



2016-2017

PARENT-STUDENT

HANDBOOK

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Brief History of Providence Christian School

With the support of concerned parents and three church bodies, the Christian Reformed Church of Cape Coral; Evangelical Presbyterian Church of Cape Coral, P.C.A.; and the Westminster Presbyterian Church of Fort Myers, P.C.A, Providence Christian School began classes in the fall of 1986 at Westminster Presbyterian Church. The next school year Providence moved across the river to Cape Coral to be housed in Evangelical Presbyterian Church. Classes were added systematically each year until the school grew to a Pre-K through 8 school.

In 1991, Providence sought adoption by Evangelical Presbyterian Church of Cape Coral, PCA, and the school then changed from its association-governed status to that of a parochial school. Providence is a member school of Christian Schools International, received its initial accreditation from Christian Schools of Florida in the 1995-96 school year, and actively seeks reaccreditation every five years.

Providence Christian School is open to families from a variety of Christian denominations; however, teachers are members of evangelical churches. The school's philosophy and instruction embrace a Biblical Reformed worldview and faith stand.

Mission and Vision

Providence Christian School seeks to glorify God through academic excellence supported by a Biblical Reformed worldview, facilitating children's growth in knowledge, wisdom, and grace.

Providence Christian School surrounds its students in a covenantal partnership between parents, school personnel, and church community, and nurtures students' unique talents as creative, rational image-bearers of God. The rigorous course of academic study engages students in critical analysis and equips them to rightly discern and apply God's truth in all aspects of life, with the hope that graduates will continue growing in their love for Christ, passionately pursuing truth, and serving others.

Educational Goals

In light of Providence Christian School's Mission, Vision, and the Westminster Confession of Faith, teachers will engage students in integrated learning, tasks, and activities that:

- A. Reveal, on the basis of Holy Scripture, all truth to be God's truth, and demonstrate God's truth to be unified and foundational to all learning, knowledge, and attainment of wisdom,
- B. With, rigor, relevance, and integration of God's truth, challenge learners to develop passions, pursuits, skills, critical thinking, and interests which they will continue to use throughout their lives enabling them to enjoy God and to bring Him glory,
- C. Encourage growth in the understanding of the person and work of God the Father, Creator, and Sustainer of the world; Jesus Christ, God's unique Son, Savior, and Redeemer of His people; the Holy Spirit, who regenerates, comforts, and interprets God's Word,
- D. Promote students' personal understanding, and application of Scripture's revealed truths regarding human beings as fallen creatures in need of redemption. Specifically:
 1. Human beings are created in the image of God, "male and female with rational and immortal souls, endowed with knowledge, righteousness, and true holiness" (WCF, Article 4), God's reason and knowledge includes our ability to observe, perceive and enjoy the aesthetic beauty of His creation, and allows humanity to use reason and knowledge to observe and create for broad purposes across scientific, academic and aesthetic spectrums;

2. Humanity's fallen nature is total and all-encompassing.
3. Personal redemption and restoration through Christ is essential, necessary, and all-encompassing. Being made in God's image, humanity was created for communion and relationship with God and others. With sin, communion with God and relationships became broken, but Christ's death enables restoration of all communion and relationships to those who trust in His mercy and grace.

Non-Discrimination Policy and ADA Compliance:

Although Providence Christian School has a legal incorporation and tax exempt status separate from Evangelical Presbyterian Church, it is still both closely affiliated and a ministry of that church. Constitutionally, PCS is connected to the church and its governance, with the EPC Session designated as the final court of appeal and responsible for the doctrinal soundness of the school. Both the EPC Session and Diaconate are represented on the PCS Board, and all teachers are required to sign their adherence to doctrinal standards and their subscription to a reformed confession. All full-time teachers attend evangelical churches in the area. PCS is further tied to the church in ownership of property, which is limited to the church and not the school. For all these reasons, Providence Christian School is considered a religious institution, and therefore, not subject to ADA requirements. PCS refuses any federal funding (Title VI) and will no longer be subject to Section 504.

Notwithstanding, PCS ensures the meeting of all health and safety standards that would accommodate needs of any disabled person.

Daily Schedule

The school day for elementary school and middle school students begins promptly at 8:15 A.M. and ends at 3:15 P.M. each day. Students arriving early may enter the school at 8:00 A.M. and proceed to their own classrooms where they will be supervised by teachers until classes begin.

Any students arriving on school grounds before 8:00 A.M. **will not be admitted** to the building but will be sent to Before School Child Care, and parents will be charged for any time before 7:45 A.M. Students not picked up by 3:30 will likewise be sent to the After School Child Care, and parents will be charged for time after 3:30 P.M.

Dismissal will be conducted with each class being taken to the building exit by their respective teachers. Children will be released to their parents as their transportation stops at the designated pick-up point. (For further information on the pick-up traffic pattern, see the schema at the end of this handbook.) For the sake of our children's safety and well-being, parents are seriously enjoined to adhere to these directions and to arrival and dismissal times.

Academic Matters:

Grading System:

Pre-kindergarten students are issued progress reports quarterly. These reports list pre-kindergarten skills and the progress or mastery of these skills for the individual student. Themes for the quarters and overall student conduct are likewise reported.

The following grading key is used for Kindergarten through Eighth Grades in Major Academic areas:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

For Non-Academic Subjects and Effort and Responsibilities, the following is assigned:

E-Excellent

S-Satisfactory

N-Needs Improvement

I-Incomplete

Incompletes (I):

A student will receive an incomplete when course requirements or assignments in a subject cannot be completed due to circumstances beyond his immediate control (e.g. protracted illness or absence).

The responsibility of making arrangements for make-up work falls to the student/family upon being adequately informed. Incompletes must be removed within two weeks of the end of the period for which the incomplete was given. If the work is not completed, the incomplete grade (I) becomes a failure (59 or below).

Elementary Honor Roll:

All honor roll certificates will be awarded on a quarterly basis. Students in K-5th grade achieving all A's, E's and S's on their report card will receive **A Honor Roll** certificates.

Students in K - 5th grade achieving all A's, B's, E's and S's on his/her report card will receive an **A/B Honor Roll** certificate. An S- in any area will exclude students from the honor roll.

Middle School Honor Roll:

Students receiving all A's or all A's and B's in academic areas and an "S" or above in conduct will receive PCS **Middle School Honor Roll** certificates for **A and A/B Honor Rolls** respectively. Each quarter, all students receiving a grade point average of 85% or above will be eligible to be considered for nomination to the National Junior Honor Society and will receive a certificate for the **NJHS Honor Roll**.

Academic Review/Probation:

A student may be placed on academic probation at any time during the school year based on the student's failure to meet the requirements for promotion. After a full quarter on probation, the student's progress will be assessed. This will result in either the removal of probationary status or the appearance before an Academic Review Committee (ARC) to discuss other options, including the development of an alternative educational plan. Repeated failure to meet promotional standards or the requirements of an alternative educational plan may result in the student's expulsion.

Promotion, Retention, or Placement:

Promotion will result from the successful completion of an academic school year. Successful completion is evidenced by a C- (70% numerical) average of the final Mathematics and Language Arts (English/Reading) grades together. **A "D" (60%) will only be accepted in one of these two**

subject areas.

A "C" overall grade point average in all other subject areas combined will be taken into consideration in the promotion of any student.

Parents will be notified of the possibility of **retention** at the third quarter interim period. If dramatic grade decline becomes evident only in the last quarter, a conference with parents will be scheduled to discuss promotion/retention.

A student may be reconsidered for normal promotion after summer tutoring if the student can demonstrate competency in the subject areas previously failed. Due to possible class size restraints, a retained student cannot be guaranteed placement.

The Academic Review Committee (ARC) reserves the right to move a "placed" student back to the previous grade level if the student does not demonstrate competency on grade level material. Parents will be notified of any review as soon as the need becomes evident.

English as a Second Language (ESOL):

Students admitted to Providence Christian School, who do not have English as their primary language, will follow the normal course of study with individual accommodation agreed upon by classroom teachers, parents, and administration. Until such time as the student is able to work up to normal standards (usually two school years), **S** and **U** will be used as the grading measure for that student. Participation in sports will be limited to those making an S- or better.

Exceptional Student Education (ESE):

As special needs become evident for any particular student, a conference will be held with parents and a staff team. Consultative testing may be suggested or required and used for the development of any instructional planning/accommodation.

Guidance:

Although as a Pre-K through 8 day school Providence is not required by accreditation standards to retain a full-time guidance counselor, PCS recognizes the importance of providing adequate and meaningful counseling to its student body as needed and recognized. To this end, Providence employs the following means to meet the needs of its students:

Initial counseling always starts at the immediate level in the classroom. Teachers are encouraged to develop healthy and affirming relationships with their students, which will help them to recognize any potential problems that exist. Inservice discussion and instruction in our biblical worldview of the nature of the child prepare teachers to deal with spiritual, and emotional problems in a godly manner. Teachers receive training each year in recognition of child abuse and some learning disabilities for more serious problems that might come to the forefront.

The administrator is the teacher's next resource for advice and direction. When problems persist or are deemed more serious, Evangelical Presbyterian Church's pastors are available and quite willing to work with the school population. Outside professional counseling is solicited in more serious instances.

Homework:

Homework is very important in the teaching and learning process. Providence Christian School recognizes the necessity and value of family time, a healthy bedtime hour, and extra-curricular

activities in the lives of its students. Therefore, the assignment of homework will be done with careful consideration of these needs. Homework, however, can be of great benefit to our students when given consistently and reasonably. **Because Wednesday evening is typically reserved for church-related activities, no homework is assigned.**

The purposes of homework are:

1. To reinforce understanding and increase skills taught in the classroom.
2. To instill in the child a sense of responsibility.
3. To involve the parent in the learning process.

Parents are encouraged to support their children in the homework process in the following ways:

1. Understand and support the school's and individual teacher's goals for homework.
2. Supervise their children's faithful and responsible completion of each day's assignments.
3. Encourage their children without any undue pressure.
4. Be interested and helpful in their children's work without doing their work for them.
5. Provide conditions conducive to study, minimizing distractions (such as the phone, television, noise, visitors) and maximizing supports (such as good light, desk, reference books, and supplies).

For information on missed homework/assignments due to absences see section on absences excused.

Parent/Teacher Conferences:

Open and frequent communication between parents and teachers is vital to the learning process at Providence. School-wide individual conferences will be scheduled for new students' parents and parents of students experiencing difficulties after the first marking period. All other parent/teacher conferences will be held during the first half of the second quarter.

Additional conferences may be scheduled upon either the teacher's, parents', or administration's request at any time. Conferences should be scheduled through the school office for times convenient to both teacher and parent.

It is requested that direct communication with teachers be done during the regular school hours through the school secretary, who will inform the teacher to return the call when not involved in classroom activity. **Parents are asked to respect the teachers' time in the classroom with their students.**

Reporting Procedures:

Report cards are sent home four times each year at the conclusion of each nine-week marking period (see School Calendar for specific dates).

Interim Progress Reports will be distributed during the third and sixth week of each marking period to students who are experiencing academic difficulty. The report must be signed by parents and returned to the teacher the following day. Any further follow-up deemed necessary can be arranged with the individual teacher.

Appearance, Dress, and Accessories:

All students are required to wear school uniforms. It is expected that all of Providence Christian School's students be neat, well-groomed and modestly dressed at all times.

Please purchase enough uniforms to accommodate laundry schedules and weather changes. All shirts must be tucked into pants, and socks must be worn with closed toe/closed heel shoes with no holes or tears.

Students who do not have on the proper uniform items or do not meet dress code requirements may not be allowed to attend class. Administration reserves the right to require skirt hemlines be adjusted to a modest level or to refuse permission to wear questionable clothing. No student should have any distracting or attention-provoking extremes in their physical appearance.

All Middle School students are required to wear PE uniforms on PE days. Uniform shirts and MS PE uniforms are currently being supplied by Sallee Productions and can be ordered through the school office. Navy and Khaki bottoms can be purchased from the uniform section of most department stores. No Cargo bottoms.

Shoes: All students must have closed toe and closed heel shoes and socks. No flip-flops, crocks, or sandals. Shoes should be sensible and suitable for recreational activities. Tennis shoes are preferred and **must** be worn on PE days.

Jackets & Sweaters: **While inside the school building, students may only wear the school uniform sweatshirts, sweaters and jackets.** All other outerwear is not considered uniform and therefore may not be worn inside. During cold weather, students may wear warmer coats to and from school but they must be taken off when entering the school building. Only PCS sweatshirts, sweaters and jackets may be worn in the classroom.

Jewelry: Girls may wear a maximum of two pairs of matching earrings in the ear. No earrings are to be worn by boys. No body piercing is permitted.

Tattoos: Students are not permitted to have tattoos.

Hairstyles and Make-up for Girls: Make-up should not be worn in excess or in a distracting manner. Hairstyles and color should be conservative in nature and natural in appearance. Drastic hair color changes are not permitted.

Haircuts for Boys: Haircuts should be conservative and appropriate, off the collar, and off the eyebrows. Hair may come to the middle of the ear, but must be cut after reaching that point. If a student receives a haircut notice, they will receive 3 days to get it cut. After that, a student will not be allowed to attend class. Drastic hair color changes are not permitted.

Jean Day or Special Dress or Spirit Day: Jeans may be worn on designated "Jean Days" (see calendar) with the school spirit shirt. Other designated days that uniforms are not required are listed on the calendar. On those days it is expected that shirts may not be low cut, shorts not too short, students must be able to raise hands in the air without seeing midriff, no clothing may have holes or be tight/revealing or overly baggy. Shirts may not have questionable writing. Students should dress in the spirit of the day, and not just dress casually.

To help prevent students from year after year exposure to sun, hats and sunglasses are approved to be worn during outdoor activities only. They may not be worn in the classroom.

*Except for classroom instructional purposes determined by the teacher, students' personal electronic devices and accessories (cell phones, ipods, ipads, tablets, video games, etc) are restricted from the classroom during the school day. **Cell phones must be kept on silent and in your student's backpack or locker during the school day and until the conclusion of dismissal. Cell phones may not be kept in pockets on clothing.** All contact between parents and students during the school day must come directly through the school office. Any and all electronics are brought to school at your own risk for loss or damage.*

Attendance:

General Requirements:

1. The Florida Compulsory School Attendance Law requires that every school-age child attend school for 180 days per year or the hourly equivalent. PCS meets the hourly requirement in 175 days. Parents are required to enforce school attendance.
2. The Voluntary PreK Program strictly adheres to an 80/20 policy for absences, regardless of the reason for the absence. Students may not be absent from school more than 20% of the complete VPK program year which computes to a daily equivalent of 32 days. For students entering PCS after school begins, the number of allowable days will be adjusted according to the child's start date in the VPK program and at PCS.
Parents will be responsible to pay the school directly for any absences beyond the VPK allowable 20%.
3. A Providence student shall not be absent more than ten days in each semester in order to receive a passing grade.
4. If a student is absent for 2 consecutive weeks or more due to an extended illness documented by a physician, a waiver of the policy **may** be granted. In such an instance, the family must arrange for a private tutor.
5. Middle School students must not be absent from any one (1) class period more than ten (10) days in a semester in order to receive a passing grade.
6. Entry into any middle school class more than 20 minutes after the class has begun will be considered an absence from that class period.
7. Students who are ill and have excused absences have two days in which to make-up each day's work that was missed.
8. Students who are absent due to any unexcused reason will not be given extra time for the completion of assignments.

Absences Excused:

Excused absences include absences due to illness or death in the family. Certain family trips, medical appointments, and other engagements may be excused if approved by the school administrator prior to the absence. **Request For School Absence** forms may be obtained from the school office.

Parents **must notify the school office by 10:00 A.M.** of the reason for a student's absence. A **written and signed note** from the parents/guardian detailing the reason for the absence must be presented to the teacher upon the student's return to school. Absence notes will be documented by the school office. Absences will be considered unexcused until documentation is received by the front office. A student may be refused admittance to classes until absences are cleared.

For absences due to reasons other than illness or tragedy, the parents must bear the responsibility for classwork missed. If extra help is needed to cover material missed, a tutoring fee may be charged.

Students who are absent on the day an assignment is due will have 2 days to make up work for each day missed. Any assignments due on the day of the absence should be submitted on the day the student returns to school.

Absences Unexcused:

1. All absences are considered unexcused until a formal, parent-signed explanation is submitted to the school office.
2. Absences shall be excused or unexcused at the discretion of the administration. Although not subject to suspension, a student who is unexcused with his parents' knowledge will receive a "0" for the day's work.
3. Students will receive a "0" for all assignments, tests, and quizzes missed as a result of an unexcused absence. Unexcused absences may result in disciplinary action including some suspension.

Any classes missed for unexcused reasons during the school day will result in a "0" for the subjects missed and a one-day on-campus suspension from all classes.

Early Dismissal from School for Medical Appointments, Etc.:

Early dismissal will be granted for the same reasons allowable for excused absences. Parents are encouraged to schedule their children's appointments with doctors/dentists other than during school hours or as early or as late in the day as possible. **A note from parents to teacher is required one day prior to the appointment.**

If a pattern of a student's early dismissal from daily classes becomes evident and class time is consistently diminished, the school will require a parental conference to determine how to eliminate this pattern or supplement the class time missed.

Tardy Policy:

Before reporting to class, late students must provide the school office with reasons for the lateness. The administrator has the final decision on determining whether the lateness is excused or unexcused.

Travel distance from home to school is not an accepted reason for consistent lateness to school. Students are considered tardy if they are not in their seats, prepared for class to begin at 8:15. Students still at lockers or in hallways will be counted tardy.

Any student arriving after 11 am will be considered absent.

Because late arrivals are very disruptive to the instructional process of all students and because excessive and numerous tardies negatively impact a child's learning by absenting him from the classroom, the following policies will be followed:

- ❖ **Upon the accumulation of an initial three unexcused tardies, parents will be charged \$5.00.**
- ❖ **With the next accumulation of three unexcused tardies, parents will be charged \$10.00.**
- ❖ **With the next accumulation of three unexcused tardies, parents will be charged \$15.00, and so on until the end of the quarter.**
- ❖ **Tardies for medical appointments, etc. are considered excused when cleared through the office. These do not affect the policy.**
- ❖ **There will be no financial accumulation of tardies over the quarter periods.**
- ❖ **The school office will inform parents of each student tardy with dated blue slips sent home at the beginning of each week.**

PE Attendance:

Because PE is a required class, any student unable to participate must have a note from his parents explaining the reason why he cannot participate. If a student does not have a note, he will not be excused from PE. Should absence requests become habitual, a conference between administrator and parents may become necessary, and a doctor's note may be required.

Family Trips:

The board and administration strongly discourage absences not prompted by illness or emergencies. For planning family trips, a calendar is given to each family at the school year's beginning. The board/administration urges parents to coincide outings and vacation days. Students may be excused for family trips subject to attendance requirements, if a written parental request is submitted to the

school one week prior to the requested dates. (Request For Absence forms are available in the office.) Low achievement students, students not current in their assignments, or students seeking to be absent during inopportune times of the school year (testing period, etc.) will be advised not to be absent. Parents are reminded of Providence's maximum 10-day per semester absence policy.

Make-Up Work:

Students who are absent for excused reasons are required to make up work missed in each subject. Two days will be allowed for each day missed except in cases of prolonged absences where the teacher involved may make other provisions. It is the student/family responsibility to obtain all make-up work from his teachers immediately upon return to school. Failure to obtain make-up work will not result in a continued extension for completion of assignments.

When tests or exams are missed due to an excused absence, they are to be taken at the teacher's convenience. The **student is responsible** to make necessary arrangements. Any special make-up sessions with teachers caused by absences for reasons other than illness may carry a tutoring fee at a rate determined annually by the school's Board.

Students will receive "0" for any tests and quizzes missed as a result of an unexcused absence. Students will also be required to participate in any previously scheduled tests or quizzes and turn in any planned assignments upon return from an unexcused absence.

Release of A Student to Non-Custodial Parties:

Providence takes seriously its responsibility to its parents to ensure their children's safety while at school. Therefore:

1. No student will be released by a teacher during the school day for any reason without specific instruction from the school office/administration to do so.
2. Custodial parents will designate, through submission of court documents and by emergency information cards standard person to whom a child/children may be released (during or after school).
3. A noncustodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody. Handwritten documents will be authenticated by the administrator or her designee.
4. Consent for student release without prior notification from the custodial parent will be authenticated through personal and direct contact or by a telephone call by the administrator or her designee.
5. Parents participating in car pools must have a list of approved drivers and participating students on file in the school office.
6. Ordinarily, the school will not resist or interfere with a noncustodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
7. If the actions of parents, custodial or noncustodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
8. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Student Conduct and Discipline Policy:

Providence Christian School takes very seriously its commitment to carry out the responsibility God assigns to parents of nurturing and educating their children. Part of that nurturing process includes discipline. Consider for a moment, the following Scriptures:

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Heb. 12:11

"He who spares the rod hates his son, but he who loves him is careful to discipline him." Prov. 13:24

"Discipline your son, for in that there is hope; do not be a willing party to his death..." Prov. 19:18

"Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him." Prov. 22:15

"The rod of correction imparts wisdom, but a child left to itself disgraces his mother." Prov. 29:15

In response and agreement to such Scripture principles, PCS has adopted the following discipline policy:

1. Students are to be mindful of others, treating them with love and respect at all times.
2. Students are to be respectful of adults, displaying courtesy and addressing them with proper titles.
3. Students are to be good stewards of all church/school property, materials and environment.
4. Students are to conduct themselves in a well-disciplined manner, using low speaking-voices and walking properly when in the buildings.

Individual classroom teachers will be responsible for the control and management of their own classrooms. Specific classroom rules and the consequences of student infringement of them will be established individually and conveyed clearly to all students.

Each teacher will have a copy of his/her discipline plan on file with the administrator and available for any interested parents or visitors. During each open house, opportunity to discuss classroom management is available to parents in attendance.

In extreme cases, difficult or habitual discipline problems will be referred to the administrator. Parents will be notified when a discipline referral was necessary. Parental support and encouragement of school discipline is of utmost importance. Referrals to the administrator will be handled as a Christian exhortation:

1. Students will be asked to clarify their actions or attitudes leading to the referral. It is important that behavior/attitudes breaking classroom or school rules is identified and clearly understood. It is hopeful that the student will recognize and admit any wrong doing on his part or that the situation will be clarified satisfactorily.
2. Students will be reminded that inappropriate behavior or breaking of rules is displeasing, not just to the teacher, parents, or school, but to God, as well.
3. Students will be asked to confess to God their behavior should they experience and understand Godly sorrow. They will ask for forgiveness and help from God not to continue such behavior.
4. Students and administrator will pray together.
5. Students will be assured of their forgiveness, if their confession has been one of the heart and not just perfunctory. A clean start will be expected.

Suspension and Expulsion:

Providence reserves the right to either suspend or expel a student from the school and its activities. Suspension will occur when the administration determines that a student's behavior necessitates removal of that student from the social and academic school environment. Repeated suspensions may result in expulsion, or immediate expulsion may occur as a result of a severe infraction of school standards as determined by the administration in conjunction with the Providence School Board. Though not exhaustive, the following actions may lead to suspension:

1. Willful disobedience
2. Open defiance of authority of a staff member
3. Use of profane or obscene language
4. Inappropriate violence or harassment toward any members of the school community
5. Possession of any weapons, with or without the intent to harm
6. Other serious breaking of accepted standards of behavior
7. Repeated misconduct of a less serious nature
8. An attitude not in harmony with the goals and spirit of the school
9. Repeated disciplinary referrals to the administration

Prior to the suspension, the administrator shall meet with the student in order to do the following:

1. Review specifics of the situation or incident with the student.
2. Discuss why the problem is a concern.
3. Discuss causes or reasons for the problem.
4. Notify student of suspension or possible expulsion.
5. In cases of suspension, the following will be done:
 - a. specify conditions, length, or type of suspension
 - b. contact the parent(s) and apprise of the situation
 - c. follow with a written report to parents.
6. A student will be reinstated in class only after consultation with both the student and parents or guardians, with assurances from them that such behavior and/or attitude will discontinue, and that the student will resume his place in the school community with a cooperative and happy spirit.
7. All assignments, tests, or examinations missed during the suspension must be made up at a time convenient to the teacher and will be assigned "0" as the grade.
8. In cases of possible expulsion, the following will be done:
 - a. provide written notice to student and parent(s)
 - b. offer opportunity for hearing with the administrator and then the school board
 - c. allow inspection of evidence and cross-examination of hearing.

The School board will make final determination after hearing. Action will be communicated to parent(s) and student by written notice.

Substance Abuse:

Providence Christian School expects all of its students to strive for good health of body, mind, and spirit because God expects it of all His people. Because all of us are at times tempted to abuse our bodies and minds, the school has established the following policy governing student use of controlled substances.

1. The policy covers students when on school premises, during transportation to and from school and at all school-related events.
2. At any of these events or on the school premises, students may not use or demonstrate the negative effects of prior use of controlled substances such as alcoholic beverages, illegal drugs, or any other substance whose effects endanger the student or others or reflect negatively on the Christian witness of the student or school.
3. No student may use, carry, or sell tobacco products while on school premises or at school events.
4. The parents of any student suspected of showing the effects of alcohol or illegal drugs will be immediately contacted and asked to come to the school for their child and to meet with the administrator.
5. The administrator will inform the board if there is evidence of a student's substance abuse. This information will be kept in confidence while the administration ascertains the severity of the problem.
6. The administration may immediately suspend and ultimately, after review by the Board, expel a student whose confirmed substance abuse is judged to be detrimental to the mission of the school.

Human Dignity Policy:

Providence Christian School intends to provide its teachers and students a safe environment that nurtures. Conduct - whether intentional or unintentional - that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God himself. These are the features of the policy:

1. We do not condone or allow harassment of students by teachers, administrators, support staff, other students, or other persons present in our facilities.
2. Any student who believes he or she has been subjected to harassment should immediately report it to a teacher or administrator.
3. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for teachers) or expulsion (for students).
5. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment.
6. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.
7. All students and all school employees are expected to conduct themselves with respect of the dignity of others.

Building and Grounds:

All facilities being used by the school have been graciously given by the Lord, and students are expected to be responsible stewards of those resources. Damage to the facilities through thoughtless or deliberate student actions will be repaired or replaced at the expense/effort of those causing the damage. Students involved in deliberate actions to damage school /church property may also be subject to disciplinary action.

Student Trips:

Because participation in major school trips such as Sea Camp, Space Camp, Busch Gardens, Washington D.C., Medieval Times, etc., is a privilege and because students represent our school and its' standards to the public at large, students with conduct unbecoming of a PCS representative, i.e. multiple referrals, suspension, etc. may be restricted from participation in these trips. Recommendation by a faculty panel will determine participation. Monies will be refunded when possible.

Child Abuse Policy:

Providence Christian School will report any suspected child abuse as defined and mandated by Florida Statutes 39.201 and will follow Department of Children and Families guidelines and required procedures. The Administrator will inform parties involved of the steps taken.

Debts:

The student and parents are responsible for all debts incurred at Providence Christian School. No grades, records or transcripts will be released until all debts are satisfied. Accounts 30 days in arrears of the twelve-month payment option will be notified that another 30 days in arrears will result in an immediate expulsion of the student in question.

Late enroll accounts, less than twelve months, will receive immediate notice should they become in arrears, board policy, access to class will be denied after 30 days in arrears for late enroll accounts.

Once classes have begun, parents who withdraw their child from the school, or have a student dismissed by the administrator, are responsible to pay the full tuition for that quarter.

Safety Drills and School Evacuation:

Fire drills, tornado drills, and lockdown drills will be conducted regularly to develop safe and orderly evacuation of the school building in the case of an emergency. Escape routes will be posted in each room.

Providence Christian School will not dismiss students in the event of a tornado or hurricane watch or warning. In the case of a watch, classes will remain in session. In the case of a warning, students may leave if parents desire them to do so. Parents who wish to pick up children may do so without penalty for absence. Parents who pick up children must be certain to notify the office and sign the child out. In the event of a watch or warning, all school activities, extracurricular practices, and games may be canceled for that day.

To determine if school will be in session, please refer to the local television/radio stations and follow the attendance recommendation for Lee County public schools.

IF THERE IS NO SCHOOL FOR LEE COUNTY SCHOOLS, THEN WE WILL NOT CONDUCT CLASSES UNLESS OTHERWISE INFORMED. Return to school after an evacuation will coincide with Lee County School directives unless otherwise notified.

In the event of a power outage or broken water main, leaving the school without electricity or water, the school office will obtain information from the authorities as to how long the interruption will be. Parents may be called and students sent home for the day.

Medical Issues

Immunizations:

PCS requires students to have all necessary immunizations on file before the start of class as required by State of Florida law. These need to be submitted on a Florida Certificate of Immunization acquired from the student's physician or the Department of Health. A student physical is also required to be completed and on file.

Injury and Illness:

A full school health policy is on file in the school office and can be obtained upon request. Any immediate first aid and care necessary for the student will be administered by the staff, and parents will be notified. In the event of a medical emergency, parents will be contacted, and the appropriate action will be taken. If parents can not be reached, the school will act responsibly in accordance with the severity of the emergency as stated in the clinic policy.

Guidelines for Medications at School:

A student may have an illness that does not prevent his/her attending school but which requires medication for relief or cure. If possible, such medication should be given by the parents at home. The medication may be taken at school only if failure to take it could jeopardize the student's health.

The following rules must be followed regarding student medications:

1. The parent or guardian must provide written permission on the form supplied by the school (MIS 398) for the school nurse or her designee to assist in the administration of any medication. An explanation of the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business, must be included on MIS 398 Parent Permission for Medication.
2. If the physician or dentist orders a nonprescription/over-the-counter medication such as aspirin or cough medicine, it will be necessary for the physician or dentist to provide a written note to be brought to the school. The container of nonprescription medication must be labeled with the student's name and directions concerning dosage. MIS 398 must be completed by the parent as outlined above. **No over-the-counter (nonprescription) medications will be given without a written statement from the physician or dentist.**
3. Prescribed medication must be received in school and stored in its original container, labeled with the student's name, name of the drug, directions concerning dosage, time of day to be taken, physician's name, and date of the prescription. The parent may ask the pharmacist for an extra labeled container when buying the drug.
4. If any medication (prescription or nonprescription) is to be given in school for longer than two weeks, a statement from the attending physician or dentist must be provided on the form supplied by the school (MIS 401) Physician's Permission for Medication.
5. When medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in the school clinic or school office.
6. The student should be responsible for coming to the office at the appropriate time for the medication. Assistance with medication will be provided according to clinic policy.
7. School personnel should be informed of any side effects or complications which may result

from the medication.

Significant Communicable Disease Policy:

Providence Christian School will work cooperatively with local, county, and state agencies as appropriate to enforce and adhere to health codes for prevention, control, and containment of communicable diseases in the school.

Definition of Significant Communicable Disease:

1. Easily Transmitted Person-Person communicability
2. Debilitating **sequelae** and/or side effects
3. Limited treatment or cure available for the disease
4. Reportable to the local public health authority

Communicable Disease Panel:

A communicable Disease Review Panel will be convened by the administrator as needed. The purpose of this panel is to serve as a resource and advisory body to the school for specific communicable disease instruction and for input regarding issues of major concern with respect to epidemic control and any communicable disease occurrence.

The Communicable Disease Review Panel will be comprised of the following:

1. Administrator or Designee
2. Designated school nurse
3. Physician with expertise in the related disease

In addition, one or more of the following may be added to the panel:

1. Public Health Administrator or Designee
2. Physician(s) treating the individual(s)
3. Parent/Guardian of the afflicted individual
4. Legal counsel for afflicted individual
5. Legal counsel for the school

If and when the need for a panel determination exists, the panel shall be convened by the administrator promptly and should make every effort to complete its review and evaluation in a prompt and timely manner.

In addition to an initial evaluation, and panel shall review the student's condition and situation on a periodic basis, as it deems appropriate, to make any modifications to the original recommendation.

Medical Evaluation:

If a student or staff member has a communicable disease, or if there is reasonable cause to believe that he or she does, the parent or guardian of the student or the affected individual will provide to the school, upon request, documentation or an appropriate medical evaluation. Refusal to provide such information will result in the individual being excluded from school until the requirement is met. If a communicable disease is present, the information in the medical evaluation will be made available to the Communicable Disease Review Panel.

Possible Exclusion:

The administrator may exclude students and/or personnel from school who are suspected of having a communicable disease, pending the completion of an appropriate medical evaluation. If such a condition is confirmed, continued exclusion shall be dependent on the nature of the condition and the decision, if applicable, of the Communicable Disease Review Panel. In most instances, return to school will be dependent on the written recommendation of the individual's own physician. The decision to close schools due to infectious disease outbreaks is at the discretion of the school's administrator. If desired, consultation on such decisions may be provided by a committee from the School Board and/or Communicable Review Panel.

Confidentiality:

Confidentiality of medical conditions and maintenance of records will be in accordance with FERPA and other community standards as appropriate. The Communicable Disease Panel responsible for making initial evaluations and placement decisions will also determine which personnel need be informed of the condition. Such determination will be in accordance with existing state laws and community standards.

Parental Notification:

It is the policy of Providence Christian School to notify parents in a clear and timely manner of information concerning their child and his or her school activities. Parents include custodial and noncustodial or legal guardians.

Information will only be withheld or limited in compliance with court orders. It is the responsibility of noncustodial parents to supply current addresses and phone numbers. Classified information will not be released to third parties without written parental consent. Providence Christian School complies with the Family Education Rights and Privacy Act of 1974.

Implementation of this policy includes:

1. Nonclassified Information
 - a. Nonclassified information includes but is not limited to newsletters, sports schedules, and schedules of general school activities.
 - b. Nonclassified information will be sent to parents and students in a timely fashion by first class mail.
2. Classified Information
 - a. Classified information includes, but is not limited to, report cards, medical information, discipline reports, accident reports, and standardized test scores.
 - b. Classified information will be sent to parents of students as stated in this policy.
 - c. Student records will be sent to other institutions upon request of the parents if financial obligations have been met according to further student handbook policy (see Debts).
3. Testing, Treatment, and Observation
 - a. Psychological testing, treatment and observation will not be done without parental notification and permission.
 - b. Parents will be notified if their students' class or classes will have student aides or student teachers.

Sports Program and Eligibility:

Participation in extra-curricular activities is a privilege. Because academics are of utmost importance in school, students should keep in mind that their extra-curricular activities should not interfere with their normal classroom work.

Each student participating in a PCS sport must read and sign the PCS sports code. Students must maintain a G.P.A. of at least 2.0 to participate in the sports program. Anyone falling below a 2.0 or receiving an "F" at the end of the quarter will be ineligible until the following quarter grade. Eligibility is regained when the G.P.A. meets the 2.0 or above. Interim reports may be considered for regaining participatory status. Proof of a physical exam must be on file annually.

Student Records:

According to the Family Educational Rights and Privacy Act, the school maintains a complete record for each student guaranteeing parental access for inspection, review and amendment, as well as limiting the disclosure of those records. All material in these records is available only according to the following guidelines:

1. Parents have the right to review all records relating to their children.
2. Parents must make a request to inspect records in writing, and this will be honored within one week of receiving the request.
3. All records will be inspected in the presence of the administrator and opportunity for the explanation of materials will be given. Parents shall have an opportunity for a hearing with the administration and board regarding any challenge to the content of the records.
4. Unless a function allowed by law, or to a staff member having a legitimate educational interest, there will be no release of a student's personal records or files or any data in those records without the written consent of parent or guardian.
5. Unless the final judgment and/or settlement agreement stipulates otherwise, once the custodial parent has been notified, a non-custodial parent has equal access to report cards, teacher conferences, etc. due to State Statute 61.13 "Dissolution of Marriage; Support; Custody" of the Shared Parent Responsibility Act of October 1, 1982.

Supervision/Safety of Students:

PCS is committed to providing adequate, safe supervision for students while on campus.

Should any emergency situation or crisis arise on the PCS campus, heightened supervision is required. A **Crisis Management Plan** has been developed and is on hand to be employed. Student safety is always top priority.

Textbooks:

Loss or unreasonable damage to text books will result in a book charge levied at the time of damage or loss.

Transportation and Traffic Patterns for Parents:

Students who arrive before 8:00 A.M. must go to Before Care and will incur daily charges for this service. At 8:00 A.M. Middle School and Elementary School students will be escorted directly to class where they will be supervised until school begins. In the afternoon, cars will wait in line until 3:15 P.M. when students will be dismissed at the designated areas. Designated staff will supervise dismissal and

release the individual students as the parent or carpool driver arrives and stops in the designated areas. All students remaining on campus at 3:30 P.M. will be sent to After Care, and charges will be made to family accounts for this service. After Care is offered until 6:00 p.m. sharp.