



PROVIDENCE CLASSICAL ACADEMY

Parent Handbook

PROVIDENCE CLASSICAL ACADEMY

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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.

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

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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.....	Elliott Kirschenmann
Director.....	Keaton McPherson
Director.....	Brandy Vencel

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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.

**Note* The word catholic, as used in the Apostle's Creed, means "universal" indicating believers in every congregation who have believed on Christ for their salvation throughout all of the ages. Historically, The Apostle's Creed precedes the establishment of the modern Roman Catholic church. Rome took the name Catholic because they believe to be outside of their church is to not be included in the universal church. Providence is a Protestant school, we are not a Roman Catholic school.*

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

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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 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.

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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 into sin, 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 during the Dark Ages prior to the establishment of the modern Roman Catholic church. St. Benedict and his order preserved the literature, history, traditions, and way of life of the early church during the collapse of the Western Roman Empire. This cross signifies our desire to rekindle and preserve our cultural inheritance as we face a post-Christian America.

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

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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)

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.

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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.
- 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 all 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 a thought or idea without necessarily accepting an opposing point of view.
- Students who are able to express themselves 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.

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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 in areas of special 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 or Campus Tours.

Parents who are interested in enrolling their students will follow the application process:

1. Apply: Applications can be submitted on the Providence Classical Academy website at www.bakersfieldclassical.com. To begin the enrollment process, parents complete the online application and pay the application fee.
2. Family Interview: Once an application has been submitted, parents will be contacted by the Academy to arrange a family interview with the Headmaster and another school official. The interview will include the parents and the children they wish to enroll.
3. Student Assessment: During the family interview, students will be given a short academic assessment in reading and mathematics.

Families who are accepted will receive an enrollment contract and be asked to pay the enrollment and curriculum fees. Fees are due on June 1st, however completing the enrollment contract and paying fees

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reserves the student's seat so we encourage parents to complete the enrollment process as soon as they receive the enrollment contract and fees invoice.

2.2 Admissions Requirements

Providence has two admissions requirements for prospective parents.

1. Parents who seek to enroll their students must be members in good standing at a protestant, 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."

Disclaimer: Providence Classical Academy does not have a program for Special Education. Therefore, if your student has special needs, we will not be able to provide an IEP or other special accommodations. Unfortunately, due to the high cost and State regulation of Special Education, we are unable to offer programs to children with learning disabilities at this time.

2.3 Acceptance Priority

Priority for acceptance for the each 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.

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4. Parents breaking the enrollment contract.

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 to reserve their seats.

2.5 Fees and Tuition

Fees

Application Fee Due with Application	\$135
Enrollment Fee Due upon enrollment	\$300 (\$350 if paid after May 31 st)
Curriculum Fee Due upon enrollment	\$400

Please see the website for up-to-date annual tuition rates.

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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 1st

2. 11 monthly payments from August 1st - June 1st

- 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 of \$50 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 9/1
- 75% on or before 11/15
- 50% on or before 1/21
- 25% on or before 3/30

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

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

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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.

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

Parents are required to participate in a mandatory orientation once per year. This seminar is designed to give some of the background that parents will need regarding classical, Christian education, and review 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. Opportunities to volunteer will be presented at Parent Orientation or by your child's teacher. Providence is a community and we depend on our families' support of our school. There are many 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 Office and fill out a Volunteer Form.

1. All volunteers who will be working directly with students either on campus or on field trips must comply with the school rules governing student and staff conduct.
2. All volunteers serving during the regular school week must report to the school office when they arrive at school. A sign-in and sign-out visitor log will be kept of volunteers who are on campus and a lanyard will be issued to be worn while on campus.

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3. All volunteers serving at fundraisers report to the fundraiser coordinator (this is usually one of the Board of Directors or our Event Coordinator). 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 school office or the field trip coordinator. Students will be divided into small groups ahead of time for transport and for supervision during the trip. For the safety of the students on the field trip siblings are not able to attend.

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 Headmaster.

The Headmaster is responsible to communicate Board policy to faculty, staff, and parents. The primary way Board policy is communicated is Teacher Training, Parent Orientation, and the Parent Handbook. The Headmaster will also communicate via email newsletters from time to time which will include information such as upcoming calendar events, reminders about , 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 Headmaster 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 Headmaster. Upon approval by the Board, 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 regarding administrative issues will generally take place through the Headmaster or administrative staff. In cases of communicating absences, illness, early pick-up for appointments, concerns about school policy, etc. parents should communicate directly with the office.

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Teachers will send home weekly progress checks including test scores, work samples, etc. The progress reports will include a parent signature page indicating that the parent received and is aware of the student's current academic progress.

Parents wishing to contact their children's teacher regarding missed assignments due to absence or for questions about progress or behavior 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 schedule an in-person meeting with the teacher.

4.2.1 Parent-Teacher Conferences

Regular parent-teacher conferences will be scheduled by the school office in the middle of Term 1, at the end of Term 1 if requested by the teacher or parent, and in the middle of and Term 2 if student is in danger of being retained to allow multiple opportunities for communication about student progress and participation. Additional conferences may be requested by the parent at any time.

5. Academics

5.1 Curriculum

The curriculum is reviewed and selected by the Board of Directors' Curriculum Committee and the Headmaster prior to the start of each school year in accordance with Providence Classical Academy's Scope and Sequence. Curriculum is purchased by the school and provided to students on the first day of school. A list of texts and materials is available upon request.

5.2 Homework Policy

TK, Kindergarten, and Elementary

We will not be regularly assigning homework to our TK, Kindergarten, or Elementary age students. However, there are rare occasions when students will be sent home with make-up work. If a student has missed in-class assignments due to absence, they will be sent home with work to make-up for the days that they fell behind. Also, if a student is struggling with a particular concept and needs additional practice, teachers will send that student home with additional practice on that concept. Parents may be required to read aloud and to record student oral narrations to submit to the teacher.

We also encourage parents to read books aloud with their children, and practice math facts and other memory work.

Middle School

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Middle School students will regularly be assigned homework to complement the work that they are doing in the classroom. Please contact your child's teacher regarding late assignment policies.

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 also implement First and Second Term Examinations to evaluate student retention at the end of each term. Providence Classical Academy does not participate 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

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the student's primary teacher, but ultimately the Headmaster has discretion to revise grades and may request a second opinion from another teacher or administrator. Grades resulting in the retention of a student or requiring remedial instruction must first be reviewed by the Headmaster.

5.5 Advancement and Retention of Students

Advancement: The advancement of a student ahead of their grade level is incredibly rare and should only be considered in extreme circumstances. Even if a student is academically ready for a more advanced grade level, there are often social and developmental considerations. A parent or teacher may present academic data, special needs assessment data, or demonstrate other maturity/behavioral concerns. However, these cases will be decided on a case-by-case basis and sole discretion is given to the Headmaster.

Retention: Students are at risk for retention in their current grade level if they receive a grade of "Unacceptable" in one or more "skills subjects" on their end of the year report card. Parents of children who are struggling will be notified by the classroom instructor well in advance of the report card being published so that any necessary intervention can be provided for that student. If, despite parent notification, classroom intervention, extra practice work being sent home, etc., a student is not able to improve their performance, the Headmaster may decide that the student would be best served by being retained in their current grade level rather than advancing. Students may be retained no more than one time. If, after repeating a grade, the student does not show improvement the Headmaster would recommend removal from the Academy.

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 ("Blue Card")
- Report cards/transcripts
- IEP, accommodation, or special education records from previous schools
- Attendance record
- Academic evaluation
- Standardized test scores from previous schools
- Yearly work samples
- Assessment and testing summaries

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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 school office. Student records will be forwarded to the student’s new school upon written request from the new school.

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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 the school does not provide childcare prior to the start of school.

Students should be dropped off in the loading zone by the curb and will proceed to the playground area. At 8:00 the school bell will ring, and students will line up to go into class with their classroom teachers where attendance will be taken.

Students are considered tardy 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 Transitional 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. Free childcare for TK and Kindergarten students is provided from 12:00 PM – 2:00 PM.

First through fifth 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 have a child enrolled in middle school and their younger siblings are also enrolled at the school, the younger siblings will be provided with free childcare from 2:00-2:45 PM. First through fifth grade students with older siblings in middle school will check in to daycare and can be picked up by their middle school-aged sibling at 2:45 PM.

Middle school students will be released from their classrooms at 2:45 PM for pick-up. Teachers will walk their students to meet their parents at the front of the school.

Students picked up past the 15 minute grace period of the appropriate pick up time will be charged \$20 per student, after 15 minutes late the parent will be charged the daily drop-in rate of \$60. Parent will be invoiced monthly.

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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 allowed on campus until 9:15 AM on late start Mondays. Please drop off your child no earlier than 9:15 AM on late start Mondays.

The complete list of Late Start Days is also available on the school calendar on the website.

1.1.4 Minimum Days

Minimum days have been scheduled mid-term for parent-teacher conferences to provide regular times for teachers to meet with parents regarding their student's academic progress. They are also scheduled for holiday Fridays and end-of-year activities.

The complete list of Minimum Days is also available on the school calendar.

6.1.5 Absences

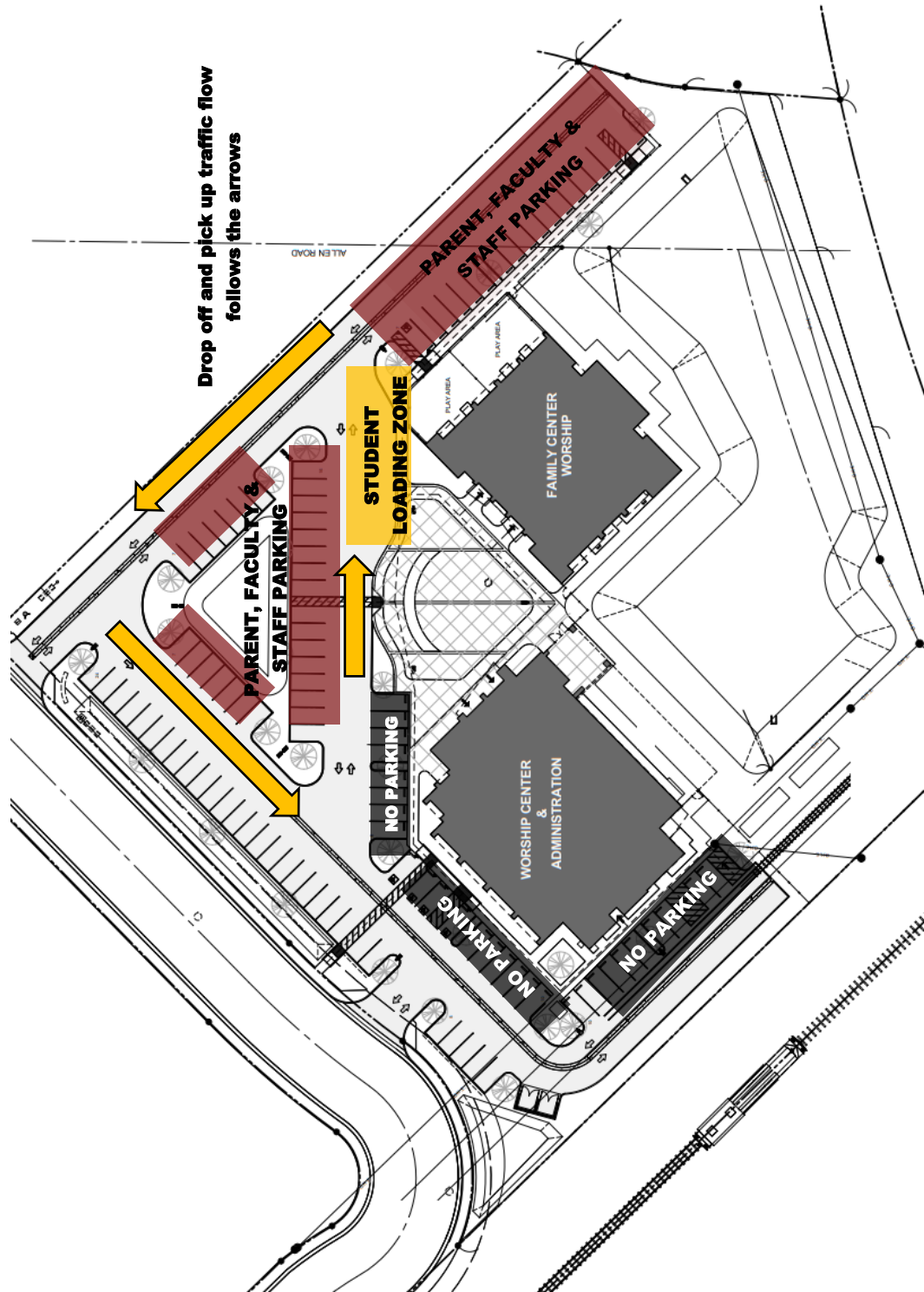
Absences may occur for sick days or for personal days. Private schools are not subject to the truancy laws that govern the public school system. Therefore, parents are entitled to determine which days their child will and will not attend school. We ask that if you are planning on missing school that 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.

In an effort to minimize classroom disruption, please notify the school office if your child will be arriving late or leaving early.

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6.2 Campus Facilities

6.2.1 Campus Map



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6.2.2 Recess and Lunch Boundaries

Students are permitted to play on the enclosed playground, on the south-east patio behind the Family Center, and on the lawn behind the Family Building and next to the Worship Center. Students are not allowed in the parking lot, on the patio in front of the buildings, or anywhere else that is out of sight of the teachers who are supervising,

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 are expected to partner with teachers and staff in maintaining the cleanliness and orderliness of the building and the grounds.

6.2.4 Snacks and Lunches

Snacks: All grade levels are permitted time for a snack break during their recess time.

Lunches: TK and Kindergarten students attending after school daycare as well as students in grades 1-8, 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 school office to be delivered to the student.

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 apply 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. For these reasons, we limit our use of technology in the classroom and do not permit student use of electronic devices on campus.

Students are not permitted to bring the following electronic devices to campus including but not limited to:

1. Laptops
2. Tablets

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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 school office (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

Varicella

Mantoux Skin test

Polio Series and Booster

Measles, Mumps, and Rubella

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 provide the school additional emergency contacts if the parent cannot be reached.

6.5.3 Illness

If your child has a fever or any other symptom 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.

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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. If emergency contact information or medical information changes mid-year, please update this information with the school office.***

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 Headmaster. Students are prohibited from self-medicating while on school premises.

6.5.7 Student Allergies

There are staff and enrolled students at Providence who have mild food allergies. For this reason, students are not permitted to share food or snacks with other students. On student's birthdays and school holidays, parents are permitted to send a special treat with their student for their whole class, but we ask that parents please notify the school ahead of time so that students with mild food allergies can be made aware of any potential allergen exposure.

6.6 Emergency and Safety Drills

First aid supplies are kept on campus. Fire and earthquake drills are practiced annually by all staff and students.

6.7 Lost and Found

Lost and found objects will be kept on the “Lost and Found” table in the lobby of the school building. Students may check the lost and found before and after school for any missing items. We strongly recommend that parents write their student’s names on their belongings, especially outerwear such as jackets and sweaters, and loose items such as water bottles and lunchboxes. At the end of each school year, any items not claimed from lost and found will be donated to Goodwill. Any lost clothing will be included in the uniform exchange sale.

6.8 Photography, Media, and Publicity

As part of the enrollment agreement, parents sign a media release form allowing use of their children’s images in media and advertising for the school.

6.9 Fog, Weather, and Air Quality

Providence does not schedule any fog or weather delays throughout the school year. School will always start at the scheduled time, 8:00 AM for normal school days and 9:30 AM for late start days. However, we understand that fog days in the valley can present a real hazard while driving, especially if families live near the outer edge of town. If parents feel it is unsafe to drive due to the weather, 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 bad air quality days, recess and lunch will be held inside the chapel room. Bad weather will be determined on a case-by-case basis when particularly stormy or windy weather occurs. Poor air quality days will be determined based on the air quality index. When the air quality index is in the 100-150 range, we encourage students with asthmatic symptoms to not participate in highly aerobic activities during lunch and recess break. When the air quality index is in the 150-200 range, this is considered an unhealthy range regardless of sensitivity level and students will be kept indoors.

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 may receive a phone call from the school and be asked to bring an appropriate change of clothes for their student. Parents may also receive a Dress Code Violation Notice that is sent home with their child. Continual violation will result in the student being detained from lunch recess until the violation is corrected.

Providence believes that uniforms encourage community, promote learning, and foster courtesy. In light of these goals, school uniforms are mandatory. School uniforms reflect modesty, orderliness, pride in the school, and pride in person. School uniforms identify Providence Classical Academy students and embody some of the principles we strive to attain. We also expect parents to be dressed appropriately at school as well.

School uniforms should be a size appropriate to the child's body. Pants, shorts, etc. are to be worn at waist level. **Appropriate lengths of shorts, skirts, etc. will be mid-thigh or longer for grades K-4. In grades 5-8 (even if wearing shorts underneath) must fall no longer than 5 inches from the top of the kneecap all the way around; skirts and shorts must be mid-thigh or longer. Girls must wear shorts or leggings under skirts at all times. *Any item not specifically addressed shall be left to the discretion of the Headmaster.***

It is expected that while students are on campus and at school events, including before and after school, they will follow the uniform code. Please check your child's clothing before leaving the house. Parents will be notified and expected to bring appropriate school uniform articles if needed. Students may be asked to put on appropriate wear provided by the school if the parent cannot be reached.

Acceptable uniform items are available from Lands' End Uniform. Please be aware that some uniform items available from Lands' End are not approved PCA uniform attire. Other uniform brands (Dickie No-label, Target, Old Navy, etc) are acceptable as long as they follow the same style and color of Lands' End. See the detailed uniform guide below for acceptable items.

PE uniforms for students in Grades 6-8 must be purchased from Lands' End. Sweats may be worn for PE when it is cold but must be black with no logo. Sweats with the Providence Logo are available through Lands' End. Students must wear tennis shoes for PE.

Belts must be worn when belt loops are on the garment. Shirts must be tucked in.

Shoes must be appropriate for all activities. For safety reasons, shoes should enclose the toes and heel and should fit and be fastened in such a way that they do not come off easily. Shoes should have a flat

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sole with a heel height of no more than ¼ inch. Shoes should be a solid, neutral color. Brand flourishes are okay. No wheeled shoes are allowed at any time. No UGGs or slipper-style shoes. Athletic shoes are required for PE classes.

Shirts must be tucked in at all times.

Hair is to remain a NATURAL COLOR, no extreme hairstyles. Boy hair styles may not touch eyebrows, ears, or shirt collar. Girls' hair must be *secured* out of the face. Students are expected to follow habits of cleanliness and conservative grooming choices concerning haircuts, nail polish and make-up. Only girls may pierce their ears for jewelry and may wear stud earrings only. Watches may be worn (no Smartwatches allowed).

Chapel Dress (Fridays):

Boys may wear black, gray or khaki pants or shorts with a white, gray, black or burgundy button up long or short sleeve or polo with plaid tie, shirt must be tucked in, belt and appropriate shoes.

Girls may wear a plaid skirt or jumper of their choice, white, black, gray or burgundy polo tucked in with appropriate shoes.

The required uniform may includes the following items:

Item	Colors	Details
Pants	black, gray, khaki	Same style as Lands' End; chino only, no denim or other material jeggings.
Shorts	black, gray, khaki, PCA plaid	Same style as Lands' End; plaid is for girls only
Skirts/Skorts (girls)	black, gray, khaki, PCA plaid	Same style as Lands' End
Capris (girls)	black, khaki	Same style as Lands' End
Jumpers (girls)	black, gray, khaki, PCA plaid	
Polo-Style Dress (girls)	black, gray, (Lands' End burgundy)	No logos or any other markings
Polo Shirts	white, gray, black, (Lands' End burgundy)	No logos or any other markings
Button-up, collared Shirts	White, black, gray, burgundy	
Sweatshirts	gray, black, khaki/tan, (Lands' End burgundy)	No logos/embellishments, no patterns or multi-colors
Sweaters	gray, black, khaki/tan, (Lands' End burgundy)	No logos/embellishments, no patterns or multi-colors

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Jackets	Solid color	No logos/embellishments over 3"
Socks/Accessories	black, gray, white, khaki/tan, burgundy	Includes bows, headbands, ties (school plaid is appropriate)
Tights/Leggings (girls)	solid burgundy, white, black, gray	No patterns; leggings may only be worn with a full length skirt/dress/skort
PE Uniform		Must be purchased from Lands' End, grades 6-8
Sweats (for PE only)	Solid black	Lands' End or any brand with no logo

NOT ALLOWED items: Manufacturer's logos or other embellishments; corduroy, denim, or poplin material; jean, cotton or denim jeggings, jogger, cargo, or carpenter style; clothing with holes, rips, tears, or frays. No non-prescription sunglasses, hats, beanies, scarves, or gloves are allowed.

6.11.3 Plaid Fridays

Students are required to wear their plaid pieces on Fridays to Chapel as a special dress day.

Girls will wear a plaid skirt; boys will wear a school approved necktie. Plaid skirt and tie should be worn in combination with other clothing appropriate to the school dress code. School plaid may be worn on any day of the week but is required on Fridays.

7. Behavior and Discipline

7.1 Expectations of Student Behavior and Character

Providence views its role as assisting parents in discipling 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 since we consider behavior and good manners 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:

1. Do not talk when the teacher is talking.
2. Raise your hand and wait to be called on before sharing or answering.
3. Never leave your seat without permission.
4. Always listen when an adult or classmate is speaking to you.
5. Follow directions and obey your teacher.
6. Keep your hands and feet to yourself.

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 Headmaster 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

Step 1: Teachers will 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.

Step 2: If the student does not respond to the warning and repeats the action or continues to act inappropriately, the teacher will 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.). Teachers will notify parents of repeated disruptive behavior in the classroom.

Step 3: After repeated offenses or in the case of blatant disrespect, the teacher may deem it necessary for a student to receive discipline from the Headmaster for misconduct. The following procedures will be observed. Generally, these steps will be taken in sequence (“progressive discipline”), but the Headmaster will ultimately determine the appropriate level for the specific misconduct:

1. The student will be sent to the Headmaster’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 Headmaster’s office. This will be followed by a meeting with the student, student’s parents, the Headmaster, 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 ongoing behavioral problems, the Board is permitted to expel the student and deny re-enrollment.

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



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CREEDS, SONGS, & CALL-OUTS

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. 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 below for the volunteer form. Fill out and return to the school office.

Volunteer Form

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

Signature

Date

Appendix C. 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 Headmaster: _____ 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 D. 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: _____