



PURSuing WISDOM...

IMPACTING OUR WORLD

# PROVIDENCE

— CLASSICAL SCHOOL —

## Parent-Student Handbook

**TABLE OF CONTENTS**

TABLE OF CONTENTS ..... i

PROVIDENCE CLASSICAL SCHOOL OVERVIEW & MISSION ..... 4

    GENERAL PHILOSOPHY AND PURPOSE OF PCS ..... 4

    PCS MISSION STATEMENT ..... 4

    PORTRAIT OF A PCS GRADUATE..... 5

    EDUCATIONAL PHILOSOPHY..... 6

    PROVIDENCE CLASSICAL SCHOOL GOALS ..... 6

    STATEMENT OF FAITH ..... 6

    CONTROVERSIAL SUBJECTS POLICY..... 7

    ADMISSIONS STATEMENT ..... 8

    ACCREDITATION ..... 8

    SCHOOL SPIRIT..... 8

    STATEMENT OF MARRIAGE, GENDER, AND SEXUALITY..... 8

    DRUG AND ALCOHOL POLICY ..... 9

    SEXUAL HARASSMENT & ABUSE ..... 9

    Self-Harm Prevention ..... 10

    Threats and Student Safety ..... 10

    WHOM DO I CALL IF I HAVE A QUESTION? ..... 11

    PARENT-STUDENT HANDBOOK CHANGES ..... 11

ACADEMICS ..... 11

    GRADUATION REQUIREMENTS ..... 11

    SENIOR SCHEDULES ..... 12

    GRADING GUIDELINES ..... 12

    TRANSCRIPT CREDITS ..... 13

    AWARDS ..... 13

        UPPER SCHOOL AWARDS ..... 13

        GRADE-LEVEL AWARDS ..... 13

        LOGIC- AND RHETORIC-LEVEL AWARDS ..... 14

        SENIOR AWARDS..... 14

    Commencement Honors..... 15

    PROMOTION GUIDELINES ..... 15

    STANDARDIZED TESTING ..... 16

    LATE WORK ..... 16

SCHOOL POLICIES..... 17

    DISCIPLINE POLICY..... 17

SCHOOL RULES .....	19
ACADEMIC INTEGRITY .....	20
CELL PHONES OR OTHER ELECTRONIC DEVICES .....	20
STUDENT DRIVERS .....	21
ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES .....	21
ACCOMMODATIONS POLICY .....	22
GUIDING PRINCIPLES .....	23
ACCOMMODATIONS GUIDELINES .....	23
PARENT GUIDELINES.....	24
PROCEDURAL GUIDELINES .....	24
ACCOMMODATIONS ON STANDARDIZED TESTS .....	25
COMMUNICATION POLICY.....	26
THE GOAL .....	26
RESOLVING CONFLICT .....	26
GUIDING PRINCIPLES .....	26
COMMUNICATION GUIDELINES.....	27
TEACHER TO STUDENT ELECTRONIC COMMUNICATION .....	28
PHOTOGRAPHY POLICY.....	28
SAFETY AND SECURITY .....	28
RESTROOM POLICY .....	28
INCLEMENT WEATHER COMMUNICATIONS.....	28
TRANSPORTING STUDENTS.....	29
COMMUNICATIONS TO THE MEDIA .....	30
VISITORS TO CAMPUS (SCHOOLPASS).....	30
VISITING MINORS .....	30
HEALTH SERVICES POLICIES.....	30
ILLNESS POLICIES.....	30
VISITS TO THE NURSE .....	31
WHEN A DOCTOR'S RELEASE IS REQUIRED .....	31
MEDICATION POLICIES.....	32
INJURIES AT SCHOOL .....	34
EMERGENCIES AT SCHOOL.....	34
DIAGNOSED OR SUSPECTED COMMUNICABLE CONDITIONS .....	34
DIAGNOSED MEDICAL CONDITION .....	36
FOOD ALLERGY .....	39
REQUIRED HEALTH SCREENINGS .....	40

FIELD TRIP POLICY .....	41
DAILY PRACTICES AND ACTIVITIES .....	42
SCHOOL CULTURE .....	42
ATTENDANCE REQUIREMENTS .....	43
SCHOOL ARRIVAL AND DEPARTURE .....	45
RIDE-SHARING SERVICES .....	45
ARRIVAL PROCEDURES .....	45
DISMISSAL PROCEDURES .....	45
DEPARTURE/ARRIVAL DURING THE SCHOOL DAY .....	46
UNIFORM POLICY .....	46
SCHOOL SUPPLIES .....	46
STUDENT LIFE .....	46
THE HOUSE SYSTEM .....	46
STUDENT GOVERNMENT .....	49
MEMBERSHIP .....	49
STUDENT ORGANIZATION GUIDELINES .....	50
T-SHIRT POLICY .....	50
LETTER JACKETS .....	50
COMMUNITY ACTIVITIES HOSTED BY GRADE LEVELS .....	51
PARENT INFORMATION .....	51
TUITION/REGISTRATION PAYMENT POLICY .....	51
VOLUNTEER SERVICE IN THE PCS COMMUNITY .....	52
FUNDRAISING PHILOSOPHY .....	53
ACTIVITY PURPOSE STATEMENTS .....	53
MS TEAMS CODE OF CONDUCT .....	59

# PROVIDENCE CLASSICAL SCHOOL

## OVERVIEW & MISSION

---

### GENERAL PHILOSOPHY AND PURPOSE OF PCS

PCS was established in 1999 as a private, Christian school committed to providing a classical and Christ-centered education to young people in primary and secondary grade levels. PCS strives to operate alongside the family under the assumption that the education of young people is the primary responsibility of parents and the immediate family rather than the responsibility of the State. PCS provides a biblically-based curriculum and teaches subjects as parts of an integrated whole with the Scriptures at the center.

In conjunction with the biblical emphasis, PCS strives to provide a classical and Christian education, as described in the following books and articles: *Introduction to Classical Christian Education*, by Christopher Perrin; "The Lost Tools of Learning," by Dorothy Sayers; *Wisdom and Eloquence: A Christian Paradigm for Classical Learning*, by Robert Littlejohn and Charles T. Evans; *The Seven Laws of Teaching*, by John Milton Gregory; and *The Liberal Arts Tradition: A Philosophy of Christian Classical Education*, by Kevin Clark and Ravi Scott Jain.

### PCS MISSION STATEMENT

**The Mission** - PCS is a Christian school using the classical model to train students to impact their culture for Christ.

**Principles** - PCS is committed to the following principles to ensure that the vision of the school is implemented:

- We demonstrate our Christianity in the context of relationships, by loving each other with the love of Christ, by encouraging each other to begin or develop a relationship with God through Christ, and by treating each other with the dignity due creatures made in the image of God.
- We are rooted in the Word of God and teach the Scriptures of both the Old and New Testaments in such a way that students realize that the meaning and purpose of life and education are found in them. We acknowledge God as the source and author of all truth.
- We recognize that all of creation displays God's character and teaches us the meaning of beauty, goodness, and truth. Because all truth is from God, the universe is coherent.
- We believe that studying is an act of worship with spiritual implications; therefore, studies are conducted as unto God. Shabby scholarship brings Him no glory and is a failure to recognize His presence in our classrooms and in our lives.
- We stress the unity of knowledge, and we teach all subjects as part of an integrated whole. History is the story of God working in individuals and nations. It has a purpose and a destination. Because we are a Western culture, we study Western civilization with all its triumphs and failures. Literature, music, and art are mankind's reflection of their understanding of the world. Properly done, the arts are a doxology, praising God and reflecting His truth, goodness, and beauty.

Did you know ...?

Our school motto is  
*Semper excelsior ad  
gloriam Dei, Always  
ever upward to the  
glory of God.*

Science and math are tangible evidence of God's orderliness and are our tools to explore the world and marvel at its design.

- Good students are good thinkers. Latin and formal logic sharpen our minds and teach us to analyze and are therefore critical elements of a PCS education.

## PORTRAIT OF A PCS GRADUATE

At PCS, we desire that our students will be transformed by the renewing of their minds. In order that we might strive together to this end, we submit the following as the goals of our educational and cultural endeavors. The PCS graduate will be known for the following traits:

*In their CHARACTER, graduates will...*

- Seek to bear nobly the image of Christ.
- Seek to serve God and the community humbly with his/her God-given resources.
- Demonstrate discipline, honor and integrity in a well-balanced life.
- Respect proper authority yet be capable and willing to lead.
- Pursue passionately the kingdom of God, not the kingdom of the world.
- Authentically live out their faith in practice.

*In their KNOWLEDGE, graduates will...*

- Understand that God is the author and fount of all truth, goodness, and beauty.
- Recognize that all humans are created in God's image and bear that image in the following ways: by ruling, serving, and caretaking our "gardens" of responsibility.
- Acknowledge that our work is modeled after God's work as we create with truth, goodness, and beauty in community with others.
- Understand that the gospel is the answer to all of life.
- Master the primary academic disciplines, including a thorough grasp of the history, literature and philosophy of Western civilization.
- Engage in the "great conversation" and in a lifelong pursuit of learning.
- Understand the fundamentals of each of the liberal arts and intuitively recognize how to integrate these disciplines in work and thought.

*In their DISCERNMENT, graduates will...*

- Recognize, appreciate and pursue beauty and truth through both logical and poetic thought and observation.
- Seek to understand God's redemptive plan in the rich intricacies of history, current events and the natural world.
- Listen, evaluate, and reason through the filter of a coherent and Biblical worldview.
- View every story as a reflection or a distortion of the True Story.
- Choose leisure activities that are creative and restorative.
- Desire and exercise wisdom for wisdom's sake above any pragmatic ends.

*In their COMMUNICATION, graduates will...*

- Engage and redeem culture, being recognized for their eloquence and grace as they do so.

- Employ clarity, logic and style in both speech and composition.
- Articulate respectfully and defend winsomely their positions with confidence and intelligence.
- Submit to listen and to understand before passing judgment.
- Present the truth of the gospel of Christ graciously through word and deed.

## EDUCATIONAL PHILOSOPHY

At PCS, we recognize that God has given parents the privilege and responsibility of nurturing and training their children to be “fully equipped for every good work.” The role of our teachers can be described by the Latin term, *in loco parentis*, which means in the place of a parent. We seek to provide parents with support and tools to fulfill this calling. By providing an education centered on the truth of God’s Word, the power of the Holy Spirit, and the Lordship of Jesus Christ, we reinforce the role of parents in the educational process.

We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.

God wants us to love Him with our minds as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn in addition to providing a common body of knowledge.

We believe in providing a structured and disciplined school environment that encourages and develops love, responsibility, self-control, respect, and godliness.

## PROVIDENCE CLASSICAL SCHOOL GOALS

To be Christ centered - At all levels, and in all its programs and teachings, PCS seeks to:

- Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17).
- Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40).
- Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20; Matthew 19:13-15).
- Develop in students the pursuit of whatever is true, noble, right, pure, lovely, admirable, excellent, and praiseworthy (Philippians 4:8).

To be Classical - At all levels, and in all its programs and teachings, PCS seeks to:

- Emphasize grammar (the foundational facts of each subject), logic (the ordered relationship of particulars in each subject) and rhetoric (the clear expression of the grammar and logic of each subject) in all subjects.
- Encourage every student to develop a love for learning and live up to his academic potential.
- Provide an orderly atmosphere conducive to the attainment of the above goals.

## STATEMENT OF FAITH

**Primary Doctrine** - The following is the foundation of beliefs on which PCS is based. They are also the essential elements of Christianity that will be unapologetically taught in various ways through all grade

levels. The substance of these statements is that which will be considered primary doctrine in PCS. Secondary doctrines and issues will not be presented as primary doctrine.

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God, completely inerrant in the original writings.
- We believe that there is one God eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe that God created the universe by His Power and Word.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful people. By God's grace alone through faith alone in Christ alone are we saved from our sin. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost—they that are saved unto the resurrection of life, and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

**Secondary Doctrine** - Secondary doctrines are those doctrinal issues which are not directly addressed in the PCS Statement of Faith. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority. Classroom discussion of secondary doctrine may take place at the discretion of the teacher. Teachers will encourage students to follow up any questions they may have concerning secondary doctrine with their parents and/or pastor.

## CONTROVERSIAL SUBJECTS POLICY

Controversial subjects are subjects which Christian families and churches commonly consider divisive. If, in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial, and if discussion of that subject will *not* help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic *will* help achieve the goals set out in the curriculum guide for that subject, then the teacher will allow respectful, appropriate discussion of the controversial topic. Teachers will encourage students to seek out their parents and/or pastors for further guidance and discussion regarding controversial matters.

In certain Upper School classes, it sometimes will be necessary to discuss controversial topics in order to achieve the goals of the class. The purpose of such discussions is to enable students to engage these topics biblically, with knowledge and discernment, with clarity of thought and speech, and with the character of Christ. Teachers will seek to give the students understanding of these topics, in accordance with the PCS Statement of Faith, so that students can then (a) discuss them with parents and pastors for further guidance, and (b) be prepared to engage in conversations about them in the broader public square. Topics that would fall into this category include but are not limited to: general and special revelation, the nature of the quantum universe, the age of the earth, climate change, racial tensions, evolutionary theory, and events happening in the world at the time the course is occurring. Recognizing that many within our Christian community have differing views, our goal is to remain faithful to God's Word and our Statement of Faith, always teaching from a gracious Christian worldview.

## ADMISSIONS STATEMENT

PCS admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally made available to all students. PCS practices a Biblical philosophy of admissions, not discriminating on the basis of race, ethnic, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs. In some cases, students may be admitted to PCS for a probationary period. The PCS Director of Admissions and the PCS administration will determine the details of the probation.

## ACCREDITATION

As an accredited member of the Association of Classical and Christian Schools (ACCS), PCS also subscribes to the ACCS Statement of Faith. "The primary mission of the Association of Classical & Christian Schools (ACCS) is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures."

We are also an accredited member of the Texas Private School Accreditation Commission. TEPSAC helps ensure quality in private schools by monitoring and approving organizations that accredit the various non-public elementary and secondary educational institutes in the state of Texas.

## SCHOOL SPIRIT

- Our school **motto** is *Semper excelsior ad gloriam Dei* – Always ever upward to the glory of God.
- Our school **verse** is Philippians 4:8 – "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."
- Our school **hymn** is "Be Thou My Vision."
- Our school **mascot** is the Paladin – a knight, a servant of the king during Charlemagne's time.
- Our school **colors** are royal blue and gold.

## STATEMENT OF MARRIAGE, GENDER, AND SEXUALITY

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. (Gen 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. (Gen 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. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function, integrity, and mission of Providence Classical School, and to provide a biblical role model to the PCS community, it is imperative that all persons employed by

Providence Classical School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

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 doctrines of Providence Classical School.

## DRUG AND ALCOHOL POLICY

***Illegal Drugs, Tobacco, Weapons*** - Because PCS cares about the health and well-being of its students and staff, the possession or use of illegal drugs, tobacco, or weapons of any sort are strictly prohibited on school grounds and at school-sponsored events.

***Alcohol*** - Because PCS cares about the health and well-being of its students, staff and families, the possession or use of alcohol on school campus during school hours is strictly prohibited. Absent prior written approval from the PCS Board, the possession or use of alcohol on the school campus, at school-sponsored activities, or while conducting school business is strictly prohibited.

***Chaperones and Drivers*** - The possession or use of alcohol, tobacco or illegal drugs while chaperoning or driving for a school-sponsored trip or activity is strictly prohibited.

All participants in PCS events are expected to conduct themselves in a manner consistent with this policy and at no time should any participant be intoxicated at a school-sponsored event.

## SEXUAL HARASSMENT & ABUSE

***School policy on sexual harassment and abuse*** - The school's policy is to maintain an environment free from all sexual misconduct or abuse of any student, employee, or applicant for employment. Sexual misconduct of any manner or form is expressly prohibited, and all reported or suspected occurrences of sexual misconduct or abuse will be promptly and thoroughly investigated. When abuse or sexual harassment is determined to have occurred, the school will immediately take appropriate disciplinary action.

***Definition of sexual harassment*** - Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of a person or group of people that would not occur but for the sex of the person or persons.

Examples of sexual harassment include but are not limited to:

- promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request;
- threatening, directly or indirectly, to retaliate against a student or employee, if the student or employee refuses to comply with a sexual oriented request;
- denying, directly or indirectly, a student or employee an opportunity if he or she refuses to comply with a sexually oriented request;

- displaying, storing, or transmitting pornographic or sexually oriented materials using PCS equipment or facilities;
- the spread of sexual rumors and/or sexual name calling;
- unwelcome sexual flirtation or sexual propositions;
- sexually insulting remarks about race, gender, socioeconomic status, disability, or sexual orientation; and
- unwelcome physical or personal contact including bumping, touching, patting, pinching, rubbing, or grabbing a person or their clothing.

Sexual harassment can be physical and/or psychological in nature. A series of incidents taken together can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

***Procedure for reporting alleged abuse or sexual harassment*** – If a student or employee believes that he or she has been or is being subjected to any form of abuse or sexual harassment, he or she must immediately report the matter to the Head of School, a Principal, or the Faculty member designated to oversee student discipline. Likewise, if a parent believes that a child has been, or is being subjected to abuse or sexual misconduct, he or she should report the matter on behalf of the child. An employee violates this policy if the employee has cause to believe that abuse or sexual harassment has occurred, or is occurring, but fails to report the information. A report of alleged abuse or sexual harassment by a student, parent, or employee shall be deemed to be cause enough for a thorough investigation.

***Investigating allegations of abuse or sexual harassment*** – All complaints will be investigated promptly. The Head of School is responsible for ensuring that an impartial investigation is conducted. Complaints will be handled as timely and confidentially as possible. Privacy will be protected except to the extent necessary to conduct a proper investigation.

PCS strictly prohibits all unlawful retaliation against any person who, reasonably and in good faith, makes a charge of discrimination under this policy or testifies, assists or participates in the investigation of such a charge. If a student or employee feels that he or she is subjected to retaliation, he or she should immediately report this to the Head of School, a Principal, or the Faculty member designated to oversee student discipline.

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of abuse or sexual harassment under state or federal law.

### Self-Harm Prevention

The school takes seriously all threats or expressions of self-inflicted harm and acts with the best interest of the student in mind. If a member of the school community learns of a student's expression or intent to inflict harm to him-/herself, such information should be shared with a school administrator, who responds immediately and confidentially. The Head of School is notified, and parents/guardians are notified and are required to come to meet with the administration.

### Threats and Student Safety

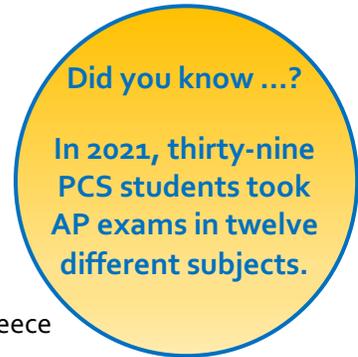
Student safety is a top priority. PCS recognizes that most threats made by children or adolescents are not carried out. However, when a student makes a threat to harm or kill another child or adult, it will not be dismissed as just idle talk. Additionally, statements that allude to school shootings are not taken

lightly. PCS will follow up on such threats and statements. It is the school's responsibility to get input and advice from proper authorities.

## WHOM DO I CALL IF I HAVE A QUESTION?

The main PCS phone number is 281-320-0500. Listed below are the individuals to call if you have questions regarding the following areas:

Head of School	Mr. Richard Halloran
Grammar School	Mrs. Melissa Martin
Upper School	Mr. Anthony Bocciardi
Student Academics	Dr. Dawn Ontiveros
Admissions	Mrs. Alicia Williamson or Mrs. Amy Wick
Development	Mrs. Sarah Turner or Mr. John Young
Tuition	Mrs. Heide Zuniga
Athletics	Mr. Randy Youngling or Mrs. Marianne Meece
Upper School Student Life	Mr. Juan Alcala
College Advising	Mrs. Tonya Post or Mrs. Bethany Scott



## PARENT-STUDENT HANDBOOK CHANGES

This handbook describes the mission and vision of Providence Classical School as well as the policies and procedures used by PCS to accomplish that mission and vision. Every member of the PCS community should read and abide by the information contained in this handbook. The handbook is subject to changes without warning by the Administration, but the current version of the handbook will always be available on the PCS website ([www.pcsclassical.org](http://www.pcsclassical.org)).

# ACADEMICS

## GRADUATION REQUIREMENTS

**Students must earn 24 credits to graduate from PCS:**

English <sup>1</sup>	4 credits
History	4 credits
Mathematics	4 credits
Science (lab courses)	3 credits
Latin	2 credits
Advanced/Modern Language	2 credits
Biblical Studies	4 credits
Fine Arts	1 credit
<b>Total</b>	<b>24</b>

- Credits are assigned per year. Courses that meet five days per week earn one credit. Courses that meet fewer than five days per week earn half credit.

<sup>1</sup> English includes 2 credits of Rhetoric taken in the 11<sup>th</sup> and 12<sup>th</sup> grade years.

- The required math credits must include Algebra I, Geometry, Algebra II, and one additional high school math credit. Students may earn one math credit for Algebra I in 8<sup>th</sup> grade.
- Students may earn 1 foreign language credit for Latin II in 8<sup>th</sup> grade.
- Students who transfer to PCS after 7<sup>th</sup> grade will be required to complete Latin I and II before taking modern foreign language classes.
- In addition to the graduation requirements, students must complete a course in Logic in order to graduate from PCS. Students take this course in 8<sup>th</sup> grade; students who transfer to PCS after 8<sup>th</sup> grade must take this course no later than the summer before their 11<sup>th</sup> grade year.
- College-bound students are encouraged to take advanced math, science, and language courses beyond the required credits for graduation. These courses will help prepare students for the rigors of college academics.
- Students must take 2 fine arts classes in Rhetoric School, at least one of which is a music course.

## SENIOR SCHEDULES

Seniors are required to take a minimum of 5 credits their senior year.

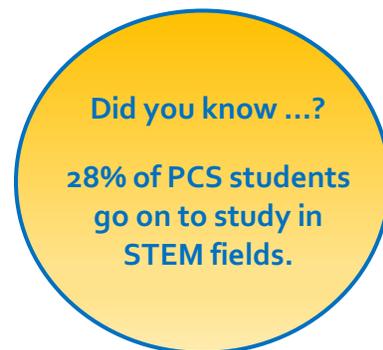
## GRADING GUIDELINES

*GRADING SCALE (Kindergarten and 1<sup>st</sup> grade):*

M	Meets expectation of standard, skill or concept taught, independently and consistently
P	Progressing; additional practice, support, or correction is needed
N	Needs improvement; below expectations; frequent support or correction is needed
T	Targeted another trimester

*GRADING SCALE (2<sup>nd</sup> - 12<sup>th</sup> grades):*

Letter Grade	Grade Point Average	Numerical Average
A+	4.0	97-100
A	4.0	93-96
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
F	0	< 70
P	NA	>70



*GPA COMPUTATION:*

GPA is computed on all subjects, grades 9-12.

## TRANSCRIPT CREDITS

Letter grades for PCS courses will appear on students' transcripts for high school credit courses. Credits for Latin II and Algebra I taken by PCS students in 8<sup>th</sup> grade will appear on the transcript as Pass/Fail credits. Courses taken outside of PCS will not be reflected on the transcript except when taken to replace a failed PCS course (see below) or if the PCS final for the course is passed.

**Failed Courses Required for Graduation** - If a student fails a course required for graduation, the student must retake the course and earn a passing grade to meet graduation requirements. It is the student's responsibility to make arrangements for this remediation that satisfy PCS requirements. The course may be retaken from an approved outside source. In this case, the outside course will appear on the transcript as a transfer credit. Students may also retake the PCS course in the summer, as administered by a PCS teacher or approved tutor, or during the year, if possible. The failed session of the course and grade will be removed from the transcript.

**Failed Courses in Earlier Grades** - At each stage of the trivium, the material students learn in their classes is important for their general understanding of God and His creation and for their continued success in the classroom. If students fail to master the material in a particular course, it is important for them to review this information and improve their understanding before moving on. For this reason, students who earn a failing grade in a course not required for graduation will be required to receive approved remedial tutoring over the summer to master the material before moving on, even though these courses do not appear on the transcript. Students who fail more than one course or who do not complete required remedial summer tutoring may be required to repeat the grade.

Algebra I and Latin II are courses taken in 8th grade that receive high school credit and are required for graduation. Students failing one of these courses must retake the course according to the guidelines for failed courses required for graduation outlined above.

## AWARDS

Awards are given at the end of the school year to honor students who have distinguished themselves during the school year. Students who exhibit noteworthy traits in the study of specific subjects may be honored by their teachers within the given class period amongst their fellow classmates.

---

### UPPER SCHOOL AWARDS

*Summa cum laude* is the honor awarded to students achieving a 3.9 to 4.0 cumulative GPA.

*Magna cum laude* is the honor awarded to students achieving a 3.75 to 3.89 cumulative GPA.

*Cum laude* is the honor awarded to students achieving a 3.5 to 3.74 cumulative GPA.

---

### GRADE-LEVEL AWARDS

**The Exceptional Diligence Award** recognizes a student who has demonstrated careful and thorough attention to both class work and homework. The teachers evaluate the amount of effort the student displays both in time and in relation to the student's natural abilities. This student's work is characterized by thoroughness, accuracy, and neatness. Often, the student goes beyond the call of duty to seek extra help if needed or to do further study in the subject.

**The Intellectual Curiosity Award** recognizes a student who demonstrates a particular curiosity in certain subjects studied at school and a general curiosity in other fields of learning. These students frequently

share something new learned outside of class, whether from books, media, personal observation, or conversation with others. These students express a delight in discovery: they have not allowed institutions, peers, past experiences, or societal prejudices to crush that great gift God has given to each of us—wonder and imagination.

**The Notable Performance Award** recognizes a student who has captured his or her teachers' attention in a way that shows noteworthy maturing as a student and as a member of the student body. The teachers are committed to the idea that significant growth is difficult to achieve and most worthy of note.

---

## LOGIC- AND RHETORIC-LEVEL AWARDS

**The Barnabas Award** recognizes students who actively encourage others. Their speech is positive and uplifting to those around them, building others up according to the moment (Ephesians 4:29), whether in class, at lunch, or at a ball game. These students intentionally seek to include others in conversations and activities. They exemplify the biblical example of Barnabas, who embraced Paul after his conversion (Acts 9:27), mentored new Gentile believers in Antioch (Acts 11:23), and extended grace to John Mark (Acts 15:37).

**The Corrie Ten Boom** award recognizes students who actively follow the Lord's example to serve others (John 13:1-17). These students are habitually concerned with the needs of others, sometimes at the cost of their own interests (Philippians 2:3-11). They serve enthusiastically with a cheerful heart, recognizing their service is also to the Lord (Colossians 3:23-24).

**The Pursuing Wisdom Award** is Providence's highest honor. It is given to students who demonstrate faithful pursuit and expression of the Portrait of a PCS Graduate. These students display a remarkable pursuit of learning in and outside of the classroom and a sincere desire to learn for the glory of the Creator and out of appreciation for His creation.

---

## SENIOR AWARDS

---

### VALEDICTORIAN AND SALUTATORIAN

Each graduating class at Providence Classical School will have a valedictorian and salutarian. To be considered for one of these honors, students must have begun attending Providence Classical School no later than September of their ninth-grade year and must have demonstrated behavior and attitudes befitting a disciple of Christ as articulated in the [Portrait of a PCS Graduate](#). Students transferring in from another classical Christian school after ninth grade may be considered on a case-by-case basis.

Academic criteria:

1. Cumulative GPAs used to determine commencement honors will be calculated as follows:
  - a. For the classes of 2020-2025, based on grades earned in all high school courses, including credits earned in 8th grade for Latin II and Algebra I.
  - b. For the class of 2026 and all subsequent classes, based on grades earned in all high school courses taken in 9th grade through 12th grade. While a student may earn high school credits in 8th grade by taking Latin II and Algebra I, grades earned in 8th grade will not be included when calculating cumulative GPAs for determining commencement c honors.
2. The rigor of the courses taken by the students will be considered in the GPA calculation of valedictory honors. The following formula will be used for determining the valedictorian:

multiply the GPA by 20 and then add it to the total number of points gained from rigorous course selection [e.g., (4.0 GPA X 20 = 80) + (5 course points) = 85]. The courses below will each receive 1 course point. This will not affect a student's actual GPA; it will only be a calculation used to determine commencement honors.

- a. a fifth year of high school mathematics
  - b. a fifth year of high school language
  - c. a fourth year of a core high school science
  - d. advanced levels of math or science courses (e.g., Advanced Chemistry, Pre-Calculus, Calculus)\*
  - e. four or more electives taken in high school
3. In the event that two or more students are tied, the valedictorian will be awarded to the student with the highest numerical grade average in his/her courses. In this circumstance, the salutatorian honor will be bestowed on the student with the next highest numerical grade average.

During the Commencement ceremony, the valedictorian will give a five-minute commencement address, and the salutatorian will either give a five-minute salutatorian address or the charge to the junior class. The valedictorian and salutatorian will be announced to the senior class no later than two weeks prior to the commencement ceremony so that students will have adequate time to prepare their remarks. Valedictorian and salutatorian status will not change after the announcement is made regardless of subsequent changes that may occur in students' cumulative GPAs.

\*This class list may adjust as new courses are added to the PCS curriculum.

The policy above was established in 2019 and will take effect in the following manner:

- For the class of 2022 and all subsequent classes, all course points will be in effect.
- In the event that a tiebreaker is required, only grades from the 2019/20 academic year and following will be considered.

## COMMENCEMENT HONORS

The honor roll levels used in previous grades will remain consistent for senior awards:

- *Summa cum laude* will be awarded to students earning a 3.9 – 4.0 cumulative GPA.
- *Magna cum laude* will be awarded to students earning a 3.75 – 3.89 cumulative GPA.
- *Cum laude* will be awarded to students earning a 3.5 – 3.75 cumulative GPA.

Honor recipients will be designated with colored cords as part of their commencement regalia:

- Two gold cords – *summa cum laude*
- One gold cord and one white cord – *magna cum laude*
- One white cord – *cum laude*

## PROMOTION GUIDELINES

PCS will evaluate students' academic achievement in recommending them for promotion. If there is concern regarding the likelihood of success in the next grade, the parents, the Principal, and the Dean of Academics will meet to decide the best course of action for the student.

## STANDARDIZED TESTING

Standardized testing will normally take place in second through eighth grades. In addition, the PSAT is given on campus for Rhetoric School students. Other standardized tests are administered off campus. While our teachers will never “teach to a test,” standardized testing is one tool to use to identify students’ academic strengths and to track academic progress from year to year.

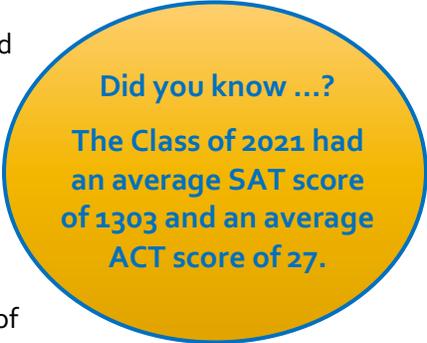
**CTP-5** - All 2<sup>nd</sup> - 8<sup>th</sup> grade students take the CTP-5 in the second trimester each year.

**PSAT** - All in 9<sup>th</sup> - 11<sup>th</sup> grade students will take the PSAT in October each year.

**SAT/ACT/CLT** - All 11<sup>th</sup> and 12<sup>th</sup> grade students are encouraged to take college entrance exams. These tests are not offered at PCS, and students will need to register to take the tests at the test center of their choice and pay the required exam fees. PCS College Advisors are available to assist families in this process.

**AP** - PCS does not offer AP courses, but students may take AP exams for which they are prepared. These exams are offered each May, and Rhetoric-level students will be notified to register and pay the exam fee in October of the appropriate year.

**Accommodations** – Students who are eligible for accommodations in class may also be eligible for accommodations on standardized tests. The Dean of Academics will complete all documentation required for College Board and other testing organizations, ensuring all approved accommodations are given on these tests. Please see the [Accommodations Policy](#) for more information.



## LATE WORK

**Objective** - To encourage students to develop good habits of scholarship and responsibility.

### Definitions

- Daily assignments and assessments: Daily assignments and assessments are those assigned the same week they are due (e.g., daily homework, minor quizzes).
- Major assignments and assessments: Major assignments and assessments are those assigned at least 5 days before the due date (e.g., papers, projects, tests).

**Description** - Students are expected to complete and turn in all assignments on time. Assignments completed or turned in late will not receive full credit. Daily assignments and assessments will receive reduced or no credit at the teacher’s discretion. Major assignments and assessments will receive a 10% reduction in the grade for each day after the due date. For example, a paper due on Wednesday that is turned in on Thursday may earn a maximum grade of 90%. Assignments completed or turned in more than two weeks late will receive no credit.

Students must complete all assignments and assessments missed during absences unless otherwise directed by the teacher. It is the student’s responsibility to learn what information and assignments were given and to keep track of deadlines for turning in missed work and completing assessments for full credit.

In the event of an unplanned absence (sickness, death in the family, etc.), the following policies will apply:

- Major assignment and assessment deadlines stand for all students regardless of absences unless otherwise determined by the teacher or administration.
- Students who enter quarantine should expect due dates already in place to remain the same unless notified of a change by the teacher.
- If a student misses a daily assignment due date or an assessment as the result of an unplanned absence, that student will have one additional day per day absent to turn in the assignment or make up the assessment for full credit.
- Assignments turned in and assessments completed after the extension due date will incur the appropriate grade reduction (teacher’s discretion for daily assignments and assessments, 10% per day for major assignments and assessments).
- Students who experience extended unplanned absences should communicate with their teachers and the Dean of Academics to coordinate missed work and deadlines.
- The administration reserves the right to request documentation (e.g., doctor’s note) of the reason for an unplanned absence to prevent abuse of this policy.

In the case of a planned absence (doctor’s appointment, college visit, extra-curricular competition, etc.), the following policies will apply:

- Major assignment and assessment deadlines stand for all students regardless of absences unless otherwise determined by the teacher or administration.
- Students must confirm appropriate due dates with teachers for any assignments or assessments during their absence **before** they miss school. Failure to do so will result in reduced credit for all assignments or assessments submitted or completed after class deadlines.
- Teachers may require daily assignments or assessments to be completed and turned in before, during, or after the planned absence depending on the circumstances.

## SCHOOL POLICIES

### DISCIPLINE POLICY

"...he who loves his son is careful to discipline him" (Proverbs 13:24b).

The word *discipline* originates from the Latin word *disciplina* which means *teaching, instruction, education* and derives from the root *discere* which means *to learn*. The word *discipulus*, which means *disciple* or *pupil*, also stems from this word. In a very fundamental sense, then, discipline should be seen as systematic instruction—teaching—given to a disciple—a student. PCS views discipline in this way, seeking to train the hearts and habits of our students through our approach to discipline and application of consequences that may be a part of this shaping in the lives of students.

Providence Classical School seeks to provide an environment in which the students are encouraged and challenged to exemplify godly character in all aspects of the school day and beyond. It is imperative that our school be a haven of learning, of loving relationships, and of safety for all children. Words and actions that threaten or diminish that loving and safe learning environment will be dealt with promptly as necessary.

Appropriate discipline will be determined by the teachers, Dean of Student Life, Principals, and Head of School, though the majority of day-to-day discipline will be conducted by classroom teachers. Discipline will be administered in light of the student's conduct and attitude of repentance. All discipline will be based on the biblical principles of confession, repentance, forgiveness, and restoration (private/public) that resists the temptation to bitterness. Typically, if a student is in need of corrective discipline, a brief, private conversation in which the teacher helps the student to see his or her sin and encourages repentance will suffice.

Students will be granted forgiveness as requested and restoration of fellowship will follow. Depending on the nature of the issue, students may also receive consequences that help them to see the effects of their actions and grow in self-discipline. As part of our belief in the authority and partnership of the family with the school in all matters pertaining to students, parents will be made aware of concerns or warnings given to a student by a teacher, the Dean of Student Life (Upper School), the Principals, or the Head of School, as soon as is practical after each incident. Parents will be notified of any disciplinary consequences at this time.

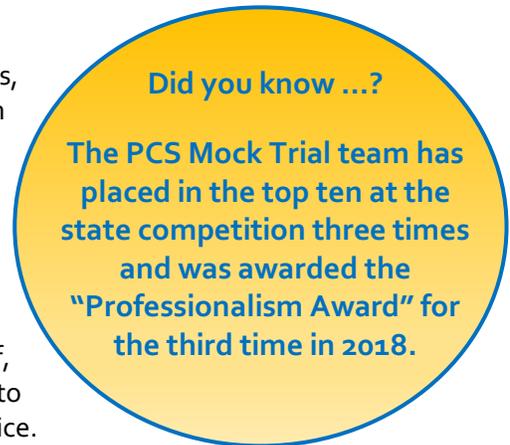
In some cases, a stronger warning or more significant consequence than a conversation is needed. In these cases, Upper School teachers may elect to require students to attend detention. In Grammar School, students will be referred to the Principal. Other consequences may include conversations or meetings with parents, suspension of one or more days, in-school suspension (Upper School), or other consequences.

We encourage parents to address any issues that occur outside of school with student behavior and communication, including texting, social media, and other virtual communication. Because student communication and behavior outside of school impacts the culture inside of school, students may be subject to disciplinary consequences for behavior and communication that occurs outside of school.

We consider the following types of behaviors as serious and warranting disciplinary consequences:

- Disrespect shown to any staff member or student. (Rom. 12:10)
- Dishonesty in any situation while at school, including lying (which includes telling only part of the truth or neglecting to tell the whole truth), cheating, and stealing. (Prov. 6:16-19)
- Disobedience in response to clear instructions, including repeated failure to follow teacher directions, complete tasks as assigned, arrive to class on time, or comply with the uniform policy. (Eph. 6:1-3, Heb.13:17)
- Fighting, i.e., striking in anger with the intention to harm another student. (Eph. 4:31-32)
- Unkind, obscene, vulgar, or profane language. (Eph. 4:29, Eph.5:4)

**Suspension** - Serious and/or repeated misconduct may involve suspension from school for one or more days as determined by the Principals, which can include immediate suspension for the remainder of the



day. Student suspension applies to all after school activities. Normally, suspensions will not be listed on a senior transcript or college recommendations; however, should the infraction for which the student was suspended be particularly egregious, the administration may choose to include it on those documents. In severe cases where there is no change in the student's attitude and actions, the student may be expelled for the remainder of the school year.

**Serious Misconduct** - Suspension or expulsion may be imposed immediately should a student commit an act with such serious consequences that the Head of School or Principals deem it necessary. This includes conduct during school activities whether or not the activity occurs on campus. Examples of such serious misconduct could include, but are not limited to, communication or acts endangering the lives and safety of other students or staff members or that give this impression; gross violence/vandalism to the school facilities; possession or use of intoxicating substances; violations of civil law; or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs outside of school hours.

Re-Admittance - Should an expelled student desire to be readmitted to Providence Classical School at a later date, he or she must reapply for admittance. The Head of School will make a decision based on the student's attitude and circumstances at the time of reapplication.

---

## SCHOOL RULES

The following school rules are those essential policies which we require all our students to follow. Each teacher is free to add to this list specific class rules that allow his/her classroom to run more smoothly and efficiently.

- Students are expected to cooperate with and embrace basic Christian standards of behavior and conversation.
- Prompt and cheerful obedience is expected. There should be no talking back or inappropriate arguing with teachers or staff.
- Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.
- Students are expected to treat one another with kindness and respect. Teasing, criticizing, bullying, and name-calling are not permitted, including on social media and in texts and emails.
- Students are expected to treat all of the school's materials and facilities with respect and care. For this reason, students are asked not to chew gum on campus. Students should also care well for their textbooks. (Parents will be charged for lost or damaged textbooks.)
- Public displays of affection (i.e., holding hands, hugging, kissing, etc.) in the context of romantic relationships are not permitted at school.
- It is expected that students work diligently and concentrate fully on their work while in school.
- All work is to be completed within the time specified by the teacher. Repeated failure to follow basic instructions or complete assignments on time is considered disobedience and will be addressed in an office visit and possible detention or suspension.
- Parental supervision is required of any student in grades PK-8 present on-campus outside of school hours who is not participating in a school-sponsored event.
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
- No guns, weapons, alcohol, or tobacco or vaping products are allowed on the school grounds or at any school function.

---

## ACADEMIC INTEGRITY

Since studying is an act of worship with spiritual implications (p. 1), students should complete all of their studies as unto God. This includes giving their best efforts, following instructions, and abiding by expectations regarding the use of outside help. As detailed below, teachers will clearly explain to students what forms of outside help are allowed in different circumstances. It is the student's responsibility to operate within these boundaries and to be honest with teachers and parents if they fail to do so. PCS will abide by the following guidelines in these instances.

### *Cheating*

Cheating is the use of any unauthorized aid to complete schoolwork. This includes using unauthorized internet sources, copying from another student, excessive parental or tutoring aid, or any other use of outside assistance prohibited by the teacher for the particular assignment. Teachers will make expectations clear to students for each assignment so that students are aware of the aids they may use in the completion of each assignment. If students have questions about whether a particular resource or action is allowed, they should ask the teacher before using the resource or taking the action.

Cheating is not tolerated at PCS. If a teacher suspects that a student has cheated on an assignment or assessment, the teacher will speak to the student about this and bring the matter to the attention of the appropriate principal. Consequences for cheating may include loss of credit on the assignment or assessment and/or redoing the assignment or assessment and may also include further disciplinary consequences (e.g., detention, suspension).

### *Plagiarism*

Plagiarism is a specific form of cheating that involves presenting language or ideas from another source as one's own original work. This includes direct copying, improper citation, insufficient paraphrasing or summarizing, and any other false representation of original written work. Students at PCS receive instruction in recognizing and avoiding plagiarism beginning in Grammar School and continuing through Upper School as their writing skills develop and as they are asked to write different types of papers with varying expectations. If students have questions about what constitutes plagiarism for a particular assignment, they should speak to the teacher before submitting the assignment.

Plagiarism is not tolerated at PCS. If a teacher suspects a student has plagiarized when completing an assignment, the teacher will speak to the student about this and bring the matter to the attention of the appropriate principal. Consequences for plagiarism may include loss of credit on the assignment and/or redoing the assignment and may also include further disciplinary consequences (e.g., detention, suspension).

---

## CELL PHONES OR OTHER ELECTRONIC DEVICES

We seek to promote face-to-face communication between students in and outside of our classrooms to foster authentic community. Cell phones are not merely phones. They are mini computers that, more often than not, are not used for calling others. A multitude of temptations come with these hand-held computers. In order to protect the students, faculty and staff, and to achieve the aim of promoting community, students are not permitted to use cell phones or any other electronic communication or gaming devices during the school day. Grammar School students should not bring these items to school. Upper School students who choose to bring cell phones and smart watches (or other similar

devices) to campus must leave these items turned off, not merely on vibrate or silence, and in their backpacks at all times during the school day. Cell phones and other electronic devices may not be carried in pockets or purses. Cell phones should never be used inside locker rooms or restrooms, even outside of school hours.

Unauthorized use or carriage of cell phones or other electronic devices will result in the device being taken from the student and given to the Administration. If an US students has one of these devices on their person during the school day (on or off), the device will be taken and given to the Dean of Student Life. Students may retrieve the device from him at the end of the day. These students will be given a detention (no warnings given) and for the next two weeks, these students will be required to check their phone in with the DSL in the morning and pick it up at the end of the school day. Repeat offenses will incur gradually stricter penalties

If a student needs to make an outgoing call, the student may receive permission from the school office to use the school office phone. Parents are asked not to text or call students' devices during the school day. Parents who need to get messages to their children during the school day may call the office, and the office staff will relay the message to the student.

Cell Phone Etiquette: During school events like concerts or games, it is good manners to put phones away and stay present with others in attendance. These are opportunities to fellowship with each other, support student events, display school spirit, and engage with others face-to-face.

---

## STUDENT DRIVERS

Students with a valid Driver's License and current car insurance may drive to school. When driving on campus, students are expected to observe all rules of the road and [PCS campus policies](#). Students may only go to their cars during the school day if they have obtained permission from a teacher or administrator to do so. However, while on campus, vehicles are not a place to congregate or become a place of retreat. Students are expected to keep their cars locked while on campus. PCS is not responsible for any damage to or loss of a vehicle or personal property. If school officials have reason to believe that a student has anything in their vehicle that is a violation of the law or of Providence Classical School policy, students may be requested to open their vehicles for a search by a school official or the police officer on duty. Students will be held accountable to these expectations and may have their parking privileges revoked or experience other disciplinary consequences for excessive tardiness, reckless driving, driving off campus without permission, or other violations of student driver expectations.

## ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

PCS desires to work with parents in supporting students' academic success. Extra-curricular activities are an important part of students' overall education and personal development; however, participation in extra-curricular activities must not interfere with students' ability to succeed academically. The following requirements are intended to encourage students to steward their time and resources well so that they are able to balance and be successful in both their academic and extra-curricular endeavors.

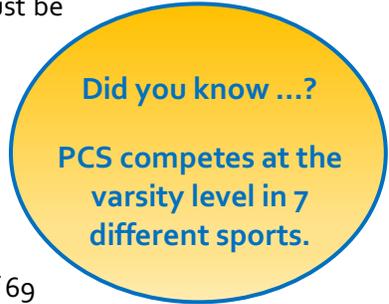
**Character requirements** - Students participating in extra-curricular activities are expected to be in good standing with the students, faculty, and administration of PCS, and to model the self-discipline and behavior consistent with the expectations of PCS students. The administration reserves the right to remove a student from extra-curricular participation if warranted. If a student is suspended from school

for disciplinary reasons, he or she will be ineligible for participation in extra-curricular activities during the suspension.

**Attendance requirements** – Students must be in attendance at school on the day of an extra-curricular activity in order to participate in that activity. Students required to quarantine are not eligible for extra-curricular participation, including school events off campus, until they are cleared to return to campus.

**Academic requirements** - All Providence Classical School students must be passing all classes in order to participate in extra-curricular activities.

Faculty sponsors of extra-curricular organizations are responsible for monitoring students' eligibility and notifying students and parents of potential ineligibility. The Athletic Department will be responsible for monitoring students' eligibility for any athletes currently in competition seasons and communicating with the appropriate coaches. Eligibility reports will be run every two weeks beginning the third week of each grading period. If a student is failing a class (grade of 69 or below) at the time of an eligibility report, the student and parent(s) will be notified that the student is at risk of becoming ineligible for athletic participation. If the student is still failing a class (the same or a different class) on the next eligibility report or on a report card, the student will be ineligible to participate in extra-curricular competition for a minimum of two weeks. Rhetoric School students in grades 9 through 12 may practice during the initial period of ineligibility. Should a student continue in an ineligible status at the next eligibility report, the student may forfeit the ability to participate in practices. Clearance to return will be determined by the Athletic Director and the Upper School Principal. Students in grades five through eight will not be allowed to participate in extra-curricular practices, competitions, or meetings during periods of ineligibility. If students are passing all classes at the time of the next eligibility report, they will be allowed to return to full participation in all extra-curricular activities. If not, ineligibility will continue in two-week increments until students are passing all classes. Any students who fail a course for the year will be ineligible for extra-curricular competition the following academic year until the first eligibility report is run. If the student is passing all classes at this time, the student will be eligible for full participation in any extra-curricular activities. If not, the student will remain ineligible until all grades are passing on an eligibility report.



**Financial requirements** - All accounts must be in good standing to participate in extra-curricular activities.

## ACCOMMODATIONS POLICY

Objective: To communicate the degree to which PCS is able to serve students with learning difficulties, learning disabilities, or other disabilities and to provide guidance for parents, teachers, and the administration in serving these students.

Definitions:

- Accommodation: any aid or change in rules, policy, or curriculum provided to a student that is not also offered to other students.
- Learning disability: a difference in learning that has been formally diagnosed by a certified educational testing professional and that results in difficulty for the student in understanding content communicated in the classroom or in communicating his understanding to the teacher

---

## GUIDING PRINCIPLES

Parents are their children’s primary educators and have ultimate authority over their children. Therefore, teachers and administrators at PCS act as an extension of that parental authority, or *in loco parentis*. In this light, when either parent or teacher believes a child may be wrestling with a learning difficulty, it is imperative that both work in concert with one another for the child’s best interests within the overall mission and vision of the school.

It is our firm conviction that good educational practices, conducted in an orderly environment, taught by professional, loving, and nurturing teachers will go a long way to address many learning difficulties. For this reason, some students with learning difficulties are able to be well-served in the context of a PCS classical Christian classroom, and we are happy to work with parents to determine how this may best be accomplished. Students who require special education services, however, will not be well-served at PCS. PCS is not equipped to provide formal academic, emotional, or psychological assessment or diagnoses, or to serve students with significant learning, intellectual, or physical disabilities. We are thankful for schools that God has called to particularly serve students with special education needs, and we encourage families whose children need these services to seek a school that will best serve the needs of their child.

Because PCS does not provide educational testing services, we rely on the expertise of physicians and educational psychologists to diagnose learning disabilities in our students. Teachers will not diagnose a learning disability in a student. Also, all information about students’ medical, emotional, and psychological conditions—including learning disabilities—is confidential. Information about a child’s diagnosis of a learning disability will only be shared and discussed with those teachers and administrators working directly with the child and only to the extent that this information is necessary for the effective education of the child.

---

## ACCOMMODATIONS GUIDELINES

Common accommodations that PCS may be able to offer include the following:

- Written copies of class notes and/or oral directions
- Additional time on assessments
- Oral assessment
- Reduced penalties for misspelled words

Accommodations will not be provided to a student who does not have appropriate and current educational testing on file indicating the need for those accommodations.

Because PCS is not equipped to offer special education services, as stated above, PCS may not be able to provide all accommodations recommended for a student. The PCS administration will consider the demands on the teacher, the overall impact on other students, and the available resources of the school and classroom in determining what accommodations to allow for a particular student.

PCS desires all of its students to benefit from the richness of its full curriculum. Approved accommodations may help students better understand the content of the curriculum or more effectively express that understanding. PCS will not approve accommodations for a student that change the curriculum by altering the graduation requirements for the student or changing the content and learning objectives of a course. All students must adequately meet the learning objectives of a course to receive credit for that course. While accommodations are made based on appropriate assessment, PCS does not make modifications to the curriculum.

---

## PARENT GUIDELINES

Because we seek to serve all students well, and because it is imperative that we work with parents to accomplish this in accordance with our philosophy of *in loco parentis*, parents have the following responsibilities:

- Parents are responsible to inform the school of their child's use of prescription medications, including medication for ADHD and any mental illness (anxiety, depression). Being aware of medications used by students enables PCS teachers, administrators, and staff to best serve and care for the child during the school day.
- If their child has a known learning difficulty or disability, parents are responsible to inform the school during the application process or as soon as the disability becomes apparent and diagnosed. This information allows PCS to best meet the needs of its students.
- As their child's primary educator, parents are encouraged to do the following:
  - Remain in close contact with your child's teacher, letting him or her know right away if you observe your child struggling to learn.
  - Provide an orderly environment with limited interruptions and distractions for children to complete homework. This area should be quiet, well-lit, and easily monitored by the parent, particularly for children who are struggling in school.
  - Involve children in the life and responsibilities of the home. Children learn much about time management, starting and finishing tasks, and organizing their materials and thoughts through joining their parents in these tasks. Chores, cooking together, planning trips, lawn care, etc. all help children develop skills that will benefit them in their schoolwork.
  - Minimize time spent on electronic devices, including cell phones. Much research now shows that screen time makes it more difficult for children to pay attention, to concentrate, and to learn, in addition to inhibiting their fine and gross motor development. Limiting screen time at home can greatly improve children's ability to learn in the classroom.

---

## PROCEDURAL GUIDELINES

For PCS students who are struggling in the classroom, the following guidelines will help parents, teachers, and the administration to work together to meet the needs of these students:

1. Both teachers and parents will inform the other and the appropriate Principal about any concerns they have regarding student learning difficulties. Teachers will keep a file of work samples and a record of their observations. Parents are encouraged to do likewise.
2. Once notified of these concerns, the Principal will consult with the teachers, the Dean of Academics, and the parents to discuss the nature of the difficulty and the ways the teachers and parents are currently addressing the difficulty. The Principal and Dean of Academics may recommend further action on the part of the parents and/or teachers within the context of standard teaching or tutoring practices before determining whether educational testing is recommended.
3. If it is determined that the combination of standard practices of good teaching and tutoring support is insufficient to address the learning difficulties of the student, the Principal may request that the parents have their child tested by an appropriate physician or educational psychologist.
  - a. Educational testing is available free of charge through local school districts.

- b. If parents prefer to use a private provider for educational testing, PCS can provide information on local providers that PCS families have used in the past. It is recommended that parents inform the principal or Dean of Academics before testing is conducted if they use a private provider, as not all private educational testing services provide the full battery of educational testing that students may require.
4. Once testing has been conducted, parents are to share the results with the Principal and the Dean of Academics to determine what, if any, accommodations may be provided for the student in the classroom.
5. The Dean of Academics will then draft a formal plan for the student detailing the accommodations the student may receive in the classroom.
6. Once this determination has been made, the Principal and Dean of Academics will meet with the parents to discuss the results of the testing and the accommodations, if any, that PCS may provide in the classroom. This discussion will also include actions parents can take to further support their child's learning outside of school hours. Teachers may attend this meeting.
7. At the conclusion of this meeting, the Principal and the parents will sign the formal plan for the student. The formal plan will be placed in the student's file.
8. The Principal and the Dean of Academics will communicate the details of the formal plan with the student's teachers, and the available accommodations may be applied in the classroom immediately. The Dean of Academics will also ensure that this information is communicated to the student's teachers each academic year.
9. Teachers and parents will continue to monitor the student's progress and will communicate with one another regarding the frequency of use of the allowed accommodations and their efficacy. Teachers will communicate these observations with the Principal and the Dean of Academics as necessary.
10. As stated on the formal plan, accommodations available to a student will be reviewed for efficacy and necessity every three years or at the time that new testing becomes available.

---

## ACCOMMODATIONS ON STANDARDIZED TESTS

### College Entrance Exams:

- Students with current educational testing on file who are receiving accommodations at PCS may be eligible for accommodations on college entrance exams.
- In order to receive accommodations on college entrance exams, accommodations must be approved by the College Board for the SAT, PSAT, and AP exams, or by the ACT for that exam.
- The Dean of Academics will initiate the process to request accommodations from the College Board for any PCS student with a formal plan at the end of that student's 8<sup>th</sup> grade year. If the student becomes approved for accommodations after 8<sup>th</sup> grade, the Dean of Academics will initiate the process to request accommodations from the College Board four months after the student's formal plan has gone into effect.
- Students interested in pursuing accommodations on the ACT should contact the Dean of Academics at least two months prior to the first ACT exam they plan to take to initiate the application process.
- If students are approved for accommodations on college entrance exams, the Dean of Academics will work with the College Advisor to assure that approved accommodations are provided on all standardized tests administered at PCS.

## CTP-5 Testing:

- The Principals, in cooperation with the Dean of Academics, will determine whether specific accommodations will be given on the CTP-5 test for any students who take that test (2<sup>nd</sup> – 8<sup>th</sup> grades).

## COMMUNICATION POLICY

---

### THE GOAL

In light of our desire for real spiritual community, we must make every effort to be governed by Biblical principles in our relationships with one another. The very definitions of covenant and community remind us that we are in partnership with one another, having agreed on the general goals and directions we believe God has given PCS. Moreover, we are commanded to treat one another as brothers and sisters in Christ for the purpose of building up one another in Christ. This should be our mutual goal and a foundational commitment in all that we do.

### RESOLVING CONFLICT

The goal of Christian community is not to avoid conflict at all cost. This is not possible. The question is not “Will we have conflict?” but rather “How will we respond to conflict?” When conflict arises, the Bible instructs us to engage one another directly as brothers and sisters in Christ. Our desire at PCS is to foster a spirit of open communication and provide the means for it. We invite our community (students, faculty, parents, board members, and administration) to be honest and open when issues arise. Though we will certainly not always agree on everything, we can at least treat one another with the honor and grace that God desires from us.

### GUIDING PRINCIPLES

A key to healthy communication is to understand the awesome power of the tongue and to take our words seriously. The tongue can cause great good as well as great harm.<sup>2</sup> As Christians involved in gospel community, we should take great care that our words are life-giving, full of grace, and a source of encouragement. When they are not, we should repent to God and to those we have offended.

Sitting *in loco parentis*, PCS is committed to supporting parents’ authority in the lives of their children. This kind of relationship requires clear communication done in accordance with the biblical principles found in Matthew 18 and James 3.<sup>3</sup> Conflicts should be carefully and respectfully handled with a belief that all involved are motivated by good intentions.

---

<sup>2</sup> Consider the following verses:

1. Proverbs 12:18: . . . the tongue of the wise brings healing.
2. James 3:8: No human being can tame the tongue. It is a restless evil, full of deadly poison.
3. Ephesians 4:2: Be completely humble and gentle; be patient, bearing with one another in love.
4. Philippians 2:14: Do everything without grumbling or complaining.
5. Ephesians 4:29: Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.

<sup>3</sup> **Matthew 18:15-17a:** If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or

---

## COMMUNICATION GUIDELINES

---

### EMAIL COMMUNICATIONS

Emails to teachers and administrators (and vice versa) should be used for two primary purposes: (1) to ask a quick, simple, and clarifying question; and (2) to schedule a call or conference. Using emails to raise or discuss an issue is strongly discouraged.

---

### PARENTS/STUDENTS TO TEACHER

If an issue should arise regarding an individual teacher's behavior, course work, rules or procedures, the parents and/or student should speak directly to the teacher. The exception would be where there is a serious issue of safety or morality in which it may be appropriate to immediately contact an administrator. A respectful demeanor is required at all times. Beginning a conversation with the phrase "Help me understand why" is far preferable to "Why did you...?" If the issue is not satisfactorily resolved, the parent may bring the concern to the Principal.

---

### PARENTS TO PRINCIPALS OR HEAD OF SCHOOL

If an issue arises regarding school rules, procedures, or curriculum, the parents should speak directly to the Principal. Parents may also present concerns about a teacher's behavior, rules, or procedures directly to the Principal if the matter was not resolved with the specific teacher. A respectful demeanor is required at all times. If the issue is not satisfactorily resolved, the Principal will bring the concern to the Head of School.

If a parent has an idea about how to improve the school, the same communication principles apply: an idea about how to improve a classroom should be directed to the teacher; an idea about how to improve the school in general should be directed to the administration.

---

### TIMELINESS OF RESPONSE

Faculty and staff are expected to acknowledge a communication from a member of the community within one business day. PCS employees are not expected to respond to emails or texts in the evenings or on weekends or holidays.

---

### GOSSIP

Should repeated reports of gossip become a concern, the Administration will schedule a meeting with all parties involved to address the gossip. It must be noted that concerns of violations of safety policies (e.g., sexual harassment, abuse, threats, etc.) are to be reported to Administration and are not considered gossip.

---

three witnesses. If he refuses to listen, tell it to the church.... **James 3:4-5, 8-10:** Look at the ships also: though they are so large and are driven by strong winds, they are guided by a very small rudder wherever the will of the pilot directs. So also the tongue is a small member, yet it boasts of great things. How great a forest is set ablaze by such a small fire! ...but no human being can tame the tongue. It is a restless evil, full of deadly poison. With it we bless our Lord and Father, and with it we curse people who are made in the likeness of God. From the same mouth come blessing and cursing. My brothers, these things ought not be so.

---

## STUDENT COMMUNICATIONS

For concerns **not** relating to a specific individual, the following options are available:

- Students may give suggestions to teachers for consideration.
- Students may request to meet with the Principal or Dean of Student Life (US) individually or in small groups.
- Knowing that God has placed teachers and administrators in authority over them, students are encouraged to accept the decisions, outcomes, and wisdom of their leaders, even when they disagree.

---

## TEACHER TO STUDENT ELECTRONIC COMMUNICATION

For the overall safety of PCS students and employees, employees are not permitted to “friend” or follow current students or to comment on current students’ posts through social media unless the current student is an immediate family member of the employee.

Faculty and staff will typically communicate with students during school hours. Approved group communication applications may also be used for distributing information pertinent to group or school events. Direct communication between employees and individual students outside of school hours will be via email and, in the spirit of *in loco parentis*, parents will typically be cc’d. Faculty and staff are not permitted to text students but may send students chats through Microsoft Teams.

## PHOTOGRAPHY POLICY

Students may be photographed and these photographs may be used in PCS social media posts, promotional materials, and other publications unless parents communicate otherwise in writing. Parents may update their permission at any time by contacting the Advancement Office.

## SAFETY AND SECURITY

Providence Classical School cares deeply about the safety and security of its students and employees. Safety and emergency policies and procedures are reviewed and updated regularly in response to the changing needs of our community. These policies and procedures are communicated and reviewed regularly with faculty, staff, and students. Providence Classical School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

---

## RESTROOM POLICY

To protect the safety of our students and employees, all PCS restrooms, lockers, or showers designated for the use of one sex may only be used by members of that sex. PCS students and employees at school functions at other facilities are required to abide by this policy in those buildings, as well.

---

## INCLEMENT WEATHER COMMUNICATIONS

For the necessary contact information in the case of inclement weather, the school will rely on the Emergency Contact information entered by each family in FACTS. Parents will be notified of emergency conditions through a variety of means in the following hierarchical order: PCS text alert, email, the school’s web page ([www.pcsclassical.org](http://www.pcsclassical.org)), and telephone.

---

## TRANSPORTING STUDENTS

The following guidelines apply to all drivers transporting students for school sponsored activities (e.g., field trips, athletic practices, games, programs, etc.):

- Drivers must have the following on file with Human Resources:
  - A PCS Approved Driver and Chaperone Application (available in the main office and on FACTS)
  - A copy of a valid driver's license
  - A copy of the automobile insurance (list limits required). This is required as the driver's insurance covers the passengers in their car in the event of an accident or injury during transport.
- Requirements of all drivers of school-owned vehicles:
  - In addition to the requirements listed below, drivers operating school-owned vehicles must go through a required driver training before driving the vehicle.
  - Documentation of the successful completion of this annual training is to be on file with Human Resources.
- Requirements of all drivers transporting students:
  - Must be at least 21 years of age.
  - Must have a good driving record.
  - Must have a current inspection sticker.
  - Must not have been convicted of a felony.
  - Must be pre-approved by the administration.
- The driver is responsible for the following
  - All passengers must wear seatbelts.
  - Horseplay or other distracting or potentially dangerous activities are not permitted.
  - Personal music devices or electronic games may not be used in the vehicle unless expressly permitted by the teacher/coach in charge in advance.
  - Videos/movies may not be played in vehicles.
- The driver must adhere to the following:
  - Use of a cell phone when transporting students is not permitted by the driver.
  - Use of any electronic device for messaging is not permitted by the driver.
  - Use of a GPS system by the driver is only permitted if it is an audible system that does not require programming while the vehicle is in motion.
  - Drivers must adhere to the posted speed.
  - Drivers may not pick up hitchhikers or stop to assist another motorist while transporting students.
  - Drivers are to attempt to stay within sight of the other vehicles on the trip and to stay with the pre-planned route.
  - If there is a mechanical problem or an accident, the driver must ensure the safety and medical care for the students as a first priority. The school should be notified as soon as possible.
  - Students may never be left alone with or near a vehicle.
- Legal Liability: The driver or owner of any automobile or watercraft used must look to their own insurance coverage for covering their liability and damages to their vehicle or watercraft.

---

## COMMUNICATIONS TO THE MEDIA

The Head of School is the only person who will speak to the media as a representative of Providence Classical School for any reason, including in emergency situations. If the Head of School is unavailable, the Chairman of the Board may speak on his behalf.

---

## VISITORS TO CAMPUS (SCHOOLPASS)

For the safety and security of our students, all visitors—including parents and volunteers—must check in at the Administration Building when they arrive on the school campus. Upon entering the building, visitors will be asked to present a valid driver's license to be scanned in the SchoolPass system. This system screens for convicted sexual predators; the school will not access or store any additional personal information. The visitor will receive a temporary nametag to wear while on campus. Before leaving campus, visitors must return to the Administration Building to scan their nametag so that we have a record of their departure. By utilizing this monitoring system, we are able to provide a safer environment for our students and community. If parents need to drop off items for students during the school day, they may come to the front office to leave the items, and the office staff will be sure the students receive them. Lunches labelled with the student's name may be placed directly in the cooler outside the office door.

---

## VISITING MINORS

For safety purposes, minors are not allowed to visit the school campus without the presence of a parent.

---

## HEALTH SERVICES POLICIES

---

### ILLNESS POLICIES

For the protection of your child as well as for the safety of others, you are asked to keep your child at home if they show any signs of illness. If your child becomes ill at school, you will be notified by the nurse and first aid procedures will be provided. If the nurse needs to send your child home, please make the necessary arrangement to have your child picked up within one hour of the notification.

A school nurse will be available on school days from 8:00 AM to 3:00 PM Monday through Friday. In the event of the nurse's absence, a school appointed staff member will fulfill the role of the nurse. The nurse will notify parents via email for visits to the clinic.

Children should be kept home from school or will be sent home from school if they exhibit any of the following:

1. A child obviously ill or with a temperature of 100 degrees Fahrenheit or higher will not be allowed to remain at school. Student must be fever free for 24 hours without the use of fever suppressing medications before returning to school.
2. Uncontrolled cough, croup, croupy cough and/or difficulty breathing: Student must be free of croupy cough before returning to school.
3. Vomiting and/or repeated diarrhea. Student must be free of symptoms for 24 hours without suppressing medications.

4. Excessive symptoms of common cold (e.g., runny nose, nasal congestion, sore throat, headache, coughing, sneezing, fatigue, body aches, low grade fever, loss of appetite, or earaches)
5. Severe headache or pain (e.g., migraine, earache, stomach cramps), especially with fever
6. Pink eye or other infection; red eyes with discharge. Student must have a doctor's release with 24 hours of dispensed medication treatment prior to return.
7. Sore throat accompanied by fever, rash, or difficulty swallowing
8. Unexplained rash and/or skin infection (e.g., boils, ringworm, impetigo, etc.) Student must have a doctor's release prior to return.
9. Head Lice: Student must be free of all live lice and nits(eggs) before being allowed to return to school. Students who contract head lice will be sent home from school, and the parents of other students in that grade level will be notified.
10. Any symptoms of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox, etc.) Physician note required to return. Some diseases must be reported per the TX Dept. of State Health Services.
11. When symptoms that are not typical for your child are present, please keep your child home and err on the side of caution and monitor your child's symptoms from home.

---

## VISITS TO THE NURSE

For the health and safety of all students, faculty and staff, a child obviously ill will be provided a mask until assessed by the school nurse. Please contact the school nurse for exceptions to this policy.

Depending on the number of students waiting to be seen or present in the clinic, a student may be asked to wait on the bench in the front office or on the bench outside (depending on the severity of the illness and at the discretion of the school nurse or designated employee).

After assessment, a decision will be made if the student may remain at school or will need to be sent home. Students exhibiting any of the symptoms listed above will be sent home from school.

PLEASE NOTE: A child who is sent home from school must display an improvement of symptoms (e.g., cough, runny nose) or must be free of other symptoms (e.g., fever, vomiting, diarrhea) without suppressing medications for a full 24-hours before returning to school.

---

## WHEN A DOCTOR'S RELEASE IS REQUIRED

A doctor's release is required before returning to school after:

- hospitalization
- an illness lasting 5 days or more
- an Emergency Room visit
- loss of consciousness
- seizure activity
- head injury
- confirmation of certain communicable diseases (contact the school nurse for guidance)

---

## MEDICATION POLICIES

Due to the variety of medications and treatments administered in school settings, PCS follows the guidelines provided by the Texas Department of State Health Services. At PCS, only the School Nurse or an individual designated by the Head of School may dispense parent-provided medications to a student with an Authorization to Dispense OTC Medication and/or a Request to Dispense Prescription Medication form on file.

- “Medication” is recognized as prescription as well as nonprescription drugs and includes, but is not limited to: analgesics, antipyretics, antacids, antibiotic ointments, antihistamines, decongestants, and cough/cold preparations.
- **Students are not permitted to carry medication of any type onto campus unless a signed form from the physician is on file with the school nurse.**
- The nurse or appointed personnel may provide basic first aid to include the use of germicidal cleansers, antiseptics, and antibiotic ointments which may be used to treat minor wounds.
- A signed Authorization to Dispense OTC Medication Form and/or a Request to Dispense Prescription Medication Form must be on file with the nurse. (FACTS Family Portal, Select Resource Documents, Select Authorization to Dispense Form). **Medication cannot be administered without this form on file and must be updated annually.**
- All medications should be brought to the school by the parent, legal guardian, or a responsible adult and checked in with the school nurse.
- Medications must be brought in a **new, unwrapped, sealed** original container with the student’s name written on the outside of the container.
- The manufacturer’s recommendations will determine dosage amounts based on the child’s weight. Expired medications will be discarded.
- OTC and Prescription Medications will be stored in a “spacemaker” box with the student/family last name labeled on outside.
- Emergency medications (e.g., asthma inhalers, EpiPen, seizure medications, cardiac medications) will be stored in a “SafetySack” with a child-resistant safety lock and slide zipper in the Health Clinic for quick access in the event of an emergency.
- Medicine may NOT be “borrowed” or shared from another individual’s box for your child at any time.
- Parents also have the option to come to the school to dispense medication to their own child (but not to other students on campus). When this occurs, the nurse must be informed for documentation purposes.
- To allow us to safely care for your child(ren), please let the nurse know anytime medications are given BEFORE school.
- Herbal medications, home remedies, or dietary supplements will not be administered unless a doctor’s note is provided. Such medications will need to be brought in a new, sealed, and properly labeled container, brought to the school nurse, and not carried on campus by the student.
- If the school nurse is unsure of the dosage or efficaciousness of the medication to be administered, they are required to seek clarification from the student’s prescribing practitioner according to the Texas Administrative Code, Standard 217.11N. If the nurse decides not to administer a medication, the ordering practitioner and parent will be notified of their decision.

---

## PRESCRIPTION MEDICATIONS

- The purpose of the prescribed medication must be provided before the nurse can dispense the medication according to the Texas Administrative Code, Standard 217.11C.
- PCS may not store or administer narcotic medications.
- Medications prescribed or requested to be given three times a day or less should be administered at home if possible.
- According to the US Department of Justice, Drug Enforcement Administration's Informational Outline of the Controlled Substance Act, the following information is required on the prescription label: date of filling, pharmacy name and address, the serial (prescription) number, the name of the patient, the name of the prescribing practitioner, directions for use, and any cautionary statements.
- All prescription medications will be counted or measured with the parent, legal guardian, or responsible adult present, and the initial quantity will be recorded in the student's record.
- Only a month's supply of the prescription medication will be stored in the Health Clinic. A mutually agreed upon drop off date will be discussed between parent and School Nurse.
- Prescription Controlled Substances that have been provided to PCS with written authorization, will be stored in a double-locked cabinet with limited access to School Nurse, Head of School, or authorized staff member.
- Controlled medications will be counted on arrival to the school and daily by the individual administering the medication. All counts will be recorded in the student's medication record by all present witnesses.
- Medications that require refrigeration will be stored in the clinic refrigerator in a locked box.

---

## DISPOSAL OF MEDICATIONS

- If a medication is no longer needed, parents or legal guardians should notify the school and arrange to retrieve the medication from the school nurse.
- At the conclusion of the school year, the school nurse will communicate when medications stored at the school may be retrieved.
- If medications are not retrieved by a parent or legal guardian by the date specified or if medication has exceeded the expiration date, proper disposal of medication will occur.

---

## MEDICATION ERRORS

If a medication error occurs in the school setting, the following procedures will be performed:

1. The student will remain with the school nurse or appointed staff member in the Health Clinic for observation.
2. The Head of School and parent or legal guardian of the student will be notified, and proper documentation performed.
3. If necessary, the medication error will be reported to the Poison Control Center to determine if the student should be transported to receive emergency care services.

---

## INJURIES AT SCHOOL

PCS students are active learners, especially in our younger grades. Minor bumps, abrasions, and bruises may occur during the school day. If the student needs to be assessed or medical intervention is necessary, the teacher will send the student to the Health Clinic.

Due to privacy laws, when a notification of an injury comes home, you will not see the name(s) of any other children involved. Although we will handle any situations that may arise, we are not at liberty to share the names of any parties involved.

If your child becomes injured at school, first-aid procedures will be provided if needed. Once your child has been assessed and cared for, you will be notified by the nurse or a member of administration.

---

## EMERGENCIES AT SCHOOL

More serious injuries or situations may result in a call for EMS. This decision is typically made at the discretion of the nurse or a member of Administration. Should EMS be contacted, the Head of School, a member of the Academic Administration, or the Head of School's designee will contact the parents. In the event student transport is necessary and the family is not on campus at the time of departure, an employee will either ride in the ambulance or follow behind for transport. An employee will remain at the hospital until a family member arrives.

An EMS will be called immediately if a student has the following conditions (the nurse may call in other circumstances if she deems it necessary):

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- An Epi-Pen has been used
- Seizure activity for those without an action plan
- Difficulty breathing
- Head injury

PLEASE NOTE: A doctor's release is required before returning to campus.

---

## DIAGNOSED OR SUSPECTED COMMUNICABLE CONDITIONS

To protect the health of all children, it may be necessary to exclude children that are displaying symptoms or suffering from a contagious disease or illness. When a case is confirmed, communication will be sent to families as needed with the student's name protected and non-disclosed.

An individual who has a suspected communicable illness will be separated until he/she can be taken home.

Prior to the student returning to school, please contact the school nurse to determine if a physician's note is required stating that student does not currently have signs or symptoms of a communicable disease or that the disease is not communicable in the school setting (25 Texas Administrative Code 97.7(d)) or by re-admission criteria as established by the commissioner of health (see below). In compliance with the 25 Texas Administrative Code 97.7 (b) the criteria for exclusion and re-admission for communicable conditions are listed below:

1. **\*Amebiasis:** Readmit once treatment has begun.
2. **\*Campylobacteriosis:** Readmit when diarrhea and fever free for 24 hours without suppressing medications.
3. **\*Chickenpox (Varicella):** Readmit seven days from onset of rash, except in the case of immunocompromised individuals who should not return until all blisters have crusted over (may be longer than seven days)
4. **Conjunctivitis, bacterial and/or viral (Pink Eye):** Readmit once written permission and/or permit is issued by a physician or local health authority.
5. **COVID-19:** If symptomatic, exclude until at least five days have passed since symptom onset, and fever free, and other symptoms have improved. Children who test positive for COVID-19 but do not have any symptoms must stay home until at least five days after the day they were tested.
6. **\*Cryptosporidiosis:** Readmit when diarrhea free for 24 hours without suppressing medication.
7. **\*Escherichia coli (E. Coli) Infection:** Readmit when diarrhea and fever free for 24 hours without suppressing medication.
8. **Fever (100.0 or greater):** Readmit when fever free for 24 hours without fever reducing medication.
9. **Gastroenteritis, viral:** Readmit when diarrhea free for 24 hours without suppressing medication.
10. **Giardiasis:** Readmit when diarrhea free for 24 hours without suppressing medication.
11. **Head Lice (pediculosis):** Readmit once free of all live lice and nits (eggs).
12. **\*Hepatitis, viral, Type A:** Readmit one week after onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in the school, immune globulin should be considered for all contacts involved.
13. **Impetigo:** Readmit once treatment has begun.
14. **Influenza:** Readmit when fever free for 24 hours without fever reducing medication.
15. **\*Measles (Rubeola):** Readmit after four days from onset of rash. In the case of an outbreak, unimmunized children should also be excluded from school and school related activities for at least two weeks after last rash onset occurs.
16. **\*Meningitis, bacterial:** Readmit with written permission and/or permit is issued by a physician or local health authority. Prophylactic antibiotics may be recommended for family members and close contacts. Vaccine is available.
17. **\*Meningitis (viral, Aseptic Meningitis):** Readmit when fever free for 24 hours without fever reducing medication.
18. **\*Meningococcal infection (meningitis, meningococemia):** Readmit with effective treatment and written permission and/or permit is issued by a physician or local health authority. Prophylactic antibiotics may be recommended for family members and close contacts. In an outbreak, vaccine may be recommended for persons exposed.
19. **Mononucleosis infections (Epstein-Barr virus):** Readmit with a physician's note or after fever free for 24 hours without fever reducing medication. Some individuals with fatigue may not be physically able to return to school until symptoms subside.
20. **\*Mumps:** Readmit after nine days from onset of swelling. Vaccine available.
21. **Otitis Media:** Readmit once fever free for 24 hours without fever reducing medication. Antibiotics are only indicated for acute otitis media.

22. **\*Pertussis (Whooping Cough):** Readmit after completion of five days of antibiotic therapy. Non-immunized contacts should be immunized and receive antibiotic prophylaxis. Adults with persistent cough greater than two weeks should be evaluated.
  23. **Ringworm of the scalp:** Readmit once treatment has begun.
  24. **Ringworm of the body:** Admit when lesions are covered. Treatment is recommended.
  25. **\*Rubella (German Measles):** Readmit after seven days from onset of rash. In an outbreak, non-immunized children and pregnant women should be excluded for at least three weeks after last rash onset occurs. Vaccine available.
  26. **\*Salmonellosis:** Readmit when diarrhea and fever free for 24 hours without suppressing medications.
  27. **Scabies:** Readmit after treatment has begun. May have rash and itching after treatment but will subside. Sharing clothing is not recommended.
  28. **\*Shigellosis:** Readmit once diarrhea and fever free for 24 hours without suppressing medications.
  29. **Streptococcal sore throat and scarlet fever:** Readmit 24 hours after effective antibiotic treatment has begun and fever free for 24 hours without fever reducing medication.
  30. **\*Tuberculosis, pulmonary:** Readmit after treatment has begun and a physician's certificate or health permit obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis recommended for newly positive reactors. TB control program at local health department will be notified.
- \*Exclusion and reportable disease per Texas Department of State Health Services**

---

## DIAGNOSED MEDICAL CONDITION

Students with a diagnosed medical condition are required to meet with the school nurse to discuss an individualized care plan for the year before the first day of school, preferably within two weeks of attendance. The presence of the parent or a designee may be requested at any school related activity that is scheduled off campus or after school hours. Current daytime phone numbers must be provided on FACTS/RenWeb and appropriate medical forms.

A physician note is required for any type of health monitoring device (e.g., heart monitor).

Diagnosed medical conditions will be shared for supervision purposes.

NOTE: Any diagnosed condition requiring a treatment plan will need to be discussed with the school nurse before the first day of attendance.

### **Asthma:**

A student diagnosed with asthma will need an Asthma Action Plan on file that is completed by the healthcare provider in conjunction with the family with the goal of preventing or helping to manage asthma episodes.

According to Texas Education Code 38.015, a student with asthma is entitled to possess and self-administer prescription asthma medication while on school property or at a school-related event or activity if:

1. The prescription medication has been prescribed for that student as indicated by the prescription label on the medication.
2. The student has demonstrated to the student's physician or other licensed health care provider and the school nurse the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication (e.g., aerochamber).
3. The self-administration is done in compliance with the prescription or written instructions from the physician or other licensed health care provider; and
4. A parent of the student provides to the school:
  - A. A written authorization, signed by the parent, for the student to self-administer the prescription medication while on school property or at a school-related event; and
  - B. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - (i) That the student has asthma is capable of self-administering the prescription medicine;
    - (ii) The name and purpose of the medicine
    - (iii) The prescribed dosage for the medicine
    - (iv) The times at which or circumstances under which the medicine may be administered; and
    - (v) The period for which the medicine is prescribed.
  - C. The physician's statement, Asthma Action Plan, and a Request for Prescription Medication Form must be kept on file in the Health Clinic with a backup inhaler in a "SafetySack" with a child-resistant safety lock and slide zipper for quick access in the event of an emergency.

The student is required to have a prescription inhaler checked in before the first day of school and stored in the Health Clinic. Prescribed breathing treatments may be administered with physician orders provided the family supplies the nebulizer machine and the child-specific tubing (cleaned and in a Ziploc bag).

### **Diabetes:**

A student diagnosed with diabetes will need a Diabetes Management and Treatment Plan developed by the student's parent or guardian and the physician responsible for the student's diabetes treatment. Blood glucose level checks must be performed in the Health Clinic under nurse supervision.

A diabetes management and treatment plan must:

1. Identify the health care services the student may receive at school;
2. Evaluate the student's ability to manage and level of understanding of the student's diabetes; and
3. Be signed by the student's parent or guardian and the physician responsible for the student's diabetes treatment and submitted to the school nurse:
  - a. Before the first day of attendance
  - b. As soon as possible when a new diagnosis for the student is received from a physician.
4. State the ability of the student to attend to his/her management and care of the student's diabetes including:

- a. Performing blood glucose level checks;
- b. Administering insulin through the insulin delivery system the student uses;
- c. Treating hypoglycemia and hyperglycemia;
- d. Possessing any supplies or equipment necessary to monitor and care for the student's diabetes;
- e. Management and care of the student's diabetes in the classroom, other areas of school grounds, or at any school-related activity.

The student is required to have prescription diabetes medication checked in before the first day of attendance and stored in the Health Clinic.

### **Seizures (Epilepsy):**

A student diagnosed with a seizure disorder will need a Seizure Management and Treatment Plan developed by the student's parent or guardian and the physician responsible for the student's seizure treatment.

A seizure management and treatment plan must:

1. Be signed by the student's parent or guardian and the physician responsible for the student's seizure treatment and submitted to the school nurse:
  - a. Before the first day of attendance
  - b. As soon as possible when a new diagnosis for the student is received from a physician.
2. Identify the health care services the student may receive at school or while participating in a school activity;
3. Evaluate the student's ability to manage and level of understanding of the student's seizures.

The student is required to have prescription seizure medication checked in before the first day of attendance and stored in the Health Clinic.

### **Severe Allergies:**

A student diagnosed with a serious allergy (e.g., food, dyes, insect stings) will need an Allergy and Anaphylaxis Plan developed by the student's parent or guardian and the physician responsible for the student's allergy. This form can be found in FACTS/RenWeb under Resource Documents. A copy of this form will be provided to the student's teachers, the Nurse, and Administration.

An Allergy/Anaphylaxis Plan must:

1. Be signed by the student's parent or guardian and the physician responsible for the student's allergy/anaphylaxis treatment and submitted to the school nurse:
  - a. Before the first day of attendance
  - b. As soon as possible when a new diagnosis for the student is received from a physician.
2. Identify the health care services the student may receive at school or while participating in a school activity.
3. Evaluate the student's ability to manage and level of understanding of the student's allergens.

A parent of the student must provide to the school:

1. If applicable, a written authorization, signed by the parent, for the student to self-administer the prescription medication while on school property or at a school-related event; and
2. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
  - a. That the student has an allergy or anaphylaxis and is capable of self-administering the prescription medicine
  - b. The name and purpose of the medicine
  - c. The prescribed dosage for the medicine
  - d. The times at which or circumstances under which the medicine may be administered; and
  - e. The period for which the medicine is prescribed.
3. The physician's statement, Allergy and Anaphylaxis Action Plan, and a Request for Prescription Medication Form must be kept on file in the Health Clinic with a EpiPen and antihistamine in a "SafetySack" with a child-resistant safety lock and slide zipper for quick access in the event of an emergency.
4. The prescription and/or OTC medication (e.g., EpiPen, Auvi-Q, Benadryl, etc.) to treat a reaction must be received before the first day of school. The number of EpiPens required varies based on age and weight. There will be several designated individuals trained to administer an EpiPen if needed.

PCS employees cannot be held responsible for any complications resulting from an allergic reaction.

---

## FOOD ALLERGY

PCS cannot be held responsible for the contents of student lunches. However, in the light of Jesus' command to love our neighbors as ourselves (Matthew 22:39), we ask fellow students to be mindful of their peers needs.

Parents are requested to provide current and accurate health information (must be updated annually) from their child's physician regarding the child's food allergen, reaction to the allergen, and emergency treatment in case an exposure to a food allergen occurs.

Parents are requested to report as soon as possible after a child is diagnosed with a food allergy that places them at risk for anaphylaxis.

Parents are responsible for educating their child on strategies for avoiding the allergen (e.g., not sharing food, reading food labels), symptoms of an allergic reaction, the importance of washing hands before and after eating, and how and when to tell an adult that a reaction is occurring or that a circumstance might expose the child to an allergen.

Parents are requested to provide all meals/snacks for their child and an alternate snack for any questionable treat.

Parents must provide the prescription antidote, Epi-Pen, and antihistamine for anaphylactic reaction before the first day of attendance and must meet requirements listed under Prescription Medication section.

Parents are requested to attend school sponsored activities (e.g., field trips and off campus travel).

Any student enrolled with a severe food allergy will be required to meet with the school nurse to discuss what the school can do to accommodate the student and what expectations or requirements the school has for the parents.

PCS cannot guarantee an allergy-free environment; however, we do make the following appeals.

***Morning Snacks (Grammar School only) -***

- For Pre-K through 2<sup>nd</sup> grade, families will be asked to avoid certain snacks if a student in the homeroom class has a life-threatening allergy to such snacks.
- For 3<sup>rd</sup> – 6<sup>th</sup> grade, students and teachers will be asked to wash their hands or use a handwipe after eating snacks if students with life-threatening allergies are in the class.

***Lunch (Grammar School only) -***

- Students with life-threatening allergies will sit at the far end of the grade-level lunch area to avoid allergens.
- Classmates of students who have severe allergies will be asked to wash hands or use handwipes after lunch, prior to recess time.

---

## REQUIRED HEALTH SCREENINGS

As part of Health and Safety Code, Chapter 26, 36, and 37, PCS will conduct annual health screenings for select grades. If your child needs additional testing, you will be contacted, and further testing with your child's physician will be recommended.

- Vision and Hearing:
  - PreK, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades.
  - All new students
- Spinal Screening:
  - Females: Fall semester of grades 5 and 7
  - Males: Fall semester of grade 8
- Antes:
  - 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades

---

## IMMUNIZATIONS

As required by the state, all students must have a current immunization record or a current Affidavit (copies will not be accepted) on file with the school nurse before the first day of attendance in order to attend.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as it is medically feasible and provide acceptable evidence of vaccination to the school. **A grace period of 1 week is given from 1<sup>st</sup> date of attendance to receive needed vaccination(s).**

Immunizations will be reviewed every 30 days to ensure continued compliance for provisionally enrolled students. If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the

student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

The list of required immunizations may be found on the website for the Texas Department of State Health Services:

[https://www.dshs.texas.gov/immunize/school/pdf/6-14-2022-2023-MinReq\\_K-12.pdf](https://www.dshs.texas.gov/immunize/school/pdf/6-14-2022-2023-MinReq_K-12.pdf)

## FIELD TRIP POLICY

The purpose of field trips is to further learning through experiences outside the walls of the school, and these would not be possible without the support of our parent chaperones, for whom we are very grateful. As with all PCS endeavors, while on field trips or participating in school-sponsored activities, students, parents, and teachers are expected to conduct themselves as in the presence of God, doing all for His glory and for the love of their fellow men. The following guidelines for chaperones and drivers help us to achieve these goals:

- The official leader of each field trip or school-sponsored activity shall be the teacher (or other staff member approved by the administration). All decisions as to itinerary, agenda, logistics, attire, and so forth will be planned by the teacher with the approval of the Grammar or Upper School Principal. The teacher may delegate logistical matters to the homeroom mother or other parent chaperone. Parents are not to alter the plans in any way for any student unless they arrange this change with the teacher before the trip. In all cases, the teacher has the final word and the sole responsibility for the trip, including the conduct of students and chaperones. The teacher must ensure that all adults agree to present a united front to the students so that there is no question as to who is in authority.
- The role of the parent chaperone is critical to the success of the field trip or activity.
  - If driving, see TRANSPORTING STUDENTS above.
  - Parent chaperones have the responsibility for the children assigned to them by the teacher, including their safety and conduct. Typically, a parent chaperone is responsible for those children in his car or hotel room.
  - Parents are encouraged to enjoy the experience with our students, but they must lead in acceptable standards of etiquette and behavior.
  - Parents should assist the teacher to ensure that students are chaperoned at all times during the trip or activity.
  - Chaperones should avoid being entirely alone with any single student.
  - All adults should immediately report to the teacher in charge any behavior or activity which poses a threat to any student or is otherwise unacceptable.
  - When staying at a hotel or other lodging facility, chaperones will assist the teacher in enforcing a curfew for all students.
  - No person who has been convicted of a felony may attend or chaperone a Providence field trip.

Did you know...?

A PCS alumna studying engineering started a campus organization at her college that works with a city in Peru to bring clean water to the region.

- For some field trips, siblings not enrolled at PCS are not allowed, so that chaperones' and drivers' full attention can be given to the students. Teachers will let parents know if siblings may or may not attend.
- Students will be expected to adhere to the same standards of behavior on a field trip or school-sponsored activity as they do during a regular school day.
- Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip.

***Prior to the date of the field trip -***

- Permission slips for the field trip will be sent home.
- Chaperones and drivers will be requested by the teacher.

***On the day of the field trip -***

- Please review proper field trip behavior with your child and send required supplies, such as lunch, money, and/or sunscreen, etc.
- Please arrive to school on time so that early field trips will not be delayed.
- Chaperones and drivers will report to the front office to receive school nametags, or the nametags can be retrieved from the classroom teachers.

Personal music devices or electronic games may not be brought to any field trip or event unless permission is granted by the teacher/coach in charge in advance. Videos/movies may not be played in vehicles. If staying in hotels, students must follow the guidelines of their teacher/coach regarding use of electronics and television.

## DAILY PRACTICES AND ACTIVITIES

### SCHOOL CULTURE

Our school's mission is to train students to "impact their culture for Christ." We seek to do that by focusing our minds on whatever is "true, noble, right, pure, lovely, admirable, excellent and praiseworthy..." (Philippians 4:8). The school board, administration, and staff are intentional about our school culture, seeking to imitate the life of Christ and be different from the worldly culture that surrounds us. Tangible evidence of our school culture can be seen in the daily practices and special activities our school promotes.

- Our faculty and students are devoted to helping one another obey God and keep his commandments. We put this into practice daily by trying to honor one another above ourselves, doing our work as unto the Lord, and doing everything without grumbling or complaining. These God-standards are constantly in front of us as we seek to honor Him through all we do at PCS.
- We are a community of believers, and we have the privilege of worshipping together. Chapel is held once a week to provide a time of corporate worship and community-building in our school.
- PCS Upper School students will be issued a locker each year. Students are expected to take care of the property assigned to them and maintain it in an organized manner. Students may not store food in lockers overnight. PCS seeks to uphold Christian role models; therefore, locker decorations are limited to appropriate pictures of family and friends. Students may bring shelves and other locker accessories.
- Students are expected to be good stewards of their environment at all times on campus. We seek to leave all spaces better than we found them. This includes keeping lunch areas, classroom spaces, the locker hallway, and play areas orderly and free of trash.

- During the school day, including during lunchtime and breaks, students are to remain in the areas designated for them unless invited by a teacher or administrator to be elsewhere. Students are not to be in classrooms without a teacher present unless given express permission by a teacher or administrator.
- The culture at large continually influences our students, telling them that they will only be fulfilled if they have a dating relationship. In the planning of our academic and social activities, we strive to resist this mindset, encouraging our students to live counter-culturally, recognizing that their fulfillment is in Christ and not through any human relationship. While we recognize that parents in the PCS community may differ in the way in which they approach this topic, students are expected to conduct themselves in a manner that does not draw attention to any dating relationships at school or school functions.
- PCS Upper School dances are opportunities for students to enjoy each other's fellowship and build community with one another. Students are encouraged to include everyone and not pair off into couples. While not expected, juniors and seniors may bring a guest who is not a PCS student. Students who bring a guest are expected to communicate PCS expectations, include that person in the larger community, and be conscious of enjoying fellowship with all students. Students bringing guests are expected to introduce the guest to the Dean of Student Life. Dances are chaperoned by faculty and all music is approved by the Dean of Student Life.

## ATTENDANCE REQUIREMENTS

A student enrolled in Providence Classical School is expected to be present and on time every day school is in session. At school, a student is exposed to various types of instruction. The whole school day is instrumental in forming students' character and aiding their intellectual and spiritual development. Because all time spent at school contributes significantly to the curriculum objectives of PCS and because the instructional program is progressive and sequential, it is necessary to encourage timely student attendance.

### *Expectations*

- Students enrolled in PCS are expected to be present and participate fully in all classes in which they have been enrolled when not otherwise prohibited by health regulations. Attendance records for the students will be reported on the student's report card each trimester. Students are required to be in their homeroom classrooms by 8:00 AM each morning. Students arriving after the required time should report to the office for a tardy pass before entering their classrooms.
- One student's absence or tardiness affects an entire class; therefore, out of Christian charity and consideration for classmates and teachers, students should make every effort to be punctual and present.
- Please make every attempt to schedule medical appointments before or after the school day. When this is not possible, please vary the times of these appointments so that students are not always missing the same class or type of instruction.
- Students must be in attendance at school on the day of an extra-curricular activity in order to participate in that activity.
- If students will be absent for any reason, parents must enter this information into SchoolPass by 8:00 AM the day of the absence. Please indicate the reason for the absence in the Notes section and include symptoms if your child is absent due to illness.
- Upper School students who are absent from a class seven or more times in a trimester, fail that class for the trimester. Exceptions may be made for students experiencing extended illness.

- For Grammar School students, after seven absences, a parent conference will be scheduled immediately.

#### ***Grammar School Attendance and Tardies***

- Attendance will be taken at the beginning of school each day at 8:00 AM.
- PreK & K students arriving late to school must be accompanied to the office.
- In the event of repeated late arrivals, the Grammar School Principal will contact the parent.

#### ***Upper School Attendance and Tardies***

- Attendance will be taken in Homeroom and in every class.
- In order to pass each course each trimester, students must have no more than **seven absences** (planned or unplanned) by the end of the trimester in that class.
- Both planned and unplanned (Unexcused and Excused on FACTS/RenWeb) will count toward the absence total.
- Certain events – e.g., college visits (up to three), athletic events, and extracurricular competitions – will not count toward the absence total.
- In the case of Homeroom, absences will count toward the absence total of first period.
- Four tardies per trimester to Homeroom or other classes will result in students seeing the Dean of Student Life and facing disciplinary consequences, including but not limited to detention. After the first four tardies, every two tardies will result in a disciplinary consequence.

#### ***Unplanned absences***

- An unplanned absence is any unforeseeable absence (e.g., illness, family emergency).
- We understand that these types of absences are unavoidable and will join with the family and student in praying for them during this time.
- In the case of an unplanned absence, teachers will communicate expectations regarding school work and deadlines, though older students are asked to take the initiative to contact their teachers about missed work when possible. Microsoft Teams may be used as a resource for this purpose.
- Please see the [Late Work section](#) for more information about assignments missed during unplanned absences.

#### ***Planned absences***

- A planned absence is any foreseeable absence due to a planned family or school activity.
- Some planned absences (doctor's appointments, college visits, extra-curricular competition) are unavoidable. In these cases, parents or older students should notify teachers as soon as they are aware of the planned absence so that arrangements may be made for missed assignments. Please see the [Late Work section](#) for more information about assignments missed during planned absences.
- **Parents are strongly encouraged to avoid activities that cause students to miss school for non-essential reasons.**
- If parents need to take students out of school for non-essential reasons (e.g., vacation) of any duration, they should **contact the appropriate Principal and teachers at least two weeks** before the planned absence.
- Though they may do this when possible, teachers will not be required to provide school work to students in advance of a planned absence or through Microsoft Teams.
- Planned absences for Upper School students should not be scheduled during the last week of school (final exams).

## SCHOOL ARRIVAL AND DEPARTURE

School hours are from 8:00 AM to 3:00 PM.

---

### RIDE-SHARING SERVICES

Ride sharing services (Uber, Lyft) have become common modes of transportation for adults, but for the protection of our students and school community, these services may **not** be used to transport students to or from school.

---

### ARRIVAL PROCEDURES

- **The PCS parking lot is one-way at all times and has a speed limit of 16 mph.**
- Drivers may not use cell phones while driving on PCS property.
- Students may be dropped off beginning at 7:40 AM. Cars that arrive in the drop-off lane before 7:40 AM must wait to release students until directed by a staff member.
- The morning drop-off line is one-lane in the left lane. Students must exit cars to the right.
- When dropping off students, parents should pull as far up as directed by a staff member assisting students to exit cars.
- All students should be dropped off by 7:50 AM so that they may be in homeroom classrooms by 8:00 AM.
- Student drivers are permitted to park in the gravel lot adjacent to the North Quad. If student drivers are dropping off Grammar School siblings, they must go through the drop-off lane before parking in the gravel lot.

---

### DISMISSAL PROCEDURES

- If a student's transportation is different than normal, please enter this information into SchoolPass **before 2:00 PM.**
- Parents picking up students early must enter the gate **before 2:35.**
- **The PCS parking lot is one-way at all times and has a speed limit of 16 mph.**
- Drivers may not use cell phones while driving on campus.
- Cars may not block the crosswalk.
- **Grammar School dismissal**
  - Grammar School dismissal begins at 2:50 PM. Grammar School parents may enter the gate to join the dismissal line **beginning at 2:40 PM.**
  - The pick-up line is one-lane in the left lane. Students will enter cars on the right.
  - Grammar School students without Upper School siblings should be picked up **no later than 3:05 PM.**
  - Families picking up both Grammar and Upper School students should follow the Upper School dismissal procedures below.
- Upper School dismissal
  - Upper School parents may enter the gate to join the dismissal line at **3:05 PM.** Upper School parents arriving before this time will form a line in the middle lane outside the gate.
  - Upper School parents should pick up students **no later than 3:15 PM.**
- Student drivers
  - Student drivers will be dismissed from classrooms at 3:00 PM.

- Student drivers with Grammar School siblings will pick up their siblings from the Pavilion before walking to the gravel parking lot.
- No students in grades PK-8 may be on campus after 3:15 PM unless participating in a PCS activity or attending Providence’s Extended-Care Program (PEP). Students on campus after 3:15 PM who are not participating in a PCS activity will be checked in to PEP and parents will need to check them out upon arrival.
  - Students in grades 9-12 who are waiting for a sibling in an after school activity may be in the North Quad and should respect school rules at all times while on campus. Supervision of these students will not be provided.

---

## DEPARTURE/ARRIVAL DURING THE SCHOOL DAY

If students arrive late to school as the result of an appointment or other absence, they must check in at the front office before proceeding to their classrooms. If students will be leaving campus during the school day, parents should record this information in SchoolPass. Students who drive themselves will not be permitted to leave campus until their parents have previously indicated their need to leave in the SchoolPass app. Before leaving campus for a scheduled appointment, students must check out at the front office.

---

## OFF-CAMPUS LUNCH

Students who drive themselves may leave campus for lunch, provided they return and finish eating their lunches before their next class begins. Students who leave for lunch are **only** allowed to drive themselves and their Rhetoric School sibling(s). They will only be permitted to leave campus if the office has prior written permission in SchoolPass from their parents. **Off-campus lunch privileges begin the second week of school.**

## UNIFORM POLICY

PCS requires all students to wear a uniform and to dress according to the uniform policy guidelines. The uniform policy, which includes grooming guidelines, is updated yearly and is available on the PCS website ([www.pcsclassical.org](http://www.pcsclassical.org)).

## SCHOOL SUPPLIES

For a list of school supplies that families must provide, visit the PCS website ([www.pcsclassical.org](http://www.pcsclassical.org)).

# STUDENT LIFE

## THE HOUSE SYSTEM

The house system had its beginnings in academic institutions. In the early Middle Ages, students who desired an education would gather in a city where a Master Teacher was living. With this Master, they would share a house and devote themselves to study. The Master not only taught these students their academics but also disciplined them in their Christian walk. These gatherings of students were the foundations of the great universities of Europe. Today, the term *house* refers simply to groupings of pupils, with no buildings involved.

Our house system is designed with several goals in mind.

1. The house system encourages and simplifies the assimilation of new students into the culture of PCS. Houses facilitate the passing on of our school culture to these students. Houses also make it easier for new students to develop intra-class and cross-class friendships based on shared house goals.
2. Houses expand the boundaries of fellowship across all grade lines. Students, grades seven through twelve, are brought together in competition and work, enabling them to know one another in all types of situations. Because younger students often admire older students, the opportunities for leadership and discipleship are greatly increased.
3. Houses create an atmosphere conducive to positive role models and peer pressure. As houses compete for the Paladin Cup, students are motivated to encourage one another to follow the rules, study hard, and seek out opportunities for service.

It is in this tradition that PCS has divided its Upper School into groups of students, each led by House Masters. The goals of our House system, simply put, are as follows:

- To assimilate new students into the PCS culture
- To provide godly accountability on campus between students
- To enable students to form bonds of fellowship around common interests and goals
- To foster a desire to walk in obedience to the school staff and God
- To foster a love of learning and academic excellence
- To inspire a vibrant walk with God
- To more effectively serve the school and the community

---

## HOUSE NAMES

The House names at PCS were based on creatures used in Scripture or other literature to represent attributes of God or godly character qualities.

The Gryphon, a combination of lion and eagle, has been used in literature to symbolize the dual nature of Christ as both God and Man. The lion and the eagle separately represent the Gospels of Mark and John, respectively. The regal Lion of the tribe of Judah and the battle-ready King of the skies blend together to emphasize the right of Christ Jesus to rule and defend His people. *Gryphons are challenged to be loyal to the cause of Christ and His Kingdom.*

The Dragon, although typically representing evil, has also been used to represent the characteristics of self-sacrifice and new life; it is only in dying to self that true life is attained. This is one reason why the dragon, represented as a serpent, is used as the medical symbol of healing. *Dragons are challenged to learn that honor and godliness come through self-sacrifice.*

The Leviathan, mentioned in both Job and Psalms, is a mysterious creature. He is pictured as being monstrous in size, with smoke rising from his nostrils, and a tail like a tree trunk. He is a picture of the might and majesty of God. Leviathan is also spoken of in Scripture as a creature God uses to execute His will. Leviathan, then, demonstrates strength in submission to authority. *Leviathans are challenged to become humble in the service of our great God.*

The Phoenix is traditionally associated with death, resurrection, and immortality. In literary tradition, the phoenix tears bring healing, and its song gives protection to the saints. Traditionally, a phoenix was impossible to tame, except by a true saint of God. Once every 500 years, the phoenix dies in flames, and is reborn from the ashes. *Phoenixes are challenged to seek mercy and to serve even the least among us.*

---

## HOUSE DIRECTOR

The House Director oversees the house system, working directly with House Captains and Masters to ensure that the house system fulfills all its objectives and the mission of PCS. The House Director meets regularly with House Captains to set vision, structure, and processes within the framework of a formative relationship.

---

## HOUSE MASTERS

Each house is organized around teachers who serve as Masters for their houses. In collaboration with the House Director, their responsibilities include supervising the house activities, mentoring the officers in the completion of their duties, and modeling a Christian walk before the students. Masters are the personal point of contact for the students in the house and a main source of encouragement for their success at school. They should be encouraging the upperclassmen to edify and teach the younger students and the younger students to imitate the right attitudes and behaviors they see in older students.

---

## OFFICERS

### *House Captains*

House Masters, in counsel with the Dean of Student Life and the Upper School Principal, choose the students in their house most qualified to serve as House Captains each year. While preference is given to seniors, the House Captains are chosen based on observations of their leadership abilities, their spiritual walk, and their positive example to other students. The office is an honor and a privilege but comes with responsibility. House Captains organize house events and preside over house fellowship meetings and work closely with the House Masters to make their house successful. Captains see to it that the house prays together, works on projects together, and honors the Lord in all things. The House Captains are the official spokesmen for the house and may be called upon to represent their house in meetings, presentations, or other activities. The Captains must take initiative to make sure every member of the house feels included and that the house as a whole is unified and moving forward with positive goals. House Captains should seek to serve with humility, faithfulness, and cheerfulness.

House Captain responsibilities are as follows:

- Set a godly example in attitude and action
- Act as a liaison between the House Director, House Masters, and the house
- Work with other House Captains to plan House Games and House Fellowship
- Perform any other tasks or requests made to them by the House Master

### *Other Optional Offices*

**House Recorder:** A house may choose to name a House Recorder. A Recorder is responsible for the collection and distribution of data and all records associated with the house. A Recorder's responsibilities include:

- Tallying all the points earned each week for their house and reporting their findings to the House Captain and House Master.
- Taking pictures throughout the year at house activities and sharing these with the Yearbook staff.
- Taking roll in House meetings

- Recording points

**House Chaplain:** Houses may choose to appoint a Chaplain to assist his or her house by preparing the devotionals for house fellowship meetings, leading in prayer, and performing any other service meant to promote the spiritual growth of the house.

**House Games Coordinator:** Houses may choose to appoint a Games Coordinator who is responsible for developing, organizing, and executing the responsibilities of a house during games. The Games Coordinator works with Captains to ensure that games serve the overall purpose of the House System.

**Other House Positions:** Depending on a House's initiatives during the school year, Houses may appoint other leaders to serve their initiatives.

---

## HOUSE INDUCTIONS

Rising 7<sup>th</sup> grade students and other new students are inducted into their Houses each May. House Captains who have been chosen to serve for the coming year are also installed at this time. All Upper School students participate in this ceremony to welcome the new members of their Houses.

---

## HOUSE FELLOWSHIP

House Fellowship is a special time once a month for each individual house to worship together in a more intimate atmosphere. During House Fellowship, students and teachers sing hymns, read God's Word, share and discuss challenges, edify each other in Christ, and pray for one another.

---

## HOUSE COMPETITIONS AND GAMES

In order to foster more opportunities for learning and growth in all areas, the Houses compete against each other throughout the year. At least once each trimester, the Upper School has an afternoon of competitions during which students may earn points for their houses. These House Games are both athletic and academic, giving students an opportunity both to learn something new and to exercise their God-given abilities. The competition among the houses also involves regular opportunities to earn points through academic challenges, acts of service, and attendance at PCS athletic events.

## STUDENT GOVERNMENT

The Student Council is a peer-elected body of students whose stated purpose is to represent and serve the student body. The Student Council will exist under the authority of the Dean of Student Life and may be assisted by a Faculty Advisor.

The Providence Classical School Student Council is formed with the following purpose:

- Plan, organize, and assist in the facilitation of service projects by the Student Body. This is not limited to projects within the school but may include outreach programs designed to serve communities for Christ outside of Providence.
- Plan and execute events among the Student Body which foster Christ-like fellowship. These activities include but are not limited to dances, movie nights, and homecoming activities.

---

## MEMBERSHIP

The Student Council will consist of six officers and one representative from each upper-school grade (7<sup>th</sup>-12<sup>th</sup>) for a total of twelve members.

- President
- Vice President
- Treasurer
- Secretary
- Girls Chaplain
- Boys Chaplain
- Grade Representatives

---

## GENERAL REQUIREMENTS

All students wishing to run for Student Council must demonstrate godly character and servant leadership as determined by the Dean of Student Life in consultation with other faculty and Administration. He or she must be enrolled at Providence the prior academic year, maintain a cumulative 3.0 GPA, and have no failing trimester grades.

---

## PRESIDENT AND VICE PRESIDENT

The student wishing to run for President must be currently serving on Student Council, entering his or her Junior or Senior year, meet general requirements above, and hold no other officer position in a student organization during the year of the Presidential term.

The President and Vice President run as a pair and are listed on ballots together.

## STUDENT ORGANIZATION GUIDELINES

---

### T-SHIRT POLICY

When PCS community members desire to create a t-shirt for a PCS class, organization, team, or other group, they must follow the procedure below:

- If the design includes a logo, it must be one of the two official PCS logos.
- Designs should incorporate the school name (e.g., PCS, Providence).
- The shirt may be any tasteful combination of colors.
- The shirt design must be approved by the appropriate Principal before the shirts are ordered.

---

### LETTER JACKETS

Students in grades 9-12 may earn letters for different activities in the following ways:

- Playing on a varsity athletic team and meeting the qualifications described in the Athletic Handbook.
- Participating in a PCS fine arts organization (e.g., Choir, Mock Trial) for at least one academic year and engaging in at least 75% of the competition and/or activities outside of school hours offered through this organization during that time.

While club patches are earned at the end of a year, letter jackets may be purchased only one academic year after a student has earned his or her first varsity letter. Faculty sponsors and coaches of organizations and activities will notify students and their parents within one week of the end of a season or year if the student has qualified for a varsity letter. Families have the opportunity to purchase letter jackets several times each year.

---

## COMMUNITY ACTIVITIES HOSTED BY GRADE LEVELS

Rhetoric School students and their families contribute to the life of the PCS community by hosting and running different activities during the school year. The Dean of Student Life will communicate with parents in each grade level at the beginning of the school year to explain details and responsibilities for these activities and help grade levels determine a parent to coordinate the activity for their class that year. See below for the list of events and activities by grade level.

9<sup>th</sup> Grade – Hoedown dinner

10<sup>th</sup> Grade – Father-Daughter Dance, Junior-Senior Ball

11<sup>th</sup> Grade – Chick-fil-a, Commencement reception

12<sup>th</sup> Grade – Read to PreK and K

## PARENT INFORMATION

---

### TUITION/REGISTRATION PAYMENT POLICY

#### *Family Accounts*

The Family Account is used for incidental billing (e.g., lost textbooks, athletic fees). This account is payable once per month through FACTS.

#### *Past Due Accounts*

A late fee is automatically applied to any account that is past due. An account that is overdue by more than forty days is seriously delinquent. Once an account becomes seriously delinquent, the student(s) become ineligible to participate in extra-curricular activities. Accounts reaching delinquent status require a written explanation from the family, including a proposed plan for remedying the delinquency. If no explanation is received within a reasonable time, or if the explanation and proposed plan are not considered by the Head of School in conjunction with the Business Manager to be appropriate, the student(s) whose tuition is delinquent may be asked to leave the school. Graduating senior accounts must be paid in full before official transcripts may be sent or diplomas provided.

#### *Refunds*

Tuition contracts are for the entire year's tuition; therefore, refunds are not offered. Families are encouraged to consider Tuition Insurance to offset some of the financial obligation should they need to leave the school for any reason.

#### *Failure to Pay Tuition*

Failure to pay the full contracted tuition amount will be considered a breach of the contract. Families who fail to pay and whose children are withdrawn from the school will be recommended for collection and the proper credit agencies will be contacted.

## VOLUNTEER SERVICE IN THE PCS COMMUNITY

Providence Classical School is a community of families, walking together with God and one another as we trust Him to achieve the school's mission: to be a Christian school using the classical model to train students who will impact their culture for Christ. PCS seeks to be a classical Christian school that is supported by families committed to leading their children in pursuing what is good, true, and beautiful. This requires that parents commit to involvement in the life of the school and, more importantly, to pursuing a life of continued growth spiritually and intellectually.

The Administration and the PCS Board of Directors encourage every family to be involved in works of service at the school because we believe that this glorifies God and that He strengthens bonds between us as we work alongside one another. As God reminds us in Romans 12 and 1 Corinthians 12, His body of believers is similar to a human body, and He has equipped both with many parts having various functions. He further reminds us that each part belongs to one another, and each is important in completing the work He has given us to do.

As people consider where God may be calling them to serve at PCS, below is some information about service at the school:

- The Administration is responsible for the majority of service positions within the school. Please contact the main office at 281-320-0500 if you are interested in learning more about service opportunities. The Administration will also share details of specific service opportunities with the community throughout the year via email, school newsletters, etc.
- The Board of Directors is responsible for the following two areas of service:
  - Board-led committees
  - Board of Director membership

School Administration and the Board of Directors are thankful for every student, family, and staff member whom God has led to PCS, and we look forward to working together for His Glory and His Kingdom.

### ***Examples of volunteer or parent education opportunities are:***

- Driving or chaperoning on school field trips, including the House Retreat
- Helping with any fundraising effort that benefits the school
- Helping to set up or clean up for any school event
- Substituting in the classroom, office, or lunchroom
- Helping in your child's classroom
- Participating in PCS Work Days
- Assisting with the Gala Procurement Committee
- Attending the Gala
- Attending Parent Education nights
- Helping with Campus Maintenance
- Attending New Parent Orientation to welcome new families

**Did you know ...?**

**PCS students are accepted to and attend a wide variety of universities across the country.**

- Attending Convocation
- Attending Commencement
- Serving as a story-reader, Library volunteer, or guest artist; offer your special talents.
- Sharing your experiences or travels as they may relate to an area of study in a class.
- Helping to host class parties, at home or in the classroom.

## FUNDRAISING PHILOSOPHY

PCS seeks to limit fundraising to opportunities that significantly contribute to the life and financial health of the school. As a result, few fundraisers will be allowed, and approval will be based on the following criteria.

The fundraiser will...

- Support an already approved activity such as athletics, senior trip, or scholarships.
- Provide opportunities for community building, such as the Father/Daughter Dance.
- Support the overall academic or extra-curricular vision of PCS.
- Provide significant financial resources for the academic program (e.g., Annual Fund or Gala).
- Offer a service to the school community that would not otherwise be provided (e.g., hot lunch).
- Provide for capital investments or improvements.
- Be approved by the Head of School.

The goal of the PCS leadership is to ensure that school families have opportunity to give generously to the ministry of PCS but seek to avoid families perceiving that they are being “nickel and dimed.” We seek to gain full participation from families in our significant fundraisers such as the Annual Fund and Legacy Gala. These events help ensure that we provide excellent extra-curricular programs, meet our scholarship needs, and continue to maintain small teacher to student ratios. These events also display to the outside philanthropic community that our main constituencies support the vision and mission of PCS.

## ACTIVITY PURPOSE STATEMENTS

The PCS leadership and faculty intend for every activity on our calendar to have purpose in building the school community and fostering a love for Christ and for one another. In an effort to help new and existing families become acquainted with the intent behind each of our events, we have developed brief purpose statements with helpful information about who should attend and expected attire. We hope this will help you stay informed and involved in the life of our school. Events are in approximate chronological order.

### New Parent Orientation

*Purpose* - To share vision and school updates, review standards and expectations, discuss school policies and procedures, and introduce admin members who are present.

*Who should attend* - All new parents.

*Dress* - Casual

### Meet the Teacher

*Purpose* - To give students and parents the opportunity to meet their teachers and acquaint themselves with their classrooms and the school in general. Upper School students may set up their lockers this day.

*Who should attend* - All students and parents.

*Dress* - Casual



### Convocation

*Purpose* - To celebrate and sanctify the new school year.

*Who should attend* - All students and teachers.

*Dress* - Dress uniform

### Rhetoric School Retreat

*Purpose* – An overnight event to foster a sense of community between the students and faculty and build House camaraderie.

*Who will attend* - All Rhetoric School students, teachers, and some parent chaperones.

*Dress* – House shirt; Casual

### Logic School Retreat

*Purpose* – A school-day event to foster a sense of community between the students and faculty and build House camaraderie.

*Who will attend* - All Logic School students, teachers, and some parent chaperones.

*Dress* – House shirt

### Curriculum Night

*Purpose* – To introduce parents to their children’s classrooms and teachers; to hear the teachers’ visions and goals for their students’ learning.

*Who should attend* - All parents.

*Dress* – Casual

### Donuts with Dad

*Purpose* - To have dads on campus to attend chapel with their children as well as enjoy a time of fellowship at the conclusion. The Head of School will address the students and dads.

*Who should attend* - All dads.

*Dress* - Casual or business attire

### Parent Education events

*Purpose* - To inspire and encourage parents through insights regarding education, culture, and parenting from a Christian worldview, strengthening our school community as we embrace a shared school vision.

*Who should attend* - All parents.

*Dress* - Casual

### High School 101

*Purpose* - To set expectations for 9<sup>th</sup> grade students and their parents as they enter high school at PCS. Topics covered include high school courses and credits, activities, tools for success, and college advising.

*Who should attend* - All 9<sup>th</sup> grade students and at least one parent.

*Dress* - Casual

### College 101

*Purpose* - To prepare our junior families for the college search process. At this meeting, families will walk through a timeline of tasks and events related to the college search and application process and will be given detailed information on standardized testing, college visits, Naviance, and much more.

*Who should attend* - All 11<sup>th</sup> grade students and at least one parent.

*Dress* - Casual

### Daytime School Preview

*Purpose* - To introduce the Northwest Houston community to PCS and classical Christian education. Prospective parents will meet with PCS administration and staff and will be able to tour classrooms.

*Who should attend* - Parents interested in learning more about classical Christian education for their child(ren).

*Dress* - Casual

### Hoedown/Chili Cook Off

*Purpose* - Community building for the entire PCS community. The Chili Cook Off is a fundraiser for the school.

*Who should attend* - All PCS families are invited to attend.

*Dress* - Country casual/casual

*Cost* - Price of dinner and entry fee

### Veterans Day Chapel

*Purpose* - To honor those in and outside of the PCS community who have served in the U.S. military.

*Who should attend* - Veterans or those in active duty as well as PCS parents and students.

*Dress* - Business attire and Dress uniform

### Grandparents Day

*Purpose* - To foster a sense of community between the students and their grandparents and to honor the legacy of the students.

*Who should attend* - Grandparents of students

*Dress* - Casual to business attire and dress uniform

### Christmas Concert

*Purpose* - To hear the sounds of music through the beautiful singing and instrument playing by the student body of PCS.

*Who should attend* - All members of the PCS community and extended family and friends.

*Dress* - Casual to business attire and dress uniform

### Alumni Panel for PCS Parents

*Purpose* - For parents to hear from PCS alumni attending a variety of universities who share their insights and answer questions on the value of their PCS education. This is a favorite event for many of our parents.

*Who should attend* - All parents.

*Dress* - Casual

### Homecoming Week

*Purpose* - To foster an environment of community and spirit within the School, including students, parents, faculty, staff, and alumni. This includes athletic events, themed dress-up days for US students, school spirit day for all school, and various events involving parents and alumni.

*Who should participate* - All Upper School students participate daily. Grammar School students, alumni, and parents are invited and encouraged to attend specific events.

*Dress* - Themed dress, Spirit wear

### Homecoming Dance

*Purpose* - To provide fellowship within the Rhetoric School student body.

*Who should attend* - All Rhetoric School students and alumni are invited and encouraged to attend.

*Dress* - Formal or semi-formal

*Cost* - Ticket price

### Martin Luther King, Jr. Service Day

*Purpose* - To gather our school families to serve our community at large.

*Who should attend* – All students and parents.

*Dress* – Casual

### Why PCS for High School?

*Purpose* - To help families understand the benefits of the Rhetoric phase of a Providence education. Topics discussed include Rhetoric curriculum, AP testing, Thesis, the Italy Trip, and College Advising.

*Who should attend* – All parents, especially parents of students in 7<sup>th</sup> and 8<sup>th</sup> grades.

*Dress* – Casual

### Evening School Preview

*Purpose* - To introduce the Northwest Houston community to PCS and classical Christian education. Prospective parents will meet with PCS administration and staff and will be able to tour classrooms.

*Who should attend* - Parents interested in learning more about classical Christian education for their child(ren).

*Dress* - Casual

### Father-Daughter Dance

*Purpose* - To encourage strong relationships between fathers and daughters and provide a fellowship opportunity for our community. This is organized by the 10<sup>th</sup> grade class.

*Who should attend* - All fathers and daughters in the PCS community.

*Dress* - Semi-formal to formal

*Cost* - Ticket price

### Gala

*Purpose* - An evening of fellowship and fun for our entire PCS community and friends of PCS. The Gala is our main fund-raising event of the school year. We are truly blessed as a school community and it is wonderful to glorify God on this evening and thank Him for His faithful provision to our school.

*Who should attend* - All adults in the PCS community and invited guests.

*Dress* - Semi-formal or formal

*Cost* - Ticket price

### Thesis

*Purpose* - It is a PCS tradition that seniors prepare and present a thesis as the culmination of their education at PCS. Each senior, upon completion of his presentation, fields questions from a panel of esteemed guests, defending his research and conclusions. The thesis presentations are a time of great celebration as all of our seniors bring to fruition the vigorous academic training they have received at PCS.

*Who should attend* - All members of the PCS community and invited guests.

*Dress* - Business attire

### Muffins with Mom

*Purpose* - To have moms on campus to see and hear the grammar school students perform as well as enjoy a time of fellowship at the conclusion.

*Who will attend* - All grammar school moms.

*Dress* - Casual and Dress uniform

### Junior-Senior Ball

*Purpose* - To provide an opportunity for our PCS juniors and seniors and parents to celebrate the end of the school year and reflect upon their time at PCS.

*Who should attend* - All PCS juniors and seniors and their parents are invited to attend.

*Dress* - Formal attire for students, semi-formal for parents

*Cost* - Ticket price

### Parent Appreciation Breakfast

*Purpose* - To treat our wonderful parents to breakfast and let them know how much we appreciate them.

*Who should attend* - All parents.

*Dress* - Casual

### Spring Concert

*Purpose* - To hear the sounds of music through the beautiful singing and instrument playing by the student body of PCS.

*Who should attend* - All members of the PCS community and extended family and friends.

*Dress* - Casual to business attire and Dress uniform

### Commencement

*Purpose* - Our PCS graduation is a time of pomp and circumstance and reflection on all the accomplishments of our senior class. It is a time of rejoicing not only with our seniors but their families and friends as well as we send them into the world to find the purpose God has planned for their lives.

*Who should attend* - All members of the PCS community. All 9<sup>th</sup>-12<sup>th</sup> grade students are required to attend.

*Dress* - Business attire

### The Senior Trip

*Purpose* - To provide a culmination to the PCS education of our graduates as they personally experience many of the historical sites and works of art they have studied over their careers at PCS.

*Who should attend* - All PCS graduates that year.

*Dress* - Appropriate travel attire

*Cost* - communicated to rising senior families in the summer before senior year

# MS TEAMS CODE OF CONDUCT

---

Providence Classical School encourages and challenges its students to exemplify godly character in all aspects of their school life and beyond. Students are always expected to approach their schoolwork with integrity and their teachers and classmates with respect and consideration. The following Code of Conduct defines expectations and boundaries for how students will demonstrate this integrity and consideration in the context of interactions within the Microsoft Teams App.

## Usage of the Microsoft Teams App

Students agree to use the Microsoft Teams App according to the following guidelines:

- Providence Classical School has created the Teams necessary for students' use. Students may not create additional Teams.
- All activity in a class Team is for the purpose of the class and its students. Students may not film, photograph, repost, or otherwise record or share any content from a class Team unless directed to do so by the teacher.
- All content posted in a class Team will be posted at the teacher's discretion. Students may not post in a class Team unless directed to do so by the teacher.
- Students may use the Chat feature to ask questions of their teachers. Students may not initiate a chat with other students.
- Students should expect that all of their communication within Teams may be viewed by PCS personnel. Any words or actions that threaten or diminish the loving and safe environment that PCS seeks to create will be met with appropriate disciplinary consequences as determined by the teacher, Principal, and/or Head of School.

Students agree to use the meeting feature in Teams according to the following guidelines:

- Meetings are at the discretion of the teacher. Students will not initiate a meeting unless directed to do so by the teacher/tutor.
- Attendance at scheduled meetings is required. Students must have their video on and be present in the screen during the entirety of the meeting unless granted permission to leave or turn off the camera by the teacher/tutor.
- During live classes or meetings, students may not use other devices or have other screens or applications open unless directed to do so by the teacher/tutor.
- To allow for better participation and concentration during a meeting or live class, teachers/tutors determine how and when students participate. Students should remain on mute unless given permission to unmute by the teacher/tutor.
- Students must be dressed in Spirit wear or their uniform to attend live class sessions.

## Academic Integrity

Students are expected to act with integrity at all times. In the context of schoolwork completed at home, this includes doing their own work on all assignments according to the expectations set by the teacher. Students should never represent the work of another as their own by copying answers or plagiarizing another's written work. Any instance of plagiarism or of cheating will not be tolerated and will result in disciplinary action. (See the [Academic Integrity](#) section.) As accountability is a necessary and beneficial

means to help students resist temptation, parents are asked to oversee students' work at home to ensure that students are complying with the expectations set by their teachers.

By signing this Code of Conduct, students agree to abide by the expectations and boundaries set by Providence Classical School, and parents agree to hold students accountable to these expectations and boundaries.

---

Parent signature

---

Date

---

Parent signature

---

Date

---

Student signature

---

Date