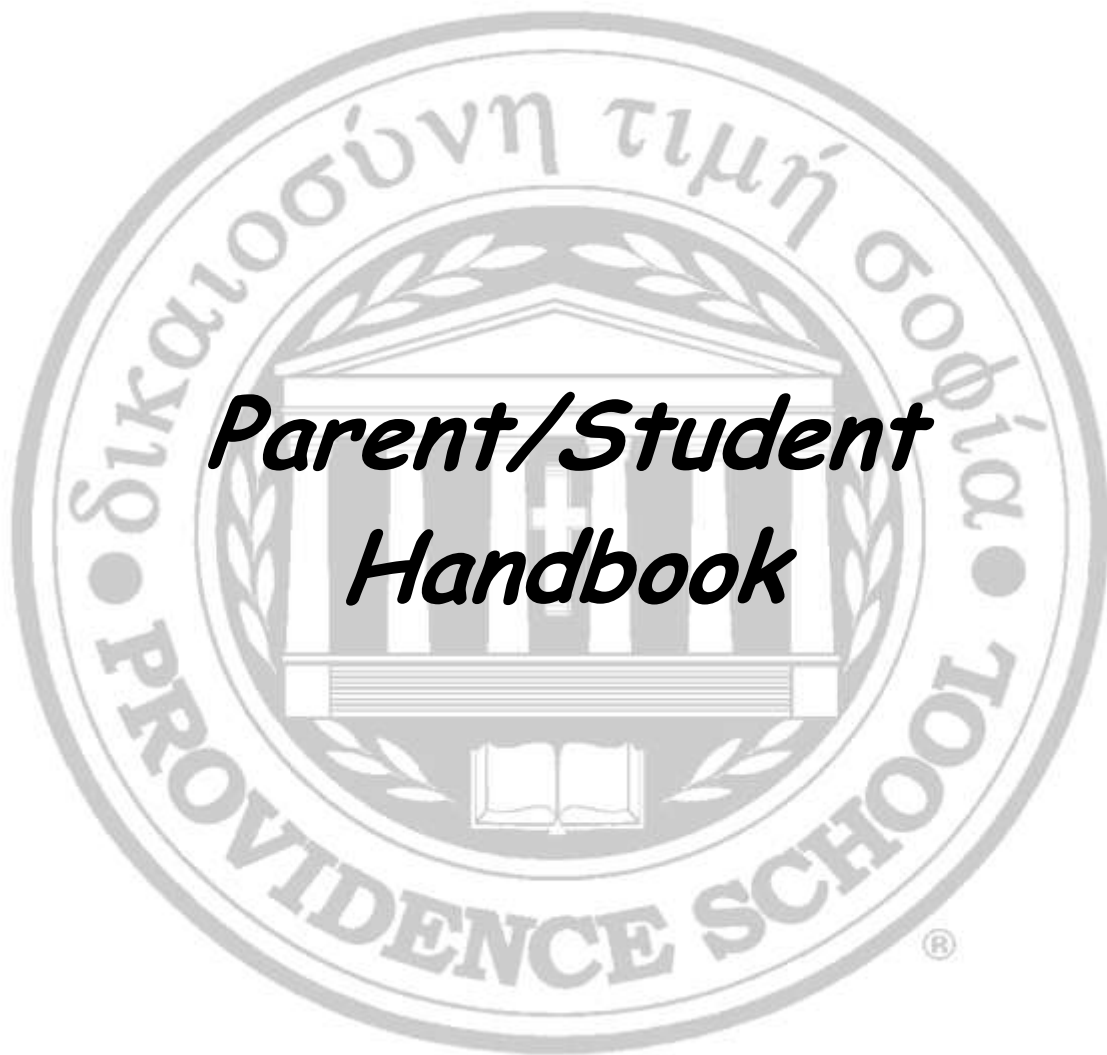


Providence
Lower School



Providence Lower School

Parent/Student Handbook



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Dear Parents and Students:

Welcome to Providence School. We offer you this handbook as a guide in making your experience the most pleasant and productive one possible. A great deal of our success as a school depends on the climate and tone we are able to establish both within our classrooms and among our families.

We hope this handbook will help clarify procedures and policies and allow us to support each other in our shared mission. We invite you to ask questions, to share your concerns, and to let us know how we might use this and other means of communication to serve you better.

We look forward to a rewarding and successful school year for all members of Providence School.

Very sincerely yours,

Susan K. Dyer

Susan K. Dyer
Lower School Principal

SKD:llj

Mission Statement

Providence School, in partnership with home and church, seeks to prepare each student scholastically, socially and spiritually to meet the challenges in the twenty-first century.

Purpose

The purpose of Providence School is to provide a well-rounded education in a genuine Christian environment. We want to work in partnership with the home and local church to meet the total needs of the child. We strive to provide excellence in education for the glory of God and for our leaders of tomorrow.

Statement of Faith

All accepted applicants are expected to sign the following statement of faith. I agree to:

1. The verbal inerrant inspiration and authority of the Scripture (both Old and New Testaments).
2. The Genesis account of the creation of man in six days by the direct act of God.
3. The Incarnation and Virgin Birth of the Lord Jesus Christ and His Deity as the eternal Son of God; His vicarious suffering for the sins of the world and shedding of His blood on the cross to cleanse from sin and the resurrection of His body from the dead.
4. The new birth through regeneration by the Holy Spirit as essential to salvation.
5. The local church as the primary place of fellowship and growth of believers and for the evangelization of the world with the gospel.
6. The person and work of the Holy Spirit and the need for Christian growth and service.
7. The everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

Providence School was conceived and established in the hearts of the congregation of New Life Christian Fellowship, which is a church with evangelical and charismatic distinctions. We ask every parent and student to respect our faith. We do not seek doctrinal agreement in all areas of our fellowship with each student and family but in the essentials we desire unity, in the nonessentials understanding, and in all things, love.

I support the statement of purpose, rules, regulations, and standards of Providence School as stated in the handbook, and agree to its statement of faith. It is understood that agreement with the Statement of Faith does not mean you believe in its total statement.

Educational Philosophy

Our goal is to prepare students with the skills needed to become productive and responsible citizens in the twenty-first century. We want students to realize that God's ultimate purpose for man is to develop each individual to his/her fullest capacity physically, mentally, emotionally, and spiritually (I Corinthians 10:31; Ecclesiastes 12:13).

We hope to instill an awareness and appreciation of intellectual, aesthetic and moral excellence. The environment will include well-developed programs in the areas of academics, fine arts and athletics. Students will have opportunities to seek and to discover God's purpose (Romans 12:11; II Timothy 2:15; Deuteronomy 26:17).

Parents and teachers will work cooperatively in the process of educating a student's mind and heart (Deuteronomy 6:1-9; Ephesians 6:4). In the achievement of these goals, we will rely on the Bible as the spiritual guide. High educational standards and building a personal relationship with the Lord (Philippians 3:10) will flow naturally in a Christ-centered atmosphere.

Partnering in Excellence

We believe that parents and schools must work together to create and to sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

Providence Partnering with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, programs, and practices to parents during the admissions process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents, and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

Parents Partnering with Providence

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, mutual respect, and a common vision of the goals to be reached.
2. In selecting Providence School, parents seek an optimal match among the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.

4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information necessary to enable the school to best serve the student.

Parental Statement of Cooperation

The administration, faculty, and staff of Providence School are committed to the highest standards of Christian conduct. No student will become spiritual merely by observing rules; nevertheless, we believe that the spiritual student will desire to abide by the rules and regulations of Providence School. The goal of this school is the desire to see young people profess Christ as Savior, allow Him to be their Lord as evidenced by scriptural baptism and regular church attendance, desire to study the Word, have a compassion for souls, and pursue a lifetime of service for Him.

Volunteer Involvement of Parents (VIP)

There are many opportunities for parents to share their time and talent at Providence School. At the beginning of the school year, parents may sign up for those activities and events in which they would like to volunteer. We believe the success of our school program depends a great deal on parent/volunteer help. Opportunities will arise throughout the year for parents to volunteer. Some of these opportunities include room parent, intramural athletics, library, computer, music, class plays, parties, field trips, math skills, independent research, writing process, reading strategies and various other activities.

Admissions Statement

Providence School is open to academically qualified students without regard to race, religion, creed, color, sex, or national origin.

The admission and transfer of pupils to the school is administered through the Business Office and must be approved by the administration.

Re-Enrollment Procedures

For qualifying families, an invitation to re-enroll for the following academic year will be mailed to Providence students' families in December. Early January begins open enrollment to the community. Standards for readmission for the Lower School are assessed in three areas and may be adjusted by administrative discretion.

1. **Academic** - all students must maintain grades no lower than a 72 average.
2. **Behavior** - all students must demonstrate a satisfactory student discipline record.

- 3. Attitude** - all students must demonstrate a positive attitude, according to the school's philosophy.

All tuition accounts must be current for a student to re-enroll.

Placement Policy

The placement of each student in the Lower School is one of our most important and sensitive responsibilities. The teachers and the administration prayerfully discuss the academic, social, and emotional needs of each student. We are concerned with the balance of learning styles, personalities, sexes, abilities, nationalities, and friendships. Students will be placed with a teacher who will encourage their positive attributes. Parents may not make requests concerning the assignments of other students. The administration places all students and takes full responsibility for the placement. Placement decisions are finalized and made available to parents in July.

Records

Please keep the office informed as to any change of address, telephone number, and/or place of employment for both parents/guardians. A Change of Address form needs to be completed and signed by a parent/guardian. They are available in the office. We also require the name, phone number and address of a local person to be called in case of an emergency. All changes which affect your student should be registered with the office before the day the change is to become effective. Student records will not be released if a balance is owed on the family's account.

Health Form and Certificate of Immunization

Florida law requires students to have an original HRS Form 3040 (Florida Student Health Exam) and an HRS Form 680 (Florida Certificate of Immunization). The provision in Chapter 232.032 of the Florida Statutes states "all students are required to have on file in the school, proper documentation of immunization or an exemption. Students who do not meet this requirement should be temporarily excluded from school until they comply with the law."

Medical Information

Unusual Health Concerns: Special health concerns should be indicated on the Student Application Form. Both the office and student's homeroom teacher should also be informed.

Illness: A student who becomes ill at school will rest in the designated area in the office. A parent will be called to come for the student if circumstances warrant it. A student who has a temperature above 98.6 should remain home for 24 hours after the temperature returns to normal.

Medicines: All medicines should be kept in the school office. The office staff will dispense necessary medication. Medication should be clearly labeled, include special instructions, and be in the original prescription bottle. Students should never possess any type of medication during school hours, including aspirin. Parents must complete a medical form before staff will disburse medication.

Fees/Expenses

Families can pay tuition in one of three ways. The registration fee is due annually and collected by the school.

- Option 1:** Pay annual tuition in full, on or before June 1st. This option includes a 6% discount. Payments can be sent directly to the school in the form of a check, cash or money order.
- Option 2:** Pay half of the annual tuition on or before June 1st, and the other half on or before January 4th. Payments can be sent directly to the school in the form of a check, cash or money order.
- Option 3** Pay twelve monthly payments beginning in June. These payments are managed by the FACTS Company and are received through an electronic payment system. Payments can be withdrawn on the 5th or 20th of each month. Upon enrollment into this program, FACTS will also withdraw the family's annual fee.

Report Card Hold

Outstanding balances will result in a child's report card hold. Outstanding charges include library late fees, Sage Dining, tuition and Extended Day.

Textbooks Virtual Bookstore

Textbooks may be purchased on-line with MBS Direct. The bookstore will go "live" on July 1. If you missed the on-site book buy back, you may sell your used books back to MBS Direct after July 1. The bookstore will be accessible via a link on the Providence website, www.prov.org. Click on Lower School and you can order your books. **Please do not write in any of the books before school begins.** Instruction begins in the classroom.

Extended Day

It is the mission of the Extended Day Program to care for the Lower School students who are enrolled in Providence School, whose parents work outside the home. The program provides

these students with a safe, comfortable environment, and enrichment activities appropriate to their developmental level.

For our Lower School students at Providence School, we provide care before school (beginning at 7:00 a.m.) and after school (until 6:00 p.m.). If your child needs to use this service, be sure that he or she is pre-registered. This is not a drop-in service, so the school must be notified ahead of time by pre-registering. There is an additional fee for this service which is charged by the month and will be due at the beginning of the month.

All students who are not registered for Extended Day or involved in a supervised school activity must be off campus by 2:40 p.m. The supervising teachers will take students who are not picked up to Extended Day, and parents will be charged for after-school care (\$20/day). This will be closely monitored due to security reasons.

Sibling Study Hall

We are happy to provide a study hall for Lower School students who have Upper School siblings, provided the following guidelines are observed:

1. All students will be dismissed from their classrooms to the dining hall.
2. All students are to bring something to read or study.
3. No snacks will be purchased from the Stallion Snack Bar without permission.
4. It is a study time.
5. Students will remain in their seats until they are 'signed out' by a sibling or parent.
6. All students will be dismissed by the end wooden doors.
7. No student will be released unless checked out by the approved designated person.
8. Students released must be under the supervision of a parent, adult or older sibling.
9. Study Hall hours are from 2:25 – 2:55 p.m. Any student left after 2:55 p.m. in Study Hall, will automatically be turned over to Extended Day for care until a parent, sibling or an authorized adult picks them up. There will be a \$20.00 charge for any student not picked up by 2:55 p.m.

Grading Scale

Kindergarten students are given S (satisfactory) and N (needs improvement). First Graders are given E (excellent), S+ (exceeds satisfactory), S (satisfactory), N (needs to improve) and U (Unsatisfactory) in social growth and development, support subjects and academic areas.

Grades 1-5

A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

Promotion Criteria for Grades Kindergarten through Fourth

- A grade point average of at least 70% must be maintained in each subject.
- Students must attend and successfully complete (with a 70% or better average) summer school if they earn a “D” or “F”.
- Students achieving 74% or lower in any two subjects on a report card will be placed on Academic Probation.
- A final average at the end of the school year of 70% must be earned to pass a subject. Students in grade K-4 achieving less than a 70% will be required to obtain and provide proof of professional tutoring.
- Any student not achieving a 70% in two subjects will not be promoted to the next grade level.

Promotion Criteria from Fifth to Sixth Grade

- Promotion to Sixth Grade at Providence School is contingent upon achieving a 70% average in all subjects with only one grade being at a “D” or “F” level.
- Students **must** attend summer school if they earn a “D” or “F” in Language Arts, Reading, or Math, and earn at least a 70% in each summer school subject.
- Only one “D” or “F” may be obtained in **either** Science **or** Social Studies.
- Additionally, any student who earns a “D” or “F” in any academic class is **encouraged** to attend summer school.
- Students achieving 74% or lower in any two subjects on a report card will be placed on Academic Probation.
- The structure of Academic Probation is determined individually and at the discretion of the Administration.

Withdrawals

If your child or children are enrolled for the current school year, and have re-enrolled for the next school year but you determine you wish to void the contract for the next school year, you must communicate in writing to the principal prior to meeting with the bookkeeper. If you withdraw prior to May 15th, an administrative fee of \$100.00 will be assessed; the registration fee is nonrefundable. If you withdraw between May 16th and June 5th, an administrative fee of \$200.00 will be assessed; the registration fee is non-refundable. Beginning June 6th, if your contract has not been voided according to the contract, tuition for the school year must be paid in full. The withdrawal process may take up to 10 business days.

If it becomes necessary to withdraw during the school year, withdrawal notice must be given two weeks in advance. It is school policy that you first meet with the principal or vice principal with a letter explaining your reason for withdrawing. All school property must be returned at the time of the withdrawal, and all tuition and fees must be paid in full in order for the student’s report card and subsequent cumulative records to be released. You will be required to meet the terms of your contractual agreement.

Guidelines of Conduct

The regulation of student life and maintenance of personal and academic standards are ultimately in the hands of the administration and faculty. Administration retains at all times the authority to determine who should be admitted and who should be allowed to continue at Providence School.

1. Detentions will be assigned by teachers and/or administrators to aid in classroom discipline.
 - a. Students will be notified at least one day in advance of the detention.
 - b. Detention will be held for 45 minutes after school.
 - c. Any student whose parent is not present when detention ends will be placed in Extended Day and will be charged \$20.00 for any portion of the day.

2. Suspensions – types of offenses (including, but not limited to, the following):
 - a. Fighting
 - b. Bullying
 - c. Lying
 - d. Plagiarism, cheating or aiding cheating
 - e. Skipping school
 - f. Leaving campus without permission
 - g. Disrespect/direct disobedience (may also result in expulsion)
 - g. Abuse or defacing of property
 - h. Stealing
 - i. Harassment; including electronic harassment
 - j. Abusive language/swearing
 - k. Pornography (may also result in expulsion)
 - l. Smoking (may also result in expulsion)
 - m. Use of cell phones during school hours

Probation, suspension or expulsion may be used in cases of repeated violations of the discipline code. The administration will determine the terms and length of each.

3. Terms of Suspension
 - a. Length is left to the discretion of the administration.
 - b. No daily class credit; test(s) may be made up.
 - c. Any property defaced or destroyed must be replaced at full value, whether personal or school property.
 - d. Students on suspension cannot attend or participate in any school function during the time of suspension.

4. Expulsion – Types of offenses include, but are not limited to, the following:
 - a. Drugs
 - b. Alcohol
 - c. Immoral activities
 - d. Repeated suspensions

- e. Refusal to abide by the code of conduct as agreed when enrolling at Providence School
- f. Pornography
- g. Bomb threats
- h. Smoking

Please note that a student's conduct off campus must be in line with the school's code of conduct. *No public display of affection is appropriate while on school property.*

Bullying

Anti-bullying Policy: Pursuant to Florida Statute 1006.147, it is the policy of Providence School that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, Providence School will not tolerate bullying or harassment against any student, employee, visitor, volunteer or agent who works on school-related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable state and federal laws and employee collective bargaining agreements.

Dress Code

Providence School prescribed dress and personal appearance should be clean, healthy, appropriate, and reflect a standard of excellence. We ask that all family members abide by similar guidelines to set a godly example while on school property.

Prescribed Dress - Lower School Girls

- JUMPER: Drop waist in plaid, logo
- BLOUSE: White puff sleeve (to be worn only with jumper)
- POLOS: White/burgundy/navy short or long sleeve, logo
- SKIRTS: Navy pleated (grades 5-6 only)
- SKORT: Plaid, front and back flap
- CULOTTES: Navy pleated (grades 5-6 only)
- SHORTS: Navy/khaki with or without a cuff or (full elastic without a cuff for kindergarten and first grades only)
- SLACKS: Navy/khaki pleated slacks
- SWEATER: Providence navy cardigan (logo)
- SWEATSHIRT: Providence navy, logo (no appliqué)
- JACKET: Providence contrasting sleeves (logo)
Navy fleece jacket, full zipper
- SOCKS: Crew style, knee high or above the ankle: white, khaki or navy. (No printing or wording on the socks).
- SHOES: As the student is involved in outside play daily, athletic shoes are preferred. Other footwear includes a closed toe, supportive tie or buckle, rubber-soled shoe with a heel or sole not higher than 1 1/2 inches. Acceptable colors are white, navy, brown, cordovan or black. Light-up shoes are not acceptable.

Note: Hem length to be no shorter than 4" above the kneeling knee

Prescribed Dress - Lower School Boys

SLACKS: Navy/khaki slacks

SHORTS: Navy/khaki with or without a cuff or (full elastic without a cuff for kindergarten and first grades only)

POLOS: White/burgundy/navy short or long sleeve, logo

SWEATER: Providence navy cardigan (logo)

SWEATSHIRT: Providence navy, logo (no appliqué)

JACKET: Providence contrasting sleeves with logo

Navy fleece jacket, full zipper

SOCKS: Crew style, knee high or above the ankle: white, khaki or navy. (No printing or wording on the socks).

SHOES: As the student is involved in outside play daily, athletic shoes are preferred. Other footwear includes a closed toe, supportive tie or buckle rubber soled shoe. Acceptable colors are white, navy, brown, cordovan or black. Light-up shoes are not acceptable.

Uniform Regulations

The Providence Dress Code will be enforced at all times while students are on campus. This includes before and after school, while waiting for carpools and during extended day. All uniforms are to be purchased at Sunshine Uniform Store.

HAIR

1. No spiked hair.
2. Boys' hair must not touch collar, may not go past 1/4 of the ear, or touch eyebrows.
3. No unnatural, dyed, or bleached hair.
4. Uniform scrunches and headbands in school colors only (navy, tan, white, burgundy).

EARS

5. Boys may not wear earrings.
6. Girls may wear two earrings in each *lobe* of the ear (no cartilage). Stud-type earrings or small hoops (no larger than one-half inch in diameter) may be worn.

NECKLACES

7. No choker necklaces that is distracting to uniforms.
8. No long chains hanging outside uniform shirt.

SHIRTS

9. Only the top two buttons may be unbuttoned at any time.
10. Only Providence sweater, sweatshirt or jacket may be worn over uniform while inside the building.
11. Shirts must be tucked in and belts must be seen at all times.
12. Only a plain, short-sleeved, white T-shirt may be worn under a uniform shirt (no logos, decals, or writing may be on the shirt).

SLACKS/SHORTS

13. Slacks and shorts must be worn with a solid brown, black, cordovan, or navy belt.
14. Slacks and shorts must be worn on the waist.

SOCKS

15. Socks can have no prints, designs, ruffles or logos.
16. Socks must cover the ankle.

SHOES

17. Girls may wear shoes with a heel or sole not higher than one and one-half inches (brown, black, navy or cordovan) or athletic shoes.
18. Boys may wear dress shoes (brown, black, or cordovan only) with a heel or sole not higher than 1 1/2 inches or athletic shoes.
19. No sandals, clogs, sling-back or open-toed shoes, at any time including designated dress down days.
20. Athletic shoes should complement the uniform; such as, brown, black, white, burgundy.

HANDS

21. Girls may only wear red, pink, and natural shades of fingernail polish (no blue, black, purple, etc.).

SKIRTS

22. When kneeling, the bottom edge of the skirt or skort must not be higher than 4" from the floor.

JACKETS

23. Winter apparel other than Providence activity jackets, sweaters or sweatshirts may only be worn outside the building during recess, P.E. or Extended Day.

Field Trip and/or Dress Down

Students will wear uniforms on most field trips; however, if the trip requires relaxed dress, the following guidelines should be followed by students, staff and chaperones.

- ✓ All regulations on hair, ears, necklaces, skirts and hands still apply.
- ✓ No tank tops, tube tops, spaghetti strap tops, or midriff tops may be worn.
- ✓ If shorts are deemed appropriate for a specific field trip, no shorts shorter than the length of the fingertips.
- ✓ Although blue jeans may be worn, jeans are not to be tight, low, excessively baggy, or excessively long. All pants must be worn on the waist.

- ✓ Beach/pool attire: Girls - one piece bathing suit, low cut legs (no French Cuts); two-piece suits may be worn only if completely covered with a colored t-shirt. Boys: No Speed-o bikinis; suits should be worn on the waist, not falling below.
- ✓ No inappropriate logos or language on t-shirts.

Discipline Plan for Non-Behavior Infractions Dress Code Violations

All dress code violations are given a one-day detention by the classroom teacher, no matter how small the infraction. The detention form is filled out and sent to the Vice Principal, who will in turn notify the parents. If the infraction cannot be corrected at school, the student will not be able to attend class until the infraction is remedied.

Conferences

Parents are encouraged to schedule conferences any time, with any teacher or administrator as the need arises. You may contact them through the school office or via E-mail. All conferences should be pre-arranged. Dismissal or arrival times, Open House evenings, and field trips are not appropriate times for an individual conference.

Lower School Attendance Policy

A student must be present for five hours to be considered present for the day. Attendance is based upon whether the student is in attendance for five total hours at any time throughout the day. This allows for a late sign-in (in the morning after a doctor's appointment, etc.) or early dismissal (for various reasons). As long as the student is in attendance for five hours during the school day, counted either from the beginning, middle, or end, he or she is considered to be present. Anything fewer than five hours, and the student is considered absent.

Tardiness

All students are required to obtain a tardy slip if they enter school after 8:15 a.m. (after 8:00 for 5th and 6th grade). *Students will be issued a tardy slip to be given to the classroom teacher.* Detention will be earned for an accumulation of five unexcused tardies in any nine-week period. It will be served in the Lower School office after school. One day's notice will be given as to date and time. Any tardy without a valid written excuse will be considered "unexcused". Doctor's appointments will be considered excused only with a written note from the doctor's office.

Early Release

It is important for students to be in school the entire day, and for parents to support the school attendance policy. Late sign-ins or early releases should be done only on an emergency basis and kept to a minimum. Please be aware that late sign-ins or early releases will cause your child to miss valuable classroom instruction. Please try to schedule doctor appointments after school.

The "Pre-planned Student Absence/Early Dismissal Permission" form must be filled out one week in advance for any preplanned absence or early dismissal.

After 1:45 p.m. there will be no student sign-outs except for an illness or an emergency. Teachers and students are preparing for dismissal. During this time, students are receiving final instruction to close out the day.

Absences

When a student is absent from school, a signed note should be brought in from the parent stating the reason for the absence. This note should be given to the teacher when the student returns and include the following:

1. Student's first and last name
2. Date of absence
3. Reason for absence
4. Parent's signature
5. If a student is absent for more than five days, a signed note must be brought in from the doctor stating the reason for the illness

NOTE: If a student has more than ten days of unexcused absences per **semester**, he/she is subject to not passing for the year.

Students will be given three days after returning to school to bring in a note. Failure to do so will result in the absence being unexcused, thereby possibly places the student in a position of not passing for the year.

It is the responsibility of the student and parent to obtain all make-up work assignments and due dates from teachers. All Lower School parents may request assignments for absent students by calling the school office by 10:00 a.m. in order to have work ready for pick up in the office at 2:15 p.m.

Excused and Unexcused Absences and Tardies

In order to gain the most from school, a student must be regular and punctual in attendance. Because of our commitment to school attendance, only the following reasons will be considered an excused absence or tardy:

1. Illness.
2. Doctor/dental appointments.
3. Death in the family.

4. A parental trip for which it is absolutely necessary for the student to miss the educational experience. This is considered a “planned absence.” (A planned absence is considered excused only if a parent submits for approval a pre-planned permission note to the administration at least 5 days in advance of the absence - exceptions may be made due to extenuating circumstances. A pre-planned form is required. Students must receive assignments prior to the absence.) All missed work resulting from an excused absence must be completed on or before a date indicated by the teacher in order for full credit to be received.
5. Other absences approved at the discretion of administration.
6. All other reasons will be considered unexcused.
7. All work missed due to excused absences may be completed for full credit. All make-up work for unexcused absences and tardies may be lowered two letter grades.

Attendance Policy

A student must be present for five hours to be considered present for the day. Attendance is based upon whether the student is in attendance for five hours at any time throughout the day. This allows for a late sign-in (in the morning after a doctor’s appointment, etc.) or early dismissal (for various reasons). As long as the student is in attendance for five hours during the school day, counted either from the beginning, middle, or end, he or she is considered to be present. Anything fewer than five hours, and the student is considered absent.

A.M. Arrival

No Lower School student is to arrive before 7:30 a.m. unless enrolled in Extended Day (only available for kindergarten through 5th grade). Parents should follow the designated traffic pattern diagram and instructions to drop off students in front of the school. From 7:30 a.m. until 7:55 a.m., all Lower School students are required to go to Extended Day at no charge. If students arrive prior to 7:30 a.m., an Extended Day fee will be charged. They will be released to their teachers and escorted to their classroom by the teacher/teacher assistant. Students are not to go to their classroom before 8:00 a.m. unless prior arrangements have been made with the teacher. If you have school business to take care of, park in a designated area. All parents and visitors with business in the school must register in the front lobby at the Security Desk to obtain a visitor’s badge. Please do not leave your car unattended while in the traffic line, or the wrong side of the street. Observe one-way traffic.

Dismissal Procedures

Dismissal for Lower School

At 2:10 p.m., parents may move into the Lower School traffic pattern. Your student will be in line with his or her classroom teacher.

Place the color-coded poster given to your child by the teacher with your child’s number and teacher’s name, on the rearview mirror or on the passenger side of the front window. **Posters must be used every day to ensure a safe release.**

All students will be waiting near the main entrance located near the dining hall. Drive all the way to the front of the car line so teachers can dismiss students quickly as parents arrive.

Move quickly and please do not converse while in the traffic pattern. We must keep the line moving rapidly. Please refrain from the use of cell phones while in car line.

At 2:40 p.m., teachers on duty will take remaining students to Extended Day. (Students riding in carpools or with Upper School siblings will wait in Sibling Study Hall until Upper School students pick them up. They will not be charged a late fee if picked up before 2:55 p.m.)

After 2:55 p.m., there will be a \$20.00 charge. This is to encourage parents to be prompt or to enroll their student in “Afternoon Extended Day” where students will be supervised until 6:00 p.m.

Any changes in transportation should be communicated in writing to your student’s teacher at the beginning of the school day. **After 1:45 p.m., please do not call the school office to change your child’s pick-up plans unless there is an emergency.** *We cannot guarantee that messages will reach your student. Many classes are not in their room and cannot be reached. We understand that emergencies can happen; however, last-minute plans are difficult to communicate effectively with your child.*

Students will not be permitted to go to the parking areas for pickup; however, parents may park in the designated parking areas and come to the building to pick up their child. The safety of students is our main concern. Please do not park in the fire lane. Traffic is one-way.

No exceptions will be made for students to wait near the school office to be picked up by siblings/parents after school hours. Students will not be allowed to wait outside the building, but are welcome to enroll in the Extended Day program. Students found lingering in the hallways after school hours will be taken to Extended Day.

One-Way Traffic

During school hours, we ask that you observe one-way traffic. During arrival and dismissal, please park in designated areas and never leave your car unattended in the drop-off area or by the curb in front of the school

No Parking

No parking in front of the school is permitted at any time. This is a designated fire zone area. Please utilize parking lots.

Locked Doors

Exterior doors are locked from 8:00 a.m. to 3:00 p.m. to maintain security and safety for students. In case of emergency, students may exit for safety purposes. No one may enter the building except at the main entrance near the main dining hall. Parents are requested to check in at the Lower School office to obtain a visitor’s pass.

Hall Passes

No student may be in the hall without a hall pass. Students in grades K-5 are to have a buddy assigned by their teacher when leaving the classroom.

Early Dismissal

Parents must provide written permission to the teacher stating when the student is to be dismissed. If you are coming early to pick up your student, the office will call the teacher to send your student to the office. In these cases, parents are asked to sign their student out. Students will not be called out of class until a parent has arrived to sign them out. **Do not go directly to the student's classroom to get your child.** For release to a person other than the parent or guardian, written permission must be sent through the student's teacher to the office. A note will be needed for each occasion. Any person picking up the student should be prepared to establish his/her identity with proper identification. He or she must know the security pickup code before being allowed to sign the student out.

Early Dismissal After Field Trips

If you are taking your child home after a field trip, please note that all students must be signed out in the Lower School office. You will be given a form to return to the teacher so that he/she knows the student has been released to their parent at the end of the field trip.

Weather Emergency and School Closings

We will typically follow the Duval County School closing guidelines because communication can be achieved quickly through the media. In the absence of any media instructions, we ask that parents use their best judgment as to personal safety regarding travel in inclement weather.

Lunch Program – Sage Dining

Providence School has partnered with Sage Dining Services to provide fresh-cooked meals for your children. Families are to set up a pre-paid account online with Sage Dining. This process takes up to two business days. The minimum check amount is \$25. After registering, you can register and manage your Sage Dining account online, or deposit money to your account by check and deposit it in the box across from the Lower School Library. If you need help with your account, email mykidsspending@sagedining.com for assistance or contact Michael Areford at dining@prov.org or by calling 223-4538.

1. All food and drinks are to remain in the dining hall at a table.
2. Each student is responsible to keep his/her area clean during and after lunch.
3. Students are to remain in the dining hall during the entire lunch period.
4. Students should treat each other and teachers with courtesy and respect in the dining hall. The purchase of soft drinks is an Upper School privilege. These machines are off limits to all Lower School students during school hours.

Chapel

The highlight of our school week is the worship service every week. Opportunities will be provided for students to participate in group singing, praise, worship, and study of God's Word. Students participate and learn leadership skills as they assume some responsibility for presentations. Chapel speakers include administrators, teachers, pastors, missionaries, and others. Often classes will give plays, or the music department will give performances. It is a time of building unity in the school as well as for corporate worship of the Lord. Parents are welcome to join us during chapel.

Library/Media Center

The teacher of the Lower School Media Center will share specific rules and class schedules with the students. Parents are asked to assist students in caring for and promptly returning materials to avoid overdue, lost, or damage charges. All books will be checked out in the student's name.

All non-reference books circulate for two weeks. Reference books and back issues of periodicals circulate overnight only, and must be returned before first period the following school day.

Student fines for overdue books are \$.05 per book/per school day. Fines for overnight materials are \$.25 per item/per school day. Students with overdue fines may not check out other items until their record is cleared. Academic records will also be held until fines or damage fees are paid. Students are responsible for all items checked out on their student I.D. card. Lost cards should be reported immediately.

Required Physical Education Uniform

Lower School students wear regular school uniforms and athletic shoes for Physical Education and do not change before or after class. On the day your child has P.E., please make sure he or she has the appropriate shoes.

Extra-Curricular/Athletic Eligibility

For a student to participate in extracurricular/athletic activities, he/she must adhere to all mandates of the Florida High School Athletic Association (F.H.S.A.A.), including maintaining a cumulative average in all subjects of 72. These averages are checked at the end of each semester period according to F.H.S.A.A. guidelines. A student must maintain a 72 grade average and be in attendance a minimum of three hours to participate in an extracurricular activity. If the average goes below 2.0 in a 9 week grading period, s/he will become ineligible until the grade is raised at midterm or at the next 9 weeks grading period.

Rules for Athletic Activities

Providence Lower School supports students being involved in extracurricular activities and encourages students to be active participants. However, an academic standard has been set and the expectation is for all students to accept this added responsibility and not to expect a “lessening” in classroom standards. Therefore adjustments will not be made concerning test dates or homework responsibilities to accommodate extracurricular activities.

1. While attending athletic contests:
 - a. There is to be no booing at any time.
 - b. There is to be no complaining over the decision of the officials.
 - c. Students are to conduct themselves as representatives of Jesus Christ and model citizens of Providence School.
2. Parents and students who violate these rules are subject to suspension from participation in, or attendance at, the athletic activity in the future.
3. Only team players and coaches are allowed to ride the athletic buses. If seating room permits, cheerleaders will also ride the team bus. Otherwise, alternate school transportation will be provided for cheerleaders.
4. Since the school provides bus transportation, team members and cheerleaders are expected to ride to and from the games on the bus (space permitting). In the case of an emergency, the coaches will make the decisions as far as transportation is concerned.
5. Students are expected to dress appropriately at all school-sponsored events and activities.

School Attendance Relative To Attending School Activities

On the day of a scheduled activity, a student must be in attendance a minimum of three hours in order to participate in, or attend, that extracurricular activity. This pertains to athletic practices, games, banquets, programs, or other activities. Dental/Doctor appointments are exceptions.

Internet Acceptable Use Policy

Providence School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, responsible and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum.

At school, each student’s access to and use of the network will be under the teacher/media specialist’s direction and monitored as a regular instructional activity. The faculty is responsible for teaching proper techniques and standards of network use.

Acceptable Use Policy For Technological Resources

The Technology Committee is responsible for the management of the technological resources of Providence School. These resources shall include all voice, video, and data systems. These

systems include telephones, television monitors, computers, servers, local area networks, and connections to other computer networks via the Internet and stored electronic data. A part of this management responsibility includes the establishment and administration of the acceptable use policy and implementation guidelines of these resources by staff, students, and other users. The intent of this statement is to give a general overview of use responsibility, as well as acceptable and unacceptable use of these resources. The Acceptable Use guidelines document contains more specific information.

Student/User Responsibility

- Comply with all existing school policies as they may be interpreted to apply to technology resources, including but not limited to student discipline and conduct policies.
- Respect the privacy of other users, and not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users.
- Comply with legal protection provided by copyright and license to programs, data and documents.
- Help maintain the security of the school technology resources by adhering to all security rules developed by the Technology Committee.
- Comply with the acceptable use policies of all technology resources to which the school has access.

Acceptable Use Standards

- Use consistent with the mission of Providence School;
- Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks;
- Use related to instructional, administrative, and other support activities considered consistent with the mission of the school;
- Use of school technology resources for authorized and appropriate access to voice, video and data systems, software or data, both locally and at remote sites.

Unacceptable Uses

- Providing, assisting in, or gaining unauthorized or inappropriate access to the school's technology resources, including any type of voice, video or data information server;
- Activities that interfere with the ability of students/staff members to use the school technology resources or other network-connected services effectively;
- Activities that result in the loss or unauthorized access of another student/staff member's work;
- Distribution of any material in such manner that might cause congestion of the voice, video and data networks;

- Distribution or collection of impolite, obscene, abusive or threatening material via telephone, video, electronic mail, Internet, or other means;
- Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the school;
- Using the network in a manner that violates federal, state and local laws;
- Falsifying one's identity to others while using the network.

Consequences of Breach of Policy

Breach of this policy shall be considered a serious offense and shall result in actions consistent with the existing student discipline policy. Violations could result in loss of network access, suspension, or expulsion.

Closed Campus

It is understood that students are not to leave campus for any reason without first receiving permission from the office staff and then having a parent signing them out in the Lower School Office.

Soda Machines

Soda machines are an Upper School privilege. Soda is available to Upper School during lunch period only and should be consumed in the dining hall only. No soda is to be purchased before or after school.

Lower School students may buy milk, juice or water in the dining hall for lunch.

No food or drinks are allowed in the gym at any time.

Book Bags

For safety reasons, no book bags with rollers are allowed in school. There will be no exceptions to this request. All backpacks must be hand carried and not have any comic character that reflects aggression or violence.

Toys

Lower School students may bring toys to play with during recess time, with the teacher's permission.

Electronic Devices

The use of electronic devices is not permitted in the building at any time (i.e. beeper, cellular phone, laser pens, CD's or CD players, etc.). No cameras are allowed during school hours. Exceptions can be made for activities with administrative approval. Any such devices will be confiscated and held by the principal for parent pick-up. Students will not be allowed to bring music other than Christian music on trips.

Providence School discourages students from bringing cell phones or electronic devices to school. These items tend to be quite costly and can potentially become lost or stolen. The use of electronic devices and/or cell phones is prohibited.

Any cell phone, camera, or electronic device SEEN OR HEARD will be considered "in use" and confiscated. The item will be held by the principal's office for parent pick-up. The student will be issued a detention on the first occasion.

Any occurrence that follows will result in a one day suspension. The school will not investigate the loss or theft of these items and is not responsible for the security of items confiscated.

School Property

School property is to be treated with care. All damage is to be reported. A student who intentionally damages school property is subject to suspension/expulsion and will be required to pay for maliciously damaged property. Permission to hang any item on the wall must be obtained from administration in advance. All students are to place papers, wrappers, etc. in the containers provided. Chewing gum is not allowed on campus.

Personal Property

The school is not responsible for personal property left in the building or on the premises (see Lost and Found on page 26).

Homework

Homework presents an opportunity in Lower School for the teacher to reinforce or review material covered during the day. Students should be encouraged to do their homework at a regular time and in a place free of distractions each evening. Occasionally long-term (one week or more in advance) projects or test preparations are assigned. Please assist your student in organizing his/her time as these assignments are completed. A daily study period is available for students in grades 1-6 enrolled in the Extended Day Program. There will be occasions where no assigned homework is given, such as on Wednesdays (due to church services). If it is a four-day week, students will be prepared in advance so that tests can be administered on Thursday.

When a student is absent from school due to illness, the work that is missed can be made up once the student returns. The number of days allowed to make up work is equal to the number of days that were missed from school.

Telephones and Messages

The office telephone is for business use only, and should not be used by students. Parents are requested not to call the school and ask to speak with students except in case of an emergency. Students will not be called from a class to answer the phone. **Phone calls made by students during school hours must be approved by the office and be of an emergency nature.** No conversation should last for more than two minutes. A pay phone is available near the gym for non-school related calls.

Lost and Found

All lost and found items that have been turned in will be taken to the area outside of the Lower School Dining Hall. Students may check Lost and Found for a particular item. Unclaimed items are periodically donated to charity.

School Parties

In Lower School, designated class parties are organized periodically throughout the year with the help of the homeroom parents. Students may celebrate their birthdays by bringing cupcakes/cookies for snack or lunch. In-school distribution of party invitations, Valentines, or anything of that nature which excludes any student in the classroom is not allowed. We encourage students/parents to be sensitive to the feelings of others when planning off-campus parties which might not include all members of a class.

Visitors

All visitors and parent volunteers must check in at the security desk in the main hallway and receive an appropriate badge. For security reasons, we have encouraged teachers and staff to question any person/visitor who is unknown to them.

All classroom visits or conferences should be prearranged. Teachers need uninterrupted, quality time to instruct students.

Field Trips

Field trips are taken at each grade level. Trips are coordinated school wide to ensure the best utilization of outside resources and to maximize student's potential for relevant enrichment. If parents wish to leave early and take their child home, they must sign him/her out at the beginning of the day before leaving campus. The office will fill out a form for parents to deliver to the teacher.

Chaperone Policy

Providence School sponsors field trips each year. If you would like to chaperone one of these trips, we ask that you familiarize yourself with the following expectations for volunteers so that we may maintain an exemplary standard:

- At the start of the trip, be sure you know for whom you are responsible and keep close track of them throughout the day. Please take a head count frequently.
- Maintain discipline and appropriate behavior. Expect your group to be polite and attentive at all times. They should listen carefully to speakers. Do not allow idle chatter during a presentation or when a leader or teacher is speaking.
- Please be sure to keep up with the other groups. Adhere to meeting times and places.
- Please do not allow your group special privileges (i.e. candy, gifts, etc.) that have not been approved ahead of time by the classroom teacher.
- Allow students a restroom break when appropriate. Please go as a group. Designate a meeting spot outside the restroom if you will be going in also. Be sure students have a buddy inside the restroom with them.
- Only in an emergency should a student be allowed to go to the restroom during a non-designated break. If this happens, leave your group with a teacher and accompany the student to and from the restroom.
- Take necessary measures to ensure safety of students.
- In case of overnight trips, parents are expected to stay with students at all times.
- Alcohol, drugs, immoral activities and refusal to abide by the code of conduct are not permitted by chaperones.
- For safety reasons, siblings are not to be taken on field trips.
- Report any discipline problems to assigned teacher.
- We expect the students to set an example for Providence School. Please do not allow running, roughhousing, or rudeness, but encourage enjoyment, wonder, and understanding.
- Parents are asked to follow the same dress down code guidelines as those followed by Providence students and employees.

Accident Reports

If an accident should occur during the school day, a report will be sent home that will include the following information: name of person involved in the accident, date, time, where and how, and a description of the injury, care given, person supervising and witnesses. Parents will receive a copy of the report and a copy will be filed in the office.

Annual Giving

Independent education is not funded by tuition alone. Annual Giving contributions are an integral component of yearly operating budgets of financially healthy independent schools. Gifts from parents, grandparents, faculty/staff, alumni, and friends help the school provide the resources that are needed to keep our academic programs vital and inspiring and to develop a growing array of programs and services for the students. As an affordable quality education at Providence depends upon the continuous commitment of each member of the school community, we believe all families will want to participate as volunteer workers and direct contributors to the Annual Giving Campaign.

Providence School Advisory Council

The Providence School Advisory Council (SAC) is a committee composed of parents, teachers, and administrators. The purpose is to represent the concerns of the parents and students. A survey is issued every spring for parents and students to provide the SAC with comments and concerns. This is your opportunity to provide meaningful feedback to help improve our school.

Photographic Release

On numerous occasions throughout the school year, student photographs and video recordings are made of students, (e.g. magazine, yearbook, brochures, website and videos.) We ask parents to sign a release so that Providence School has the right to use any of the photographs and video images and the right to identify your child(ren) by name.

Parents indicate on the application/re-enrollment form approval. If no indication is made, photos are used for public use.

Disclaimer

Any materials circulated at Providence School must have the following disclaimer: *“Providence School does not endorse the practices, products or services described in the materials distributed to our students; nor does it endorse the opinions expressed or services provided by outside organizations.”*