



PROVIDENCE Christian Academy Central Texas

Parent and Student Handbook 2026-2027

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GENERAL INFORMATION

Vision

The Vision of Providence Christian Academy Central Texas is to provide the highest quality of education for students while teaching a biblical worldview, making disciples of *the Lord and Savior Jesus Christ*, in a Christ centered environment.

Mission Statement

The Mission of Providence Christian Academy Central Texas is to partner with families to educate students through a biblical worldview. PCA is committed to academic excellence through Christian education where students can discover God's providential plan for their lives.

Purpose

- Seek God's truth and righteousness first and all these other things will be added,
- Seek God's glory in all things,
- instill the teachings of Jesus Christ as the foundation of all spiritual growth,
- Make disciples of Jesus Christ,
- Build biblical moral character,
- Provide a loving and nurturing environment while academic excellence is pursued,
- Teach the founding principles of the United States of America, and western thought,
- Partner with families to raise children that pursue God's will for their lives.

Educational Philosophy

Education at Providence Christian Academy Central Texas is approached from a Biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief are a number of truths affirmed by the school:

- God is transcendent, is spirit, and always acts in accordance with His loving and just nature. In addition, in His Word God places an eternal emphasis upon life. (Romans 11:36, II Corinthians 4:18, I John 2:15-17)
- All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred, but not ruined, God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalm 8:3-6, Romans 3:23, Jeremiah 17:9)
- Jesus Christ reflects truth: truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created. (John 14:6, John 17:7, Matthew. 7:24 --27, Psalm 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)
- PCA will teach all truths as presented in the Holy Bible.
- The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.
- Although man may not perceive truth in particular circumstances, truth is unchangeable and not relativistic.
- Biblical education focuses on what a person becomes rather than on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status, but to glorify God and fulfill His mandate to subdue and have dominion over God's creation.

- Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

These beliefs work their way into every aspect of the education offered at Providence Christian Academy Central Texas.

Statement of Faith

God

We believe in one God in three persons: Father, Son, and Holy Spirit; distinct but inseparable, eternally one in essence and power.

Jesus

We believe in Jesus Christ, the son of God, who is fully divine and fully human. He lived a sinless life, introduced, and inaugurated the Kingdom of God, died for the sins of the world, and was raised on the third day bringing reconciliation between God and humanity. He now sits at the right hand of God the Father, and he will return to judge the living and the dead and bring redemption to all of creation.

Holy Spirit

We believe in the Holy Spirit, the counselor, the advocate who proceeds from the Father and the Son and leads God's people in the God's ways. We believe the Holy Spirit convicts' people of their sin and empowers the church to be the body of Christ in this world. We believe the indwelling of the Holy Spirit in the Christian enables them to live a holy life, bear godly fruit and use their spiritual gifts.

Salvation

We believe that salvation is by grace through faith alone, not by our own merit or work. The offering Christ freely made on the cross is the perfect and sufficient sacrifice for the sins of the world, redeeming humanity from all sin, so that no other satisfaction is required. We also believe that the saving work of the Holy Spirit will be evidenced by a changed behavior.

The Bible

We believe the Holy inerrant authority of the Scriptures of the Bible, and that they were written by man inspired by the Holy Spirit, to be the Word of God. We believe that the Bible contains all things necessary to salvation and understanding the story of God's gracious action throughout history. We believe that anything not found therein, nor proved thereby, should not be required of any person to be believed as an article of faith, or thought of as necessary for salvation.

The Church

We believe that the Church of Jesus Christ is the redemptive community of faith under the Lordship of Jesus Christ. We believe in the spiritual unity of all believers in our Lord and Savior Jesus Christ.

Holiness

We believe we are called to live holy lives that reflect true faith in what Christ has done for us and that faith without works is dead. We believe in the sanctifying power of grace through the Holy Spirit to transform the life of every believer from the inside out.

Identity

We believe as Christians our identity is found in Jesus Christ, and we should affirm all that he teaches us to obey concerning the truth even when it is contrary to the cultural standards around us. To this end we believe God immutably creates each person to reflect his image as they were created either male or female.

GOVERNANCE OF PROVIDENCE CHRISTIAN ACADEMY CENTRAL TEXAS

Board of Directors

The School Board oversees the governing of PCA according to established Bylaws, and it formulates and supervises the implementation of school policy. It is responsible for the financial stability of the school by using sound fiscal principles in its operation. Above all, Board members are to be sensitive to the Lord and His direction and are responsible for the spiritual integrity of the school.

Head of School

PCA is administered by the Head of School who is the chief executive officer and reports directly to the PCA Board of Directors. The faculty and staff work directly under the leadership of the Head of School. The Head of School is responsible for formulating and administering the curriculum; recruiting, supervising, and evaluating faculty and staff; authorizing and monitoring student activities, and aiding parent organizations.

Problem-Solving Guidelines

It is the desire of the leadership of Providence Christian Academy Central Texas to have a school that God can use and bless to the fullest. We do not believe this can happen if there is disharmony among the PCA families. Scripture teaches us that God desires unity for His children. (John 17; I Corinthians 12:12-- 26; Ephesians 4:1-6, 13).

With a desire to honor the Lord Jesus Christ with our conduct, words, and attitudes, we ask you, as parents, to abide by the following guidelines when a problem arises with a teacher, the administration, or another parent:

1. Pray. Ask God to give you wisdom concerning the situation, to show you what part you may have in the problem, and that you would learn and grow through this situation (James 1:5).
2. Do not talk about the conflict to people who cannot correct or solve it but do talk to those who can. The appropriate steps to take would be:
 - a. Talk to the other person or persons involved, listen to their side of the story, and seek understanding.
 - b. If it is not resolved, make an appointment with someone in administration for assistance. (Matthew 18:15-17)
3. Be quick to forgive and show love. (Matthew 18:21-22; 1 Corinthians 13:4-8; 1 Peter 4:8)
4. Always speak the truth in love (Ephesians 4:15)

SCHOOL POLICIES AND PROCEDURES

Admissions

All students are admitted on a probationary status for the 1st semester to ensure that PCA is the right fit for the student. Students who have paid 1/2 year or full year in advance will be refunded the remaining tuition. All registration fees are non-refundable.

Student candidates entering K-8 grades are evaluated based on their character, academics, and behavioral background. Academic evaluation is conducted by placement testing and reviewing of a student's most recent report card, his/her academic transcripts, and current scores from the previous academic year, if available.

Students enrolling in Pre-K must be at least 3 years old the day school

begins and be fully potty trained and ready to participate in a structured school environment.

Parents must complete an authorization form for permanent records to be sent from schools previously attended. Parents must provide PCA with current legal documents when custody rights have been established by a court of law.

A family interview for all new entering families is the last step of admissions. It is at this time that the Administrator seeks to understand whether these families are people of faith and desire their children to be taught within the guidelines of the school's Statement of Faith. All students need to have a positive attitude to attend PCA.

Acceptance for admission to PCA is subject to availability of class space. The priority enrollment period (the month of February) is reserved for current PCA students and siblings of current students. Open enrollment begins March 1. Full-time students may receive priority over part-time students when space is limited.

The Administrator will make the final decision for admission. To serve the best interests of the school, the Administrator reserves the right to deny admission to any student who is evaluated as ineligible because of age, academics, character, behavioral problems, or unacceptable past conduct as well as families who do not reflect our core values.

Providence Christian Academy Central Texas's mission is to work in partnership with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle that the school teaches. This may result in counseling, admonishment and finally a severing of the relationship.

Parent Commitment and Financial Agreement

A Parent Commitment and Financial Agreement were included in the PCA registration packet and is required to be on file for every student. Copies of these documents follow for your review and future reference, if needed:

FINANCIAL AGREEMENT POLICY

Financial Policy

We believe tuition payments are an investment in your child's education and religious formation. It is the responsibility of the PCA Board of Directors to form policies concerning the amount of tuition and method of payment, and to ensure that adequate financial resources are available for the operation of the school. PCA has financial and contractual agreements with faculty, staff, and vendors, which are made in the spring or summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments to the school.

Payment Information

Enrollment fees are due and payable before a student will be officially enrolled in school. Two methods of payment are accepted.

Payment Method

All tuition payments will be handled through the FACTS Management system. Tuition is based on the annual school calendar. Parents may choose which payment method best suits their family, either paid-in-full by August 1st (2% discount applied) or two bi-yearly payments (July 1st and January 1st) payment plans over 10 months.

All monthly plans are due on the 1st of each month, and late fees of \$50 will be assessed if the monthly payment is not received by the first of the following month. Accounts which are exceeding 60 days past due can result in the student(s)' suspension from the school until the account is current, unless arrangements are made with administrative approval.

Accounts which become delinquent after several attempts at communication and/or lack of payment are subject to collection. If there is an outstanding balance from the prior school year, students will not be able to return to school for the next year until the balance is caught up.

If an occasion of financial difficulty arises, communicate with the administrator so alternative payment arrangements might be considered.

Early Withdrawals

Providence Christian Academy Central Texas makes decisions regarding budget spending based upon anticipated revenue from tuition. Thus, student withdrawal, for any reason, including expulsion for disciplinary reasons, before the end of the school year causes financial hardship on the school. **Early withdrawal will be subject to a \$1,400 fee.**

Special circumstances may be considered to this policy on a case by case basis by the Board of Directors. Military families who are transferred are exempt from this policy but are requested to give as much advanced notice as possible.

Withdrawals

Parents must contact the Administrator to initiate a student's withdrawal. A written notice of withdrawal must be given, and it will be effective upon delivery to the school. All books, materials, and equipment supplied by the school must be turned into the school office before a student's records are clear. Any damaged or lost equipment must be paid for upon withdrawal from school. PCA will withhold school records for failure to pay outstanding tuition and fees and failure to return books and equipment that are the property of the school.

Non-Discriminatory Policy

The Providence Christian Academy Central Texas admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. However, persons who are unable or unwilling to abide by the Providence Christian Academy Central Texas Statement of Faith or Philosophy of Education may be denied participation and/or employment.

Tuition and Fees

The current Tuition and Fee Schedule determines tuition, fees and payment terms under PCA's financial agreement. The tuition and fees for the 2025-2026 school year of Providence Christian Academy Central Texas: Full-time tuition;\$7000.00 Fees: Application fee \$100.00, curriculum fee \$350.00.

Part-time students pay the \$100 application fee. Curriculum fee for part-time is \$200 and tuition is \$4000/yr for ½ day students. 4th-8th grade students may choose to enroll in individual subjects, tuition is listed below:

A La Carte Classes

Bible	\$150/month
Math	\$200/month
Language Arts	\$200/month
Science	\$125/month
History	\$125/month
Music	\$125/month
PE	\$125/month

Tuition for students registering on or after the first day of school will be prorated based on the number of school days remaining in the school year.

Non-Custodial Parents

Divorced and separated families are realities of contemporary life that affect PCA's responsibilities to its students.

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Address/Phone Changes

Parents must report changes to the Administrator if a student changes their residence, mailing address, or telephone number after enrollment. This is to ensure that records are correct and to notify parents in case of an emergency.

Medical Requirements

The Texas Department of Health and Human Services recommends TB screening for those returning from travel for more than three weeks to areas of the world with high rates of TB. This includes most countries in Latin America, the Caribbean, Africa, Asia, Eastern Europe, and Russia. See World Health Organization Global Tuberculosis Report for country-specific details.

Vaccinations

Please refer to the last two pages in this handbook for the 2026 - 2027 Texas Minimum State Vaccine Requirements for Students Grades K-8th.

The state of Texas requires that all schools public and private keep a record of vaccination status on file in case of an outbreak.

Exemptions

The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child; and parents/guardians can choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and/or it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.

Per State requirements, schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

Provisional Enrollment

All immunizations should be completed, or exemption submitted by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in

completing the required doses of vaccine. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance. The school shall exclude the student from school attendance until the required dose is administered. A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of the immunization records.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated.

Administering Medications

Trained staff will administer medication to students during school hours upon the written request of a parent/guardian. All medication (whether prescription or non prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to school secretary or Head of School.

All medication administered must be kept in the Secretary's office. Students *will* be required to sign each day when they receive their medication to ensure an accurate account. Students should not be in possession of any medication (prescription or non prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

1. Name and address of the pharmacy
2. Name of the patient (student)
3. Name of the prescribing practitioner

4. Generic or brand name of the drug
5. Strength of the drug
6. Date the prescription is dispensed
7. Instructions for use
8. Expiration date of the medication

Note: Please request an extra-labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers

Students in grades K-5 will keep their inhalers in the Administrator's office in order to monitor frequency of use. Students in grade 6 and up may carry their inhalers to school or school-related events IF there is written permission from the parent on file in the Secretary's office. It is recommended that an inhaler with spacer be kept at school at all times.

EpiPens

It shall be the responsibility of the student's parent or legal guardian to supply PCA with an EpiPen for anaphylactic reactions. The EpiPen will be stored in the Administrator's office and administered according to the following provision: The parent/ legal guardian gives written permission for its use, releasing PCA from all responsibility involved in its use.

Medical Equipment

Any medical equipment that is needed by a student (i.e., glucose testing, nebulizer tubing etc.) must be provided by the parent or legal guardian and will be kept in the Administrator's office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the administrator's office.

Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the Administrator's office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

ILLNESSES

Students are expected to stay at home if they are ill. Providence Christian Academy Central Texas reserves the right to refuse admittance to a student who is ill or running a fever. Please keep your child home if he has any of the following symptoms:

- Sore throat
- Runny nose with a discolored discharge Coughing spells not caused by a chronic noninfectious condition
- Vomiting
- Frequent or loose bowel movements
- Conjunctivitis (pink eye)
- Fever with a temperature of 100 degrees or more
- Rash
- Symptoms of a contagious illness Head lice infestation

Your student must be symptom free for at least 24 hours without the use of medication before returning to school.

Chickenpox

The student may return seven (7) days from the onset of rash if the sores are dry and the child has been fever-free for 24 hours.

Lice

If a student has been found to have head lice, they can return after the hair has been treated. The student will need to be checked at the Administrator's office before returning to the classroom.

Ringworms

If ringworms are in the scalp, a doctor's approval will be needed before the student may return to school. All ringworms located on the body will need to be covered at all times while the student is at school.

ILLNESS AT SCHOOL

If a student becomes ill or injured at school, the following guidelines must be followed: In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office.

Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid, as needed.

The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

COMMUNICABLE DISEASE

PCA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean illness that arises as a result of a specific identified infectious agent that may be

transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

Students and employees must be symptom free and have completed the necessary medication or quarantine to be deemed noncontagious.

Parents will be expected to notify the school office immediately if their student has such a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, PCA may require an independent physician's examination of the student or employee to verify the diagnosis of such a communicable disease. PCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

INCLEMENT WEATHER PROCEDURE

If the school is closed, the Administrator will notify the parents by text and e-mail.

As in everything, the parents are best able to determine what constitutes an unsafe situation for their family. In the event of flooding, storms, or other emergency conditions that occur during the school day, parents may sign their children out earlier than the regular dismissal times.

SCHOOL LOCKDOWN PROCEDURE

In the event of an emergency, terrorist threat, or dangerous situations, the school will go into "lockdown mode," which will include locking all doors, windows, and gates. No one will be allowed to enter or leave the building during a lockdown

until the threat is passed. A message will be sent to parents as soon as possible with information about what happened and updates about the situation.

SCHOOL OFFICE HOURS

The school office will open from 7:45 a.m. to 4:00 p.m. Monday through Friday. You can contact The Administrator on the office telephone, 512-400-4401 outside of these hours or you can contact the Administrator on her cell phone, 281-235-9252

STUDENT DRESS CODE

PCA students are required to dress in accordance with the Providence Christian Academy Central Texas Standardized Dress Code. The standardized dress code is intended to serve as a tool to create an atmosphere free from distraction. It serves to dispense with competition due to outward appearance and affluence; it de-emphasizes outward appearance in favor of inner beauty and character; it serves as an economic measure for parents; it enhances school spirit; and it allows students to demonstrate a submission to authority.

PCA considers it the parents' responsibility to assure that the student comes to school dressed in accordance with the PCA Dress Code. Violations of the Dress Code will be subject to progressive disciplinary action. Minor infractions and first-time violations result in a written note or verbal request to the parents(s) asking for cooperation. In all disciplinary situations, PCA's goal will be to gain parental cooperation in achieving compliance with the Dress Code.

Students need to be fully dressed in proper school clothing when they arrive at school.

Standardized Dress for Male and Female Students

- Red or white polo shirts (short or long sleeves) for grades Pre-K - 5th grades. Navy or blue white polo shirts (short or long sleeves) for grades 6th-8th. White button up shirts with long sleeves for all grades.
- Navy bottoms for grades Pre-K – 5th grades. Khaki bottoms for grades 6th – 8th. These may be skirts, skorts, slacks or shorts, or jumpers. If skirts or jumpers are worn, shorts (these may be bike shorts) are to be worn underneath.
- Clothing should fit modestly and properly, not tight or baggy.
- Clothing cannot be worn below the hips.
- Clothing must be hemmed.
- Clothing may not be frayed, torn or holey.
- Cardigans, sweatshirts, any outer wear, backpacks, or water bottles may not contain any objectionable writing, either in words or symbols. If you have questions, ask the Administrator.
- Athletic T-shirts or jerseys are permitted on special days, as directed by the Administrator.
- Skirts and jumpers must be no shorter than 4 inches above the top of the knee.
- Blouses and shirts must be loose fitting.
- Socks/leg coverings. If girls choose to wear tights, they must be navy blue, white or flesh colored. No fish net stockings are permitted. Any type of socks may be worn by either girls or boys, so long as they conform to the other dress code requirements.

General Appearance

Young Ladies

Girls' hair should be clean and neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around her. This includes any extreme haircuts or styles. Hair should be worn above the eyebrows in the front. Color must be restricted to natural color. Jewelry should be limited to a single pair of earrings, a single necklace, and a single ring for each hand. No studded choker type necklaces permitted. Single bracelets are acceptable. Girls' nail polish and makeup should be tasteful, not calling attention to them. A student's appearance should never be a distraction to the student or others around her.

Young Gentlemen

Boys' hair should be neatly groomed and combed at all times. It should be worn in a manner that is not a distraction to the student or others around him. This includes any extreme haircuts or styles. Hair should be worn above the eyebrows in the front. Hair color must be restricted to student's natural color. Jewelry should be limited to a small single necklace, a single bracelet, and a single ring for each hand. No studded choker type necklaces permitted. Male students will not be allowed to wear earrings.

Footwear

In order to allow students the ability to have a fully active and safe school day only sturdy sneakers are allowed. No roller type tennis shoes or slip-ons are allowed.

Dressing for Special Occasions

On special days or school-sponsored activities on or off campus, students may be permitted to wear attire that is appropriate for the occasion.

- Shorts must fit appropriately; not tight or baggy and cannot be worn below the hips.

- If the event includes swimming, the swimwear must be one-piece bathing suits for girls and regular type trunks for boys. Speedo type swimwear is not permitted.
- Footwear should be appropriate to the activity
- Because of the different types of events or activities, the Administrator reserves the right to add or delete certain types of clothing, as deemed necessary and appropriate.

STUDENT LIFE

School Hours

7:30-4:00 Tuesday through Friday

Parents may drop children off as early as 7:30 a.m. and must be picked up no later than 4:00pm unless enrolled in afterschool enrichment activities.

Lunch

Parents are asked to send a sack lunch to school every day. Please prepare food items at home so that your child can feed himself/herself with minimal assistance. A well-balanced diet is essential for child development. Please avoid sending junk food and foods high in sugar such as cookies, candy, chips, sodas, sports drinks, and juices. Students who bring junk food to school will be asked to save it for after school. Please label your child's sack/lunch box. The lunches will need a cold pack to remain cool. If your child has a special diet, please note this on the Emergency Medical Release Form.

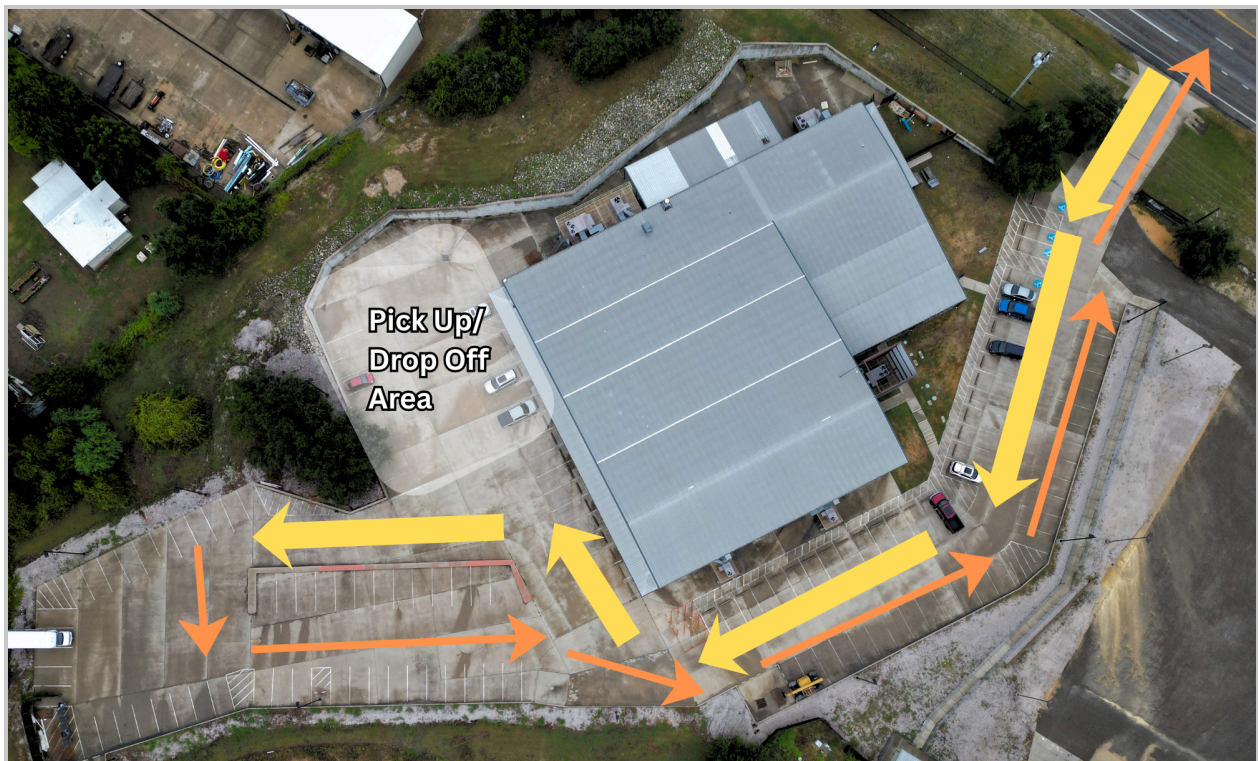
Student Life

Instilling stewardship in PCA students is part of our character development program, as such students are expected to partake in the care and cleanliness of the school. Students are expected to clean up after themselves and participate in the daily clean-up tasks of the classroom and lunchroom and play areas. Duties include, but are not limited to wiping tables, sweeping and taking out garbage.

Drop-Off and Pick-Up Procedures

- Morning Drop-Off:
Students may be dropped off beginning at 7:45 a.m. Please do not drop students off before this time.
- School Day:
The school day ends at 3:30 p.m. Please be as prompt as possible when picking up your child(ren).
- The office will remain open until 4:00 p.m. Students who remain on campus after 4:00 p.m. will be charged a \$1 per minute late fee, which will be added to your FACTS account.

Drop-Off and Pick-Up Route



All morning drop-off and afternoon pick-up will take place in the back parking lot.

Please follow these directions:

- Enter the school campus at 14859 US 190.
- Proceed to the back parking lot, following the traffic cones and designated traffic pattern.
- Please remain in your vehicle during drop-off and pick-up unless otherwise directed by a staff member.
- Staff will be outside to assist with student drop-off and pick-up and to help keep traffic moving safely and efficiently.

At the end of the school day when picking up your child(ren) you will need to show the pick-up card described below.

The person on pick-up duty will confirm pick up approval.

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Student Pick-Up Form

In an effort to reduce the possibility that someone other than you or someone you have designated from picking up your child(ren), a pick-up card will be issued for each student on the first day of school.

These pick-up forms must be shown at the end of the day for your child(ren) by whomever is picking them up. If there are multiple people whom you desire to retrieve your child(ren) you may request another copy. It is your responsibility to carefully select who you entrust this form to. Likewise, if there is someone whom you do not want your child(ren) released to, it is your responsibility to make sure they are not in possession of this form.

If for some reason your child(ren) needs to be picked up by someone who does not have the form, they will need to wait in the parking lot for confirmation from the

custodial parent. The office will verify that your child(ren) is allowed to be released to them.

The form will have your child(ren)'s names and grades.

Tardies to School

Any student who is not in class/chapel at 8:00 a.m. is considered tardy.

Being on time is an important attribute of a good worker. It is never too early to begin teaching students the importance of being on time.

Classes begin promptly at 8:00 a.m. Three (3) unexcused tardies may result in disciplinary action. Please allow extra time for unexpected delays and poor weather conditions. Students are allowed three (3) free tardies each semester.

Parents are expected to telephone the school office by 9:00 a.m. on any day their student is absent unless the absence has been previously approved. When a student has been absent three (3) consecutive school days and the school has not been notified, the school office will call the home.

Absences

There are three kinds of absences relating to the school.

Excused Absences

are those resulting from a death in immediate family, personal illness, illness in the family, doctor or dentist appointments, quarantine, weather and/or road conditions making travel unsafe or dangerous, or any other unusual circumstances that may be accepted by the school. The reason for the absence must be stated in writing and signed by the parent or guardian. Parents and students must contact teachers to make arrangements to make-up any missed work.

Unexcused Absences

result from circumstances other than those defined as excused absences. Make-up work will be required. The administration reserves the right to determine whether

absences are excused or unexcused. Suspensions are classified as unexcused absences. Checking students out of class or school for convenience is not accepted as an excused absence.

Planned Absences

The school requests parents give the Administrator and teachers as much advance notice as possible for planned absences. All missed work should be completed according to the schedule determined by individual teachers. It is the responsibility of the parent and student to initiate this process.

Truancy

Every student must be in attendance for 90% of school days or risk not receiving credit for classes by semester. PCA reserves the right to retain a student who has exceeded the allotted number of days missed.

Truancy is defined as:

- any absence without the full knowledge and consent of the parent,
- any absence without school authorization, when under school jurisdiction. Students are under the school's jurisdiction once they arrive on campus, and/or
- will be recorded for work missed, and disciplinary action will result which may
- include suspension

Permits to Leave School

Permits to leave school must be obtained through the Administrator. If a student leaves school without permission, it will be counted as truancy.

Guests

Visitors are allowed only by permission of the Administrator. The school desires advance notice.

Textbooks

Textbooks will be purchased for student use throughout the school year. If books or workbooks are lost, parents will need to purchase additional material through the school.

ACADEMIC GRADING SCALE

Pre-Kindergarten and Kindergarten

E = Excellent

N = Improvement Needed

S = Satisfactory

U = Unsatisfactory

Grades 1-8

90-100 = A 4.0

80-89 = B 3.0

75-79 = C 2.0

70-74 = D 1.0

Below 70 = F 0.0

Grade point averages will be determined by using the four-point scale. Only the semester averages of core classes will be used when determining overall grade point average.

Promotion Requirements for Grades 1-8.

A student in grades 1-8 may be retained if they have an overall average of 69 or below in two or more core subjects.

Curriculum

Providence Christian Academy Central Texas has carefully selected Christian curriculum to meet the needs of its students and foster academic excellence and a biblical worldview. At the beginning of each school year, parents/guardians will be invited to review the curriculum. Teachers may also use outside resources in addition to the regular curriculum to add enrichment and depth to the class.

Progress Reports

A progress report is generally a notice of (1) grades midway through a grading period and/or (2) work habits or behavior needing improvement. Parents will receive a progress report every 4 1/2 weeks during the 9-week period. These need to be signed and returned as soon as possible, no longer than one week. It is the intent of the administration and the faculty that no parent be "surprised" at the end of any 9-week grading period.

Incomplete Grades

A student receiving an "I" for an incomplete grade on his report card will be allowed additional time to complete his work. If the work is not completed within a two-week period, a grade of "O" will be assigned to the incomplete work and the nine-week grade will then be calculated. A student receiving an incomplete grade is ineligible for extra curricular activities until the "I" is removed.

Academic Probation

5th-8th Academic Policy

Students with a D+ or lower in any class will be placed on academic probation.

1. The teacher will notify students and parents of low grades via email.
2. Students will have one week from notification to turn in missing work for a late grade and bring up their grade.
3. If a student's grade has not improved in that week, a note will be sent from the teacher to the administrator and they will notify parents that the student is officially on academic probation.
4. If a student is on academic probation, students will not be able to participate in any after school activities or field trips until they have a C- or above.

Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the first nine-weeks to discuss student progress using face-to-face meetings or social media. The parents, the teacher, or the Administrator, if necessary, can request additional conferences.

GRIEVANCE PROCEDURE

If a student, parent, or staff member has questions or concerns regarding disciplinary actions by a teacher or the Administrator or the policy under which an action is taken, he/she should follow these guidelines:

1. Go directly to the person involved and discuss the matter.
2. If the matter is not resolved in discussion with the other person, request a joint conference with the teacher and Administrator.
3. If the matter cannot be resolved, a hearing before the School Board may be requested in writing. The decision reached at this level is final.

LIBRARY/MEDIA CENTER

Students will be responsible for all library books and other media material checked out in their name. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials.

TELEPHONE USE

The office telephone is a business telephone and is not to be used by students unless permission has been granted. Student illness or injury will be communicated through the office. If a student is ill and needs to call a parent, he/she must go to the school office and call home.

LOST AND FOUND

Lost articles, including books, clothing, money, valuables, etc, are to be claimed before or after school only.

EMERGENCY DRILLS

PCA will conduct drills in preparation and training for emergencies.

Fire Drills

1. A signal will alert students to move quickly and quietly from the building to a designated place of safety.
2. Determine which exit to use and an alternate if the first exit is blocked.
3. DO NOT TALK during a fire drill.

4. Walk rapidly to the parking lot or designated area. DO NOT RUN. Turn off the lights and close the door as the last person leaves.
5. Check class rolls in the parking lot.

Tornado/Hurricane Drills

1. A specified sound will signal this drill. Find sturdy shelter away from outside walls and windows.
2. Classes outside at recess or P.E. should quickly re-enter the building if time permits. Go quietly to the assigned area of protection.
3. Face a solid wall and kneel down with hands over your head.
4. Return to normal activity when "All Clear" is given.

Lock Down

All doors of the school will be locked and no one may enter or exit the school building.

Terrorist Threats

Students will be kept in their classroom until danger has passed. Parents will be notified, if necessary, to pick up their children.

BUILDING USE

For all activities outside the regular class schedule, approval must be obtained from the Administrator. No group will be allowed to use any part of the building without a teacher, the Administrator or adult volunteer, or approved school personnel being present. All groups must be careful to maintain the building in good working order and with the same degree of cleanliness in which it was found or better.

PARTIES

All class parties must have the approval of the teacher and Administrator. Teachers must be consulted regarding party activities. If a student brings in treats such as cake, cupcakes, popsicles, etc. to celebrate their birthday, they may only be shared during lunchtime, snack time or recess.

If a student brings invitations to school for a party, to avoid hurt feelings, all class members should be invited to private parties unless it is an all-girl or an all-boy party. Parents, you or your child will be allowed to hand out invitations for private parties in class at the end of the day only.

PCA does not recognize or celebrate Halloween. No costumes, accessories or parties or invitations will be allowed.

FIELD TRIPS

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. All school rules are in effect on field trips. Prior to departure, students shall obtain assignments for any classes they will miss while on the trip. Students may be denied the privilege of attending field trips because of inappropriate behavior.

The Administrator should approve all field trips two weeks prior to the date of the field trip.

Parents shall be provided a notice explaining the details of the trip. (Note: A Field Trip Permission Form shall be filled out, copied, and sent home with each student.) School dress is the standard dress for all field trips. Deviation from this standard must have the Administrator's approval.

All parent volunteers that wish to assist on field trips through driving and/or chaperoning must complete a background check at the beginning of the year and sign and abide by the rules listed on the PCA Driver/Chaperone Agreement Form

Chaperone Agreement forms are available in the office. Students are to travel to and from the destination in the same vehicles unless granted permission by the faculty sponsor.

Attendance at school field trips is restricted to students currently enrolled at PCA and to those students who are in the designated grade level.

Providence Christian Academy Central Texas and its representatives intend to take all reasonable precautions with respect to all activities; however, the parent must understand that the participation of their student(s) in school-sponsored field trips involves a certain element of risk. The parent must assume that risk and agree to hold Providence Christian Academy Central Texas and its employees, instructors, and representatives blameless from any liability, unless the occurrence happens because of their gross negligence or willful and wanton behavior.

The parent must assume full responsibility for any personal injury that might occur to their student(s) while taking part in a school sponsored trip, and they must absolve Providence Christian Academy Central Texas and its employees, instructors, and representatives from all liability in regard to any injury.

DRIVERS AND CHAPERONES FOR PCA FIELD TRIPS

When parents or guardians volunteer to be drivers or chaperones for PCA field trips, the following rules must be observed. **Siblings will not be allowed on field trips.**

Vehicles may stop only at the approved destination. (No stops along the way or on the way back to school.)

- All traffic laws must be obeyed, this includes speed limits.
- Each child must wear a separate seat belt (no double buckling).
- An Emergency information Form for each child must be in possession of the teacher in charge of the field trip

- Teachers make all travel assignments. Students must travel to and from the destination in the assigned vehicle, unless the faculty sponsor gives special permission to change vehicles.
- Students may be denied the privilege of attending school or class trips because of inappropriate behavior and/or lack of completed schoolwork.
- Drivers must carry students both directions – going and returning to school.

CELL PHONE AND OTHER ELECTRONIC DEVICES POLICY

Generally, students will not be permitted to bring cell phones and other electronic devices on campus. However, if a parent deems it is necessary for their child(ren) to have a cell phone or other electronic device at School, said device will be kept in the School's office and may be retrieved by the student at the end of the day. Although, the School will do its best to ensure the safe keeping of such devices, parents must sign a liability waiver removing all liability from any School employee for the safety of any such device.

It is not the responsibility of the teachers nor the Administrator to remind students to retrieve their devices at the end of the day. Likewise, it is the student's responsibility to bring the device to the School's office.

Medical Exemptions

Naturally, this does not apply to students whose devices are needed to be in their possession for medical reasons, for example, diabetes monitoring. However, the device is to be used solely for such purposes while on campus. If it is used for other purposes, it will be viewed as a violation of the policy stated above.

For the First Offense

The electronic device will be taken away from the student and returned only to the

parent. The student's parent must have a conference with the Administrator to retrieve the phone or other electronic device.

For the Second Offense

There will be a minimum one-day suspension for the student and a conference with a parent.

For the Third Offense

The student will not be allowed to bring any devices to school. Any violations after this the student may be requested to withdraw from school.

If any messages need to be relayed to your child(ren), you may call the school office.

BIBLICAL GUIDELINES FOR STUDENT CONDUCT

Respect Authority

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." (Romans 13:14)

Respect & Esteem Others

Protecting the dignity of all students is the goal. Malicious talk can do more harm than physical wounds. "Consider one another as better than ourselves." (Philippians 2:3)

Be an Example

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” (1 Timothy 4:12)

Seek Excellence

“I can do everything through Christ who gives me strength.” (Philippians 4:13)

Be Honest

“Providing for honest things not only in the sight of the Lord, but also in the sight of man.” (II Corinthians 8:21)

Be Truthful

“Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” (Ephesians 4:25)

Practice Clean Speech

“Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” (Ephesians 4:32)

Reflect Jesus

“Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” (Philippians 4:8)

STUDENT BEHAVIOR

Student Conduct

A high standard of conduct is required of each student at PCA for the purpose of maintaining order and building Christ-like character. Obedience is expected, it demonstrates submission to God and God-ordained parental authority extended by agreement to the school administration and staff.

Students must:

- Attend all classes on time.
- Be dressed properly.
- Be prepared for each class with the appropriate materials and assignments
- Turn in assignments on time.
- Address all adults within a respectful manner.
- Respect all property, the schools and one another's.
- Speak in ways to lift one another up (Ephesians 4:29). Profane, vulgar, and/or abusive language are prohibited.
- Be obedient.
- Be honest and trustworthy.
- To avoid accidental injury, misunderstood intentions, or conflicts students are not to engage in any horseplay. No pushing, shoving, punching nor cutting in line are allowed.
- Use or possession of drugs, alcohol, tobacco, vaping products, and drug paraphernalia is prohibited.
- Although attraction between males and females is understandable, public displays or affection are not permitted on campus or during school functions.

This would include but not limited to kissing, hugging, holding hands, and holding one another.

- The following items are prohibited on campus or at any PCA function when the student is under the jurisdiction of PCA, including field or class trips, sporting events, fundraisers, etc.: iPods, gaming devices, magazines, chemical substances, firearms, knives, weapons, beepers, skateboards, or any other items deemed inappropriate by the Administration.

Student Honor Code Commitment

Students Grades 5-8

The honor code at Providence Christian Academy Central Texas (PCA) is established to reinforce the character and spiritual maturing process of each student. This commitment begins with a relationship with Jesus Christ, our Savior and Lord. We believe that the expression of this relationship will be evident in a student's desire to grow spiritually, intellectually, and relationally. As a student chooses to live out the following Student Honor Code commitments, he/she will succeed in both school and life.

1. I understand the need for a personal relationship with Jesus Christ in my life and that it is by His death on the cross and His grace that I can receive the gift of eternal life. *John 1:12*
2. I recognize that by the grace of God I am able to pursue opportunities to grow spiritually and to live a life surrendered to Jesus Christ as my Lord. *Romans 12:1-2*
3. I pledge to apply myself wholeheartedly to my academic studies and to meet all testing and other requirements that are part of the guidance and college prep requirements. *Colossians 3:23*
4. I pledge that, with God's help, I will care for my body in a manner that is pleasing to God. I will keep in mind that it is the temple of the Holy Spirit and that I will not compromise it by the use of any type of illegal drug or tobacco, the use of alcohol or involvement or support of any type of immorality, sexual (heterosexual, homosexual, or other sexual activity outside the boundaries of Biblical marriage between a man and a woman) or otherwise including the use or distribution of pornography. I will refrain from involvement in any type of illegal activity or behavior at school or away from school. *2 Corinthians 6:16*
5. I will agree that I will forfeit rights to privacy concerning any item (such as bag, backpack, purse, phone, electronic device, vehicle, etc.) that is brought on the

campus of PCA. An administrator may inspect any item at any time on campus or at off-campus school activities.

6. I pledge that I will apply God's principles of love, care and concern for my fellow students and teachers. I will not hurt the feelings of others intentionally, bully, or physically harm or intimidate my fellow students. *1 Corinthians 13:4-8*
7. I will respectfully submit myself to the authority, counsel and discipline of the staff, teachers, and administrators at Providence Christian Academy. *Ephesians 4:22-24*
8. I agree to support all PCA policies and procedures set forth in the Parent-Student Handbook including the Student Honor Code, discipline, and dress code. *Titus 3:1-2*

I have read the above statements and will support them fully while enrolled at Providence Christian Academy. I understand that my enrollment at PCA is based on keeping the Student Honor Code.

Student Signature

Date

I/we as the parent(s)/guardian(s) agree with and will support the Student Honor Code and assist our student in his/her commitment to the above statements.

Parents/Guardians

Date

CARE OF SCHOOL PROPERTY

The student is to treat all school property as valuable personal property. Parents or guardians shall be responsible for damage done to the school building, furniture, grounds, textbooks, or any other property of the school by their student. The Administrator will make the assessment of any such damage and payment for damages are to be made within two weeks of the assessment, or the student will not be permitted to attend class.

DISCIPLINE PHILOSOPHY

The goal of PCA's disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The approach to this goal will be based on Scriptural principles and will involve a three-step model:

1. Instruction of God's command and right ways of thinking and behaving,
2. Warning concerning natural and parent/teacher-imposed consequences
3. Correction of misbehavior.

PCA will endeavor to teach what is right and pleasing while keeping correction appropriate and addresses the heart issue rather than a one size fits all approach. The staff and administration will act out of love that seeks what is best for the student rather than out of anger, which seeks only retribution. The goal will be to teach students to conduct themselves in a loving and responsible manner.

Pre-K - 3rd Grade Elementary Discipline Procedures

Teachers will have a clip up system to promote positivity. All students will start on green each morning.

There are two clip up colors of blue and purple and two clip down colors of yellow and red.

Clipping down includes the following steps step,

1. Verbal warning discussion with Student not a clip down
2. Second verbal warning clip down at discretion of teacher, down one step
3. Further consequences include clip down that may also include a time reset out of class, missed recess, visit to the admin's office, etc.

NOTES: Some behaviors are an immediate office visit at the teacher's discretion. If a student ever gets to red, parents will receive an email.

4th - 8th Grade Discipline Procedures

1. Verbal warning discussion with student of expected behavior versus incident witnessed
2. Second verbal warning that may include a small amount of time out of the classroom to reset at teacher's discretion move to step three
3. Consequence- parents can expect an email with all relatable information.

Consequence Timeline

1. Apology note/community service (to include but not limited to cleaning)
2. Detention
3. Second detention
4. In school suspension
5. Out of school suspension
6. Expulsion. Return certain types of misbehavior will require a student to move immediately to a specific consequence rather than following the timeline example to include, but are not limited to the major violations below.

Minor Violations

Minor violations include actions that are frequently disruptive. These violations will be dealt with by the staff member involving parents and administration is needed.

Repetition of minor violations can become major violations.

Minor violations include but not limited to:

- classroom and hallway disruptions,
- obscenity
- inappropriate language
- refusal to participate in class, etc.

Major Violations

Major violations occur when a student's actions and others disrupt the educational setting, or a pattern of minor offenses has developed. Major violations are dealt with immediately and move a student into consequences.

Major Violations may include but not limited to:

- Repetitious minor violations
- Bullying, cyber bullying
- comments including but not limited to someone's race, family, financial status, level of education, gender, etc.
- Directed obscenities
- Fighting
- Plagiarism including but not limited to AI, ChatGPT, etc.
- Vandalism
- Weapons, use or delivery of over the counter drugs, tobacco, alcohol, or drug paraphernalia, arson, firearms, and bomb threats.

NOTES: Students affected by other classmates' behavior may not know the result of the administrator dealing with the issue. We encourage all students and parents to trust that the staff have appropriately handled the issue, even though they won't give an update on other punishments. We would handle their privacy in the same way.

Student Disruptions or Misconduct

1. Disruptions or interruptions of the teacher during class may result in removal from the classroom.
2. Students desiring to report any misconduct should immediately notify a teacher, Head of Schools or a staff member of the conduct in question.
3. Depending on the nature of the misconduct, a student may also lose privileges (e.g., repeated dress code violations may result in a loss of special dress privileges, if applicable), be required to make restitution (e.g., in the case of theft or vandalism) or lose extracurricular participation privileges. Depending on the nature of the offense, the administration reserves the right to assess other appropriate corrective actions.
4. The school's desire is that students corrected for misconduct repent or turn from their misconduct so that they may be restored to fellowship with the rest of the school community. Repentance is a change of heart which is demonstrated in several ways but usually includes at the least a cessation (or at least significant reduction) of misconduct.

General Discipline Policies

Students are expected to abide by general school rules and by those of the individual classroom teacher. Possible disciplinary steps that follow may involve conferences with a principal, parents, teacher, and the student to discuss possible solutions for the misbehavior and to inform the student of the serious effects of continued misconduct.

Appropriate forms of discipline may include the following consequences.

Administration reserves the right to choose the most appropriate consequence for the infraction and the specific child involved:

- Loss of privileges
- Extra duties such as cleaning or assignments
- Detention with parent notification

- Parent conference
- In-school suspension (ISS)
- Three- to five-day out of school suspension
- Disciplinary probation in
- Expulsion/student dismissal, with no refund of tuition

Note: A student who is assigned to in-school suspension (ISS) may be required to perform specific tasks or pay for a substitute to monitor the ISS.

Please note that the school administration has the authority to issue any of the above consequences in any order for any behavior at any time. Likewise, the school administration can give extra work duties if they deem necessary. To call a conference immediately or even suspend immediately depending upon the offense may be necessary. The key is discernment. Parents may always set up an appointment to discuss any matter. A strong partnership between school and parents is necessary in the training of their students.

SUSPENSION/EXPULSION

Students may be dismissed from the PCACTX school program if many attempts to correct behavior have been made and proper changes have not been made. An administrator may need to recommend a student for expulsion prior to any suspension depending on the severity of the major violation.

Note: Acceptable behavior is expected on and off campus, as well as on any kind of electronic communication including, but not limited to, text messages, instant messaging, social networking sites, internet posts, video messaging and voice mail messages.

The length of suspension is set depending on the offense and student involved. A conference with the principal, Head of Schools, parents, and student should be held before or after the suspension. All classwork missed during suspension must be

completed before returning to classes. A suspension automatically places a student on probation. The student's return to school the following year may be denied.

In the event a student does not respond favorably to other disciplinary measures, or the parent does not support other disciplinary measures, the Head of Schools may decide to remove the student by expulsion.

A student who is expelled or asked to withdraw by the administration will not receive any refund for any month a student attends any portion of that month. A two-month penalty will be due and paid before any transcripts or records are released.

Parents may submit an appeal for the expulsion of their student. The Head of Schools must receive an appeal request via letter or email within 48 hours. In turn the Head of Schools will forward the request to The President of the School Board who will notify the members of the Board. They will decide if they will hear the appeal.

If the BOD decides to hear the appeal, within 72 hours from the receipt of the request a date will be set to hear the appeal. The student and parents may be allowed to testify before the Board of Directors.

WITHDRAWING FROM SCHOOL

If the withdrawal is voluntary, parents should contact the school administration as early as possible before the withdrawal date. If the withdrawal is compulsory, the administration will reach out to the parents to begin the process. A time will be set for the withdrawal forms to be picked up from the school office. The student will be supplied a checklist of items that must be cleared prior to withdrawing. The student will also be provided with a list of present grade averages. No records will be sent to the new school until all the items on the checklist are cleared and all fees and fines paid, including tuition. Families will be sent an exit survey to be completed and asked for its return.

Student Withdrawal Procedure

A teacher must have direct information from the front office prior to removing a student from their roster. When a student withdraws from school:

The student should:

1. Complete a drop slip and return to the office.
2. Check in all textbooks.

Administration is to:

1. Give the student supplies that belong to the student.
2. Have a report of student progress and grades ready to go home with the student.

HUMAN DIGNITY/HARASSMENT

Providence Christian Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, all are expected to treat one another with respect because each are made to reflect God Himself.

All persons present on PCA's campus are to conduct themselves with respect for the dignity of all others. Harassment of others by teachers, administrators, students, or others on campus is not condoned or allowed.

Sexual harassment includes making unwelcome sexual advance, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment.

Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.

Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or the administrator.

Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

Steps for Handling Charges of Sexual Harassment

The harassment will be reported to the proper authorities and brought before the Board of Directors. Subsequent action by the Board of Directors will be determined by the outcome of the evidence obtained. If a student is found guilty of sexual harassment, they will be expelled from PCA and will not be allowed to return.

ANTI-BULLYING POLICY

Definition of Bullying

A single significant act or a pattern of act by one or more students directed at another student that exploits an imbalance of power and involves written or verbal expression, including electronic communication, or physical conduct that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off property or on publicly or privately owned school bus or vehicle being used for transportation of students to or from school or school-sponsored or school-related activity, and that (1) has the effect of or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently

severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student: (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (4) infringes on the rights of the victim at school, including cyberbullying.

Definition of Cyber-Bullying

"Cyberbullying" means bullying that is done through the use of electronic communication, including through the use of a cellular or other type of telephone, a computer, a pager, a camera, electronic mail, instant messaging, text messaging, a social media application, Internet website, or other Internet-based communication tool and that occurs off school property or outside of a school-sponsored or school-related activity, if the cyberbullying: interferes with a student's educational opportunities; or disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Administrative Actions

In determining the extent of bullying or cyber-bullying and the consequences the administration will take into consideration:

- the degree of severity and risk of danger.
- the age and grade level of the student.
- legal requirements.
- the frequency of the misconduct.
- the student's demeanor, and/or
- the possibility of disruption of the school environment.

For any student who coerces a student to commit or attempt to commit suicide, automatic expulsion will be given, and law enforcement will be called to investigate further. Parents of the victim and the perpetrator will be contacted immediately.

Anonymous Reporting of Bullying Behavior

Any student or parent may contact the Administrator with a report of bullying, cyber-bullying or behavior disrupting the educational flow of Providence Christian Academy. The name of the student and/or the parent will remain confidential.

The national hotline may also be used: 1-800-784-2433

Letter of Suspension/Path to Restoration

Date: _____

RE: Letter of Suspension/Path to Restoration Contract

Parents of _____,

Since all discipline is intended to lead to repentance, there are times where some levels of discipline require stronger measures or consequence to ensure that students understand zero tolerance expectations. That being understood, this letter is to inform you that based on violation of the STUDENT BEHAVIOR CODE, it is the recommendation of the administration that _____ serve in-house suspension for a period of _____ school days, and student may return to class _____. Normally an offence for this continuous behavior would receive a longer suspension; however, we see in your student an opportunity to experience the work of God in their life.

This suspension/contract lists our expectations as we would like to offer you the opportunity to accept this suspension based on the following conditions(s):

1. You do not violate any further mandates from the STUDENT CODE of CONDUCT nor participate in any activity which is listed under those that may warrant suspension or expulsion for the remainder of the _____ school year. These expectations include behavior: during school hours and outside of school hours; while on campus and while off campus, while school is in session and during school holiday breaks.
2. You meet with a mentor teacher regularly for guidance in areas of peer pressure and/or other relevant issues to get solid Bible based instruction on overcoming these issues.
3. Write a one-page reflective essay on how you believe that you arrived in the situation that you landed in and how you would scripturally handle it differently. Include your plan for personal spiritual growth going forward. Understand that

the next offence leads to five days Off Campus Suspension. Should this be served, the next consequence would be expulsion from Providence Christian Academy Central Texas.

NOTE: Beyond the scope of the consequences, we welcome the opportunity to help you through this time. We believe that presenting this plan, we have implemented a pathway for restoration and healing.

Should you default in this agreement, it is understood that administration, at its discretion, can escalate the new offense to an "Expulsion" effective immediately and you would be notified of such a decision.

Student signature

Date

Parent Signature

Date

Head of Schools' signature

Date

School Board President

Date

PRE-KINDERGARTEN INFORMATION

PCA's Pre-Kindergarten will provide education of the highest quality in tune with the child's age and developmental needs. It will offer a loving Christian environment in which children are enabled to develop physically, emotionally, socially, and spiritually. The children will enjoy creative expression in music, art, and play. Pre-Kindergarten will have multiple centers for the students to enjoy.

The curriculum will incorporate Bible stories, information on Christian values, and scripture to memory during our daily lessons. Children will be encouraged to learn in a fun, yet challenging environment.

Children can begin arriving at 7:30 a.m. You may park and walk your child into the building, or you may use the carline drop off after 7:45am. Children will not be allowed to leave school with anyone other than designated persons on the release form on file in the office and/or a person with the designated pick-up card. This is for your child's protection. When someone on your release form picks up your child a current driver's license is required. In an emergency, parent's prior approval is required before your child is released to anyone not designated. This can be a phone call to the office.

Parents are asked to send snacks and a sack lunch to school every day. Please prepare food items at home so that your child can feed himself/herself with minimal assistance. Please label your child's sack/lunch box. The lunches will need a cold pack to remain cool. If your child has a special diet, please note this on the Emergency Medical Release Form. PLEASE AVOID SENDING JUNK FOOD AND SWEETS INCLUDING cookies, candy, chips, sodas, sports drinks, and juices.

Please send a backpack daily labeled with your child's name with a complete change of clothing, including underwear and socks. Accidents do happen. Children may not bring personal items unless they need them for security during naptime.

Teachers will give advance notice of show-and-tell dates. If you wish to share your child's birthday with his/her classmates, we welcome you to do so by bringing a

special treat for snack time. Please bring enough for the whole class. Please keep in mind; all celebrations will reflect the school's Christian values.

There will be a naptime every afternoon after lunch. Children are not required to fall asleep, but all children are to remain quiet during naptime. Please send a mat, labeled with the child's name, to be kept in a special place in the classroom for the entire school year. Washable mats will be sent home on Fridays.

Children need to have structure to know their limitations, as well as to feel secure in a loving environment. If the child is disruptive to the classroom, he/she will be given a warning the first time. The second time will result in a time-out. The third time the child will be removed from the classroom and sent to the Administrator.

If disruptive behavior continues, the parent will be called for a conference. Together, the parent, the teacher and the Administrator will determine the next step to solve the behavioral concerns.

A medical permission form must be filled out before any prescriptions will be administered to your child. The medicine must be in the original container and have your child's name on the bottle label. The dosage, physician's name, and directions to administer must be written on the label. For liquids, a measuring device to administer the medicine must be provided. The Administrator or designee will be administering all medications.

NOTE TO PARENTS: The PreKindergarten Program at Providence Christian Academy Central Texas is exempt from state licensing rules and regulations. Because PCACTX desires to provide a well-run, compliance-maintained program, PCACTX will self-monitor to maintain high standards.

2026 - 2027 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level											Notes
	Grades K - sixth						Grade seventh	Grades eighth - 12th				
	K 1		2	3	4	5	6	7	8	9	1 0	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT) Tetanus/Diphtheria/Acellular Pertussis (Td/Tdap)	Five doses or four doses						Three dose primary series and one booster dose of Tdap/Td within the last five years	Three dose primary series and one booster dose of Tdap/Td within the last 10 years				For K – sixth grade: five doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the fourth birthday. However, four doses meet the requirement if the fourth dose was received on or after the fourth birthday. ¹ For students age 7 years and older, three doses meet the requirement if one dose was received on or after the fourth birthday. ¹ For seventh grade: one dose of Tdap is required if at least five years have passed since the last dose of tetanus-containing vaccine.* For eighth – 12th grade: one dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. **Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio	Four doses or three doses											For K – 12th grade: four doses of polio; one dose must be received on or after the fourth birthday. ¹ However, three doses meet the requirement if the third dose was received on or after the fourth birthday. ¹ Polio vaccine is not required for persons 18 years of age or older.
Measles, Mumps, and Rubella ² (MMR)	Two doses											For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹ Students vaccinated prior to 2009 with two doses of measles and one dose each of rubella and mumps satisfy this requirement.
Hepatitis B ²	Three doses											For students age 11 – 15 years old: two doses meet the requirement if adult hepatitis B vaccine (Recombivax [®]) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax [®]) must be clearly documented. If Recombivax [®] was not the vaccine received, a three-dose series is required.

Varicella ^{2,3}	Two doses		For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹
Meningococcal (MCV4)		One dose	For seventh – 12th grade: one dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11th birthday. ¹
Hepatitis A ²	Two doses		For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

↓ Notes on the back page, please turn over. ↓

¹Receipt of the dose up to (and including) four days before the birthday will satisfy the school entry immunization requirement.

²Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

³ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at dshs.texas.gov/immunizations/school.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health. Instructions for downloading and requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at dshs.texas.gov/immunizations/school/exemptions.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Provisional Enrollment

All immunizations must be completed by the first date of attendance. The law requires all students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Students must not be overdue for the next dose in a series to be considered provisional. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period a student has not received a subsequent dose of vaccine, the student is not in compliance, and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines exist for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active-duty

military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel validate it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name, and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials including a record from another state is acceptable.

Texas Department of State Health Services • Immunization Section • MC-1946 • P. O. Box 149347 • Austin, TX 78714-9347 •



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