



**P A I D E I A**

**C H R I S T I A N A C A D E M Y**

**Parent and Student Handbook  
2023-2024**



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## **MISSION**

Paideia uses a classical method rooted in the Christian worldview. We nurture students' appreciation of truth, goodness, and beauty as they strive for excellence, while guiding them to live purposefully in the service of God and man.

God is honored: The rightful end of education is to enable the student to more fully honor and glorify God.

God is the foundation of all knowledge: All knowledge will be presented as part of an integrated whole, with God as revealed in His Scriptures at the center. All true knowledge is a reflection of the Creator. The Christian worldview, which is further defined in our Statement of Faith, will be presupposed in all subjects.

The Western classical tradition is thoroughly taught: The foundation of Western civilization will be emphasized through the study of history, philosophy, science, the arts, literature, and classical language. The method of instruction will implement the Trivium: Grammar (the fundamental data and rules of a subject); Logic (the ordered relationship of particulars in a subject); and Rhetoric (the clear expression of the grammar and logic of that subject).

Parents are assisted in the education of their children: Parents are responsible for the training and instruction of their children. Paideia endeavors to assist parents in this responsibility.

In all its levels, programs, and teaching, Paideia will:

1. Encourage every student to develop a love for learning and to live up to his or her academic potential;
2. Provide a clear model of the biblical Christian life through our staff and Board;
3. Nurture every student's relationship with God the Father through Jesus Christ; and
4. Provide an orderly atmosphere conducive to attaining the above goals.

## **PRINCIPLES, VALUES, AND GOALS**

1. Our transcending values are to love God with our whole being and to love our neighbors as ourselves.
2. We strive to graduate thoughtful, compassionate, and articulate students whose chief end is to glorify God.
3. We hope to provide a social and engaging culture for our student community.
4. We strive to graduate students who have a systematic Christian worldview that can provide context for a fulfilling Christian life.
5. We hope to nurture students in the Christian faith to embody honor, duty, accomplishment, self-discipline, and maturity
6. We seek to serve all diligent and capable students as long as they do not compromise our educational environment.
7. We desire to hire and retain the best possible teachers who can use classical methods to inspire students with a love of learning.
8. We strive to internalize the Classical and Christian distinctiveness in our board, administration, staff, students and parents.
9. We hold our students accountable to a moral code of conduct: Love, honor, duty, accomplishment, joy, self-discipline, and maturity.

## **STATEMENT OF FAITH**

Paideia holds the following Statement of Faith which will unapologetically permeate all courses and levels of the Academy. This Statement of Faith is considered to be primary doctrine at Paideia. All other secondary doctrines will be presented as nonessential at Paideia, in these instances the students will be directed back to their parents and local church for further guidance.

We believe the Bible to be the only inerrant, authoritative Word of God (II Timothy 3:16).

We believe there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:26, Acts 7:54-60, John 1:1);

We believe God made the heavens, the earth, and man as related in the account of creation in the first two chapters of Genesis.

We believe in the deity of our Lord Jesus Christ, 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 for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (Titus 3:5).

We believe salvation is by grace alone through faith alone (Ephesians 2:8-9; Romans 11:5-6).

We believe faith without works is dead (Philippians 2:12; Ephesians 2:10, James 2:14-26).

We believe the indwelling Holy Spirit enables the Christian to live a godly life (Romans 8:9; Galatians 5:22-25).

We believe in the resurrection of the saved to eternal life and the lost to eternal damnation (Matthew 25:31-46).

We believe in the spiritual unity of all believers in our Lord Jesus Christ (John 17, I Corinthians 12 and 14).

We believe this spiritual unity amongst believers is made manifest within the Catholic (Global) Church. Jesus Christ is the head of the Church and the members - the body of Christ (Ephesians 4). Christians are called to be baptized in the name of The Triune God, to participate in the holy sacrament of communion, regularly attend church, and preach the gospel to the world (Matthew 28, Hebrews 10). We believe Paideia was created to serve and support the church in Christ.

We believe God created the human race to be either male or female. These sexes were both created in the image of God (Genesis 1). Rejection of one's biological sex is a rejection of God's design.

We believe marriage was created by God and that marriage was and always will be a union between one man and one woman exclusively (Genesis 2). We believe God intended sexual intimacy to be reserved for this marriage only (1 Corinthians 6-7, Hebrews 13). All other forms of sexual intimacy is sin and disobedience to God's will (Matthew 15, 1 Corinthians 6).

## **NON-DISCRIMINATION POLICY**

We believe God offers reconciliation and redemption to all who confess their sin and repent, putting their faith in Christ for forgiveness and salvation. We believe in extending grace, love, kindness, compassion, gentleness, and respect to all people. Paideia refuses to be associated with demeaning interactions and repudiates any such ill will towards anyone.

## **ASSOCIATION OF CLASSICAL & CHRISTIAN SCHOOLS MEMBERSHIP**

Paideia Christian Academy will work toward accreditation through the Association of Classical and Christian Schools (ACCS). Maintenance of membership in the ACCS by Paideia Christian Academy is conditioned upon the ongoing commitment of the ACCS to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures.

The following are the minimum requirements for membership in ACCS, to which Paideia Christian Academy is committed. All schools must:

- (i) Be private and classical Christian.
- (ii) Not accept government funding sufficient to compromise the classical Christian mission should the government funding be withdrawn in the future.
- (iii) Operate a school with classrooms (physical or digital) and teachers where students are sent by their parents to be instructed in nontraditional models.
- (iv) Serve some combination of grades k-12.
- (v) Commit to providing or finding a path to full k-12 classical Christian education for students.
- (vi) Serve more than one family.
- (vii) Conform to the trivium in the grades that you serve and provide at least two years of Latin or ancient Greek, one year of formal logic, and one year of rhetoric in the secondary for each student.
- (viii) Support the work and mission of the ACCS.
- (ix) Agree with the ACCS definition of classical Christian education (see ACCS website) and implement it insofar as you have the ability and resources.
- (x) Agree with the ACCS statement of faith (see [www.classicalchristian.org/statement-of-faith/](http://www.classicalchristian.org/statement-of-faith/)).
- (xi) Not discriminate on the basis of race, color, or national/ethnic origin.
- (xii) Not affirm unbiblical family relationships.

As the Board deems beneficial, Paideia Christian Academy may join other organizations or associations, so long as membership does not hinder the school from fulfilling its Mission, Foundational Commitments, and Goals.

## **STUDENT ETIQUETTE**

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at Paideia Christian Academy. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at Paideia.

We train our young men to show consideration and respect for the ladies in the school. We want to train our young ladies to accept the sacrifice of the young men with humility and thankfulness. As some applications of this truth, we want the young men to do the following:

1. Open doors for all ladies - whether parents, teachers, or students. Always allow the ladies to exit first.
2. In the hallways, men are courteous and defer to the ladies by giving them space.
3. In all events where food is served, the women are to be served and seated first.

We want to train our students to show proper respect to their teachers and administrators.

1. Students should address their teachers by Mr., Miss, or Mrs.

2. Students should respond by saying "yes" or "no", not "yeah". "Sir" and "Ma'am" are always welcome.
3. Students should stand when a teacher or administrator enters the room.

We would like Paideia to be a place where visitors sense the aroma of Christ's love. "But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life" (II Corinthians 2:14-15).

### **BASIC SCHOOL RULES**

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected.
3. Chewing gum, electronic music devices, guns, knives, or other distracting toys/tools are not allowed on the school grounds or buses. Smoking is prohibited. Cell phones (smart watches, etc.) may be used only when not in class or school events. If a student brings one of these devices to class, he will lose it for two days and receive an office visit.
4. Paideia Christian Academy is not the place in which romantic relationships between students should be initiated or cultivated. Public displays of romantic affection are unacceptable.
5. Non-Paideia students are not allowed on campus without written permission from the Administration (lunch, special events, etc.). Athletic competitions and drama/music productions are the only exceptions to this.
6. Cheating is widespread today. We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the elementary years. Cheating is unacceptable at Paideia and is defined as the following:
  - plagiarism or copying an answer
  - working together on an assignment that was intended to be completed individually
  - looking on another student's paper during a test

### **IN LOCO PARENTIS**

- A. *In loco parentis* is defined as "in place of the parents." At all levels, the Paideia Christian Academy Board, administration, teachers, and staff acknowledge that the school does not function above parental authority, but rather with delegated authority (*in loco parentis*) from the parents.
- B. At Paideia Christian Academy our belief is that God has granted to parents the responsibility and authority for raising their children, including the responsibility of educating them. We seek to assist and support parents in this God-given responsibility. We seek to operate as an extension of the family.
- C. All goals at Paideia Christian Academy are not intended to supplant the responsibility and authority of parents to raise their children in the Lord. We intend to fulfill all goals through partnering with and supporting parents who are already dedicated to such goals in their respective households.
- D. The school will seek to fulfill the obligations we have with regard to this policy primarily through careful admission procedures, faithfulness to our stated educational mission, and biblical discipline.



## SCHOOL IMPROVEMENT & GRIEVANCE POLICY

It is understood that, especially when clarifying misalignment of expectations, the principles of Matthew 18, Galatians 6, and James 3, as well as those contained below will be followed. Our organization is committed to operate under biblical principles for all situations regarding misalignment of expectations.

Any time an improvement idea, dispute, or concern becomes evident, we ask that you follow some simple principles. The first is to assume best intentions with the other party in all circumstances. The second principle is to pray for discernment and revisit the scripture listed above.\*\*\* Next the school improvement ideas, disputes, or concerns should be addressed to the individual or party with whom the issue directly concerns. If either party cannot satisfactorily reach a solution, the issue should then be brought to the attention of the administration, and in rare circumstances, the Board. The Paideia Christian Academy Board requires that all disputes be submitted in writing to be dealt with in a timely manner. For the additional clarity, below is an appropriate way to handle different improvement ideas, disputes, or concerns based on the variables involved:

Role	Party of Concern or Improvement	Initial Step	Subsequent Steps	
Student/Parent	Student	Work with Teacher	Work with Administration	Work with Board
	Teacher	Meet with Teacher	Work with Administration	Work with Board
	Administration	Meet with Administration	Work with Board	
	Operations & Policies	Work with Administration	Work with Board	
Teacher	Teacher	Meet with Teacher	Work with Administration	Work with Board
	Administration	Meet with Administration	Work with Board	
	Operations & Policies	Work with Administration	Work with Board	
Volunteers	Supervisor	Meet with Administration	Work with Board	
	Operations & Policies	Work with Administration	Work with Board	

If any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

Our goal is to foster a positive, biblical, productive environment in which students, families, and building personnel thrive. It is because of this desire, we fully believe in looking to the Bible first for direction in how to properly handle conflict resolution. Within this belief that biblical principles drive our behavior is the expectation that all our school community conducts themselves similarly. Gossip and slander weakens our school and is not part of resolving conflict in a biblical way, and needs to be avoided in situations like these.

## **DISCIPLINE POLICY**

The method and amount of discipline will be determined by the teachers, and when necessary, the Administration. All discipline will be based on biblical principles (e.g. restitution, apologies both public and private, swift meaningful consequences, restoration of fellowship, no lingering attitudes, etc). The vast majority of discipline will be handled at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

1. *Office Visits*: There are five basic behaviors that will automatically necessitate discipline from the Administration.
  - Disrespect shown to an adult (staff member, parent, etc.)
  - Dishonesty in any situation, including lying, cheating, and stealing
  - Rebellion, i.e. outright disobedience in response to instructions
  - Fighting, i.e. striking or kicking in anger or with the intention to harm
  - Obscene, vulgar, or profane language, including using the Lord's name in vain

The Administration will determine the nature of the discipline. If a student receives an office visit, the following accounting will be observed within the school year:

- The first two times a student has an office visit the student's parents will be contacted afterward and given the details. Their assistance and support in averting further problems will be sought.
  - The third office visit will be followed by a meeting with the parents and Administration.
  - Should the student require a fourth office visit, he will be suspended for two days.
  - If a fifth office visit is required, the student will be expelled from the school.
2. *Serious Misconduct*: If the Administration deems it necessary, the office-visit process may be by-passed and suspension imposed immediately.

Examples of such misconduct include, but are not limited to: acts endangering the lives of others, gross violence, theft, vandalism, violations of civil law, or drug abuse, whether it happens on campus or off, during school hours or outside of the school day. If the Administration desires to pursue expulsion, he will meet with the Board to make the final decision.

3. *School Culture*: If a student has a significant negative influence on other students, the Administration has the right to seek to expel the student, apart from the process of office visits.

Examples of such behavior would include, but not be limited to: student romances, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of scriptural standards. If the Administration exercises this option, he will meet with the parents and the Board. The Board will make the final decision. The parents will then have the option to withdraw their student to prevent expulsion.

4. *Re-enrollment*: At the discretion of the Administration, in consultation with the Board, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.
5. *Re-admittance*: Should a student who was expelled, or who withdrew to prevent expulsion, desire to be readmitted to Paideia Christian Academy at a later date, the Board, in consultation with the Administration, will make a decision based on the student's attitude and circumstances.

## **STUDENT AND STAFF RELATIONS**

To facilitate professional, friendly, and biblical relationships between staff members and students, the following guidelines shall be observed.

- A. Staff members are to remember that they serve as professional, adult role models before the students (Titus 2:7, 8). Relationships between staff members and students are to be friendly and courteous, but never familial or intimate.
- B. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (1 Peter 2:12).
- C. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
- D. If it is necessary for a staff member to spend time alone with a student or staff member, especially with a student of the opposite sex, it should be arranged that they are easily visible to the public (e.g., an open door, windowed room, etc.)
- E. Staff members shall not travel alone in a car with one student without explicit permission from the parent of the student.

### **PARENT-TEACHER COMMUNICATION**

- A. Formal parent-teacher conferences will be scheduled following progress reports for the fall and spring terms. At least one parent of every full-curriculum first to sixth grade student MUST attend the conference. Logic and Rhetoric School parents are also strongly encouraged to attend scheduled parent-teacher conferences.
- B. Informal conferences will be arranged as needed.
- C. Teachers will inform parents about what is happening in their child's classroom. Vehicles for accomplishing this include weekly notes, periodic updates, progress reports, report cards, parent-teacher conferences, and informal interaction.
- D. At the beginning of the school year, individual teachers will inform parents how they would like to be contacted outside of school hours. Parents are responsible for reading and following through on all teacher communications.

### **CONTROVERSIAL SUBJECTS**

The purpose of this guideline is to help Paideia Christian Academy to balance and align our dedication to 1) respecting the convictions of parents and teachers in various academic and/or sensitive subject areas, 2) achieving our goal of teaching all subjects in the light of a comprehensive Christian worldview, and 3) fulfilling our Mission, Goals, and Statement of Faith.

- A. A controversial subject is a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Examples include environmentalism, partisan politics, etc.
- B. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature and discussion of that subject will not help achieve the goals set for that class in the curriculum, then the teacher will not allow class time for the discussion of the topic at all. When appropriate, as it benefits the students, the teacher may explain to the students the reasons for not discussing the topic.
- C. If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
  - As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
  - Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
  - As appropriate (i.e., pertinent to the stated objectives of the class), direct the students' attention to original writings, historical source documents, and other informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. The teacher shall encourage the students to become knowledgeable of the most widely held views on the topic.

- D. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- E. Due to the sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology and to biblical principles and references as they arise in appropriate class contexts. Teachers will always defer to parental authority and responsibility when such matters arise.
- F. The teacher is to remember that according to Scripture and the goals of Paideia, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy and sound teaching practices, he must exercise restraint in the expression of his personal opinions and encourage a gracious and scholarly attitude in the students.

### **LEARNING DISABILITIES**

Children with a severe learning disability may not be admitted to Paideia due to the lack of adequate staff, funding, and facilities. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as the other children in their grade level and will be given as much individual instruction and encouragement as their classmates.

### **SEX EDUCATION**

Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology courses, and biblical principles and references, as they arise in appropriate class contexts. All other instruction on this topic will take place at home.

### **PARENT INVOLVEMENT**

As a support and extension of the family unit, Paideia considers the family to be of first importance to a child. Therefore, we are continually seeking ways to actively involve parents in the school. Parents are welcome to visit the school at any time. Simply call ahead out of courtesy to the teacher. Many parents assist in the classroom, act as chaperones on field trips and/or library visits, and help with recess and/or lunch duty.

### **GUIDELINES FOR KEEPING SICK CHILDREN HOME**

*Colds:* Please keep your child at home if he has a fever over 100 degrees or is experiencing discomfort that would interfere with his ability to perform in school (i.e. uncontrollable coughing, severe lack of energy). *Conjunctivitis (pink-eye):* Follow your doctor's advice for returning to school.

*Diarrhea/Vomiting:* A child with diarrhea and / or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

*Fever:* The child should remain at home with a fever greater than 100 degrees. The child can return to school after he has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

### **STUDENT HEALTH RECORDS**

All students attending Paideia may have on record with the school office before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

### **HOLIDAY OBSERVANCE**

Observances of holidays at Paideia Christian Academy shall be conducted according to the following guidelines:

- A. Paideia Christian Academy recognizes the necessity of joy and thankfulness in the Christian life. The school will seek to provide students with opportunities for joyous celebration and thankful recognition of God's providence and blessing in their individual lives (e.g., birthdays and personal accomplishments) and in history (Columbus Day and Memorial Day).
- B. The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ) rather than the secular elements (Santa and the Easter Bunny).

- C. The school is not “against” secular images and symbols. These may be matters of personal conscience and Christian liberty for each family. The school simply chooses, as a Christian school, to de-emphasize secular elements in its recognition of holidays.
- D. Halloween will be ignored at Paideia Christian Academy. Other holidays (President’s Day, Valentine’s Day, etc.) shall be observed when their recognition is deemed spiritually and/or academically beneficial to the students and consistent with the Paideia Christian Academy philosophy of education.
- E. Interpretation and application of these holiday observance guidelines shall be the responsibility of the Administration and Board.

## **TRANSPORTATION**

- A. Students will be transported to and from field trip destinations generally in parent or teacher-owned, parent or teacher-driven vehicles utilizing child restraint and/or booster seats when needed (as required by law). For field trips in close proximity to the school facilities, students may walk to the field trip destination. For ALL field trips ALL reasonable precautions will be exercised to ensure the safety of the students.
- B. Any driver who transports Paideia Christian Academy students or personnel or agents on official field trips, outings or events must do the following before being permitted to transport Paideia students or personnel or agents.
  - Must provide a photocopy of a valid driver’s license.
  - Must sign field trip chaperone form.
  - Must certify that he has at least \$100,000 liability for bodily injury per person, at least \$300,000 liability per incident for bodily injury for all vehicle occupants, and at least \$50,000 liability for property damage insurance coverage on the vehicle he will be driving on the field trip or outing or event
  - Must certify that he has not had more than two moving traffic violations in the past three years.
  - Must certify that he has never had his driver’s license revoked or suspended, never been charged with DUI/DWI, and never been charged with reckless driving.
  - A driver’s abstract may be requested for transporting students.

## **SCHOOL-SPONSORED EVENTS**

- A. School-sponsored events are defined as “events which are organized by a Paideia Christian Academy staff member acting in their official capacity and approved by an Administrator.”
- B. School-sponsored events must be consistent with the goals of Paideia Christian Academy.
- C. School-sponsored events require the attendance of a staff member from Paideia Christian Academy.
- D. Attendance at school-sponsored activities is generally limited to students who are currently enrolled in Paideia Christian Academy. Exceptions may be granted by the Administration.
- E. Timely information about school-sponsored activities must be provided to the parents. All written communication regarding an event must be submitted to the Administration for approval prior to being sent to the parents.
- F. The Administration must approve all proposed activities, approve the number of chaperones required, and approve a date for the event.
- G. Only school-sponsored activities (i.e., events under the complete authority and control of Paideia Christian Academy) will receive support (supplies, funding, supervision, promotion assistance, etc.) from Paideia Christian Academy.

## **SOCIAL MEDIA**

- A. All electronic communications and activity on social media shall be conducted in accordance with the Paideia Christian Academy statement of faith. This applies to all board members, administration, teachers, directors, staff, and students.

- B. All posts to the school's social media accounts and all electronic communications on behalf of the school must be approved by the Administration.
- C. Paideia Christian Academy social media accounts, blogs, website, and electronic communication may be used only for school related matters. The school's social media accounts, blogs, website, and electronic communication shall not be used to promote products, businesses, services, or issues that are not explicitly sponsored or sanctioned by the school.
- D. Personal information such as birthdates, social security numbers, addresses, phone numbers, and any other information that is considered personal, private, or confidential, shall never be published on social media, blogs, or on the school website. Photos of students shall not be posted on social media, blogs, websites, or by other electronic communication without permission from the parent (i.e., signed "media release" form). Personal information beyond the student's first name shall never be posted with photos.
- E. All social media activity, blog posts, website, and electronic communications shall respect trademark, brand, and copyright restrictions of the school and other applicable entities.
- F. All social media activity, blog posts, website, and electronic communications shall comply with the terms, conditions, and user agreements of the pertinent social media service or website.
- G. The school may, at its sole discretion, delete comments, block followers, and otherwise restrict access and feedback to its social media, blogs, and website.
- H. All employees are asked to exercise discretion and sound judgment in visibly and publicly associating only with social media groups and issues which are consistent with the mission of Paideia Christian Academy.
- I. An individual's right to active engagement and participation in the community must be balanced with the school's right to manage public communications issued in its name or on its behalf. When posting online (social media, blogs, etc.) employees, students, and parents may not state or imply their connection to the school in any way without the prior written consent of the Administration. (i.e., If a teacher posts a personal message on a blog or social media site, he must not sign the post, "John Doe, Faculty Member at Paideia Academy.") Likewise, when making personal, non-school related posts online, a school email address should not be provided in the message or for reply purposes.

#### **INCLEMENT WEATHER**

- A. Because Paideia Christian Academy does not provide transportation service, the responsibility for getting children safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
- B. In the event of inclement weather, even if Paideia Christian Academy is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so.
- C. During times of inclement weather (or other school closing emergencies), Paideia Christian Academy will communicate announcements regarding starting delays, early dismissals and cancellations by email, social media, and text message.

#### **PHYSICAL PRIVACY & SEXUALITY**

- A. **PURPOSE:** In light of Paideia Christian Academy's Statement of Faith and Parent-Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Paideia Christian Academy community of their duties with regard to use of restrooms, locker rooms, showers, and any other spaces or facilities where individuals may be undressed in the presence of others.
- B. **DEFINITIONS:**

- (i) "Sex" means the biological condition of being male or female as determined at birth.
  - (ii) "Member of the Paideia community" means any Paideia Christian Academy employee, volunteer, student, parent, or visitor.
- C. SINCERELY HELD RELIGIOUS BELIEF ON SEXUALITY: Paideia Christian Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.
- D. POLICY:
- (i) Notwithstanding any other policy, Paideia Christian Academy restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.
  - (ii) In any other facilities or settings where members of the Paideia community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Paideia shall provide separate, private areas designated for use by members of the Paideia community based on their sex.
  - (iii) Paideia Christian Academy recognizes there may be instances where members of the Paideia community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Paideia encourages members of the Paideia community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.
  - (iv) Paideia Christian Academy will at all times interact with members of the Paideia community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).
  - (v) A member of the Paideia community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Word of God. Such behavior constitutes a person's failure to adhere to their commitment to abide by the behavioral standards established by Paideia which is cause for terminating their privilege of membership in the Paideia community.
  - (vi) To preserve the function and integrity of Paideia and to provide a biblical role model to members of the Paideia community and the community-at-large, it is imperative that all members of the Paideia community agree to and abide by this policy

## **TUITION AND FEE COLLECTION**

The objective of this policy is to ensure that tuition and fees are collected in a timely manner and to establish a process whereby unpaid tuition and fees can be collected as timely as possible. This process must be followed unless specific other arrangements have been made with the Administration and the family involved. Good faith will be presumed on the part of the families unless subsequent circumstances indicate no positive action can be expected. Late tuition and fees are defined as tuition and/or fees not paid by the tenth of each month.

The following process is to be followed in the collection of late tuition & fees:

- A. Monthly tuition payments are due the first day of the month or on the designated bank-draft date per the electronic payment arrangement. In the event that tuition and/or fees are not paid on the due date, a fee reminder will be sent to applicable families.
- B. If the tuition and/or fees are still not paid or arrangements made within the following 10 days or at the next available electronic bank draft date, the Paideia Christian Academy administration will personally contact the students' parents. The essential elements or agreements made at that time will be recorded and filed. If an agreement is not made and adhered to, and payment is not received after 45

days of the original due date, students will be expelled, grades will be withheld, and records will not be released until payment is received.

- C. Tuition and/or fees not paid in a timely manner will be subject to a late fee of \$20 per occurrence and returned checks will be subject to a fee of \$30 per occurrence. Paideia Christian Academy reserves the right to demand payment in the form of cash or money order/certified check after the first occurrence of a returned check.
- D. Neither the dismissal by Paideia Christian Academy, nor absence of the student(s), or withdrawal by the parent of the student, shall diminish the parents' financial obligations to the school.
- E. In the event of unanticipated circumstances beyond the family's control (e.g., loss of employment, relocation, illness, or injury) substantially affecting the parents' ability to meet financial obligations to Paideia Christian Academy or affecting the student(s) ability to attend Paideia Christian Academy, as determined by the Board in its discretion, the Board may adjust, waive, or otherwise alter the payment obligations. All requests to adjust or waive payment obligations must be submitted to the board in writing.
- F. If the parent(s) withdraws a contracted student(s) from Paideia Christian Academy for reasons other than those delineated in E above, the parent(s) shall be required to pay the balance that would be due on the date of the withdrawal plus an additional monthly (one-twelfth of the total tuition) payment. For example, if the student is withdrawn in the month of July, the parents shall be required to pay the balance due to date (June and July payments of one-twelfth each) plus the August payment of one-twelfth of the total tuition. If the student(s) is withdrawn in October, the parents must pay the monthly payments for June to October (five payments of one-twelfth each) plus the November payment of one-twelfth of the total tuition. If a student under contract for the upcoming year is withdrawn from enrollment for the upcoming year at any point during the spring through June 30, the parents shall be required to pay two one-twelfth payments. The balance due shall be based on the date of withdrawal relative to the June to May twelve month payment cycle and not prorated based on the number of school days attended by the student.  
  
Tuition not refunded as a result of withdrawal from Paideia Christian Academy (tuition paid beyond amount due for days of school attended) may, at the board's sole discretion, if the family applies for re-admission to Paideia Christian Academy within 12 months of withdrawal, be applied to (refunded toward) the returning student's tuition obligation upon readmission.
- G. Student records, (i.e., report cards, transcripts, etc.) shall not be released to the parent or sent to another school if the family has an outstanding balance for tuition or fees.

## **TUITION ASSISTANCE**

- A. At Paideia Christian Academy, we believe that families from all income levels should have the potential to enroll at the school. Thus, Paideia Christian Academy actively seeks donations to fund our financial assistance efforts. We provide tuition assistance to families on a first-come, first-served basis contingent on donations for that purpose. Levels of financial assistance offered depend on a number of factors including total (gross) family income, number of family members, number of children enrolled at Paideia Christian Academy, and any additional extraordinary financial circumstances.
- B. It is expected that families will pursue every other available means of financial assistance (family, scholarship funds, etc.) prior to applying for aid directly from Paideia Christian Academy. If other assistance is available to a family, the school expects the family to utilize it to make more of the school's funds available to other families in need.
- B. If a family qualifies for assistance from other scholarship sources or financial aid funds (other than Paideia Christian Academy), these funds will be used to reduce the amount of assistance taken directly from Paideia Christian Academy and will not necessarily reduce the family's tuition obligation to the school. Generally, every family must pay at least a minimum amount determined yearly.
- C. Returning families who submit applications for tuition assistance by the established deadline will be given first priority in the distribution of financial aid. New families who submit applications for tuition assistance early in the Paideia Christian Academy admissions process will be given next priority in the distribution of available funds. The Board will have final authority to allocate financial aid.



## FUNDRAISING

This policy is limited to the fundraising activities of Paideia Christian Academy. It does not apply to the generation of assets or revenue through the provision of educational or ancillary services to patrons.

- A. Definitions of Fundraising Activities
  - (i) Direct sales: "activities generating assets by the provision of goods or services to the donor."
  - (ii) Gifts: "assets received without regard for the provision of goods or services to the donor."
- B. The Administration should be apprised of all fundraising activities at or by the school.
- C. Direct solicitation to parents to contribute funds for any in-class or committee sponsored event or effort for fundraising purposes is forbidden unless approved by the Administration.
- D. All fund-raising activities must be approved by the Administration.
- E. Generally, students are prohibited from direct participation in raising funds (e.g., direct solicitation for the annual fund or selling candy bars for the scholarship fund) in the school's regular budget (e.g., for financial aid scholarships or operations).

Students are not prohibited from performing (reciting, singing, speaking, acting, etc.) or assisting (decorating, set-up, serving, ushering, etc.) at official school fund-raising events.

Students may voluntarily participate in raising funds for specific "non-budget" projects or events such as study tours, service projects, and the like.

## STUDENT HEALTH AND MEDICATION

- A. It is expected that students are sent to school healthy, well-rested, and ready for class. Students with fevers, diarrhea, contagious viruses, severe colds, lice, and the like will be sent home to avoid infecting others. Students should be fever-free for 24 hours before returning to school.
- B. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation.
- C. Parents must provide the school with emergency numbers of friends and/or family who can pick up their child from school if the child becomes ill.
- D. Other forms necessary for student health records can be obtained from the school office. They are:
  - (i) Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
  - (ii) Medication Administration Form: see below
- E. Medication Administration
  - (i) All medication (prescription and over-the-counter) taken by students must be administered by a Paideia Christian Academy staff person designated by the Administration or the Parent(s) of the student.
  - (ii) No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself or any other student except as indicated below.
  - (iii) Students who require medication on an as-needed basis through the use of an inhaler or Epi-Pen will be permitted to self-medicate if the following conditions have been met.
    - (a) A physician has determined that the student should carry the medical inhaler or Epi-Pen on his person and self-administer the medication. Physician's orders need to be on file with the school office.
    - (b) Parents must complete the prescription Medication Administration Form and indicate that: "the student is able to self-administer and carry the inhaler/ Epi-Pen and has been trained in its use."

- (iv) Prescription and over-the-counter medication will be administered to students only at the written request of the parent. Parents must complete a Medication Administration Form before any medication can be distributed to a student. Any request for administration of medicine must include the student's name, description/type of medication, dosage of medication and the time(s) it is to be given. All medications, prescription and over-the-counter, must be in the original pharmaceutical container labeled with the student's name and dosage directions.
- (v) Over-the-counter cough drops, and throat lozenges may be carried and taken by students with a hand-written note from their parents or with verbal permission from the parents to the student's teacher. Over-the-counter cough drops and throat lozenges do not require completion of a Medication Administration Form.

## **ATTENDANCE**

A student enrolled at Paideia Christian Academy is expected to be present and on time every day school is in session.

- A. Attendance records for the students are reported on the report card each grading term.
- B. Paideia Christian Academy will establish a calendar of days of instruction for each school year. This calendar may be modified or reduced in the event of school closings due to inclement weather or other causes, at the sole discretion of the school's administration and/or board.
- C. Unless students are unable to attend due to illness, injury, family travel, or personal emergency (per explicit permission from their parents) all students are required to be in attendance each day during designated hours: 8:15 am to 3:30 pm for all grades.
- D. Short-Term Absences: If a student needs to be absent from school for one to two days for any reason, planned or unplanned, the parents should notify the teacher and the school office by note or phone as soon as possible.
- E. Long-Term Absences: If a student is going to be absent for three or more consecutive days for any reason, planned or unplanned, the parents should notify the teacher and the school office in writing explaining the circumstances. This will permit the teacher(s) to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. For a planned absence (in which the student wishes to complete schoolwork in advance) the parent must notify the teacher at least one full week prior to the absence.
- F. Make-Up Work: It is the parent's responsibility to make arrangements with the teacher and take the initiative in completing the missed work.
  - a. Students must complete missed work within a period of days equivalent to the number of days absent plus one (1) day (e.g. a student absent two days has three days after he returns to school to complete missed work).
  - b. Make-up work submitted after the due date (after the allotted number of days) will not be accepted for credit.
  - c. Parents are not to give tests to their children at home without prior explicit approval from the teacher.
- H. The Administration, in consultation with the parents and the student's teacher(s), may make exceptions to the above policy.

## **TARDY**

Students are expected to be present and punctual for every class. All students should be in their classrooms by 8:15 AM every school day. Students may begin arriving at 7:45 AM. Anytime beyond 8:15 AM is considered tardy. It is expected that every child will be picked up on time. Parents of full-curriculum elementary students should be at the school at 3:30 PM.

## GRADING AND GRADING SCALE

- A. Philosophy of Grading: Our goal at Paideia is not simply for students to get “good grades.” Our academic goal is for students to master the content and requisite skills of each subject to the best of their God-given ability. Our goal is true learning and genuine education. In and of themselves, grades have relative unimportance. Grades are one measure of the student’s mastery of the curriculum objectives. They are intended to provide teachers, students, and parents a “snapshot” of the students’ progress. A report card grade is one estimate of what the student knows and understands – not how hard he works or how well he behaves.
- (i) The assumption is that each course or subject at Paideia consists of a body of knowledge and/or skills which constitutes its 100% capacity. The purpose of a grade is to give a percentage of how much a student has mastered relative to complete mastery (100%).
  - (ii) One of Paideia Christian Academy’s greatest strengths is academic excellence. Our curriculum goals are relatively rigorous and demand much effort from every student. We have “set the bar high” in our academic standards. The “average” student may have to work very hard to get average grades at Paideia. We define an average grade as a “C.” Parents of students who must work harder to keep up with the academic demands may well need to limit extracurricular activities, spend extra time helping with schoolwork, or even secure an outside tutor to assist the student.
  - (iii) Students transferring into Paideia, especially into higher grades, will sometimes find that good grades are harder to come by at this school. A grade of “C” may represent average achievement at Paideia but may also represent excellent effort by a given student. That student who is working at their highest potential should not be made to feel inferior by a parent’s unreasonable expectation for higher marks. If you want uniformly high grades, this may not be the school for you. If you want high achievement, it is.
  - (iv) An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing. Students typically receive number grades on most assignments and letter grades on report cards. Grade point average is calculated and published on each logic and rhetoric student report card. The highest report card grade a student can obtain in any subject is a “100”.
  - (v) Report cards will also include assessments of the student’s work/study habits and behavior. Work/study habits relate to neatness of work, timeliness of work, completeness of work, ability to work independently, follow directions, and use free time well. Behavior encompasses whether the student follows rules, accepts responsibility, is considerate of others, and has a cooperative and helpful spirit.
  - (vi) We believe that, in general, contemporary American educators spend too much time testing and too little time teaching. We encourage our teachers, therefore, to avoid “teaching to the test.” The test should never be seen as an end in and of itself. Tests, exams, and quizzes are mere tools for improving and assessing student mastery of the curriculum content and skills. Personal observation by the teacher, class discussion, evaluation of projects, and writing assignments are also important methods of assessment. Testing is also a legitimate means of motivating students to seriously pursue their studies. Paideia teachers, therefore, will employ tests, quizzes and exams judiciously as they seek to impart knowledge and wisdom to their students.
- B. Grading Scale
- 1<sup>st</sup> -6<sup>th</sup> Grade
- E = Excellent/Outstanding - highly exceeding expectations
  - VG = Very Good - exceeding expectations
  - S = Satisfactory - meeting expectations
  - N = Needs Improvement but making progress. Continued time and effort needed.
  - U = Unsatisfactory - Making little or no progress

### 7<sup>th</sup> - 12<sup>th</sup> Grade

94-100%	A	73-76%	C
90-93%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
		below	
77-79%	C+	60%	F

### C. Grading Guidelines

- (i) Typically, a minimum of ten grades per grading term should be used to determine each subject's grade.
- (ii) All academic/objective grading at Paideia Christian Academy will use a criterion-referenced base for evaluations. That is, objective standards will be used to judge student performance. Grading on a "curve" will not be done.
- (iii) Term grades should be based on the following:
  - (a) Tests, Quizzes, Homework, Projects, Reports, Classwork, etc.
  - (b) Virtually all assigned work done for/in class should receive a recorded credit toward a grade.
  - (c) Assignments that are graded and credited primarily for completion, effort, or diligence (e.g. daily Math homework) shall constitute no more than 20% of the student's final grade in a subject for any given term.
  - (d) The final grade must be based primarily (at least 50%) on student performance on assessments (test and quizzes) that measure mastery of curriculum objectives.
  - (e) "Extra Credit" or "Bonus" work shall not be given.
  - (f) Participation in class discussion may also be graded. If so, daily participation should be recorded on a consistent basis.
  - (g) Projects, depending on the scope of the assignment, may be used in place of tests.
- (iv) Whenever appropriate teachers must include spelling, neatness and grammar mechanics in the grading of assignments in all subjects. These elements shall make up no more than a maximum of 10% of the total grade on any given assignment.
- (v) Late assignments will not be accepted, but rather counted as missed assignments. Teachers should set a standard that allows the student to miss a specified number of assignments (maximum of 10% of total assignments) for a particular subject in a grading term without penalty to their overall grade.
- (vi) Variety in the amount and kind of testing, assignments, and homework is highly encouraged.

### GRADE REPORTING

- A. Progress Reports shall be issued at the middle of each grading term (quarter). Report Cards shall be issued at the end of each quarter.
- B. Teachers shall communicate frequently and regularly with parents about each student's academic performance and work habits in the classroom.
- C. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing (F) or unsatisfactory grade (U) for the grading term. Failure of the teacher to notify parents of a failing or unsatisfactory (1-2) grade will not, however, result in the alteration of the grade.
- D. Parents are responsible to attend the Parent/Teacher conferences to become informed of their child's progress.

## PROMOTION

- A. Pre Grammar School: First through second grade students enrolled in Paideia Christian Academy must meet the following basic criteria for promotion to the next grade:
- (i). Behavioral maturity for the next grade as defined by consistent age-appropriate ability to follow classroom routines, obey teacher instructions, handle conflict appropriately, and stay on task during academic work.
  - (ii) The child must demonstrate reading and math readiness for the next grade by achieving 80% of the reading and math objectives for the grade they are completing.
- B. Grammar School (3<sup>rd</sup> – 6<sup>th</sup> Grade): Grammar school students currently enrolled in Paideia Christian Academy must meet the following basic criteria for promotion to the next successive grade:
- (i) Earn a “C” grade for the year in Reading, Math and Grammar. \*
  - (ii) Earn a passing grade for the year in at least three of the other academic subjects (Latin, Science, Writing/Spelling, Penmanship, and History). \*
- \*Exceptions may be made depending on the circumstances.
- (iii) The teacher and Administration may, on occasion, recommend that a student not be promoted even if the minimum standard above is met (e.g., when a student earns a “D” average in the majority of subjects).
- C. Logic and Rhetoric School (7th-12th Grade)
- Students in the seventh to twelfth grade must earn a passing grade (avg. for the year) in all core subjects (Math, Science, English, History, Latin, and Bible or Logic) and must complete the year with a 1.67 GPA (C-). \*
- \*Exceptions may be made depending on the circumstances.

## HOMEWORK

- A. Philosophy: The classroom experience is central to learning, but it must be supplemented by individual study, which is often best done at home. The calendar format at Paideia allows for some work at home. Having our students do individual study at home, leaves more classroom time for teaching.
- (i) Homework begins with the reading lists assigned to students in each grade. All Paideia students should devote time daily to reading.
  - (ii) Beyond the daily reading students should expect to be assigned study, writing, and practice exercises to reinforce what is learned in the classroom. Paideia teachers construct homework assignments carefully, always seeking to give assignments that require minimal time with maximal effect. Our teachers try to coordinate homework to avoid an unreasonable accumulation of assignments.
  - (iii) Additionally, students benefit from extra practice in new concepts, skills, or facts. In certain subjects (e.g., math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice. Repeated, short periods of practice or study of new information is often a better way to learn than one long period study.
- B. Policy
- (i) The emphasis in assigning homework shall be quality, not quantity. Teachers shall strive to keep homework at a reasonable level.
  - (ii) Students who do not use the time wisely in class will typically spend time completing classroom exercises at home in addition to completing regularly assigned homework.
  - (iii) The necessity for doing homework will vary from grade to grade and from student to student. It is to be expected that older students will spend more time on homework than younger students.

It is also to be expected that the focused, diligent, and/or stronger students will generally spend less time on homework. Students who are significantly challenged by the assignments or who do not wisely use the time given in class to complete assignments will most likely spend more time doing homework.

- (iv) Normally, extra homework is not to be assigned over weekends or over holidays and vacation periods. Homework equivalent to a regular weeknight's quantity may be assigned for Thursday after school.
- (v) If a student consistently spends an excessive amount of time on homework, the teacher who assigned the homework should be informed promptly so that corrective measures can be taken. If a student is routinely spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will contact the parent to discuss strategies for improvement. The Administration should be consulted next if these steps do not remedy the situation.

## **HONORS AND AWARDS PROGRAM**

- A. Philosophy: We believe that God is glorified when His people use to the utmost the gifts He has given them. We believe a student will excel at Paideia Christian Academy only by faithfully using the academic/intellectual gifts bestowed upon him or her by God, the giver of all good gifts.
  - (i) The recognition of people who are faithful in using the particular gifts given them by God is endorsed in the Scriptures, from the writings of Solomon (Proverbs) to those of Paul (Romans, Ephesians, I Timothy, etc.). We believe that God has established Paideia Christian Academy as an academic institution, and therefore it is proper for Paideia Christian Academy to recognize those who use the academic gifts God has given them for superior academic achievement. Therefore, we seek to publicly recognize those students who accomplish the necessary prerequisites to receive the applicable award/honor set forth below.
  - (ii) We recognize that the glory for all human achievement goes to God. We therefore seek to teach our students and their families the appropriate way to give glory to God for the accomplishments that He allows them and others in the school to achieve.
  - (iii) Because we recognize the propensity of human nature to sin, we will seek through the way we approach our honors and awards program both (a) to teach the students who receive honors or awards to give the glory to God and not become prideful and (b) to teach those who do not receive honors or awards not to covet the gifts God has given to others, but rather to be thankful to God for the particular gifts He has given to them. We recognize that many students who do not meet the necessary prerequisites below are equally faithful in using the academic abilities God has given them.
  - (iv) Formal honors and awards will be given to students in the third grade and above. All core academic subjects that are objectively graded (A-B-C-D-F) will be used in honors determinations.
- B. Honor Roll and Administration's List
  - (i) Grammar School: Students who achieve all grades of "B+" or higher for a quarter are placed on the Honor Roll. Those who achieve all grades of "A" for a quarter will be placed on the Administration's List.
  - (ii) Honor Roll and Administration's List achievement shall be recognized at the end of each year (e.g. listed in a print publication of the school or verbally named in a school assembly). Students on the Honor Roll and Administration's List for all terms of a school year shall receive an award certificate at the end of the year.

## **LEARNING DISABILITY**

This policy applies to all students in all the classrooms of Paideia Christian Academy.

### **A. Definitions:**

- (i) **Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, special program, or specialized staff in order to provide the educational services desired by the parents, e.g., Down's syndrome, deaf/mute, blind, etc.
- (ii) **Learning Disability:** Any condition in a potential student which does NOT require a separate classroom, special program, or specialized staff in order to provide the education services desired by the parents and meet the regular academic requirements of Paideia Christian Academy, e.g., hyperactivity, attention deficit disorder, dyslexia, etc.

### **B. Policy:**

- (i) Children with a severe learning disability will not be admitted to Paideia Christian Academy due to the lack of adequate staff, resources, and facilities.
- (ii) Children with learning disabilities may be admitted to Paideia Christian Academy provided they meet all regular admissions requirements and are capable of functioning successfully in a "traditional classroom" setting.
- (iii) Children with learning disabilities (diagnosed or undiagnosed) will be required to meet the same academic and behavioral standards as all other children in their grade level.
- (iv) Children with learning disabilities (diagnosed or undiagnosed) will be given as much individual instruction and encouragement as their classmates – no more and no less.
- (v) Paideia Christian Academy may make minor classroom accommodations (seating location, allowing use of voice recorders or laptop computers, etc.) to assist students with learning disabilities. Accommodations will be made only for students with learning disabilities that have been clearly diagnosed by a licensed and certified educational diagnostician. Securing a diagnosis of a learning disability will be the responsibility of the parent(s) of the student. The parent(s) of the student will also be responsible, financially and otherwise, for providing any and all special equipment, supplies and tutors needed to accommodate the student.
- (vi) Paideia Christian Academy reserves the right to decline any accommodation to a student with a learning disability, if it deems the accommodation to be a hindrance to the learning experience of other students in the school or if it deems that the accommodation may compromise the school's academic standards.

## **CLASS SIZE**

- A. Low student-teacher ratios shall be maintained at Paideia Christian Academy to allow teachers to offer personal attention to the students. The school shall have the goal of no more than sixteen (16) students per classroom in the first through twelfth grades.
- B. These numbers assume one teacher per classroom.
- C. The number of students per classroom may be increased or decreased (by one or two students per classroom) at the discretion of the Administration in consultation with the pertinent teacher(s).
- D. Factors such as overall class dynamics, individual student needs, family needs, physical room size, and teacher needs shall be considered in decisions regarding the number of students per classroom.
- E. If the number of students in a classroom exceeds the above numbers by more than two students, the classroom will be staffed with a teacher's assistant, or the group of students will be divided into multiple classrooms.

## **PAIDEIA DRESS EXPECTATIONS**

- 1. We desire to create an educational environment where Christ is glorified in all we do and where nothing, including dress, detracts from that. We want to honor God in all that we do and acknowledge and submit to the lordship of Jesus in everything, including dress.

2. We desire to foster unity among our student body, where undue attention is not drawn to individual students.
3. School is a serious, professional endeavor; we take education seriously and dress as such.
4. Uniforms help engender a cohesive presentation of the students in our school. When our students are in uniform, it communicates, aesthetically, that they are part of the same team, working toward the same goals. The student is part of a group identity that strives for excellence, and the code establishes a tradition toward that end.
5. The uniform code should save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues.

Gentlemen's Daily Uniform Options (1 <sup>st</sup> -6 <sup>th</sup> Grade)	
Pants - Chino style or slacks	Black, Khaki
Shorts - Chino style	Black, Khaki
Polo - long or short sleeved	White, Grey
Button-down Oxford Shirts - long or short sleeved	White
Fleece - full or quarter-zip (no hood)	Black
Sweaters - v-neck pullover, quarter zip or button pullover or cardigan	Black, Grey
Belt	Black
Gentlemen's Formal Dress Options (1 <sup>st</sup> -6 <sup>th</sup> Grade)	
Pants- Chino style or slacks with belt	Black
Button-down Oxford Shirts - long sleeve	White
Paideia Tie (available to purchase through the school office)	Orange
Shoes - dress shoes	Black

Ladies' Daily Uniform Options (1 <sup>st</sup> -6 <sup>th</sup> Grade)	
Pants - Chino style, no leggings, or slacks	Black, Khaki
Shorts - Chino style, Bermuda-length	Black, Khaki
Polo - long or short sleeved	White, Grey
Button-down Oxford Shirts - long or short sleeved, peter pan or regular collar	White
Polo dress - long or short sleeved (black leggings, black or white tights, or white knee socks must be worn with dresses)	Black, Grey
Skirt - from approved vendor, pleated and knee length. (black leggings, black or white tights, or white knee socks must be worn with skirt)	Khaki
Fleece - full or quarter-zip	Black
Sweaters - button down cardigan	Black, Grey
Jumper Dress - from approved vendor and must be worn with white peter pan or regular collar oxford shirt. (black leggings, black or white tights, or white knee socks must be worn with dresses)	Khaki
Belt	Black
Ladies' Formal Dress Options (1 <sup>st</sup> -6 <sup>th</sup> Grade)	
Jumper Dress - from approved vendor and must be worn with white peter pan or regular collar oxford shirt. (black leggings, black or white tights, white knee socks must be worn with dresses)	Khaki
Shoes - Dress shoes, no heels	Black

#### Uniform Clarifications

- 1) Modesty is expected in all things.
- 2) Shirt Clarification:
  - While we have chosen to wear white shirts, we ask that if a white shirt is see-through, please have your son or daughter wear a white or gray shirt/camisole underneath for modesty purposes.
- 3) Pants/Shorts:
  - No jeans. No denim. Girls' pants should be a straight leg style or bootcut/flare style. No skinny style pants, nor overly tight chinos or shorts will be allowed. When in doubt, size up.
- 4) Skirts and dresses:



- Girls' jumper dresses (Item #527913A59) and skirts (Item #527956A53) should be ordered from Lands' End. (All skirts or dresses worn with white knee-high socks must have scooter shorts worn underneath.)
- 5) Polos or Oxfords shirts should be tucked in at all times for boys. Boys must wear a belt.
  - 6) Shoes
    - No distracting, neon, or light up shoes permitted.
    - Please, no heels on girls' shoes
    - Shoes must be closed toe. No sandals, slides or Crocs
    - Snow boots/rain boots are allowed on days when snow or rain is present/imminent.
    - Dress up day shoes – Boys and girls need to have all-black dress shoes. Girls, please no lace, flowers or excessive adornments.
  - 7) Winter coats/hats/gloves are allowed at recess, but once in the building, must be hung up. Students are allowed sweaters and fleece zip ups in the classroom.
  - 8) Uniform clothing should have no extra adornments, characters or large logos visible.
  - 9) We will have official Paideia kids Fleece/Sweaters/polos for sale in the office.
  - 10) Uniforms should be clean and in good repair, and students are expected to be in uniform while on the Paideia Christian Academy campus unless specified otherwise.
  - 11) Where choices are given, please make sure the specific item (ie: shoes, hair accessories, nail polish, etc) does not draw unnecessary attention.
  - 12) The Principal or his/her designee shall have complete discretion to determine whether any of the uniform requirements have been met or violated. If the student is not dress-code compliant and cannot become compliant, the parents will be contacted and the student will wait in the school office until proper uniform attire arrives. The enforcement of the policy is the responsibility of the parents, administration, faculty, and staff.

#### **EXAMPLE DAILY SCHEDULE**

- 8:00 – Drop off line begins and kids allowed in classroom
- 8:15-8:40 – Morning Meeting: Prayer, Flag Salute, Announcements, Devotions
- 8:40-10:00 – Reading/Grammar
- 10:00 -10:15 – Morning Recess
- 10:15- 11:15 – Math
- 11:15 – 11:45 – Latin
- 11:45- 12:15 – Lunch : Oral presentations
- 12:15- 12:45 – Lunch Recess
- 12:45 – 1:15 – Handwriting
- 1:15 – 2:15– Art, Music, PE
- 2:15- 2:30 – Afternoon Recess
- 2:30 – 3:20 – History/ Science
- 3:20-3:30 – Clean up and Dismissal

#### **CARPOOL DROP-OFF GUIDELINES**

1. Students are to be dropped off at the Front Door for school no earlier than 7:55 AM. They must be in their classroom ready to begin the school day at 8:15 AM.
2. At 8:15 AM all doors and gates (except the front door will be locked for safety. Please enter at the front door for admission if you need to obtain entrance during school hours.
3. Parents may, if they desire, accompany their primary age children to class, but may not delay the prompt start of class at 8:15 AM.

#### **CARPOOL PICK-UP GUIDELINES**

1. Prior to the first day of school, Paideia must have on file the "Permission to Pick-up Child from School" form filled out and signed by the parent(s).
2. Photo ID will be required to release the child to any non-parent. Parents must notify the school in advance if someone not on their permission form is planning to pick up a child from school.
3. For safety and courtesy reasons, parents are asked:

- Not to use cell phones while in the drop-off/pick-up line.
  - Proceed down the carpool line at less than 5 MPH.
  - If possible, load and unload children from the passenger side of your vehicle..
4. 1st through 6th grade children will be picked up beginning at 3:30 PM and not later than 3:40 PM

## **LUNCH**

Paideia Christian Academy does not provide lunch. All students should bring their own bag lunches.

## **LICENSED MEDIA**

Strict copyright laws protect the rights of owners of copyrighted media used by schools and households. DVDs, CDs, videos, audiocassettes, and other printed or recorded materials used at Paideia may be used only in the legal manner for which they were licensed.

## **TEXTBOOKS**

All loaned textbooks and other assigned non consumable materials remain the property of the school. If these materials are lost or damaged beyond what is considered normal wear, parents will be charged an amount equivalent to the depreciated replacement cost of the book. Students must refrain from writing anything in the text books or other school owned materials.

## **SUPPLIES**

The school provides school texts and many other printed materials. In general, students are to supply their own paper, binders, pencils, pens, crayons, paperback dictionary, ESV Bible, backpack, and other supplies as required by the teacher. A separate classroom supply list is provided which details other items the student must provide.

## **LOST AND FOUND**

The Paideia Christian Academy office or the child's classroom will keep any lost item. Please be sure that any clothing, books, book bags, and other items are labeled with the child's name. This is especially important for uniform items since they look alike for everyone. If any unlabeled item is unclaimed at the end of the school year, it will be put in the uniform inventory or given to charity.