



# PROVIDENCE

## CLASSICAL SCHOOL



*Timeless Wisdom for a Modern World*

2025-  
2026

Parent-Student Handbook

# What distinguishes



# from other schools?

Providence Classical School is comprised of a community that is committed to our specific mission and vision. PCS is a Pre-K-12 Christian school that uses the classical model to train students to impact their culture for Christ. We believe that when this mission is fulfilled, our graduates will be known for their character, knowledge, discernment, and communication. Fulfilling such a mission and vision requires the whole community to partner towards this common goal.

## Grammar School at PCS: An excellent place to BEGIN



Preschool and elementary-age children are naturally gifted at memorization. They enjoy reciting, collecting facts, and demonstrating what they know. In these early grades, teachers take advantage of their students' ability to memorize to equip them with the rules and basic facts of various academic disciplines, building a strong foundation for further study.

At Providence, Grammar School students begin their educational experience with a strong foundation in God's word, academics, outdoor play, healthy habits, social-emotional development, and fine arts. Subjects come to life through songs, chants, hands-on learning, book parties, plays, feasts, wax museums, field trips, and other experiences intended to create core memories and develop a love for learning. Students enjoy multiple recesses a day as well as outdoor lunch on our spacious decks. They look forward to Art, Music, P.E., Library, and Latin classes, perform in concerts, and lead worship in Chapel.

## Logic School at PCS: A welcoming place to BELONG



As middle students approach adolescence, they begin to ask deeper questions and want to find answers for themselves. Many students become somewhat argumentative at this stage.

Classical educators recognize that this is a necessary phase that students must pass through in order to become independent, thinking adults. Through the study of formal logic, teachers help students learn to reason and think logically through arguments. Class discussions and debates are incorporated as much as possible, giving students an opportunity to learn to argue winsomely and respectfully.

Students are given more options for electives, sports, clubs, and leadership opportunities. They are placed in one of four Houses and begin to mentor younger students. The Providence Logic School building is designed to give middle schoolers more freedom while also creating a safe haven for them to socialize, play, eat, and “do life” together.

# Rhetoric School at PCS: An exceptional place to BECOME

High school students are ready to think great thoughts, engage in the Great Conversation with philosophers from centuries past, and learn to express themselves effectively.

Students in the Rhetoric Stage engage actively in their education and come to class ready to have lively Socratic-style discussions with their peers, guided by their teachers. In every class, students are encouraged to think deeply and communicate well.

The capstone of the Rhetoric Stage is the Senior Thesis which students spend a year writing and then present and defend in front of the school community and a panel of experts.

This process incorporates the skills Seniors have learned in all three stages of the classical Trivium.

Our goal is that Providence students will graduate with the character, knowledge, discernment, and communication skills to be effective in college and beyond and, most importantly, to impact their culture for Christ!



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# 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. Recognizing that private education is a privilege and not a right, 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, and this philosophy is applied to all curriculum and extracurricular programs of the school.

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

Did you know ...?

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

done, the arts are a doxology, praising God and reflecting His truth, goodness, and beauty. 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 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 holds the belief that a positive and constructive working relationship between the school and the student’s parents is essential to the fulfillment of the school’s mission. Thus, the school reserves the right not to continue enrollment or not to reenroll a student if the school reasonably concludes that the actions of a parent (or guardian) seriously interfere with the school’s ability to constructively partner with the parent.

## 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.

## 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's **colors** are navy blue and gold.

## 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 pastors.

## STATEMENT OF MARRIAGE 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.

## 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 and Statement on Marriage and Sexuality, 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, our Statement of Faith, and our Statement on Marriage, Gender, and Sexuality, always teaching from a gracious Christian worldview.

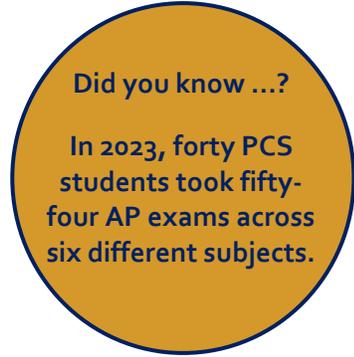
## ADMISSIONS STATEMENT

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, ethnicity, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs. In some cases, students may be conditionally admitted to PCS. The PCS administration will communicate the details of the conditions upon acceptance.

## 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.”

As a member of the Society of Classical Learning (SCL), PCS is currently pursuing accreditation in the 2025-2026 school year from this organization of classical educators and professionals.



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.

Providence Classical School is accredited with the [Evangelical Council for Financial Accountability](#) (ECFA). Founded 40 years ago by Billy Graham and other evangelical leaders, ECFA has grown from a visionary and faithful group of 150 charter members to more than 2,600 leading churches and ministries across the United States today. As an accrediting organization, ECFA provides a seal of approval to those members who adhere to [Seven Standards of Responsible Stewardship](#). These standards focus on independent board governance, sound financial management, and responsible stewardship and fundraising, and members are required to meet these standards annually. It is our hope that ECFA accreditation will provide our school community with even more confidence in the financial integrity and transparency of PCS.

Providence Classical School has completed GRACE’s (Godly Response to Abuse in the Christian Environment) Safeguarding Initiative, which is designed to help our school implement safeguarding best practices as well as further a culture of protection where abuse is prevented.

## 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)).

# ACADEMIC POLICIES

## CLASSICAL CHRISTIAN ACADEMIC PHILOSOPHY

Classical Christian education is, at its core, a focus on the true, the good, and the beautiful. Partnering with parents to educate their children to love, honor, and obey Christ is not only a goal, but our primary focus. We are Christ-centered and student-focused. This means that we endeavor to transform the hearts of our students and point them to Christ so that the Spirit of God might be pleased. While the field of education ebbs and flows, we purpose to use classical methods that honor history and great texts from the Western Canon. Our classical methodology and curriculum are based on an acknowledgement of the

developmental stages children experience and an integrational approach to all subjects. Our teachers guide students toward virtuous habits and discernment in all aspects of life. We want to transmit a beautiful way of living, not subject content. As G.K. Chesterton once said, "Education is not a subject and does not deal in subjects. It is instead the transfer of a way of life."

## GRADING GUIDELINES

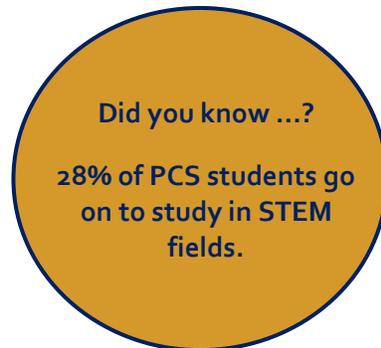
Pre-K communicates student progress to parents through conferences, emails, and examples of work to demonstrate progress based on teacher observations and curriculum guide standards.

### **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



***Report cards will be available for viewing through FACTS each trimester. In order for teachers to complete grading, parent access to the FACTS gradebook and report cards will be unavailable for one to two weeks following each trimester. An announcement will be published in the Connection to inform parents when FACTS is available for viewing again.***

### **GPA COMPUTATION:**

GPA is computed on all courses, grades 9-12, and is based on the average of the three trimesters.

\* A final grade is not rounded from a 69 to a 70.

## 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
Classical Language	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 four times over a 7-day cycle, earn one credit. Courses that meet fewer days per cycle earn half credit. Exceptions may be made by administration for classes that meet fewer than four times but carry the same workload of a 4-day per cycle class.
- 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.
- The Classical Language requirement shall be satisfied by taking two credits of Latin, except that students who transfer to PCS in 7<sup>th</sup> grade or later may also satisfy the Classical Language requirement by taking 2 credits of Greek.
- Students may earn one Classical Language credit for Latin II (or, subject to the conditions above, Greek I or II) in 8<sup>th</sup> grade.
- 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, which are generally ½-credit courses, 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. They will also be required to attend daily Community Time, as well as other grade level specific courses (i.e., Life Seminar).

## 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. This may include an Academic Contract that specifies areas of concern and courses or tests that may be required for promotion.

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

**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 parent's and 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. The student 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 student may also be required to pass a PCS end-of-course exam to demonstrate academic competency. 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. The student may also be required to pass a PCS end-of-course exam to demonstrate academic competency. Students who fail more than one course or who do not complete required remedial summer tutoring may be required to repeat the grade.

## 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 PCS transcript. We require a copy of all transcripts for high school courses taken at other educational institutions, including homeschooling, prior to admission and according to any PCS academic contract.

## ACADEMIC SCREENING

Academic screening takes place in Kindergarten through Second grades in the area of pre-reading and reading using Dynamic Indicators of Basic Early Literacy Skills (DIBELS). The purpose of the screening is to determine if short term reading intervention needs to occur. Should it be determined that a student would benefit from short term small group reading intervention, parents will be notified. The Academic Support Director will provide 12 free reading sessions. If a student needs more intervention, this assistance will be a fee-for-service endeavor provided in twelve session increments.

Screenings for inattention or other behavioral concerns may also occur. Observations of students occur as a natural part of the educational process. However, students may be observed for the purpose of determining student needs on an individual basis by the Dean of Academics, Academic Support Director, or the Principals.

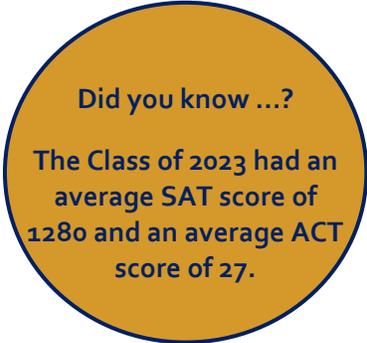
## STANDARDIZED TESTING

Standardized testing will normally take place in third 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.

**Standardized Testing** - All 3<sup>rd</sup> through 8<sup>th</sup> grade students take standardized tests each year.

**PSAT** - All 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 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. AP exams are administered at PCS.

**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 (GS) and Regular assessments(US): Daily assignments and Regular assessments are those assigned the same week they are due (e.g., daily homework, classwork, minor or pop quizzes).
- Minor and Major Assessments (US):. Minor assessments include quizzes, recitations, prep steps for Major Assessments, speeches, discussions, first Drafts, short papers, etc. 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 and Regular assignments and assessments will receive reduced or no credit at the teacher’s discretion. Minor and major 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 will earn a maximum grade of 90%. Assessments completed or turned in more than 5 school days 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:

- If a student misses an assignment or assessment due date , the due date remains unless the student makes arrangements the day of his return with the teacher to establish an alternative

due date. Students are generally allowed one additional day per day absent (unless agreed upon by the teacher) 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, 10% per day for assessments).
- Students who experience extended unplanned absences (4 or more) 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:

- 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 assignments or assessments to be completed and turned in before, during, or after the planned absence depending on the circumstances.

Students with extenuating circumstances (e.g., extended sickness, medical conditions, bereavement, etc.) are responsible to meet with their teachers and the Dean of Academics to discuss any exceptions to this policy.

To avoid the formation of an improper habit, repeated failure to follow basic instructions or complete assignments on time will be addressed in a conversation with the GS or US Principal and may result in additional consequences.

## ACCOMMODATIONS POLICY

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

Definitions:

- Accommodation: any aid, support, or change in procedures or expectations 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/her understanding to the teacher.
- Other disabilities: a disability that impacts learning and has been formally diagnosed by an appropriate professional with accompanying documentation.

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## 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. In addition, PCS is not equipped to teach off grade level nor fulfill Individual Educational Plans (IEP). IEPs are written for students who are not performing at grade level and require specialized instruction that is different from what is occurring in the regular classroom.. Additionally, PCS is not able to provide modifications to our curriculum. 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.

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## 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 for 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. These changes would constitute a modification in our classical Christian curriculum that we are unable to provide. 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.

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## 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 (e.g., 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 the 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.

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## 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, PCS Administration 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. A student must have a formal diagnosis as well as educational need to be offered accommodations at PCS.
5. The Dean of Academics or the Academic Support Director will then draft a Formal Educational Plan (FEP) 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 FEP for the student. The FEP will be placed in the student's file.
8. The Principal and the Dean of Academics will communicate the details of the FEP 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 FEP, accommodations available to a student will be reviewed for efficacy and necessity at least once in Grammar School and once in Upper School or at the time that new testing becomes available.
11. Parents should not request accommodations at school for the sole purpose of obtaining them on the SAT or other standardized testing. The purpose of College Board accommodations is to support what is necessary and currently occurring in the classroom. A FEP must be in place for many months before College Board considers the accommodations as regularly occurring in the classroom. PCS will not write a FEP for the purpose of obtaining accommodations on the SAT.
12. Students who are in entering their senior year and have been at PCS for several years will not be considered for accommodations or a FEP without extreme and extenuating circumstances.

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## 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 CLT, 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 8th grade year. If the student becomes approved for accommodations after 8th 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.
- Standardized Testing:
- The Dean of Academics, in cooperation with the Principals, will determine whether specific accommodations will be given on standardized tests for any students who take that test (3rd through 8th grades).

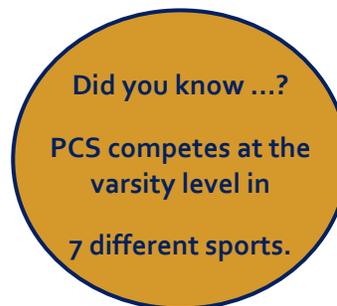
## ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

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 for any violation of school rules, if deemed warranted. Students suspended from school for disciplinary reasons will be ineligible for participation in extra-curricular activities during the suspension and until they have returned to classes.

**Attendance requirements** – Students must be in attendance at school on the day of an extra-curricular activity in order to participate in that activity.

**Academic requirements** - All Providence Classical School students must be passing all classes in order to participate in extra-curricular activities. The Dean of Academics will monitor academic eligibility and notify the Athletic Director, Dean of Student Life, and any other sponsors of extra-curricular organizations who are then responsible for notifying students and parents of potential ineligibility. Eligibility reports will be run every three weeks beginning the third week of the first 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 extra-curricular participation. During this period, students may still participate in practices and competitions. 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 activities for a minimum of two weeks. Clearance to return will be determined by the Athletic Department, Dean of Student Life, and Upper School Leadership.



Any student who fails a course for a grading period will be ineligible for extra-curricular competition for a minimum of two weeks or until the first eligibility report for the new grading period 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.

Any student who fails 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.

**Medical requirements** – If a student has been under the care of a doctor or has experienced a recent injury, he/she must be cleared by the School Nurse. Before participating in certain extra-curricular activities, students may also be required to meet medical eligibility requirements set forth by TAPPS.

## AWARDS

Awards are given at the end of the school year to honor students who have distinguished themselves during the school year in academics, athletics, fine arts, and character. Awards for specific athletic teams are awarded at the end of each season. Grammar School awards are distributed at the end of the school year. In addition to the awards given out at the Upper School Awards Ceremony, students who exhibit noteworthy traits in their classes may be honored by their teachers within the given class period amongst their fellow classmates.

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### UPPER SCHOOL GRADE-LEVEL AWARDS

One student in each grade, 7-12, receives each of the following 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.

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### LOGIC AND RHETORIC SCHOOL AWARDS

One Logic school student and one Rhetoric school student may receive each of the following awards:

**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.

**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).

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## ATHLETIC AWARDS

**The Paladin Heart Award** goes to one boy and one girl in Rhetoric School. These students have exhibited exemplary Christian character on the field of competition and serve as Christian role models in their sports. Their work ethic both in athletics and in their studies sets an example for fellow students.

**The Athlete of the Year Award** goes to one boy and one girl in both Logic and Rhetoric School. In order to be eligible for these awards, students must compete in multiple sports throughout the year and excel in their respective sports.

## SENIOR AWARDS

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### COMMENCEMENT HONORS

- *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*

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### VALEDICTORIAN AND SALUTATORIAN

Each graduating class at Providence Classical School will have a valedictorian and salutatorian. 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. Students transferring in from another classical Christian school after ninth grade may also be considered on a case-by-case basis. Candidates must have demonstrated behavior and attitudes befitting a disciple of Christ as articulated in the [Portrait of a PCS Graduate](#).

Academic criteria:

1. Cumulative GPAs used to determine commencement honors will be calculated as follows: For the class of 2026 and all subsequent classes, GPA will be 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 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.,  $(4.0 \text{ GPA} \times 20 = 80) + (5 \text{ course points}) = 85$ ]. This will not affect a student's actual GPA; it will only be a calculation used to determine commencement honors. The courses below will each receive 1 course point:
  - 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 (i.e., Algebra II w/ Trigonometry, Advanced Biology, Advanced Chemistry, Pre-Calculus, Statistics, Calculus)\*
  - e. four or more electives taken in high school

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

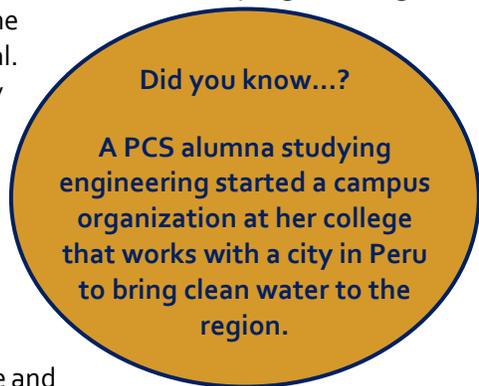
3. In the event two or more students are tied, the valedictorian will be awarded to the student with the highest numerical grade average in all courses that the students share in common (e.g., electives excluded). In this circumstance, the salutatorian honor will be bestowed on the student with the next 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 one week 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.

## 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. 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.
- For each vehicle transporting students, both a chaperone and a driver are required in the car. Due to safety precautions, the two adults may not be related.
- The role of the parent chaperone is critical to the success of the field trip or activity.
  - 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 their car or hotel room.
  - Parents are encouraged to enjoy the experience with our students, but they must lead by 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. Cell phones should only be out and used for communication with the field trip leader.
  - Chaperones should avoid being 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.
- For some field trips, siblings not enrolled at PCS are not allowed, so that chaperones' 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.
- If driving, see TRANSPORTING STUDENTS/APPROVED DRIVERS below.



Prior to the date of the field trip, permission slips will be sent home, and chaperones and approved drivers will be requested by the teacher.

On the day of the field trip:

- Please review proper field trip behavior with your child.
- Please arrive to school on time so that early field trips will not be delayed.
- According to Texas law, if a child requires a booster seat to travel in a car, it is the parents' responsibility to provide a booster seat for the child for the field trip. Chaperones and drivers will

report to the front office to receive school nametags, or the nametags can be retrieved from the classroom teachers.

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

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## TRANSPORTING STUDENTS/APPROVED DRIVERS

The following guidelines apply to all drivers transporting students for school-sponsored activities (e.g., field trips, athletic practices, games, programs, etc.). The approved driver list is updated yearly or as needed. Drivers may need to resubmit paperwork and undergo checks annually to remain on the active list. Drivers may be removed from the list for speeding, reckless driving, making unauthorized stops, or any other reason deemed appropriate by administration

- Drivers must have the following on file with Human Resources:
  - A PCS Driver Background form (available in the main office or from the teacher )
  - A copy of a valid driver's license
  - A copy of the valid 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.
  - A cleared background check and on file with HR.
  - A signed PSH acknowledgement form on file with HR.
- 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:
  - Ensuring all passengers are wearing seatbelts.
  - Preventing horseplay or other distracting activities.
  - Prohibiting personal cell phones, music devices, electronic games, or movies/videos from being used by the students in the vehicle unless expressly permitted by the teacher in charge in advance.
  - Refraining from personal cell phone use when transporting students.
  - Adhering to the posted speed limit
  - Driving students directly to and from the field trip location without making unnecessary stops (Starbucks, Sonic, etc.)
  - Refraining from picking up hitchhikers or stopping to assist another motorist.
  - Attempting to stay within sight of the other vehicles on the trip and staying on the pre-planned route.
  - Ensuring the safety and medical care for the students as a first priority in the event of a mechanical problem or accident, the school should be notified as soon as possible.
  - Ensuring students are never left alone with or near a vehicle.

Thank you for volunteering to drive our students to and from school-related activities. Your willingness to help makes these valuable experiences possible for our students. In the spirit of transparency, we want to ensure all volunteer drivers understand their responsibilities. In the event of vehicular damage or

personal injuries while transporting students, insurance coverage is the sole responsibility of the volunteer driver. PCS does not carry insurance that will cover any expenses related to damages or injuries that may occur during these trips. Before volunteering to drive, please verify that your personal auto insurance policy provides adequate coverage for this purpose.

## SHEPHERDING HEARTS

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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.

You will often hear the discipleship and discipline that occurs regularly on campus referred to as the "Shepherding of Hearts." This term is used because the goal of any correction is not to simply modify the behavior of students to make it easier for teachers to do the job of teaching. Discipleship is the primary job of PCS teachers, and the subject matter they teach is secondary to their job of cultivating a child's heart toward the right loves. Just as God establishes Himself as the authority in the lives of Christians, parents (and by extension the teachers in a child's school) must embrace the reality that they are God's agents in the life of a child. No one is autonomous, and children must be given boundaries to protect them from themselves and the world. Practically, students of all ages at PCS hear, as often as necessary, the "bad news" of their sin and disobedience, followed immediately by the gospel or "good news" that Christ died for that sin so that they can be forgiven and restored to fellowship with their teacher, classmate, and most importantly, their heavenly Father. Teachers can often be found reminding students that they will always forgive them because they have been forgiven themselves by our loving Savior.

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.

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

### GOD'S STANDARDS

It is our desire to follow God's standards in our lives. We recognize it is for the good of the students and for God's glory.

- Fear God and keep His commandments, for this is the whole duty of man (Eccl. 12:13).
- Honor others above yourself (Romans 12:10).
- Do your work as unto the Lord (Colossians 3:23-24)
- Do everything without complaining or grumbling (Philippians 2:14-15).

### LIVING OUT GOD'S STANDARDS

When God's standards are lived out in the community, the following expectations will be reflected in the daily life of the school.

- 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, PCS institutes some rules that are designed to support good stewardship (e.g., students are not allowed to chew gum on campus, students should also care well for their textbooks, etc.).
- Public displays of affection (i.e., holding hands, hugging, 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 (see Late Work Policy above).
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.

Other policies in this PSH will provide more details regarding living out God’s standards and our expectations.

## DISCIPLINE IN THE LIFE OF THE SCHOOL



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, 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 are subject to disciplinary consequences for behavior and communication that occurs outside of school if applicable.

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)
- Use of racial slurs, offensive language (including racist symbols, images, messages, or making jokes or gestures that demean others based on race), or derogatory remarks about someone's race, ethnicity, cultural background or appearance (Gen. 1:27, Eph. 5:4)
- While we encourage asking tough questions and wrestling with the cultural issues of our day, discipline is warranted for communicating views or professing a lifestyle that are in opposition with our Statement of Faith and Statement of Marriage and Sexuality in a public forum.
- Bullying, including cyberbullying, is not tolerated. Bullying is defined as a single significant or a pattern of acts that exploits an imbalance of power that harms a student(s). These acts might involve engaging in written or verbal expression, expression through electronic means, or physical conduct. School Administration will determine if an act or pattern of acts are deemed bullying.
- Intentionally damaging or destroying school property or the property of others (Matt. 22:39; Exod. 22:14-15)

**Suspension** - Serious and/or repeated misconduct may involve suspension from school for one or more days as determined by the Principals or Dean of Student Life, 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. Due dates remain the same for previously assigned work (e.g., a due date for a paper remains the same even if the student is serving a suspension). Missed assignments from that day(s) are to be completed during the suspension and turned in upon one's return. Missed tests or quizzes are to be completed upon one's return from a suspension. Grades are not negatively impacted as a direct consequence of a suspension (i.e., a grade of a zero is not given to an assignment missed during a suspension). Students are responsible for meeting with their teachers upon their return from suspension to discuss what was missed in class. Should a student be suspended three or more times, the administration will consider whether the student will be expelled or eligible for reenrollment.

**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 on or off campus, should the off-campus incident impact the PCS community. 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, including, but not limited to, acts and communication that are in opposition to PCS's Statement of Faith and Statement on Marriage and Sexuality. Students are 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.

## 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. Explanations of cheating and plagiarism can be found below. Different 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.

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### CHEATING

Cheating is the use of any unauthorized aid to complete schoolwork. This includes using unauthorized internet sources including AI programs, 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 member of the administration team. The first instance of cheating will result in a zero on the assignment, project, paper, or assessment and a one-day suspension. In the event of a second instance, a student will receive a zero on the assignment, a three-day suspension, and a final warning. A third instance of cheating will result in a zero on the assignment and expulsion from the school. Additional consequences might be enforced based on the situation.

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### 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, including the use of AI (Artificial Intelligence). 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. Upper School students may also consult the Logic School or Rhetoric School Writing Manuals for guidelines on how to avoid plagiarism by properly crediting sources.

Plagiarism is not tolerated at PCS. If a teacher suspects a student has plagiarized when completing an assignment, the teacher will (1) speak to the student about this and (2) bring the matter to the attention

of the appropriate member of the administration team. For consequences of plagiarism, see above policy on cheating.

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## UPPER SCHOOL STUDENTS' USE OF MICROSOFT TEAMS

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 guidelines define 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.
- All activities in a Teams class are for the purpose of the class and its students. Students may not film, photograph, repost, or otherwise record or share any content from a Teams class unless directed to do so by the teacher.
- All content posted in a Teams class will be posted at the teacher's discretion. Students may not post in a Teams class unless directed to do so by the teacher.
- Students may use the Chat feature to ask questions of their teachers.
- 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 and Administration.

## CELL PHONES OR OTHER ELECTRONIC DEVICES

We seek to promote face-to-face communication among students in and outside our classrooms to foster an authentic community. Cell phones are not merely phones. They are minicomputers that, more often than not, are not used for calling others. A multitude of temptations come with these hand-held computers. To protect students, faculty, and staff, and to achieve the goal of promoting community, students are not permitted to use cell phones, any other electronic communication (including earbuds and portable speakers), or gaming devices during the school day. Grammar School students should not bring these items to school. Unauthorized use or carriage of cell phones or other electronic devices will result in the device being confiscated from the student and handed over to the administration team.

Upper School (US) students who choose to bring cell phones, smart-watches (or other similar devices) to campus must leave these items turned off, not merely on vibrate or silent mode, and **keep them** in their lockers or 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.

Students may not wear headphones or Bluetooth earpieces on campus during school hours unless given express permission from the Administration for a specific purpose.

If US students are found to have one of these devices outside of their backpack without permission during the school day (on or off), the device will be taken and given to the Dean of Student Life (DSL). Students may retrieve the device from him at the end of the day. Additionally, these students will be subject to

disciplinary consequences and will be required to check their phones in with the DSL in the morning and pick it up at the end of the school day for the next 5 school days. 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 contact the front office, and the office staff will relay the message to the student.

**Pick-up Policy** For the safety and efficiency of the afternoon pick-up process, students are not allowed to have cell phones visible in the car-line area during student pick-up time (3:05-3:20 PM).

**Cell Phone Etiquette:** During school events such as concerts or games, it is good manners to put your phone away and stay present with others in attendance. These are opportunities to fellowship with one another, support student events, display school spirit, and engage with others face-to-face.

While students in Rhetoric School are required to have laptops, those laptops are to be used in classes and study halls only with Faculty permission when working on a writing assignment or research project for a class. Laptops are not to be used for purposes other than (e.g., as a note-taking device, to access text messages or other communicative applications, or to order food delivery).

## COMMUNICATION POLICY

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### 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 the Christian community is not to avoid conflict at all costs. 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. We have been given the gift of the Holy Spirit to help us in such situations, so we will pray before engaging in these conversations. In addition, we will always seek to speak the truth in love, yet doing so in a way that it may benefit those who listen. We will strive to assume and believe the best in others, always approaching conflict with a mindset of reconciliation. 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.

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## 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> In today's day and age, we must also recognize that our "thumbs" are an extension of our tongues as texting, emails, and posting often dominate our chosen means of communication and interaction with one another. As Christians involved in a 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 pray, repent to God, and ask for forgiveness of those we have offended.

Following the principle of *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.

Another component of healthy communication involves restraining our tongues and refraining from gossip. We can be guilty of both spreading gossip or entertaining the gossip of others. Proverbs 18:8 says that gossip can be like choice morsels that go down into the inmost parts. It is destructive to us as well as to our brothers and sisters and the greater community at large; consequently, we should take every effort to cease from gossip and to lovingly encourage and correct those who participate in it. We are all responsible for stewarding a healthy biblical community, and it is incumbent upon us to seek to glorify God with our speech in every form.

## COMMUNICATION REQUIREMENTS

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### PARENTS OR STUDENTS TO TEACHER

If an issue should arise regarding an individual teacher's actions, words, behavior, coursework, 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.

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

- a. Proverbs 12:18: . . . the tongue of the wise brings healing.
- b. James 3:8: No human being can tame the tongue. It is a restless evil, full of deadly poison.
- c. Ephesians 4:2: Be completely humble and gentle; be patient, bearing with one another in love.
- d. Philippians 2:14: Do everything without grumbling or complaining.
- e. 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 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 to be so.

Situations may arise where a student would like to appeal a decision or action taken by a teacher, or would like to speak to a teacher about a way they have spoken or treated them or another student. We want to provide for these opportunities, as none of us are infallible; however, there are biblical guidelines the student should follow:

- The student will remember that the teacher/administrator is an authority over them, and the Bible commands the student to be subject to their earthly authorities.
- The student will begin to obey immediately, not after the appeal.
- The student will be prepared to obey either way.
- The appeal will be made in a respectful manner.

The student will accept the result of the appeal with a gracious spirit.

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## PARENTS TO ADMINISTRATORS

If an issue arises regarding school rules, procedures, events, or curriculum, the parents should speak directly to the Administrator. 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. If a meeting with the Principal is requested, the teacher should also be present if at all possible. A respectful demeanor is required at all times. If the issue is not satisfactorily resolved, the Administrator 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, and idea about how to improve the school in general should be directed to the administration.

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## 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.

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## 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, on weekends, or holidays.

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## PARENT TO PARENT COMMUNICATION (E.G., GROUP TEXTING AND SOCIAL MEDIA)

While texting apps such as "WhatsApp," "Team App," and "GroupMe" can be very beneficial and useful in school settings, allowing for the parents of a particular grade or sport to communicate with one another, it is important to understand suitable and unsuitable uses of these tools in our community.

Some suitable uses for these apps include: Promoting or encouraging attendance or involvement in a grade or school-wide activity (like special days or events like Hoedown); inviting an entire class or grade to an activity, like a birthday party; sending out requests to borrow costumes or offering uniforms; asking for donations or participation in teacher birthdays or gifts.

Unsuitable uses for these apps include, but are not limited to: Invitations to events that do not include the whole class; advertising for businesses; questions about your child's experience in school (like questions regarding a homework assignment, discussing the grades someone received on an assignment, or something that happened at school); critical comments or complaints about a student, teacher, or the school.

In these instances, it is best to either reach out to the teacher directly or, if there are questions about specific assignments, the child or parents should contact another child/family in the grade.

Participants in these apps should expect to be held to a standard of conduct that does not promote dissension or gossip but seeks to build positive community. Uses of these communication tools in unsuitable ways will be held accountable by the chat mediator and may possibly result in having their posts deleted, and if the practice continues, may result in being removed from the class group.

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#### 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/or Microsoft Teams. Faculty and staff are not permitted to text students but may send students chats through Microsoft Teams.

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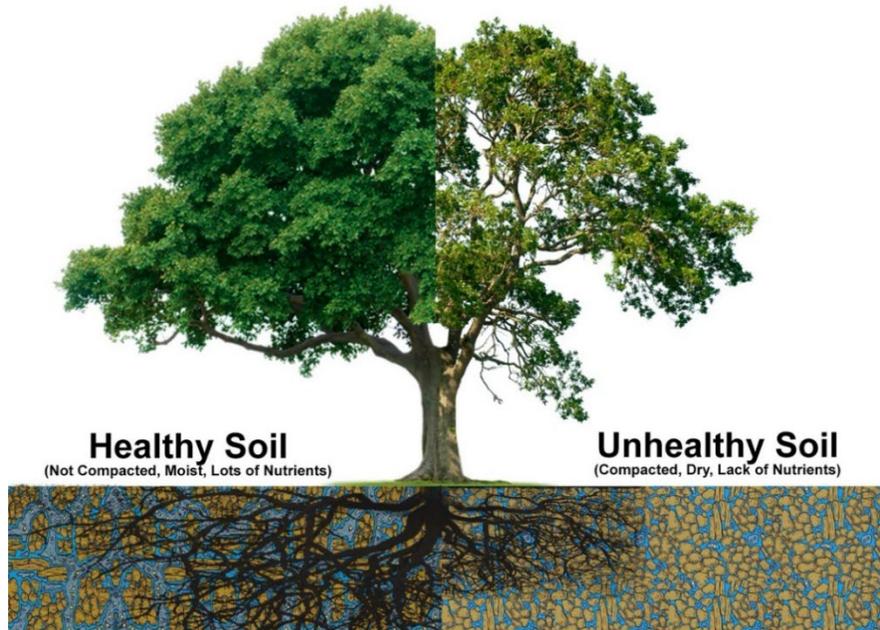
#### SCHOOL TO MEDIA COMMUNICATIONS

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.

# DAILY PRACTICES AND ACTIVITIES

## SCHOOL CULTURE

Our school's mission is to train students to "impact their culture for Christ." Impacting the culture includes the PCS culture. We are a gathering of God's people who are made in His image and called to be a part of carrying out His will and work. Thus, we expect everyone in our community to be committed to this mission in the daily life of the school. School culture is like the soil in which a tree is planted.<sup>4</sup>



Consider a tree's three broad components: its roots, trunk, and crown.

- The roots serve to provide an anchor for the tree to be stable. They also absorb water and nutrients from the soil for the health of the tree.
- The trunk connects the roots to the leaves, supporting the tree's crown. It transports the water and nutrients to the rest of the tree.
- The crown is the top part of the tree, consisting of its branches and leaves. The leaves serve to catch the sunlight and through photosynthesis, to convert the water, carbon dioxide, and minerals into oxygen and energy-rich compounds. God uses this process of photosynthesis to sustain the earth. We often liken classical education to this same process.

Classical Education's Similarities to a Tree

- The Scriptures liken healthy trees to individuals who prosper in their walk with the Lord (Ps 1).
- The Grammar School is similar to the tree's roots, the place where a tree begins. Students gain their foundations that will support them for a life of stability. They gain foundational knowledge and emotional development while their hearts and habits are formed to develop their affections, preferences, and loyalties for truth, goodness, and beauty.

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<sup>4</sup> *Soil Health*. Photograph. July 18, 2024. <https://www.muskokatreeservices.com/soil-health/>.

- The Logic School is like the tree's trunk. As students grow in their abstract thinking and desire to argue, they grow in their ability to analyze, make distinctions, draw inferences, solve increasingly complex problems, defend and refute positions, and build cohesive arguments. In the process, they grow in their sense of value and belonging. These developments provide the necessary support for advanced inquiries and presentation skills that are practiced in the Rhetoric School.
- The Rhetoric School is like the tree's crown. Students grow in self-directed inquiry and creativity. They engage in Socratic discussions, regularly present and write compositions in which they formulate their own ideas, and they practice expressing such ideas persuasively. This process prepares them to be like the tree's crown that enables the process of photosynthesis. Having been trained to be virtuous adults, now they can be a sustaining presence in the world, seeking to reproduce Christ-like virtue in those they engage throughout their lives.
- While each of a tree's three broad components are critical to the life of the tree, the soil in which the tree is planted has a vital impact on the health of each of those components. When the soil is healthy, it has sufficient water and nutrients and is not compact. The PCS culture is like the soil in which the tree is planted. It is vital to health of "the tree."

Every part of the school has an impact on the culture. We seek to create a healthy, Christ-centered culture by:

- Focusing our minds on whatever is "true, noble, right, pure, lovely, admirable, excellent and praiseworthy..." (Philippians 4:8);
- Intentionally seeking to imitate the life of Christ by being devoted to helping one another obey God and keep his commandments, by trying to honor one another above ourselves, by doing our work as unto the Lord, and by doing everything without grumbling or complaining;
- Seeking to live and operate different from the worldly culture that surrounds us;
- Keeping the mission and vision of the school at the forefront of our minds;
- Ordering our affections towards the true, the good, and the beautiful;
- Demonstrating our Christianity in the context of relationships;
- Expressing joy, satisfaction, and enthusiasm; and by
- Providing predictability and support.

Tangible evidence of our school culture can be seen in the daily practices and the special activities our school promotes. Creating and sustaining such a culture requires that our practices and activities are considered in light of our cultural goals. For example:

- Since we are a community of believers, we have the privilege of worshipping together in Chapel. Chapel is a time held once a week to provide a time of corporate worship and community-building in our school. We use this time to instruct, challenge, and encourage one another through God's word.
- Since God has provided us with a beautiful campus, we seek to be good stewards of His provisions. We seek to keep the campus beautiful. 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.
- Since loving one another and respecting authority is part of God's commands, we expect students to grow in their ability to act in such a manner that decreases the necessity of oversight. For example, 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, teaching inadequate ways of fulfillment. For example, the culture often influences families to raise children on technological devices, but we challenge our families to limit technology (e.g., “hang ten” – wait until 10<sup>th</sup> grade before having a cell phone). In the older grades, the culture tells teens 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 families sometimes address dating differently, students are expected to conduct themselves in a manner that does not draw attention to any dating relationships at school or school functions.
- The culture of PCS is a critical aspect that enables us to flourish in fulfilling our mission. We must always remember that we are not simply teaching subjects but are passing along a culture (paideia). As Andrew Kern states, “Classical education is the cultivation of wisdom and virtue by nourishing the soul on truth, goodness, and beauty so that, in Christ, a student is better able to know, glorify, and enjoy God.”

## 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 first period classes 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.

### *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 must be accompanied to the office.
- In the event of repeated late arrivals or after seven absences, the Grammar School Administration will contact the parent.

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

- Attendance will be taken in every class.
- Both planned and unplanned will count toward the absence total.
- Upper School students who are absent from a class more than four times in a trimester, fail that class for the trimester. Administration may allow for exceptions to be made for students experiencing extended illness or extenuating circumstances.
- Certain events – e.g., college visits (up to three per year) and PCS extra-curricular competitions – will not count toward the absence total.
- The fourth unexcused tardy each trimester will result in a detention from the Dean of Student Life. For the remainder of the trimester, students will receive an additional detention for every two tardies. Additional disciplinary consequences may also be considered.

### ***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, Grammar School teachers will communicate expectations regarding schoolwork and deadlines. Upper School students are expected to take the initiative to contact their teachers about missed work. 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***

- Parents are strongly encouraged to avoid activities that cause students to miss school for non-essential reasons. Our school calendar includes four weeks and five additional holidays when school is not in session. In addition, there are over thirteen weeks of summer vacation. We encourage families to take advantage of these times to travel. In light of our robust classical Christian curriculum, significant absences may result in a student's lack of academic success.
- 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.
- 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 schoolwork 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 cycle of a trimester, or when exams, presentations, or major projects are scheduled.

## **SCHOOL ARRIVAL AND DEPARTURE**

School hours are from 8:00 AM to 3:00 PM for the Grammar School and 8:00 AM to 3:05 PM for the Upper School. Grammar School students are to be picked up by 3:15 and Upper School students by 3:25. If students are still present on campus after these times, see the After School Guidelines below. Parental

supervision is required of any student in grades PK-8 present on campus outside of school hours not participating in a school-sponsored activity.

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## SAFETY GUIDELINES

- The PCS parking lot is one-way and has a speed limit of 15 mph.
  - Drivers may not use cell phones while driving on PCS property.
  - Cars may not block the crosswalks.
  - The morning drop-off and afternoon pick-up line is one lane on the left. Students must exit the cars to the right.
  - After coming to a stop when you are dismissing or receiving your child(ren), cars must be placed in "Park" to avoid drifting.
  - Everyone is expected to use the crosswalks when walking back and forth between the parking lot and campus.
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## ARRIVAL PROCEDURES

- 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.
  - 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 their first period 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.
  - Student are not to loiter or enter other students' vehicles in the parking lot.
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## 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 2:45 PM**.
- Grammar School dismissal
  - Grammar School dismissal begins at 2:55 PM. Grammar School parents may enter the gate to join the dismissal line **beginning at 2:45 PM**.
    - Grammar School students without Upper School siblings should be picked up **no later than 3:15 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 **3:10 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 3:25 PM**.
- Student drivers
  - Student drivers will be dismissed from classrooms at 3:05 PM.
  - Student drivers with Grammar School siblings will pick up their siblings from the Pavilion before walking to the gravel parking lot.

- No students may be on campus after 3:25 PM unless participating in a PCS activity or remaining in the designated locations listed below (see After School Guidelines).

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## AFTER SCHOOL GUIDELINES

### ***Providence Extended Care Program (PEP)***

Understanding that family life can be busy and unpredictable, we are pleased to offer after-school care for our PK-6<sup>th</sup> grade students. Our dedicated staff will supervise your child in a safe and friendly environment where students can unwind, play, and grow beyond the regular school day. Whether it's getting a head start on homework or simply enjoying time with friends, we are here to support your family, giving you peace of mind and your child the chance to learn, laugh, play, and relax until you arrive.

Weather permitting, PEP typically occurs on the GS playground and begins with check-in while students enjoy a snack brought from home. If PEP needs to move indoors, students will be in the gym building. (Due to the number of activities that occur in these shared spaces, PEP may be in the main gym, G-118, or the Forum.)

Reservations are not required as all PK-6<sup>th</sup> grade students remaining after carline will be escorted to PEP. Family accounts are billed once per month based on the attendance of each child at a rate of \$12/hour billed in 15-minute pre-established blocks (e.g., 3:15 – 3:30, etc.). Students arriving from a supervised activity will be billed based on the block in which they arrive. Students arriving late (e.g., found unattended on campus and escorted to PEP), but not coming from a supervised activity will be billed from 3:15 until the time they are picked up.

From time to time, a family may run into an unexpected situation causing a late pick-up (after 5:30). If this situation occurs, please contact the school before 5:15. Late fees apply, \$10 per family until 5:45 PM and \$25 per family from 5:46-6:00 PM. For questions regarding late fees, contact the front office.

### ***Grammar School General Information***

- Students participating in an afterschool organized activity must remain with their coach/teacher until they are picked up by a parent. Students remaining after the pick-up time will be moved to the dedicated area(s) for PEP listed above. (Includes check-in by the teacher or coach.) Students checked into care after practice or tutoring will be billed at the regular rate from the time they arrive. See information on block payment above.
- Students may not be dismissed from PEP to go to a school-sponsored game. (A parent must sign the student out of PEP.) A coach or teacher will check students in or out of PEP if necessary.

### ***Upper School Expectations for After School***

- For safety purposes following dismissal:
  - US siblings may not supervise their younger siblings on campus in lieu of PEP.
  - Upper School students remaining on campus after carline (3:25) or after a supervised activity are asked to remain in the gym hallway to wait for their ride or proceed to the gym for the early home games.

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## 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 or school activities.

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## 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 his 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.

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## ARRIVAL/DEPARTURE DURING THE SCHOOL DAY

When parents arrive on campus for pickup during the school day, they must check into the Admin Office, where the receptionist will call the classroom for the student to be dismissed.

If students arrive late to school, 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 without parent permission given in the SchoolPass app and must check out at the front desk.

Seniors who have a first or last period study hall:

- May arrive at 9:10 but must check in at the front desk.
- May leave school at the last study hall but must check out at the front desk.
- Must have parental permission in SchoolPass.
- All other study hall periods must be attended.

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## 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. Students must also check out at the front desk and check in. **Off-campus lunch privileges begin the second week of school. These privileges can be revoked as a result of policy violation.**

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## LOCKERS

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.

- PCS seeks to uphold Christian role models; therefore, locker decorations should be done in accordance with Christian virtues and not conflict with the PCS Statement of Faith or Statement on Marriage and Sexuality .
- Students may not store food in lockers overnight.
- Areas around lockers should also be kept clean.
- In Rhetoric School, bags may be stored on top of lockers during the day, but nothing should be left overnight.

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## UNIFORM POLICY

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### PHILOSOPHY:

As Christians, we are constantly required to filter messages that we receive from the secular world. While we live in the world and its culture, we are called to live counter-culturally (Rom. 12:1-2; 1 Peter 2:9). As such, our uniform policy is founded upon principles that strive to reflect a Christ-centered environment. In a culture in which personal expression is exalted above all else, beauty is relative, the good of our neighbor is subordinated to the "rights" of the individual, and even the biological gender of men and women as created in the image of God (male and female) is questioned, it is the desire of Providence Classical School to glorify God in both the character and culture of the school. We ask that the parents and students support a manner of dress that reflects the Christian, classical, and scholarly image of Providence Classical School.

As ambassadors of Christ to each other and to the watching world, the following principles guide our choice of school attire to promote **unity, modesty, order, and simplicity**:

1. In **unity**, our attire will not seek to draw attention to the individual student but rather seek to invest in and protect the virtue and character of that portion of the body of Christ that finds itself at Providence Classical School.
2. Our attire will betray a heart of both **modesty** and humility.
3. Our attire will support the effort to maintain **order** throughout the school.
4. As we seek to invest in each other, our attire will support a school culture that requires an ever-decreasing necessity of oversight with **simplicity** of uniform choices that are free of trends that are associated with social status.

"Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others." Philippians 2:3-4

Students not complying with the uniform policy and other dress code guidelines will be asked to take responsibility to rectify their appearance. Offenses may result in the student not being permitted to attend class until the uniform or other dress is corrected. If necessary, parents may be notified to bring the appropriate pieces to school. The expectation is cheerful and consistent compliance from the students and parents, as well as consistent enforcement by the school staff.

## GENERAL GUIDELINES

Uniform items must be purchased from Lands' End (School Code: 900058520). All shirts, sweaters, sweatshirts, and US gym shorts will have the PCS logo.

Families sell, purchase, and exchange used uniform items through the [PCS Parents Uniform Exchange Facebook Group](#).

If you are unsure about the uniform policy requirements, please contact your student's Principal.

Parents are responsible for monitoring the condition of uniforms, skirts, pants, and the length of shorts, especially during growth spurts.

### What To Wear When

**Standard Uniform Days:** Mondays, Tuesdays, and Thursdays (See the Uniform Options charts below.)

**Dress Uniform Days:** Wednesdays and Special Events (See the Uniform Options charts below.); occasionally, it will be announced to parents and Upper School students that, due to a specific event, the normal Dress Uniform Day may be a different day of the week.

### Friday Dress

Students may wear appropriate jeans (see information on this below) or uniform bottoms with ANY PCS t-shirt or sweatshirt. T-shirts do not have to be tucked in. Shoes and socks will follow regular uniform guidelines; Upper School students may also choose to wear high/mid tops or boots on this day.

Jeans will have no holes or tears and not be too tight or too loose. Minimal fraying at the hem is acceptable. Black, blue, gray, or white jeans may be worn to school.

If students choose to wear their full uniform on this day, they will follow ALL of the regular uniform guidelines (e.g., belts for young men and shirts tucked in).

**Upper School Athletic Electives:** Students will change into the Lands' End gym clothing selections and must wear athletic/running shoes for these classes. (See the Uniform Options charts below.)

### Apparel And Gear

Students are expected to look neat and clean without holes, tears, or excessive fraying in clothing.

Shirts are to be tucked in at all times (with the exception of the Upper School ladies' dress shirt), except during active recess, outside time, or PE time.

If worn, undershirts must be solid white, and the sleeves will not be visible.

The hem of jumpers, skirts, and skorts will approach the knee (may be hemmed 2 inches above the knees or longer).

School gear (e.g., lunch kits, stickers on water bottles) is to reflect the same principles as for school attire.

Grammar School students must wear athletic/running shoes on PE days.

### Senior Privileges

The 12<sup>th</sup> graders may wear any style or color of socks. (See the Uniform Options charts below.)

The gentlemen may wear any appropriate design or style of tie or bowtie.

PCS senior t-shirts may be purchased and worn with jeans on the 2<sup>nd</sup> Thursday of each month.

With Senior Thesis presentations, the gentlemen will need a suit, and the ladies will need either dress pants or a dress.

### Outerwear

**Monday – Thursday:** The uniform outerwear is the ONLY outerwear that will be worn on campus. This includes their personal PCS Letterman Jacket and/or the PCS Booster Navy ¼ Zip. (See the Uniform Options charts below.)

**Fridays only:** Other PCS outerwear (e.g., PCS Booster Club sweatshirts and PCS Athletics sweatshirts) may be worn. Uniform outerwear can be worn on this day, too.

Non-PCS sweatshirts are not permitted.

In inclement weather, students may wear the following items on campus but not in the classroom: rain jackets, heavy coats, hats/headwear, gloves/scarves.

Hats and other headwear will not be worn on campus except for protection from inclement weather.

## GROOMING GUIDELINES

### Hair

Hair will be neat, not covering any part of the eyes, and conservatively styled. For boys and young men, hair should be worn above the collar and not cover the ears.

Young men are to be clean-shaven daily.

Hair may not be dyed outside of natural hair colors.

Hair accessories for girls and young ladies should be simple, moderate in size, not distracting, and neutral or school colors (e.g., navy, gold, white, black, khaki, or PCS plaid).

### Make-Up, Jewelry, And Tattoos

Upper School young ladies may wear modestly applied makeup.

Nails will be neat, clean, and not distracting.

Students may wear simple jewelry that is not distracting.

Students are not permitted to have facial piercings, and boys and young men are not allowed to have any piercings.

Students will not have tattoos.

## ALTERNATE DRESS DAYS

The following guidelines apply to any occasion on which students will wear non-uniform clothing (e.g., free dress, theme days, feast days, etc.):

**Shorts or skorts** must meet the following guidelines:

Must extend past the length of the student's fingertips at the shortest hem

Must be clearly visible below the hem of the shirt.

Must be loose-fitting (no biker shorts)

**The hem of skirts or dresses** will approach the knee (2 inches above the knees or longer).

**Leggings will never be worn as pants.** Leggings may be worn underneath shorts, skirts, or dresses for added warmth.

**Shoes** must be closed-toed, with flat or nearly flat soles. Crocs and flip-flops are not allowed. If allowed to dress professionally for debates, interviews, and/or presentations, the young ladies may wear open-toed dress shoes and/or heels.

No clothing or accessories worn to school will have inappropriate words or images on them.

Tank tops and pajamas are not allowed to be worn to school.

**Athletic Team Days:** An athletic team may display spirit and unity by all wearing the same coach-approved athletic top with their school uniform bottoms for home games. Athletic tops will be worn with uniform bottoms.

**Upper School House Games Days:** Students are required to wear House t-shirts with uniform bottoms or jeans and tennis shoes on House Games days. Students may bring appropriate shorts (see above) to wear while playing in the games. New students will be given a House shirt, and if a larger shirt for any student is needed in later years, one can be purchased from the Dean of Student Life, in conjunction with the House Captains.

**Dress-up Days:** Students often have the opportunity to come to school in costume for time-period feasts, presentations, or other theme days. On these days, students will dress modestly and dress according to the theme assigned or in Regular Uniform.

**Spirit Days:** Some days during the year will be to support or celebrate school events and accomplishments. On these days, students may wear Friday Dress with expanded options of shoes or jeans in school colors (**blue, gold**).

**Free Dress Days:** Some days during the year, free dress days may be awarded to the entire student body or particular groups of students for particular reasons. On these days, students must follow the guidelines mentioned above for non-uniform days. Occasionally, particular colors to wear will be announced. Students will wear these colors (e.g., Houston Astros colors, Christmas colors) or they can choose their Regular Uniform.

**School Dances:** An email from the Upper School Administration will be sent at the beginning of each school year, providing guidelines for these occasions.

# UNIFORM OPTIONS FOR GIRLS AND YOUNG LADIES

(LANDS' END PCS CODE: 900058520)

\*Indicates items may be purchased outside of Lands' End School Uniforms.

ITEM	GRAMMAR (PK-6)	UPPER SCHOOL (7-12)
SHIRTS	Navy or White Polo <b>PK-3<sup>rd</sup></b> : White Peter Pan for jumper only <b>4<sup>th</sup>-6<sup>th</sup></b> : White Oxford Dress Shirt OR White Peter Pan for jumper only	Navy or White Polo Light Blue or White Dress Shirt
SKIRTS	Khaki and Navy Plaid Black/Navy Modesty Shorts* required.	Khaki and Navy Plaid Black/Navy Modesty Shorts* required.
SKORT	Khaki	N/A
JUMPER	<b>PK-3<sup>rd</sup></b> : Navy Plaid Black/navy modesty shorts required.* <b>4<sup>th</sup>-6<sup>th</sup></b> may continue to wear the jumper.	N/A
PANTS	Khaki - Belt required with belt loops.	Khaki - Belt required with belt loops.
BELTS*	Brown or Black	Brown or Black
LEGGINGS* and TIGHTS*	Solids Only in White, Navy, or Black	Solids Only in White, Navy, or Black
SOCKS*	Any Style Solids Only in White, Tan, Gray, Navy, or Black Socks are required daily.	Any Style in any combination of White, Tan, Gray, Navy, or Black <b>12<sup>th</sup></b> : Any Color Socks Socks are required with tennis shoes.
<u>SHOES*</u> Click link for examples.	<b>Dress Shoes</b> Navy, Brown, or Black Leather White w/ Navy or Black Saddle Shoes <b>Low Top Tennis Shoes</b> any combination of White, Gray, Navy, or Black Please avoid patterns and accent colors other than those listed. <b>PK-K</b> : Self-fastening shoes or laces, unless the student can tie the shoes. No High/Mid Tops or Boots	<b>Dress Shoes</b> Navy, Brown, or Black Leather <b>Low Top Tennis Shoes</b> any combination of White, Gray, Navy, or Black Please avoid patterns and accent colors other than those listed. No High/Mid Tops or Boots with uniform Rainboots may be worn on heavy rain days.
<b>REQUIRED DRESS UNIFORM</b>  For Wednesdays and Special Events	<b>PK-3<sup>rd</sup></b> : White Peter Pan Blouse with Navy Plaid Jumper and any shoes listed above Dress shoes preferred with Dress Uniform for Special Events. <b>4<sup>th</sup>-6<sup>th</sup></b> : White Oxford Dress Shirt with Navy Plaid Skirt OR White Peter Pan with jumper and Dress Shoes as listed above	Light Blue or White Dress Shirt Navy Plaid Skirt Dress Shoes as listed above
OUTERWEAR	Navy Cardigan (Zipper or Button) Navy V-Neck Sweater Navy Crew Sweatshirt Navy Fleece Jacket Navy Packable Rain Jacket Booster Club Navy ¼ zip*	Navy Cardigan (Zipper or Button) Navy V-Neck Sweater Navy Crew Sweatshirt Navy Fleece Jacket Navy Packable Rain Jacket Booster Club Navy ¼ zip* PCS Letterman Jacket*
PE (Motor Lab) & US ATHLETIC ELECTIVES	Athletic/Running Shoes*	Active Gym T-shirt Gray Heather Mesh Gym Shorts Classic Navy Athletic/Running Shoes*

## UNIFORM OPTIONS FOR BOYS AND YOUNG MEN

### (LANDS' END PCS CODE: 900058520)

\*Indicates items may be purchased outside of Lands' End School Uniforms.

ITEM	GRAMMAR (PK-6)	UPPER SCHOOL (7-12)
SHIRTS	Navy or White Polo Blue Oxford	Navy or White Polo Blue or White Oxford
PANTS AND SHORTS	Khaki	Khaki
BELTS*	Brown or Black <b>PK-1<sup>st</sup></b> : Optional <b>2<sup>nd</sup>-6<sup>th</sup></b> : Required Daily	Brown or Black Required Daily
SOCKS*	Any Style Solids Only in White, Tan, Gray, Navy, Black Required Daily	Any Style in any combination of White, Tan, Gray, Navy, or Black <b>12<sup>th</sup></b> : Any Color Socks Required Daily
SHOES* Click link for examples.	<b>Dress Shoes</b> Brown or Black Leather <b>Low Top Tennis Shoes</b> in any combination of White, Gray, Navy, or Black Avoid patterns and accents colors other than those listed. <b>PK-K</b> : Self-fastening shoes or laces, unless the student can tie the shoes. No High/Mid Tops or Boots	<b>Dress Shoes</b> Brown or Black Leather <b>Low Top Tennis Shoe</b> in any combination of White, Gray, Navy, or Black Avoid patterns and accents colors other than those listed. No High/Mid Tops or Boots with uniform Rainboots may be worn on heavy rain days.
<b>REQUIRED DRESS UNIFORM</b>  Wednesdays and for Special Events	<b>PreK-3<sup>rd</sup></b> : Blue Oxford, Khaki Pants or Shorts with any shoes listed above Khaki Pants, Belt, and Dress Shoes preferred for Special Events. <b>4<sup>th</sup>-6<sup>th</sup></b> : Blue Oxford, Khaki Pants, Belt and Dress Shoes as listed above	Blue or White Oxford Shirt Tie Khaki Pants Belt Dress Shoes as listed above
<b>REQUIRED TIES</b> with Dress Uniform	N/A	<b>7<sup>th</sup>-8<sup>th</sup></b> : Classic Navy <b>9<sup>th</sup>-11<sup>th</sup></b> : Classic Navy or Navy Gold Stripe <b>12<sup>th</sup></b> : Any Appropriate Design* or Style*
OUTERWEAR	Navy Cardigan Navy V-Neck Sweater/Vest Navy Crew Sweatshirt Navy Fleece Jacket Navy Packable Rain Jacket Booster Club Navy ¼ zip*	Navy Cardigan Navy V-Neck Sweater/Vest Navy Crew Sweatshirt Navy Fleece Jacket Navy Packable Rain Jacket Booster Club Navy ¼ zip* PCS Letterman Jackets*
PE (Motor Lab) & US ATHLETIC ELECTIVES	Athletic/Running Shoes*	Active Gym T-shirt Gray Heather Mesh Gym Shorts Classic Navy Athletic/Running Shoes*

### SCHOOL SUPPLIES

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

# UPPER SCHOOL STUDENT LIFE

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## 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 7-12, 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

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## HOUSE NAMES

The House names at PCS are 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 Oversight: The Dean of Student Life (DSL) oversees the House system, working directly with House Leaders and Masters to ensure that the House system fulfills all its objectives and the mission of PCS. The DSL meets weekly with House Leaders to set vision, structure, and processes within the framework of a formative relationship.

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## HOUSE MASTERS

Each House is organized around teachers who serve as Masters for their houses. In collaboration with the DSL, 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.

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## HOUSE 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, House Vice-Captains and Chaplains each year. The House Leaders are chosen based on observations of their leadership abilities, their spiritual walk, and their positive example to other students. These offices are an honor and a privilege but come with responsibility and significant expectations. House Leaders organize House events, 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. House Leaders 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 Leaders should seek to serve with humility, faithfulness, and cheerfulness.

**House Captain & Vice-Captain** responsibilities are as follows:

- Set a godly example in attitude and action, including uniform policies
- Act as a liaison between the DSL & House Masters and their houses

- Work with other House Leaders, including House Chaplains, to plan House Games, House Formations and House Fellowship
- Coordinate and lead their peers in the rotating Leave It Better Than You Found It (LIBTYFI) duties.
- Perform any other tasks or requests made to them by the House Masters or the DSL.

**House Chaplain:** Houses may also 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.

### *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 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 new students are inducted into their Houses at the end of each year.. House Leaders 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 comprised of athletic, academic, and creative competitions that offer students opportunities to learn something new and/or 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 other instances that serve to further the goal of the House System, like attendance at certain 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.

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.

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### MEMBERSHIP

The Student Council will consist of four (4) officers, two (2) representatives from grades 9-12, and 1-3 representatives from grades 7-8 for a total of 14-18 members.

- President
- Vice President
- Treasurer
- Secretary
- Grade Representatives

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### 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 for the prior academic year, maintain a cumulative 3.0 GPA, and have no failing trimester grades.

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### PRESIDENT AND VICE PRESIDENT

The student applying to run for President must be currently serving on Student Council or as a House Captain, entering his or her junior or senior year, meet the 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

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### 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.
- Work with the business office for purchasing and billing procedures at least 2 weeks in advance.

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## DECORATIONS & POSTED COMMUNICATIONS POLICY

All decorations and communications must be approved by the Dean of Student Life. Instructions for hanging approved items will be provided by the DSL upon request.

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## 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):
  - Participating for at least two academic years and engaging in at least 75% of the competition and/or activities outside of school hours offered through this organization during that time.
  - Being a member of the Mock Trial competition team.
- TAPPS Academic Competition:
  - Representing PCS at the TAPPS Competition.
  - Participating in the TAPPS academics for at least two years

While club patches are earned at the end of a year, letter jackets may be purchased only one academic year after a student has met the above qualifications. 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.

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## 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

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## SCHOOL DANCES

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, students may bring a guest who is not a PCS student.
- Students who bring a guest are responsible for having their guest complete a PCS Guest Acknowledgment & Recommendation Form and deliver it to the DSL in advance of the event for final approval. The Guest Form can be found in the US Teams page files.

PCS students must 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 DSL. Dances are chaperoned by faculty and all music is approved by the DSL.

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## PARENT INFORMATION

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### COMMUNICATION AND INFORMATION SYSTEMS

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#### FACTS (PARENTSWEB) PORTAL

FACTS (ParentsWeb) is a private and secure portal that allows parents to view information specific to their child or children while protecting their information from others. Portal inclusions: Calendars, Directory, Student grades, report cards, attendance, medical information, lunch orders, and schedules. It also includes Family information, enrollment/reenrollment information, and financial information.

Each year, PCS families complete information in FACTS. When setting up the tuition payment plan, it is important that published deadlines are met to allow for timely setup and updating of each system. The Family Account is used for incidental billing (e.g., lost textbooks, athletic fees, tee shirt purchases, recorders). This account is payable once per month through FACTS.

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#### SCHOOL PASS SYSTEM

SchoolPass is the platform used by PCS to manage school movement, attendance automation, visitor management, and carline. Families are asked to ensure their information is always current. License plate entries are required to participate in carline.

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#### PARENT ALERT

The FACTS Parent Alert System is a school communication tool that sends important notifications and emergency alerts to families through email, text, and push notifications via the FACTS Family App. If preferred, parents can set preferences to block non-emergency alerts while ensuring they receive critical communications.

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#### THE CONNECTION

The Connection is a weekly opt-in electronic school newsletter where parents and community members voluntarily subscribe to receive regular email updates about school activities, events, and valuable information. Distributed on Friday afternoon each week during the school year and every other week during the summer, these newsletters typically include upcoming events, academic updates, student achievements, administrative announcements, volunteer opportunities, and important deadlines.

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#### ZIPCAST

ZipCast is an opt-in text-based communication service designed specifically for families to listen together during their Monday morning commute to school. Parents voluntarily subscribe to receive audio messages delivered via text that cover the week's important school updates, upcoming events, student highlights, and essential announcements in an engaging, family-friendly format. This innovative approach transforms the typical car ride into quality family time while ensuring everyone stays informed

about school activities, creating a shared listening experience that helps students and parents start their week connected and prepared for what is ahead at school.

## ENROLLMENT & REGISTRATION

### CONTINUOUS ENROLLMENT

We recognize the value of a sustained, long-term partnership with families in the education of their children. A seamless transition from Grammar School through Rhetoric School provides a consistent, thorough progression through academic coursework. Because of this philosophy, Providence Classical School is pleased to offer a popular service in enrollment management called Continuous Enrollment. From the time of admission, your child will be considered enrolled at PCS through their graduation unless the parent otherwise notifies us.

### IMPORTANT ENROLLMENT DATES & DEADLINES

Date	Event
January 31	Discounted re-enrollment fee deadline (5:00 PM)
February 1	Enrollment opens for all families at the regular enrollment rates.
February 1	Withdrawal and Termination Fee Schedule begins
March 1	Financial aid applications open
March 15	Deadline for priority consideration for financial aid (2024 tax documents needed).
June 1	Tuition installments begin
5 business days before the 1st day of attendance	Due date for updated immunization records
5 business days before the 1st day of attendance	Due date for updated family information in FACTS
5 business days before the 1st day of attendance	Due date for updated information in School Pass

### ENROLLMENT COMMITMENT

Families desiring to withdraw their child from PCS may submit written notification of this decision by January 31 at 5:00 p.m. with no financial penalty. On February 1 of each school year, your child's spot will be secured, and your family will become financially committed for the following school year. This will allow PCS administration to plan for the coming school year with accuracy and excellence.

Any withdrawals after this January 31 date are subject to the Termination Fee Schedule.

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## DIVORCED FAMILIES

In most divorce situations, both parents retain legal rights regarding their child's education unless specifically restricted by court order. PCS maintains copies of current custody agreements and court orders in the Administration Building.

To honor both parents while prioritizing the child's educational experience, PCS requires the following court-certified Court Order Sections:

- Conservatorship Provisions (Legal Custody)
- Identifies who has legal rights to make decisions for the child
- Specifies if custody is sole or joint/shared
- Educational Decision-Making Authority
- Documents which parents can make school-related decisions
- Notes any limitations or special conditions regarding educational decisions
- Financial Responsibility Documentation
- Identifies which parent is responsible for paying tuition and fees.
- Notes any split payment arrangements if applicable. (Families applying for financial assistance will need to note this on their application.)
- Visitation/Possession Schedule
- Details which parent has the child on which days
- Important for determining authorized pickup person when disputed
- Court Orders Related to School Access
- Documents any restrictions on a parent's ability to:
  - Access school records
  - Attend school events
  - Pick up the child from school
  - Receive communications from school

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## FAILURE TO PAY ENROLLMENT FEES

Failure to pay enrollment fees by the due date will result in late fees being applied and the enrollment fees will be increased to the non-discounted rate.

After April 15<sup>th</sup>, the student's seat will be released. In the event a wait pool exists, the Admissions Director will contact prospective families to fill the released seat. In the event a wait pool does not exist, your student's seat is not reserved until the non-discounted enrollment fees and late charges have been paid.

## WITHDRAWAL POLICIES

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### FAMILY-INITIATED WITHDRAWALS

PCS recognizes that there are circumstances in which a family may need to withdraw after completing their enrollment process. Students withdrawing before the first day of school may be excused from the financial contract if there is a waiting pool for the PCS level from which the cancelling student is withdrawing, and a child in that waiting pool enrolls prior to the start of the school year.

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## SCHOOL-INITIATED WITHDRAWALS/DISMISSALS

PCS believes that a positive and constructive working relationship between the school and a student's parents is essential to fulfilling the school's mission. Therefore, the school reserves the right to discontinue enrollment or not to re-enroll a student if the school concludes that the actions of a parent (or guardian) make it impossible to maintain a constructive partnership.

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## FINANCIAL ASSISTANCE APPLICANTS WITHDRAWAL POLICY

Families applying for assistance will be given the opportunity to finalize their enrollment decision once financial awards have been communicated. These families will be given seven calendar days to withdraw their enrollment with no penalty other than the loss of their non-refundable, non-transferable enrollment fee. On the eighth day the Termination Fee Schedule becomes effective.

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## TERMINATION FEE SCHEDULE

The Termination Fee Schedule is provided below. This fee schedule is designed to ensure accurate planning for the coming year and to protect PCS families who may undergo a major life change over the summer.

Dates	Termination Fee	Termination Fee for relocations more than 30 miles from PCS
February 1-29	Loss of non-refundable Enrollment Fee	Loss of non-refundable Enrollment Fee
March 1-31	15% of the annual tuition	15% of the annual tuition
April 1-30	25% of the annual tuition	25% of the annual tuition
May 1-one day before the 1st day of school	50% of the annual tuition	25% of the annual tuition
On or after the 1st day of school	100% of the annual tuition	100% of the annual tuition

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## FINANCIAL POLICIES

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### PAYMENT SCHEDULE MODIFICATIONS

Families may occasionally need to modify their payment schedule. For minor adjustments to a single payment with an advanced notice of two weeks, please contact Accounts Receivable directly. For modifications affecting multiple payments, please note the following process:

- Contact Accounts Receivable to submit a formal application for a payment schedule adjustment.
- Your request will be reviewed by our financial team.
- You will receive notification of approval or denial within 5 business days. This notification will specify how the decision affects your students' eligibility for athletic activities, hot lunch programs, camps, tutoring services, and other additional fee-based services.
- Approved payment plans may incur an administrative fee. However, if payments adhere to the approved modified schedule, all late fees will be waived for the duration of the payment plan.

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## ACCOUNTING & ADMINISTRATIVE FEES

Fee Type	Amount
Administrative Fee-Late FACTS Account Set-Up	\$25/month
Administrative Fee-Stop Payment (FACTS requires 48 hours to process)	no charge for the first stop pay per fiscal year, then \$25/occurrence
Inactive Bank Account Fee	\$30/occurrence
Late Fee-FACTS Tuition (automatic)	\$30/month
Late Fee-Incidental Account (automatic)	\$30/month
Monthly Payment Plan Fee-complex accounts	\$50/month
Non-sufficient Funds (NSF) Fee (automatic)	\$25/occurrence

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## PAST DUE ACCOUNTS

A late fee is automatically applied to any account that is past due. An account that is overdue by more than 40 days is considered delinquent. Once an account becomes delinquent, the student(s) become ineligible to participate in extra-curricular activities, purchase hot lunches, and voids the continuous enrollment agreement. 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 Operations Director to be appropriate, the student(s) whose tuition is delinquent may be asked to leave the school.

A late fee is automatically applied to any past-due account. Accounts overdue for more than 40 days are considered delinquent. Once an account becomes delinquent, affected students become ineligible to participate in extracurricular activities or purchase hot lunches, and their continuous enrollment agreement is voided.

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## 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 may be recommended for collection and the proper credit agencies will be contacted.

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## REFUND POLICIES

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 obligations should they need to leave the school for any reason.

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## REPORT CARD AND TRANSCRIPT HOLDS

Accounts must be current/paid in full before school records are provided.

## 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 during lunch
- Helping in your child's classroom or as a GS Worker Bee
- Participating in PCS Workdays
- 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
- 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.

**Did you know ...?**

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

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## VOLUNTEER EXPENSES

We are blessed by the generous spirit of our volunteers who contribute their time and resources to our school community. When serving, there may be occasions when volunteers make purchases for school-related activities or needs.

To ensure we are good stewards of our resources please assist us by following these procedures:

- Before making any purchase, please confirm that the appropriate budget-holder has approved the expense.
- Once approved, the budget-holder will guide you through one of the following processes:
  - Initiating a check request for direct payment to a vendor
  - Submitting an expense report for reimbursement within 30 days
  - Connecting with our advancement office if the purchase is intended as a donation

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## TAX-EXEMPT FORM

Please use a tax-exempt form when making purchases on behalf of the school as PCS does not routinely reimburse sales tax.

## FUNDRAISING PHILOSOPHY

PCS seeks to ensure that school families have an opportunity to give generously to the ministry of PCS while also seeking to avoid families perceiving that they are being “nickel and dimed.” We desire full participation from families in our significant fundraisers, such as the Annual Fund and Gala. These events help ensure that we provide unbudgeted enrichment opportunities, 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 what attire is expected. 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

### *Logic School Orientation*

*Purpose* - To welcome students into the Logic School, introduce teachers, and review standards and expectations. Students will receive their schedules and locker assignments at this time.

*Who should attend* - All 7<sup>th</sup> grade and new 8<sup>th</sup> grade parents and students.

*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, and parents are welcome.

*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. Swimsuits should be a modest one-piece.

### 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

### Substitute Meeting

*Purpose* – To train parents and other interested adults to be substitute teachers at PCS; to hear the school’s mission, vision, and goals for students’ learning as well as safety and security guidelines.

*Who should attend* - Any parents or other interested adults who are interested.

*Dress* – Casual or business attire

### 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-Teacher Conference Day

*Purpose* - To have both mom and dad on campus during the day to attend a planned conference with their child(ren)’s teacher(s) to discuss aspects of learning, social, and spiritual growth. This day is scheduled for a Friday in October.

*Who should attend* -Parents and teachers.

*Dress* - CasualParent 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*

### 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, 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 students, 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

### High School at PCS

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

### Logic School Experience

*Purpose*—To welcome and encourage the rising 7<sup>th</sup> grade families and to present the Logic School expectations.

*Who should attend*—Rising 7<sup>th</sup> grade parents for the evening information session.

*Dress*—Casual

Note: Rising 7<sup>th</sup> grade students will also spend a morning attending selected Logic School classes including a Logic School orientation period where life as a 7<sup>th</sup> grader is discussed.

### 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, along with 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, 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 Sophomore Washington D.C. Trip

*Purpose* - To provide a learning experience that builds upon the 10<sup>th</sup> grade curriculum as they personally experience many of the historical sites and works of art they have studied over their academic year.

*Who should attend* - All sophomores that year.

*Dress* - Appropriate travel attire

*Cost* - communicated to rising sophomore families in the summer before their 10<sup>th</sup> grade year

### 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

## 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 our community's changing needs. 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.

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### CAMPUS SAFETY AND SECURITY MEASURES

The physical security features of our campus create multiple layers of protection and monitoring for our campus. The perimeter control, surveillance, spacing of buildings, and dedicated security presence all work together to enhance safety and allow for a rapid response to any potential incidents.

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### CAMPUS LAYOUT & SECURITY CAMERAS

PCS has perimeter gates that control vehicle access to the campus through one point of entry. Our campus layout is beneficial as buildings are spread out across the campus, allowing for open lines of sight between structures. As an extra layer of protection, security cameras have been installed throughout the campus and are intermittently monitored throughout the school day.

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### PARKING LOT & DRIVING SAFETY

See Safety Guidelines in School Arrival and Departure.

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### SAFETY WHILE WALKING IN THE SCHOOL'S PARKING LOTS

Please use campus sidewalks and crosswalks when navigating campus parking lots, especially during school events. For everyone's safety, younger students must remain with an adult when crossing the roads within our parking lots.

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### VEHICLE SAFETY

School Pass recognizes the cars in our community when their license plates are captured. These are recorded for safety purposes and our afternoon carline process. Please make sure your car's information and license plate are current in the system.

Please remind your driving students to keep their cars locked and to store valuables out of sight.

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## GUNS/WEAPONS

PCS is a gun-free zone. Possession of any firearm, prohibited weapon, or illegal knife is forbidden on all school property and at any school-sponsored activities. This prohibition applies to all students, staff members, parents, visitors, and guests regardless of whether they have a valid permit to carry. The only exception is for licensed law enforcement officers.

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## OFFICER ON CAMPUS

For the safety of our community, PCS employs off-duty police officers to provide a visual presence and deterrent. These officers are trained to work in a school setting to help our students to feel safe as they monitor the campus.

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## CAMPUS ENTRY AND VISITOR CHECK-IN/CHECK-OUT

PCS has installed an RFID reader system that grants vehicle access to employees using their Toll Tag ID or a PCS-issued RFID sticker.

All non-employees must use the call box to announce their arrival to the front desk. After being granted entry, check-in is required at the front desk located in the Admin Building. During check-in, each guest's driver's license is scanned and verified against a national sex offender registry. Once approved, visitors receive a peel-and-stick name tag that must be worn visibly throughout their time on campus.

Families with students in regular extracurricular activities may receive coach/sponsor-supplied temporary access codes for after-hours campus entry. These codes are not to be shared and work only during scheduled activity times, so early or late access will not be possible.

For access outside of planned activities, please use the call box to reach a staff member. If you arrive before the gate is opened for a planned activity, we appreciate your patience while waiting outside the gate.

Parents bringing items to their child should come to the front office. Although check-in with a license is not required, we request that lunches be placed in the cooler and other items be provided to front desk personnel. The office staff will deliver these items to the student as soon as possible without disrupting the learning environment.

All students arriving after 8:00 a.m. or checking out early are required to proceed to the front office for a classroom pass or to complete campus departure procedures. Parents should wait for their child in the front office or on the porch when checking students out early, as students will be called from the classroom by the front desk. (Upper school students with an early checkout indicated in School Pass are still required to check out at the front desk.)

We ask for your cooperation in maintaining campus security by politely directing anyone without a visible name tag to the front office for proper check-in. Before leaving campus, please return to the front desk to scan your sticker and complete the check-out process.

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## VISITING MINORS

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

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## SEXUAL HARASSMENT, ABUSE, AND CHILD ABUSE REPORTING

PCS is committed to creating a safe, abuse-free environment. We aim to protect the vulnerable, support survivors, and hold abusers accountable. Our approach involves:

- Educating the community about various forms of abuse, common dynamics, and appropriate boundaries.
- Promoting accountability measures to prevent and effectively respond to any instances of abuse.

PCS believes all individuals deserve an environment of safety, justice, and freedom from abuse. For detailed information, please refer to our Abuse Policy found in Appendix A, Child Abuse Reporting Policy found in Appendix B, and Sexual Harassment Policies found in Appendix C of this handbook.

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## RESTROOM/LOCKER ROOM 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 biological sex, as stated in our Statement of Marriage and Sexuality. PCS students and employees at school functions at other facilities must abide by this policy in those buildings, too. The use of cell phones and or any device able to capture visual images within a restroom or locker room may result in serious, including legal, consequences. PCS has an obligation to report any such event to our on-campus police officer.

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## 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 and the parents are notified.

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## ANIMALS ON CAMPUS

For the safety and health of all students and staff, animals are not permitted on campus grounds without advance approval by the principal. The only exception is for service animals that are specifically trained to perform tasks for individuals with disabilities. Service animals must be on a leash, always under the control of their handler, and must be housebroken. Pets, emotional support animals, and therapy animals are not permitted without prior approval from the school administration. This policy helps ensure a safe, hygienic, and conducive learning environment for everyone on campus.

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## BEFORE/AFTER SCHOOL ACTIVITIES

For safety reasons, all before and after school activities on campus must be under the direct supervision of a school employee or coach. (Please refer to *After School Guidelines* for additional information.)

Any student participating in a before or after school activity such as tutoring, clubs, athletics, etc. must always be under the supervision of an authorized school staff member. Supervisors are responsible for ensuring all students are accounted for and for following PCS safety protocols.

Students found on campus without approved supervision before or after school hours may face disciplinary consequences. Parents/guardians are responsible for ensuring their child is picked up promptly at the end of any before/after school activity.

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## EMERGENCY PREPAREDNESS

The first step in effective emergency preparedness is implementing preventative measures to protect our school community from potential threats. Through systematic risk assessment, process adjustments, and ongoing safety training, we strive to minimize the possibility of crisis situations occurring.

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## SAFETY COMMITTEE

The PCS board created an ad hoc safety committee to conduct a campus safety audit and identify areas needing improvement. This committee recommends safety initiatives, investments, and operational changes to the full board. This addition demonstrates the board's commitment to prioritizing comprehensive safety precautions. Please direct any safety-related questions to [security@pcsclassical.org](mailto:security@pcsclassical.org).

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## FIRE

Our fire preparedness program includes stringent building inspections and fire code compliant facilities. To ensure a coordinated, well-practiced response, our faculty and staff receive detailed emergency training and participate in monthly fire drills practicing evacuations, securing assembly areas, and accounting for all individuals.

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## WEATHER

Weather conditions are closely monitored. When the National Weather Service issues a warning or lightning is nearby, practiced sheltering plans are enacted. Students remain sheltered until the all-clear is given. If normal dismissal is unsafe, parents will receive instructions via the parent alert system.

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## THREAT ON CAMPUS

We take all threats seriously. A threat is any expression of intent to cause harm, whether spoken, written, gesture, or via social media. This includes threats of violence, bombings, weapons possession, etc.

If your child becomes aware of a threat at school, they should immediately inform the nearest staff member. Parents should report any potential threats to school administration directly and immediately.

When a threat is received our procedures include:

- Securing the campus with practiced protocols
- Investigating the threat
- Involving law enforcement to determine credibility and severity
- Notifying all parents about credible threats as appropriate.

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## EVACUATION & REUNIFICATION

While we hope never to need these protocols, it is important for all families to understand our procedures for evacuating the campus in the event of an emergency. If an evacuation is required, students and staff will follow planned routes to pre-determined safe locations away from campus. Employees are trained during in-service followed by periodic reviews throughout the school year. PCS has partnered with City Ambulance for their property to be used as an evacuation site. The address is 7111 Five Forks Dr. Spring, TX 77379.

If an evacuation occurs, parents will be notified as soon as possible via parent alert. For safety, we will temporarily relocate the students to an evacuation site until the situation is resolved. Parents will need to follow check-in procedures at the reunification area to pick up their child. This allows us to maintain adequate supervision and to account for all students.

Please do not come directly to the evacuation site until directed – this could impede the evacuation process and emergency response.

By having these procedures in place, we are prepared to evacuate our campus efficiently and to maintain the safety of all students and staff in an emergency.

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## SCHOOL CLOSURES

The decision to close school is made as early as possible to give families adequate notice. Notifications go out via parent alerts and social media. School closures may occur due to inclement weather, building issues, public health concerns, or other emergency situations that make it unsafe to continue with a normal school day.

Safety is the prime consideration, but prolonged closures also impact student learning. PCS makes efforts to continue educational services during extended closures when feasible and is not required to make the same decisions as the local ISD.

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## EMERGENCY COMMUNICATION

Keeping families informed is a top priority during any emergency situation at our school. We have several methods in place to provide families with timely information and updates:

- Text/Email Alerts-Our Parent Alert system allows us to quickly send text messages and emails to all parents with key information about the situation and instructions to follow. Please ensure your contact information remains up to date in FACTS.
- Social Media-PCS communicates important information via the closed Facebook group, Providence Classical Parents. School weather updates are also communicated via the Instagram page, PCS Paladins.
- Public Media-All public media inquiries are to be directed to the Head of School or the Board Chair, as either can serve as the designated spokesperson for matters related to the school.

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## MEDICAL EMERGENCIES

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 the Senior Leadership Team. Should student transport be necessary, and an adult family member is not on campus at the time of departure, an employee will either ride in the ambulance or follow them to the hospital, remaining with the patient until an adult family member arrives.

# HEALTH SERVICES POLICIES

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## ILLNESS POLICIES

For the protection of your child and others, you are asked to keep your child at home if they show any signs of illness. Please enter this absence into SchoolPass along with the symptoms your child is exhibiting in the "NOTE" section. 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 arrangements to have your child picked up within one hour of the notification.

The school nurse will be available on most school days from 8:00 AM to 3:00 PM, Monday through Friday. The health clinic is located in the administration office building. In the nurse's absence, a school-appointed individual will fulfill the nurse's role. The nurse will notify parents via email about 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:

- A child obviously ill or with a temperature of 100 degrees Fahrenheit or higher will not be allowed to remain at school. Students must be fever-free for 24 hours without the use of fever-suppressing medications before returning to school.
- Uncontrolled cough, croup, croupy cough, and/or difficulty breathing: Student must be free of croupy cough before returning to school.
- Vomiting and/or repeated diarrhea: Students must be free of symptoms for 24 hours without the use of suppressing medications. The only exception is athletically induced vomiting resulting from overexertion (as determined by the A.D., the nurse, or the Head of School's designee).
- Excessive symptoms of the common cold (e.g., runny nose, nasal congestion, sore throat, headache, coughing, sneezing, fatigue, body aches, low-grade fever, loss of appetite, or earaches).
- Severe headache or pain (e.g., migraine, earache, stomach cramps), especially with fever.
- Pink eye or other infection; red eyes with discharge. Medication must be dispensed for a full 24 hours before returning to school and a doctor's release must be provided prior to returning. (If preferred, the release may be emailed to [nurse@pcsclassical.org](mailto:nurse@pcsclassical.org).)
- Sore throat accompanied by fever, rash, or difficulty swallowing. (To return from strep throat the student must receive an antibiotic and be fever free for 24 hours.)
- Unexplained rash and/or skin infection. A doctor's release must be provided prior to returning. (If preferred, the release may be emailed to [nurse@pcsclassical.org](mailto:nurse@pcsclassical.org).)
- Head lice: Students who contract head lice will be sent home from school, and the parents of other students in that grade level will be notified via email. Students must be treated and free of all live lice and nits (eggs). Students must be rechecked by the nurse before being allowed to return to school. (This also applies to students who discovered they were infected away from school.)
- Any symptoms of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox). A doctor's release must be provided prior to returning. (If preferred, the release may be emailed to [nurse@pcsclassical.org](mailto:nurse@pcsclassical.org).) Some diseases and illnesses must be reported to the Texas Department of State Health Services (DSHS) or our local/regional health authority. A list of communicable diseases and illnesses can be found on the Healthy Campus webpage.

When symptoms that are not typical for your child are present, we ask that you keep your child at home for further monitoring.

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## VISITS TO THE NURSE

Due to space limitations, 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). A child who is obviously ill with a fever or severe cough in the front office may be asked to remain in the health clinic or wear a mask for the health and safety of others.

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

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## WHEN A DOCTOR'S RELEASE IS REQUIRED

To allow us to best care for your child, we require a doctor's note/release to be provided to the school nurse under the following circumstances, even if the event occurred outside of school. Doctor's releases should be provided prior to returning. (If preferred, the release may be emailed to nurse@pcsclassical.org.)

- With the use of any type of health monitoring device (e.g., heart monitor, smart watch)
  - After any hospitalization or medical procedure (including outpatient procedures)
  - After an emergency room visit
  - After a doctor's visit or urgent care visit for a communicable disease
  - Following an illness lasting 4 days or more
  - Following any loss of consciousness
  - Following seizure activity
  - Following a head injury where concussion related symptoms are present (please refer to the Healthy Campus page of the school website for the PCS Concussion Protocol.
  - After any fractures or broken bones
  - For an assistive mobility aid/device (e.g., crutches, scooter, wheelchair, boot)
- 

## MEDICATION POLICIES

Due to the variety of medications and treatments administered in school settings, the nurse follows the guidelines provided by the administration. 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 Medication Form on file. This form is located on the [Healthy Campus page](#) on the school website. (This requirement applies to all enrolled students regardless of their age.) If the school nurse is unsure of the dosage or efficaciousness of the medication to be administered, she is required to seek clarification from the student's prescribing practitioner. If the school nurse decides not to administer medication, the ordering practitioner and parent will be notified of that decision.

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 (requires a medical action plan).

- PCS employees are not permitted to dispense medication of any type to students (exception: appointed personnel).

- The nurse or appointed personnel may provide basic first aid including the use of germicidal cleansers, antiseptics, and antibiotic ointments.
- Parents may also visit the front office 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.
- When medications are given BEFORE school, please email the nurse to allow us to safely care for your child(ren).
- A signed Authorization to Dispense Medication Form ([Healthy Campus page](#)) must be on file with the nurse. **Medication cannot be administered without this form on file and must be updated annually.**
- All medications should be brought to the school by an adult and checked in with the school nurse. Students are not permitted to carry medication on their person or keep it in their backpacks, lunchboxes, or lockers unless they have a "Self-Carry" medication order from their physician on file 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 age/weight unless a doctor's order has been provided. Expired medications will be discarded. The school nurse or the individual designated by the Head of School may not administer medication dosages that exceed the manufacturer's recommendations, unless a doctor's order has been provided.
- Medications will be stored in a "space maker" box with the student/family last name on the outside. Medicine may NOT be "borrowed" or shared from another individual's box for your child at any time.
- Over-the-counter medication that is needed for five or more consecutive days will need a physician's order.
- An Authorization to Dispense Medication Consent Form is required for any student who needs over-the-counter medication during an overnight school trip. The school nurse, designated by the Head of School, may administer medication authorized by the parent.
- 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.
- Herbal medications, home remedies, or dietary supplements will not be administered
- Medications (OTC and prescription) manufactured outside of the United States will not be administered.

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## PRESCRIPTION MEDICATIONS

- The purpose of the prescribed medication must be provided before the nurse can dispense the medication.
- Dosage changes must be promptly communicated to the nurse.
- A student approved to self-administer medication (per his/her action plan) must have back-up medication in the clinic.
- 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.
- 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. The first dose of a newly prescribed medication should not be administered at school.
- Only a one-month supply of the prescription medication will be stored in the Health Clinic. A mutually agreed upon drop-off date will be discussed between parents and the school nurse.
- Prescription controlled substances provided to PCS with written authorization will be stored in a double-locked cabinet with limited access to the School Nurse, Head of School, or authorized staff member.
- Controlled medications will be counted upon arrival at the school and daily by the individual administering the medication. Counts will be recorded in the student's medication record and verified by a witness. A maximum of ten doses may be stored in the Health Clinic. When students attend off-campus events, controlled substances may only be dispensed by the student's parent or the PCS-appointed personnel communicated to the nurse in advance of the trip. Controlled substances may not be left unattended at any time. All doses must be logged, verified, and submitted to the nurse upon returning to campus for documentation purposes.
- When medication doses change, a new prescription container label should be provided to the school nurse to replace the outdated dosage label.
- Medications that require refrigeration will be stored in the clinic refrigerator.

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## 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.

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## UNASSIGNED MEDICATION

Unassigned Epinephrine auto-injectors Neffy (epinephrine nasal spray) are stored in secure, easily accessible areas for emergency anaphylactic responses to an allergen. School personnel are trained and authorized to administer an unassigned Epinephrine auto-injector or Neffy to a person who is reasonably believed to be experiencing anaphylaxis on campus. EMS will be notified, followed by parent notification.

Unassigned opioid antagonist (Narcan) is stored in secure, easily accessible areas for suspected opioid overdose emergencies. School personnel are trained and authorized to administer an unassigned opioid antagonist to a person who is reasonably believed to be experiencing an opioid overdose. EMS will be notified, followed by parent notification.

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## MEDICATION ERRORS

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

- The student will remain with the school nurse or appointed staff member in the Health Clinic for observation.
- The Head of School and parent or legal guardian of the student will be notified, and proper documentation performed.

- 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.

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## INJURIES

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 school nurse.

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 manage 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.

Students with fractured or broken bones who have been placed in a soft cast will not be permitted to participate in athletics, PE, or recess activities. Students placed in a hard cast will not be permitted to participate in athletics, PE, or recess activities unless authorized by their physician.

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## 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 an administration member. 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.

EMS will be called immediately if a student has the following conditions (the nurse or appointed personnel may call in other circumstances if deemed necessary):

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- Use of an Epi-Pen or Neffy (epinephrine nasal spray)
- Use of Narcan
- Seizure activity for those without an action plan
- Difficulty breathing
- Signs of a concussion or traumatic head injury

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

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## DIAGNOSED OR SUSPECTED COMMUNICABLE CONDITIONS

To protect the health of all children, it may be necessary to exclude children who are displaying symptoms or suffering from a contagious disease or illness. An individual who has a suspected communicable illness will be separated until he/she can be taken home. When a case of a communicable illness is confirmed, communication will be sent to families with the student's name protected (non-disclosed).

Before the student returns to school, please contact the school nurse to confirm whether a physician's note is needed stating that the student currently shows no signs or symptoms of a communicable disease, and that the disease is not contagious in the school setting or according to the re-admission criteria listed on the Healthy Campus page of the school website.

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## DIAGNOSED MEDICAL CONDITION

Students with a diagnosed medical condition (e.g., cardiac conditions, bleeding disorders, immune deficiencies, genetic disorders) are required to meet with the school nurse to discuss an individualized care plan for the year before the first day of attendance. The completed care plan and required medications must be provided to the nurse on or before the first day 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 and appropriate medical forms must be provided on FACTS (formerly RenWeb).

PCS discloses diagnosed emergency medical conditions for safety purposes. This list is shared with all PCS employees, substitutes, coaches, and off-campus drivers/chaperones. Please refer to the Healthy Campus page on the school website for more detailed information.

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## SEVERE ALLERGIES

A student diagnosed with a severe 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 treatment of the student's allergy. Please note PCS employees cannot be held responsible for complications resulting from an allergic reaction. A copy of the Food Allergy and Anaphylaxis Emergency Care Plan should be given to the school nurse who will provide information to teachers, coaches, classroom substitutes, and front office personnel. Please refer to the Healthy Campus page on the school website for detailed information.

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## 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 required 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 must 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), recognizing symptoms of an allergic reaction, understanding the importance of washing hands before and after eating, and knowing how and when to tell an adult that a reaction is occurring or if a situation might expose the child to an allergen.

Parents are requested to provide all snacks for their child with food allergies. For the safety of all students, teachers are not asked to manage individualized food plans. However, we are happy to serve an alternative snack each time a snack is served. Although we want all students to participate in class

activities, students will not be able to participate in the food activity if alternatives are not available. (Teachers will do their best to plan activities that include all students.)

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

#### Morning Snacks (Grammar School only)

- Pre-K & K, families will be asked to avoid certain snacks if a student in the homeroom class has a life-threatening allergy to such snacks. If this applies to your child's class, communication will be sent by the school nurse.
- First – sixth 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. Teachers will do their best to remind students.

#### 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 their hands or use handwipes after lunch, prior to recess time. Teachers will do their best to remind students.

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## REQUIRED HEALTH SCREENINGS

PCS conducts annual health screenings for select grades. If your child requires 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 5<sup>th</sup> and 7<sup>th</sup> grades
- Males: Fall semester of 8<sup>th</sup> grade
- Antes: 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades

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## IMMUNIZATIONS

All students must have one of the following documents on file with the school nurse before the first date of attendance:

- Current immunization record that includes a physician's signature, initials, or stamp.
- [Current, original, notarized affidavit](#)
- Medical exemption statement from a physician that clearly states a medical reason exists and that the student cannot receive specific vaccines. Additional information may be found [HERE](#).

A student may be enrolled provisionally if they have 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, as rapidly as medically feasible and provide acceptable evidence of vaccination to the school. **A grace period of 1 week is given from first date of attendance to receive the 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 attendance until the required dose is administered.

The list of required immunizations may be found [HERE](#).

# APPENDIX A

## ABUSE POLICY

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### Introduction

Jesus said, *"If any of you put a stumbling block before one of these little ones, it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea"* (Matthew 18:6). Christ calls us to offer both hospitality and protection to the little ones, the children. Thus, Providence Classical School (PCS) is committed to creating a safe, abuse-free environment. We aim to protect the vulnerable, support survivors, and hold abusers accountable. Our approach involves:

- Educating the community about various forms of abuse, common dynamics, and appropriate boundaries.
- Promoting accountability measures to prevent and effectively respond to any instances of abuse.

PCS believes all individuals deserve an environment of safety, justice, and freedom from abuse.

### Definitions:

Abuse involves someone in a position of power/trust (e.g. teacher, supervisor, mentor, adult, older child) exploiting or violating a vulnerable person. PCS opposes all forms of abuse, including sexual, physical, emotional, spiritual, and financial exploitation.

### Administrative Policy and Healthy Boundaries:

The Head of School and designees are responsible for prevention and response. PCS Administration expects the following standards:

#### Physical Touch, Space, and Visibility:

- Touch must be welcomed. Ask before initiating.
- No staff/volunteer may meet one-on-one with a student unless others are present, the door is open, or they are in a high-traffic area.
- Stay in visible, accountable spaces. No significantly older student may be alone with a younger student in an isolated area.
- Be considerate of others' space and body language.
- Staff may not communicate privately to students via text, social media, email, or any other means. (Exception: student workers may be contacted about work schedules via text/email with parental permission.)
- Children needing restroom assistance must be helped by two adults. PreK students may be assisted by one teacher or aide provided the door is ajar allowing another employee to be aware of the activity in the restroom.

#### Words:

- Use respectful language, avoid belittling or objectifying comments.
- No sexualized comments, inappropriate jokes, or stories.

#### Personal Boundaries:

- Do not seek to control others, empower healthy personal control.
- Avoid soliciting or providing intimate information.

- Ensure adequate visibility when meeting.
- Respect others' personal boundaries and "no".

**Unacceptable Behaviors:**

- Any abuse of power or form of abuse defined in this policy.
- Sexual harassment including unwanted sexual attention, comments, or touch.
- Discriminatory behavior or language based on protected characteristics.
- Belittling or threatening words.

The person in the position of greater power is always responsible for maintaining appropriate boundaries.

**Registered Sex Offenders:**

Registered sex offenders wishing to attend school events must notify the administration and provide relevant legal information, including parole/probation requirements if applicable. Each case will be evaluated by the Senior Leadership Team, who may consult public records, experts, and other relevant sources.

**Reporting Concerns:**

Report concerning behavior, boundary crossings, or policy violations promptly to the Senior Leadership Team. Document incidents and remain vigilant. Abusers may explain away concerning actions, so all community members should speak up about any violations.

**Responding to Boundary Violations:**

Providence Classical School takes policy violations and concerns involving respect and safety seriously. Report any violations or concerns to a member of the Senior Leadership Team promptly. Incidents will be documented and filed confidentially in the HR office, with access limited to key personnel. PCS encourages prompt reporting for appropriate response and accountability.

**Responding to Abuse and Harassment:**

PCS is committed to providing a timely and effective response to any allegations or findings of abuse or harassment. We prioritize the safety and needs of victims, recognizing the difficulty in coming forward. Our goal is to respond appropriately, support victims, and ensure accountability while proactively protecting our community.

**Immediate Response Protocols:**

1. If anyone is in immediate danger, call 911.
2. If abuse against a minor is disclosed, reported, or suspected, immediately report the Texas DFPS Abuse Hotline at 1-800-252-5400 or online. Do not investigate. After reporting, contact Senior Leadership.
3. If abuse/harassment against an adult is disclosed or suspected, report to Leadership promptly. If allegations involve Senior Leadership, report to the Head of School or to a Board member.
4. Respect adult victims' decisions on reporting suspected crimes. However, encourage reporting, create safety plans, and consider reporting if it is in the community's best interest after consulting experts and the victim.
5. If the alleged perpetrator is employed, immediately place them on paid leave pending investigations. The Senior Team will coordinate protection steps for the vulnerable.

**Further Response Protocols:**

The Senior Leadership Team will refer victims to expert resources like child advocacy centers, domestic violence shelters, and national hotlines (e.g. National Domestic Violence Hotline, Rape, Abuse, and Incest National Network Hotline, or SAMHSA Helpline). Victim privacy will be respected as much as possible, though PCS may need to share certain information to safeguard others and allow potential victims to come forward.

The Senior Team shall coordinate further appropriate response, including:

- Ensuring reporting of potential crimes against children
- Protecting vulnerable persons
- Facilitating investigations, assessing other potential victims, communicating appropriately
- Providing ongoing, trauma-informed care for the victim(s)
- Offering public support and countering harmful narratives while protecting privacy
- Maintaining contact with the alleged offender during leave, ensuring boundaries and accountability over narrative, and restricting access
- Caring for the school community and coordinating outside resources
- Documenting actions and information
- Consulting qualified experts for independent investigation when appropriate

Those who abuse any position of power shall never again serve in a formal role at PCS.

**Retaliation:**

Retaliation against individuals or groups involved in reporting concerns, providing evidence, or cooperating with investigations related to this policy is prohibited. Retaliation includes shunning, violence, threats, or intimidation that discourages required participation. Actions with an adverse effect on an individual's well-being or ability to fully participate in school activities and comply with this policy are considered retaliatory. Report potential retaliation to a Senior Leadership Team member. All individuals and groups engaging in retaliation will be held accountable.

## APPENDIX B

# CHILD ABUSE POLICY

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All school personnel are required by law to report suspected cases of child abuse or neglect. School staff receive annual training on their obligations as mandated reporters under state law. School employees must immediately report any situation of suspected child abuse or neglect to the proper authorities for investigation and follow all required reporting procedures. This legal requirement is intended to protect the safety and well-being of all students. As mandated reporters, school staff cannot investigate the situation themselves or notify parents before reporting. Reporting suspected abuse can be a difficult obligation, but the school's first priority is protecting children who may be in harm's way. The school partners with child protective services and law enforcement to ensure all children's safety.

## APPENCIX C

# SEXUAL HARASSMENT

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Sexual misconduct is prohibited. All reports will be promptly investigated. Confirmed incidents will result in immediate disciplinary action. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment. A series of incidents taken together can constitute sexual harassment even if one of the incidents considered on its own would be harassing. Examples include:

- Inappropriate touching
- Sexually suggestive comments/jokes
- Spreading rumors of a sexual nature
- Sexual name-calling, unwelcome sexual flirtation, or propositions
- Using sexually insulting remarks about race, gender, sexual orientation, etc.
- Displaying, storing, or transmitting pornographic or sexually oriented materials, photos, or messages
- Promising a reward for compliance with a sexually oriented request
- Threatening to retaliate against someone who refuses to comply with a sexually oriented request
- Offensive displays of sexual images/objects

Please refer to the Abuse Policy for procedures taken when sexual misconduct is suspected.

# APPENDIX D

## PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT

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**2025-2026**

*Please note: New families joining our PCS community after the beginning of the school year must sign and submit this form to the front office.*

In order to create a culture that enables the mission of PCS to be fulfilled, we understand the expectations, rules, and policies outlined in the handbook and on the website. As the parents/legal guardians, we agree to support our child's compliance with all school policies, procedures, and expectations, and have reviewed these policies with our child(ren).

### **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

In consideration of Providence Classical School ("School") accepting my child for enrollment and participation in educational programs, activities, and events, I, the undersigned parent/legal guardian, agree to the following:

Assumption of Risk: I acknowledge that participation in school activities involves inherent risks that could result in injury, illness, or property damage, despite reasonable safety precautions taken by PCS.

Hold Harmless and Indemnification: I hereby RELEASE, HOLD HARMLESS, and INDEMNIFY the School, its directors, officers, employees, agents, volunteers, and representatives from and against any and all claims, demands, actions, causes of action, damages, costs, expenses, and attorney fees.

Medical Treatment Authorization: I authorize the school to provide or arrange for emergency medical treatment for my child, including contacting emergency medical services if necessary. I authorize the school to make decisions regarding immediate medical care when I cannot be reached.

Behavioral Expectations: I understand that my child is expected to follow all school rules and behavioral guidelines (including cell phone and electronic usage policies). I agree to be responsible for any damage caused by my child's misconduct or negligence.

Photographic Release: Unless I have contacted the admissions office to exclude my child, I consent to the school's use of photographs, videos, or other media featuring my child for educational, promotional, or marketing purposes.

Legal Provisions: This agreement shall be governed by the laws of Texas. If any provision is deemed unenforceable, the remainder shall remain in full effect. This agreement supersedes any previous agreements of a similar nature. This agreement shall remain in effect for the entire period of enrollment.

### **ACKNOWLEDGMENT AND SIGNATURE**

- I acknowledge that I have read, understand, and will comply with the information, policies, and procedures provided in the Parent Student Handbook and the school website.
- I have read and understand this Hold Harmless Agreement.
- I voluntarily sign this agreement with full knowledge of its significance and agree to be bound by its terms.

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_