



*2011-2012*  
*Student/Parent*  
*Handbook*

[www.pchsmi.org](http://www.pchsmi.org)

As members of an association, parents and students are expected to abide by the policies of the school. This handbook includes most of those policies. It is a dynamic document and as such is subject to change. Parents will be notified of significant changes in policy. The most recent version can be found on our website at [www.pchsmi.org](http://www.pchsmi.org)

Providence Christian High School  
5479 West 72<sup>nd</sup>  
Fremont, MI 49412  
2011-12

# TABLE OF CONTENTS

<i>Master Calendar</i> .....	5
<i>Ministry Plan</i> .....	7
<i>Philosophy of Christian Education</i> .....	8
<i>Statement of Faith</i> .....	8
<i>Graduate Profile Outcomes</i> .....	9
<i>Non-Discrimination Policy</i> .....	11
<i>Denominational Differences Policy</i> .....	11
<i>General Information</i> .....	13
Asbestos .....	13
Athletics .....	13
Building and Grounds .....	13
Cancellation of School .....	13
Change of Address.....	13
Classroom Visits .....	13
Corporal Punishment .....	14
Dress Code.....	14
Electronic Devices.....	15
Field Trip/School Trip Procedures .....	16
Financial Assistance .....	16
Hall Passes .....	16
Homeschool Link Program.....	16
Human Dignity Policy .....	17
Internet Security .....	18
Library.....	18
Lockers .....	19
Lost and Found .....	19
Lunch & Breaks.....	19
Physical Contact between Students of the Opposite Sex.....	19
Pregnancy Policy.....	19
Release of Students and Student Records to Non-Custodial Parents .....	20
Release of Student Records and Transcripts to Other Schools.....	20
Restrooms.....	21
Social Events .....	21

Textbooks .....	21
Transportation Services.....	21
Visual Media Release Authorization.....	22
Withdrawing from Providence.....	22
<i>Parental Involvement</i> .....	23
Communcation.....	23
Orientation, Parent-Teacher Conferences, Special Events.....	23
Parent/Student Complaint Process .....	23
Volunteerism .....	23
<i>Academic Information</i> .....	24
Academic Distinctions .....	24
Academic Honesty .....	24
Plagiarism .....	24
Academic Intervention.....	25
Advanced Placement and Honors Courses.....	25
Attendance and Absences .....	25
Career Tech Classes .....	27
Chapel.....	27
Classroom Procedures.....	27
Dropping and Adding Courses.....	28
Dual Enrollment/Career Tech Classes.....	28
Early Graduation.....	29
Exams.....	29
Graduation Requirements .....	30
Guidance and Counseling .....	31
Homework Policy.....	31
Independent Study.....	31
Interim .....	32
Online Learning.....	32
Probation .....	32
Promotion.....	33
Repeating Classes .....	33
Report Cards and Grading Procedures.....	34
Service Program .....	34
Standardized Testing.....	35

Transfer Credits .....	35
Valedictorian and Salutatorian .....	35
Work-Based Learning.....	36
<b><i>Discipline Policy</i></b> .....	<b>36</b>
Philosophy and Description .....	36
Discipline Procedures .....	38
Detention .....	39
Severe and/or Chronic Misbehavior .....	39
Behavior Contract .....	39
Suspension.....	40
Expulsion.....	40
<b><i>Health and Safety</i></b> .....	<b>41</b>
Blood-borne Pathogen Staff Training.....	41
Health Records.....	41
Medical Release Forms .....	41
Medications .....	41
Specific Procedures Regarding Head Lice and Communicable Diseases.....	42
Student Insurance.....	42
<b><i>PCHS Programs and Clubs</i></b> .....	<b>43</b>
Service Program .....	43
National Honor Society .....	44
Student Leadership.....	44
String Club .....	45
Youth Advisory Council (YAC) .....	45
<b><i>Financial Information</i></b> .....	<b>46</b>
<b><i>Appendix A Chemical and Substance Abuse Policy</i></b> .....	<b>48</b>
<b><i>Appendix B Gun Free Schools Act of 1994</i></b> .....	<b>48</b>
<b><i>Appendix C Senate Bill 1427</i></b> .....	<b>49</b>
<b><i>Appendix D - Honor Code</i></b> .....	<b>50</b>
<b><i>Appendix E Daily Course and Bell Schedule</i></b> .....	<b>51</b>
<b><i>Appendix F Pre-Approved Absence Request Form</i></b> .....	<b>52</b>
<b><i>Appendix G Complaint/Incident Form</i></b> .....	<b>53</b>
<b><i>Appendix H – Fundraising Request Form</i></b> .....	<b>54</b>
<b><i>School Contact Information</i></b> .....	<b>55</b>

August '11						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '11						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '11						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '12						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			




March '12						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31




April '11						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '12						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '12						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

-  First Day of School
-  No School
-  Interim

-  Parent Teacher Conference
-  Professional Development
-  Half Days

**Providence Christian High School  
2011-2012 Calendar**

**August**

**Aug. 10** - First Day of Fall Athletic Practices  
**Aug. 29 – Sep. 1** - Staff Orientation  
**Aug. 30**- Back to School Bonfire  
6:00-8:00 p.m.

**September**

**Sept. 1** – Student Registration  
1:00-6:00 p.m.  
**Sept. 2-5** - Labor Day Weekend  
**Sept. 6** - First Day of School  
**Sept. 9** - All Student Mixer  
**Sept. 19** – Back to School Night  
**Sept. 26 – 30** – POP Week

**October**

**October 13-14** - CEA Convention - No School  
**October 20** - Parent Teacher Conference (6:00-9:00)

**November**

**Nov. 3** – End of First Quarter  
**Nov. 4** - Professional Development - No School  
**Nov. 12**- Auction  
**Nov. 15** – Fall Athletic Banquet  
**Nov. 24, 25** - No School Thanksgiving Break

**December**

**Dec. 3** – Student Council Christmas Party  
**Dec. 11** – Christmas Concert  
**Dec. 19- Jan. 2** - Christmas Break - No School

**January**

**Jan. 3** – School Resumes  
**Jan. 23-26** – Exams  
**Jan. 27** – Records Day – No School  
**Jan. 30** – Begin Second Semester

**February**

**Feb. 6 – 10** – Homecoming Week  
**Feb. 17**- No School WMCTA Conference  
**Feb. 20** - No School Mid Winter Break/  
President’s Day  
**Feb. 23** – Parent – Teacher Conferences

**March**

**Mar. 6 – 8** – Michigan Merit Exam  
**Mar. 21** – End of Third Quarter  
**Mar. 26-29**- Interim  
**Mar. 30**- Spring Break

**April**

**Apr. 2- 6** - Spring Break  
**Apr. 9** – School Resumes

**May**

**May 5** – Jr./Sr. Banquet  
**May 7** – Spring Music Concert  
**May 11** – Professional Development – No School  
**May 18-19** – Spring Drama  
**May 25** – Talent Show  
**May 28** – Memorial Day  
**May 29 – 31** Senior Exams

**June**

**June 1** – Graduation  
**June 2 or 9** – Spring Athletic Banquet  
**June 4-7** – Exams  
**June 7** – Last Day of School

Approved March 22, 2011

## MINISTRY PLAN

Our Vision: Excellent education within Christian community.

Our Mission: Equipping students with the skills and knowledge needed to become Christ-centered servant leaders in the communities where they live.

Our Beliefs: The fundamental convictions we hold to be the basis of Providence Christian High School and its mission.

Regarding faith, we believe that:

- ✧ God is sovereign over all, revealed in creation and in the Lordship of Jesus Christ.
- ✧ Jesus Christ, sent by the Father, lived a life in perfect obedience to God, was crucified for the forgiveness of our sins, conquered death through the resurrection, and will one day return.
- ✧ The Bible is God's Word, and is the ultimate standard for Christian education in all matters of faith and life.

We believe that Christian education:

- ✧ Is critical in the development of a well formulated Christian worldview.
- ✧ Requires the participation of parents in order to most effective.
- ✧ Requires cooperation and communication between parents and the school.
- ✧ Benefits significantly from quality teachers and excellent teaching.
- ✧ Encompasses more than just academics, seeking to impact students spiritually and develop Christian character.
- ✧ Should be available to students and families of all economic and religious backgrounds.
- ✧ Is an excellent educational option for all families.

Our Graduate Outcomes: The results we seek to achieve.

Our student learning outcomes are modeled after the growth of Jesus Christ as described in Luke 2:52, "And Jesus grew in wisdom and stature and in favor with God and man." Based on this, we have structured our student outcomes in the same four categories: wisdom (academic), stature (physical), favor with God (spiritual), and favor with man (social). (See the Graduate Profile for details.)

- ✧ Academic Outcomes - Graduates will have completed a high school education consistent with a Christian worldview and will, as lifelong learners, develop and maintain a curiosity about God's world.
- ✧ Physical Outcomes- Graduates will be able to make sound choices concerning their physical well-being and will demonstrate a basic understanding of physical fitness.
- ✧ Spiritual Outcomes - Graduates will have a clear understanding of the essential truths of the Christian faith as laid out in the Scriptures, particularly the gospel of Jesus Christ and the transformed life that results from a right relationship with him.
- ✧ Social Outcomes - Graduates will recognize their own self-worth as a child of God and will demonstrate God's love through positive relations with others.

Our Strategies: The means by which we will accomplish our mission.

- ⤴ We will align curriculum with our own graduate outcomes, as well as state standards, and regularly review our curriculum.
- ⤴ We will provide opportunities and choices for community service, and promote it in our curriculum and in our chapels.
- ⤴ We will provide academic support and encourage educational testing where necessary.
- ⤴ We will promote regular and effective communication among teachers, students, parents, and the administration.
- ⤴ We will offer excellent academic and extra-curricular programs.
- ⤴ We will maintain and, as needed, increase public awareness through effective advertising, market research, and word of mouth.
- ⤴ We will keep tuition affordable and offer tuition assistance to those with demonstrated need.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

We believe that God is the creator and sustainer of all things. The world belongs to Him. God created humans as unique bearers of His image to be caring stewards of His creation. We believe that God has and continues to reveal Himself to us through His Word and His Creation. This knowledge leads us to an understanding of our responsibility toward others and His creation. Our actions must show we are caretakers of creation and of each other (Genesis 2:15). Because of the fall, we are unable to fulfill these responsibilities without the regenerative work of the Holy Spirit within us. We receive this gift, by grace, through the death and resurrection of Jesus Christ. Therefore, we are able to be agents of redemption and reconciliation. We are responsible for bringing *our* broken world closer to the Kingdom.

## **STATEMENT OF FAITH**

The foundation of Providence Christian High School is based on the Word of God written in the scriptures of the Old and New Testaments as expressed in the Statement of Faith. We hold unreservedly to the sovereignty of God, revealed in the creation and in the Lordship of Jesus Christ, over the world. We submit unconditionally to the authority of Holy Scripture as the ultimate standard for Christian education in all matters of faith and life. On this basis, we subscribe to the following articles:

- 1) We believe the Scriptures, both Old and New Testaments are the infallible inspired Word of God, and therefore are the supreme and final authority in faith and life. God speaks to us through Scripture and reveals Himself to us as Father, Son, and Holy Spirit through His acts of creation and eternal salvation. (I Peter 1:21; I Timothy 3:16)
- 2) We believe the world belongs to God, who created it and faithfully sustains it by His providence. God displays his power and majesty through His creation. God created and upholds all things and is Sovereign over all creation. Man was created in the image of God, without sin. (Colossians 1:15)
- 3) We believe that man, though created perfectly in the image of God, fell into sin and rebelled against God bringing God's judgment upon all generations. Despite our sin, God has not rejected or abandoned this world but demonstrated His unconditional love by sending the Savior. (I John 4:9)
- 4) We believe God sent his only begotten son, Jesus Christ our Lord, who was conceived by the Holy Spirit and born of the virgin Mary to live a life in perfect obedience to God and be crucified for the forgiveness of our sins. Jesus Christ suffered death in our place to reconcile us to God. (I Cor. 15:3b,4 II Cor. 5:19-21)

- 5) We believe that eternal life is the gracious gift of God received through faith in Jesus Christ alone. Salvation is neither deserved by anyone nor can it be earned by good deeds. (Eph. 2: 8-9)
- 6) We believe Jesus Christ is King of kings and Lord of lords. He is seated at the right hand of God the Father where he intercedes for those whom He has purchased with His own blood. From heaven, He will return to judge all men, giving believers eternal life and unbelievers eternal condemnation and separation from God. (Romans 2: 6-16; 8:26; Acts 17:31; I Timothy 4:8)
- 7) His kingdom is everlasting and He reigns over all things for good. To be a member of this kingdom is a privilege, a joy, and a responsibility. Every thought, word, and deed is to be led by His Spirit. Because of Christ's present and coming reign we live daily in the confident hope of His triumphant return. (I Cor. 10:5; Titus 2:13)
- 8) We believe that God the Holy Spirit instructs us through the study of the Word of God. His illuminating work enables the believer to grow in the grace and knowledge of our Lord and Savior Jesus Christ. ( II Timothy 3:16; Psalm 1; I Peter 3:18)
- 9) God has charged parents with the responsibility of raising their children in the "nurture and admonition of the Lord". The local church, teachers and the Christian community serve to assist parents in this covenantal calling. ( Eph. 6:2-4; Heb. 10: 24-25; Eph. 4:16)

## **GRADUATE PROFILE OUTCOMES**

Our student learning outcomes are modeled after the growth of Jesus Christ as described in Luke 2:52, "And Jesus grew in wisdom and stature and in favor with God and man." Based on this, we have structured our student outcomes in the same four categories: wisdom (academic), stature (physical), favor with God (spiritual), and favor with man (social).

### **I. Wisdom**

*Graduates of Providence Christian High School will have completed a high school education consistent with a Christian worldview and will, as lifelong learners, develop and maintain a curiosity about God's world.*

*Students will:*

1. Read, write, listen, and speak proficiently.
2. Communicate information, ideas, and processes effectively.
3. Develop critical thinking skills and problem-solving techniques that enhance the ability to form logical conclusions and make informed decisions.
4. Demonstrate the organizational skills and discipline necessary for developing effective work habits, whether working individually or in groups.
5. Develop an understanding and appreciation for the Bible, and appropriately apply Biblical principles and knowledge to facts, theories, and ethical issues in all areas of education and life.
6. Gather, process, analyze, and communicate information, utilizing informational and technological resources ethically.
7. Apply learned technology skills on a broad scale, thereby benefiting extensively from all technological resources.
8. Appreciate creative expression in the fine and applied arts, recognize their values, and develop the skills for self-expression.
9. Analyze a variety of literary genres.

10. Consider the influences of current events on the global scene and identify avenues for responding to such influences.
11. Demonstrate respect for and knowledge and understanding of local, national, and global societies – both past and present – and the individual’s role within these.
12. Develop and apply necessary math skills for problem solving and for the gathering, processing, and analysis of data.
13. Demonstrate an understanding of the scientific method and science concepts, generalizations, and theories, and apply them to scientific investigations, current scientific topics, and their daily lives.
14. Demonstrate the ability to communicate in a language other than English.
15. Demonstrate awareness of the work God is doing around the world.

## II. Stature

*Graduates of Providence Christian High School will be able to make sound choices concerning their physical well-being and will demonstrate a basic understanding of physical fitness.*

*Students will:*

1. Develop the physical skills necessary to participate in regular physical activity.
2. Understand rules, strategies, and skills necessary to participate in recreational activities.
3. Understand the importance of undergoing routine checkups and practicing good eating, exercise, hygiene, safety, and sleeping habits.
4. Understand the ramifications of lifestyle choices such as nutrition, exercise, and disease risk factors.
5. Have had the opportunity to participate in organized sports.

## III. Favor with God

*Graduates of Providence Christian High School will have a clear understanding of the essential truths of the Christian faith as laid out in the Scriptures, particularly the gospel of Jesus Christ and the transformed life that results from a right relationship with him.*

*Students will:*

1. Clearly understand the gospel message of salvation.
2. Recognize that according to Scripture man’s purpose in life is to glorify God, emphasizing the spiritual condition of the heart rather than merely displaying a given set of external actions.
3. Articulate their spiritual convictions and the basis for them.
4. Recognize that the Bible is the true Word of God which serves as a guide for living, and is more than just literature for academic study.
5. Understand the importance of practicing Christian disciplines that contribute to spiritual growth.
6. Have the opportunity to develop relationships with spiritual mentors.
7. Recognize that a godly lifestyle is an effective means of impacting the world for the glory of God.
8. Recognize the need for discernment, wisdom, and seeking God’s direction in making decisions.
9. Participate in activities that focus on worshiping God, including chapel, classroom devotions, and classroom prayer.

#### IV. Favor with Man

*Graduates of Providence Christian High School will recognize their own self-worth as a child of God and will demonstrate God's love through positive relations with others.*

*Students will:*

1. Appreciate their own uniqueness as individuals fashioned in the image of God.
2. Understand how to process and express emotions (e.g. anxiety, love, loneliness, anger, disappointment) in a healthy manner.
3. Demonstrate sensitivity to the needs, opinions, and concerns of others while holding to Biblical and personal convictions.
4. Dress and behave appropriately, consistent with Biblical principles and within the current cultural context.
5. Relate to authority with understanding and respect.
6. Understand the importance of contributing to the well-being of others.
7. Respect the rights and property of others.
8. Resolve conflict appropriately.
9. Understand the importance of self-discipline, dependability, commitment, and self-evaluation in completing responsibilities.
10. Develop positive character traits such as love, integrity, loyalty, kindness, patience, joy, self-control, and generosity.
11. Participate in activities that serve the needs of our local and global communities.
12. Demonstrate appropriate etiquette and social skills, particularly within a cross-gender and/or cross-generational context.
13. Practice effective time management as demonstrated by diligent completion of responsibilities, balanced with time for leisure.
14. Recognize the characteristics of excellent leadership, and develop personal leadership skills.

### **NON-DISCRIMINATORY POLICY**

Providence Christian high school admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of this school. Providence Christian High School does not discriminate on the basis of race, color, nationality, or ethnic origins in the administration of its educational policies, admissions policies, tuition assistance programs, athletic opportunities, and other such school administered programs.

### **DENOMINATIONAL DIFFERENCES POLICY**

It is recognized that Providence Christian High School exists to provide a Christ-centered learning community where students receive an excellent education rooted in Biblical truth. It is understood as well that some aspects of "Biblical truth" are unclear to even the most learned Biblical scholars, and are therefore sometimes divisive in nature. Despite this potential for divisiveness, it is the policy of Providence Christian High School to hold tightly to the Biblical truths as outlined in its statement of faith, while at the same time recognizing differences of interpretation on less significant issues. Teachers at PCHS are sensitive to these differences, and will refer students to parents and pastors whenever appropriate. However, teachers may also challenge students in the reasons for their beliefs, not in order to force a particular belief on students, but to help them grow in their faith.

It is also recognized that while Providence Christian High School is clearly a Christian high school holding strictly and unashamedly to its statement of faith, there are students at the school who come from non-Christian homes and are themselves non-Christians. These students will be expected to participate in all activities of the school, including those of a religious nature (e.g. chapels), and meet all academic requirements, including two years of Bible courses. It is not required, however, that students become Christians in order to enroll or continue attendance at the school. At the same time, the leadership of PCHS wishes to maintain an appropriate balance between those of the Christian faith (at least one parent or guardian is a practicing Christian active in a local church) and those not of the Christian faith. By doing so, the culture of the school will remain decidedly Christian in nature, allowing the school to meet the student goals of discovering God's truth, developing skills in discernment, engaging in discipleship, and entering into the world to serve.

# General Information

## Asbestos

PCHS Is an Asbestos Free Environment.

## Athletics

PCHS offers a wide variety of sports for both boys and girls. Current sports include equestrian, girls' volleyball, boys' and girl's soccer, boys' and girl's basketball, girls' softball (co-op with White Cloud), boys' baseball (co-op with White Cloud), cross country, and track and field. Students are required to be enrolled on a full-time basis and must meet both MHSAA and PCHS eligibility requirements. Please see the Athletic Handbook or speak with the athletic director for more information.

## Building and Grounds

We are blessed with a wonderful facility. All of us must assume a personal responsibility for the care and upkeep of both the building and grounds of this new school. Students are expected to treat property with respect and will be held financially responsible for the repair and/or replacement of any property willfully or negligently destroyed. This includes writing on desks, tables, chairs, walls; damage to computers; damage to windows or the outside building; etc.

## Cancellation of School

*Weather Related:* Providence Christian High School will automatically follow the bad weather cancellation announcement of the Fremont Public Schools. There may be times when, in the interest of safety for students traveling from outside the Fremont area, PCHS will close school even while the Fremont Public Schools remain open. Generally, if three or four of the school districts in the county close, PCHS will close. If one or two close, the situation will be evaluated, and a decision will be made as to what is best for PCHS. If PCHS closes, the closing will be posted on the TV, radio, and internet. If you can receive text messages, we recommend that you go on the WZZM site and sign up to receive a text message every time PCHS closes, delays, and/or cancels events. If at any time you believe that weather conditions make it unsafe for your child to attend school, your child will be excused and will be allowed time to make up any missed assignments.

*Health Related:* Providence Christian High School will cancel classes and/or school when 25% or higher of the student body is absent due to illness. The length of time for closing will be determined by the principal/administrator after consultation with the appropriate health department officials. School may also be cancelled when there is a high percentage of teachers absent due to illness, and an adequate number of substitute teachers cannot be found.

## Change of Address

Please notify the office as soon as possible regarding any change in a student's address or telephone number. This information is imperative for our financial, emergency, and health records.

## Classroom Visits

Parents are welcome to visit PCHS and are encouraged to get to know their children's teachers. However, parents should not enter classrooms without an appointment, as this disrupts the learning environment. Parents are always welcome, without appointment, at chapels, assemblies, and all other school events.

Non-Providence students (including alumni) are permitted to visit campus as guests of Providence students only with approval from the administration. With the exception of alumni visits, parents of the

visitor or host student must make arrangements at least one day in advance. Visitors, including alumni, should check in at the office on the morning of the visit to receive a pass.

## **Corporal Punishment**

Corporal punishment will not be administered at PCHS.

## **Dress Code**

Christian parents and schools face a very difficult issue today in a society where the mass media markets inappropriate dress. At Providence Christian High School, we strive to mold the heart and character of students, guiding them to make good choices that are founded on biblical principles rather than merely conforming to a list of rules. We expect our students, therefore to exemplify biblical standards in their dress as well as their attitudes and lifestyles and to encourage other students to do likewise. Further, we encourage parental direction and support since the burden of supervision rests with parents. As Christian educators, we need to work together with parents in standing firm on a dress code. We recognize the inherent potential for misunderstandings and conflict. However, we take seriously the Biblical mandate to be transforming agents in our culture. We must help our young people to live in and be salt and light in an environment where the pressure to conform is very persuasive. We believe it is not “old-fashioned” or legalistic to expect excellence and Christ-like morality in all areas of learning. We are called to be change agents in a society that needs *Christian Leadership*. This position in the area of dress gives our students *responsible freedom* to make wise decisions based on the following guiding principles and specific rules.

### **Guiding Principles:**

**Modesty and moderation.** Students should dress in a decent, simple, non-extreme manner as an outward sign of self-control. Immodest clothing at Providence includes tight, short, revealing, or lewd clothing, as well as overly dressy or sloppy clothing.

**Cleanliness and neatness.** Dirty, unwashed, and unkempt clothing or appearances are not permitted.

**Appropriateness.** Clothing must be appropriate for students in school. For example, party dresses and shoes, high heels, clothing appropriate for the beach or pool, and bedroom attire should not be worn to school.

### **Specific Rules:**

- Hair must be clean, no longer than collar length for boys, appropriately styled so that it does not hang in the eyes or call undue attention to the individual student, and with natural hair colors only.
- Shoes or sandals are to be worn at all times. Bedroom slippers and high heeled shoes are not permitted.
- Advertising of alcoholic beverages, drugs, tobacco products, gangs, or inappropriate, blasphemous, obscene or suggestive slogans or pictures on clothing, jewelry, pins, or accessories are not permitted.
- Tight-fitting clothing is not permitted. As a guideline, there should be discernable slack/space between clothing and body.
- Pants must be clean and neat, not dirty, torn or have holes in them. Pajama pants may not be worn. Pants must not sag excessively or reveal underwear. Tight-fitting pants are not permitted.
- Hats, heavy winter coats, gloves, sunglasses, scarves worn on the head or bandannas or any form of outer wearing apparel are not to be worn in the classroom.
- Girls' skirts and shorts (including slits in skirts) should be no shorter than 3 inches above the knee. However, some skirts and shorts that are longer than this may still be deemed inappropriate if they are distracting.

- Spaghetti straps, body suits, crop tops, tank tops or open-weave sweaters may not be worn. All blouses, shirts and tops must have a modest neckline. Midriffs and backs must be completely covered at all times, whether sitting, standing or raising hands.
- Shorts should not be more than three inches above the knee. Cut-off shorts are not permitted.
- Boys are not permitted to wear earrings at school.
- Visible tattoos and body piercing, with the exception of girls' earrings are prohibited.
- Students may not be dressed inappropriately for their gender.

The Administration, with the help of the teachers, reserves the right to judge whether dress items are appropriate in a school setting. Students will be removed from class until a change is made. Absences of this nature may be unexcused.

A student who is observed to be in violation of these guidelines will be liable for disciplinary action (e.g. detention) and parents will be notified. In addition, the administration will immediately do at least one of the following: 1) send individual students home for violations; 2) confiscate the offending article(s) of clothing; 3) require the student to wait in the office until proper clothing is brought from home; and/or 4) require students to change into appropriate clothing provided in the office. Students will not be allowed in class if they are in violation of the dress code. *Parents are urged to carefully monitor the clothing worn by their students when they leave for school and school functions.*

Additionally, Providence reserves the right to request that students refrain from wearing or displaying a particular style of dress, make-up, or hairstyle that calls undue attention to themselves and/or is judged to be inconsistent with the standards that define the rules and policies of Providence.

Students are expected to conform to the dress code for the entire school day and during exam week. The administration retains the right to monitor the dress of Providence students during school functions both on and off campus, and to request compliance from students when necessary.

**Junior Senior Banquet Dress Code:** The regular PCHS dress code is modified slightly for the Junior Senior Banquet. However, it is fully expected that our students will handle this freedom responsibly and will make wise decisions regarding what they wear to the banquet. Clothing must be appropriate, modest, and God honoring. There is nothing wrong with looking good; however, as Christians, our goal is not to impress others but to glorify God in all we do.

The following guidelines must be followed:

Dress Length: 4 inches above the knee

Back: The back of the dress should not be lower than belly-button height

Front: No cleavage. Sweetheart shape is acceptable as long as no cleavage is showing.

Straps: Strapless dresses are not allowed.

## Electronic Devices

Students may not use cell phones or other electronic devices, including PDAs, I-Pods, and laptop computers, during school hours (8:00-3:10), without teacher or administrative approval. Any cell phone or electronic devices used by a student on the school campus during these hours without permission will be confiscated and saved in the principal's office until a parent comes to retrieve it. The student will receive a detention for each incident. PCHS is not responsible for lost or stolen cell phones or electronic devices, even while in the school's possession.

PCHS encourages the *responsible* use of electronic devices, *especially when used for educational purposes*. Teachers, therefore, may allow the use of such devices in the classroom, or under their direct supervision. This includes, but is not limited to, the use of cell phones, PDAs, I-Pods, cameras, and laptop

computers. Please note: the use of electronic devices within a classroom is at the teacher's discretion; usage rules will vary from teacher to teacher. Permission to have and use cameras on the school campus, outside of the classroom (Yearbook or Storm Bulletin photo assignments, for example), must be granted by the principal. Irresponsible use of cell phones or other electronic devices, such as texting, taking inappropriate videos or photos, and/or posting any unauthorized videos or photos on the internet, will result in further consequences.

Please note that school policy permits staff to have their cell phones on during the school day in case of emergency. However it is understood that staff cell phones should not interrupt instructional time.

## **Field Trip/School Trip Procedures**

In order for a student to participate in a field trip outside of Newaygo County, they must have on file in the office a written permission slip from their parent or guardian. The teacher must have gained permission from the administrator and have on file a planned itinerary. The teacher must also arrange transportation. All rules governing transportation procedures are in effect (see *Transportation Procedures*). For overnight trips, the teacher must also have copies of insurance information in the case of an emergency. Local (in county) field trips will generally not require parental permission. Local trips do not require insurance information.

Teachers and other staff members at Providence Christian High School often make it the practice to include trips outside of school as part of the educational program. These trips can include short day trips to nearby places or longer trips to further destinations. It is the policy of Providence Christian High School that student participants of such trips must be enrolled students at Providence Christian High School at the time that the trip takes place. If a student signs up for a trip while enrolled at Providence but then withdraws in the period between signing up and the trip itself, they will not be allowed to go on the trip.

## **Financial Assistance**

Financial assistance is often available to families in need. Families should contact the principal prior to the beginning of the school year. Families of students receiving financial aid will be required to actively support the school through volunteer service. At least one parent or grandparent must serve on one of the school's various committees throughout the school year. Other volunteer service, at PCHS promotional events and fundraisers, for example, is also strongly encouraged. Failure to provide acceptable volunteer service will cause the financial aid to be reviewed and potentially withdrawn or reduced.

## **Grading Scale**

(See Report Cards and Grading Procedures)

## **Hall Passes**

Students in the halls during class periods are required to have a pass signed by a teacher or staff member unless they are accompanied by an adult. Verbal permission is not acceptable.

## **Homeschool Link Program**

Providence Christian High School recognizes that not all families choose to educate their children in a traditional classroom setting. Homeschooling is therefore valued and respected. It is our desire to come along side homeschool families to provide services that might improve the quality of the education already being provided at home. With this in mind, the Homeschool Link program, with the following guidelines, has been established.

1. Families wishing to enroll their children in the program must complete and submit the regular application for admission with a \$25 non-refundable application fee. Upon acceptance this fee will be applied to the cost of the course(s) taken.

2. PCHS will provide families with the same standardized testing and scoring that is available to full time students. The cost to families would be the actual cost of the testing plus \$15 per student. Costs vary depending on the type of test (e.g. PLAN, MME, etc.)
3. Assuming there is room in the classroom, Homeschool Link students will be permitted to enroll in any course currently being offered. A maximum of two credits may be earned at PCHS through the Homeschool Link program in a school year, with a limit of two courses taken at any given time.
4. The following fees currently apply:
  - \$350 per credit (full-year)
  - \$200 per ½ credit (half-year)
  - \$25 lab and supply fee per semester for lab sciences and art
5. Textbooks are provided by PCHS and are to be returned at the conclusion of the course in reasonable condition.
6. Where there is enough interest, weekly art courses specifically for homeschool students may be established. Cost will be determined based on enrollment.
7. Due to their part-time status, Homeschool Link students are *not* eligible, per MHSAA guidelines, to participate in the PCHS athletic program.
8. Homeschool Link students would, however, be eligible for other PCHS extra-curricular activities, such as drama and community service projects, though corresponding fees would need to be charged.

## Human Dignity Policy

Providence Christian High School intends to provide its staff members and students with a safe spirit-filled environment, one that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God Himself.

Students are to respect all members of the staff (teacher, administrator, substitute teacher, secretary, custodian, teacher aide, student teacher, or visitor to the building) and, conversely, students are to be treated with respect and courtesy. Communication, oral or written, must reflect Biblical standards. Students must be considerate of others at all times. Profanity, putdowns, lying, or other improper speech, gestures, or inappropriate written remarks will not be tolerated. Students may not refer to teachers, coaches, or other adults in the school by their first names or inappropriate nicknames. Students must use the appropriate prefix (Mr., Mrs., Miss, or Coach) when referring directly or indirectly to teachers, coaches, and other adults in the school. *“Don't bad-mouth each other, friends. It's God's Word, his Message, his Royal Rule, that takes a beating in that kind of talk. You're supposed to be honoring the Message, not writing graffiti all over it.” James 4:11 (The Message)*

1. Providence does not condone or allow harassment of others by teachers, administrators, coaches, support staff, students, or other persons both at school or school events.
2. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report on offense to his/her administrator, or, if it is the administrator he/she is reporting, to the president of the Board of Directors. Each report will be given serious consideration and investigated appropriately.
3. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff members) or expulsion (for students).
5. Harassment includes:
  - a. Making unwelcome sexual advances
  - b. Engaging in improper physical contact
  - c. Making improper sexual comments

- d. Writing a note to someone else, either electronically or by hand, with content that may be construed as sexual
- e. Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
- f. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.
- g. All students and all school employees are expected to conduct themselves with respect for the dignity of others
- h. Bullying, whether physical, verbal, electronic, written, or in any other form is absolutely prohibited at all times.

6. Suspected child abuse:

Any suspected cases of child abuse are required by Michigan State law to be reported to the proper state agency which protects the rights of individuals in such cases. Teachers, coaches, and all other school employees are required to report any suspected signs of child abuse immediately and directly to the principal.

7. Guidelines for staff-student interaction:

Providence expects its staff members (administrative, teaching, coaching, and support) to caringly, but always appropriately, assist students. In accordance with the *Human Dignity Policy*, the following guidelines help define what is appropriate behavior for all staff members coming in contact with our students. Although every staff member's contact with students is within a specific context, the following acts are judged by Providence as being inappropriate:

- a. Using vulgar, profane, belittling, snide, or intimidating language to or about students
- b. Making sexual innuendo to students or dressing in ways that might readily be construed as sexually provocative to students
- c. Meeting a student at a location in school or outside of school (restaurant, home, in a car, etc.) that is not easily observed by another adult
- d. Touching a student's body in a place or a lingering manner that could readily be interpreted as a sexual advance
- e. Grabbing, pushing, slapping, poking, or physically touching a student in a manner that could readily be construed as violent and motivated by anger
- f. Being in a car alone with a student without the express consent of the student's parent immediately before the ride unless an emergency situation exists where in an administrator is contacted because of the unavailability of a parent
- g. Using controlled substances (alcohol, tobacco, or drugs illegal for the underage student) when accompanied by a student or speaking favorably to a student about the use of the substances.
- h. Any behavior toward a student that does not respect to his/her as an image- bearer of God.

## **Internet Security**

All internet access initiated from a student or staff member account passes through a filter on our server. This filter rejects sites known for obscenity, adult themes, pornography, instant messaging, and social networking (including Facebook and similar sites). It is our desire to keep all inappropriate websites from being accessed at the school, and to encourage proper use of the internet at all times.

## **Library**

All students are encouraged to make full use of not only the PCHS Library, but also the Fremont Area Public Library. In order to best utilize our library, the following guidelines will be observed:

- No books, magazines or reserve material may be taken from the library unless checked out.
- Please respect the rights of others who are using the library by working quietly.

- Students must pay for the replacement of any library materials checked out in their name that are damaged or lost.
- Students may have no more than five (5) books checked out of the library at one time. Failure to return the books will result in a fine.

## Lockers

Each student will be assigned a locker. Junior and Senior lockers are located in the East hallway (music room hallway), while lockers for freshmen and sophomores are located in the North hallway. Please be aware of the following information concerning lockers:

- Students may not switch lockers with other students without permission from the administration.
- PE lockers, located in the locker rooms, are available for PE classes and athletic competition. Only school issued locks may be used on these lockers. No personal locks will be allowed.
- Do not put stickers or labels on the lockers.
- Do not store dangerous or illegal materials inside (including matches or lighters).
- Do not share your locker combination with anyone.
- The administration reserves the right search lockers, backpacks and other personal property.
- Students who abuse locker privileges may lose the right to have a locker.

## Lost and Found

Lost items are to be taken to the office. Jewelry, money or items of value should be brought directly to office personnel. Students may check there for missing personal items and textbooks before or after school. All lost and found items will be periodically displayed. After an appropriate amount of time, unclaimed items may be subjected to disposal.

## Lunch & Breaks

Students may bring lunch from home or they may buy hot lunches served in the commons. Lunches are provided three days per week through Fremont Public Schools. Students wishing to purchase these lunches need to pay for lunches in advance. The easiest way to do this is to visit [www.lunchdeposit.com](http://www.lunchdeposit.com) and pay with a credit card. It is also possible to pay for lunches in the school office. **Students must eat their lunch in the commons.** Teachers who are requesting students to meet with them at lunch time in another area of the building should advise the teacher or administrator on lunch duty that certain students will need to take their lunches out of the commons. Students must remain in the commons during the entire lunch break. Five minutes before class is to begin, students will be allowed to enter the hallways to go to their lockers. Except for water bottles, drinks are not allowed outside of the commons.

## Physical Contact between Students of the Opposite Sex

In order to promote positive, healthy, and appropriate relationships among our students, it is necessary to insist that certain behaviors **not** take place on the school campus or at school sponsored events. These include but are not limited to:

- Holding hands
- Hugging (other than greetings)
- Sitting on laps
- Inappropriate touching

## Pregnancy Policy

The issue of pregnancy is a significant family and life issue for our students. The purpose of this policy is to provide a framework for dealing with students who find themselves in circumstances that

require sensitive and wise counsel. In these situations, it is important for parents, school personnel, and the PCHS Education Committee to pray and work together to lift up our children.

In keeping with the clear message of the Bible, we seek to support and to uphold the sanctity of life. Therefore, if a student (male or female) conceives a child, the family and school need to work together to address the unique needs of the student(s) and the unborn child. When the family learns of the pregnancy, the principal shall be promptly notified. A meeting will be arranged with the family, administrator, and pastor. The purpose of the meeting is to address the physical, emotional, and spiritual needs of the student(s). It is the desire of the school to partner with the parents and the student(s) to help in making decisions about the various aspects of school life: i.e. attending classes, participating in athletics, other extra-curricular activities, and leadership positions.

**Classes:** Before the baby is born, the goal is to have the student(s) stay in school and complete as many classes as possible.

**Athletics, Extra-curricular Activities, and Leadership Positions:** A discussion among the student(s), parents, administrators, counselor, and coach or teacher advisor of the activity will happen before a decision to allow or deny participation is made by the administrators and the Education Committee. The physical, emotional, and spiritual well-being of the student(s) and the baby is paramount and will be an important part of the decision. It is anticipated that any restrictions in participation given to the female student will apply to the male also.

## **Release of Students and Student Records to Non-Custodial\* Parents**

\*non-custodial defined as: "that parent who does not have any legal custody of the student"

1. **Release of Student:** In the event that parents are legally divorced or separated, a student will only be physically released to a non-custodial parent where a written court order containing custody rights shall be on file in the school office. The school or its officials are not permitted to authorize release of any student to anyone except the parent(s), legal guardian, or non-custodial parent where legal documents are up-to-date and on file in the school office. Parents are requested not to put the school in "an awkward or potentially legally irresponsible position" with expectations for release without proper legal documentation. *Please note, however, that as a high school, PCHS does not generally monitor dismissal nor those with whom students leave school.*

### **2. Release of student information/records/grades and interim reports to parents:**

a. Under ordinary circumstances, the school will send all student information (e.g.: interim reports, report cards, etc.) to the custodial parent and request that it be shared, if so desired, with the non-custodial parent.

b. When a request is made by a non-custodial parent for information about their student, the school must receive written approval from the custodial parent to send such information.

c. If a custodial parent refuses to acquiesce to a request for information, the school will require from the non-custodial parent a signed statement from an attorney or the court requiring the release of such information.

## **Release of Student Records and Transcripts to Other Schools**

1. Student cumulative records, transcripts, and standardized test scores will be released to another school district only on a written parentally authorized form issued by the receiving school. The entire cumulative record holder will be released for students transferring out of grades 9-11 or at mid-semester of grade 12.

2. Student cumulative record folders will not be given to parents. However, parents may request to see the contents of folders for review within the school building. Parents, guardians, and students may also sign a request form and obtain a copy of their child's or their own transcripts and standardized test scores.

3. Upon graduation, student cumulative records will be purged. Remaining contents will be limited to: health records, attendance record, transcript, and standardized test scores. Requests for records will be honored upon receipt of requests from authorized colleges, universities, prospective employers, law-enforcement agencies, and other such agencies or individuals as the school deems appropriate.

4. Graduates may request up to five transcripts to be sent to colleges and universities at no cost. Additional transcripts will cost \$1 each and must be paid for in advance.

5. Records will not be sent to follow a student transferring to another school district, public or private, or home-school, if tuition and/or fees have not been paid, or where other outstanding obligations have not been met. In such case, all tuition, fees, and such outstanding obligations must be met in a satisfactory arrangement determined by the School Board.

## **Restrooms**

Students may use the restroom before and after school, between all periods, and during lunchtime. Loitering in the restroom is not permitted. Students who are ill are to report to the office and not remain in the restroom. Students who need to use the restroom during class must have teacher approval and a hall pass.

## **Social Events**

The scriptural standard for social activities can be summarized in God's directive in I Corinthians 10:31: "So whether you eat or drink or whatever you do, do it all for the glory of God." Wholesome activities are heartily commended as examples of ways in which we may glorify God and delight in His world and one another.

Dancing (with the exception of square dancing) is not permitted at school or school-sponsored events. While not making a moral judgment regarding social dancing, the Providence Board of Directors has formulated this policy on the basis of two arguments: 1) the difficult task of setting and monitoring limits in such a way so as to ensure social dancing would be truly honoring to the Lord and edifying to a holy life; and 2) the fact that social dancing would create an offense for some of our Providence family. The following should guide social activities at Providence:

- Teachers and parent chaperones involved in the planning of social activities with classes and other student groups should make sure that students are properly chaperoned at all times, and should assume the responsibility of seeing that the students conduct themselves in a manner consistent with the standards that define and establish Providence.
- Modest attire should be worn at all social activities. Modest swimwear (preferably one piece suits for ladies and swim trunks for boys) is required.

## **Textbooks**

Most textbooks are furnished to students and therefore remain the property of Providence Christian High School. Students are responsible for the care and protection of textbooks, and will be charged for any that are lost or unreasonably worn or damaged. All textbooks are to be covered by the beginning of the second week of school. Students will be asked to purchase some books such as small paperbacks and consumable manuals.

## **Transportation Procedures**

Currently Providence Christian High School does not offer transportation to and from school to students. It is the responsibility of the parents and students to arrange for transportation to and from school. Students may not drive other students; however, siblings may drive their siblings. Students may not leave campus unless they have senior privilege on file in the office or permission of their parents on file in the office. If a student does need to leave at any time during the day, their parent is to sign them in and out of the building in the main office.

For Athletic events, it is the responsibility of the coach to arrange transportation for their team to and from sporting events.

Bus transportation may be arranged with Fremont Public Schools (FPS). However, drop off and pick up times may not conflict with the PCHS schedule without administrative approval. FPS pick up time is generally substantially earlier than PCHS dismissal time. Therefore, students may not ride the bus after school unless they are scheduled for study hall during the last period of the day.

### **Visual Media Release Authorization**

PCHS believes that it is important to enhance our community through various media designed to help us stay connected and tell the story of our school. We use things such as our web page, yearbook, newsletter, publicity and other visual means to accomplish this. By enrolling your child(ren) at PCHS you grant your permission to include your child's photo, and in some cases, like newsletters and yearbooks, their name, in these publications. If you do not wish to have your student's name or photograph in all or some of these publications you must notify PCHS in writing.

### **Withdrawing from Providence**

If during the school year it becomes necessary for a student to withdraw from Providence the following steps are to be completed:

1. A written notification from the parents or guardians requesting the withdrawal must be presented to the administrator.
2. A withdrawal form will be sent to each teacher, along with the librarian, bookkeeper, and coaches, to initial indicating that all books have been collected, fines paid, tuition and fees paid in full, and any other items have been returned.
3. The withdrawal form will then be submitted to the administrator. If all obligations have been met and there are not outstanding financial responsibilities, all transcripts will be forwarded at the request of the receiving school.
4. Parents may be asked to complete a withdrawal questionnaire that will assist the administration and Board in evaluating school curriculum and programs.

# Parental Involvement

## Communication

The school will send home a weekly newsletter called *The Storm Bulletin*. This newsletter is sent home at the end of each week with students. It is also e-mailed to all those on our e-mail list. Additionally, it can be found on the PCHS website ([www.pchsmi.org](http://www.pchsmi.org)). Please use the website to find out the latest announcements, view photos, download forms, view the school calendar, and find other useful information. Other updates from the principal and teachers will be sent home as occasions arise.

## Orientation, Parent-Teacher Conferences, Special Events

Student orientation and registration is held just before school starts. Parents are also required to attend a parent meeting held during the week before school starts, or shortly after the school year begins. A *Back to School Night* is held in mid-September. Parent-Teacher conferences are held in October and again in February. Check the school calendar for exact dates, as well as other special events throughout the year.

Conferences with a teacher at any time of the school year are both welcomed and encouraged. It is only through close home and school cooperation and communication that the true educational ideals of Providence can be achieved. Please contact the teacher directly if you desire a conference with a teacher.

## Parent/Student Complaint Process – new pocedure here

When a parent or student has a significant complaint, the following procedure should be followed

1. The parent or student should schedule a meeting with the staff member(s) involved.
2. If the problem is not resolved after this appointment then the parent or student should schedule a meeting with the principal.
3. If the problem is not resolved at this level, it should then be presented in writing to the Education Committee for inclusion in the agenda of their regular monthly meeting.
4. Finally, if and when all of the above three steps have been taken, the problem is submitted to the Board of Directors through written appeal from the Education Committee or the parent or teacher. It will then be placed on the agenda of the monthly meeting of the Board of Directors.

All such grievances, interviews, and documentation are private, and should in no circumstances be discussed or presented to persons not involved.

## Volunteerism

As a small school, we cannot afford to pay for the many expenses that we encounter. Much of what happens at our school happens because of the many, many people who volunteer their time and effort. With this in mind, *we require that all PCHS parents volunteer for a minimum of 10 hours during the year*. In lieu of volunteering time, *families may pay \$200 to the school*. Families who do not volunteer 10 hours of time will be billed \$200. As with all unpaid tuition or fees, report cards and transcripts will be held until payments are made in full.

There are many opportunities every year! A list of volunteering opportunities is mailed out each fall and can also be obtained in the office. Parents of students receiving tuition assistance are required to serve on at least one committee during the school year.

# Academic Information

## Academic Distinctions

Students who distinguish themselves through outstanding academic achievement will be placed on one of the following honor rolls at the conclusion of each semester. Every effort will be made to publish these academic distinctions in newsletters and newspapers. If a student is failing any class, s/he becomes ineligible for academic distinctions.

**Principal's List:** Students with a current GPA of 3.7 or above

**Honor Roll:** Students with a current GPA between 3.4 and 3.69

**Honorable Mention:** Students with a current GPA between 3.0 and 3.39

## Academic Honesty

Honesty and integrity are values that PCHS wishes to instill in its students. Plagiarism (see below), the use of other students' work as if it were one's own, having tutors, family members or friends do one's assigned homework, cheating (particularly on a test), falsifying homework, or helping others cheat by lending them one's own work are all examples of behaviors which are unacceptable. These misbehaviors will lead to disciplinary measures, which can eventually result in expulsion.

PCHS takes the following steps in situations where a student has cheated:

- The first time a student is caught cheating s/he will be subject to a warning and, most likely, a failing grade on the immediate assignment. The student will be required to sign the Honor Code (see Appendix D - Honor Code), which defines cheating and its consequences more explicitly.

### Plagiarism:

The *Oxford American Dictionary* defines plagiarism as "the practice of taking someone else's work or ideas and passing them off as one's own." Since students are often confused by what constitutes plagiarism, PCHS offers the following detailed definitions/examples:

1. This definition of plagiarism often shocks students as they themselves habitually use this very method of writing. It is plagiarism to copy and replace words in a piece of text. For an example look at the definition of plagiarism from the *Oxford American Dictionary*...

"the practice of taking someone else's work or ideas and passing them off as one's own." (*Oxf. Amer. Dic.*)

...is changed to...

...the **exercise** of taking someone else's **text and/or** ideas and **presenting** them as one's own.

This is plagiarism.

2. It is also plagiarism to fail to cite or mention the source of materials. Putting text in quotation marks is a good start, but it is not enough; students must also cite their source(s).

Remember, plagiarism does not only apply to sections of text, but to ideas and even graphics. The website [www.plagiarism.org](http://www.plagiarism.org) summarizes plagiarism as "an act of fraud" or theft. PCHS seeks to teach proper ethics by explaining these concepts and by recommending that all students review the materials presented

on the [www.plagiarism.org](http://www.plagiarism.org) web site. This site provides guidelines and suggestions for avoiding plagiarism. Additionally, PCHS will enforce these ethical practices as part of the discipline policies.

## **Academic Intervention**

PCHS makes every attempt to help students who are struggling academically. We believe that with parent, school, and student cooperation, every student has the ability to improve academically. In order to be pro-active in intervention, the school will use the following guidelines:

- Teacher-parent meetings will be held whenever a student has a quarter grade of D+ or lower in any class. These meetings are initiated by the teacher and the school office. The student should be present for this meeting.
- Students who are struggling in several classes will be asked, along with their parents and teachers, to attend an Academic Intervention Meeting (AIM). At this meeting, teachers will share with the students and parents concerning the student's progress, reasons for failure, and suggestions to how to improve. Together, a plan of action for improvement is developed.
- Communication between teachers and parents is of vital importance. Both teachers and parents are asked to take initiative in starting and maintaining communication during the school year.

## **Advanced Placement and Honors Courses**

PCHS offers a limited number of advanced placement (AP) courses and honors courses. Currently, calculus is offered as an AP course, and both American Literature and British Literature have honors sections. Successful completion of an AP course will result in an addition point being added to the GPA. Thus, a B in AP Calculus will result in a GPA of 4.0 for the course. Honors courses receive an additional .5 point. Successful completion of both AP and honors courses can be helpful when applying to universities. In future years, it is our desire to offer a greater selection of AP and honors courses.

## **Attendance and Absences**

Providence is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities. Consistent attendance in the classroom is a vital component of a PCHS education. No student can reach his/her full potential by receiving the benefit of only part of an assignment or discussion. Good work and attendance habits, cultivated in school, will help students be prepared for higher education and lifetime work. Attendance is part of a student's permanent school record; college admissions and prospective employers often inquire about a student's attendance record. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. Therefore, it is expected that students attend and participate in all classes. Some absences, however, are inevitable and unavoidable. The following attendance policy will be utilized to encourage faithful attendance and ensure student performance:

### **1. Excused Absences:**

All students will be limited to five (5) excused absences per class per quarter without penalty. If a student must be absent on a regular school day, a parent must notify the school office before 10:00 AM (924-9780). Failure to contact the school office by then may result in an unexcused absence. Students attending school organized activities are expected to attend a full day of class unless special permission is given to the entire student body. Examples of appropriate absences: sickness or injury; marriage or bereavement in the family; emergency help at home after other options have been exhausted; doctor/dental appointments of an emergency nature—avoid regular school hours whenever possible.

Any absence in excess of the five (5) allotted absences per quarter will result in a one-percent (1%) per day reduction in the quarter grade in each relevant course. Students will be required to make up missed work according to the direction of the appropriate teacher. Appeals of excessive absences must be made to the principal within one week of the absence.

In the case of severe and/or prolonged illness (for example, when hospitalization is required), exceptions to the five maximum absences policy may be made at the discretion of the school administration. The school should be kept up to date on the situation, and a doctor's note will be required within one week of any extended absences. Classroom work will be made up at the discretion of the appropriate teacher, in consultation with the principal.

## **2. Unexcused Absences:**

Unexcused absences are any absences where a parent fails to call school, and organized and unorganized "skip days" by classes, individuals or groups of students. Any homework, quizzes, or tests missed will receive a zero. Students will be required to make up missed work according to the direction of the appropriate teacher, in consultation with the principal. Failure to do so will result in an incomplete for the quarter. Unexcused absences will also result in a one-percent (1%) per day reduction in the quarter grade in each course. Appeals of unexcused absences must be made to the principal within one week of the absence.

## **3. Family Trips:**

*Every effort should be made to plan family trips during school vacation times.* Students who desire to go on a family trip or college trip that will cause them to be absent from school must make prior arrangements with the office. A *Pre-Approved Absence Request Form* can be obtained in the office. The completed form must be returned to the school office in advance of the trip. After reviewing the reason for the requested absence, the input from teachers, and the current academic status of the student, a recommendation will be made by the principal as to the advisability of the absence.

Students who are absent are required to hand in all missed assignments and take missed test/quizzes within the number of days equal to the number of days absent.

## **4. Attendance Waiver:**

We recognize that we also work in partnership with parents and that at times an opportunity may arise that will require a student to miss more school days than is allowed without penalty. The following will be in effect:

1. Parents must request a waiver from the Principal a minimum of 1 month in advance of the proposed absence.
2. The request must be in written form and state the length of the absence, the reasons why the absence should be excused, and the steps the student will take to complete work before and after his/her absence.

## **5. Leaving Campus:**

PCHS has a closed campus policy. During normal school hours most students may not leave the school without administrative and/or parental permission. Students receiving permission to leave will be issued an admittance pass to leave class early. Students who leave school without permission or who do not sign out in the office before leaving will receive an unexcused absence for all class time missed. A detention may also be issued by the principal if deemed appropriate. When leaving early, all students, including seniors, must sign out in the office. Students returning to school during the school day must also sign back in before returning to class.

If a student becomes ill, he/she must report to the school office to call his/her parents for permission to leave campus. A parent/guardian must give permission to office personnel before a student leaves campus.

**Senior Privileges:** Seniors with good grades and good behavior are allowed to leave campus during the school day at lunch time or during a study hall, if they have received written permission from their

parents. Parents of seniors who wish to allow their child to leave campus must sign a permission form at the beginning of the year for the entire school year. Contact the school office for specific requirements and details.

#### **6. Tardiness:**

Punctuality is a virtue that is highly valued and encouraged at Providence. In order to best utilize their God-given talents, students are taught to be wise stewards of the time they are given each day. Punctual arrival to class and school each day is crucial to the effective operation of our school and the enhancement of individual self-discipline. Students who arrive after 8:00 AM must report to the office for a pass. Excused tardies will only be given when a valid reason is supplied for the late arrival. A tardy becomes an absence fifteen (15) minutes after classes begin. Tardiness to individual classes will be treated in the following manner on a quarterly basis:

First tardy:	Warning to student
Second tardy:	Phone call home by teacher
Third tardy:	15 “Make-up Minutes” with teacher; parents notified by teacher
Each additional tardy:	1 hour detention after school in office and phone call to parent

#### **7. Re-occurring Absences and Tardiness to School.**

Consistent attendance in the classroom is a vital component of a PCHS education. No student can reach his/her full potential by receiving the benefit of only part of an assignment or discussion. From time to time a student may be involved in an outside activity or class that requires him/her to miss additional class time outside of what is allowed. For these situations the following would be put into place:

1. The activity **must** be educational or service oriented in nature.
2. The activity cannot just be a matter of convenience for a family.
3. Parents must request a wavier from the Principal a minimum of one month prior to the proposed absence.
4. The request must be in written form and state the activity, the number of proposed absences, the reasons why the absence should be excused, the steps the student will take to complete work each time an absence occurs, and the consequences of work that is not completed. See Appendix G – Pre-Approved Absence Request Form.

#### **8. Skipping Classes**

Skipping classes will not be tolerated under any circumstance. Any student caught skipping a class or classes will be assigned to detention. Students who repeat this behavior may face more serious consequences.

### **Career Tech Classes**

*See Dual Enrollment and Career Tech Classes below.*

### **Chapel**

A regular part of the student’s life at Providence is the chapel service. Guest speakers, musical groups, films, drama presentations, as well as students and faculty members are featured in these services. Chapel is intended to promote and enhance spiritual growth, and to provide the opportunity to worship and praise God together with teachers and fellow students. Parents are always invited and welcomed to attend chapel.

### **Classroom Procedures**

In order for students to have the freedom to make the very most of each and every class period, certain basic requirements and understandings have been established. As a community, dedicated to

glorifying God and growing in Him, it is vital that each student contributes to all learning activities and opportunities in a positive way.

**Homework:** Homework is a vital and essential part of the learning experience. Students and parents should expect homework each night. Homework helps to enhance classroom learning, prepare for the next day's class, and establish traits such as self-discipline and responsibility. Through homework students learn how to work independently and how to work through difficult tasks. At times students will struggle with some assignments, but that too is a part of the learning process. The amount of homework will vary by class and structure of the class. Parents should help students learn to do homework when assigned and help them avoid procrastination.

- Homework assignments are expected to be turned in on time. Late assignments will receive a lowered grade or might not be accepted at all depending upon discretion of the individual teacher.
- Students who are absent are required to hand in all missed assignments within the number of days equal to the number of days absent.
- Students who miss class time to participate in co-curricular activities are expected to obtain the assignments from the teacher or a classmate and come to the next class fully prepared.

**Standards for Written Work:** Proper spelling, punctuation, penmanship, and sentence structure are required. Written work done poorly or sloppily may be returned to the student to be redone.

**Tests:** Tests are an important part of each class and are administered to all students. When tests are missed due to an absence, they are to be taken at the teacher's convenience. The student is responsible to make the necessary arrangements.

**Classroom Rules:** To promote a quality learning environment, students will follow these guidelines:

- Students are expected to be in their classrooms and seated when the bell rings.
- Students are not to speak out or express disapproval when another student or teacher has the floor.
- Our attitude and manners should reflect our desire to follow Christ's command to love one another.
- Students are to come to class with proper supplies: textbooks, notebook, homework, paper, pen or pencil.
- Class will be dismissed by the teacher and not the bell. Do not leave your desk before you are dismissed.
- Students should knock before entering a class that is in session.
- Students should wait to be recognized by the teacher before making a request.
- Windows, lights, heat and shades are to be adjusted by the teacher or at the teacher's direction only.
- Students are not permitted to sleep during class or chapel.

## **Dropping and Adding Courses**

Courses may be dropped or added only during the **first two weeks of a semester**, except in emergency situations. Administrative approval is required for all adds and drops. Courses added after the two-week guideline may require adequate tutoring, which will be the responsibility of the student and parents. Any student who is removed from a class for disciplinary reasons after the first two weeks will receive an "F" for the entire semester.

## **Dual Enrollment and Career Tech Classes**

PCHS works closely with Muskegon Community College (MCC) and Baker College to provide 11<sup>th</sup> and 12<sup>th</sup> students with the opportunity to take college level courses while in high school. This is referred to as *Dual Enrollment*. Students in the dual enrollment program must meet certain MME and PCHS requirements, *including enrollment in at least one shared time class (e.g. art, band, choir, Spanish, computers)*. PCHS also works with Career Tech (NC-RESA) to provide 11<sup>th</sup> and 12<sup>th</sup> grade students with

the opportunity to take career advancement training classes. Students who wish to take dual enrollment or career tech courses must notify the principal in the spring or early summer.

Dual Enrollment and Career Tech grades will appear on the PCHS semester report card and on the PCHS transcript at the end of each school year. However, because career tech courses are offered by the trimester through the public school system, grades may not be completely up to date until the end of the school year. Dual enrollment and career tech courses are elective courses and do not fill credit requirements for particular subjects (e.g. English), except with administrative approval. As part of our shared time agreement, students may not take courses which are equivalent to courses offered at PCHS until they have taken all available PCHS courses. Students *may* take a dual enrollment course and the equivalent PCHS course simultaneously, however.

## Early Graduation

PCHS is a four-year educational institution where students are helped to develop spiritually, physically, emotionally, socially, and academically. A solid core of academic experiences has been developed as well as a wide range of elective course offerings to provide students with a wide range of educational opportunities. This curriculum has been planned to provide students with a quality liberal arts education. Each part of the curriculum is designed to show the world-and-life Christian perspective.

Because the PCHS experience is more than just completing a specific number of credits and required courses, an early graduation decision is in most cases not advantageous to the student and, therefore, should be considered very carefully. As a school, we strongly discourage early graduation. However, we recognize that, occasionally, a student may be extremely gifted academically and may be socially mature enough to begin college before reaching the age of 17 or 18. On these rare occasions, PCHS will consider allowing the student to graduate early. Students and parents who believe this is the best decision should be aware of the following requirements and restrictions:

- a. Early graduation must be a carefully planned venture. Early graduation will be allowed only after three years of attendance *at PCHS*
- b. A minimum of 22 credits must have been earned *at PCHS*.
- c. A student must be enrolled in and attending a minimum of five classes during the current semester to participate in any school-sponsored activities including but not limited to: Student Council, Drama/Musical, honors events, and/or Athletics. An exception is that the student may participate in graduation providing he/she attends the graduation rehearsal and completes the procedures as outlined.
- d. Early graduation will cause a student to forfeit being considered for PCHS scholastic honors given students in a specific graduating class (i.e. valedictorian, salutatorian, top 10% of class, and other senior class awards).
- e. Courses not taken at PCHS (i.e. verified home school courses, correspondence classes, on-line courses etc.) will be listed as such on the student's transcript, and the grades received in those courses will not be included in the student's cumulative grade point average. These courses will not normally be included in the total necessary for early graduation.

Procedures The student must make application for early graduation by completing the following tasks prior to the senior year.

- a. Submit a written statement outlining his/her reasons for requesting early graduation.
- b. Submit a written parental statement which indicates agreement with and support for the student's request
- c. Meet with the principal who will review and make a final decision on the early graduation request.

## Exams

End-of-year exams are mandatory for core courses. All students in grades 9-11 are expected to take exams during exam week. It is *not permissible* to miss an exam for any reason, other than severe illness or death in the family, without prior approval from the principal. Early family vacations will not be accepted as a reason for missing exams. If a student misses an exam without prior approval from the administration,

he/she will receive a zero on that exam. Students will be expected to take the final exams at the assigned times, unless permission is granted by the administration and the respective teacher(s) to change the day or time. No exams will be given outside of the exam week. **Seniors will be exempted from the exam in any second semester class in which they are earning a percentage grade of at least 90%.**

Exam Weighting:

- Exams will count for **10% of the final grade** for courses which are made up primarily of freshmen and sophomores.
- Exams will count for **15% of the final grade** for courses which are made up primarily of juniors.
- Exams will count for **20% of the final grade** for courses which are made up primarily of seniors.
- In cases where there is no real “primary” group, teachers will select the most appropriate percentage, based on the level of the course.

## Graduation Requirements

Course:	PCHS Credits	one credit = 1 year .5 credit = 1 semester
<b>English</b>	4	4 full years of English
<b>Social Studies</b>	3	3 full years of Social Studies; this must include 1 credit in US History and .5 credit in Government
<b>Science</b>	3	3 full years of science; Biology strongly recommended
<b>Math</b>	3	3 full years of Math; 4 recommended for college bound students; Algebra 1 required; Pre-algebra is not counted toward this total even if taken while in high school.
<b>Bible</b>	2	Worldviews required as a senior
<b>Foreign Language</b>	2	Spanish is the only foreign language currently offered
<b>P.E.</b>	1.5	3 semesters of PE; waiver may be granted based on sports participation (see below)
<b>Fine or Performing Arts</b>	1	Any combination of art, choir, band, or other music elective approved by the administration
<b>Computer</b>	.5	Computer applications or programming
<b>Electives</b>	2	From a variety of classes offered, including online options
<b>Total Minimum:</b>	<b>22</b>	<b>The total number of credits required for graduation is 22. There are absolutely no exceptions to this requirement.</b>

Other graduation notes:

-Students are required to participate in Interim each year they are enrolled as a student. Waiver will be granted for years not attending Providence and may be granted for special circumstances such as a Doctor’s release.

- The PCHS community service program must be successfully completed for graduation.
- Seniors are required to take a minimum of five credits. Other students are required to take a minimum of six credits.

**PE WAVIER POLICY:** All students must complete two semesters of high school Physical Education unless they have a PE Wavier. With a PE Waiver, all students must take one semester of PE. The second semester of PE can be waived for any student who successfully fulfills the following requirements:

- Successful completion of one high school interscholastic sport for at least three seasons and a second high school level interscholastic sport for a least two seasons.

*Note: Students who want to be prepared for college ought to plan their schedules so that among their twenty-two credits are a minimum concentrations in English (4 credits), science (3 credits), foreign language (2 credits), mathematics (3 credits), and social studies (3 credits). The counselor and the administrator will assist students and parents in making these important decisions. It is extremely important to research and know the requirements of each college a student is interested in attending, in order to ensure the needed classes/credits are taken.*

## **Guidance and Counseling**

Providence Christian High School is committed to helping students recognize their God-given talents and uniqueness and to develop them to their maximum potential. As image bearers of our Lord and Creator, we recognize the fact that He has given each of us abilities and gifts that we are responsible to use for Him. The teachers and administrator are always available to help students understand themselves better, overcome obstacles, and see God's plan for their lives.

**Personal Counseling:** The challenges of learning, growing, and living for Christ can often confront us with awesome challenges. We sometimes need help in our relationships with God, with ourselves, and with others. The school staff is there to give you the love, understanding, and direction that will help you work through difficulties.

**Academic Counseling:** There will be times when you will face decisions regarding courses and scheduling. Difficulties with particular courses, misunderstandings with teachers, and problems studying or test taking may crop up on occasion, impeding academic progress. Specialized testing can be contracted from the public school system. Requests will be made through the PCHS office.

**College and Vocational Counseling:** As you progress through the high school program, you will face important decisions regarding what college to attend or vocation to pursue. Teachers and administration will help you with the testing and application process and will provide information about colleges and jobs. A booklet entitled *Helpful Hints for Getting Into College* is available on the downloads page on the PCHS website.

## **Homework Policy**

Providence Christian High School strives for excellence in preparing students for higher learning and an interdependent world. Homework encourages a work ethic of independence and integrity while reinforcing the material and principles taught in school, and is assigned as a way for students to practice, apply, and extend what they are learning in school. Parents are expected to help supervise their children with these assignments as needed. On occasion, the school will recommend during or after-school tutoring for a student. However, neither parents nor tutors are to complete the assignments for the student. Homework over holidays is generally discouraged.

## **Independent Study**

In certain circumstances, when courses are not available or do not fit in a student's schedule, but are deemed necessary by the administration, a student may arrange with a teacher to complete an

independent study. Independent Study courses are generally limited to lower level math courses such as Business Math, Pre-algebra, Algebra 1 and Algebra 2, though exceptions may be made, especially for students with cumulative GPAs of 3.7 or higher. In order to do an independent study at PCHS, a student needs to have the approval of a teacher who is willing to supervise the student and check progress. The student must also have the recommendation of two **other** PCHS high school teachers. (Use the *Independent Study Request Form*). These recommendations indicate that the teacher believes based on his or her knowledge of the student's ability, maturity, and past work history, that the student is capable of completing an independent study successfully. In most cases, credit is received for successfully completed independent study courses. Credits given in this manner are reflected on the student's transcript.

## **Interim**

Interim is an intensive exploration of an area of academic study and/or Christian service so as to broaden the educational experiences of the students. The goal is to engage students in activities in which they can apply those skills and ideas that are being learned in their daily structured academic environment. The focus is to move the learning environment outside the normal structured classroom for a short part of the academic school year. As an intricate part of the overall goal, students will not only learn more about a particular academic subject, they will also have an opportunity to learn more about their Lord and how they can serve Him.

Each student is required to participate in an interim class each year of attendance at PCHS. Interim is graded on a pass/fail basis, and students who fail may be required to make up the interim in a school approved, equivalent activity. Hours missed during an interim must be made up before a passing grade will be issued. The school will approve and coordinate all make up time. Students may be sent home, at the family's expense, because of inappropriate behavior. Freshmen will participate in an interim which will be conducted in a local setting. Interim will appear on the student's final transcript.

## **Online Learning**

PCHS offers all students the opportunity to participate in online learning during their high school career. Students are encouraged to take at least one online course before graduating. There is a wide variety of courses that can be taken for credit, assuming successful completion. As part of our shared time agreement with Hesperia Community Schools, all non-core courses may be taken at no cost to the family. Core courses may be taken as well; however, the family will be required to pay the tuition fees. Students taking courses through the shared time program may be required to pay for the course if they do not receive a passing grade. Students may not re-take a failed course without first paying the tuition for the first attempt.

Students may take a maximum of one online course per semester (or .5 credit), and four courses (two credits) in his or her high school career. With administrative approval, a student may take more than two credits through online courses once he or she has completed the 22 credits required for graduation. Students must sign up for first semester online courses before school starts, by registration day at the latest. To sign up for classes during the summer for the first semester, contact the principal or school counselor.

## **Probation**

All new students to Providence will be placed on probation for one semester. During this time, the school will evaluate the student's behavior and academic achievement. Students will be expected to maintain a GPA of at least 2.0, have acceptable attendance (*less* than 8 absences), and have decent behavior (*less* than 4 detentions). Consequences for failure to meet the conditions of the probation will be determined by the administration and the probation committee, and may include expulsion, additional probationary periods, or other appropriate consequences.

All current PCHS students may be placed on probation by the administration at any time during their high school career. Reasons for being placed on probation include but are not limited to academic struggles, poor behavior, or attendance problems.

PCHS continues in its commitment to help struggling students, and will continue to regularly hold meetings with parents and students to develop and maintain intervention plans. Probation serves primarily as a “wake up call” for students who are underachieving and/or who are lacking in effort.

## Promotion

After the completion of 9<sup>th</sup> grade, and any additional summer or on-line course work, a student must have a minimum of 4 credits to move to 10<sup>th</sup> grade, and to be part of the 10<sup>th</sup> grade/Sophomore class. A student with less than 4 credits will need to repeat the 9<sup>th</sup> grade. If he/she works extremely hard the next year, he/she may be able to regain the lost year.

After the completion of 10<sup>th</sup> grade, or the second year of high school, and any additional summer or on-line course work, a student must have a minimum of 9 credits to move to 11<sup>th</sup> grade, and to be part of the 11<sup>th</sup> grade/Junior class. A student with less than 9 credits will need to repeat the 10<sup>th</sup> grade. If he/she works extremely hard the next year, he/she may be able to regain the lost year.

After the completion of 11<sup>th</sup> grade, or the third year of high school, and any additional summer or on-line course work, a student must have a minimum of 15 credits to move to 12<sup>th</sup> grade, and to be part of the 12<sup>th</sup> grade/Senior class (including Senior privileges). A student with less than 15 credits will need to repeat the 11<sup>th</sup> grade. If he/she works extremely hard the next year, he/she may be able to regain the lost year.

Seniors will be granted a diploma upon the successful completion of all requirements, including completion of 22 credits and all service requirements. At the discretion of the principal, in consultation with the student and family, a student who has not met all graduation requirements may be allowed to participate in the graduation ceremony, if the completion of the requirements is imminent. The administration also has discretion in the completion of certain credit requirements (i.e. PE, Fine Arts), especially for transfer students or exchange students who have not spent their entire high school career at PCHS. However, under no circumstances may a student receive a diploma after having completed less than 22 credits.

Other considerations, such as certain credit requirements (e.g. 4 credits of English, 3 credits of math, etc.) may also affect a student’s eligibility to move to the next level and to graduate. If a student needs to be retained for a second year, he/she may be asked to leave PCHS.

## Repeating Classes

- ⤴ Only courses taken at PCHS, including online courses taken at the school, dual enrollment courses, and career tech courses, will be counted in the GPA. All other credits granted will be treated as transfer credits, and will not be counted in the student's GPA.
- ⤴ When a student repeats and passes a class after having previously failed the same class, the failing grade will remain on the transcript. However, the class will no longer be counted in the student's GPA. Repeated classes must be the exact same class as the one previously taken. When a student takes an online class in place of the failed class, grades from both will appear on the transcript, and both classes will be counted in the student's GPA.
- ⤴ When a student repeats and passes a class after having previously taken and passed the same class, grades from both will remain on the transcript. The class with the lower grade will not be counted in the student's GPA, and no credit will be given. When a student takes an online class in place of the class previously taken, grades from both will appear on the transcript, and both classes will be counted in the student's GPA. Credit will be given for only one of the classes.

## Report Cards and Grading Procedures

- Report cards are sent home four times each year at the conclusion of each nine week grading period.
- Grading Scale:

Grade	Credit Pts.	Percent Range
A	4.000	94-100+
A-	3.667	90-93
B+	3.333	87-89
B	3.000	83-86
B-	2.667	80-82
C+	2.333	77-79
C	2.000	73-76
C-	1.667	70-72
D+	1.333	67-69
D	1.000	63-66
D-	0.667	60-62
F	0	Below 60

- Incompletes (I): If students fail to make up daily work or tests due to recent or extended illness, they will receive an incomplete (I) on their report card. They must make up this work or make special arrangements with their teacher **within one week** after the last day of the grading period to prevent the Incomplete from becoming an “F”. Students assume responsibility for initiating contact with teacher regarding incompletes.
- A course is completed on the day of the final exam. In general, no make-up work may be submitted after the exam for that class.
- Honors Credits: Students enrolled in courses designated as Honors Courses will receive an additional 0.5 point added to a grade of “C- or above in that course (i.e. a student receiving a grade of “B” in an honors course will receive a 3.5 instead of a 3.0). All successfully completed AP courses receive an additional 1.0 point.

## Service Program

Service is an integral part of the Christian life. As a part of integrating faith and learning, Providence Christian High School has as a part of its curriculum a service requirement for all students. The following service requirements must be completed each year.

9th -- 10 hours (will be completed during the interim program during the freshman year)

10th -- 10 hours

11th -- 15 hours

12th -- 20 hours

Any senior not completing the required service hours and service program for their time enrolled at Providence will not receive their report card until such service is completed and recorded in the school office (provided all other matters i.e. financial, classroom incompletes, equipment turned in has been taken care of).

For more information concerning the service program, see *PCHS Programs and Clubs* below.

## Standardized Testing

The standardized testing program for students in grades 9-12 provides for annual testing of each student. Tests administered at PCHS include:

- MME, Work Keys, ACT - grade 11.
- The PLAN – grade 10.
- The PSAT – grade 10 and/or grade 11. (Students desiring National Merit Scholarship eligibility MUST take the PSAT during grade 11, and *may* take the test during grade 10).
- Advanced Placement (AP) Exams - in May.
- Individual testing as needed for career counseling purposes.
- The school administers all testing, communicates test scores to students and parents, and keeps permanent records current.
- The SAT (Scholastic Aptitude Test) and the ACT (American College Test) are administered at various test sites in the area. Applications for these tests are available online.

## Transfer Credits

Transfer students must provide transcripts, which will be evaluated on a case-by-case basis by the High School Principal or his/her designee(s) to determine if the previous coursework will be accepted towards graduation requirements. In general, most, if not all, of a student's coursework, which has been completed with satisfactory grades (grades of "D-" or better), and which has been completed at an accredited institution will be transferable. A maximum of sixteen credits may be transferred to PCHS from other high schools. Homeschool courses, including on-line and correspondence courses, will only be considered for transfer credit if accompanied by proper documentation. Course requirements for transfer students may be modified at the Principal's discretion.

Coursework from most accredited institutions will be counted in the PCHS GPA. Coursework from online or correspondence classes, summer credit recovery classes, night school, or homeschool will generally not be counted in a student's GPA. Online courses offered and taken at PCHS will count in the GPA.

Dual Enrollment and Career Tech grades will appear on the PCHS semester report card and on the PCHS transcript at the end of each school year. However, because career tech courses are offered by the trimester through the public school system, grades may not be completely up to date until the end of the school year. Students decide in advance if they want dual enrollment grades to affect their PCHS GPA. Only end of year GPAs (not quarter or semester GPAs) will include dual enrollment and career tech grades. (See also *Dual Enrollment and Career Tech Classes* for more information).

## Valedictorian and Salutatorian

Providence Christian High School will choose a valedictorian each year from the 12<sup>th</sup> grade class. The valedictorian will be the student from the 12<sup>th</sup> grade class who has the highest grade point average at the end of the first semester of the senior year, who has attended PCHS for at least three years and who has received at least 17 credits directly from PCHS. Choosing a valedictorian at this point in time gives ample opportunity for the valedictorian's name to be published in papers and for scholarship and/or colleges to be notified of their status. The valedictorian will also be responsible for giving a speech at the graduation ceremonies. Notification by mid year gives the valedictorian plenty of time to prepare the speech.

The senior with the second highest grade point average at the end of the first semester of the senior year, who has attended PCHS for at least two years and who has received at least 12 credits directly from

PCHS, will be chosen as the salutatorian and will be responsible for giving a prayer at the graduation ceremonies.

\*When the GPAs of two students are within a hundredth of each other (e.g. 4.13 and 4.14), strength of schedule may determine the final rank.

## Work-Based Learning

PCHS students may, with parental and administrative approval, earn credits toward graduation by participating in the Work-Based Learning Program. In this program, students may earn up to two credits in their senior year through employment (paid or unpaid) at a local company. **The work must be directly related to the student's anticipated career choice.** The employer must be a recognized, legally established business. Direct supervisors (reporting to the school) may not be parents or close relatives of the student. Students wishing to participate in this program must contact the school administration at least two weeks in advance of the start of employment, and must submit all necessary paperwork.

## Discipline Policy

### Philosophy and Description

Since Providence Christian High School bears the name of our Lord and Savior and is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. A major goal of our staff is to help instill the mind of Christ in each student. It is our goal to cultivate an atmosphere in which moral and spiritual growth can thrive and to integrate a Biblical lifestyle and Christian principles into the minds, actions and attitudes of our students. Our conduct and speech should always seek to follow God's directive to "love Him above all and our neighbor as ourselves." Our conduct will be a major factor in making Providence a "light" in Newaygo County. Inherent in any school's code of conduct is the necessity and the right of the school administration to provide interpretation of that code. No code, no matter how carefully written, can cover all situations.

Students will be instructed about the Providence Christian High School rules, along with classroom and school procedures, routines and expectations from the first day of class. Consequences for misbehavior will be explained clearly and implemented consistently from day one.

In order to encourage Christ-like behavior, the following guidelines have been established:

- Respect:** Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, the feeling and rights of other students, and yourself.
- Honesty:** Be honest in all school situations including the taking of tests, the completion of homework, and in the interrelationships that are a part of daily school life.
- Integrity:** Use language and display character that is properly moral and Christ-like.
- Cooperation:** Cooperate with the faculty and staff in achieving the goals of Providence regarding conduct, performance, and attitude.
- Effort:** Use the gifts God has given you to the best of your ability in accordance with God's will for your life and proper Christian stewardship.

Learning is the *focus* of an effective school program. Therefore, purposeful disruptions of the teaching/learning process or an individual's right to an education will not be allowed and will be cause for disciplinary action. Student misconduct at Providence is divided into two categories: **Type A Behavior**,

which is considered serious, and **Type B Behavior**, which is less serious but still inappropriate and unacceptable. Students who violate standards in either category will be subject to discipline as deemed appropriate by the administration. The following standards and measures are outlined so students may know what is expected while attending PCHS:

**Type A Behavior:** will result in either in-school suspension (ISS), out-of-school suspension (OSS), and/or expulsion. Type A Behavior rules include, but are not limited to, the following:

- Possession and/or use of alcoholic beverages, illegal drugs, and tobacco products on campus or at school-sponsored activities. (Drugs shall be defined as: all dangerous controlled substances as so designated and prohibited by Michigan statute; all chemicals which release toxic vapors; any prescription or patent drug, except those approved by the principal or her designee; anabolic steroids; any other illegal substance so designated and prohibited by law.) (See Appendix A: Chemical and Substance Abuse Policy).
- Possession and /or use of dangerous or potentially dangerous items such as guns, knives, matches or lighters, and fireworks. (See Appendix B: Gun Free Schools Act of 1994).
- Fighting; physically threatening another student
- Harassment of any kind (sexual, racial, social, or physical).
- Setting off fire alarm/emergency system without cause
- Involvement with pornography. This includes bring pornographic material to school, and or the use of school or personal equipment to view, create, download, distribute, or print pornographic material including visual, audio, and print materials
- Sexual misconduct, including sexual activity, aggression, and/or harassment
- Intentional abuse of the school computer network, including the introduction of viruses and the improper accessing of files
- Stealing
- Habitual cheating
- Setting a fire or pulling a fire alarm.
- Excessive detentions and/or behavioral problems.
- Participation in pranks against the school or school property.
- Repetition of Type B behaviors.

**Type B Behavior:** will result in reprimand, work assignment, detention, suspension or other forms of disciplinary action. Type B Behavior rules include, but are not limited to, the following:

- Skipping school.
- Profanity, obscenity and/or vulgar speech.
- Dress Code Violations
- Insubordination.
- Classroom disruptions.
- Inappropriate use of electronic equipment (see Electronic Device Use Policy).
- Use of skateboards, skates, or roller blades.
- Sending out for food during the school day without teacher permission.
- Running and/or horseplay.
- Forgery, plagiarism, lying or cheating. If one of these infractions involves student work, the student will receive a zero (see Academic Honesty Policy).
- Public displays of affection and/or inappropriate physical contact between students.
- Unauthorized entry into certain “off limits” areas of the building: e.g. kitchen, closets, boiler room, and storage areas.
- Removing food from the commons without teacher permission.
- Repetition of any minor offense

### **Specifically in the Classroom:**

- Students are not permitted to leave the assigned classroom except for specific, teacher approved business. Students must possess a pass when in the hall.
- Students are expected to be in the classroom on time. Both a dismissal and a tardy bell will ring during this period of time. For students who do not comply with this expectancy, the parents assistance will be sought in correction of this problem and disciplinary action may be taken
- Students reporting to the school office must have a pass obtained from their classroom teacher or advisor. Passes must be initialed by the teacher of the class to be missed.

### **Outside the Classroom:**

- Students are expected to be courteous and appropriately dressed at all assemblies, athletic events, evening programs, or field trips. The school reserves the right to determine what dress is appropriate for field trips, special programs, etc. Teachers who are responsible for groups attending a school function will remain with their group throughout the program
- Public displays of affection (kissing and hugging) are considered inappropriate at school or school-related activities.
- Matches and/or lighters serve no appropriate purpose for students in school and will be confiscated.
- Students are not to participate in games of chance or activities which involve gambling or the use of gambling paraphernalia.
- Lockers are the property of the school and are made available to students for their use. Students are advised not to leave valuable or unidentified possessions in their lockers. No pictures identifying alcohol, tobacco products, suggestive pictures, other inappropriate symbols, or objects may be displayed in a locker. The administration reserves the right to inspect lockers at any time for any reason.

### **In the Parking Lot:**

- Only students leaving the school with parental and school permission should be in the parking lot during the school day.
- Students who drive to school must drive in a responsible, safety-conscious way (ex. speeding, driving over the median, skidding in the lot). Driving violations will result in loss of parking privileges.
- Students are to park only in areas designated for student parking.

## **Discipline Procedures**

As members of a Christian community that is concerned for one another, students are expected to follow the guidelines set out by Jesus (Matthew 18:15-17) when aware of violations of the school standards. This will usually mean the following:

**First:** Personally confronting the person and encouraging him/her to stop the violation and to make known his/her problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

**Second:** Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

**Third:** It is the responsibility of the student to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the last.

**Teacher Responsibility:** Individual teachers will handle inappropriate behavior in their own classroom. Most disciplinary problems will be resolved between the student and the teacher.

## Detention

Teachers may assign detentions to students for various behaviors, especially as noted above under *Type B Behaviors*. Most detentions will be served after school, from 3:15 to 4:15. Teachers may choose to supervise the detention themselves and assign various work projects, or they may choose to assign the student to after school detention in the office. In all cases, detentions will last for one hour.

- The following is the *semester* progression for ‘Conduct Detentions.’
  - 1) **First:** One-hour detention. Parents notified by teacher.
  - 2) **Second:** One-hour detention. Parents notified by office.
  - 3) **Third:** One day in-school suspension (ISS). Parents notified by office. Parents and student meet with principal. Probation considered.
  - 4) **Fourth:** Two days in-school suspension (ISS). Parents notified by office. Parents and student meet with principal and teachers. Behavior Contract instituted. Student placed on behavioral probation.
  - 5) **Fifth:** Immediate 3 day out of school suspension (OSS). Expulsion considered.
- Students can be issued detentions by either a teacher or principal. Other staff may make a recommendation to the principal if they feel a student deserves a detention. The student will have three days to serve the detention. The student is to take the detention notice home and discuss the incident with his/her parents.
- Failure to serve a detention will result in an additional one-hour detention and another call to the parents. As noted above, the accumulation of detentions will lead to ISS, OSS, and even expulsion.

Detentions are considered a form of disciplinary punishment and should be regarded as such by students while serving the detention. Students will be expected to complete a written assignment or work detail as assigned by the detention monitor. Homework or other study may be done after the written assignment has been successfully completed. Talking, sleeping, eating, drinking, chewing gum, or causing any kind of disturbance will not be tolerated. Any violations will result in an additional detention per offense.

## Severe and/or Chronic Misbehavior

If a student is involved in severe (uncooperative, belligerent, uncontrollable, or dangerous) misbehavior, or has reached the limit of the classroom teacher’s discipline plan, he/she will be sent to the office to see the principal. Students sent to the principal’s office for disciplinary reasons will usually receive a detention.

## Behavior Contract

A student who consistently displays behavior or attitudes in opposition to the standards and requirements of Providence could be placed on a Behavior Contract. (See also the section entitled *Probation* in this handbook). The following conditions will define this procedure:

- Students will be placed on a Behavior Contract at the discretion of the school administration and teachers after careful evaluation, prayer, a consensus, and consultation with parents.
- The probation period will last for at least one quarter.
- The Behavior Contract must be signed by the student, a parent and the administrator. The contract will describe the behavior problem and the conditions for improvement.
- A Behavior Contract may specify that the student on probation will not represent Providence as a member of any team, organization, activity, or group.
- The administration will decide when a student can be removed from a Behavior Contract.

## **Suspension**

A student will be suspended for **Type A Behavior** and may be suspended for **Type B Behavior** violations. When possible, in school suspensions (ISS) will be used. On the day of an in-school suspension, the student must report to the principal by 8:00 a.m. with a bag lunch and enough academic work to occupy his/her time for the day. The suspended student's absences will be counted as unexcused, resulting in a one-percent reduction in all quarter grades for each day of suspension. The suspension ends at 3:10 p.m. A re-entry meeting with parents, administration, and/or teachers may be required.

## **Expulsion**

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, who are involved in very serious misconduct, or who bring discredit to Providence Christian High School, may be expelled. Parents may appeal the expulsion of their child to the Board of Directors.

# Health and Safety

## Blood-borne Pathogen Staff Training

Providence realizes the importance of providing and maintaining a school environment which minimizes the risk of the transportation of any significant communicable disease. We also recognize the need to ensure that students or staff members with a communicable disease remain eligible for educational services as well as his or her rights and privileges provided by law to balance these rights with the school's obligation to protect the health of all students and staff. Policies and procedures have been developed regarding students or staff members who have or may be exposed to a communicable disease.

Annually, all faculty and staff members including staff and non-staff coaches, will be required to receive training as required by law regarding blood-borne pathogens and the appropriate care and treatment. Communicable diseases which have been declared to be contagious, infectious, communicable, and are dangerous to the public include: measles, meningitis, typhoid fever, HIV, encephalitis, viral hepatitis, tuberculosis, and chickenpox.

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

## Health Records

PCHS requires that all new students have a physical examination prior to the first day of attendance at PCHS. This physical may be dated on or after April 1 of the previous school year. Students must have all immunizations up to date **PRIOR** to the first day of school each year. Proof of two doses of measles (Rubeola) vaccine is required for every student by the first day of school. These doses must have been given on or after the first birthday and be separated by at least thirty (30) days. Students beginning the 9<sup>th</sup> grade must have completed the hepatitis B series. Proper forms, including the Michigan High School Activities Association Participation Certificate, will be made available to each PCHS student.

All athletes must have a valid physical before participating in athletics. A personal physician or a physician provided by Providence may do the physical. Providence will make every attempt to offer free or reduced price physicals.

When a child becomes sick or is injured at school, the staff will administer emergency first aid. If the condition warrants, a parent (or emergency contact) will be called to come for the child. It is important to keep the school informed of any change in the telephone number at which we may reach you or your emergency contact person. Please complete your child's Emergency Card completely, and return to school by the end of the first week of school. In extreme cases, the principal or her designee will see that your child is taken to the hospital by ambulance.

## Medical Release Forms

All athletes must have a medical release form filled out prior to the first game. This form allows a hospital or doctor to treat the athlete if injured. Coaches are required to carry these forms to every game.

## Medications

1. Students requiring prescription medication during the school day must submit a written parental request to the school office. Medications must be brought to the school in a container which is appropriately labeled by the pharmacy or physician.
2. Non-prescription, over-the-counter medications (e.g. aspirin, cold tablets, Tylenol, Midol, Advil, antihistamines, etc.) will not be provided by PCHS.

Normally, the administration of medicine is not a function of education; however, some students with long-term chronic illness or disability may require prescription medication, and/or over-the-counter medication during the school day. Only in cases where failure to take medication could jeopardize the student's health and/or education should medication be administered in schools.

If it is determined by parent/guardian(s) and/or a physician that a student should receive medication at school, the procedures will be as follows:

- a. Written orders are to be provided to the school from the physician/dentist detailing the name of the student, the name of the drug and any side effects, dosage, time interval in which the medication is to be taken, and a number where the physician can be reached.
- b. Parent/guardian must provide the school a written request on a school-supplied form authorizing the administration of the prescribed and/or over-the-counter medication at school. Forms are available in the school office.
- c. Medication should be brought to the school in a container clearly labeled by the pharmacist or physician and given to the office.

Students are not allowed to carry medication while in school – medications are to be stored in the school's office.

A note to parents will be sent out to let parents know of this policy. This would allow parents to fill out a form and send in a note to have on file in the office so that students could be given medication should the parent desire it.

## **Specific Procedures Regarding Head Lice and Communicable Diseases**

A. Head Lice: When a parent calls to report or a teacher suspects a child may have head lice, phone calls will be made to all parents stating that a case or cases of head lice have been found. The student will be removed from school. Parents should check their children and proceed with treatment if necessary. All students reported to us as having head lice will be checked before entering the classroom. Students detected with lice will be re-checked before re-entering the classroom. Only students we suspect may have lice because of close contact with someone who has been infected will be checked.

B. HIV/Measles/Encephalitis/etc.: PCHS recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any significant communicable diseases. We also recognize the need to insure that students or staff members with a communicable disease remain eligible for educational services as well as his or her rights and privileges provided by law. To balance these rights with the school's obligation to protect the health of all students and staff, policies and procedures have been developed regarding students or staff members who have a communicable disease.

## **Student Insurance**

In the case of students participating in co-curricular sports, insurance is required, and proof of adequate insurance coverage will be required.

Accident insurance is optional. Applications for enrollment and benefit information brochures are in the office. If you decide to enroll, you pay 100% of the premiums. The cost depends on the coverage. All families are strongly encouraged to enroll their child.

Whether or not you enroll, in case of an accident, a family's own health insurance is the primary insurer. The voluntary accident insurance will cover certain costs not covered by your health insurance (please read the benefit information brochure).

# PCHS Programs and Clubs

## Service Program

### Mission Statement

The mission of the PCHS Service Program is to challenge high school students to see the needs of the wider community through service to others, and to instill in each student a desire to use their talents and resources for the benefit of those around them.

### Program Details

- Selected students will share at designated high school assemblies about their involvement in community service throughout the year, and how their lives were changed through the experience.
- The Principal's Award for Outstanding Service will be given at the end of each school year to celebrate student involvement in our community.
- Service Program participation will be recorded on each student's final transcript.

Students will be encouraged to submit ideas for community service to the school staff. School suggestions, along with minimum hour requirements for the year for each grade level, are as follows:

- ❑ **Freshmen (Gr. 9)**
  - Minimum requirements are met through the interim program. However, additional service hours are encouraged.
- ❑ **Sophomores (Gr. 10)\***
  - Minimum Requirements – 10hrs\*\*
  - Suggested Activities:
    - Volunteering at an orphanage, Love Inc., Goodwill, Rescue Mission, etc.
    - Volunteering at a school event that does not directly benefit a particular class or individual
    - School service projects
    - After-school tutoring
- ❑ **Juniors (Gr. 11)\***
  - Minimum Requirements – 15hrs\*\*
  - Suggested Activities:
    - Any of the activities previously mentioned, plus:
    - Helping in a classroom
    - Helping in the office
- ❑ **Seniors (Gr. 12)\***
  - Minimum Requirements – 20hrs\*\*
  - Suggested Activities:
    - Any of the activities previously mentioned.

\* Service performed during the summer break **before** the beginning of the school year may be counted if properly documented.

\*\* No more than 75% of the required hours in a given year can come from any one activity.

## National Honor Society

11<sup>th</sup> and 12<sup>th</sup> grade PCHS students are eligible to join the National Honor Society. The NHS is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its beginnings in 1921.

### Eligibility Requirements

Membership in NHS is based on two key components, cumulative GPA and the student's performance in the areas of service, character, and leadership. Cumulative GPA determines a student's initial eligibility. Juniors must have a cumulative GPA of 3.5 or better and seniors must have a cumulative GPA of 3.0 or better. Eligible students who decide to apply for membership are then rated by teachers and administration in the areas of service, character, and leadership (see the NHS advisor for specific information concerning the rating system). Final eligibility is determined by a faculty committee that will look at teacher ratings and applications. Juniors who are denied membership for any reason may re-apply in their senior year if their GPA is above 3.0. NHS members, in their junior year, are required to do ten hours of community service outside of normal graduation requirements. They are required to do twenty hours of additional community service as seniors. NHS members are expected to maintain standards of proper conduct, service, character and leadership in order to maintain membership.

## Student Leadership

All students who meet the following criteria are eligible to hold office:

- A minimum GPA of 2.0
- Faculty approval, based on contact with the student in the areas of leadership, character, behavior and attitude.
- Signing of Leadership Contract after the election which commits the student to:
  - Full participation in all functions
  - Execution of necessary duties.
  - No behavioral suspensions for the year.
  - Maintaining a minimum GPA of 2.0.

### • Student Council

Student Council (STUCO) plays an integral role in the of life and school activities at Providence Christian High School. Members of STUCO promote projects, social events and activities which are beneficial to the overall development of the students and school spirit and pride. STUCO is made up of representatives from each class. An executive council is formed from within the STUCO representatives. Meetings are held on a weekly basis.

### • Class Officers

Each class will elect a President, Vice President, Secretary and Treasurer to represent them. These officers are responsible for promoting class spirit and planning class activities, service projects and fund raising. Officers are also responsible for conducting (with sponsor help) weekly class meetings.

## **String Club**

Students who play a stringed instrument may participate in the PCHS String Club. This club meets after school during for rehearsal on selected days. The String Club participates in the Christmas and Spring Concerts each year.

## **Youth Advisory Council (YAC)**

Each year Providence students participate in the Newaygo County Youth Advisory Council (YAC). The Youth Advisory Committee advises the Board of Directors of the Fremont Area Community Foundation on grants and issues regarding area youth. YAC members are selected from all Newaygo County High Schools. PCHS representatives for this committee are chosen by PCHS staff and administration.

# Financial Information

The fee and tuition schedule will be established annually by the School Board and will be communicated along with tuition information. PCHS fees and tuition include:

## 2011-12 TUITION - \$6,550

**One Payment** — Tuition may be paid in a single payment due on the first day of school.

**Multiple Payments** — Tuition may also be paid in two installments (each payment due at the beginning of each semester), in four quarterly payments, in 10 or 12 monthly installments, or as arranged by the administration. For monthly payment plans, the first payment will be due on September 2 of the new school year, and subsequent payments will be due on the first day of each month.

If a student leaves for any reason after classes have begun, parents are still responsible for paying the full tuition for that quarter.

Final grades, transcripts, and diplomas will not be released until all financial obligations are paid in full. On August 15, 2012, a 5% late fee will be assessed on any outstanding balance. A 1% late fee will be assessed on the 15th of each month thereafter. This amounts to a 12% per annum rate.

### **APPLICATION/ REGISTRATION DEPOSIT FEE** (new and returning students).....**\$100.00**

The deposit must accompany applications for all new students and reenrollment forms for all returning students and is nonrefundable. Fee is applied to tuition upon acceptance to PCHS.

### **ATHLETIC PARTICIPATION FEE** .....**\$25.00 PER SPORT**

The Athletic Participation Fee helps cover the cost of the athletic program. It is \$25 per sport with a \$100 cap per year for individual families. The money received will help offset the extra costs involved in running the athletic program such as transportation reimbursement and tournament entry fees. This fee is to be added on to your monthly tuition statement.

### **TUITION ASSISTANCE**

In the interest of good stewardship, Providence Christian High School's tuition assistance program is need based. Application is made online through FACTS ([www.factstuitionaid.com](http://www.factstuitionaid.com)) at a cost of \$25 per family. Further information about financial assistance may be obtained from the Office.

### **FINANCIAL POLICIES/PAYMENT PLANS**

By signing a financial agreement with Providence Christian High School, families enter into a covenant with the school and are expected to follow through with payments on a timely, consistent basis. Full and semester payments are most helpful to PCHS. A family can choose from 4 plans to pay tuition and applicable fees, and parents are asked to commit to one of the following payment plans:

- Full Payment:** Due in total at the start of school.
- Semester Payments:** Two equal payments due by the first day of each semester.
- Quarterly Payments:** Four equal payments due by the first day Aug., Nov., Feb., May.
- Monthly Payments:** Equal payments due the first of each month. The first payment will be due on September 1 of the school year.

Students whose parents/guardians have an outstanding tuition obligation that is more than sixty days delinquent during the first semester will not be permitted to attend Providence Christian High School beginning with the first day of class in the second semester until the account is brought up to date, or special arrangements are made with the administration. Families with outstanding financial obligations (including tuition, fees, or other bills) to Providence Christian High School on the last day of school will not receive report cards, transcripts, or a diploma (in the case of graduating seniors) until balances are paid in full. A student file will not be released to another school until balances have been paid.

Students whose parents/guardians have an outstanding obligation to PCHS from a previous school year will not be permitted to attend classes in the new school year until the account is paid in full, or special payment arrangements have been approved by the administration.

The Board of Providence Christian High School is committed to helping make Christian education affordable for the families who lack the financial ability to afford such schooling. The Board has established a significant, though limited, financial aid budget for this purpose. Recognizing that it is the responsibility of a student's family to finance private school education, we ask that applicants examine their budget and lifestyle to determine areas where funds may be available to meet this obligation before applying for financial aid. Financial aid is awarded on the basis of *financial need*. Financial aid is awarded on a non-discriminatory basis without regard to race, color, creed, or gender.

## **Appendix A - Chemical and Substance Abuse Policy**

### Tobacco products:

State law prohibits tobacco use by minors. Common sense, the realities of tobacco use as a major killer, and the provision in God's Word to respect our bodies as God's temples, mandate the following position by Providence Christian high school:

Possession and/or use of any tobacco product is forbidden by anyone during the school day, on the school grounds, in any school sponsored means of transportation, or at any school sponsored activity. Disciplinary action up to and including suspension may result. The Co-Curricular/Athletic Code of Conduct also levies penalties for tobacco use both in and out of school throughout the calendar year.

### Mood and mind altering chemicals:

Providence Christian high school has the responsibility to provide a safe and healthy environment while creating an atmosphere that is pleasing and appropriate so that all students can develop their maximum learning potential. We also want to maintain an environment that is pleasing to God and honors his word for our lives. In order to achieve these goals, we must maintain a safe and orderly environment that is free from harmful substances known to put student's health and safety at risk.

The consumption, possession, or sale of mood or mind altering chemicals, substances, or paraphernalia interferes with these goals. Students involved with chemical use run the risk of destroying their lives and the lives of others. Providence Christian high school will become actively involved if such use is even suspected.

Parents will be informed when a student is known or even suspected to be using, possessing, or supplying mood or mind altering chemicals. A student suspected by the administration to be using mood or mind altering chemicals may be required to obtain a drug test at the student's or parent's expense. The student found to be using such chemicals may be suspended or expelled from school and will be referred to an approved agency. The suspension may be lifted upon notification from the agency that an appointment has been kept and a recommended treatment plan is being followed. Probation will continue until the program has been completed. Repeated offenses or failure to comply with the program may result in expulsion. Selling, supplying, or distributing of any controlled substance will result in immediate suspension and will almost always result in a recommendation for expulsion and notification of the police. The co-curricular/athletic code also levies penalties for chemical use.

## **Appendix B - Gun Free Schools Act of 1994**

By law, Providence Christian high school requires expulsion of any student who brings a dangerous weapon to school or any school related event. Any modification of this law, can only be done on a case-by-case basis. Furthermore, any student in possession of a weapon or a "look-a like" will automatically bring notification of the police. A dangerous weapon is defined as:

"Firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles."

## Appendix C - SENATE BILL 1427 (H-2) as Passed in the Senate 12/14/2006

Under the recent legislation that put a standardized high school curriculum (known as the Michigan Merit Core), a parent or legal guardian can request a personal curriculum that modifies certain aspects of the requirements. This passed legislation **would amend provisions** in the Revised School Code (MCL 380.1278b) dealing with the **personal curriculum** option to do the following:

Specify that a personal curriculum approved for a special education student would have to incorporate as much of the subject area content expectations for the credits required under the Michigan Merit Curriculum as practicable "for the pupil."

Require that the personal curriculum be developed by a group that included at least the student, at least one of the student's parents (or a legal guardian), and the student's high school counselor, or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a pupil who receives Special Education Services, a school psychologist should also be included in this group.

Require the parent or legal guardian of a student for whom a personal curriculum had been approved to be in communication with each of the student's teachers at least once every calendar quarter.

Permit a student who was at least 18 years of age or an emancipated minor to act on his or her own behalf under these provisions.

(SUMMARY) Section 1278b (K) IF THE PARENT A PUPIL REQUESTS AS PART OF THE PUPIL'S PERSONAL CURRICULUM A MODIFICATION OF THE MICHIGAN MERIT STANDARD REQUIREMENTS THAT WOULD NOT OTHERWISE BE ALLOWED UNDER THIS SECTION AND DEMONSTRATES THAT THE MODIFICATION IS NECESSARY BECAUSE THE PUPIL IS A CHILD WITH A DISABILITY, THE SCHOOL DISTRICT MAY ALLOW THAT ADDITIONAL MODIFICATION TO THE EXTENT NECESSARY BECAUSE OF THE PUPIL'S DISABILITY IF "THE GROUP" DETERMINES THAT THE MODIFICATION IS CONSISTENT WITH BOTH THE PUPIL'S *EDUCATIONAL DEVELOPMENT PLAN* AND THE *PUPIL'S INDIVIDUALIZED EDUCATION PROGRAM*.

IF THE SUPERINTENDENT OF PUBLIC INSTRUCTION HAS REASON TO BELIEVE THAT A SCHOOL DISTRICT OR A PUBLIC SCHOOL ACADEMY IS ALLOWING MODIFICATIONS INCONSISTENT WITH THE REQUIREMENTS OF THIS SUBDIVISION, THE SUPERINTENDENT OF PUBLIC INSTRUCTION SHALL MONITOR THE SCHOOL TO ENSURE THAT THE SCHOOL DISTRICT'S POLICIES, PROCEDURES, AND PRACTICES ARE IN COMPLIANCE WITH THE REQUIREMENTS FOR ADDITIONAL MODIFICATIONS.

## Appendix D - Honor Code

At Providence Christian High School, one of our core values is integrity. It is our belief that without integrity, true education cannot take place. One area where integrity is compromised is that of cheating. For our purposes, cheating includes, but is not limited to:

- 1) Plagiarism – Taking written material and including it in your own material without giving credit to the original author.
- 2) Taking another student’s answers or work, and using these as your own in any way.
- 3) Cheating on an exam. This may be through looking on another student’s exam or by bringing unauthorized material into the testing area. It also includes gaining access to the test questions/answers before the exam is given.
- 4) Falsifying homework in any way.
- 5) Aiding another student to cheat in any of the above ways.

Because we take the integrity of our school and of our students so seriously, there will be severe consequences for any incident of cheating.

There will also be consequences for not reporting any known incident of cheating. It is not honorable to protect a cheater. Rather, it brings dishonor upon our school and our students.

### Student Oath

On my honor, I promise to my fellow students, my school, and myself to not cheat.

*I realize that repeated failure to uphold my oath this school year may result in serious consequences.*

\_\_\_\_\_  
*student name – printed*

\_\_\_\_\_  
*student signature*

\_\_\_\_\_  
*date*

### Parent Oath

As a parent, I promise to discuss the seriousness of cheating with my child.

*I realize that repeated failure of my child to uphold the Student Oath this school year may result in serious consequences.*

\_\_\_\_\_  
*parent name – printed*

\_\_\_\_\_  
*parent signature*

\_\_\_\_\_  
*date*

## Appendix E – Daily Course and Bell Schedule

1st Hour 8:00 – 8:59	<b>Physics</b> <i>Mr. Poppen – Rm. 2</i> 11 <sup>th</sup> - 12 <sup>th</sup>	<b>Business Math</b> <i>Mr. Swinger - Rm 5</i> 11 <sup>th</sup> - 12 <sup>th</sup>	<b>Honors British Lit</b> <i>Mrs. Tyink - Rm 8</i> 10 <sup>th</sup> - 11 <sup>th</sup>	<b>Spanish 1</b> <i>Ms. Shirk -Rm 3</i> 9 <sup>th</sup> - 10 <sup>th</sup>		<b>Study Hall and Online Classes</b> <i>Computer Lab</i> <i>Mr. Visser</i>
2nd Hour 9:03 – 9:52	<b>Choir</b> <i>Rm 11</i> 9 <sup>th</sup> -12 <sup>th</sup>	<b>Art</b> <i>Mrs. Bartolameolli</i> <i>Rm 10</i> 9 <sup>th</sup> - 12 <sup>th</sup>	<b>1st Sem. - Ch. Hist.</b> <b>2nd Sem. - Bible (TBD)</b> <i>Mr. Visser - Rm 4</i> 9 <sup>th</sup> - 12 <sup>th</sup>	<b>Western Civ</b> <i>Mr. Swinger - Rm 3</i> 11 <sup>th</sup>	<b>1st Sem. - PE 2 - Gym</b> <b>2nd Sem. - NT Survey – Rm. 2</b> <i>Mrs. Poppen</i> 9 <sup>th</sup> – 12 <sup>th</sup>	<b>Study Hall and Online Classes</b> <i>Computer Lab</i> <i>Miss Shirk</i>
3rd Hour 9:56 – 10:45	<b>Hnrs Worldviews</b> <i>Mr. Visser - Rm 4</i> 12 <sup>th</sup>	<b>Art</b> <i>Mrs. Bartolameolli</i> <i>Rm 10</i> 9 <sup>th</sup> - 12 <sup>th</sup>	<b>British Literature</b> <i>Mrs. Tyink - Rm 8</i> 10 <sup>th</sup> – 11 <sup>th</sup>	<b>1st Sem.-PE 1 - Gym</b> <b>2nd Sem.-Health Rm. 2</b> <i>Mrs. Poppen</i> 9 <sup>th</sup> -12 <sup>th</sup>	<b>Band (EOD)</b> <i>Rm 11</i> 9 <sup>th</sup> - 12 <sup>th</sup>	<b>Study Hall and Online Classes</b> <i>Computer Lab</i> <i>Mr. Poppen</i>
4th Hour 10:49 – 11:38	<b>Biology</b> <i>Mr. Visser - Rm 4</i> 10 <sup>th</sup>	<b>Physical Science</b> <i>Mr. Poppen - Rm 2</i> 9 <sup>th</sup>	<b>1st Sem. - Govt.</b> <b>2nd Sem. - Econ.</b> <i>Mr. Swinger - Rm 5</i> 12 <sup>th</sup>	<b>1st Sem. - T. Truths</b> <b>2nd Sem.-LS Dec.</b> <i>Miss Shirk - Rm 3</i> 9 <sup>th</sup> - 12 <sup>th</sup>		<b>Study Hall and Online Classes</b> <i>Computer Lab</i> <i>Mrs. Tyink</i>
Advisory Period/ Chapel 11:42-12:06						
5th Hour 12:35 – 1:24	<b>Advanced Comp</b> <i>Mrs. Tyink - Rm 8</i> 12 <sup>th</sup>	<b>Algebra 1</b> <i>Mr. Poppen - Rm 3</i> 9 <sup>th</sup>	<b>Chemistry</b> <i>Mr. Visser - Rm 4</i> 11 <sup>th</sup>	<b>US History</b> <i>Mr. Swinger - Rm 5</i> 10 <sup>th</sup>		<b>Study Hall and Online Classes</b> <i>Computer Lab</i> <i>Miss Shirk</i>
6th Hour 1:28 – 2:17	<b>Pre-Calculus</b> <i>Mr. Poppen - Rm 2</i> 11 <sup>th</sup> - 12 <sup>th</sup>	<b>Worldviews</b> <i>Mr. Visser - Rm 4</i> 12 <sup>th</sup>	<b>English 9</b> <i>Mrs. Tyink - Rm 8</i> 9 <sup>th</sup>	<b>Spanish 2</b> <i>Miss Shirk -Rm 3</i> 10 <sup>th</sup> - 11 <sup>th</sup>		<b>Study Hall and Online Classes</b> <i>Computer Lab</i> <i>Mr. Swinger</i>
7th Hour 2:21 – 3:10	<b>Spanish 3&amp;4</b> <i>Miss Shirk -Rm 3</i> 11 <sup>th</sup> – 12 <sup>th</sup>	<b>Geography</b> <i>Mrs. Tyink - Rm 8</i> 9 <sup>th</sup>	<b>Geometry</b> <i>Mr. Swinger - Rm 5</i> 9 <sup>th</sup> - 11 <sup>th</sup>	<b>Algebra 2</b> <i>Mr. Poppen - Rm 2</i> 10 <sup>th</sup> - 11 <sup>th</sup>		<b>Study Hall and Online Classes</b> <i>Computer Lab</i> <i>Office</i>

## Appendix F – Pre-Approved Absence Request Form

### ***Pre-Approved Absence Request Form***

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

All PCHS students are limited to five (5) absences per class per quarter. The absences for this trip, will bring your total for this quarter to \_\_\_\_\_ days. Any absence in excess of the five (5) allotted days will result in a 1% reduction in the quarter grade in each class. Excused absences for family trips will not be allowed during standardized test days, or end of semester exams.

Teachers: The parents of this student have requested that the student be allowed to be absent from school on the indicated dates. Please note the work that will be missed, tests or quizzes that must be rescheduled, assignments that can be completed during the absence, and any comment regarding the absence,

Class	Comment and/or Assignment

**STUDENTS: THIS FORM MUST BE RETURNED TO THE OFFICE  
BEFORE YOU LEAVE FOR YOUR TRIP.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Administrator Signature

# Appendix G – Complaint/Incident Form

8/11

PCHS Complaint / Incident Report

Date initially received by office: \_\_\_\_\_

## 1) FILER PORTION

Filer name: \_\_\_\_\_ Personnel involved: \_\_\_\_\_

Grade: \_\_\_\_\_ Best way/numbers to contact filer (student or parent): \_\_\_\_\_

Class or location where incident occurred: \_\_\_\_\_ Incident date and time: \_\_\_\_\_

Filer will first directly discuss incident with personnel. This happened on (date): \_\_\_\_\_  
via  face-to-face conversation  phone  email (*this step must be completed before proceeding*)

Incident is considered too sensitive for direct discussion with personnel involved. (*In this case, skip Personnel portion until Ed Committee is involved.*)

Incident requires further investigation by an Ed Committee representative because: \_\_\_\_\_

Describe incident in detail. Attach copies of any pertinent emails or paperwork. \_\_\_\_\_

Filer signature: \_\_\_\_\_ Date: \_\_\_\_\_

When this section is complete, file with office.

## 2) PERSONNEL PORTION

Personnel viewpoint of incident: \_\_\_\_\_

Personnel will attempt to resolve conflict with student/parent within 3 business days of receipt.

Personnel signature: \_\_\_\_\_ Date received: \_\_\_\_\_

When this section is complete, return to office.

## 3) ED COMMITTEE PORTION

Chair/appointed rep. will follow up with all parties within 1 week of receipt.

Results/notes: \_\_\_\_\_

This issue is resolved.  Issue remains unresolved and will be discussed at next Ed Committee meeting.

Chair/rep. signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix H – Fundraising Request Form

Date \_\_\_\_\_

Club/Organization \_\_\_\_\_

Type of Fund Raising Activity \_\_\_\_\_

Day/Date of Activity \_\_\_\_\_ Location \_\_\_\_\_

Specific Purpose of Activity (e.g. to raise money for class fund)  
\_\_\_\_\_

How much do you expect to raise with this event?

\$ \_\_\_\_\_

How much will this event cost the membership to develop?

\$ \_\_\_\_\_

### Guidelines and Procedures:

- Please follow these requests to adhere to PCHS policy, procedures, and to ensure the efficient development and operation of your event.
- Forms must be submitted for approval by the Promotions Committee a minimum of **2 weeks** prior to the fundraiser.
- Keep receipts of expenditures. These will be used to calculate your reimbursement from fund raiser proceeds. These must be original receipts.
- All income from the fundraiser must be submitted to the Office immediately after the event for deposit. Money /checks must be sorted, counted, and recorded.
- All payments of funds will go through the Office Manager.
- A club or organization may only use funds raised for the purpose stated in the fund raising form. This purpose must be advertised prominently during the fund raising event.
- All funds must be expended within 60 days of the fundraiser unless specifically approved prior to the event. Unexpended funds are deposited in the general fund of PCHS.
- On an annual basis, every fund raising activity must be requested, approved and placed on the school calendar. You must complete a Fundraising Activity Form for each and every event, even if your program has sponsored or participated in the fund raiser in the past years.
- A purchase request form must be submitted prior to the event in order for funds to be disbursed

Thank you & God Bless!

Authorization: I/we have read the above guidelines and procedures and will adhere to the policies as listed.

Club/Org. Representative \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

PCHS Official \_\_\_\_\_ Date \_\_\_\_\_

Receipt: Office Manager \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY: Date Received in Office: \_\_\_\_\_

€ Approved € Not Approved      Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

€ Sent to Chair/Contact Person      € Copy into the school calendar      € Entered into the computer

## SCHOOL CONTACT INFORMATION

Providence Christian High School  
5479 W. 72<sup>nd</sup> St.  
Fremont, MI 49412

Phone 231-924-9780  
Fax 231-924-1676  
E-mail: [info@pchsmi.org](mailto:info@pchsmi.org)  
Website: [www.pchsmi.org](http://www.pchsmi.org)

### Principal/Administrator

Dr. Steve Witter [switter@pchsmi.org](mailto:switter@pchsmi.org) Office, ext 11

### Office Manager

Marcy Stitt [mstitt@pchsmi.org](mailto:mstitt@pchsmi.org) Office, ext. 10

### Athletic Director

Office, ext. 12

### Teachers

Kristi Bartolameolli [kbart@pchsmi.org](mailto:kbart@pchsmi.org) - Room 10 ext. 21  
Brian Poppen [bpoppen@pchsmi.org](mailto:bpoppen@pchsmi.org) - Room 2, ext. 15  
Maria Poppen [mpoppen@pchsmi.org](mailto:mpoppen@pchsmi.org) - Room 1, ext. 33  
Joy Shirk [jshirk@pchsmi.org](mailto:jshirk@pchsmi.org) - Room 3, ext. 23  
Grant Swinger [gswinger@pchsmi.org](mailto:gswinger@pchsmi.org) - Room 5, ext. 17  
Robin Tyink [rtynk@pchsmi.org](mailto:rtynk@pchsmi.org) - Room 8, ext. 18  
Dan Visser [dvisser@pchsmi.org](mailto:dvisser@pchsmi.org) - Room 4, ext. 16