



P R O V I D E N C E
STRONG

PROVIDENCE SCHOOL
UPPER SCHOOL
HANDBOOK 2016-17

I can **DO**
ALL things
through
CHRIST
who gives me
STRENGTH.

[PHILIPPIANS 4:13]

PROVIDENCE SCHOOL IS A MINISTRY OF

new**life**



Dear Providence Family,

Welcome to Providence School of Jacksonville Upper School Handbook. This handbook is designed to provide you with information that gives insight into the workings of the Upper School.

The following pages will provide helpful information intended to communicate both the heart of Providence and the guidelines to provide all of our students with a safe and effective learning environment.

The purpose of Providence School is to prepare students academically for the plans the Lord has for them and to provide every student the environment to grow in their knowledge and relationship with Jesus Christ. As you will see in the pages that follow, Providence School seeks to prepare students to fulfill their God-given potential academically and to find Jesus Christ as their Savior. To fulfill our purpose, the handbook provides parameters and a general understanding of the expectations of behavior that our Providence family and community seeks to live out as we desire to live a life that is pleasing to our Lord and Savior, Jesus Christ.

Additionally, the handbook can be viewed as a living document that grows and changes as needed to provide the best communication for the Providence family. Finally, the handbook is not exhaustive but points to general expectations for student, parent, and faculty behavior through circumstances throughout the year.

Please join the administration, faculty, and staff in praying for God's will to be lived out in the classrooms, hallways, and athletic and artistic competitions throughout the school year. Our desire is to do everything in love! I Corinthians 16:13-14 is our theme scripture which states, "Be on your guard; stand firm in the faith; be courageous; be strong; do everything in love".

Partnering With You,

A handwritten signature in black ink that reads "Tim M. Anderson". The signature is written in a cursive, flowing style.

Tim M. Anderson, Ph.D.

Upper School Principal

Providence School of Jacksonville

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Parent Student Covenant

PRINT, SIGN, AND RETURN THIS PAGE TO THE DEAN

SECTION 1 - MISSION

Mission Statement

In pursuit of academic distinction for all students, Providence School, in partnership with home and church, is committed to disciple students to boldly model Christ-likeness, pursue excellence, and become servant leaders who courageously transform the culture for the glory of God and country.

Vision Statement

Providence School will be a preeminent Christian college preparatory school in the Southeast, developing graduates whose futures are exemplified by lifestyles of Christian character, as they meet the demands of their diverse callings.

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

1. We believe in the only true God. We believe that the Godhead eternally exists in three persons, the Father, the Son, and the Holy Spirit. (John 17:3; Matthew 28:19-20)
2. We believe in the total deity of the Lord Jesus Christ. We believe He is the manifestation of God in the flesh. We believe He was born of the Virgin Mary. (John 1:1,14,18; John 14:8-9; I Timothy 3:16)
3. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ during this age. (Romans 8:9-17)

4. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, inerrant in the original writings, and that they are of supreme and final authority in faith and life. We recognize no other revelation in writings or in life other than the Old and New Testaments and Jesus Christ. (II Timothy 3:16)
5. We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless state. We believe that without exception every man is totally depraved and needs a Savior. (Genesis 3:1-6; Romans 3:10-19; Romans 1:18, 32)
6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice. We believe that all who receive Him by faith as their personal Savior are justified on the basis of His blood shed on Calvary. (Romans 5:8; 10:9-10)
7. We believe in the resurrection of the crucified body of our Lord, His ascension into heaven, and His present life there for us, as high priest and advocate. (Romans 8:34; I Corinthians 15:3-8)
8. We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ. (I Thessalonians 4:13-18)
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. (Revelations 20:11-15; Acts 24:15)
10. We believe that the local church is a body of believers, organized for worship, work, and fellowship that the two ordinances of the church are baptism (immersion) and the Lord's Supper; that the local church is an independent and self-governing body responsible alone to Christ who is its Savior and Lord. (I Timothy 3:15; Matthew 28:18-20; I Corinthians 11:23-26)
11. We hold the state of marriage to be an expression of a Biblical standard and the union between a man and a woman. Violations of this sacred trust include areas such as fornication, adultery, homosexuality, and co-habitation prior to

marriage. (Genesis 1:27, 2:24; Matthew 19:4-5; Romans 12:1, 2, 26 and 27; 1 Corinthians 6:9-10, Ephesians 5:3)

12. We believe in unity in the essentials, understanding in the non-essentials, and love in all things. (Psalm 133.1)

Partnering in Excellence

Providence School was conceived and established in the hearts of the congregation of New Life Christian Fellowship, 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.

We require that all parties support the statement of purpose, the rules, the regulations, and the standards of Providence School as stated in the handbook, and agree to its statement of faith. It is our commitment to serve the Christian community with excellence and integrity, using the Bible as our foundation.

Expected Outcomes For Students

The Providence School has expected spiritual, academic, and social outcomes for our students.

The expected spiritual outcomes include the following:

Students will come to know Jesus as their Lord and Savior.

Students will articulate and defend their faith based on biblical truth.

Students will demonstrate their love for and commitment to God by making all decisions and viewing life based on the Word of God.

Students will accept the biblical mandate to share their faith in Christ with others.

Students will be passionate about worshipping God and be actively involved in a local church.

Students will desire to grow in their relationship with God through personal devotions and in a consistent prayer life.

Students will seek God's leading in the process of realizing their destinies and purpose in life both individually and in their relationships to others.

The expected academic outcomes of our students include the following:

Students will attain excellence in educational endeavors through discipline and diligence.

Students will be well-prepared for university-level academic work.

Students will cultivate an appreciation for the literary, visual, and performance arts.

Students will assist, encourage, and empower others by sharing their knowledge.

Students will develop analytical and critical thinking skills.

Students will communicate effectively in writing and in speech.

The expected social outcomes of our students include the following:

Students will appreciate the value and worth of every individual.

Students will be responsible citizens in their words, actions, and influence on others.

Students will honor and respect authority.

Students will gain a sense of urgency to serve and care for their community and fellow man.

Students will exhibit social graces in everyday situations.

Students will exercise leadership with confidence in a sense of self-worth through their identities in Jesus Christ.

The expected physical outcomes of our students include the following Florida State

Standards for physical education:

Students will enhance motor skills and movement patterns to participate competently in team and individual sports.

Students will be able to understand that physical activity provides opportunity for enjoyment, challenge, self-expression, and communication.

Student will be able to analyze the benefits of regular participation in physical activity.

Honor Code

I recognize fully that Providence School was founded to be and is committed to being a Christian College Preparatory School. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what Providence School is in its mission to be a quality Christian school.

I PLEDGE to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.

I PLEDGE to grow in my own relationship with God.

I PLEDGE to develop my body with sound health habits by participating in wholesome physical activities.

I PLEDGE to cultivate good social relationships with others and to seek to love others as I love myself. I will not lie; I will not steal; I will not curse; I will not be a talebearer; I will not harass or name call; I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments. I will abide by Matthew 18:15 and will, in Christian love, confront fellow students who do not follow the honor code.

I PLEDGE to keep my total being from illegal acts and habits, whether on or off campus. To this end I will not take any illegal drug; I will not commit immoral acts (Heb. 13:4); I will not drink alcoholic beverages of any kind; I

will not use tobacco; I will not engage in other behavior that is contrary to the rules and regulations listed in the Student Handbook.

I PLEDGE to do my utmost to know and follow God's will for my life.

I PLEDGE to attend class, chapel services on campus and the house of worship of my choice wherever the Lord Jesus Christ is honored and lifted up.

I PLEDGE to abide by the rules and regulations that may from time to time be adopted by the School administration. I understand Providence School is a private school and I therefore have no vested rights in the governing of the school. The school, students, and parents have a binding covenant. The school reserves the right to require the withdrawal of a student at any time if in the judgment of the administration such action is deemed necessary to safeguard Providence's ideals of scholarship or the spiritual and moral atmosphere of it as a Christian school.

I will keep the HONOR CODE carefully and prayerfully. I understand that my enrollment is my acceptance of the honor code in its entirety and completes a contract between Providence School and me, which is a prerequisite for matriculation or my continued association with the school and becomes a part of my permanent file. Further, my acceptance of the Code of Honor is a solemn vow and promise to God as to how I will live my life.

SECTION II - GENERAL INFORMATION

Accreditation and Affiliation

Providence School, Grades K-12, is accredited by AdvancedED (formerly the Southern Association of Colleges and Schools), the Association of Christian Schools International (ACSI), the Florida Council of Independent Schools (FCIS) and the Florida Kindergarten Council (FKC). Each year the school is surveyed by all accrediting agencies to determine compliance with the organizations' standards. Once every five years, the school participates in a school improvement self-study and is reviewed on-site by each accrediting agency to assure compliance.

Athletic Eligibility

See Student Participation in Extra-Curricular Activities

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.), and Providence academic requirements.

Backpacks

Due to safety concerns, students' backpacks and oversized purses must be kept in lockers and are not allowed in the classroom. Rolling backpacks are not allowed at school. Female students are allowed to carry small purses into the classroom, and all students may utilize a small bag for carrying their computer, mouse, and keyboard. String bags are allowed in the classroom and should be kept under the student's desk or chair. Additionally, the school reserves the right to search any backpack, purse, computer bag if the school has reasonable suspicion that it may contain materials contrary to the rules and beliefs of Providence School. If such items contrary to the school's rules or policies are found, the student will be subject to disciplinary action (up to and including dismissal) deemed necessary by the school administration.

Chapel

The Upper School Chapel is held every Thursday following a bell schedule accommodating all classes. Chapel attendance is required for all students. Chapel is a time for the Providence family to worship together as well as a learning time for all students and faculty. Parents are welcome to attend chapel.

Conflict Resolution According to Matthew 18

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector." - Matthew 18:15-17

Throughout the year it is understandable that some conflict may occur between parties at Providence School. Resolving conflict in a peaceful and amicable manner is of the utmost importance. Matthew 18: 15-17 provides instruction on how to handle disagreements; therefore, Providence School will follow the Lord's direction in resolving conflict. The following five guidelines should apply when conflicts arise involving members (students, parents, faculty, and administration) of the Providence family:

1. Confidentiality - Any person who has concern or cause should go directly to the person while involving as few other people as possible. The Bible teaches interpersonal problems should be kept as confidential and confined as possible.

2. Honesty – Direct confrontation and absolute truth-telling can be very difficult. However, the consequences of avoiding confrontation (i.e. unresolved issues and bitterness) can be much more detrimental. Four guidelines should be followed throughout this process:

- First, identify the real obstacle.
- Second, arrange to meet the person face-to-face as soon as possible.
- Third, when you meet, affirm the relationship before you open the agenda.
- Fourth, make observations rather than accusations.

3. Forgiveness - Ultimately, the goal is resolution and restoration of the relationship. Both parties must be open to forgiveness and moving forward in a spirit of cooperation and understanding.

4. Proper Appeals - If the two parties are unable to achieve resolution, the matter should be taken to the next higher authority. Confidentiality is an important part of the process, and gossip should not result in this step of resolution.

5. Severed Relationships - If Matthew 18 is employed properly, the matter will be resolved with both parties moving forward with Christ-like attitudes and a mutual acceptance of the resolution. If the offended party finds it impossible to live with the final resolution of the problem, the relationship must be severed.

Dining Service

Providence School has partnered with SAGE Dining Services to provide fresh-cooked meals for your children. In order for your children to purchase food, you will need to set up a pre-paid account with SAGE Dining. This process takes up to two business days, so your children will likely need to pack a lunch or pay cash in the meantime. You may go ahead and set up your student's account using his/her student ID number which can be obtained from the school office. There is a \$50 minimum deposit on the account. Once an account is established, future deposits will generally go in within 24 hours. You may also pay by check directly to the dining hall after setting up an account. The minimum check amount is \$25. Food costs can vary depending on the meal and optional items.

There is a meal deal every day for \$5.25 (containing entree, side, and drink). Items *a la carte* may vary. For more detailed information regarding the dining service at the Providence School, please visit <http://www.prov.org/dining>. Parents will be notified from Sage by email when additional funds are required.

Student Driver

Students who have the privilege of driving vehicles to Providence School are expected to conduct themselves with great care regarding the safety of students, teachers, and parents. Students who do not operate their vehicles with a safety-first attitude may face disciplinary measures including dismissal from school. Additionally, the school reserves the right to search any car driven by a student and its contents, if the school has reasonable suspicion that the car may contain materials contrary to the rules and beliefs of Providence School. Furthermore, the school reserves the right to search a student's vehicle and its contents if there is reasonable suspicion that material posing a risk to the school and its students is believed to be present in the car. If such items contrary to the schools rules are found, the student will be subject to disciplinary action (up to and including dismissal) deemed necessary by the school administration.

Students are assigned a designated parking area. ***A fifteen-mile per hour limit must be maintained when driving on school property.*** Students must observe the traffic pattern before and after school. Violation of automobile policies such as speeding and reckless driving may result in loss of driving privileges.

Each school year, students must complete a Driver Registration Form and purchase a parking decal BEFORE driving to school. Forms and decals are available in the school office and must be renewed yearly. The cost of a decal is \$10.

Upon arriving to school, students are not to remain in their cars. Additionally, the parking lot is off limits during the school day unless granted permission by the school office.

Students who are not involved in after school activities should be off campus by 3:30 p.m. on normal school days.

Weather Emergency and School Closings

Typically, we will follow the Duval County School closing guidelines because communication can be achieved quickly through the media. In the absence of any media instructions, we require that parents use their best judgment regarding personal safety regarding travel in inclement weather. Additionally, the school will utilize e-news for weather related closings. School closings will be determined by the Head of School or her designee.

Qualifications for Attending Class Trips

Participating in a class trip such the Senior Trip or Grad-Bash is a privilege and not a right. Students who have been suspended for two days or who have received in excess of four Saturday suspensions during the school year will not be eligible to go on any class trip. This includes but is not limited to the Junior and Senior class trips that occur each Spring. Any monies paid prior to the disqualifying offense are non-refundable.

1. The number of chaperones needed for the field trip will be determined by the field trip coordinator.
2. Students who have not demonstrated self-control within the classroom environment may not be allowed to accompany the class on a field trip. Students are expected to exhibit the same good behavior on a field trip as they do within the classroom.
3. Chaperones should report any student's misbehavior directly to the teacher or staff member coordinating the field trip. All discipline will be the responsibility of the teacher.
4. Field trips are part of the educational experience for students.

5. Chaperones must adhere to all areas of the volunteer policy.
6. Trip payments must be made by the stated deadlines and are non-refundable.
7. Students will be required to wear the proper school uniform as determined by the administrator. Students not wearing the proper uniform will not be allowed to attend.
8. Any student who misbehaves while participating in an off-campus event or school sponsored activity may receive discipline as if the event had occurred on campus during the school day. Students are always expected to behave in a Christ-like manner.

Visitors

Providence School operates under a closed campus policy. All visitors should enter the school building at the main entrance near the flagpoles and are required to sign in at the security desk. Parents, grandparents, adult siblings, and alumni are welcome to join their students for lunch. Students' youth pastors are welcome to join students attending their church for lunch.

Media Center

The mission statement of the Media Center is to develop a learning environment where students have access to a variety of learning material such as books, magazines, and databases. Additionally, students will receive direction in how to determine a credible source of information for research. The media center contains over 8,000 books, 1,000 online magazines, and 19 online research databases for topic review and study. The media center is open for student research daily until 4:30 p.m. with the exception of Wednesdays. The media center may close periodically due to meetings occurring in the media center. These meetings will be posted in advance so students can make the

appropriate arrangements to utilize the media center resources. Students are expected to follow all media center rules and the Providence technology policy when in the media center.

Circulation

All non-reference books circulate for two weeks. All materials may be renewed unless there is a request. Reference books and periodicals circulate overnight and are due back the next school day before the first time slot of the day. There will be a limit of three items a student may check out at one time. Students with overdue books may not check out other materials until their records are cleared. Students are responsible for all items checked out in their name/or with their student ID card.

Overdue Notices and Fines

Overdue notices will be placed in the English teachers' boxes to notify students of overdue books. Students are never charged a fine for overdue books and periodicals; however, if the overdue items are not returned to the Media Center by the end of nine weeks, the student will owe the full price for the book, and the student's report card is held until the items are returned and paid in full.

Lockers (Academic and Athletic)

Lockers are the property of Providence School and are provided as a convenience for students. In exchange for the privilege of having the use of a locker, students and the students' parents must agree to the following:

Reimbursing the school for damage to the locker as a result of abuse;

Providing a combination locks for their athletic lockers;

Not changing lockers with another student or allowing another student to use the locker;

Not permitting anyone to place any material in the locker that would be in violation of school policy, realizing that the person assigned the locker will be held responsible for its contents;

Maintaining a secure locker at all times during the day. Providence School assumes no liability or responsibility for personal items taken from lockers;

Cleaning out the locker at the end of the year; and

Not expecting a right to privacy regarding students' lockers as they are not the students' personal property. The administration reserves the right to inspect lockers at any time with or without cause.

Any issues or problems that develop with lockers should be reported to the appropriate dean. Middle school students should report to Dean Dunckel and high school students should report to Dean Mackiewicz.

Medical Information

Special Medical Needs - Special health concerns should be indicated on the Student Application Form. If a student develops a medical need during the school year, parents should report to the office and the student's teachers should also be informed.

Illness - Should a student become ill at school, a parent will be called to come for the student. A student who has a fever 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. No medication will be administered that is not in its original container or without a completed medication authorization form. The bottle/package must be clearly marked with the name of the student, dosage and times(s) to be administered. It is the student's responsibility to ask the office staff for any medicine that needs to be taken home. Any over-the-counter medication that your student may need on a regular basis, please send to the Upper School office. Students

never should possess any type of medication during school hours, including pain relievers (i.e.: Advil, Tylenol, or aspirin). Any medication found in the student's possession may result in suspension/expulsion.

Health Form and Certificate of Immunization - Florida law requires students to have an original HRForm3040 (Florida 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."

Records

Please keep the office informed as to any change of address, telephone number, and place of employment for both parents/guardians. Additionally, the office should be notified of a change in the student's living circumstance (i.e. divorce). Please notify the office with appropriate documentation of any guardianship changes. A change of address form (available in the Upper School office) needs to be completed and signed by parent/guardian. No student records will be released if there is an outstanding balance on the student's account.

Parent Communication

Parents are encouraged to communicate with teachers via conference, phone, or email. Parents may request a conference by contacting the teacher directly. Teachers are encouraged to respond within one business day to parent emails and phone calls. To ensure effective classroom instructional time, parents should schedule meetings with their child's teacher in advance.

Parent Teacher Partnership (PTP)

Parents are encouraged to volunteer throughout the year at Providence. The school desires to partner with parents and allow their individual gifts and talents to be utilized in the school for the students' benefit, and there are many opportunities for parents to participate. At the beginning of the school year, parents may sign up for those activities and events and throughout the year additional opportunities will arise for parents to volunteer. Some of these opportunities include the Parent Council, intramural athletics, library volunteers, class plays, parties, field trips, and various other activities. Volunteers are people who perform services for Providence without the expectation of compensation and they are a vital link in the overall program of Providence and the accomplishment of its mission to prepare students for the plans the Lord has for them. The Parent Teacher Partnership contact information is located at <https://www.prov.org/ptp/executive-board> . The Parent Council contact information is located at <https://www.prov.org/parents/parent-council> .

Volunteers must adhere to the following:

1. Volunteers agree to perform their duties actively with a Christ-like attitude and to remain loyal to the mission, goals, and procedures of Providence.
2. Volunteers serve under the supervision of a Providence staff member.
3. Volunteers will support the school faculty, administration, and staff.
4. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer.
5. Volunteers shall dress appropriately so as to present a good image of Providence.
6. Volunteers are expected to adhere to the Matthew 18 principle.
7. Volunteers who are under the direct supervision of a Providence staff member do not have to undergo a criminal background check.

8. Volunteers who accompany classes on overnight trips must undergo a criminal background check.
9. Volunteers must sign in with the receptionist upon arrival to the Providence campus.
10. Volunteers must wear a Providence visitor sticker at all times while on campus.
11. The service of all volunteers is at the discretion of the administration of Providence.
12. Volunteers are required to agree with the Statement of Faith.

SECTION III

Attendance Policy

The Providence School of Jacksonville is required by the Florida Department of Education to meet certain compulsory attendance requirements. It is vital for students to be present in class to obtain the knowledge and discipline needed to be successful. Because we take our commitment to school attendance very seriously, we have implemented the following attendance policy:

An absence is defined as missing more than *half of class time* in any given period. There are **no excused or unexcused absences**, students are required to provide documentation as to the reason for the absence prior to the absence or upon the return to school. Unexcused absences will result in the following penalties: 0 will be given on homework and classwork, 20% reduction on quizzes, a 10% reduction on tests. Students are not to exceed 10 absences in any class per semester or 20 absences annually. If a student exceeds 10 absences in a semester or 20 absences annually, an administrative attendance review committee will assess the circumstance for the absences filed on record to determine if the student should receive credit for the class. Late check-ins and early dismissals are considered absences for the classes missed when less than half the class is attended and will be included in the student's cumulative count. Absences,

including absences for family trips, college days, doctor's appointments, personal, or family illnesses, suspensions from school, etc., will be included in the cumulative count. Absences due to school-sponsored activities **will not be** included in the cumulative count.

To ensure the safety of our students, and to keep you informed of your child's attendance, Providence School has implemented an automatic call system called Blackboard Connect. This system will notify parents when their child has been marked absent from school.

Parents will also be notified by a dean after their student have received his/her fifth absence in any given period and at their eighth absence.

PLEASE NOTE: Providence School understands that illnesses, unfortunate events, and family emergencies may require an excessive number of days be missed from class. Students who accumulate more than 10 absences in an individual class per semester must petition the principal to determine academic eligibility for credit. Please submit doctors' notes if applicable with this petition.

Early Dismissal

In order for an Upper School student to leave campus during school hours, he/she must bring written permission from home stating when he/she is to be dismissed and the reason for dismissal, e.g., illness, doctor's appointment, death in the family.

A student must sign out at the security desk if leaving school early. A student who does not drive must be signed out at the security desk by a parent or guardian. The security desk receptionist will call the teacher to send your student downstairs. No student may be given permission to leave campus for lunch. This privilege may be granted only to seniors on designated days.

When a student is absent from school, checking in late, or leaving early from school, a signed note or email to (attendance@prov.org) must be sent from the parent stating the reason for the absence/dismissal. The written record of the reason for the absence will be used to determine credit for the class if students exceed 10 absences in any one class. This note/email must include the following information:

- Student's first and last name
- Date of absence
- Reason for absence
- Parent's signature

A student who leaves campus without permission will be disciplined as if the student were skipping class.

Tardy Policy

Tardies are disruptive to the educational process and have an adverse effect on the student's learning. It is imperative for students to be on time to school. Because of the seriousness of this matter, the following tardy policy has been implemented. If the student is not in his/her seat at the beginning of the period or enters the class within the first ten minutes, the student will be considered tardy. ***There are excused and unexcused tardies.*** Excused tardies will not count toward the tardy total. A student who misses more than half of his/her class will receive a readmit slip. The readmit is considered an absence for that class and is counted toward the student's total number of allotted absences. If a student is tardy for first period due to a doctor's appointment, the student must present a note from the doctor's office regarding the appointment. Each tardy is counted for each class. When the tardies accumulate to half of a class the totality of the time will result in an absence for the class. This could greatly impact the student's ability to exempt spring exams.

The tardy policy is cumulative and is as follows:

Tardies One – Four – Each student is allotted four tardies per semester without repercussion.

Fifth Tardy – Detention

Sixth Tardy – Double Detention

Seventh Tardy – Triple Detention

Eighth Tardy – Saturday suspension and Deans call parents

Ninth Tardy – Deans schedule a parental conference with the Principal

A student who continues to have a pattern of excessive tardiness may incur an additional disciplinary consequences.

Summer School Attendance Policy

1. Summer school hours are from 8:15 a.m. to 2:30 p.m. with a 30 minute lunch.
2. Summer school days are Monday through Friday.
3. Summer school attendance is different due to the compressed time. A student is tardy until 8:25 a.m. Three tardies are equal to a half day absence.
4. If a student arrives later than 8:25 a.m., he must check in through the upper school office.
5. Students who check-in after 10:30 a.m., but before noon are considered absent for one-half day. Three check-ins to the front office before 10:30 a.m. are equal to a whole day absence.
6. Students who check in after noon are considered absent.

7. If students are here for the entire summer session, they may miss three days only.
8. Students who are attending for a semester summer class may miss only one and a half days per session.

A.M. Arrival/P.M. Dismissal Procedures

There is no supervision of Upper School students before 7:00 a.m. Students who arrive at school between 7:00 a.m. and 7:30 a.m. will report to the extended day program which is provided to Providence families for a fee (see below). Students are asked not to arrive on campus earlier than ten minutes before their first class or help session or five minutes before a detention.

1. Supervision is provided from 7:30 am until 3:30 pm.
2. Upper School students arriving after 7:30 am and before 7:50 am will go to the gymnasium lobby area where there will be supervision.
3. Students should be off campus no later than 15 minutes after their last class unless involved in extracurricular activities under a teacher's supervision or in Upper School extended day.
4. Students on campus before 7:30 am or after 3:30 pm (who are not under the direct supervision of a staff member) will be sent to extended day, and applicable fees will be assessed.

Parents are to pick up students according to the traffic pattern diagram. During school hours, we require that you observe one-way traffic. Please park in designated areas only and never leave your car beside the curb in the fire lane.

Extended Day

Extended day is offered to Upper School students. Interested families should contact

the extended day office for information. On a normal school day, extended day is available from 2:50 – 6:00 p.m. On a half-day, extended day is available from 11:30 – 6:00 p.m. Parents can contact Darlene Perkins, Extended Day Coordinator, for more information. She can be reached at dperkins@prov.org. The registration fee is \$10.00 per child.

Based on the 180-day school schedule, monthly fees are as follows:

AM ONLY	PM ONLY	AM/PM
\$45.00	\$120.00	\$165.00
\$40.50	\$108.00	\$148.50
\$436.50	\$1,164.00	\$1,600.50

School Attendance Relative to Attending School Activities

On the day of a scheduled activity, a student must attend four full classes in order to participate in or attend that extracurricular activity. This policy pertains to athletic practices, games, banquets, programs, or other school related activities. Exceptions to this policy may be made only with administrative approval.

Student Participation in Extra-curricular Activities

STUDENT EXTRA - CURRICULAR ACADEMIC PROBATION

Academic Eligibility

It is the goal of the Administration to help the students succeed in the classroom as well as in their extra-curricular activity. Grades will be evaluated based on the weekly grade report starting after the first 3 weeks of the semester. A student that receives a grade(s) of F or 3 D's in their weekly grade report or fall below a 2.0 GPA will be placed on academic probation. A student placed on academic probation will be required to meet with the principal or his designee to discuss his/her probationary status. A student must have a 2.0 GPA at the completion of each semester or he/she will be declared ineligible for the following semester.

Academic probation at Providence School is a way to help the students succeed in the classroom in which they need additional assistance. The following academic probation has been established:

First week of academic probation

- Meet with the principal or his designee to discuss academic probation.
- The student will be permitted to practice and participate in extra-curricular events without any limitations.
- The student is required to attend tutorial in classes of need during activity period. Upon improving grade(s) within the eligibility guidelines a student athlete will be removed from academic probation.

Second week of academic probation

- The student will meet with the principal or his designee to discuss academic probation.
- The student will be required to attend tutorials during his/her activity time in the classes of need during this time of probation.
- The student will be required to attend after school tutorial in classes of need.
- The student will be permitted to practice and play in extra-curricular activities but may have to miss a practice or game if time coincides with tutoring assistance.
- Upon improving grade(s) within the eligibility guidelines he/she will be removed from academic probation.

Third week of academic probation

- The student will meet with the principal or his designee to discuss academic probation.
- The student will be required to attend tutor assistance during his/her activity time in the classes of need during this time of probation.
- In addition, the student will be required to attend after school tutoring assistance in classes of need.
- The student will be deemed **ineligible** to participate in extra-curricular activities.
- Upon improving grade(s) within the eligibility guidelines a student athlete will be removed from academic probation and become eligibl

Section IV - ACADEMICS

Admissions Statement

Providence School is open to academically qualified students without regard to race, creed, color, gender, sex, or national origin. All students, regardless of age, must live with parent(s) or legal guardian(s) to attend Providence School. Students who have fathered or mothered a child will not be accepted to attend Providence School. Exceptions may be made only with administrative approval.

The Providence School accepts only the students that we anticipate being successful in our academic environment. At this time, we are not equipped to handle students with severe learning disabilities. However, Providence does offer two programs, Arrowsmith and Academic Support Lab, to aid students who have been recommended for the programs. If a child suffers from a disability that significantly impairs his or her functioning in an academic setting, Providence School may, upon presentation of appropriate documentation by a certified diagnosing professional, provide reasonable accommodations on an individual basis as agreed to by the student's parents, teachers, and administration.

MIDDLE SCHOOL

[Grades 6-8]

Language Arts

English 6 Honors

English 7 Honors

English 8 Honors

Social Sciences

World Cultures Honors

World Geography Honors

American History Honors

Math

Math 6 Honors

Algebra Readiness

Pre-Algebra

Algebra 1

Electives

Communications

Create & Design

Creative Writing

Forensics

Leadership

Math Concepts

Newspaper

Study Skills

Think Tank

Electives

Computer Foundations

Keyboarding

Team Sports

Spanish I

French I

Academic Support Lab

Bible

Bible 6

Bible 7

Bible 8

Science

Life Science Honors

Earth-Space Science

Earth-Space Science Honors

Physical Science 8 Honors

Health/PE

Health 6

Health 7

Health 8

Fine Art Electives

Chorus Exploratory

Middle School Chorus

Band Exploratory

Middle School Band

Fine Art Electives

Dance Exploratory

Dance Technique

Middle School Dance

Dance Technique

Fine Arts Electives

Art Exploratory

UPPER SCHOOL

[Grades 9-12]

Language Arts

English I, II, III, IV

English I, II, III, IV Honors

AP Language & Composition

AP Literature & Composition

Mathematics

Algebra I, II

Algebra I, II Honors

Geometry Honors

Math Analysis Honors

Pre-Calculus Honors

Statistics Honors

AP Calculus AB

AP Calculus BC

AP Statistics

Trigonometry Honors

Science

Biology I Honors

AP Biology

Chemistry I

Chemistry I Honors

AP Chemistry

Physics I Honors

AP Physics 1

AP Physics 2

Environmental Science

Anatomy and Physiology Honors

Marine Science Honors

Introduction to Engineering

Foreign Language

French I

French II

French III Honors

French IV Honors/AP French

Spanish I

Spanish II

Spanish III Honors

Spanish IV Honors/

AP Spanish Language

Bible

Bible 9: Old Testament Survey

Bible 10: New Testament Survey

Bible 11: Misso Dei

Bible 12: Case for Christ A (.5)

Bible 12: Case for Christ B (.5)

Social Science

World History Honors
Contemporary Western History Honors
AP European History
U. S. History Honors
AP U. S. History
Psychology
AP Psychology
AP U. S. Government and Politics
Contemporary Issues
AP Macroeconomics
Economics and Financial Literacy Honors
American Government Honors
Intro to Business Entrepreneurship

Other Electives

Peer Counselor (Student Assistant)
SAT/ACT

Health/PE

Personal Fitness
Comprehensive Fitness
Weight Training

Fine Arts

Drawing I - II
Drawing III Honors
Ceramics/Pottery I & II
Ceramics/Pottery III Honors
Portfolio
AP Studio Art
High School Band
Jazz Band I - III
Chorale I - IV

Dance Composition
Dance I-IV
Chapel Leadership Team
Musical Theater Techniques I-III
Digital Photography
Yearbook I-Photojournalism
Yearbook II-III
Speech
Graphic Design

GRADUATION REQUIREMENTS

Class of 2019

Providence College Prep Diploma

Bible	4
Language Arts	4
Mathematics ¹	4
Science ²	3
Social Science ³	3
Performing Fine Arts ⁴	1
Personal Fitness/PE Elective ⁸	1
Foreign Language ⁷	2
Electives	4
	26 credits

(A student must also have a GPA of a 3.5 or above to be eligible for the Honors or AP Diploma and must not earn a semester grade of below a "C" will not be eligible for the Honors or AP diploma.)

Providence Honors Diploma

Bible	4
Language Arts	4
Mathematics ⁵	4
Science ⁶	4
Social Science ³	4
Performing Fine Arts ⁴	1
Foreign Language ⁷	2
Personal Fitness/PE Elective ⁸	1
Electives	2
	26 credits

Providence AP

Bible	4
Language Arts	4
Mathematics ⁵	4
Science ⁶	4
Social Science ³	4
Performing Fine Arts ⁴	1
Foreign Language ⁷	2
Personal Fitness/PE Elective ⁸	1
Electives	2
	26 credits

**One course must be completed at the AP level in any discipline in order to receive the Honors Diploma. Students must complete 13 of 16 core classes at or above the honors level (English, Math, Science, and Social Science).*

**Three courses must be completed at the AP level in any discipline in order to receive the AP Diploma. Students must complete 13 of 16 core classes at or above the honors level (English, Math, Science, and Social Science).*

¹ Including Algebra II

² Including Biology and an additional Lab Science

³ Including American Government/Economics, World History, and U.S. History

⁴ Including Fine and Performing Arts, Speech and Debate, or Practical Arts

⁵ Including Pre-Calculus

⁶ Including Biology, Chemistry, and Physics or any AP science (the option of AP Science does NOT count as the additional AP course required for the Honors Diploma)

⁷ Including a two year minimum in one language

⁸ A sports waiver may be earned in lieu of completing the PE elective by participating in two full seasons of high school sports. Personal Fitness with health component course is required.

Please note: All students must be enrolled in 5 academic courses including Bible per semester. Students must be enrolled in Providence School junior and senior year to be eligible for Valedictorian and Salutatorian award.

Valedictorian/Salutatorian:

The senior class valedictorian and salutatorian will be determined upon the students weighted GPA. The weighted GPA is determined at the end of the spring semester during their senior year. The valedictorian and salutatorian must be enrolled for their junior and senior years to be eligible for the award. Any senior who has taken a credit recovery class during their high school course work will not be eligible for the valedictorian or salutatorian honor.

Schedule Changes

Schedule change forms are available at the beginning of the school year for year-long classes and at the beginning of each semester for semester classes. In order for a student to be considered for a schedule change, a schedule change form must be submitted to the guidance department by the deadline given on the form. The flexible schedule (beginning and ending options) is not changeable after initial submission to the guidance office.

Upper School Grading Policy

Current grades can be viewed on our online Canvas system. Parents are encouraged to use Canvas to stay current with their students' grades and to communicate with teachers. Before the start of school, parents will receive detailed instructions on how to access this system. Report card dates can be found on the academic calendar on the website. Grades will be posted each quarter for Middle School students in Grades 6-8. Grades

will be posted each semester for the Upper School students in Grades 9-12. Weekly assignments and class syllabi are posted on the website under the courses on Canvas.

Grading Scale

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

Semester Exams:

Semester exams may not be taken early for any reason. Missed semester exams can be made up on the exam makeup day following the examination schedule. Exceptions to missed exams being made up before the makeup day but after the exam must be approved by the teacher and the principal.

In the fall semester, all high school students will take all of their exams.

In the spring semester, seniors will be allowed to exempt exams under the following conditions:

- They have an **A** or **B** in the class.
- They have not missed more than the **10** allotted absences.
- They do not have **Category II or higher** disciplinary infractions.

In the spring semester, **9-11** graders will be allowed to exempt semester exams under the following conditions.

- They have an **A** in the class.
- They have **five (5)** or fewer absences in the class. They
- They have **ten (10)** or fewer absences in class first semester.

They have **no** disciplinary actions that have resulted in a **Category II or III** offense.

Academic Requirements

The Providence School seeks to serve the Christian community and the greater Jacksonville area by providing a Christ-centered, college preparatory education of the highest quality with an emphasis on excellence in academics, character, service, athletics, performing and visual arts, social skills, cultural awareness, and computer technology. The entire academic program at Providence is designed to prepare our students for a successful beginning into their college and career experiences. A high-quality academic program demands a rigorous preparation experience. Thus, a wide variety of academic challenges and learning experiences are at the core of the upper school program. A successful academic experience at Providence requires all students to be totally familiar with academic policies and procedures, most of which are outlined in the sections that follow.

Homework

Homework is every student's responsibility for learning outside the classroom. As such, homework provides students with opportunities to learn, review, and practice necessary concepts and skills. This independent effort prepares students to participate in class discussions and formulate pertinent questions that provide both students and teachers with a basis to assess how well students are grasping classroom material. With this in mind, homework in each class for grades 6-12 will be limited to an average of 15-20 minutes of work outside the classroom every night or up to 80 minutes of work outside the classroom each week. (Note: In light of the nature of Advanced Placement classes,

the guidelines above do not apply to Advanced Placement classes (students can expect a minimum of one hour of homework nightly in an AP course)

Make-Up Work

Homework that is turned in one day late will only be eligible to receive 50% credit. Homework that is turned in two days after the due date or later will receive no credit, although may still receive teacher feedback and correction to assure understanding of material being covered.

Students must communicate with teachers after missing a quiz, test, or project due to an absence. If the student missed only the day of the assessment, he or she is expected to be prepared upon returning to school to take the assessment or turn in the project.

Help Sessions

The Activity Period that students have four days per week is primarily used for students to ask teachers for help with their academic course work. To limit disruptions to the academic schedule, the administration may also use the Activity Period for class meetings, pep rallies, club meetings, etc. Students need to consult with their teachers in order to determine when teachers are available before or after school for additional help.

Testing Schedule

In order to help ensure the due dates of assessments are spread throughout the academic week, high school teachers are asked to schedule tests and project due dates

according to the following schedule. It is possible that a student taking two courses within the same department will have multiple tests within that department on the same day.

Monday: Math, Fine Arts, Foreign Language

Tuesday: Science, Bible, English

Wednesday: Math, Foreign Language, History

Thursday: Bible, Fine Arts

Friday: History, Science, English

In the Middle School, teachers will utilize a test calendar. The calendar prevents teachers from scheduling more than two tests on any given day.

Concussion or Injury:

Students who participate in extracurricular events are often subject to injuries that occur during these events. Additionally, students can be injured in extracurricular activities not associated with Providence. When these situations occur, a student will not be allowed to return to extracurricular practice until cleared medically to attend their academic classes without modification. The student's physical and mental health is paramount to success for college or university performance. This policy is to provide for the students physical safety and academic standing.

Academic Probation

A student in grades 9-12 will be placed on Academic Probation if he/she earns more than two semester grades below a "C" on his/her report card. The student will be no longer be on Academic Probation if he/she successfully completes Summer School and has no more than two semester grades below a "C" for the previous year remaining on

his or her report card. Additionally, all students must maintain a GPA of 2.0 or higher to be eligible to return the following year.

Promotion and Return Policy

Providence calculates GPA by Semester 1 and Semester 2 grades rather than by the year end average. This is a more accurate way to determine GPA and a better representation of our students' performances.

Though each student's academic situation is unique, please note the following policy:

- A student must have a cumulative 2.0 GPA to return to Providence School.
- A student will not be eligible to return with more than two "D" or "F" semester grades remaining after the completion of summer school.
- A student whose GPA drops below a 2.0 at the end of the semester will be placed on academic probation. The student's counselor will notify parents of the student's probationary status.
- When a student has been placed on academic probation his GPA will be reviewed upon completion of the summer semester. If the student's GPA is a 2.0 or greater, the student will be removed from probationary status. If the student's GPA remains lower than a 2.0, the student will be ineligible to return.
- Parents will be notified by the student's counselor of their child's status.

Grade Recovery Policy:

At the end of a semester, students with the grade of a "D" or "F" will have the opportunity to recover the grade for a maximum score of 79 or a "C" on their transcript. Any student who has grade or credit recovery in their transcript will not be eligible for the valedictorian or salutatorian honors upon graduation. Furthermore, students who are eligible for an NCAA athletic scholarship should see his/her school counselor for recovery options.

National Honor Society Requirements

Guidelines for Providence National Honor Society Candidates:

The National Honor Society of Providence School was established in 1998 to be an organization which recognizes juniors and seniors who excel in academics, character, leadership, and service. Members of Providence NHS are held to a higher standard than what is expected of others in our Providence community.

Membership in the Providence Chapter of the National Honor Society is an honor bestowed upon a student. ***Each year a Faculty Council appointed by the administration selects chapter members.*** Membership prerequisites are scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. In order to be eligible for selection, the student must meet the following qualifications:

a. Academics: ***Students must have a minimum overall weighted GPA of 3.50.***

This GPA is based on grades through the end of the second semester of their sophomore year for potential junior members and by the end of second semester of their junior year for potential senior members. Academic standing alone does not guarantee selection.

b. Students who are eligible scholastically are further reviewed based upon information provided to the Faculty Council by class advisors and faculty input regarding discipline records and academic initiative.

c. Moral Character: Students should hold themselves to the highest standards and should try always to make godly decisions, however difficult the situations. Because NHS members are to exemplify honorable, Godly, and moral character,

infractions to the Providence Honor Code or previous discipline issues may prohibit the acceptance of applicants or revoke the membership of current members.

d. Leadership: NHS candidates are expected to serve as student leaders at Providence. Candidates may exhibit leadership by service as leaders in student government, active school clubs, sports teams, or performing arts organizations. Candidates should also be leaders in the classroom by offering to help fellow students and the teacher, by active participation in classroom discussions and activities, and by acting as role models for their classmates.

e. Service: Candidates are expected to recognize the importance of serving others by actively giving back to the community. Service is a voluntary action for the benefit of others, whether performed as a school activity or with a church or community group. Candidates must be ones who demonstrate a diversity of service involvements and provide a detailed record of their service. Once selected for membership, students are expected to engage actively in NHS service projects, events, and meetings. Only students who have submitted service hours to the Providence Guidance Department by the end of their sophomore (for junior candidates) or junior (for senior candidates) years will be eligible for consideration.

f. Students who are transferring to Providence as members of other National Honor Society chapters will transfer their NHS memberships automatically; however, they must maintain the 3.50 weighted GPA and other qualities required of Providence members.

g. Candidates and all NHS students are role models for the Providence community. They enliven the school with their joy of learning and willingness to share their understanding with others. They are students with compassion

and understand that their success is not a pedestal that sets them above their fellow students but is a responsibility. They seek actively seek to live up to the principles on which Providence is founded, to strengthen its unity, and to further its mission.

Candidates become members when inducted at the annual fall induction ceremony. Candidates will be notified at least two weeks in advance of this ceremony.

Semester Exams and Calculation of Semester Grades

In grades 9-12, the final semester grade will be comprised of the following:

Math and Science Departments grades will be determined as follows:

15% Exam

60% Major Assessments (i.e. tests, etc.)

25% Other - based on course design and teacher preference

English and Social Science Departments grades will be determined as follows:

15% Exam

55% Major Assessments (i.e. tests, essays, etc.)

30% Other - based on course design and teacher preference

Arts Department grades will be determined as follows:

75% Major Assessment/Performance

25% Other - based on course design and teacher preference

TEST RETAKES IN ALL DISCIPLINES CAN RECEIVE A MAXIMUM SCORE OF $\leq 79\%$

In grades 6-8, the final exam may be cumulative and will be calculated as follows:

- 6th grade- There will be a cumulative exam at the end of each quarter (covering the current quarter), each counting as one test grade.

- 7th grade- There will be a cumulative exam at the end of the 2nd and 4th quarters (covering the semester), each counting as 10% of the grade.
- 8th grade- There will be a cumulative exam at the end of the 2nd and 4th quarters (covering the semester), each counting as 10% of the grade.

Community Service

All Providence students (9-12) are required to complete 25 hours of community service per year and to submit written documentation at 100 hours to the registrar in the Upper School office. Current juniors must have at least 75 hours of documented community service hours by the end of their junior year in order to be awarded senior privileges during their senior year. Students must then fulfill the 100 hour requirement by the end of the first semester of their senior year in order to continue to receive those privileges. The Community Service Hour Form is available on our website at www.prov.org under "Forms, Payments, Registrations." Additionally, the hours should have the signature of the person who oversaw the community service hours on the form.

Upper School Summer School

- Students must attend summer school if they receive a semester grade of "D" or "F" in more than two classes. Furthermore, a student will not be eligible to return with more than two "D" or "F" semester grades remaining after the completion of summer school.
- Students will be counseled as to their individual options and what classes take precedence over another with regard to summer school and/or eligibility to return.
- Students will not be eligible for an Honors Diploma or AP Diploma with a "D" in one or more semester class.

Online Summer Courses

For an additional fee, Providence School offers various online summer courses. Various summer courses are available for students to open up their schedule for electives and/or for credit recovery. The available courses will be published in the spring semester. Please contact your School Counselor for additional information.

SECTION V - DRESS CODE

The following outlines the appropriate uniform dress for students. When students wear the Providence uniform properly, they represent themselves, their family, their school in a manner pleasing to the Lord. All uniform tops must have Providence School logo. All pants/shorts must have an RC or Sunshine label.

Prescribed Dress for Girls - Grades 6-8

SKIRTS:	Plaid wrap around Black, Plaid Two Pleated Black A Line Skirt with Shorts
SKORT:	Plaid or Black Flat Front and Back Plaid with Pocket Plaid Pleated
SLACKS:	Black, Khaki FF ADJ Waist Black, Khaki FF or Pleated
POLOS:	White, Black, Teal Short or Long Sleeve
SWEATER:	Black cardigan with logo
SWEATSHIRT:	Black, Gray, White with logo Black, Gray, White Hooded with logo
JACKET:	Black fleece with logo

Black Hoodie/No Hoodie Nylon Weather Resist Jacket
w/logo
SOCKS: White, Black, Khaki
BELT: Black/Brown/Khaki
SHOES: Athletic shoes may be worn
Brown or Black dress shoes may be worn (conservative one-
color Tom's & Bob's)
All shoes must be closed toe
P.E. T-SHIRT: Gray with Logo
SHORTS: Black Cadence or Mesh with Logo
SOCKS: White athletic socks
SHOES: Shoes appropriate for P.E. class
SWEATPANTS: Black with logo

Prescribed Dress for Boys - Grades 6-8

PANTS: Black/Khaki (must have Sunshine or RC label)
SHORTS: Black or Khaki FF or pleated
POLOS: White, Black, Teal Short or Long Sleeve
SWEATER: Black cardigan with logo
SWEATSHIRT: Black, Gray, White with logo
Black, Gray, White Hooded with logo

JACKET: Black fleece with logo
Black Hoodie/No Hoodie Nylon Weather Resist Jacket
w/logo

SOCKS: Solid White, Black, Khaki

BELT: Black/Brown/Khaki

SHOES: Athletic shoes may be worn
Brown or Black dress shoes may be worn (conservative one-
color Tom's & Bob's)
All shoes must be closed toe

P.E.
.

T-SHIRT: Gray with Logo

SHORTS: Black Cadence or Mesh with Logo

SOCKS: White athletic socks

SHOES: Shoes appropriate for P.E. class

SWEATPANTS: Black with logo

Prescribed Dress for Girls - Grades 9-12

CULOTTES: Plaid or Khaki with right pocket

SKIRT: Plaid/Black/ Khaki mock wrap
Black/Khaki A Line Skirt with Shorts
Khaki/Black Plaid Two Pleated

SLACKS: Black, Khaki FF ADJ Waist
Black, Khaki FF or Pleated

POLOS: White, Black, Teal Short or Long Sleeve

OXFORD SHIRT: Stripe, Black, White

SWEATER: Black cardigan with logo

SWEATSHIRT: Black, Gray, White with logo
Black, Gray, White Hooded with logo

JACKET: Black fleece with logo
Black Hoodie/No Hoodie Nylon Weather Resist Jacket
w/logo
Providence contrasting sleeves with logo

SOCKS: White, Black or Khaki

SHOES: Athletic shoes may be worn
Brown or Black dress shoes may be worn (conservative one-
color Tom's & Bob's)
All shoes must be closed toe

BELT: Black/Brown/Khaki

P.E.

T-SHIRT: Gray with Logo

SHORTS: Black Cadence or Mesh with Logo

SWEATPANTS: Black with logo

SOCKS: White athletic socks

SHOES: Shoes appropriate for P.E. class

Prescribed Dress for Boys - Grades 9-12

PANTS:	Black/Khaki (must have Sunshine or RC label)
SHORTS;	Black or Khaki
POLOS:	White, Black, Teal Short or Long Sleeve
OXFORD:	Stripe, Black, or White s/l sleeve with logo
SPORT SHIRT:	Black or White
SWEATER:	Black cardigan with logo
SWEATSHIRT:	Black, Gray, White with logo Black, Gray, White Hooded with logo
JACKET:	Black fleece with logo Black Hoodie/No Hoodie Nylon Weather Resist Jacket w/ logo Providence contrasting sleeves with logo
SOCKS:	Solid White, Black, Khaki
BELT:	Black/Brown/Khaki
SHOES:	Athletic shoes may be worn Brown or Black dress shoes may be worn (conservative one- color Tom's & Bob's) All shoes must be closed toe

P.E

T-SHIRT:	Gray with Logo
SHORTS:	Black Cadence or Mesh with Logo
SWEATPANTS:	Black with logo
SOCKS:	White athletic socks
SHOES:	Shoes appropriate for P.E. class

NOTE: All uniform tops must have the Providence School logo. All pants/shorts must have RC or Sunshine label.

Appearance Guidelines

Hair/Skin

1. Boys' hair must be neat, must not touch collar, go past one-half of the ear, or touch the eyebrows.
2. No unnatural hair color.
3. All hair styles should be conservative and not draw undue attention to the student.
4. No facial hair.
5. Sideburns must not extend past two-thirds of the ear.
6. Providence discourages tattoos or brandings on students and does not allow them to be visible when the student is in the school uniform, the P.E. uniform, team uniform, or other clothing at school or any school-related activity.

Ears

7. Boys may not wear earrings.

8. Girls' earrings should be conservative. Girls may wear no more than two earrings per ear lobe.
9. Neither spacers nor gauges are allowed.

Hands/Makeup/Jewelry

11. Excluding the ears, no other body piercings are allowed.
12. Boys may not wear nail polish.
13. All jewelry should be conservative and not distract from the uniform.
14. Sunglasses may not be worn inside the building (even on top of or back of the head).

Jackets and Outerwear

15. Only jackets that are Providence uniform jackets, Providence lettermen jackets, Providence uniform sweaters, Providence approved team/club jackets, and Providence uniform sweatshirts may be worn during the school day. Authentic Providence hoodies may be worn during the school day.

Hats

16. No hats, caps, or head covers are to be worn in the building at any time.

Skirts

17. Skirts are measured from the top of the kneecap with the hem no higher than four inches top of the kneecap. Skirts are not to be rolled.

Badges

18. Students must possess their ID badges at all times during the school day

with the exception of physical education.

Conduct at Athletic Events and Extra Curricular Activities

Providence student-athletes are expected to conduct themselves with integrity and honor that reflects well upon their school at all Providence School athletic events. The Providence community is expected to exhibit good sportsmanship at all athletic events. Unsportsmanlike conduct will be addressed immediately and may result in the individuals being asked to leave the event.

The Providence School expects its students to be examples for Jesus Christ at all extracurricular activities, including athletic events, club meetings, fine arts productions, mission projects, and ceremonies of various kinds. As an extension of the classroom, students are expected to model responsible and mature behavior during these events. Students who use foul language, crude or exhibit inappropriate gestures at events will be required to leave and may be subject to further disciplinary action. Additionally, Providence students are expected to use discretion when selecting their clothing for extracurricular activities. Undergarments, tight or revealing clothing, clothing with inappropriate words or symbols, or any other clothing deemed inappropriate by a member of the faculty or administration will not be permitted. Students wearing such items may be required to change clothing or to leave.

Formal Event Dress Code

- Students will be required to sign and return a Dress Code Agreement in order to receive a ticket to the event.
- Female students must have their dresses approved before the event.
- If students arrive at the event in attire that was not approved and/or do not comply with the dress code agreement, the administration has the authority to require them to leave and not return to the function and/or have appropriate attire brought to them.
- Students may not leave the function to change into the appropriate attire but must change attire at the facility in which the function is taking place.
- Once students leave the function, they may not re-enter.
- An attendee who is not enrolled at Providence is required to sign and adhere to the Dress Code Agreement. If the attendees' attire does not comply, he/she will be required to leave the event.

Appropriate Dress for Dress Down Days

On all spirit-wear days, the normal policy regarding hair, jewelry, and facial hair

applies. When themes define spirit-wear days, students are required to dress either according to the theme or in school uniform. On all spirit wear days, students may wear blue jeans (not blue jean shorts) without holes or rips (jeggings are not permissible) or uniform bottoms with a ***Providence spirit wear shirt or uniform shirt***.

Spirit day requires the students to wear blue jeans (jeggings are not permissible), a Providence class/club, spirit-wear or uniform shirt, and shoes in compliance with dress down requirements (see below).

Class/club dress down requires the students to wear blue jeans (jeggings are not permissible), class/club t-shirt, and shoes in compliance with dress down requirements (see below).

Cold weather dress down days will be announced by the Administration from time to time. The students will then be allowed to wear blue jeans (jeggings are not permissible) and a uniform shirt and sweatshirt. Acceptable dress down shoes are appropriate.

- Dress down attire should be modest and never should distract from the educational atmosphere of the school. Pants must be free of cuts, holes, shredded, or worn places. Only full length jeans or capris (girls only) may be worn. Shorts are not allowed. Jeggings are not permissible.
- Senior dress down day requires students to wear blue jeans (jeggings are not permissible) and an acceptable dress down shirt.
- No tank tops, spaghetti straps, low-cut tops (no cleavage is allowed to show), or tops where the midriff is showing when the hands are raised. (The

hands being raised are indicative of freedom of movement throughout the school day.)

- Graphic designs that depict secular bands, mystical figures, or images that would conflict with the Christian life should not be worn.
- Boots (no higher than two inches), tennis shoes, and casual shoes are permissible on dress down days. Sandals (even those with backs), open-toed shoes, backless shoes, or flip-flops may not be worn.
- All jackets must be Providence approved jackets. Cardigan sweaters are permissible outerwear on dress down days.

SECTION VI - STUDENT CODE OF CONDUCT

Providence School operates as a Christ-centered college-preparatory school. An essential part of Providence's mission is to promote strong ethical and moral values in our students. Providence expects its students to behave in a manner that is glorifying to God, resulting in a safe, secure, and orderly school environment for all of our students.

Therefore, all Providence students and parents/guardians are expected to be familiar with the following conduct policies and to abide by them.

General Student Expectations

Providence students shall not engage in any immoral, illegal, unethical activities, or any other activities that have a detrimental effect on the offending student, other students, the Providence School, the community, or the name of the Lord Jesus Christ. Therefore, this Code of Conduct is designed for the benefit of all and will be enforced as written.

Guiding Principles

Providence School personnel are guided by certain principles of operation in the administration of student discipline. Some of the most important of these principles are as follows:

- Providence School has full authority and discretion in all matters, including disciplinary matters.
- All sanctions and consequences related to student misbehavior should be fair, instructive, and redemptive.
- All rules will be clearly communicated, both verbally and in writing.
- Since fairness of application and enforcement are a major concern at

Providence School, every attempt will be made to make judgments that are fair and consistently enforced. The attitude, repentant spirit, and cooperation of the students and parents/guardians may be considered in the imposition of sanctions and consequences for student wrongdoing.

- To achieve a high degree of consistency and fairness when applying/enforcing school rules, the administration must be sufficiently aggressive in investigating credible leads, exercising due diligence for specific reports, and applying a wide range of appropriate strategies to discover wrongdoing.
- An understanding of and commitment to conventional education is critical in establishing disciplinary responses for student wrongdoing. This philosophy promotes a core belief that students, teachers, administrators, and parents form a partnership committed to doing whatever is necessary to educate and discipline our young adults.
- Providence School considers students official members of the student body from the day of their acceptance until they withdraw, are removed, or graduate. Thus, there is a definite "24/7/365" aspect to the Providence School Code of Conduct. Providence School reserves the right to discipline for both on-campus and off-campus misbehavior during the time students possess official enrollee status.

Providence School is a school, not a private investigation agency. In its role as a school, fully accepting the legal role of *in loco parentis*, the school will employ any reasonable means to investigate student wrongdoing. School personnel will be sufficiently aggressive in investigating credible leads of possible misbehavior. Whenever the concept of "sufficiently aggressive" is inadequate, the Providence School will choose to use other sources or simply defer disciplinary decisions until specific proof of wrongdoing is established.

When deemed necessary/required by law, certain acts of student misbehavior, whether on-campus or off-campus, will be reported to civil authorities.

Self-reporting is a valuable part of the Student Code of Conduct as well as the Honor Code of Providence. Students who self-report are demonstrating a repentant heart. Self-reporting may influence the severity of consequence received for a violation of the student code of conduct. However, Category III violations may still result in a student's dismissal from Providence. All students are expected to behave in a manner that reflects well upon the Lord Jesus Christ, their families, and Providence School.

In a closely-knit school community like Providence, all students and parents believe they have a vested interest in knowing about specific acts and details of student misbehavior. Occasionally, such information may be communicated to students and parents. Such communication will be accomplished with the highest degree of care and concern for the students and their families and with the utmost professionalism. There are other times, however, when specific misbehavior cannot be communicated due to a simple application of Matthew 18 or by concluding that, due to legal concerns, divulging such information is simply not in the best interest of the students, their families, or Providence School of Jacksonville. Therefore, please do not assume that there is a "right to know" regarding details about any act of wrongdoing. Please be assured that this same principle of operation will be applied to you/your family should it ever become necessary.

Discipline

One of the most important roles of the Providence School is to help students develop the characteristic of self-discipline. A person's witness for Christ can be greatly damaged by a lack of self-discipline. Providence School classifies offenses according to their severity. Obviously this is not an exhaustive list but is meant as a guide to help both

parents and students. Consequences for inappropriate behavior are at the sole discretion of the administration. Generally speaking, disciplinary offenses accumulate over a semester. However, the student's yearly disciplinary record is cumulative.

Discipline at the Providence School includes, but is not limited to, the following:

Category I Infractions include, but are not limited to:

- Classroom or hallway disruptions
- Unpreparedness for class
- Gum chewing
- Dress Code violation
- Eating or drinking in class without permission from teacher
- Disrespect of individuals or authority
- Use of improper language
- Improper use of cell phones, electronics, smart watches, etc.
- Excessive tardiness (more than four occurrences)
- Misuse of social media (blogs – Twitter, content communities – YouTube, social networking sites – Facebook, etc.)

The above infractions generally result in teacher/administrative warning, silent lunch, loss of dress down/spirit-wear day, afternoon detention, or teacher detention.

Accumulation of three or more Category I infractions will generally result in Category II discipline.

Category II Infractions include, but are not limited to:

- Plagiarism/Cheating
- Classroom or hallway disruption
- Skipping school/absence without permission
- Vandalism
- Public display of affection
- Improper use of a vehicle on school grounds
- Use of inappropriate language
- Lying
- Misuse of social media (blogs – Twitter, content communities – YouTube, social networking sites – Facebook, etc.)

The above infractions generally result in a Saturday Suspension (\$75 for the cost of the supervisor), In-School Suspension (\$75 for the cost of the supervisor), Honor Board hearing, and/or faculty counseling. Category II discipline will be given by the Dean of Students and communicated to parents.

Accumulation of two or more Category II infractions will generally result in Category III discipline.

Students who accumulate three (3) Saturday Suspensions may be dismissed from school and/or is subject to being ineligible to return to Providence the following academic school year.

Cheating/Plagiarism

Providence School wants to discourage students from cheating while providing opportunities for students to repent.

First Offense: The student must redo the assignment with the quality of work of a passing grade but no credit will be given, and a zero will be recorded.

Second Offense: The student must redo the assignment with the quality of work of a passing grade, but no credit will be given, and a zero will be recorded.

Third Offense: Recommend for student not to return and/or expulsion.

Category III Infractions include, but are not limited to:

- Theft
- Vandalism
- Fighting
- Bullying – Social Media, Verbal, Written or Physical
- Gross disrespect to staff or faculty
- Possession of weapons or explosives
- Obscene gestures/sexual immorality
- Use or possession of alcohol, tobacco, or non-prescribed drugs
- Use or possession of drug and tobacco paraphernalia, such as lighters and rolling paper
- Misuse of social media (blogs – Twitter, content communities – YouTube, social networking sites – Facebook, etc.)

The above infractions generally result in Out-of-School suspension and/or expulsion. Category III discipline will be administered by Upper School Principal and/or Head of School.

Note: Students may not be allowed to continue in school if they use tobacco products,

alcoholic beverages, non-prescribed drugs, or engage in immoral activity at any time whether on or off the Providence campus.

Weapons

Students generally will be suspended or expelled if they possess any knife, firearm, explosive compound, weapon of any kind, or any item that would violate Florida law 790.115.

Bullying

This is a legal term and Providence is bound to this by virtue of our FHSA participation and accreditation. Below is the legal definition. Should a child or parent truly feel their child is being bullied according to the following definition, versus being the victim of mean behavior, Providence administration is committed to protecting the child and following legal protocol, including involving JSO.

- **1006.147 Bullying and harassment prohibited.—**
- (1) This section may be cited as the “Jeffrey Johnston Stand Up for All Students Act.”
- (2) Bullying or harassment of any student or employee of a public K-12 educational institution is prohibited:
 - (a) During any education program or activity conducted by a public K-12 educational institution;
 - (b) During any school-related or school-sponsored program or activity or on a school bus of a public K-12 educational institution;
 - (c) Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution; or

- (d) Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any nonschool-related activity, function, or program.
- (3) For purposes of this section:
 - (a) "Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:
 - 1. Teasing;
 - 2. Social exclusion;
 - 3. Threat;
 - 4. Intimidation;
 - 5. Stalking;
 - 6. Physical violence;
 - 7. Theft;
 - 8. Sexual, religious, or racial harassment;
 - 9. Public or private humiliation; or
 - 10. Destruction of property.
 - (b) "Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog

in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

- (c) "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:
 - 1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
 - 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 - 3. Has the effect of substantially disrupting the orderly operation of a school.
- (d) "Within the scope of a public K-12 educational institution" means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Use of Electronic Devices

During school hours, the expectation is that electronic devices (i.e., cell phones, smart watches, iPads, etc.) are used for educational purposes. Once on campus, all electronic devices are to be in silent mode (muted and non-vibrating). Students should refrain from personal use during school hours; however, when circumstances for personal use may

be necessary, students must ask permission from a teacher or administrator. All electronic devices are to be registered with the Dean's Office. Student cell phone numbers are to be registered and kept current with the Dean of Students. In the classroom, the individual teacher determines how electronic devices are utilized. Misuse of electronic devices will be handled by the classroom teacher and the appropriate dean.

Students will be required to sign the Technology Acceptable Use Policy (AUP) at the beginning of each school year; the AUP can be found on the Providence website.

Cellular Phones:

Sixth grade students cannot utilize their cellular phones at any time through the school day between the hours of 8:00 – 3:15 p.m. Monday, Tuesday, Thursday, and Friday; 8:00 – 2:33 on Wednesdays.

1. Seventh through twelfth grade students cannot utilize their cellular phones or smart watches any time through the school day during school hours with the following exceptions:
 - a. During lunch.
 - b. Teachers may allow the use of the cell phones in class for a specific purpose.

Students who are caught with their phones in use will face the following graduated consequences:

1. First Offense: The student's phone will be taken and turned into the dean's office. The student can pick up their phone after school is dismissed from the appropriate dean. (**Category I** offense)
2. Second Offense: The student's phone will be confiscated and turned into the dean's office and only can be retrieved by the parent of the student after school is dismissed. The student will be assigned a morning detention. (**Category I** offense)
3. Third Offense: The student's phone will be confiscated and turned into the dean's office and only can only be retrieved by the parent of the student after school is dismissed. The student will be required to turn in his/her phone on a daily basis

for five consecutive days following the day the cellular phone was confiscated. The student will receive a Saturday Suspension for violation of the student code of conduct. (**Category II** offense)

Any further violations will result in the student being placed on disciplinary hold for the upcoming school year and a meeting with the parents will determine the next course of action. (**Category III** offense)

Social Media Policy

The Providence School recognizes the role and importance of social media in today's student culture. We embrace and affirm social media's role in helping students socialize, evangelize, encourage, and maintain friendships over distances. Social media (Facebook, Twitter, MySpace, weblogs, etc.) also provide students with unavoidable temptations. The purpose of this policy is to protect students from unwanted social media pressures, set the school's guidelines for appropriate behavior, and encourage parents to take an active role in monitoring their children's usage and presence on social media websites. Students who violate our Social Media Policy may be given detention, suspension, or expulsion for their actions. Social media violations may result in Category I, II, or III violations depending upon the number of violations or the circumstances of an individual violation. Severity of punishment will be determined by an administrator or the Faculty Council.

Students may not:

- Post inappropriate or threatening messages about or to another student, faculty member, or administrator.
- Post explicit photographs or videos.
- Misrepresent, criticize, or denigrate the school or its employees in any way.

- Use social media to share homework, quiz, or test answers.

Technology Policy

Purpose

The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at the Providence School. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to Providence's standards as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial, business, or political use.

Passwords

If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.

Privilege

All use of the computer network is a privilege and not a right. All users assume responsibility—personal, legal, financial, and otherwise—for their actions while using the computer network and while accessing Internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.

Detention

Detention will be assigned and supervised by a faculty member or administrator. The student will be given at least twenty-four hours' notice and must keep the assigned detention. Detention is held every Tuesday and Wednesday from 7:25 a.m. until 7:50 a.m. Students **MUST BE ON TIME** for detention. Students who are tardy will not be allowed to serve detention and will face further consequences. Students who are unable to serve their detention on the assigned date must make arrangements to serve their detention EARLY. Students will not be allowed to reschedule for a later date unless the student is absent on the date of the detention. Detentions missed due to absence must be made up the following school day.

After-school detention will be held weekly on an as needed basis. Students attending after-school detention will report to detention by 3:20 p.m. on Monday and serve detention until 3:45 p.m. Detentions are meant to demonstrate to students the need to change a behavior or action which resulted in the detention being assigned. While detentions are punitive in nature, they are meant for growth in the student to learn from a mistake made. Multiple detentions for the same offense may result in heightened punitive measures up to and including expulsion depending upon the nature of the offense.

Saturday Suspension

Saturday Suspension is held once or twice a month from 8:30 am until 11:30 am. Students are required to wear Providence School uniforms, bring their schoolbooks, and pay a \$75 supervision fee. For Saturday suspension, students should meet in the room listed on the detention referral. Students will be allowed only to read a novel or complete schoolwork during Saturday suspension. Students who are late, disruptive, or non-compliant with the rules of Saturday suspension will be sent home. Since Saturday Suspension is a courtesy to the students and is used in lieu of in-school suspension, Saturday suspension dates will be changed only once during the school year. Failure to

attend Saturday suspension or dismissal from Saturday suspension may result in a suspension.

In-School Suspension (ISS)

In-school suspensions carry a fee of \$75 and generally are reserved for violations of the student code of conduct that are serious enough to warrant social separation for the infraction. Additionally, ISS will be utilized for repeated infractions of the student code of conduct.

Out-of-School Suspension (OSS)

Out-of-school suspensions generally are reserved for the most egregious violations of the student code of conduct.

Disciplinary Probation

Students who are a continuous disruption to the educational environment as demonstrated by referrals, detentions, and/or suspensions will be placed on probation. The terms of each individual's probation will be at the discretion of the administration. If a student violates the terms of probation, the student will be expelled.

Expulsion

Students may be expelled; however, requests for withdrawal in lieu of expulsion may be considered at the discretion of the administration. The decision for expulsion will be made only after conferring with the student as well as the teacher, Dean, and Principal of the student involved in the offense in addition to the Head of School. Readmission for the next school year is at the discretion of the administration. Students who commit Category III offenses are recommended for expulsion at the discretion of the administration.

PARENT/STUDENT COVENANT WITH PROVIDENCE SCHOOLv8

The information contained in the Upper School Student Handbook represents a fair and reasonable outline regarding the expectations of student behavior. The expectations of "The Student Code of Conduct" and "the Honor Code" provide the framework in which the administrators and teachers will govern Providence School of Jacksonville. This handbook gives clear guidelines as to how the family of Providence School can conduct themselves in a manner that honors the mission of the school and to help parents prepare their children spiritually, academically, physically, and socially to become disciples of Jesus Christ. Additionally, students who comply with the expectations communicated within the handbook will have the greatest opportunity for success spiritually, academically, artistically, athletically, and socially. Any exception to any policy provision may be made by the Upper School Principal and/or the Head of School after a careful review of the case. The decision made after such a review is final.

Students are required to register their cell phone numbers with the Dean's office if their cell phones are on campus. If student's cell phone numbers change, they will need to update their information with the Dean's office.

Please print this form and return to the Dean of Students by August 19, 2016

We have received, read and agree to the terms listed in the handbook.

Student Signature

Student Name: _____ Grade: _____

Signature x _____ Date: _____

Student Cell Phone: (_____) _____ - _____

Student e-mail: _____

Parent/Guardian Signature

Parent Name: _____

Signature x _____ Date: _____

Parent/Guardian Cell Phone: (_____) _____ - _____

e-mail: _____

Parent/Guardian Signature

Parent Name: _____

Signature x _____ Date: _____

Parent/Guardian Cell Phone: (_____) _____ - _____

e-mail: _____