



PROVIDENCE
CLASSICAL ACADEMY

Parent Handbook 2021-2022

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1. About Providence Classical Academy

1.1 Letter from the President

Dear Parents,

We are honored you have chosen to partner with us in the education and discipleship of your children this year in our inaugural year of operation.

The leadership and faculty at Providence Classical Academy are looking forward to opening our doors this fall to serve your family by providing an education that is distinctly Christian and classical in its approach.

By introducing students to the Good, the True, and the Beautiful—to God’s works and to God Himself we pray that the Holy Spirit will transform your children through the “renewing of their minds.” We seek to fix their gaze on things above, just as Paul wrote to the Philippians, “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” (Phil. 4:8)

We do not think of what we are setting out to accomplish as something new and improved, but rather as recovering something tried and true.

This handbook articulates the philosophy and policies of Providence Classical Academy that guide our program and community life. We eagerly anticipate the Lord’s work in our community and in the growth of your children in this coming year.

Thank you again for the privilege and responsibility of working with your children.

Sincerely,



Brett A. Stroud

President

Providence Classical Academy

1.2 Leadership of Providence Classical Academy

Board of Directors

President	Brett Stroud
Vice President	Chad Vegas
Secretary/Treasurer	Charles Ernst
Director	Melody Carr
Director	Jason Faber
Director	Rachel Glauser
Director	Becky Skaggs
Director	Brandy Vencel

Administration

Superintendent	Lydia Stroud
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Faculty & Staff

Form 2 Teacher (4 th -6 th Grade)	Celina Abel
Form 1 Teacher (1 st -3 rd Grade)	Genevive Robison
JrK/Kindergarten Teacher	Meagan Heppner
JrK/ Kindergarten Teacher's Aid	Kristie Mendoza
Reading Specialist	Teresa Vegas
Daycare Director	Eden Robinson
Daycare Assistant	Jadyn Bryant

1.3 Mission Statement

The mission of Providence Classical Academy is to provide the children entrusted to its care with a liberal education grounded in the Christian scriptures and the Western tradition, with the goal of forming godly, virtuous, self-governing men and women.

1.4 Statement of Faith

Providence Classical Academy holds to the Apostles' Creed and the Statement of Faith of the Association of Classical Schools. All Directors, Administrators, Faculty & Staff or prospective leadership are required to sign their agreement to the statement of faith, or they will not be considered for a position at Providence Classical Academy. Parents seeking to enroll their children must also agree to the statement of faith.

1.4.1 The Apostles' Creed

I believe in God the Father Almighty, Maker of heaven and earth.

I believe in Jesus Christ, his only begotten Son, our Lord; who was conceived by the Holy Spirit, born of the virgin Mary; suffered under Pontius Pilate; was crucified, dead, and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven, and sits at the right hand of God the Father Almighty; from there he shall come to judge the living and the dead.

I believe in the Holy Spirit; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen.

1.4.2 Statement of Faith of the Association of Classical Christian Schools

We believe that God reveals Himself through the creation, preservation, and government of the universe.

We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church, and are all to be received as the Word of God.

We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is

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holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.

We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We believe that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory.

We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation. We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love, and have communion in each other's gifts and graces.

We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.

We believe that God immutably creates each person to reflect His image as male or female.

1.5 School Motto, Logo, and Mascot

1.5.1 School Motto

The school's motto is "Gratia Naturam Reficit," which means "Grace Restores Nature." Humanity was created good, in the image and likeness of God. Human nature was corrupted by the fall, but the goodness of creation can never be completely destroyed. The grace of God in Christ does not replace our human nature but restores it and completes it. Therefore, we believe in developing the gifts and powers God has given us by nature.

1.5.2 School Logo

The cross moline is also known as St. Benedict's cross. St. Benedict of Nursia (480 A.D. – 547 A.D.) established the Benedictine order of monks, which preserved the literature, history, traditions, and way of life of the Christian West during the collapse of the Western Roman Empire. This cross signifies our desire to rekindle and preserve that culture in all we do.

1.5.3 School Mascot

The "Knight." Knighthood is an honorary title bestowed upon a soldier for his service by the head of church or state beginning in ancient times (in the Greek *hoplite* or in the Roman *eques* or *centurion*). For Providence Classical Academy, the knight symbolizes bravery, loyalty, courtesy, and faithfulness to duty and honor.

1.6 Philosophy of Education

Education is the process of raising a child into a fully-formed adult. In order to assist parents in this task, every school must begin by answering the question, "what is a human being?" We begin from this foundation: humanity is made in the image and likeness of God, and our purpose is to glorify God and enjoy Him forever. That is what we educate students for. School is not an end in itself, but a tool for achieving this purpose.

How do we encourage wisdom and virtue in our students? It begins with the cultivation of what the ancients called piety. Piety is the love and respect that human beings should have for God and for those in authority over them, especially their parents, teachers, and pastors. This is illustrated for us in the book of Proverbs. Solomon teaches us that the foundation of wisdom is piety. "The fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction. Hear, my son, your father's instruction and forsake not your mother's teaching, for they are a graceful garland for your head and pendants for your neck." (Proverbs 1:7-9)

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C.S. Lewis said that “the aim of education is make the pupil like and dislike what he ought.” We seek to do that by fixing our students’ eyes on the Good, the True, and the Beautiful. The Apostle Paul teaches this principle in his letter to the church at Philippi: “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” (Philippians 4:8) With piety as our foundation, our goal is train students, body and soul, to love the Good, the True, and the Beautiful. That is the goal of classical education.

The philosophy of classical, Christian education permeates everything our school does. Here are some of the distinctives of our educational approach:

- Our goal is to encourage the development of moral and intellectual virtue in our students, including the four cardinal virtues—Wisdom, Courage, Temperance, and Justice—and the three theological virtues—Faith, Hope, and Love.
- Our curriculum is built on the foundation of the history, ideas, literature, art, music, and culture of Western Civilization and the Christian tradition.
- Our pedagogy is traditional, rather than progressive. We do not practice “student-centered” or “project-based” learning. Instead, we use the time-tested tools of teaching and learning.
- Our teachers are to be mentors who model for their students how to follow Christ and love the Good, the True, and the Beautiful. Students become like their teachers.
- Our culture encourages the pursuit of virtue and excellence. Our students are trained to be polite, respectful, humble, and kind.

1.7 Goals for our Graduates

It is Christ who calls and Christ who saves by grace alone through faith alone, these goals are what we strive for in making decisions that drive the direction of our school in developing a culture of wise, kind, well-mannered students. Not all of these goals will be age appropriate for every single student, but these are the goals we keep in mind as we look forward to the goals for the graduates of our future Junior High and High School.

Students who love God with all of their hearts, souls, minds, and strength

- Students know the Gospel and that the Gospel is the framework from which to view all of Scripture.
- Students will encounter God through natural and divine revelation, that is through the works of God and through his word.

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- Students acknowledge God as the source of all goodness, truth, and beauty.
- Students who exhibit virtue.
- Students who understand Gratia, Naturum, Reficit. That creation and humanity were created good, beautiful, true, and holy, but have fallen and that it is the Grace of God that restores things to their true nature.

Students who reason wisely, listen carefully, think precisely, and articulate persuasively.

- Students are able to participate in gracious and meaningful conversations.
- Students will think logically and creatively.
- Students who are able to constructively deal with thought without necessarily accepting an opposing point of view.
- Students who are able to express clearly, creatively, and persuasively in any given situation.

Students who will lovingly engage with and influence their communities for the sake of Christ and his Gospel.

- Students will take initiative and act courageously.
- Students are able to discern between Christian and non-Christian points of view.
- Students can identify and understand the futility of secular ideals.
- Students will exhibit empathy and charity in engaging with others.
- Students who see relationship with the culture as one of Christ's mission and calling to preach the Gospel.

Students who have a dedication to and love for learning

- Students understand all areas of study as a gift from God.
- Students value hard work, learning and leisure.
- Students possess a desire for learning.
- Students who can learn independently.
- Students who pursue deeper learning areas of interest.
- Students who are on their way to becoming life-long learners.

Students who possess the tools to live and think with truth, wisdom, and independence

- Students have and make use of a biblical, intellectual, and moral framework in order to discern between truth and error and make decisions.
- Students who view all of learning and life as integrated and unified.
- Students who possess core knowledge in the major discipline areas.

- Students who have formed aesthetic skills and sensibilities, who love what is lovely.
- Students who are trained physically and intellectually.
- Students who view every subject in terms of its place in the historical narrative.

2. Admissions

2.1 Application Process Overview

Prospective parents are invited to attend one of our Parent Information Night Events. If prospective families are unable to attend a Parent Information Night, they are invited to meet with the President and Superintendent.

Applications are submitted on the Providence Classical Academy website at www.bakersfieldclassal.com/apply-online. Parents complete the online application and pay the application fee to begin the enrollment process.

Once the application has been submitted, Parents will be contacted by the school to arrange a family interview with two members of the Board of Directors and/or the Superintendent. The interview will include the parents and the children they wish to enroll.

Families who are accepted will receive an enrollment contract and be asked to pay the enrollment and curriculum fees.

2.2 Admissions Requirements

We have two admissions requirements for parents.

1. Parents who seek to enroll their students must be members in good standing at a Christian church.
2. Parents who seek to enroll their students must agree with our Statement of Faith and the general goals of classical education.

We do not have admissions requirements for students. We believe that every child is deserving of a Classical, Christian education. Therefore, our bylaws provide as follows: "The Academy shall not consider nationality, color, or sex in determining whether to admit any student."

2.3 Acceptance Priority

Since we have limited space at our current facility, we have had to set enrollment caps for the 2021-2022 School Year. Our enrollment cap for day school students is 45, that is 15 students in each of the three classes, and the enrollment cap for homeschool enrichment students is 302. Priority for acceptance for the 2022-2023 school year will be as follows:

1. Continuing Students

2. Siblings of continuing students
3. All other applicants

We also prioritize acceptance of day school students over the acceptance of students who are enrolling for Friday enrichment program.

2.4 Renewing Enrollment for Current Students

Re-enrollment at Providence Classical Academy is not automatic. Reasons that a student may not be re-enrolled include but are not limited to the following:

1. Parents terminate membership at their church. Transferring membership to a different local church is acceptable but ceasing regular attendance and fellowship with the church is unacceptable.
2. Ongoing, unrepentant defiant behavioral issues in a student that are not resolved by the parents in cooperation with the teachers.
3. Failure to pay tuition.

Re-enrollment agreements for returning students are sent to families in January. Because financial commitments must be made early in the planning for each school year, Providence Classical Academy requires each family of a returning student to commit financially by February 15 of the preceding school year to reserve their seats.

2.5 Fees and Tuition for the 2021-2022 School Year

2.5.1 Day School Fees and Tuition – 3 Day Junior Kindergarten

Tuition	
Annual Payment Due August 1, 2021	\$4650/year
11 Monthly Payments August 1 – June 1	\$444/month

Fees	
Application Fee Due with Application	\$95
Enrollment Fee Due upon enrollment	\$300
Curriculum Fee Due upon enrollment	\$300

2.5.2 Day School Fees and Tuition – 5 Day Program Jr. K – 6th Grade

Fees	
Application Fee Due with Application	\$95
Enrollment Fee Due upon enrollment	\$300
Curriculum Fee Due upon enrollment	\$300

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Tuition	1 st Student	Additional Students
Annual Payment Due August 1, 2021	\$6200/year	\$5580/year
11 Monthly Payments August 1 – June 1	\$590/month	\$535/month

2.5.3 Homeschool Friday Enrichment Fees and Tuition – Fridays Jr. K – 6th Grade

Fees	
Application Fee Due with Application	\$95
Enrichment Curriculum Fee Due upon enrollment	\$100

Tuition	
Annual Payment Due August 1, 2021	\$800/year
Quarterly Payments 8/1, 10/15, 1/1, 3/15	\$210/quarter

2.6 Tuition and Fees Collection

Tuition: Cost for instruction at Providence Classical Academy

Curriculum Fee: Cost for books and curriculum at Providence Classical Academy.

Enrollment Fee: Cost to enroll and reserve your spot at Providence Classical Academy

Application Fee: Cost to apply for attendance at Providence Classical Academy.

- The application fee is a non-refundable fee that accompanies the intent to return (current students) or application form (new students). The school will not consider your student for enrollment until this fee is paid.

- For a day school student to be enrolled, a family must have signed the enrollment agreement and pay the curriculum and enrollment fees to hold their child’s position in the class. The agreement is for the entire academic year and Providence Classical Academy hires teachers and makes other fiscal plans based on these commitments.

- For a homeschool enrichment program student to be enrolled, a family must have signed the enrollment agreement and pay the curriculum fee to hold their child’s position in the class.

- Tuition payments will normally be made in one of the following manners:

1. Payment in full by August 1, 2021
2. 11 monthly payments from August 1, 2021-June 1, 2021

- The due date for monthly tuition payments is the fifth of the month.

- For payments more than five days overdue, there is a late fee assigned.

2.7 Tuition Refund Policy for Withdrawing Students

Application, Enrollment, and Curriculum Fees are nonrefundable. Tuition is refundable upon withdrawal in the following amounts, based on the effective date of the withdrawal:

- 100% on or before 8/24/2021
- 75% on or before 11/15/2021
- 50% on or before 1/21/2022
- 25% on or before 3/30/2022

Parents wishing to withdraw their students must complete and file the withdrawal form with the Superintendent.

2.8 Financial Aid

Providence Classical Academy receives donations to our Financial Aid Fund from time to time. Parents who believe they are unable to pay the full tuition amount but who meet our admissions requirements and would still like to enroll their students can apply for financial aid after they have submitted their applications and completed their family interview. The financial aid application can be found at www.bakersfieldclassical.com/financial-aid.

If a family qualifies for financial aid and there are funds available, parents will receive a financial aid offer letter from Providence Classical Academy. Financial aid recipients pay on an 11-month schedule with a discount applied to each scheduled payment and are required to complete a set number of volunteer hours as part of the terms of the financial aid acceptance agreement.

3. Parents at Providence Classical Academy

3.1 Mandatory Parent Orientation/Training

Parents are required to participate in a mandatory orientation/training seminar. This seminar is designed to give some of the background that parents will need regarding classical, Christian education, and present the parents with the most important policies and procedures of the school.

3.2 Volunteer Policy

Since Providence views its role as one of assisting parents in the education of their children, we strongly encourage active parent involvement.

3.2.1 Opportunities for Parent Involvement

There are a number of ways that parents can get involved as a volunteer helping at Providence:

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1. Setup/Teardown. Disciple's Church is incredibly gracious in allowing us to lease their facility for the 2021-2022 school year. However, we want to be respectful of our hosts and leave the facility in a condition that is ready for them to use for their Wednesday night and weekend programs. We will need a team of volunteers who are to set up our classrooms each Monday and Thursday morning at 7:00 AM before school and tear down our classrooms each Wednesday and Friday afternoon at 2:30 PM after school.
2. Lunch Supervision. Our teachers work incredibly hard to provide the best education for your children. While lunch supervision is part of the school day, we would like to be able to bless our teachers with a break during lunch while the children enjoy their recess. We would greatly appreciate any parent willing to come during the lunch recess from 12:00 PM – 12:45 PM to supervise the children.
3. Friday Enrichment Room Parents. On Fridays our student population nearly doubles when the enrichment students join the day school students on campus. On Fridays our student teacher ratio goes from 13:1 to 26:1. Having an extra adult in the room with each class would go a long way to helping Fridays run as smoothly as possible. The room parent would not be responsible for teaching the children, it would enable us to break the children into smaller groups (when running lines for Shakespeare for example).
4. Field Trips. Since Providence does not have a school bus, we do not have the means to transport all of the children in one vehicle for field trips. We will be depending on parent volunteers to carpool in order for everyone to be able to attend school trips.
5. Fundraisers. Providence Classical Academy hosts several fundraisers throughout the year. Since we are a tuition-based school, we do not require additional fundraising for families that attend our school. However, we rely on generous donations to enable us to provide financial aid, make progress toward building our own facility, etc. We would welcome any parent who would be willing to serve at our Golf Tournament Fundraiser, our Annual Dinner Fundraiser, or other smaller fundraisers we hold throughout the year.
6. Teacher's Aides. While many of our parents are employed full time, we know that others may have time in their schedule to consider being an aide to our teachers during the regular school week.

There are many other ways you can be involved, and some parents may have special skills to offer to help make the student's experience as rewarding as possible. Please let us know if you see other ways you can fit in and help our community.

3.2.2 Volunteer Policy

The best way to let us know you are interested in serving as a volunteer is to contact the Superintendent and fill out a Volunteer Form.

1. All volunteers who will be working directly with students either on campus or on field trips must undergo a Livescan background check and comply with the school rules governing student and staff conduct.
2. All volunteers serving during the regular school week must report to the Superintendent when they arrive at school. A sign-in and sign-out sheet log will be kept of volunteers who are on camps.
3. All volunteers serving at fundraisers report to the fundraiser coordinator (this is usually one of the Directors). Fundraiser volunteers will also usually be required to wear a pre-specified uniform. Shirts bearing the school logo will be provided if needed.
4. All volunteers serving on field trips report to the superintendent or the field trip coordinator (one of the Directors). Students will be put into groups ahead of time for transport and for supervision during the trip.

4. Communication

4.1 Communication Between Parents and the Board of Directors

The Board of Directors is responsible for the vision, direction, growth, personnel, and policies of Providence Classical Academy. Decisions made by the Board of Directors are implemented by the Superintendent and communicated to the faculty, staff, and parents by the Superintendent.

The Superintendent is responsible to send email newsletters to parents. These newsletters will include information such as upcoming calendar events, scripture memory verses, catechism questions, and other updates that are required throughout the school year. The newsletter is the primary way that Board policy and day-to-day operations of Providence Classical Academy will be communicated to parents.

The Superintendent can be reached by calling the school office during regular office hours Monday through Friday from 8:00 am – 3:00 pm or by email at office@bakersfieldclassical.com.

4.1.1 Attending a Regular Meeting of the Board of Directors

Parents may attend a Regular Meeting of the Board of Directors by first completing the “Request to Attend the Regular Meeting of the Board of Directors” form and submitting it to the Superintendent. Upon approval by the President, the parent will be given permission to attend the open session of the Board meeting and will be dismissed by the President of the Board at the start of the closed session.

4.2 Communication Between Teachers and Parents

Communication by parents with the school will generally take place through the Superintendent. In cases of communicating absences, illness, early pick-up for appointments, concerns about school policy, etc. the parents should communicate directly with the Superintendent.

Parents wishing to contact their children’s teacher regarding missed assignments due to absence or for questions about progress in the curriculum may do so by email. In the case of behavioral disciplinary issues or in the case of expressing concerns about academic progress, we ask that parents call the school and leave a message with the Superintendent and the teachers will call the parent back or schedule a parent-teacher conference.

4.2.1 Parent-Teacher Conferences

Regular parent-teacher conferences will be scheduled twice per year during the middle of Term 1 and Term 2 to allow for communication about student progress and participation. Parent-teacher conferences may also be scheduled by request on a case-by-case basis. Parents wishing to schedule a parent-teacher conference should call the Superintendent.

5. Academics

5.1 Curriculum for the 2021-2022 School Year

The curriculum is reviewed and selected by a Board committee prior to the start of each school year in accordance with Providence Classical Academy’s Scope and Sequence. Curriculum is purchased by the school using the curriculum fee that is billed to parents when students are enrolled.

5.1.1 Junior Kindergarten/Kindergarten

Math-U-See

Primer Student Workbook

Memoria Press

Printing, Manners, Crafts, & Poems

Alphabet Book Part One

Alphabet Book Part Two

Alphabet Coloring Book

Alphabet Flashcards

Alphabet Manuscript Wall Charts

Big Thoughts for Little People

Counting with Numbers

F is For Feelings

Hailstones and Halibut Bones

Know and Follow Rules

Listen and Learn

Mind Your Manners!

My Very Own Scissors Book

Myself & Others Book One

Myself & Others Book Two

Myself & Others Read Along Set

Numbers Coloring Book, Second Edition

Prayers for Children

Richard Scarry's Best Mother Goose Ever

Richard Scarry's Polite Elephant

The Book of Crafts: Junior Kindergarten

The Book of Crafts: Kindergarten

The Llama Who Had No Pajama: 100 Favorite Poems

Phonics Flashcards

Animal Alphabet Coloring Book

Memoria Press

Phonics

First Start Reading Book A

First Start Reading Book B

First Start Reading Book C

First Start Reading Book D

First Start Reading Book E

Classical Phonics

Core Skills Phonics 1

Cores Skills Phonics K

Bible

The Child's Story Bible by Vos

Children's Catechism

5.1.2 Form 1 (1st-3rd Grade)

Math-U-See

Alpha Student Workbooks
Beta Student Workbooks
Gamma Student Workbooks

Memoria Press - Cursive & Spelling

New American Cursive 1
Cursive Practice Sheets 1
Traditional Spelling 1 Student Workbook
Traditional Spelling 1 Practice Sheets
Traditional Spelling 1 Supplemental Workbook
Traditional Spelling 2 Student Workbook
Traditional Spelling 2 Practice Sheets
Traditional Spelling 2 Supplemental Workbook

IEW Poetry

Poetry Memorization Student Book

Grammar

Easy Grammar Grade 2 Student Workbook

Science

Christian Liberty Nature Reader 1
Secrets of the Woods

Geography

Paddle to the Sea
Great Lakes Map

History

Our Island Story
Viking Tales by Jennie Hall
Fifty Famous Stories Retold by James Baldwin
Radiant by Richard Hannula
Farmer George Plants a Nation
This Country of Ours by HE Marshall
Trial and Triumph by Richard Hannula

Literature

The Heroes by Charles Kingsley
Aesop's Fables by Milo Winter
Just So Stories by Rudyard Kipling
Pilgrim's Progress by John Bunyan
The Blue Fairy Book by Andrew Lang
American Tall Tales by Adrien Stoutenberg
D'Aulaires' Book of Norse Myths by the D'Aulaires
The Little Duke by Sharlotte Yonge

Bible

KJV Bible
Children's Catechism

PROVIDENCE

CLASSICAL ACADEMY

5.1.3 Form 2 (4th-6th Grade)

Math-U-See

Delta Student Workbooks

Epsilon Student Workbooks

Zeta Student Workbooks

Memoria Press

Spelling, Latin, and States & Capitals

Spelling Workout E

Spelling Workout F

States & Capitals Flashcards

States & Capitals Student Workbook

United States: States & Capitals Review Workbook

Latina Christiana Student Workbook

Latina Christiana Review Worksheets

Latina Christiana: Games & Puzzles

IEW Poetry & Cursive

Poetry Memorization Student Book

Cursive Knowledge

Grammar

Easy Grammar Grade 4 Teacher Guide

Easy Grammar Grade 4 Student Workbook

Easy Grammar Grade 4 Tests

Geography

Cruise of the Arctic Star

Map of California

Science

Magnets by Rocco Feravolo

Magnet Lab Kit

Rain, Hail, Sleet, and Snow by Nancy Larrick

Story of Inventions

The Friar Who Grew Peas

History

Radiant by Richard Hannula

This Country of Ours by HE Marshall

Trial and Triumph by Richard Hannula

Ocean of Truth

George Washington's World

Timeline Notebook

Literature

Robinson Crusoe

Age of Fable

Washington Irvine Short Stories

Otto of the Silver Hand

Bible

KJV Bible

Westminster Shorter Catechism

Westminster Shorter Catechism

5.1.4 Friday Enrichment Curriculum

Kindergarten, Form 1 & Form 2

Fine Art

Artistic Pursuits

Art History

Vaneyck Picture Study

Watteau Picture Study

Composer Study

Music Study Masters – Beethoven

Music Study Masters – Liszt

Form 1

Scouting

Scouting for Wild Ones by Brittney McGann

Choir

Music Theory, Breathing Exercises, Vocal Warmup, Intervals, Hymns, and Christmas Songs

Math Games

Using 2-dimensional manipulatives to construct 3-dimensional objects, mental math practice, and more

Form 2

History

Roman Lives by Plutarch

Theater

The Tempest by Shakespeare

Choir

Music Theory, Breathing Exercises, Vocal Warmup, Intervals, Hymns, Christmas Songs & Singing in Parts

5.2 Homework Policy

We will not be assigning homework to our Junior Kindergarten, Kindergarten, or Elementary age students. However, we do encourage parents to read books aloud with their children and practice math facts and memory work. In the future when Providence expands to include Junior High School and High School students, homework and a homework turn-in policy will be implemented.

5.3 Examinations and Testing

Students will be tested periodically throughout the year with regularly scheduled written and oral quizzes in their Skills subjects (e.g., reading, narration, calculation, cursive penmanship, etc.) and their Content subjects (e.g., history, literature, Bible, natural science, math, etc.). We will also be implementing First and Second Term Examinations. Providence Classical Academy will not be participating in California state standardized testing.

5.4 Grades

Report cards will be issued twice per year at the end of Term 1 and Term 2. On mid-year and end-of-year report cards, Providence examines students in multiple areas of performance, including development of skills (e.g., reading, narration, calculation, cursive penmanship, etc.) and mastery of content (e.g., history, literature, Bible, natural science, math, etc.). Our grading system is a four-level system, with the levels defined as follows:

- | | |
|---------------------------|--|
| <u>Excellent.</u> | The student's performance <i>exceeds</i> ordinary expectations for the grade level. This grade should be given sparingly. |
| <u>Satisfactory.</u> | The student's performance <i>meets</i> ordinary expectations for the grade level. This grade signifies the level of proficiency we reasonably hope the majority of our students can attain through hard work. |
| <u>Needs Improvement.</u> | The student's performance <i>does not meet</i> ordinary expectations for the grade level. This grade signifies that the student's performance needs to be improved in the future and that such improvements can be made through ordinary classroom instruction and parental involvement. |
| <u>Unacceptable.</u> | The student's performance <i>is significantly below</i> ordinary expectations for the grade level. This grade signifies that the student's performance needs to be improved before promotion to the next grade level or remedial instruction will be necessary. |

Assessing student performance requires judgment. That is not to say it is *subjective*. We aspire to develop skills and knowledge in our students that are *objective*. But they are not things that are easily quantified. Assigning a grade, therefore, requires a qualitative judgment. Typically, that judgment should be made by the student's primary teacher, but ultimately the President has discretion to revise grades and may request a second opinion from another teacher or administrator. Grades resulting in retention of a student or requiring remedial instruction must first be reviewed by the President in consultation with the Curriculum Committee (see "Advancement and Retention of Students" below).

5.5 Advancement and Retention of Students

The advancement of a student ahead of their grade level and the retention of a student to repeat a grade level is an incredibly rare and should only be considered in extreme circumstances as a last resort. A parent or teacher may present academic data, special needs assessment data, or demonstrate other maturity/behavioral concerns to the Board, but the ultimate decision regarding Advancement and

Retention will be made by the Board of Directors with the final responsibility belonging to the President of the Board.

5.6 Student Records

Providence Classical Academy shall retain the following student records for active students.

- Copy of birth certificate
- Copy of immunization record
- Record of immunizations
- Report cards/transcripts
- IEP, accommodation, or special education records
- Attendance record
- Academic evaluation
- Standardized test scores
- Yearly photo
- Yearly work samples
- Assessment and testing summaries

Student records for inactive students shall be retained until the student reaches a grade level that is not available at Providence Classical Academy, for 6 years, or until a formal request for records is made by a new school in the case of a student withdrawal.

5.7 Student Withdrawal

Parents wishing to withdraw their students must complete the “Withdrawal Request” form and submit the request to the Superintendent. While parents have the right to withdraw their student at any time and for any reason, we ask that parents be straightforward in providing the school with the reason for withdrawing their student. Student records will be forwarded to the student’s new school upon written request.

6. Institutional Guidelines

6.1 Attendance

6.1.1 Arrival and Tardiness

Students should be dropped off between 7:45 AM and the start of school at 8:00 AM. Please do not drop off your students earlier than 7:45 AM as this is additional childcare that the school would need to plan for and provide. If you need to drop off your child earlier than 7:45 AM, please sign up for the early drop-off daycare program on our website at: www.bakersfieldclassical.com/academics/daycare.

Students should be dropped off in the loading zone by the curb and will proceed to the playground area. At 8:00 we will ring the school the bell and have the students line up to walk into their classrooms where attendance will be taken by their classroom teacher.

Students are considered late if they arrive after 8:00 AM. Tardiness is disruptive to the rest of the class and disrespectful of the teacher and their classmate's time. As parents, we ask that you choose to model a good example of promptness for your children by ensuring that they arrive to school on time.

6.1.2 Pick-up Time

For Junior Kindergarten and Kindergarten students, the school day ends at 12:00 PM. The kindergarten class will be walked out to the loading zone for pick-up at the end of the school day. If you are unable to pick up your child at the end of the school day at 12:00 PM, please sign up for our after school daycare program at www.bakersfieldclassical.com/academics/daycare. We will be accepting up to twelve Junior Kindergarten and Kindergarten students for free childcare from 12:00 PM – 2:00 PM only if their older sibling is also enrolled in the school. Childcare from 2:00 PM and on will be a separate fee.

First through sixth grade students will be released and checked out from their classrooms at 2:00 PM for pick-up. Teachers will walk their students to meet their parents at the loading zone in front of the school. If you are unable to pick up your child at the end of the school day at 2:00 PM, please sign up for our after school daycare program at www.bakersfieldclassical.com/academics/daycare.

6.1.3 Late Start Days

On the first Monday of every month, there will be a Late Start day for a Faculty & Staff Meeting. Students are not required to come to campus until 9:30 AM on late start Mondays. Please drop off your child no earlier than 9:15 AM on late start Mondays. If you need to drop off your child earlier than 9:15 AM, please sign up for our early drop-off daycare program at www.bakersfieldclassical.com/academics/daycare.

Late Start Days 2021-2022: September 13th, October 4th, November 1st, December 6th, January 3rd, February 7th, March 7th, April 4th, May 2nd, May 23rd.

The complete list of Late Start Days for the 2021-2022 school year is also available on the school calendar at www.bakersfieldclassical.com/calendar.

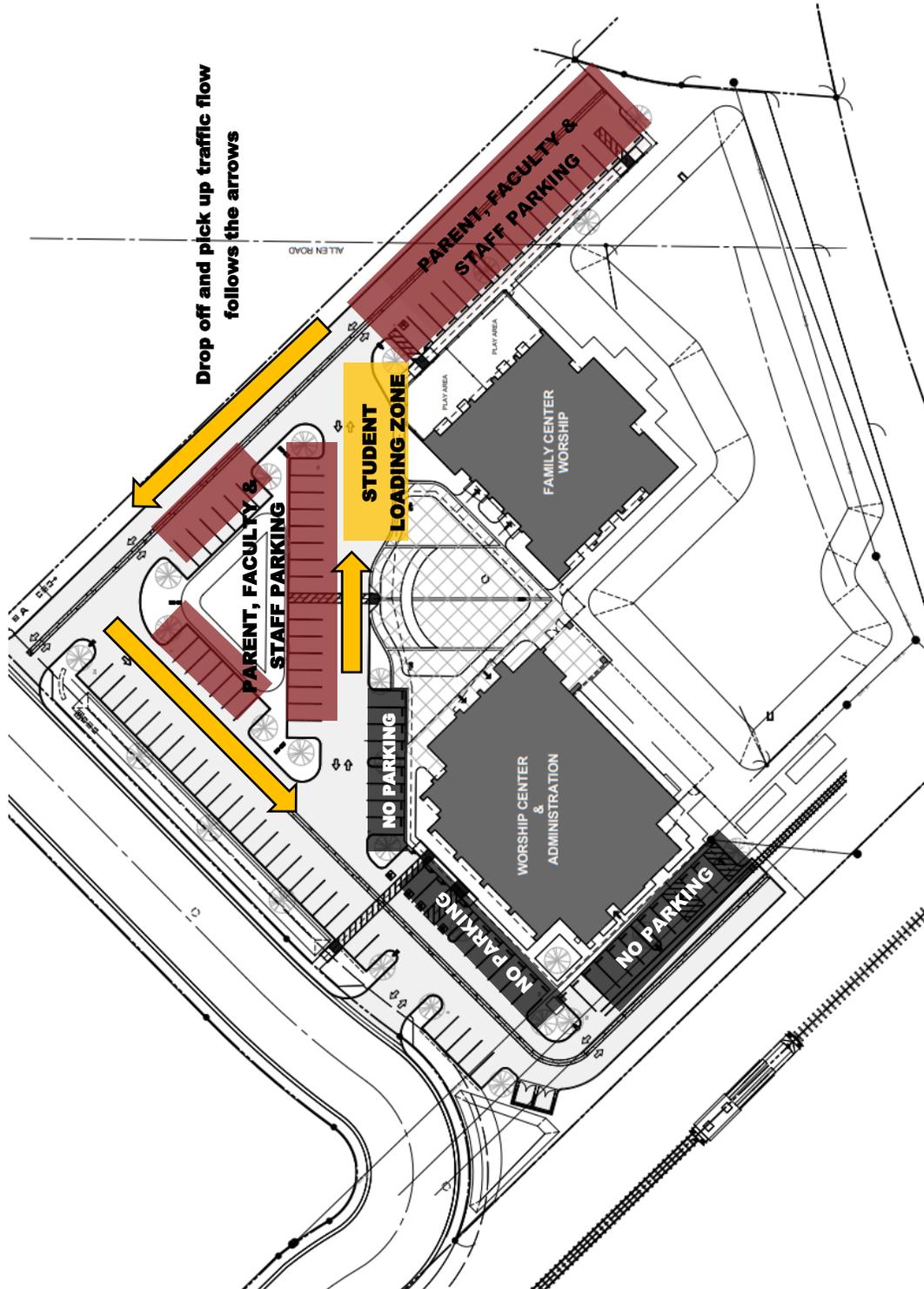
6.1.4 Absences

Absences may occur for sick days or for personal days. Private schools are not subject to the truancy laws that govern the public school system. Therefore, parents are entitled to determine which days their child will and will not attend school. We ask that if you are planning on missing school that you also ensure the student keeps up with the work that they miss on the days that they are absent so that they do not fall behind.

If you need to drop off your child late or pick them up early for any reason, (for example: a dentist appointment), we ask that you notify the school office in writing or by email at least 24 hours in advance. Students being dropped off late will be accompanied from the front desk to their classroom by the Superintendent. Students being picked up early will be called out of the classroom and escorted to the front office by the Superintendent.

6.2 Campus Facilities

6.2.1 Campus Map



6.2.2 Recess and Lunch Boundaries

Students are permitted play on the enclosed playground, on the south-east patio behind the Family Center, and on the south-east lawn behind the Family Center. Students are not permitted to play on the south-west lawn or between the Worship/Administration Center and the Family Center.

6.2.3 Cleanliness

Students are expected to dispose of all trash in the trash can whether it be food and drink at recess, paper towels in the bathroom, pencil and eraser shavings in the classroom, etc. We are guests at the Disciple's Church facility and students will be expected to partner with teachers and staff in maintaining the cleanliness and orderliness of the building and the grounds.

6.2.4 Lunches

JrK and Kinder students attending after school daycare as well as students in grades 1-6, must bring a lunch to school each day. Please use ice packs to refrigerate any cold items. Lunches must be ready to eat – no microwavable items please. If a student forgets their lunch, parents should bring the student's lunch to campus and leave it in the Superintendent's office to be delivered to the student. Fast food drop-off for students is prohibited.

Lunches must abide by our school allergy policy (Please refer to the "Student Allergies" section).

6.3 Field Trips

From time-to-time school field trips will be scheduled for Friday Enrichment Day. Parents will be asked to sign a release form and to help participate in driving students to the field trip location. Normal school rules and behavior policy will be applicable to students while on field trips.

6.4 Electronic Devices

Screen time has been shown to damage children's attention span. Also, giving attention to a screen decreases the sense of community involvement a student feels and tends to isolate students even if they are physically near one another. We intend to limit our use of technology in the classroom for these reasons.

Students are not permitted to have electronic devices on campus including but not limited to:

1. Laptops
2. Tablets
3. Cellphones
4. Smart watches

5. Handheld video games

If a parent needs to contact their student during the school day, they should leave a message with the Superintendent (please refer to section 5.7 on “Messages and Deliveries”).

6.5 Medication and Illness

6.5.1 Immunizations

In accordance with California State Immunization law, parents are required to provide documentation of adequate records of immunization for all students and a physical examination before a child’s admittance into kindergarten. Documentation must be in the form of a standard blue “Child Health and Disability Prevention Certificate” (CHDP). The school health examination form must also be completed by the kindergartener’s physician and returned to the office before school begins. The following immunizations are required when starting school and must be listed on the CHDP form by month, date, and year:

DPT Series and Booster

Polio Series and Booster

Varicella

Measles, Mumps, and Rubella

Mantoux Skin test

Hepatitis B

6.5.2 Medical Authorization

Before the start of school, parents will be asked to complete the medical authorization and emergency contact form which permits the school to seek medical treatment for students in the case of an emergency when the parent cannot be contacted and to give the school additional emergency contacts if the parent cannot be reached.

6.5.3 Illness

If your child has a fever or any other symptoms of illness, please keep him or her home. Students with a fever over 100 degrees, vomiting, or diarrhea must remain at home until symptom free for 24 hours without the use of medication. If a child comes to school ill or becomes ill while at school, parents will be required to pick up the child immediately.

6.5.4 Accident or Injury

If a minor injury occurs at school, an accident/injury report will be completed, and the child will be given immediate first-aid attention. Parents shall receive a copy of the accident/injury report and a copy will be kept at the school in the student’s file. Should further medical attention be necessary, the office will

notify the parent or available emergency contact immediately. *Please keep all emergency contact information up to date with the Superintendent.*

6.5.5 Contagious Illness

Immediately upon recovery from the following diseases, a child must have written consent from either a physician, the Health Department, or be subject to school office approval before returning to school:

Chicken Pox

Scabies

Measles

Ringworm

Mumps

Impetigo

Pneumonia

Pinworms

Whooping Cough

Head Lice

Conjunctivitis (Pink Eye)

COVID-19

6.5.6 Medications

Medication will not be administered at school by anyone for any reason unless it is medicine prescribed by a physician and a form for administering medication has been filled out and signed by the parent or guardian authorizing school personnel to administer the medication. No medication will be given out by anyone unless this procedure is followed. All medications are kept in the school office with the Superintendent. Students are prohibited from self-medicating while on school premises.

6.5.7 Student Allergies

Providence Classical Academy has several enrolled students in the community who have a severe anaphylactic allergic response to peanuts and tree-nuts. Anaphylaxis symptoms include:

- breathing difficulties – such as fast, shallow breathing
- skin rash
- wheezing
- a fast heartbeat
- clammy skin
- confusion and anxiety

Students who experience anaphylaxis may collapse and lose consciousness. If not immediately treated with epinephrine, anaphylaxis can lead to death.

Due to the seriousness of the allergic response that these students experience when exposed to peanuts and tree-nuts, all members of the PCA community are NOT ALLOWED to pack a lunch or snack

that includes peanuts or tree-nuts. Even if your child does not regularly play or interact with a student who has an anaphylactic reaction, it takes very little exposure to the proteins in peanuts and tree-nuts to trigger the allergic reaction. The proteins can be communicated even by the breath or oils on the hands of someone who has recently consumed a food containing the allergen.

6.6 Emergency and Safety Drills

Each classroom is equipped with an emergency backpack. Teachers are required to keep the backpack next to the exit door. The backpack is carried by the teacher for each emergency drill.

Fire and earthquake drills are practiced quarterly by all staff and students.

6.7 Lost and Found

Lost and found objects will be kept in the Superintendent's office. Students who have missing items should talk to their teacher about reclaiming lost items during a scheduled lunch or recess time.

6.8 Photography, Media, and Publicity

As part of the enrollment agreement, parents are asked to sign a media release form allowing use of their children's image in media and advertising for the school.

6.9 Fog and Weather

Providence will not be scheduling any fog or weather delays throughout the school year. School will always start at the scheduled time. However, if parents feel it is unsafe to drive, we encourage parents to bring their child to school as soon as it is safe to do so.

In the case of bad weather or air quality days, recess and lunch will be held inside chapel.

6.10 Textbooks and School Equipment

We expect our students to steward school textbooks and equipment with respect and care. Furniture, school-issued books, playground equipment, art-supplies, etc. are provided by the school to ensure a positive learning environment for the students. We expect normal wear and tear on school supplies. Parents are financially responsible for reckless disregard for or intentional vandalism of school property and equipment.

6.11 School Uniform Policy

Providence Classical Academy implements a school uniform policy that is aimed at encouraging discipline and modesty. Parents of students who do not dress in accordance with the school uniform policy will be called by the Superintendent and asked to bring an appropriate change of clothes for their student.

6.11.1 Girls Uniforms

- Polo in white, gray, or black.
- Sweaters or jackets in white, gray, or black.
- Pants, shorts, skirts, or jumpers in black, gray, or khaki. Shorts and skirts must be at least knee length. Black bicycle shorts or leggings must be worn under skirts.
- Jewelry-Watches and stud earrings are allowed. No smartwatches allowed.
- Makeup and Nail Polish-Not allowed.
- Hairstyle-Hair must be kept tidy, clean, and groomed. Student's hair must be of natural color.
- Close-toed shoes in black, gray, brown, or white. High heels, platform shoes, flip-flops, or slip-on shoes are not permitted.
- Note: Please coordinate your child's socks and shoes with their pant color. (e.g., No white socks with black pants.)

6.11.2 Boys Uniforms

- Polo in white, gray, or black.
- Sweaters or jackets in white, gray, or black.
- Pants, or shorts in black, gray, or khaki. Cargo style pants or shorts are not allowed. Shorts must be worn at the waist at all times. Black or brown belts are permitted.
- Jewelry-Watches are allowed. Pierced ears are acceptable for girls only. No smartwatches allowed.
- Hairstyle-Hair must be kept tidy, clean, and groomed. Student's hair must be of natural color.
- Close-toed shoes in black, gray, brown, or white. High heels, platform shoes, flip-flops, or slip-on shoes are not permitted.
- Note: Please coordinate your child's socks and shoes with their pant color. (e.g., No white socks with black pants)

6.11.3 Plaid Fridays

Students will be provided with a plaid piece to be worn on Fridays as part of the school fees.

7. Behavior and Discipline

7.1 Expectations of Student Behavior and Character

Providence views its role as assisting parents in disciplining children and “raising them in the fear and admonition of the Lord.” This regards not only the formation of their minds, but also the formation of their character. Therefore, all students are expected to abide by the Code of Conduct as behavior and good manners are a critical part of a student’s education. Teachers will set clear expectations and enforce school rules through preventative and corrective action.

Our school rules and our school culture are formed by our understanding of the greatest two commandments, “Love the Lord your God with all your heart, mind, soul, and strength. And Love your neighbor as yourself.” Our desire is to create a learning environment where students learn to respect adults and respect each other as they continue in their sanctification in the Lord.

7.2 Code of Conduct

7.2.1 Classroom Rules:

- a. Obey the teacher.
- b. Be kind.
- c. Be honest.
- d. Listen when an adult is speaking to you.
- e. Keep your hands and feet to yourself.
- f. Always do your best.

7.2.2 Teacher Preventative Action:

- a. Create a loving, caring atmosphere.
- b. Establish and communicate realistic expectations for children.
- c. Regularly communicate and reinforce school and classroom rules.
- d. Plan smooth transitions between academic subjects and breaks.
- e. Focus on positive actions.
- f. Be fair and consistent with children.
- g. Separate children, if needed.

7.2.3 Misconduct

The following behaviors necessitate corrective discipline. Teachers may handle corrective discipline at the classroom level, but they may involve the Superintendent in the discipline process for repeated or blatant misbehavior. Misconduct includes:

- a. Disrespect shown to any teacher or staff member.
- b. Dishonesty, plagiarism, cheating, stealing, or lying.
- c. Clear disobedience or defiance in response to instructions
- d. Aggressive behavior including but not limited to biting, hitting, pushing, scratching, or pulling.
- e. Teasing, criticizing, insults, and name-calling.
- f. Profanity or obscenity.

7.2.4 Corrective Discipline

- a. Give a warning when a student does not follow the rules.
 1. Remind the student of the rules.
 2. Explain why the behavior is unacceptable and how they ought to behave.
 3. Redirect the student to something positive.
 4. Explain the consequences of unacceptable behavior.
- b. If the student repeats the action again, guide him or her to a quiet place separate from the others for a short but designated time (e.g., a seat in the front of the class next to the teacher, against the wall at recess or lunch, etc.).

After repeated offenses or in the case of blatant disrespect, the teacher may deem it necessary for a student to receive discipline from the Superintendent for any misconduct. The following procedures will be observed. Generally, these steps will be taken in sequence (“progressive discipline”), but the Superintendent will ultimately determine the appropriate level for the specific misconduct:

1. The student will be sent to the Superintendent’s office. The student’s parents will be notified and given a description of the student’s behavior and the corrective action that was taken.
2. The student will be sent to the Superintendent’s office. This will be followed by a meeting with the student, student’s parents, Superintendent, and the teacher.

3. A two-day suspension may be imposed on the student. Parents will be responsible to keep their student up to date on all missed classwork during the suspension period.
4. The student may be subject to expulsion from the school.

7.2.5 Serious Misconduct

Serious misconduct is defined as an act of flagrant disobedience of school rules that has serious ramifications for the student or others. In cases of serious misconduct, the normal corrective action procedures may be bypassed. Below are some examples of serious misconduct:

- a. The possession and use of drugs, alcohol, tobacco, or weapons is strictly prohibited.
- b. All sexual activity is forbidden among PCA students. Public displays of affection (e.g., holding hands, kissing, etc.) are not permitted on school grounds.
- c. Intentional vandalism to school facilities is a serious offense and will not be tolerated.

In the case of serious misconduct, the office-visit process may be bypassed, and suspension or expulsion imposed immediately.

- d. Sexual harassment, intimidation, bullying, exploitation, cyber-bullying.

7.2.6 Expulsion

The PCA School Board believes that expulsion is a very serious matter and that dismissal from Providence should always be dealt with prayerfully and cautiously on a case-by-case basis. However, should a student and the student's parents not be able to curb a student's ongoing behavioral problems, the Board is permitted to expel the student and deny re-enrollment.

Appendix A. Providence Call-Outs, Creeds, and Songs



PROVIDENCE
CLASSICAL ACADEMY

CREEDS, SONGS, & CALL-OUTS

2021-2022

CREEDS

The Apostles Creed

I believe in God, the Father Almighty,

Maker of heaven and earth;

And in Jesus Christ, His only begotten Son, our Lord; Who was
conceived by the Holy Spirit,

born of the Virgin Mary;

Suffered under Pontius Pilate,

was crucified, died, and was buried;

He descended into hell;

The third day He rose again from the dead;

He ascended into heaven, and is seated at the right hand of God
the Father Almighty;

He will come again to judge the living and the dead.

I believe in the Holy Spirit;

the holy catholic church,

the communion of saints;

the forgiveness of sins;

the resurrection of the body;

and the life everlasting. Amen.

PRAYER

The Lord's Prayer

Our Father which art in heaven, Hallowed be thy name.

Thy kingdom come, Thy will be done in earth, as it is in heaven.
Give us this day our daily bread.

And forgive us our debts, as we forgive our debtors.

And lead us not into temptation, but deliver us from evil:

For thine is the kingdom, and the power, and the glory, for ever.
Amen.

LAW

The 10 Commandments

- 1) Thou shalt have no other gods before me.
- 2) Thou shalt not make unto thee any graven image
- 3) Thou shalt not take the name of the Lord thy God in vain;
- 4) Remember the sabbath day, to keep it holy.
- 5) Honour thy father and thy mother:
- 6) Thou shalt not kill.
- 7) Thou shalt not commit adultery.
- 8) Thou shalt not steal.
- 9) Thou shalt not bear false witness against thy neighbour.
- 10) Thou shalt not covet

SONGS

Gloria Patri

Glory be to the Father, and to the Son,

And to the Holy Ghost;

As it was in the beginning, is now, and ever shall be:

World without end.

Amen. (x2)

Doxology

Praise God, from Whom all blessings flow; Praise Him, all
creatures here below;

Praise Him above, ye heav'nly host;

Praise Father, Son, and Holy Ghost.

FLAG SALUTE

I pledge allegiance to the flag
of the United States of America,
and to the republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.

CALL-OUTS

The proper way to do a call-out is for the adult to read the underlined portion and the student recites the completion of the phrase from memory.

- 1) **Handshake**...firm & cheerful, eyes on eyes
- 2) **Stand up**...when an adult or lady enters the room
Greet...visitors when arriving
- 3) **Use**...proper titles when speaking to elders
Speak...respectfully, graciously, clearly
- 4) **Raise**...your hand, **Before**...sharing or answering
- 5) **Do not**...interrupt others
- 6) **Wait**...your turn
- 7) **Sit up**...straight, **No**...slouching
- 8) **Open**...doors for ladies and elders
- 9) **Leave it**...better than you found it
- 10) **Obey**...right away. All the way. **And**...with a good attitude.
- 11) **The WHOLE EARTH**...is full of His glory
- 12) **Elbows**...off the table, off the table, off the table
- 13) **Hustle**...to help out
- 14) **If you're wrong**...go make it right
- 15) **If you fall down**...get back up
- 16) **No**...excuses
- 17) **Defend**...the weak

- 18) **Keep**...no record of wrongs
- 19) **Sing**...heartily
- 20) **Even**...a child is known by his deeds
- 21) **Rejoice**...in all circumstances
- 22) **Pray**...without ceasing
- 23) **Avoid**...gossip, slander, and tale bearing
- 24) **God resisteth the proud**...and giveth grace to the humble
- 25) **Greater love hath no man than this**...that a man lay down his life for his friends
- 26) **He that is faithful in that which is least**...is faithful also in much
- 27) **A good name is rather to be chosen**...than great riches
- 28) **If any would not work**...neither should he eat
- 29) **He that hateth reproof**...is foolish
- 30) **Rebuke a wise man**...and he will love thee
- 31) **Whatsoever a man soweth**...that shall he also reap
- 32) **Whomsoever much is given**...of him shall be much required
- 33) **Out of the abundance of the heart**...the mouth speaketh
- 34) **A soft answer**...turneth away wrath: **but grievous words**...stir up anger.
- 35) **Bad company**...corrupts good morals.
- 36) **Women adorn themselves**...with godliness and good works

37) **Men pursue holiness...and protect and honor women**

WISDOM FROM C.S.LEWIS

- 1) **Selfishness...has never been admired**
- 2) **Laziness means...more work in the long run**
- 3) **Idols always...break the hearts of their worshipers**
- 4) **It is not your business to succeed...but to do right**
- 5) **Integrity is...doing the right thing even when no one is watching**

WISDOM FROM G.K. CHESTERTON

- 1) **There are no uninteresting things...only uninterested people**
- 2) **We fear men so much...because we fear God so little**
- 3) **Tolerance is the virtue...of the man without convictions**

Appendix B. Schedules

B-1. Day School Kindergarten

8:00	Morning Liturgy
8:10	Bible
8:25	Character Training
8:40	Music/Poetry
8:45	Snack Time/Bathroom Break
9:00	Phonics
9:35	Math-U-See
10:05	Recitation
10:15	Calendar Time
10:25	Alphabet/Writing Lesson
10:50	Recess
11:10	Show and Tell, Craft, Enrichment Activity, or Game
11:35	Literature Time
11:55	Clean Up, Sing Doxology
12:00	Dismissal

B-2. Day School Form 1

8:00	Morning Liturgy
8:10	Bible
8:30	Math-U-See
9:00	Gymnastic (P.E.)
9:15	Read and Narrate
9:45	Phonics and Grammar
10:15	Recess/Snack
10:30	Memory Work
11:00	Read and Narrate
11:30	Printing and Spelling
12:00	Lunch
12:45	Poetry
1:00	Cursive
1:30	Read and Narrate
2:00	Doxology & Dismissal

Not every day will be scheduled exactly the same as a few of the subject areas are only scheduled two or three times per week. This schedule is to give an idea of the average day for a Form 1 student

B-3. Day School Form 2

8:00	Morning Liturgy
8:10	Bible
8:30	Math-U-See
9:00	Poetry
9:15	Read and Narrate
9:45	Latin
10:15	Recess/Snack
10:30	Memory Work
11:00	Science
11:30	Spelling and Grammar
12:00	Lunch
12:45	Gymnastic (P.E.)
1:00	Read and Narrate
1:30	Composition and Notebooks
2:00	Doxology & Dismissal

Not every day will be scheduled exactly the same as a few of the subject areas are only scheduled two or three times per week. This schedule is to give an idea of the average day for a Form 2 student

B-4. Friday Enrichment Kindergarten

8:00	Morning Liturgy
8:10	Bible
8:25	Character Training
8:40	Music/Poetry
8:45	Alphabet/Writing Lesson
9:00	Math-U-See
9:30	Chapel
10:15	Recess/Snack
10:30	Math Games
11:00	Fine Art
11:30	Composer/Artist Study
11:45	Story Time
12:00	Doxology & Dismissal

B-5. Friday Enrichment Form 1

8:00	Morning Liturgy
8:10	Math-U-See Test
8:30	Phonics
9:00	Spelling & Grammar
9:30	Chapel
10:15	Recess/Snack
10:30	Choir
11:00	Scouting
11:30	Math Games
12:00	Lunch
12:30	Composer/Artist Study
12:45	Fine Art
1:15	Schoolyard Games
2:00	Doxology & Dismissal

B-6. Friday Enrichment Form 2

8:00	Morning Liturgy
8:10	Math-U-See
8:30	Spelling test
9:00	Grammar
9:30	Chapel
10:15	Recess/Snack
10:30	Plutarch Group 1/Shakespeare Group 2
11:00	Plutarch Group 2/Shakespeare Group 1
11:30	Choir
12:00	Lunch
12:30	Schoolyard Games
1:15	Composer/Artist Study
1:30	Fine Art
2:00	Doxology & Dismissal

Appendix C. Volunteer Form

Parents who are interested in volunteering at the school must complete the volunteer form. Individuals who will be working with children will need to undergo a Live Scan background check. See page 46-47 for the volunteer form. Fill out and return to the school office.

Volunteer Form

2021-2022 School Year

Thank you for your willingness to serve the students and teachers of Providence Classical Academy. We hope you know that the time you are generously donating will benefit the school's programs and make the school day better than it would have been without your kind assistance.

Please complete the information below and return the form to the school office.

Personal Information

Name: _____ Date of Birth: _____ Sex: M/F

Address: _____ Phone Number: _____

_____ Email: _____

Name of Church: _____ Member/Regular Attender/Other: _____

Pastor's Name: _____ Church Phone Number: _____

Church Address: _____ Church Email Address: _____

Emergency Contact: _____ Emergency Contact Phone: _____

What is your affiliation with Providence Classical Academy:

Why are you interested in serving at Providence Classical Academy?

Do you have any past experience working with children? Yes/No If yes, please describe:

Volunteer Opportunities

- Teacher's aide in the classroom
- Reading to and/or with individual students
- Assisting during lunch period
- Assisting with setup/teardown
- Assisting with Friday Enrichment program
- Field trip driver
- Field trip chaperone
- Helping with Narration Term 1 and Term 2 Exams
- Helping at Fundraising Events (Annual Dinner, Golf Tournament, etc.)
- Other skills I have to offer include: _____

Availability

Times of Day:

- Mornings (8AM-Noon) Afternoons (Noon-5PM) Either mornings or afternoons Full Day

Days of the Week:

- Monday Tuesday Wednesday Thursday Friday Weekends

Background Check/Livescan

I understand that any volunteer effort that involves working directly with children will require me to undergo a criminal background check.

Signature

Date

Appendix D. Board Meeting Attendance Request Form

Request to Attend Board of Directors Regular Meeting

Parent Name: _____ Phone Number: _____

Date of Request: _____

Reason for Attendance:

Received by Superintendent: _____ Date: _____

Approved by the Board President: _____ Date: _____

I acknowledge that I attended the Regular Meeting of the Board of Directors on _____.

Parent Signature Date

Appendix E. Withdrawal Form

Student Withdrawal Form

Student Name: _____ Male Female
Date of Birth: _____ Grade: _____
Parent/Guardian Name: _____ Phone: _____
Forwarding Address: _____

Reason for Withdrawal:

- Transfer to a public Kern County school
- Transfer to a private school
- Transfer to another California school
- Transfer out of state
- Transfer out of the country
- Opting to homeschool
- Other: _____

Name of New School: _____
School Address: _____
School Phone Number: _____

Student records will be forwarded to the receiving school upon written request.

Parent/Guardian Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Refund Due: _____

Superintendent Signature: _____