating is a zero on the assignment, quiz, or test involved without any possibility of making up the work, as well as any other disciplinary action the teacher or Administrator may deem appropriate. Repeated offenses may result in suspension or expulsion. For the sake of simplified discipline, we will count all of the following acts as cheating:

- Looking toward other papers during a test.
- Passing any sort of note during a test.
- Giving or receiving answers or stealing tests.
- Obtaining an advance copy of the test without the teacher’s express permission.
- Handling the teacher’s grade book without permission.
- Claiming another’s work as one’s own.
- Copying someone’s work to submit as one’s own (including class work, homework, or other assignments).

- Being in possession of another student's work without the teacher's express permission.
- Plagiarizing, i.e. copying other people's material and not attributing it to them. Not footnoting quoted or paraphrased material in formal papers.
- Conspiring with or attempting to get others to cheat or to cover-up for others who are or have been cheating, or allowing another student to look at your work to compare answers then they have not done the work themselves.
- Revealing questions or answers, or giving hints, to a student who has not yet taken the quiz or test or done a homework assignment.
- Being unable to reproduce work, show work, or explain how to get an answer on a retake of a homework assignment, quiz, or test.
- Collaboration with other students or use of parental help on a take home test or quiz.
- Using a calculator or other electronic tool when work is to be done on paper, by table, or in the student's head.
- Not stopping when told to do so on timed tests.
- Purposely not correcting work properly.
- Forging a parent signature when it is required on any school work.

Classroom Conduct

To maintain a classroom environment that allows for maximum learning, teachers will establish and clearly communicate classroom guidelines they deem necessary. However, the following are standards for all classes:

- Students must always demonstrate respect for and cooperation with teachers.
- Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicate a readiness to learn.
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable.
- Personal grooming is inappropriate during class sessions.
- Food or beverages will not be brought into the classrooms, except on special occasions with the teacher's approval. Water may be brought into the classroom; unless it becomes a distraction to the class.
- Students may not be alone with another student of the opposite sex in classrooms or offices.
- The teacher's desk, briefcase, computer, grade book and other belongings are personal property and will be treated as such by students.

School Property

- Treat school facilities and others' property with care and respect.
- Students may not deface or abuse any school property.
- Students must be quiet and orderly when walking in or near the buildings.
- Students may not run anywhere in the building except areas designated for such activity. Students may run outdoors during break time and PE.
- Students must stay within the given boundaries in and around the buildings.
- Students are not to climb trees or buildings.
- Students may not bounce or throw balls inside the buildings.
- Athletic equipment must be carried in such a manner that it will not endanger others or the buildings.
- Help keep the restrooms and classrooms clean. Pick up after yourself. Also, with a servant's heart, please pick up trash wherever you see it.
- Students will be required to replace or repair damaged school property.

Field Trips

- Students are expected to be in dress code for all field trips unless otherwise directed by their teacher.
- Students are expected to pay attention and take notes (if directed by your teacher) and to be self-governed and exercise great self-restraint (not running or touching unless told to do so).

- Students are expected to obey all authorities including car-pool drivers, bus driver, teachers, aides, and venue officials.
- Drivers are expected to observe all rules of the road and to take extra precautions.
- Parents driving and supervising on field trips are expected to hold both their own and other children accountable to school rules when the teacher is not present.

DISCIPLINE

Classroom Discipline Policy

Our goal as a school is to support the home in its efforts to properly nurture children. To do this, we must reach their hearts. We are not interested in producing mere outward, man-pleasing obedience, but rather encouraging a sincere and earnest desire to please God and to honor Father and Mother.

Discipline in the classroom begins with clear expectations and consistency in practice by the teacher. If there are difficulties with students adhering to the expectations and class rules, or when a student has acted in a way that is openly rebellious or has created significant disruption of the classroom or school, the following steps may be taken:

- A counseling session between the student and teacher to discuss the misbehavior.
- A counseling session between the student and the Dean of Students or the Head of School.
- The teacher will contact the parent(s) through telephone contact, email or written note.
- Lowering the student's citizenship grade.
- A conference with the teacher, parent, student and administration to discuss the misconduct.
- If, after a reasonable amount of time, the teacher feels there is a continuing problem in behavior or attitude, he/she will refer the student to the Head of School for counseling or further disciplinary action.

Administration may consider a previous year's infraction pattern when deciding on current discipline issues and retains the right of discretion when disciplining students. They will communicate with teacher and parents regarding the discipline issue and a written record of any disciplinary action taken will be kept in the student's CUM.

Work projects or assignments, payment for damaged or broken items, probation, detention, or suspension may be used as a part of the discipline procedure. If so, a written contract will be drawn up outlining the steps the student will take to change their behavior and carry out their responsibilities for the offense.

Students may be expelled for continued violations of school standards or if a single offense is particularly serious. A restitution process may be considered if the student would like to return to the school at a later date. The Head of School, parents, student and possibly board members would be involved in such a process.

Probation Policy

Probation is defined as a specified length of time - normally one quarter - during which a student is expected to demonstrate ability to perform satisfactorily at PCS. A student on probation will be given a specified time period in which to improve his/her record to the extent necessary to satisfy the faculty and administration that he/she will profit from further enrollment at PCS. If such improvement is not forthcoming, he/she may be refused permission to re-enroll the following semester. Definite, individualized goals will be established for each student on probation in the following areas: attitude, citizenship, academic progress, and evidence of spiritual growth. The student must meet with the Head of School on a regular basis, at least once a week, to discuss progress.

Suspension

Suspension is defined as an occasion when the Head of School does not permit a student to attend class for a specific period of time. A student may be suspended for reasonable cause at any time. A suspension may be for the rest of the day or until the parent, the teacher, and the Head of School are able to meet together to discuss the

suspension, the events leading up to it, and what remedies need to take place before the student is admitted back into the classroom. In most cases of a suspension, the student may be asked to bring all of his/her books to the office immediately and to wait for parent(s) to come pick him/her up. The office will call the parent(s), notify them of the suspension, and ask them to pick up the suspended student. A student is expected to continue their work while on suspension. Their parents must get homework for them by contacting the teacher. A student on suspension will be responsible for all assignments, quizzes, and tests due or assigned during the time of suspension. In some cases an in-school suspension is warranted. The student will then spend his/her suspension in a study hall doing school work. The suspension will be documented in the student's cum file.

Expulsion

The administration of PCS may deem that a student is unresponsive to the initial steps of discipline, is continuing in behavior counterproductive to the goals of the school, or has flagrantly violated one or more school rules or standards. This student may be subject to immediate suspension pending a final expulsion. All tuition and fees are still due and payable upon expulsion, as per tuition policies. Parents will be notified of an expulsion and the reasons in writing.

Suspension / Expulsion Procedures

In the event of suspension or expulsion, the following steps are generally followed:

- Faculty may submit their recommendations in writing to the Administrator.
- If the Administrator deems the reason valid and sufficient, he will then either submit the written recommendation to the Board of Directors or take action pending the hearing process.
- The Administrator may submit his own written recommendation to the Board of Directors with or without a faculty recommendation.
- If the Board of Directors deems the reasons valid and sufficient, the parent(s) will then be notified. The parent(s) may request, as stipulated above, a closed hearing with the Board of Directors and/or the Adjunct Pastoral Board.

After all sides have had an opportunity to present their case, the Board of Directors will then meet privately and decide on whether or not to uphold or overturn the suspension or expulsion.

Appeal Process for Discipline

A suspension or expulsion may be appealed by requesting a closed hearing with the Board of Directors or its designated agents and staff. The appeal must be made in writing within five calendar days of the decision that is being appealed. The hearing will be scheduled within five calendar days from receipt of the written request for a hearing. The decision of the Board of Directors may be appealed to the PCS Adjunct Pastoral Board. The decision of the Adjunct Pastoral Board shall be final as stated in the PCS bylaws.

PHYSICAL EDUCATION

All Grades

PCS offers a physical education program which emphasizes the wise use of the body as a temple of God requiring discipline and habits that contribute to good health. We seek to teach good sportsmanship and teamwork, to develop coordination, muscle tone, speed and endurance. It is also our desire to teach recreational skills and activities profitable for worthy and enjoyable use of leisure time. High School participation in CIF sports may earn PE credit at five units per completed season of sport.

Your student's grade in PE is based on Daily Participation and Effort (50%), Daily Sportsmanship and Attitude (25%), and Assessment/Skills Tests (25%).

K-5th Grade Physical Education (PE) Clothing

K-5th grade students may wear regular dress code attire during PE, but must wear/bring athletic shoes for PE. *Please note*, your student will be running, jumping, sweating and even rolling on the ground during PE. Students 3rd grade and up may bring clothing more conducive for PE. These students will be given the opportunity to change into these clothes prior to their PE class.

6th -8th Grade Physical Education (PE) Clothing

6th - 8th grade students are required to bring (and change into at the proper time) PE-friendly clothing (athletic shorts/sweats, tshirt, tennis shoes). Please help your child to remember to bring these each day. If they are wearing unsafe shoes and/or are not dressed out, they may not be allowed to participate and will lose points for the day. *PCS logo PE clothes are no longer required.*

6th-8th GRADES & SPORTS PROGRAMS

Objectives

Recognizing that competitive sports activities provide an excellent opportunity to teach physical, educational, moral, and spiritual values to our students, our objectives are:

- To honor and glorify God. This is our #1 goal. We should be a "light on a hill." We desire that our coaches and players alike honor God in word and conduct.
- To provide a means of teaching godly values through athletics. We are seeking to develop not only the physical life but also the spiritual life of the student athlete.
- To create and maintain a positive atmosphere, by teaching the principals of teamwork and encouraging teammates and opponents.
- To provide game experience for each student. We want students to enjoy sports regardless of skill level.
- To encourage participants to play to the best of their abilities. This honors God.
- To win with honor; lose with grace. Students will be prepared to win and play to win, and then allow God to exercise His will. Success will be evaluated on the characteristics and qualities of our students at the end of the season, not on the win-loss record.

Participation

The program is part of the Junior High Physical Education curriculum and includes participation in team sports. We acknowledge God has given the students many different talents to be used to His glory. After showing an acceptable level of skill in the fundamentals of the sport, good attitude and effort in class and games, students are taught other aspects of athletics, such as keeping statistics, rules, strategy, and refereeing. Students not wanting to play in games are encouraged to participate in these other areas. At all times, the student will be encouraged to be team oriented and that they are a necessary part of the team.

Game Eligibility

Competing as part of the team in games with other schools is a privilege. When students compete, they are representatives of the school, the sports program, and its values of spiritual, personal and physical discipline. Because of this, students are expected to demonstrate proper player attitude and responsibility in schoolwork to compete in games. A student's eligibility will be determined on a weekly basis. He/she must maintain a Grade Point Average (GPA) of 2.0 or better, with no "F" in any subject and demonstrate appropriate conduct at all times to participate in any games or tournaments, including those scheduled after school hours or weekends. Eligible students are allowed to wear their team uniform to school on game days. Ineligible students may not wear their team uniform on game days. Ineligible students will remain in class during game times to complete unfinished work or extra work in low-grade subjects.

A student must attend a majority of the day's classes to participate in that day's activity or athletic experience; if not, the student will remain in class to complete unfinished work or work in low-grade subjects.

Students must attend the majority of a day's classes prior to the event if the event falls on a non-school day.

Specific information on game schedules and practices will be sent home with students prior to the start of each sport.

Practices

Practice and team plays/strategy will be provided by coaches during after school practices. This extra practice time with coaches is crucial to building a competitive team and students are highly encouraged to attend. Practices will take place either at the school or at the The Lion's Gym on County Road 12. Parents are asked to be on time when picking their student up after practices.

Games

Parents and students will be informed of scheduled games as early as possible. Most games will take place during school hours. Transportation to and from is provided by parent drivers. Coaches will attempt to play students based on age, effort, and attitude (positive and encouraging), more than athletic ability.

After School Games and Tournaments

At times the teams will be able to play games and/or tournaments with area schools that take place after school hours. Games and tournaments held after school are extracurricular. Participation is voluntary and must be approved by a parent. Students and parents are asked to always inform coaches ahead of time when they will not be able to attend after school games or tournaments. Coaches will allow tournament playtime based first on attitude and effort, then age.

The coach's rules and decisions are to be supported and respected at all times by students and parents. If there is a valid question, comment, or concern with a coach, it should be handled at a suitable time and done in a positive way; first with the coach, then if needed, the Athletic Director.

HS EXTRACURRICULAR ACTIVITIES

PCS offers a limited range of activities for students. For the privilege of participating in extracurricular activities, students must maintain good grades and good conduct. Students who fall below the academic and conduct standards cannot participate.

Depending on enrollment and interest, we offer California Interscholastic Federation (CIF) teams in volleyball, cross country, basketball, and track and field. A fee per sport is assessed to help cover the various expenses incurred in the program. Other activities will be determined based on student interest. Please see PCS Athletic Handbook for details.