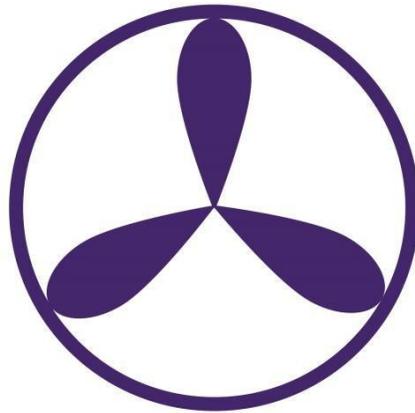


Providence Preparatory School
Member of
UNIVERSITY-MODEL® SCHOOLSINTERNATIONAL

Junior High (6th-8th Grades)
Senior High (9th-12th Grades)

Family Handbook
2020 - 2021



*Stir up the gift of God which is in you,
for God has given us a spirit of power
and of love and of a sound mind.*

2 Timothy 1:6-7

January 7, 2021

TABLE OF CONTENTS

- I. Introduction..... 3
- II. Admission Policies..... 8
- III. Financial Policies9
- IV. Attendance Policies..... 11
- V. Academic Policies..... 13
- VI. Student Code of Conduct..... 19
- VII. Dress Code21
- VIII. Discipline Policies22
- IX. Health/Safety/Emergency Policies..... 25
- X. Grievance Policies..... 27
- XI. Family Handbook Agreement Form.....31

****The Family Handbook Agreement Form needs to be signed and returned to the Head of School. Signing this document means the student and his/her family have read, understand, and agree to all contents. Receipt of this signed document is required for student attendance.***

I. INTRODUCTION

I.1 - VISION STATEMENT:

We at Providence Preparatory School (ProvPrep) are committed to partnering with parents to provide an education that encourages our students and families to be confident in what they believe and able to defend their faith in love, boldly and unashamedly.
(Romans 1:16, 2 Timothy 2:15, Ephesians 2:10)

I.2 - MISSION STATEMENT

Providence Preparatory School exists to cultivate parental involvement in their students' educational process, to instill students with a Biblical worldview and guide them in discovering their God-given gifts, and to empower students with skills that will prepare them for success in college and careers.
(Deuteronomy 6:6-7, Titus 2:11-14, Romans 12:4-6, I Peter 4:10)

I.3 - WORLDVIEW DISCLOSURE:

Every person has a worldview, though not every person has considered through which lenses they view the world. As the Providence Preparatory School Board, we have, and wish to, fully disclose that the core subject areas taught at Providence are explored and analyzed from a Christian perspective.

In order to fulfill our vision and mission in Christ, ProvPrep gives priority to these fundamental principles:

1. Partnering with parents to provide a challenging college preparatory education based on biblical principles. (Deuteronomy 6:5-7; 1 Corinthians 10:31; Colossians 3:23 – 24)
2. Standing firm in and giving ourselves fully to the work of the Lord, because we know that our labor in the Lord is not in vain. (1 Corinthians 15:58, Revelations 19:7-9, 21:2)
3. Fulfilling the Lord's directive to spread the “Good News” (Isaiah 6:8)

ProvPrep neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national, or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union. (Amos 3:3, II Corinthians 6:14-17).

I.4 - STATEMENT OF FAITH:

Families must be in agreement with the following Statement of Faith that guides the ministry of ProvPrep School:

- There is **one sovereign God** in three persons: Father, the Son, and the Holy Spirit. (Isaiah 44:6, I Cor. 8:6, II Cor. 13:14)
- There is **one way of salvation**: faith in Jesus Christ, the son of God, who lived as a man, died for the sins of all men, and was resurrected so that all who believe in their hearts, confess Jesus as Lord, and are baptized will be saved. (II Cor. 1:21-22, John 14:6, Acts 2:38)
- There is **one book of truth**: the Bible, God's written revelation to man: authoritative, reliable, and inerrant, without the need of any other document to complete its message. (I Thess. 2:13, II Tim. 3:16, Gal. 1:9, Rev. 22:18-19, II Peter 1:20-21)
- There is **one body**: the church, with its many parts acting in unison. (Romans 12:4-5, I Cor. 12:12, Eph. 4:15-16)

I.5 – STATEMENT OF FAITH CONCERNING MARRIAGE AND HUMAN SEXUALITY:

ProvPrep values Biblical truths with regards to marriage, family, gender, authority, purity, and calling. We believe all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (II Tim. 3:16-17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

ProvPrep is committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

ProvPrep believes the Holy Scripture teaches the following:

- Marriage is defined as the exclusive, comprehensive, and “one flesh” union of one man and one woman. The marriage relationship binds the father, mother, and child(ren) for the furtherance of moral, spiritual, and public good.
- Sexual immorality is sinful. Consequently, ProvPrep members must resist and refrain from any and all sexual acts outside marriage, including but not limited to adultery, fornication, pedophilia, or same-sex sexual acts. (Exodus 20:14, Lev. 18:7-23, Lev. 20:10-21, Deut. 5:18, Matt. 15:19, Matt. 5:27-28, Romans 1:26-27, I Cor. 6:9-13, I Thess. 4:3, Heb. 13-4, Gal. 5:19-21, Eph. 4:17-19, Col. 3:5)

- God created mankind in His image: male(man) and female(woman), sexually different but with equal personal dignity. Consequently, ProvPrep members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex, including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, I Cor. 6:9-11)
- God created and ordered human sexuality to the exclusive, comprehensive, and “one flesh” union of man and woman. This marriage relationship binds the father, mother, and child(ren) for the furtherance of moral, spiritual, and public good. ProvPrep members must affirm the sexual complementarity of man and woman and resist any and all same-sex attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Matt. 19:4-6, Mark 10:5-9, Romans 1:26-27, I Cor. 6:9-11, Eph. 5:25-27, Rev. 19:7-9, Rev. 21:2)
- All have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, ProvPrep members must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to ProvPrep’s Statement of Faith. (Matt. 11:28-30, Romans 3:23-24, Eph. 2:1-10, I Cor. 10:13, Heb. 2:17-18, Heb. 4:14-16)
- Two life-enhancing options are the union of one man and one woman, and celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness are to be celebrated and affirmed within ProvPrep. (Genesis 1:27-28, 2:18, 21-24, Matt. 19:4-6, Mark 10:5-8, Heb. 13:4, I Cor. 7:1-2, Matt. 19:12, I Cor. 12:12-13, Romans 12:10, I Tim. 5:1-2)

I.6 - UNIVERSITY-MODEL® SCHOOLS:

University-Model® schools integrate challenging academics with Christ-like character development. They affirm the parents' role as the primary influence in the lives of each of their children by redirecting time from the school back to the family. Parents will involve themselves in and oversee their child's education and academic progress. Parents share joint responsibility with the school for properly placing students, for helping them build the character qualities and work ethic that lead to academic success (and success in general), and for ensuring that students accept increasing responsibility for the consequences of their actions. The parental teaching role ranges from direct instruction in cooperation with the classroom teacher to holding students accountable for completion of course work, and monitoring of student progress as the student progresses from grade to grade. ProvPrep is committed to providing a vital learning experience for students that encourages and facilitates the parent/child relationship. At ProvPrep we offer:

- University style schedule – classes meet 3 days a week for an 18 week semester
- Course registration on a semester basis
- Clearly articulated course descriptions
- Integrated parent/teacher instruction
- High academic standards and strong work ethic
- Low student-teacher ratio

University-Model[®] schooling (UMS) was developed as a result of two guiding concerns: to offer students the opportunity to acquire a high degree of academic achievement and to preserve and strengthen the God-ordained family relationships in which the Christian faith is most effectively fostered. University-Model[®] schooling brings these two concerns together, providing an academically challenging education while integrating the home and school in the common objective of training children in biblical principles. Distinct parental roles are established so that parents will have an understanding of what is required of them in each class.

I.7 - PARENTAL ROLES IN A UNIVERSITY-MODEL[®] SCHOOL:

Providence Preparatory School functions under the assumption that parents are the primary source of education and discipline for their student(s). It provides the structure and trained mentors necessary to facilitate classes that educate our student(s) through high school in a way that will prepare them for college. As a cooperative effort, ProvPrep relies on parental participation, supervision, intervention, and maintenance in all areas concerning students. In order for the school to function, it is important that every member strives to provide a productive learning environment and assists where needed. Our prayer is that all experience the love of Christ as we work together to educate and prepare our students for the future.

In a University-Model school, parents play several roles:

- | | |
|---|---------------------|
| • Co-Instructor/Private Tutor | • Course Monitor |
| • Guide for Dependent Study | • Project Assistant |
| • Guide for Independent Study | • Active Supporter |
| • Facilitator of Interactive Discussion | |

Co-Instructor/Private Tutor – In this role, parents receive instructions from classroom teachers on a regular basis. These instructions outline homework assignments, follow-up study over covered material, and preparation or review needed for the next class. Parents are also responsible for recording “student attendance” during “off-campus” class days (see ATTENDANCE POLICIES), for facilitating direct instruction in some aspects of the course, such as spelling, and for monitoring their child's academic progress (including the timely submission of all assignments).

Guide for Dependent Study – This role is helpful for students at that are at a dependent age where disciplined study habits must be developed through positive encouragement and through the students' growing awareness of personal consequences. In order for these classes

to be successful, ProvPrep teachers depend on parents to make certain their children keep up with the course material assigned and to communicate to teachers if difficulties arise. In some cases, private tutoring might be necessary. We encourage parents to contact ProvPrep teachers to see if additional tutoring can be arranged through them.

Guide to Independent Study – Parents have the opportunity to monitor the independent school work performed by their children and to provide additional guidance, if needed. Courses offered by a University-Model[®] school at this level should mimic that of a junior or community college program where independent study skills and disciplined planning for completing homework assignments are necessary.

Facilitator of Interactive Discussion – Parents are expected to interact with their children on teacher-directed topics throughout the semester. Students will then use ideas developed through those interactions in class discussions and written assignments. These courses are designed to place emphasis on the parent-student relationship by emphasizing and reinforcing the values parents are teaching within their home. These courses also provide families with the opportunity to explore and interact in issues that are of importance, especially during the teen years.

Course Monitor – Some courses involve equipment or expertise which necessitates that teaching be done in the classroom and leaves little for parents to teach at home. This role, therefore, will require the least amount of time by parents, but its importance cannot be understated. The primary responsibility of parents in this role is to track the progress of their children and to monitor how well they are doing. Are they becoming discouraged? Are they enjoying the class? What activities are being done each day in class? What are they learning? In short, parents need to show an interest and to express this to their children. If problems should develop, teachers need to know immediately.

Project Assistant – The primary responsibility of parents as “Project Assistant” is to track the progress of their children and to monitor how well they are doing. With younger children, parents are expected to assist with material-gathering and to supervise the use of potentially dangerous tools (scissors, hot-glue guns, etc.) We encourage parents to have a sincere interest in their children's class activities and to express that interest to their children. Furthermore, occasional help at home might be needed in the context of a project. If problems should develop, teachers need to know immediately.

The Active Supporter – This parental role involves activities designed around the community of ProvPrep, including community service projects, fundraisers, field-trips, and our end-of-year “Academic Hoorah.” When parents become involved in such activities, children are taught by example how to serve others and how to be an active member of a community. Parents will be notified of events and how they can help throughout the school year.

II. ADMISSION POLICIES

II.1 – NON-DISCRIMINATORY POLICY:

Providence Preparatory School admits students of any race, color, biological sex, and national or ethnic origin to all the rights, privileges, and programs, and to activities generally accorded or made available to its students and does not discriminate on the basis of race in administration of its educational policies, admission policies, or school-administered programs. (Acts 10:34-35, I Sam. 16:7, Gal. 3:26-29)

II.2 - ADMISSION PROCEDURE:

In order to attend school at ProvPrep, prospective students and parents must complete the following:

1. **Attend an Information Meeting/Family Interview** - This initial meeting between School Administration and a Prospective Family gives parents the opportunity to understand the expectations of their involvement in the education of their child(ren) at ProvPrep. With the proper information, families can make the best decisions about the education of their child(ren).
2. **Give Prayerful Consideration** – Parents should carefully go over the Family Handbook and other information from the meeting. If you have any questions, please contact us. Pray about this important decision.
3. **Complete the Admissions Forms** - Once you are convinced that this is where your family should be, parents must complete an Admissions Packet for each child, and return all forms, relevant fees and copies of academic records, health forms, immunization records and any other relative medical records to the Head of School. Parents and students must sign a form stating their agreement with Providence's Statement of Faith
4. **Testing and Evaluation** - Placement testing and other academic evaluations may be given to determine coursework and class placement based on the student's Math and English skills in relation to the ProvPrep curriculum.
5. **Registration**- Once the student has been accepted and the above steps have taken place, the family can register the student for courses.

II.3 – ACADEMIC ADVISING:

Academic advising is offered with the Head of School for the purpose of establishing a High School Diploma Plan. See Section V.18 for more details about the diploma plans and high school credit.

II.4 – STUDENT FILES:

ProvPrep will keep a file on each student. The information in the student files is confidential and will not be shared with unauthorized persons.

III. FINANCIAL POLICIES

III.1 – PAYMENT POLICIES

Tuition is assessed on a semester basis, and may be paid in full by the first day of class, or be paid in four monthly payments throughout the semester. NOTE: Textbooks, lab fees, and field trips costs are not included in the cost of tuition.

Students may not register for the next semester until all family tuition payments and fees have been paid for the current semester.

Academic Achievement Records will only be available to a family if their tuition payments have been made in full, or by the assigned payment dates.

III.2 – REFUND POLICIES

All tuition and fees at ProvPrep are based on an estimated cost of providing the educational services of the school to all enrolled students. We employ faculty and staff members in accordance with the number of students enrolled and must honor those staff contracts whether or not a student withdraws from ProvPrep during the school year.

For this reason, if a student withdraws after the second week of the beginning of the school year, no refunds of tuition or fees can be granted.

Requests for such refunds based on hardship must be made directly to the School Board. In addition, please note the following:

- Registration fees, testing fees, and lab fees are not refundable under any circumstances.
- In the event of withdrawal from Providence or transfer to another school, records for students, including Academic Achievement Records and permanent files, are held until all financial obligations have been cleared.
- In the event of suspension, expulsion or mandatory removal of student or family, tuition is not refundable, regardless of when it occurs.
- Because our expenses continue whether or not every child is present in school every day, no refund of tuition or fees can be made in the case of absence for illness or any other reason, as long as we hold a place for your child.

III.3 – UNPAID TUITION POLICY

Continued failure to meet the above-stated obligations or agreements in a timely manner will result in action to consider refusal of enrollment for subsequent semesters, whether or not the balance is paid.

III.4 – REGISTRATION FEE:

A non-refundable registration fee of \$100.00 per school year is required per student.

III.5 – BOOK AND LAB FEES:

Parents are responsible for purchasing all books and school supplies. There may be fees associated with consumable items that students use during classes, such as science and art.

III.6 – LUNCHES:

Students will be responsible for making their own arrangements for lunch. Campus facilities provide a refrigerator and a microwave for student use. Students may leave campus to obtain their lunches only if parental consent has been given in writing.

III.7 – FEES FOR CONFISCATED ELECTRONIC DEVICES:

Explanation for the policy concerning confiscated electronic devices can be found in section VIII.3 on page 23. The fees are listed below:

- First Offense: \$25.00
- Second Offense: \$40.00
- Third Offense: \$50.00

III.8 – LATE PICK-UP FEE:

Failure to pick up your student in a timely fashion will result in a fine. You are late to receive your student if their last class has been dismissed for half an hour. The fine is \$5 for every 10 minutes you are late.

Late Pick-Up Fees are not applied to students who are scheduled to stay after class for study hall or tutoring.

III.9 – FUNDRAISING:

Providence Preparatory School asks its families to participate in all of the school's fundraising activities to the best of their abilities.

IV. ATTENDANCE POLICIES

IV.1 – ATTENDANCE REQUIREMENTS:

Our attendance policy is based on in class instruction, which is valuable to the success of our learners. The State of Texas requires a student to be present for 90% of the time an educational program is offered for the student to earn credit for the coursework. ProvPrep offers in-class instruction for 17 weeks, which calculates to 51 days. A student can be absent for only 5 days of any class during the semester to earn credit for that course. A sixth absence would require the student and parents to discuss the lack of attendance with the ProvPrep School Board. The School Board will determine if credit will be awarded.

Students are also expected to be in class prepared and ready for instruction at the beginning of class. This includes arriving to school at the beginning of the class day, and arriving to each class on time throughout the day. Students who are not in class will be considered “Tardy.” Three instances of tardiness will add to one absence.

Teachers will be responsible for recording students as present, tardy, or absent in ClassReach.

IV.2 – ARRIVAL:

Students may arrive on campus 15 minutes before their first class. For security reasons, the front door of the school building will be locked upon the beginning of classes. Any student arriving late needs to call their teacher on the teacher's cell phone in order to be let into the building. The student may also go to the side door and knock for entrance.

IV.3 – DISMISSAL:

Because the ProvPrep campus is a shared facility, students need to be off campus within 30 minutes after the last class is dismissed.

Please be prompt in picking up your children from class. You are late in picking up your student if you arrive ten minutes after the end of the last class. See FINANCIAL POLICIES for late pick-up fine.

IV.4 – EXTRACURRICULAR/AFTER SCHOOL ACTIVITIES:

Students not enrolled in an after school extracurricular activity will not be permitted to stay on campus after dismissal. Siblings of students in before or after school extracurricular activities will not be permitted to wait on the school premises for their siblings without a parent or guardian. Please attend to your small children and do not allow them to run through the building. Non-school-age children should be under parental supervision at all times.

IV.5 – STUDENT DRIVING:

Students who drive themselves to and from ProvPrep must provide written permission from a parent, as well as a copy of their valid driver's license and proof of comprehensive insurance. Students are allowed to leave campus for lunch with written permission from a parent. Students are not permitted to loiter in or around their car before or after school hours.

IV.6 – EARLY RELEASE

Families are encouraged to inform ProvPrep teachers of any planned absences. If a student needs to be picked up anytime during their classes, the teacher of the class should be called on their cell phone so the front door of the building may be opened for the parent. The teacher will not release the student to anyone not authorized to pick the student up from class.

V. ACADEMIC POLICIES

V.1 – CLASS SIZES:

Providence Prep will maintain a low student/teacher ratio of 15:1 to encourage student success in the classroom.

V.2 – JUNIOR HIGH & HIGH SCHOOL GRADES:

Grades are a permanent record of student mastery of course material. Daily grades are recorded weekly. Test and project grades are recorded as soon as all of the tests/projects have been graded. Teachers monitor student progress in achieving the objectives outlined for each course. Although some allowances are made for individual differences, students are expected to complete all course requirements. Teachers are responsible for identifying objectives and clearly communicating expectations, choosing relevant assignments, grading assessments promptly and returning papers and tests to students in a timely manner.

Providence uses a 100-point grading scale. Numerical grades are recorded on progress reports and report cards.

A numerical grading scale of 0-100 is used in grades 6th-12th on report cards and transcripts. Report cards show grades as numerical averages. The following table illustrates the letter grades for numerical grades. All grades **below 70.0** are classified as failing.

Average	Letter Grade
90.0-100	A
80.0-89.0	B
70.0-79.0	C
69.9 and below	F

Quarter Averages are calculated with the following formula:

$$\text{Report Grade} = 30\% \text{ "Daily"} + 30\% \text{ "Quizzes"} + 40\% \text{ "Tests"}$$

Semester averages are calculated by averaging the first and second quarter grades together in each subject. The semester average for each course is calculated by the following formula:

$$\text{Semester Grade} = 40\% \text{ "Quarter 1"} + 40\% \text{ "Quarter 2"} + 20\% \text{ "Final Exam"}$$

V.3 – TRANSCRIPTS:

The transcript is the official student academic record. Numerical grades are recorded on transcripts as noted in the table in the previous section. Other grades that may be recorded on student transcripts are **I, W, WP, and WF**.

An **'I'** (incomplete) is given if a student is unable to complete course requirements due to circumstances beyond his/her control. The student is granted special permission to complete course requirements within a predetermined time period.

‘W’ is recorded if a student withdraws from a course within the first two weeks of the semester. After the first two weeks, a grade of ‘WP’ (withdraw passing) or ‘WF’ (withdraw failing) is recorded on the student’s transcript, depending on the student’s final average at the time of withdrawal from the course.

Transcripts for currently enrolled students can be requested through the school administrator. Students 18 years and older must give written permission in order for a parent or other party to receive a transcript.

ProvPrep will accept only official transcripts that are mailed directly to the Head of School, or hand-delivered in a sealed envelope. ProvPrep will only release a student's official transcript after the receipt of written request by the parent/guardian.

V.4 – ACADEMIC STANDING/ACADEMIC PROBATION:

Students must achieve an average grade of 70.0 or above each semester in attendance at ProvPrep in each of the core academic classes to remain in good academic standing. A student whose grade falls below 70.0 in the core academic classes during any given semester can be blocked from future registration at ProvPrep. At the discretion of the Board and Head of School, a student may be given the opportunity to regain good academic standing by being placed on academic probation for the following semester. This decision will be based on the student’s attitude, participation, and effort. A student placed on academic probation must earn a grade of 70.0 in the core academic classes during each grading period of the following semester to return to good academic standing. If the student does not maintain the minimum grade average, he or she may be dropped from classes and blocked from future enrollment at ProvPrep. If the student maintains the minimum grade average or higher for the entire semester, he/she will be removed from academic probation.

A student whose average grade falls below 70.0 in the core academic classes during any given semester will no longer be eligible to hold an office in the Student Council. The student may be re-elected into an office in the Student Council once they are removed from Academic Probation.

If a student fails (earns a grade average of below 70.0) the Fall semester of a course, he or she may not continue in the Spring semester half of the course. The Fall semester must be successfully repeated in the following school year before continuing in the PP S sequence. If a student passes the Fall semester of a course, but fails the Spring semester, he or she must wait until the next school year to retake the Spring semester part of the course before continuing in the PP S sequence. It is recommended, but not required, that the Fall semester be repeated as well to increase the probability of success. Students who are repeating classes will be admitted only if space is available and the schedule allows. Once the student successfully completes the course, the passing grade earned will replace the failing grade.

The School Board has the final authority to make decisions about registration for students on Academic Probation.

V.5 - PSAT/SAT/ACT TESTING:

- **PSAT** – The PSAT will be made available to PPS freshmen, sophomores, and juniors each year as preliminary training for the SAT. ”The PSAT is a shorter version of the SAT, with a diagnostic component providing skills feedback. Administered by high schools to sophomores and juniors each year in October, the PSAT/NMSQT aids high schools in the early guidance of students planning for college and serves as the qualifying test for scholarships awarded by the National Merit Scholarship Corporation. Rigorous coursework is the best preparation for the PSAT/NMSQT” – (College Board). The fee for the PSAT/NMSQT is the responsibility of the family.
- **SAT/ACT Requirements** - All students in grades 11-12 are required to take the SAT/College Board test, and/or ACT at least once in order to graduate from PPS. College applications and many scholarship applications require either SAT and/or ACT scores. Students should plan on taking one and/or both of these tests as early as possible. PPS recommends the student take the test(s) no later than the Spring of the Junior year. Each student is responsible for registering for the test(s),(Collegeboard.com), and for informing their Academic Advisor of their intent.

V.6 - OFF-CAMPUS WORK POLICY:

ProvPrep sets high academic standards for its students. Success in a University-Model[®] school requires a significant and consistent effort by both students and their parents to complete assignments outside of class. For that reason “Off-Campus work” is an integral part of academic success at ProvPrep. “Off-Campus work” is not busy work. Meaningful assignments offer preparation, practice, and extension at home on a schedule that accommodates the demands of each family. Well-planned assignments have three purposes:

- to preview and develop basic understanding of material *before* it is presented in class
- to practice new concepts, skills, or vocabulary
- to show skill mastery

V.7 – LATE WORK:

Students will receive 10 points off for a late assignment if turned in 1 on-campus day after the due date. After one (1) on- campus day, the student will receive a zero on the assignment.

If a student is absent on an assignment due date, the assignment will not be counted as late if it is turned in on the day the student returns to school.

Please note that extra-curricular and family activities do not negate the late work penalty. These activities must be budgeted for within each family’s schedule and may not substitute for students’ off-campus class time. Off-campus days are school days and must be prioritized for the University-Model[®] to be successful. If a child is too sick to complete work on an off-campus day, parents need to contact the teacher or administrator so that the student’s assignment can be considered “make-up work.”

V.8 - MAKE-UP WORK:

Work missed during an on-campus day due to an absence is classified as “make-up work.” Work assigned for completion during off-campus days is classified as “make-up

work” if a parent has contacted the administrator with a reason, such as sickness, for the student’s inability to complete their work during an off-campus day.

Students are expected to complete all work missed and are given two on-campus days to complete the work for each day the child was absent from class. For example, if a student was absent Monday, and was in class on Wednesday, any assignments from Monday and Tuesday are due on Friday.

In the case of a planned absence, parents may contact teachers directly to request missed work in advance of the absence. Advance work will be provided at the teacher’s discretion.

During a lengthy illness, special arrangements may be made with the teachers and/or Head of School.

V.9 – PROGRESS REPORTS:

Parents and students can see the progress of a student’s performance through their account on ClassReach, our online school information system.

Progress Reports are printed records sent home with students at the end of each quarterly grading period to be viewed, signed by parent(s), and returned the next on-campus class day. The signed copies of all Progress Reports are placed in students’ files.

V.10 – FINAL EXAMS:

Final Exams for all core classes and some electives are given to Junior High and High School students. These exams cover content learned during the semester. Teachers will begin reviewing for Finals one week before the exams. All final exams are scheduled during the last week of classes for each semester. Final exams may be replaced with semester projects at the teacher's discretion. **Final exams / projects count as 20% of the semester average.**

V.11 – PROMOTION:

Students are promoted to the next course in a sequence when they successfully complete all requirements of the prerequisite course with a passing grade of 70 or above. Student promotion is on a course-by-course basis. Students are not promoted based on grade level. See the Academic Standing/Academic Probation section for policies applied if a student fails a course.

V.12 – FIELD TRIPS:

To maximize instructional time, Field Trips are normally scheduled on Tuesdays and Thursdays. Students are not required to attend field trips on off-campus days. If the teacher schedules a field trip, it is highly recommended that the child attend. Alternatively, teachers may suggest an activity as a family field trip and give extra credit to students who complete a related assignment.

It is required that a Field Trip permission slip, signed by the parents, be on file at school before a student can attend a Field Trip.

V.13 – STUDENTS NEEDING MODIFICATION:

The small class size and dedication of ProvPrep teachers help ensure that the needs of each student are identified and addressed. Teachers are in the best position to recognize when a student is in need of additional help. Assistance for students may include individual tutoring scheduled with a teacher, or may necessitate a referral to outside resources like speech therapists, diagnosticians, and other resources within the local school district. PHS currently does not provide major accommodations for students with learning disabilities; however, the school does work with those students whose needs can be addressed in the individual classroom through the efforts of the teacher. For example, students with dyslexia may be given the opportunity to type their work while those who struggle with ADD/ADHD may be allowed classroom accommodations like arranged seating with close proximity to the teacher.

V.14 – DROP/ADD POLICY:

Students may add a course during the first two weeks of a semester if they are in good academic standing, if they have completed all prerequisites for the course, and if there is an opening in the class. Students may drop a course during the first two weeks of the semester without academic penalty. Teachers//Academic Supervisor must be consulted and give approval before a final decision about adding or dropping a course is made.

V.15 – ACADEMIC DISHONESTY:

Academic dishonesty is a serious offense and is not tolerated at ProvPrep (Proverbs 19:9, 11:3). Parents will be contacted immediately if their child is involved in any of the following situations:

- Lying or giving false information about an assignment
- Copying another student's work
- Using answer keys or teacher editions to finish assignments without permission
- Obtaining copies of quizzes or tests without permission to practice the test
- Plagiarizing an assignment without crediting the source
- Altering a graded paper or assignment to change the grade
- Talking to another student during a test or quiz without permission
- Giving or receiving information during a quiz or test (copying)

Students committing any of the infractions above will be given a zero on the assignment. The teacher will document the situation, ensuring the parent receives a copy of the documentation via email. If this is not the first infraction, the Head of School may use full discretion to enforce further discipline.

V.16 – DUAL CREDIT COURSES

ProvPrep is in partnership with Blinn College to offer dual credit courses. Grades earned in dual credit classes will be averaged into the student's GPA along with the grades earned in PPS classes.

There are several key components required prior to registering for a dual credit course:

- Receive approval from the Head of School
- Take the TSI, ACT or SAT college entrance exams
- Complete the Blinn College application at www.ApplyTexas.org

V.17 – HIGH SCHOOL DIPLOMA PLAN

The Head of School will consult with High School students and parents annually regarding their High School Diploma Plan. The Texas Education Code has defined the Foundation High School Program to include 22 credits. Each year of study in a course earns 1 credit.

- 4 credits of English
- 3 credits of Math (Algebra I, Geometry, and an advanced mathematics course such as Pre-Calculus or Advanced Quantitative Reasoning)
- 3 credits of Science (Biology, Integrated Physics & Chemistry, or an advanced science such as Chemistry, Physics, Environmental Science)
- 3 years of Social Studies (World History & Geography, U.S. History, U.S.Gov't [1semester], and Economics [1 semester])
- 2 credits of a Language other than English, which could be a computer programming language
- 1 credit of Physical Education
- 1 credit of Fine Art
- 5 credits of Electives

Students may earn a “Distinguished Level of Achievement” on their transcript if they complete Algebra II. A STEM Endorsement is available for students who take an additional math, an additional science, and two additional elective courses. The Foundation High School with STEM Endorsement consists of 26 credits.

Credits earned through other schools will be considered on the student’s High School Diploma Plan. Credits earned through other accredited educational programs, as well as the courses taken through the supervision of ProvPrep will be listed on the Providence Preparatory School transcript.

Students may begin acquiring credits towards their High School Diploma on core courses (Math, Science, English, History, and Languages other than English) in the 8th grade. Electives earned in the 8th grade will not count towards their diploma.

Students must acquire a minimum of 10 credits on their ProvPrep transcript to earn a High School Diploma from Providence Preparatory School.

V.18 - GRADE POINT AVERAGE:

An overall average of 70 or higher is required to graduate from ProvPrep. High School GPA will include all core courses on the student’s ProvPrep transcript, including courses the student completed in 8th grade which satisfy requirements of their High School Diploma Plan. Grades earned on elective courses will not be calculated into the student’s GPA unless the elective courses are academic (core) electives.

V.19 - SENIOR YEAR COURSE LOAD:

The senior year class schedule should reflect a challenging course load since grades acquired during the senior year are just as important as those acquired during any other year. Colleges frequently request confirmation of whether a student has taken the most rigorous program available when determining scholarships. Colleges request a final transcript upon graduation. Scholarships offered by colleges may be revoked if grade point averages and/or class rank no longer meet the scholarship criteria.

VI. STUDENT CODE OF CONDUCT

At ProvPrep, students have a responsibility to help make the school a safe place that is focused on Christ. Students are expected to read this Code of Conduct carefully with their families and ask about any questions they may have. Students are urged to set an example and to make a difference.

The primary rule at ProvPrep is to show RESPECT – for God, authority, others, self, and property. Here are some ways students are expected to demonstrate respect at school:

VI.1 - BE PREPARED TO LEARN BY:

1. leaving electronic devices at home or turned off in your backpack whenever in class.
2. coming to school in compliance with the Dress Code.
3. coming to class on time and being prepared with all required materials.
4. working diligently during class.
5. following teacher and staff instructions, as well as school and classroom rules.
6. completing classwork and home assignments promptly.
7. completing work with honesty and integrity.
8. participating willingly in class activities.
9. refraining from behavior that is distracting to other students or disruptive to the learning environment.

VI.2 - HELP CREATE A SAFE, CHRIST-CENTERED ENVIRONMENT BY:

1. following the guidelines for arrival and dismissal.
2. showing respect to teachers and supervising adults at all times. If an adult gives a student an instruction, students should respond by acknowledging the instruction in a respectful way. Ignoring the adult, rolling eyes, etc., will be treated as a disciplinary event.
3. asking permission before leaving class or supervised settings. Leaving supervised settings without the knowledge or permission of parents or ProvPrep staff will be treated as a disciplinary event.
4. treating other students as brothers and sisters in Christ. Public displays of affection are not permitted at any time, whether on campus or at ProvPrep-sponsored events. Students are to conduct themselves as gentlemen or ladies.
5. using edifying language. Profanity, worldly slang, vulgar sayings in spoken or written form, or the use of offensive gestures is not permitted, whether on campus, at ProvPrep-sponsored events, or on internet social networking sites.
6. refraining from horseplay, running, rough play, or chasing others inside the building, and using appropriate behavior at recess. This is to prevent others from being hurt. Taunting, bullying others, or fighting in any form is not tolerated. This includes verbal and physical actions.

VI.3 - BE A GOOD STEWARD OF THE PHYSICAL RESOURCES OF PROVPREP BY:

1. modeling good citizenship. All students should help keep the facility clean and refrain from actions that are destructive to the property or disrespectful to others.

2. remaining within areas of the building that Providence is permitted to use. There are some areas of the building that are “out of bounds” to students at all times. These include, but are not limited to, the secretary and preacher’s offices.
3. refraining from playing Grace Community Church’s instruments and/or messing with the sound system / multimedia system. The church has invested money into the highly sensitive equipment, and many of the instruments are the personal property of church members. The only exception to this stipulation is the baby-grand piano, which may be played under the supervision of ProvPrep faculty or administration.

VI.4 - ENCOURAGE THE DEVELOPMENT OF POSITIVE CHRISTIAN RELATIONSHIPS BY:

1. showing respect for God and others. This means considering others above oneself. Treat others with respect, kindness, purity, and compassion.
2. respecting oneself. Each of us is loved by, and important to, God and the ProvPrep school community.
3. being patient with situations and with others, for God is patient with us.
4. being kind. Use words and actions to build others up, not tear them down. Bullying, intimidation, teasing, slander, verbal or physical abuse, or harassment of another student in any form is not tolerated. This includes text messaging and internet social networking.
5. knowing the truth and standing for it.
6. showing grace to others. Believe the best of every person whether you think they deserve it or not.

VI.5 – ELECTRONIC DEVICES:

Electronic devices such as iPods, cell phones, and personal computers (unless authorized by an instructor/ administrator) are not to be in view or use during the school day. ProvPrep recommends leaving devices which are solely for entertainment purposes at home. ProvPrep is not responsible for loss or theft of devices brought to school.

VIII.6 – UNDESIREABLE BEHAVIORS:

Tobacco products, vaping, illicit drugs, alcohol, or weapons of any kind are not allowed on campus or at any ProvPrep sponsored event. Possession of these items may result in immediate expulsion.

Speech and expression on blogs, websites, instant messaging, text messaging, internet social networks, etc., that are considered inconsistent with the Student Code of Conduct will be addressed by the Head of School. The discovery of inappropriate pictures or language used by Providence students will be considered a major violation of conduct and will be handled accordingly.

VI.6 - OFF CAMPUS:

When attending off-campus, ProvPrep-represented events, students must follow the same Student Code of Conduct and Behavior as when on campus. This includes following the dress code in every circumstance that involves representing the school.

“Above all, love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and love your neighbor as yourself.” (Matthew 22:37)

VII – DRESS CODE

The Dress Code provides boundaries to encourage the biblical principle of modesty and to teach students to be aware of the message their choice of clothing communicates. To maintain ProvPrep’s mission, we will carefully enforce the Dress Code.

VII.1 - GENERAL GUIDELINES:

- Dress should be modest and in good taste at all times. This applies on campus and at ProvPrep sponsored events.
- Students are not allowed to wear clothing that is too tight, too baggy, or immodest (sleeveless shirts, tank-tops, spaghetti-strap shoulders, low-cut necklines, see-through material, short skirts or shorts, etc.).
- Skirts, shorts, and/or skorts may not be shorter than three inches above the knee when kneeling.
- All clothing should be neat in appearance with no holes.
- All shoes must have closed toes and heels.
- No hats or caps may be worn in the campus building.
- Hair must be neat and maintained on both girls and boys. Eyebrows must be fully visible.
- Unnatural hair colors are accepted as long as they are not distracting to students and teachers.
- Patterns and logos should not advertise images or glorify ideas contrary to the Christian worldview. In keeping with Philippians 4:8, logos on bags, T-shirts, jackets, and all other items should reflect “whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and... anything worthy of praise.”

VII.2 - FORMAL ATTIRE:

The following guidelines apply to ProvPrep guests as well as students.

Boys: Formal tuxedos or dress suits; formal shirts or dress shirts with ties and dress slacks.

Girls: Formal, elegant dresses preferred; modesty with regard to length and cut of the attire is required.

VIII. DISCIPLINE POLICIES

VIII.1 - PURPOSEFUL CORRECTION:

God sees not as man sees, for man looks at the outward appearance, but the Lord looks at the heart. (1 Samuel 16:7)

Just as a plant thrives in rich soil, ProvPrep believes that children grow academically and spiritually when they are nurtured in a safe, loving environment. When students feel accepted and valued, they display more confidence in the classroom and are more likely to ask questions and share their ideas. This is true from Pre-K through high school.

The primary way ProvPrep cultivates this type of environment is by requiring students to demonstrate RESPECT — for God, for those in authority, for others, for self, and for church and school property. Our Respect rule ties back to Matthew 12:29-31 where Jesus tells us to love the Lord with all your heart, soul, mind, and strength, and to love your neighbor as yourself.

During the school year, teachers look for opportunities to celebrate respectful attitudes and character growth. Students may demonstrate this in many ways, such as sitting by a child who needs a friend, preventing teasing and bullying, or following instructions the first time. Students demonstrating respect and character growth may receive verbal praise, award certificates, special classroom privileges, or a note to parents for a job well done.

Each teacher has the responsibility to enforce classroom and school rules. When a child displays a lack of respect at school, teachers start by verbally correcting or discussing this behavior with the student. Teachers will communicate with parents early in the process so that they may partner together to grow character. Parents may be asked to work at home with their child or to come to school for a conference. When needed, teachers also will involve the Head of School to help with shepherding the child's heart and working together with parents.

While no one looks forward to behavior issues, they often can be an effective way to identify opportunities for character growth. By working together, teachers and parents can cultivate Christian character, provide a Christ-centered learning environment, and encourage the development of positive Christian relationships among students. When you enroll your child at ProvPrep, you agree to support the school in these efforts.

VIII.2 - DISCIPLINE PLAN

Students who violate the Student Code of Conduct will undergo the following corrective and disciplinary measures. Depending upon the urgency or seriousness of the event, steps may be skipped as needed at the discretion of the teacher or administrator. Students who demonstrate continued violation of the Student Code of Conduct place their enrollment status in jeopardy. Parents are expected to cooperate with the school on character and conduct issues in order for their children to remain at ProvPrep.

Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age and attitude, as well as the seriousness of the offense. All corrective actions will be documented. While on-campus concerns are primary, ProvPrep reserves the right to address any off-campus conduct deemed to significantly affect school relationships, the learning environment, or the integrity or reputation of the school.

The ProvPrep **Discipline Plan** works on three levels:

Level 1: Verbal Reprimand, Redirection, or Discussion

Level 2: Classroom Intervention (determined by the classroom teacher)

Level 3: Official Write-Up, Classroom Behavior Plan or Contract, and Parent Contact

For repeated mild or moderate offenses, or a single severe offense which teacher and student cannot resolve in class:

- Head of School conferences with student, documents incident, and contacts parents.
- Head of School may require parents to come in for a conference.
- Head of School may develop a behavior plan or contract, or modify the existing plan or contract.
- Head of School may require parent to accompany student to class for observation.
- Head of School may assign temporary suspension.
- Parents address the issue at home.

Any discipline matter deemed to be of an urgent or potentially dangerous nature should be brought immediately to the attention of the appropriate teacher. The incident should be documented, and the parent(s) notified. Repeated offenses or any serious offenses may, at the sole and absolute discretion of the Head of School and the School Board, result in temporary suspension or expulsion. Failure to comply with school discipline may also result in temporary suspension or expulsion.

VIII.3 - CONSEQUENCES FOR DRESS CODE VIOLATIONS:

To maintain fairness and ensure that the dress code is followed, these consequences will be consistently applied:

- **First violation:** Verbal warning and parent notification. Student is expected to correct the violation before the next school day, and is also expected not to violate the dress code again.
- **Second violation:** Appropriate disciplinary action will be taken, according to section VI.3 of this document.

VIII.4 - CONSEQUENCES FOR VIOLATING THE ELECTRONIC DEVICE POLICY:

Electronic devices must be kept in storage while not in use until the student is dismissed from class. This is to protect all students from viewing inappropriate content, from unauthorized contact with off-campus individuals, and to preserve the learning environment. The following are consequences resulting from violating this policy:

- **First Offense:** The electronic device will be held for the parent/guardian by the teacher who confiscated it. A \$25.00 fee will be charged.
- **Second Offense:** The electronic device will be held for the parent/guardian by the teacher who confiscated it. A \$40.00 fee will be charged.

- **Third Offense:** The electronic device will be held for the parent/guardian by the teacher who confiscated it. A \$50.00 fee will be charged. The student will be placed on behavioral probation. A subsequent electronic device infraction will result in suspension. The device is no longer allowed on campus. **Failure to comply will could result in expulsion.**

VIII.5 - ENHANCED CORRECTIVE MEASURES (administered by the Head of School):

Student Conduct Probation

A student may be placed on student conduct probation for repeated conduct violations that are either isolated incidences or indicate a pattern of disobedience and an unwillingness to submit to authority. Additional violations may result in immediate suspension or expulsion.

Suspension

Suspension may range from a single class or activity to multiple days and all activities. Duration of the suspension is at the sole discretion of the Head of School. Suspensions may carry with them any number of requirements that the Head of School deems appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion. Both in-school and out-of-school suspension can be assigned.

Expulsion

The student is suspended immediately from all classes and activities. If the family does not wish to appeal, then the student is officially no longer a student at Providence Prep and the record of expulsion will appear on the student's transcript. If the family wishes to appeal, they must submit their formal request for readmission in writing. If the Board of Directors agrees to hear the appeal or agrees that the student may receive class assignments while it considers the request for an appeal, the student may continue to receive class assignments while the appeal or the decision to hear the appeal is pending. If the Board of Directors agrees to hear the appeal, both parents (unless the parent is single) and the student must schedule a time to appear before the Board to discuss the appeal. Re-admittance, if granted, will only be on the condition that the family obligates itself to the Board's required corrective actions, restrictive measures, and other future accountabilities. If the student is re-admitted, the student may request the School Board to have the record of expulsion deleted from his or her permanent record at the end of that school year or at a later time if the Board deems it appropriate. It is within the School Board's sole discretion whether or not to grant this request.

Please note: A student expelled from ProvPrep is not allowed on campus at any time, or at any ProvPrep-sponsored event, except with approval from the Head of School for any reason deemed necessary.

VIII.6 – PROVIDENCE PREP INTERNET POSITION STATEMENT:

Computers or electronic devices that have been authorized for academic use by an instructor are to be used for academic purposes only. Disciplinary action will be taken in the event a student uses a computer on campus to view subjects deemed not appropriate for a Christian school setting. Unauthorized use of an electronic device, including a computer, will be treated as a disciplinary event.

IX – HEALTH / SAFETY / EMERGENCY POLICIES

The safety of all children at Providence Prep is our number one priority. In order to provide a safe environment, the following security measures will be in place:

IX.1 - BUILDING SECURITY:

All doors to the school will be locked throughout the day. If parents need to pick up a student during classes, they may text or call the student's teacher upon arrival to the campus. That teacher will escort the student to the building's entrance and deliver the student to his/her parent.

If a student is to leave campus with anyone other than a parent/guardian, written permission or prior verbal notification must be provided by the parent/guardian.

IX.2 – EMERGENCIES:

Parents will be contacted immediately if their child is injured or has an accident at school. In an emergency situation, 911 will be called if necessary. Please ensure that your contact information is current at all times.

In the event of a lock-down, a canceled class, a weather-related issue, or any event that needs your immediate attention, ProvPrep will issue a notification via text or phone call. Please be sure that your phone has text capability.

IX.3 – ILLNESS/WELLNESS:

Please keep your child home if they have any of the following symptoms the night before a school day or in the morning before school starts:

- Fever of 100 or greater
- Suspected contagious illness (such as flu, unidentified rash, strep throat)
- Contagious condition (such as head lice, pinkeye or impetigo)
- Vomiting or diarrhea
- Severe stomach ache or stomach cramps
- Severe headache, sinus infection or ear ache
- Streaming nasal discharge or persistent cough

Students must be free from fever or symptoms for 24 hours before returning to school.

If students become ill or have any of the above listed symptoms during the school day, a staff member will call the parent(s). In the event that the parent(s) cannot be reached, the school will contact other people who have been authorized to pick up the child. Please ensure that the information in each child's file is current and notify the school of any changes in contact information.

IX.4 - INCLEMENT WEATHER:

In the event of inclement weather that closes Bellville ISD schools, ProvPrep will also be closed.

In the event of inclement weather during the school day, teachers will be instructed to move their students to a secure location within the facility. Please do not come to school to pick up your child during the middle of a severe weather event, such as a Tornado Warning.

Parents will be notified immediately via text or phone call if any further action needs to be taken or if the Head of School foresees a need for parents to remove their children from school.

IX.5 – MEDICATION:

If a student requires medication during school hours, parents must bring the medication to school and hand it to a teacher with written note giving ProvPrep authority to administer the medicine, along with instructions for how to do so. All medication must be in the original container. Prescription medication must have the student's name, dosage, doctor's name and doctor's phone number on the label. These medications are kept in a locked and secure place and will only be administered by ProvPrep staff.

Over-the-counter medications must be within the expiration date and must contain the correct dosage for the student. Parents must pick up the medication from their student's teacher at the end of the day.

Students with chronic medical conditions that require them to have medication in their possession (an inhaler, Epi-Pen, diabetes medication) must have written authorization on file at ProvPrep.

IX.6 – ALLERGIES:

Please make the Head of School aware of any allergies a child has, and provide ProvPrep with any necessary information.

IX.7 – VISITING THE CLASSROOM:

Parents are always welcome to observe and/or volunteer in their student's classroom or at ProvPrep as they feel led. In order to visit the s t u d e n t ' s classroom, please contact the teacher.

X – GRIEVANCE POLICIES

Frequent and open communication between parents and teachers/staff is essential to the successful operation of a University-Model[®] school. In all communication, whether via email, in person, text, or other means of communication, the unity of the school must be preserved by following the guidelines of Colossians 3:12-14:

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.”

If a problem or grievance arises, parents are asked to remember the guidelines from Colossians 3:12-14, and the principles found in Matthew 18:15-17:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

X.1 – PARENTS:

If parents have a conflict with another parent, please remember that all families are coming to P r o v P r e p with different backgrounds and experiences. If a parent hears or sees another parent say or do something that is in conflict with the appropriate way to handle that situation, please contact the parent privately as soon as possible to discuss any concerns. Often, minor misunderstandings can be solved through direct communication. It’s important to remember the guidelines of Colossians 3 (above) during these discussions – clothe yourself with compassion, kindness, humility, gentleness, patience, forgiveness, and love.

If the offended parent meets with another parent but is unsuccessful in resolving the situation, the offended parent should contact the Head of School.

If parents have a concern about another child in a class, they should speak to the teacher of that class rather than the parent of the other child.

X.2 – TEACHERS:

If you have a concern about your child in the classroom, please contact the classroom teacher directly to discuss your concern. Classroom issues include grades, class work, off-campus work, class rules, daily routines and conflict between your child and another student. If you are unsuccessful in resolving the situation by speaking with the teacher, please contact the Head of School.

X.3 – ADMINISTRATORS:

If parents have a question or concern about a teacher or staff member, they are asked to go directly to that person and try to resolve the concern. If they need additional assistance and are unable to clear up the matter, they should notify the Head of School. Questions

about student placement, curriculum, fees or invoices, or policy should be directed to the Head of School.

If parents or teachers have questions or concerns about the Head of School, please contact any member of the School Board.

NOTE: Although there may be times that not everyone agrees with a decision made by ProvPrep Faculty or School Board, it is important that all members of ProvPrep are unified in the Mission of the school.

X.4 - COMPLAINT PROCEDURE:

If someone has a complaint, they are asked to preserve the unity of the school by doing the following:

1. Pray about it - Ask God to help you make your complaint in such a way that it will result in the betterment of the school, and thus will be to His the glory and the growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-14. Please pray about it.
2. Express it promptly-Keeping it to yourself can cause ill feelings and friction. Jesus says that you cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system. However, be sure to express it only to those involved and in a way that is honoring to God. Please do not engage in slander or gossip.
3. Tell it to the right person - Complaints against specific individuals should be expressed first to the individual in question, then expressed to the Head of School only if you cannot work it out between yourselves or if you feel he/she should know about it.
4. Express it clearly - Make sure the person you are expressing your complaint to knows all the details of the situation, and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems, and needless disunity.
5. Don't broadcast it - Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.

If you overhear or are told a complaint

1. Pray about it - Ask God to take care of the situation and use it for His glory. Don't share a bad report. (Ephesians 4:1-3, Colossians 3:12-14)
2. Express it clearly. – Bring the issue to the Head of School if you feel that it could cause disunity or if he/she needs to know about the issue.

If a complaint is made to or about you

1. Analyze the complaint - Be sure you understand the specifics and why the complaint is being made. Ask the person to clarify any areas of misunderstanding.
2. Give it prompt attention - Talk directly with those involved, using administrative counsel.

3. Make it a growth experience - Don't take offense even if falsely accused. React in the opposite spirit. If the complaint is valid, strive to make correction immediately, seeking prayer and guidance even from the accuser. A wise man learns from counsel and reproof.
4. Pray about it - Ask for God's wisdom in solving the problem and His help in putting the solution into effect. Pray for whoever brought the complaint, and ask God to help you love that person even more than before the complaint was made.

XI - FAMILY HANDBOOK AGREEMENT FORM

Students and their parents need to carefully read through the Providence Preparatory School Family Handbook. Any questions about the policies and procedures stated in this handbook need to be brought to the Head of School before signing this agreement.

Once this agreement is signed, please return it to the Head of School.

- Yes, we have read the Providence Preparatory School Family Handbook. We understand, accept, and agree to abide by the policies as described in this Handbook.
- We agree with Providence Preparatory School's Statement of Faith and the Statement of Faith Concerning Marriage and Human Sexuality.
- We have read and discussed the Student Code of Conduct and Dress Code as a family to ensure that we each understand it. We have also discussed and understand the Discipline Policies. We understand that failure to abide by these policies will result in disciplinary measures and may place our student's enrollment at ProvPrep in jeopardy.
- We agree to actively support and participate in the education of our child(ren) through the service and opportunities afforded by ProvPrep.

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Receipt of this signed document is required for student attendance at Providence Preparatory School. This document will be kept on file and be referred to in discipline situations.