PARENT / STUDENT HANDBOOK 2026-2027

PROVIDENCE ACADEMY

15100 SCHMIDT LAKE ROAD
Plymouth, Minnesota, 55446

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FROM THE HEADMASTER

Dear Families:

This Parent/Student Handbook is a special resource for you. It is a handy reference for parents and students of Providence Academy to find information to foster the orderly and efficient operation of the school. It presents and reflects our mission and educational philosophy. Our mission and philosophy inform the Handbook throughout.

The Handbook describes the services offered to our parents and students and the practices to be followed by students in daily life at the school.

The success of this Parent/Student Handbook depends upon the dedication of the community of Providence Academy to embodying its principles.

May God bless you this school year.

Sincerely yours,

Todd R. Flanders, Ph.D.
Headmaster

MISSION STATEMENT

Providence Academy is a Roman Catholic college-preparatory school with a comprehensive, core-knowledge curriculum that promotes superior academic achievement, mastery of skills and content, character development and citizenship within a faith-filled, Christian Environment.

MOTTO

Fides, Scientia, Virtus
Faith, Knowledge, Virtue

AFFILIATION STATEMENT

Providence Academy accepts the teachings of the Roman Catholic Church and the authority of the Archbishop of St. Paul and Minneapolis.

STATEMENT OF PHILOSOPHY

From the heart of our motto, "Faith, Knowledge, Virtue," Providence Academy develops habits of spirit, mind and action to prepare students for future leadership in vocations and civic life. The faith and morals taught by the Catholic Church provide the foundation for time-honored training in the liberal arts and sciences. An emphasis on the intellectual and cultural heritage of Western civilization highlights principles of freedom and justice necessary for American self-government.

The curriculum's rigor instills customs of discipline and assures breadth and depth in students' mastery of educational basics. Extracurricular activities and events incorporate the diverse God-given talents and interests of young people, in accord with our mission. Providence Academy aims to graduate citizens who are good believers, good thinkers, good citizens, good people—in a word, good Christians, prepared to meet the challenges and complexities of American life in the 21st century.

CODE

Providence Academy accepts the governance of moral and civil law. We are a community of individuals who respect the good in each of God's children, in our thoughts, our words, and our actions. We recognize rightful authority. We speak truthfully. We are honest in our work and in our dealings with others. We are compassionate, gracious, and courteous to all. We aspire to be citizens who honor God, country and neighbor.

NON-DISCRIMINATION POLICY

Providence Academy welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

EQUAL EMPLOYMENT OPPORTUNITY

Providence Academy provides equal opportunity to all employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and business need. Providence Academy will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, mental or physical disability, age, or any other classification protected under applicable law, unless the classification is a bona fide occupational qualification.

Providence Academy will take action to ensure that all employment practices are free of unlawful discrimination. Such employment practices include, but are not limited to, hiring, promotion, demotion, training, transfer, recruitment, selection, layoff, disciplinary action, termination and compensation.

STAFF

When an extension is listed, dial 763-258- and then the extension

Headmaster
Dr. Todd R. Flanders, Headmaster (2500)

Ministry
Fr. McGinnis, Chaplain (2541)
Sr. Amelia, O.P. (2546)

Academic Administration
Mrs. Kelly Harrington, Director of Lower School (2500)
Mrs. Kelly Roles, Assistant to the Director of Lower School (2537)
Mr. Jaylaan Wimbush, Assistant Director of Lower School (5521)
Mrs. Teresa Claypool, Director of Middle School (2500)
Ms. Shanon McGraw, Assistant to the Director of Middle School (5550)
Mr. Conner Goetz, Middle School Dean of Students (5528)
Mr. Kurt Jaeger, Director of Upper School (5500)
Mrs. Kate Gregg, Assistant to the Director of Upper School (5500)
Mrs. Holly Teixeira, Assistant to the Director of Upper School (5500)
Mr. Chris McElroy, Upper School Dean of Students (5515)
Mr. Michael Tiffany, Director of Academics and Curriculum (5500)
Mrs. Kati Peterson, Registrar & Systems Administrator (5546)

Advancement
Mr. Josh Anderson, Director of Advancement (2531)
Mrs. Holly Vettel, Assistant Director of Development (2580)
Mrs. Ginger Anzalone, Assistant Director of Development (5543)
Mrs. Jennifer Newman, Interim Dean of Admissions (2504)
Mrs. Brenda Vetsch, Admissions Associate (2502)
Mrs. Jen Kellar, Admissions Associate (2561)

Athletics
Mr. Daren Messmore, Athletic Director (2560)
Mr. Charlie Kenney, Associate Athletic Director (5530)

Business Office
Mrs. Gladys Estoista, Director of Business Office and Operations (2505)
Mrs. Amanda Gregory, Personnel Manager (2593)
Mr. Matt Hauer, Senior Accountant (5537)
Ms. Anna Tomaszewski, Business Office Assistant (2597)

Counseling (College, Academic) and Alumni Engagement
Mrs. Sarah Hogan, Director of College Counseling and Alumni Engagement (5508)
Mrs. Katarina Stenson, Manager of College and Alumni Engagement (2562)
Mr. Andrew Wolf, Assistant Director of College Counseling (5514)

Learning Support
Mrs. Emily Semsch, Lower and Middle School Counselor (2588)
Mr. Isaac Noel, Upper School Counselor (5515)
Mrs. Tina Ludlow, Lower School Learning Specialist (5523)
Mrs. Christina Stewart, Lower School Learning Specialist (5523)
Mrs. Melissa Krcil, Middle School Learning Specialist (2532)
Mrs. Melissa Simmons, Upper School Learning Specialist (5557)
Mrs. Rachel Fogel, Upper School Learning Specialist (2526)
Ms. Bridget Taylor, Student Support Assistant (763) 235-6050

Health Office
Mrs. Molly Kukuljan, School Nurse (2507)

Transportation
Mr. Eric England, Coordinator of Transportation (2585)

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Admission to Athletic Events
Students are issued a school photo identification that entitles them to free admittance to all home regular season events. This does not include section and state tournaments. General admission tickets for certain home games are $5.00 for non-Providence students and Senior Citizens. $10.00 for parents.

Annual Fund
Providence Academy's Annual Fund provides the opportunity for donors, parents, grandparents, and other friends of the school to support Providence Academy's current year operations with charitable gifts.

Business Hours
The school's business hours are from 8:00 a.m. until 4:00 p.m., except during breaks from school and during the summer. Please refrain from calling school personnel outside of school hours, except in cases of emergency.

Breakfast
Breakfast is offered each day from 7:40 am to 8:10 am for grades Pre-K-12. Pre-K and Kindergarten students must be accompanied by a parent/guardian if they are eating breakfast at school. Food is to remain in the Great Room and students need their student ID cards to purchase breakfast. Supervision is provided for students in grades 1–8.

Lunch
Providence Academy's food service provides hot lunches, a la carte items and salad bar. Students may also choose to bring lunch from home.

Menus are available under the parent tab on Providence Academy's website. Parents are welcome to have lunch with their child on occasion. We do ask, however, that parents purchase the school's lunch on that day. Fast food is not allowed in the cafeteria because of the nature of our food service contract.

A student must present a Providence Academy ID card for charges to be applied to his/her account. Students receive two new lunch cards/IDs each year when they have their school photos taken. One card is distributed to the student and one is kept in the office to be used as a spare. If students lose or forget their lunch card, they may stop by their divisional administration office on their way to lunch to obtain a spare. Students who do not have a spare card remaining will be issued a lunch pass that will allow them to purchase the main lunch selection, but not a la carte items. Once students have used two lunch passes their lunch account will be charged $20 and they will receive a replacement card.

Lower School students may purchase only the main lunch offering and may not choose to purchase a la carte or grill items. Parents and other visitors are asked to respect this policy by

not providing a la carte or grill items for Lower School students.

We expect students to eat in the lunchroom in a courteous and respectful fashion in order to enable the lunch period to operate smoothly and to permit all students to eat in as pleasant a setting as possible.

Any treat(s) brought in (such as for a birthday or holiday party) must be commercially prepared and purchased and approved by the school in advance due to health code regulations.

Parent Association (PAPA)
The Parent Association supports the mission, philosophy, and programs of the school; coordinates and sponsors a variety of events; serves as a conduit of ideas and information among parents and administrators; assists in fund-raising activities in cooperation with the development office; and promotes harmonious relationships between the school and parents. All parents are deemed members of the Parent Association.

Parent Volunteers
The Archdiocese of St. Paul and Minneapolis requires that anyone who serves as a volunteer with children complies with the following expectations (the "Essential 3" for volunteering):

1. Read and sign the Volunteer Code of Conduct.
2. Have a criminal background check completed through the Virtus.org training site.
3. Complete the Protecting God's Children: Virtus online training session.

All three expectations are available for completion by creating an account at www.virtus.org. After three years, all three components must be updated online at the Virtus website, including an online training update.

This expectation includes all who have any contact with students such as, but not limited to, recess volunteers, library helpers, field trip chaperones, PAPA class representatives, classroom assistants, sports and extracurricular activities assistants or coaches, and Spirit store workers.

Parking
The parking lot located directly in front of the school (facing south) has been designated as the student, parent, and visitor parking lot. The west section of the lot (in front of the Performing Arts Center) is reserved for student parking during school hours. Vehicles may not be parked at the curb in front or to the east of the school. Please do not park in the school bus lot (directly east of the building). In general, parking spaces closest to the school are reserved for guests and persons with disabilities.

Spirit Store
Signature clothing, clothing with Providence Academy's logos, and other school sponsored supplies are available at the store located on the lower level on the southwest side of the Great Room. The Spirit Store will be open at the beginning of the school year, and will be open various days of the week throughout the school year.

Tax Deductions (Minnesota)
Some private school expenses are deductible on Minnesota tax returns. Items like tuition, non-reimbursed transportation costs, art supplies, etc. may be tax deductible. We recommend that you contact your tax advisor before filing your return. Charitable gifts to PA are tax deductible to the fullest extent permitted by law.

Communication

(return to General School Policies)

Academic Year Calendar

Attendance App - Infinite Campus

To easily report absences in any division, parents can use the Infinite Campus Parent App.

Attendance Hotline
To report Lower School student absences by phone, call 763-258-5536.Middle School student absences, call 763-258-5520 and an absence for an Upper School student dial (763) 258-5500 by 8:20 a.m. Regular attendance at school is vital to your child's educational success. Please make every effort to take vacation during the allotted breaks offered throughout the school year.

Change of Address or Family Status Changes
Parents are asked to update, in Infinite Campus, any of the following changes: changes in address, phone numbers, or email addresses of a student and parents (home or business), or person to notify in case of emergency. Contact the administrative office for family changes pertaining to custody or financial arrangements. This information will be disseminated to those staff members who need access to the information.

Grievance Procedures for Parents
Parents who have a concern about a grade, class, disciplinary issue, or a teacher, should take the following steps: First, speak directly with the teacher, preferably in person; a telephone call or email may also be used if a personal meeting is not feasible. If you do not reach a satisfactory resolution to your problem you may then contact the teacher's supervisor (LS, MS, or US Director). Finally, if you cannot achieve a satisfactory resolution, you may request a meeting with the Headmaster.

This procedure is in keeping with a Catholic principle of subsidiarity that respects the role of the teacher as the school's primary educator, seeks to minimize problems with communication (such as misunderstanding, misrepresentation, or avoidance), and conserves administrative resources.

Cell Phones/Telephones

Students may not use cell phones during the school day. Telephones are available for student use in the Main Level Administration Office, Middle School Office, and the Upper School Office. Students may use these phones in cases of necessity and at the discretion of their teacher, the school nurse, or school administrators. Phone calls are not to be made during class time except in cases of emergency. Phones in each classroom are for teacher use only. Students may use these phones only for emergencies and only with the teacher's permission. The phone in the waiting area of the main administrative office may be used by students only for emergencies and with the permission of a teacher or administrative staff member. Students may not use phones in other administrative areas. Phones and electronic devices with cellular capability must be stored in lockers starting at 8:30 a.m. each day and not be in possession of the student.

Lower School students may not have a phone or electronic device at any time, including a Smart Watch. These are to be stored in the student's backpack inside of their locker at all times while the student is under the supervision of P.A. staff.

Phone Messages

Students will not be called out of class for phone messages except in cases of emergency. Parents and others leaving messages for students throughout the day are asked to keep requests for relaying messages to students to a minimum to avoid unnecessary interruption of classes.

Safety and Security Hotline

The safety and security hotline is a way for students and parents to communicate with the school about matters relating to student well-being. The hotline may be answered directly during business hours. Messages left will be listened to, acknowledged and investigated promptly by a designated safety officer. The Providence Academy Safety and Security Hotline phone number is 763-258-5517. You will be asked to leave a detailed message, as well as your name and phone number. For matters unrelated to safety and security please continue to contact the appropriate staff member.

Student Records

Providence Academy follows all FERPA (Family Educational Rights and Privacy Act) requirements regarding student privacy. Providence Academy keeps educational, attendance, and health records on individual students, which parents or students with parental permission may review if they wish. Educational records include a transcript of courses and grades, standardized test scores, progress reports, and copies of records sent from schools previously attended. Parents should contact the appropriate divisional office to make a formal request. Please allow three business days for processing such requests.

Student Safety and Support

(return to General School Policies)

Attendance

Regular attendance at school is vital to your child's educational success. Please recognize that we are required to monitor attendance and notify parents of potential problems with student attendance. Please make every effort to take vacation during the allotted breaks offered throughout the school year. See division sections for specific divisional attendance policies.

Alcohol, THC, Tobacco, and Drug Policy

Providence Academy prohibits the use, possession, sale, or transfer of any medically unauthorized drugs, tobacco, e-cigarettes, vaporizers, THC, or alcohol while on school premises. Further, in union with expectations of the Minnesota State High School League, students are prohibited from possession, use, or being in the presence of anyone using, legally unauthorized drugs, tobacco, e-cigarettes, vaporizers alcohol, and THC at any time during the calendar year, at any place on or off school property, while enrolled or re-enrolled at Providence Academy. Any students knowingly in the presence of the use of illegal drugs, tobacco, e-cigarettes, vaporizers alcohol, or THC, even if not participating, must remove themselves from the situation immediately. Students found to be in violation of these expectations are subject to school discipline.

Sanctions for Violations

Serious violations may be deemed by the Administration to merit immediate expulsion. In general, however, the following guidelines may apply:

First Offense: One or more of the following as determined by PA's Administration:

- Schedule a conference with the Director of the appropriate School
- Be suspended (in-school or out) for 1-5 days from school and all school-related activities;
- Be reported to law enforcement, as appropriate
- Submit a Chemical Use Evaluation/Assessment within 30 days and comply with recommendations as required by PA
- Comply with Minnesota State High School League (MSHSL) penalties for all extracurricular activities as specified through PA*
- Comply with any additional sanctions** (e.g., random or regular drug/alcohol/THC testing) at the discretion of the School Director

Second Offense: One or more of the following as determined by PA's Administration:

- Schedule a conference with the Director of the appropriate School (possible immediate expulsion)
- Be suspended (in-school or out) for 3-5 days from school and all school-related activities;
- Be reported to law enforcement, as appropriate
- Required Chemical Evaluation/Assessment
- Comply with PA interpretation of MSHSL penalties (penalties are cumulative during a US student's US career)*

- Comply with any additional sanctions** (e.g., random or regular drug/alcohol/THC testing) at the discretion of the School Director and/or Headmaster

Third Offense:

- Be subject to expulsion

* Minnesota State High School League (MSHSL) penalties will apply in a manner consistent with Providence Academy's expectations. (See "Behavior Covenant for Students Involved in Extracurricular Activities")

**Self reporting of all suspensions to colleges is the responsibility of the student. Providence Academy reports all suspensions of 2 days or more directly to colleges.

Amorous Relationships

While Providence does not encourage the formation of amorous relationships among students, it does have a policy regarding comportment when such relationships exist. For the sake of civility and charity, public and private displays of amorous affection are not permitted by students on campus or at Providence Academy functions. In practice this means that amorous touching (e.g. kissing, hugging, hand-holding, lap-sitting, etc.) is not allowed and may be subject to disciplinary action. These and other proper norms of behavior will govern comportment at special events such as social gatherings and recreational field trips.

Automobiles

Students, parents, faculty and staff are to exercise great caution while driving on Providence Academy's property. This caution involves a special concern for the many small children who are present at school. All drivers are expected to obey all traffic signs on campus at all times and should not exceed a speed of 10 m.p.h. anywhere on school property. In addition, all drivers must yield to directions given by school authorities. Do not park and leave cars unattended in the fire lane; doing so may result in a ticket or fine from the city of Plymouth.

Please refer to specific division sections for all parking, carpool, and student driving policies: LS, MS, US.

Before/After School Policy

Lower School

Classrooms are open to students at 8:10 a.m. LS students may not enter the building before 7:30 am. LS students arriving between 7:30 and 8:15 a.m. must report immediately to the space for supervision. LS students in grades 1 - 5 may go to the Great Room for supervised breakfast at 7:30 am (where are LS students between 7:30 and 7:40?). PreK and Kindergarten students may have breakfast with a parent or guardian in the Great Room at 7:30 am.

For the sake of safety, Lower School students are not allowed to remain unsupervised after school. At 3:30 p.m., Lower School students who are not in school-sponsored activities, in Later Dismissal, or in the care of a parent or caregiver will be escorted to our Extended Day program, and parents will be billed for this service. See the Lower School Section of this Handbook for more detailed information about Lower School drop-off/pick-up and after school

procedures.

Middle School
Students should not arrive before 7:30 a.m. Middle School students who arrive between 7:30-8:00 a.m. report to the Great Room where they are supervised. Breakfast is available daily beginning at 7:40 a.m. in the Great Room. Students are allowed at their lockers and in the cloister after 8:00 a.m. (supervision is provided in the hallway and cloister after 8:00 a.m.).

Middle School students on campus beyond 3:30 p.m. may be in classrooms with supervision of teachers. Otherwise, MS students need to remain in the Middle School After School Program, where they check in and be supervised by a PA staff member from 3:30 to 6:00 p.m. Monday through Friday. Students should be picked up or report to their after-school activity by 6:00 p.m.

Upper School
Students are welcome to arrive as early as 7:30 AM for scheduled early-morning activities or meetings.

US students may remain at school following dismissal for activities and athletics. Students must remain in the US Atrium until the start of their after-school activity. After 4:30 p.m., US students must be in the "living room" around the Statue of Mary, until they are picked up.

Bus Conduct
Students who ride school buses or school-provided transportation are expected to behave in a courteous manner. Students should be ready for the bus upon its arrival and board immediately. Students must not distract the driver or be boisterous or rude, use profane language, or disobey requests by the driver.

Students who violate rules of conduct may be subject to school discipline measures, may lose bus privileges and forfeit the cost of those services for the year.

Building Access/Visitors/Midday Arrivals and Departures/Security
All exterior doors to the building remain locked during the school day. Lower School students arriving and departing, and those using school transportation, may enter and exit through the east side doors. All other students must enter and exit only through the front doors during the school day.

Parents and visitors must enter and exit through the front doors during the school day, sign in at the Welcome Desk, and receive a visitor badge to be worn visibly while in the school. Please ring the doorbell located to the right of the door.

Bullying
Providence Academy prohibits the bullying of students. Bullying, by definition, is repeated intentional negative actions directed at a person or group of people over time with an imbalance of power. Bullying actions may include repeated intentional actions that

- are negative written, verbal, or electronic expressions

- cause physical harm or emotional harm, and/or damage to a person's property
- create a hostile environment at school that infringes on the rights of a person at school
- materially and substantially disrupt the education process or the orderly operation of a school.

Using electronic means to engage in cyber-bullying, cyber-stalking, cyber-harassment, etc. is unacceptable and prohibited on school property and at school-related functions. It is also prohibited off school grounds and at non school-related functions where the act or acts in question materially and substantially disrupt the education process or the orderly operation of the school. All of the above are contrary to Providence Academy's Code, and are subject to disciplinary action, which may include suspension or expulsion.

Car Arrival and Dismissal Procedures
See each division section of this Handbook for important instructions on dropping off and picking up students: LS, MS, US.

Electronic Devices
The electronic device policy is subject to the Technology Acceptable Use Policy. Possession of an electronic device varies by division…..

- Violation of the electronic device policy may result in any or all of the following consequences:
- The electronic device may be confiscated by the faculty member and given to the Dean of Students or Divisional Director
- The parent or legal guardian may be notified by the respective Dean of Students/Director
- The electronic device may be turned over to the student, parent, or guardian after confiscation
- Additional disciplinary action for repeated offenses

Emergency Closing
In general, cold temperatures alone will not suffice for PA to close. In winter weather situations that do lead to a late start or school closure, the decision will generally be made and communicated by 6:30 a.m. Providence Academy uses a notification system to share information via each family's phone numbers registered with the school. In addition, the information is posted on the PA website and broadcast on WCCO and KARE 11 TV and posted on their websites.

During a winter weather day when school is in session, any early dismissal will also be shared by notification system, website, TV, and TV websites. Important information about after-school and evening activities will be shared as well.

Providence Academy always urges its bus drivers to make safety a priority over arrival timeliness and encourages families to do the same. The school makes ample provision for late

arrivals on bad weather days without issuing tardies. In addition, Providence Academy honors a family's decision not to travel to school whenever it judges its own situation to be unsafe.

Emergency Procedures

Fire drills are held five (5) times and lockdown drills are held five (5) times per school year. Faculty members will instruct students in their classes concerning the specific evacuation routes and procedures. A severe weather drill will be held annually in the spring. Students report to designated shelter areas in the building.

Exterior Door Access Etiquette

Students are allowed to request access to the building by pressing the intercom buzzer located at a locked exterior door while abiding by the following guidelines:

- Students participating in outdoor activities with a class may not use the buzzer unless they are requesting access to the building in order to leave class early or in emergency situations. Teachers will provide access to the building for the entire class, together, upon completion of the outdoor activity.
- Students are asked to briefly press the intercom buzzer once and wait patiently for a response for a few minutes (just as one would do when ringing a residential door bell). Office personnel are oftentimes assisting other students, parents or guests or answering phone calls and may not be immediately available to provide access.
- Students are asked to state their name and reason for requesting access to the building.
- When the intercom is answered, students may speak directly into the access control panel which is an open microphone/speaker system (it is not necessary to press or hold the button again, as one would for a two-way radio type of device).
- After school, coaches will work with the custodial staff to determine which doors shall be unlocked for athletes. Athletes may not use the intercom system to gain access to the building through doors that are locked, except in emergency situations.

Guests

Prospective students may be invited as guests to Providence Academy. Prior permission must be obtained from the Director of Admissions and a schedule will be created and followed by the guest.

Health Services

Services to students include, but are not limited to, first aid, administration of medications (with a medication authorization form signed by a physician), communicable disease control, maintenance of school records, and coordination of care for students with injuries or chronic conditions such as diabetes or asthma. The health services office also cooperates with other professionals in the school and community to provide integrated services to the student.

Health Information

In order to give students good health care during school hours, it is required that we have on file, for each student, the health information described below by the dates indicated. Lack of compliance will be brought to the attention of the proper administrator, and appropriate action

will be taken—including prohibiting a student from attending school until the required information is provided.

Emergency Information

Current emergency information with work, home, and cellular numbers of parents/guardians, and other designated responsible adults, physician, and hospital choice must be kept on file for each student in the health office on or before the first day of the school year. Exclusion from school due to incomplete health files will be at the discretion of the administration. Please call the health office to update emergency information as often as necessary. In the event of an emergency, your child's emergency information will be used to try to reach you or other designated adult guardians, or your physician and hospital. When contacted by the health office, you must pick your child up from school within one hour. In case of emergency, your child will be transported to the hospital.

Physical Exams

Students in grades 7-12 who participate in High School sports are required to submit a new physical examination record every three (3) years. These will be kept on file in the Upper School Office. Coaches will exclude athletes who are not in compliance with this Minnesota State High School League requirement.

Immunization Records

Minnesota law requires all students enrolled in school to be either:

A. immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and chicken pox, or
B. immunized against measles, mumps, rubella, and chicken pox and have begun immunizations against the others, or
C. legally exempt from one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a provider, a notarized statement of conscientious exemption, or, in the case of chickenpox, provider-documented history of chickenpox

Pre-K through 12th grade students must have complete immunization records on file with the school on or before the first day of the school year. Updated immunization records will be requested in Kindergarten and 7th grade. Students transferring into Providence Academy have 30 days to provide the school with their immunization record. Any student without these current records on file with the school will not be allowed to return to school until complete immunization records are supplied.

Dispensing of Medications

All medications must be kept in the Health Office during the school day. Students taking medication during the school day, including all prescription and over-the-counter medications, must have a medication authorization form on file in the Health Office. This form must be signed by the child's physician and parent. Students in grades 6 through 12 may receive acetaminophen and ibuprofen with just a parent signature. Medication forms are available from the Health Office or on Providence Academy's website. Students are not allowed to have either prescription or over-the-counter medications in their own possession with the exception of a

rescue inhaler for MS/US students with asthma and an EpiPen for students with certain allergies.

Student Illness or Injury

You must report any diagnosed, contagious illness to the health office. The health office must also be notified if your child is injured outside of the school day and the injury impacts their ability to fully participate in school. A note from your child's medical provider outlining any necessary adjustments will be requested. In circumstances of prolonged illness or injury (5 school days or longer), the school requires appropriate medical documentation.

The School Nurse will assess the student's illness during the school day and will make the decision as to whether or not the student will go home. Parent or guardian contact will be made before the student leaves school from the health office. Students who become ill in school and need to go home will be excused from the health office once a parent or another adult responsible for the student can be notified and transportation is arranged. The student must be picked up within one hour.

Further information regarding health policies can be found at the Health Office.

Identification

Student photo ID cards will be issued during the first weeks of school. Students must present an ID card for school lunch charges. Teachers of students in grades Pre-K – 2 may choose to collect ID cards after lunch each day. Students in grades 3-5 will be expected to keep their cards at school. Students in grades 6 –12 will be expected to have their ID cards with them while at school. ID cards must clearly show the student's photo and name to be valid. If either is missing or defaced, students will need to obtain a replacement from the administration office for a fee.

Lost and Found

Articles are located in a large display in the northeast hallway of the lower level. Please clearly mark or identify all clothing and items brought to school. Unclaimed articles will be sent to charity after each Parent/Teacher conference and at the end of the school year. Items that are considered valuable should be turned in to the Student Services Office.

Money/Valuables

Large sums of money or valuables should not be brought to school. If a large sum of money must be brought to school, it should be left with the business office.

Non-Custodial Parent Policy

Official documents and communications generated by the school will be distributed to the custodial parent, step-parent(s) and the non-custodial parent alike. Similarly, parents (as well as step-parents) will be granted permission to visit the student on school grounds or during local school-sponsored trips. Each family is responsible to provide to Providence Academy a copy of its current custodial agreement or other court orders so that PA may be in compliance. If parents wish any other person to receive communication about the student, parents are responsible to notify the school in writing. Such requests must be signed by both parents.

Parents Out of Town
Parents and guardians are asked to inform the school attendance office whenever they will be out of town. Lower School parents are encouraged to inform their student's teacher. All parents should leave the name and phone number of the person in charge of the child(ren) and, if possible, the number at which the parents can be reached in case of an emergency.

Pets
Students/families are not allowed to bring pets to school without approval from the administration. Dogs are not allowed on campus. Animal visits are not allowed at Providence Academy.

Prohibited Areas
The faculty dining room, mailroom, empty classrooms and kitchen area are prohibited to students. For safety reasons, students are not to be in the art, science, computer labs, mechanical and engineering rooms or in any other classroom unless authorized and accompanied by a teacher.

Psychological Care
The nature of psychological issues is intensely personal and we therefore approach each situation on a case-by-case basis. Given that student health and wellness is our top priority, when a student demonstrates a need to have a psychological evaluation, the school may communicate with families the need to do so promptly. In an acute situation, the school requests validation of wellness to return to school by a licensed mental health professional, as well as diagnostic reports and treatment plans. In cases that require ongoing mental health care, it can be to the student's benefit that the treating practitioner is in professional contact with our school counselor(s). A two-way release of information can be obtained from the School Counselors.

Human Sexuality and Identity
(From guidance by Catholic Bishops of Minnesota, 2019)

Principles
Providence Academy is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God- given irrevocable dignity of every human person.

Catholic teaching permeates and shapes the ethos of Providence Academy. Therefore, we are guided by the following principles to ensure that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church:

- God created each person, body and soul, "in His own image, in the image of God he created them; male and female he created them" (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).

- God uses the body to reveal to each person his or her sexual identity as male or female (Compendium §224). A person's embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (Laudato Si §155).
- The harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depend in part on how this complementarity and equality are lived out (CCC §2333-4).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love (Deus Caritas Est §20).

Application of Principles

1. All school policies, procedures, resources, employee training, and assistance given to families are consistent with the Church's teaching on the dignity of the human person, including human sexuality.
2. Student's name and pronouns usage will correspond to his/her sex (see definitions). 3. Student access to facilities and overnight accommodations will align with his/her sex. 4. Eligibility for single-sex curricular and extracurricular activities is based on the sex of the child.
3. Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality. Providence Academy's dress codes are intended to underscore the Church's teaching on the difference and complementarity of the two sexes.
4. Students and families at Providence Academy can expect that the school acknowledges that God has created each person as a unity of body and soul, as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
5. Schools will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

Definitions

1. Sex refers to a person's biological identification as male or female based upon physical characteristics present at birth.
2. Sexual identity refers to a person's identity as male or female that is congruent with one's sex.
3. Sexual binary refers to the God-given gift of the human family created male or female in the image and likeness of God.
4. Transgender or gender non-conforming is an adjective describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one's sex include, but are

not limited to, utilizing pronouns of the opposite sex, changing one's name to reflect the cultural norms of the opposite sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one's reproductive or sexual anatomy.

Legal References

- Minn. Stat. ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (Safe and Supportive Minnesota Schools Act)
- Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
- 20 U.S.C. § 1681 et seq. (Title IX)
- 20 U.S.C. § 1701 et seq. (Equal Educational Opportunities)

Catholic Teaching Tradition

- Catechism of the Catholic Church (1997): (§364, 1907, 2297, 2333, 2393, 2521, 2522, 2523)
- Pope Francis: Laudato Si (2015) (§155), Amoris Laetitia (2016) (§56, 285, 286), Audiences (1/16/15; 3/23/15; 4/15/15; 6/8/15; 9/10/15; 7/27/16; 10/1/16; 11/27/16)
- Pope Benedict XVI: Deus Caritas Est (2005) (§5, 11), Address to the Bishops of the United States of America (1/19/12), Audiences (9/22/11; 12/21/12)
- Pope Saint John Paul II: Letter to Families (1994) (§6, 19), Theology of the Body Wednesday Audiences (9/5/1979-11/28/1984)
- Congregation for the Doctrine of the Faith: Persona Humana (1975)
- Congregation for Catholic Education: "Male and Female He Created Them": Towards a Path of Dialogue on the Question of Gender Theory in Education (2019)
- Pontifical Council for the Family: Family, Marriage and "De Facto" Unions (2000) (§8)

Social Media Policy

For Students: photo, audio, and video policy:

Providence Academy ("PA") has adopted this policy to set out guidelines for students in order to encourage responsible photography and videography of students and school activities on school grounds and at school-sponsored events. PA also encourages all students to exercise good judgment when making photographs, images, audio recordings/streaming, or videos outside of school hours and away from school property. Remember that everything that is put on the internet and social media is permanent. Questions regarding this policy should be discussed with the Upper School or Middle School Directors and/or Deans of Students.

Note: Student pictures used in school-sponsored student publications, including the school e-bulletin, yearbook, and social media accounts, are covered by separate editorial guidelines for those publications and are not subject to this policy. Please contact the advisors for those publications for more information.

Permitted use of photographs

- Students must have an individual's express affirmative consent to make or alter any photograph, image, audio recording/streaming or video of any individual at PA or at school-sponsored events.
- Students may create consensual photographs, images, or videos of PA students and school-sponsored events only for their personal use. Students' personal use includes photographs, images, audio recording/streams or videos that are made for the purposes of recording important events and sharing privately among family and close friends. Students must also have an individual's express affirmative consent to post any photograph, image, audio file or video of any individual at PA on a social media site, third-party website, or other online forum.
- Students are also strongly encouraged to monitor the privacy settings on their own social media and to apply the settings that provide the most privacy possible to their accounts.

Prohibited Use of photographs/images/audio recordings/videos

- A photograph, image, audio or video used outside of the context to which the depicted individual originally consented, is considered non-consensual and a prohibited use.
- Any photograph, image, audio, or video made, used, or shared with the intent to or has the effect to harass, sexually harass, or embarrass another individual is also considered non-consensual and a prohibited use.
- All photographs, images, audio, and videos must be in compliance with PA's Code of Conduct policy. Please refer to the divisional handbooks for more information about the school's harassment policy.
- Students may also not make any photographs, images, or videos in any facilities considered "private," where a person has a reasonable expectation of privacy. This includes, but is not limited to locker rooms, changing areas, showers, and bathrooms, regardless of the private or non-private nature of the subject.
- Students may not make any photograph, image, audio, or video depicting a private area of any individual, which includes naked or undergarment-clad genitals, pubic area, buttocks, female breast, or any other area on an individual in which that individual reasonably has an expectation of privacy.
- Any photograph, image, audio, or video shared on social media which is made or shared with the intent to or has the effect to harass, sexually harass, or embarrass a member of the PA community is prohibited, regardless of whether that photograph, image, audio, or video was created on school grounds, at a school-sponsored event, at a private residence or public space not on campus.
- Students who are subjects in a photograph, image, or video on social media who are not abiding by the Code of Conduct are subject to disciplinary action.
- Any photograph, image, audio, or video shared on social media having the tendency to disrupt regular school activities is prohibited, regardless of whether that photograph, image, audio, or video was created on school grounds or at a school-sponsored event.

Consequences for violations of this Policy
Students who engage in prohibited use of photography, images, audio, or videography will be subject to the School's student disciplinary policy, up to and including expulsion and/or legal action.

For Parents/Guardians and Families: photo and video policy
Providence Academy ("PA") has adopted this policy to set out guidelines for parents/ guardians and families in order to encourage responsible photography and videography of students and school activities on school grounds and at school-sponsored events. Parents/ Guardians should inform family members and guests invited to School events of these guidelines. PA also encourages all parents and families to exercise good judgment when making photographs, images, audio files, or videos outside of school hours and away from school property. Remember that everything that is put on the internet is permanent. Questions about this policy should be discussed with the Marketing Coordinator or a divisional director.

Guidelines for <u>creating</u> photos, videos, and images of students

- Parents/Guardians are permitted to make photographs, images, and videos of their own children at school and school-sponsored events for their own personal use.
- Parents/Guardians should not make photographs, images, and videos of children other than their own <u>as the</u> <u>main subject</u> without the consent of the other children's parents.

Guidelines for sharing photos, videos, and images of students

- Parents/Guardians are encouraged to seek permission from other parents before posting photographs, images, or videos publically online that include other people's children.
- Parents/Guardians should be aware that some children are vulnerable, and by making images of them available to the general public, the children may be put inadvertently at risk.
- Parents/Guardians should respect and honor requests from other parents or children to remove or censor photos, images, or videos that have been made publically available and include other peoples' children.
- Parents/Guardians should refrain from posting or sharing photographs, images, or videos, both in hard copy and on the internet, which have the tendency to embarrass the individual or individuals depicted.
- Parents/Guardians are encouraged to only post photographs, images, or videos to private social media accounts when the highest available privacy settings are enabled on those accounts.

<u>Social Media Guidelines</u>:
Social Networking Guidelines
Providence Academy ("PA") recognizes and supports our students rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student must remember that attending Providence Academy is a privilege. PA students who use social media are asked to remember that any information posted reflects on the entire Providence Academy community and you are expected to portray yourself, your classmates, and the school in a positive manner at all times.

In an effort to foster a safe school environment, lawful online conduct, good sportsmanship, and to deter the need to enforce discipline, PA recommends the following guidelines as best practices for the use of social media by all students.

Best Practice for social media use
These guidelines are intended to provide a framework for Providence Academy students to conduct themselves safely and responsibly in an online environment. They are not intended, and should not be interpreted by any student or administrator, as allowing unlawful infringement on any student's online exercise of free expression.

Be aware that Privacy Settings are NOT foolproof
Students are highly encouraged to use privacy settings on social media sites. However; students should be aware that privacy settings are not foolproof. Even if you diligently monitor your privacy settings, it's best to assume that anything you post may potentially be seen by your school, your parents, and strangers.

Avoid posting confidential information
Be aware of the kind of information you are posting on social media sites. Posting information such as your date of birth, address, phone number, class schedule, social security number, bank account number, etc is NOT recommended. Once such information is posted, it becomes the property of the social media site.

Avoid unprofessional public profiles
Any information you put on social media sites is considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Potential, current, and future employers as well as college admissions recruiters may access the information you put on social media sites.

Avoid posting illegal activities
Photos posted via social media become the property of the social media site. You may delete the photo from your profile, but the photo remains on the social media site's server. Internet search engines may still find the image long after you have deleted it from your profile. In addition, even if your profile is set to private, a friend can always download and save incriminating photos that third parties, such as authorities, can use against you in the future.

Providence Academy students should avoid incriminating photos or statement depicting violence, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances.

Avoid bullying/threats of violence
While Providence Academy students have the right to free speech, that right is **NOT** unlimited. Bullying is a serious problem and is not limited to student-to-student interactions. Vicious treatment and hateful words often lead to depression, discrimination, violence, and suicide. The online environment has drastically changed the nature of bullying, and students should carefully

consider how their communications will impact others. In addition, all students should avoid communications/postings that threaten physical or emotional injury to another person.

What you post may affect your future

Again, all information posted on social media sites is considered public information. It may be viewed by a third party and used against you. It is best to assume that anything you post may be seen by your school, your parents, and your peers. Many employers and college admission officers review social networking sites as part of the overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including picture, videos, comments and posters)

Potential for Discipline by School Administration

There are many categories of online conduct that, if they relate to school activity or attendance, and if they violate Providence Academy rules governing student conduct, may subject a student to discipline by school administration. Similar to comments made in person, Providence Academy will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm other Providence Academy students, teachers, and employees.
- Derogatory language or remarks that may harm student-athletes, coaches, or representatives of other schools, including comments that may disrespect opponents.
- Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or threatening physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Every allegation of student misconduct is evaluated based on the totality of the circumstances involved, including online activities.

Sexual Harassment Policy

Providence Academy believes in the dignity of each individual. The Academy condemns, opposes and prohibits behavior on the part of any community member that constitutes sexual harassment. Sexual harassment is an offense and will result in discipline up to and including dismissal or expulsion.

General Statement of Policy

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile, or offensive

employment or educational environment.

A student who alleges sexual harassment by another should report it to any faculty member or administrator. In all cases an administrator will be informed. Faculty members will confront observed or reported behavior that is harassing by nature.

Stealing and Vandalism

All are encouraged to work together to provide an atmosphere where each person is valued and trust is genuine. Each one must strive to take good care of material things that are for the use of everyone and to respect each other's possessions. Students will be held liable for damage to school property.

Camera surveillance has been added to additionally secure our hallways and parking lots. Any student guilty of stealing and/or destructive behavior will be subject to discipline by the Administration. Any incidents of theft or vandalism should be reported to an administrator immediately. The Middle and Upper Schools provide locks for student lockers and encourage their use throughout the school year.

Tutoring

Middle and Upper School instructors are available in their rooms (or other tutoring space) for extra help every day by appointment from 8:00 to 8:30a.m. and from 3:15 to 4:00 p.m. Additional Upper School adjunct instructors may be available during study periods and after school for drop-in, content specific academic support in the ARC. Upper School and Middle School peer tutors may be requested in the counselors' offices, where policies and procedures about the peer tutoring program will be explained. Student volunteers, selected by department chairs and college counseling, also tutor other US students daily in the ARC before schedule, after school, and during most study periods. Lower School teachers are available from 8-8:30 a.m. and from 3:30 to 4:00 p.m. by appointment. PA may also, on occasion, recommend

"Homeworks for Students," a company that can provide a tutor on-campus, off-site, or even at one's home.

Weapons Policy

Providence Academy does not allow unauthorized weapons anywhere on its premises. The school prohibits students, parents, and any other unauthorized persons from carrying weapons of any kind, or anything resembling a weapon, on school grounds, at school sponsored events or activities, at bus stops, on school buses or in any other school vehicle. Any unauthorized person found possessing a weapon of any kind will have the weapon confiscated and both the person and the weapon may be turned over to the proper legal authorities.

Other

(return to General School Policies)

Athletic Mission

Providence Academy's athletics program reflects the mission of the school in its desire to instill faith, knowledge, and virtue in our student athletes. PA's goal is to develop excellent Christian athletes who play to their potential, put forth maximum effort, seek their personal best, and develop character that serves them well for life. Providence Academy's athletes and coaches

place academics before athletics, show respect for everyone, and approach each contest as though God is the only spectator, accepting victory and defeat with equal grace.

Providence Academy's belief is that the experience of being an athlete will enhance the character and virtue of all students at the school, and that its reward will be lasting and lifelong.

Chapel

The chapel is open at all times for student use. During the school day, all lower school and middle school students using the Chapel should be supervised by a faculty member. It is a sacred space intended for individual and group prayer, worship, and sacred music; no other uses are permitted. All students are required to attend weekly liturgy.

Dress Code

In addition to the school uniform, students are expected to adhere to Providence Academy's dress code. The Uniform Dress Code is designed to encourage a community spirit at Providence Academy and to enhance school pride. It is provided as a means of focusing on the student as a unique person while diminishing the importance of external factors such as clothing. All clothing and appearance choices should uphold the spirit in which Providence Academy's Uniform Dress Code is written.

Library

Materials to be taken out of the library must be checked out. Books may be checked out for two weeks at a time and may be renewed. Students may check out up to three books at a time. If more books are needed at one time, permission may be requested to check out more.

Students are encouraged to be responsible that books checked out are not damaged or exposed to bad weather. Students who lose or damage library materials will be charged the replacement cost(s).

The school library is located on the upper level of the building on the east side of the chapel.

LOWER SCHOOL

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Communication

Communication with School/Parent/Student

Urgent Messages

Time-sensitive or urgent messages for students should be called to the Lower School administration desk (763-258-2537 or 763-258-2500). We will make every effort to deliver the message to your child.

The following are vehicles used to communicate academic information to and from Lower School parents and/or students:

- Parent/Teacher conferences during the fall and the spring, and by appointment as needed.
- Phone and email: Parents may contact teachers directly by telephone or email (each teacher has his or her own classroom phone and email address). Teachers may not be able to answer the phone or read an email immediately, so messages should be left. The teacher will respond as soon as he/she is able to do so.
- Classroom newsletters are sent from teachers on a regular basis and/or posted on the class Google Site homepages where applicable.
- Progress reports are sent home at the end of each trimester.
- Providence Academy's weekly e-bulletin.
- Providence Academy's periodic "special" E-bulletin.
- Grades 3-5 teachers provide parents with mid-term grade "snapshots" in core subject areas.

Please note that teachers are occupied in preparing for the day and welcoming their students between 8:00 and 8:10 a.m. and 3:15-4:00pm. Parents should not expect a teacher to discuss issues related to their children with a teacher during this time. If you need to have a conversation with your child's teacher before school, please contact the teacher to arrange a time in advance. Teachers welcome the opportunity to confer with parents as needed.

Parent-Teacher Conferences

Twice a year, in the fall and in the spring, parent-teacher conferences are held to discuss students' progress. Fall conferences take place during the day and one afternoon/evening, while conferences held in the spring are held in the afternoon and evening. Parents are given the opportunity to sign up for a time frame through an on-line registration service.

Student Safety and Support

Academic Assistance

Providence Academy does not offer special education programs. If you believe that your child is in need of specialized services, you may request an evaluation by the public school district. If a specialized need meets the criteria established by the Wayzata school district, services may be offered through that district. Providence Academy has no authority in decisions for services

made by the Wayzata district.

If your child has difficulties learning that you wish to learn more about, you may also seek a private neuropsychological evaluation through a licensed practitioner. At times, such an evaluation may be recommended by the Learning Specialist, based upon teacher observations of a student's academic work. Parents are expected to give due consideration to such recommendations.

Upon diagnosis of a specific learning disability, ADHD, or other diagnoses that affect learning, Providence Academy may, at the discretion of its administration, provide reasonable classroom adjustments such as extended time on tests, access to class notes, and other supports recommended by the practitioner that do not require a modification of the curriculum. The counselors and learning specialists are the point of contact at the school for such concerns.

A Lower School Learning Specialist will administer a reading assessment to each Lower School student in grades 1 - 5 three times during the school year, and twice each year to students in Kindergarten. Students determined to be in need of targeted reading assistance will be invited to participate in weekly reading sessions with the Learning Specialist. Parents of invited students will be notified before assistance begins and the Learning Specialist will update parents on their child's reading progress. A similar process will be used for math support.

Attendance

Absences

To report a Lower School student's absence or anticipated late arrival, use the Infinite Campus App before 9:00am or email LSAttendance@providenceacademy.org.

We recognize that at times students must miss school. In order to minimize absences and their inevitable impact on students' learning, we ask parents, whenever possible, to schedule appointments outside the academic day. We strongly request that families schedule vacations during our designated school breaks.

Once a student has accrued more than (9) absences or tardies during a trimester, a meeting may be required with the Lower School Director to develop a plan for the remainder of the year. The categories of absence which are determined by PA, are described as follows:

Excused or Approved Absences

Illness – A Lower School parent must use the Infinite Campus Parent App by 8:20 a.m. to confirm a student's absence from school. A student who becomes ill during the day must see the School Nurse to be excused from school. The School Nurse will contact a parent to pick up an ill student.

Medical Appointments – If it becomes necessary to schedule an off-campus medical/dental appointment during the academic day, a parent must notify the Infinite Campus App by 8:20am. It is recommended that parents copy the LS teacher on all such notifications. Lower School students must be signed out in the Lower School Office by a parent or authorized adult. Regular absences for ongoing medical reasons are excusable with documentation from a medical provider.

Planned Absence – Parents must request the absence in the Infinite Campus App at least one week in advance of the date. The classroom teacher should be informed as well. The Lower School Director will determine whether the absence is excused.

Extended Absence

Extended absences from school for vacations, activities, etc. disrupt the learning of the student and often the class. Providence Academy does not condone regular absences from school for activities, sports, or vacations. Extended absences for reasons other than illness may be excused, but teachers are not required or expected to instruct or tutor students on missed content. Teachers **will not** provide lessons or work before the absence, and they are not required to provide detailed plans and/or learning resources for students who have missed school for vacations or other absences not related to illness, family needs, or school-sponsored activities.

In addition, teachers will not be expected to alter curricular plans, such as moving the presentation of new material, scheduling tests, or moving due dates for projects in order to accommodate such absences. Extended absences may result in the need for outside tutoring--i.e., tutoring not provided by the teacher. Often, extended or regular absences will cause a serious problem in the student's academic development. Parents are asked to carefully consider the academic consequences that would develop from this absence. The student is responsible for making up all assignments, tests, quizzes, etc. missed while absent.

Unexcused Absence

Unexcused absences result from student violations of policy or denied requests for regular absences due to activities, excessive trips, etc. Depending on the circumstances, students who receive an unexcused absence may not be allowed to make up any of the work—tests, quizzes, homework assignments—due on the day they receive the unexcused absence. It is the task of the school to determine whether an absence is excused (for any reason) or unexcused; parents do not make this decision.

Tardiness to School

When a student comes to school after 8:20 A.M., he/she is considered tardy. Providence Academy does not condone tardiness to school or to individual classes. Tardy Lower School students must report to the Lower School Office for an admit slip. Parents should make every effort to ensure their children's timely arrival to school. Please consider that tardiness provides an unproductive start to a student's day and is disruptive to the class. Frequent tardiness sets a poor example and may create a habit of tardiness in your child.

Before/After School Policy

Students in grades Pre-K through 5 should not arrive before 7:30 a.m. Lower School students arriving at 7:30 a.m. must report directly to the designated rooms for supervision. Students in grades 1 and above who wish to eat breakfast at school may go directly to the Great Room to purchase and eat breakfast. Students in Pre-Kindergarten and Kindergarten must have a parent with them if they are eating breakfast in the Great Room.Students in the Great Room are supervised by a Providence Academy staff member. Students are not to remain in the parking lot, playground, or anywhere else on school grounds. At a.m. Lower School students may go to their lockers and enter their classrooms.

Students not involved in school-sponsored activities should depart from school by 3:15 For the sake of safety, Lower School students are not allowed to remain unsupervised in the building or on school property after school has been dismissed. Students who are not in school-sponsored activities or in the care of a parent or caregiver will be escorted to our Extended Day program at 3:25 and parents may be billed for this service.

Car Arrivals and Dismissals

- IMPORTANT: Refer to the CAMPUS MAP for parking-lot procedures during drop-off and pick-up times
- All rules and procedures are for the protection of children. Please adhere to the procedures carefully.

Parents/guardians and carpool drivers may park in either the main south and southeast lot. No vehicles may be parked along the curb unless the driver is seated in the vehicle at all times.

Grades Kindergarten-5

- All Lower School students (except Pre-K students who must be escorted into the building) should be dropped off and picked up **along the curb lining the main southeast lot and the east sidewalk of the school.**
- The east lot (playground area) directly next to the extended day door is for buses and staff parking only.
- All drivers of carpools and parents/guardians are asked to line up around the southeast lot alongside the soccer/softball field and pull up along the curb in front of the school. If your car is in this line, **you must remain in your car at all times**. Allow your children to depart from and enter into the car directly onto the sidewalk.
- Lower School children will not be allowed to cross the driving lanes to the parking lot area unescorted. Please do not encourage or expect your child to walk through the parking lot area without adult escort.
- Lower School children will not be allowed to walk along the field curb to their car. Please wait patiently to pull up to a sidewalk area.
- If you wish to exit your car in order to wait for your child, park in the Front Eastlot and wait for your child in the area directly in front of the main entry. Do not leave your car in the carpool line. Students will be escorted to the main entry area by teachers.
- Do not stand on the narrow sidewalk in front of the school building to wait for students at dismissal. This will impede the children as they try to walk to the front of the building and it may create a hazardous situation for the children.

Pre-Kindergarten

Drivers are required to escort their children into the building and leave them directly in the care of a teacher each day. Teachers will bring children to the designated entry door at dismissal time. The Pre-K teachers will provide information on dismissal procedures and doors. Please meet your child outside of the door/entry designated by their teacher.

Pre-K children should be brought into the classroom at 8:10 a.m. Pre-K children arriving

between 7:30 a.m.-8:10 a.m. should be brought for supervision to room E210, on the main level. Pre-K children may eat breakfast in the Great Room when accompanied by one or both of the student's parents.

Electronic Devices

Lower School students may not have access to their own electronic devices during the school day or while under supervision in a P.A.-sponsored before- or after-school activity or Extended Day program. If a cell phone, smart watch, or other electronic device is brought to school, it must be off and kept in the student's backpack and inside of the locker at all times. Parents should not expect students to check a device for messages. If a parent wishes to leave a message for a child, the parent may contact the classroom teacher or the Lower School Office to have a message relayed to the child before dismissal. Devices found to be in the possession of a Lower School student will be kept by the teacher or administrator and returned to the student upon dismissal. Repeated failure to adhere to this policy will result in a meeting between the Lower School Director and the student's parents. Consequences for misuse of an electronic device by a student may be found in the General Guidelines section of this Handbook under "Electronic Devices" and "Technology Responsible Use."

Emergency Closing

In the event of severe weather (storms or extreme sub-zero temperature) or when the transportation system is disrupted, WCCO (Channel 4 and 830 AM) and KARE 11 (Channel 11 news) will broadcast Providence Academy's no-school announcement between 6:00 and 8:00 a.m. Phone calls to advise of finalized delayed start or closing plans will automatically be sent to emergency notification phone numbers provided by parents.

Extended Day Program, Spring Break and Summer Care Camps

The Extended Day program (Kidventures/Little Pals) is run daily after school between 3:05 p.m. and 6:00 p.m. Registration for Kidventures/Little Pals is ongoing, beginning in the spring for the following school year and spaces are allotted on a first-come, first-served basis. Students may be registered for participation on a regular basis, up to five afternoons per week, or they may be registered for drop-in care on an as-needed and space-available basis. The program includes daily snack, homework time, indoor activities, outdoor play (weather permitting), or activities in the dome when it is available.

The Homework Club is an after school program for 2nd - 5th graders that takes place Monday - Thursday from 3:00 - 4:30 p.m. Lower School students may report to the Homework Club in the Library or a designated classroom for a quiet place to work, study, or receive light homework assistance (not tutoring). Students may be registered for weeks, days, or on a drop-in basis. Homework Club has a registration fee.

A registration fee and weekly, daily, or hourly charges apply for the Kidventures/Little Pals program service. The service does not operate on non-school days.

Students may also be eligible to participate in Providence Academy's After School Extracurricular Activities during this time, for a separate fee. Extracurricular activities generally

vary by grade level and change seasonally. Examples of extracurricular activities may include Chess Club, Lower School Choir, Robotics/Engineering programs, Tennis Clinic, Art programs, and others. Extracurricular Activities are separate from the daily Extended Day programs.

Disciplinary issues that may arise during Extended Day (Kidventures/PALS) will be managed by the supervisors of each program. If concerns continue, the Extended Day Coordinator or the LS Director may meet with the student(s) and/or parents.

Disciplinary issues that arise during After School Extracurricular Activities will be referred to the LS Director since the Activities are sometimes managed by non-P.A. staff.

During one of the weeks of Spring Break, a separate all-day program, PALS (Providence Academy Lower School) Camp is available for families of students in Pre-Kindergarten-Grade 5. An all-day camp is also available from mid-June through mid-August for students entering Kindergarten - all students entering grade 6. Students entering Kindergarten must have attended Pre-K at Providence Academy in order to be eligible to attend Summer Camp. The camp is open to the public for students entering grades 1 - 6. These programs have separate fees.

Continually disruptive behavior during any of Providence Academy's programs and camps may result in removal of the disrupting participant(s) from the program or camp. This decision will be at the discretion of the LS Director.

See the "Discipline" section for more detailed information.

Identification

Student photo ID cards will be issued during the first weeks of school. Students must present an ID card for school lunch and breakfast charges. Teachers of students in grades Pre-K – 2 may choose to collect ID cards after lunch each day. Students in grades Pre-K -5 will be expected to keep their cards at school. Breakfast ID cards of all LS students are to be kept on the shelf in the student's locker, unless the classroom teacher has instructed otherwise.

Lockers

Lockers are the property of the school to be used for students' personal property. The school cannot be responsible for items missing from a locker.Valuables, including electronic devices, should be kept at home.

- No writing, painting, or marking is permitted on any part of the locker. No items should be affixed to the locker, including taping items to the locker. Magnets, pictures, or other items may be allowed or prohibited at the teacher's discretion.
- Magnetic mirrors are not allowed in grades PreK – 2.
- Teachers will clarify specific rules regarding lockers at the beginning of the school year. Books, coats, and all personal property are to be kept in the locker.
- It is not recommended that Lower School students have cell phones or electronic devices; however, any electronic devices or cell phones brought to school are to be kept inside of the student's backpack and in the locker at all times during the school day and may not be accessed by the student.

- The school reserves the right to inspect a student's locker at any time.
- Lower School students may not place locks on assigned lockers.

Tutoring

Teacher Tutoring

PA teachers are available before (8 a.m. - 8:10 a.m.) and after school (3:30 - 4 p.m.) to assist students with specific, targeted academic challenges, or at other times arranged between the teacher and student. We encourage parents of Lower School students needing assistance to contact teachers to set up times for an occasional help session when needed.

Community Tutoring

If a student needs more intensive assistance in an academic subject area and would like an outside tutor, families may choose to hire tutors through agencies or private individuals. A list of area tutoring and academic testing agencies is available through the Learning Specialist. The list is offered for the convenience of parents as a starting point in searching for professional tutoring assistance.

Vision and Hearing Screening

Vision, hearing and scoliosis screenings are provided for students at Providence Academy. Early identification and treatment can prevent or alleviate many of the problems that result from impaired hearing, vision, or an abnormal curvature of the spine. This screening is done by nurses contracted with the school who are assisted by dedicated parent coordinators and volunteers. Scoliosis checks are done by the nurses only. The screening schedule is based on the Minnesota Department of Health recommendations. It is as follows:

- Grade K Hearing
- Grade 1 Hearing, vision, color vision (boys only)
- Grade 2 Hearing
- Grade 3 Hearing, vision
- Grade 5 Hearing, vision, scoliosis (girls only)

At any time, if a parent, teacher, staff member or student has concerns, a child can be individually screened. If a parent has concerns regarding health screening or wishes to decline any part of this service for their child, they should contact the health office. Parents will be contacted if additional follow-up is recommended following screening. Screenings are not intended to be a substitute for well checks with the student's primary provider. Height and weight checks will not be done as part of this screening.

Discipline

In keeping with the school's Code, Providence Academy will strive to teach and nurture students to behave in a manner that reflects a commitment to honesty, respect for others, and respect for self. Every effort is made at Providence Academy to provide a learning experience that is safe, challenging and nurtures the heart and mind. In order to uphold this expectation, rules and structure are developed to help guide students in the choices they make. It is human nature to make mistakes, and the Lower School faculty will respond to help a student learn from the missteps that come with growing up.

Teachers are responsible for setting behavioral expectations and classroom discipline management. Serious breaches of conduct in the classroom or violation of school rules can also be referred to the Lower School Director, and may result in further disciplinary action. All matters of student conduct shall be under the general supervision and review of the Headmaster. All disciplinary dealings with the school are held in confidence between the student, parent(s), and the school representatives. All disciplinary decisions of the Administration shall be final.

When a student violates school policies, the following approaches may be taken:

Classroom Rules and Expectations

Faculty members will develop and communicate clear expectations for their classrooms as well as professional approaches to respond when expectations are not met. In all such instances, the following principles will serve as a guide with regard to disciplinary action:

1. Every attempt will be made to maintain the dignity and self-respect of the individuals involved.
2. Students will be guided and given the opportunity to solve the problems they have created, without creating problems for anyone else.
3. If a student cannot or chooses not to solve a problem they have created, the teacher will work to resolve the problem in keeping with the context of the situation and the individuals involved.
4. Misbehavior will be handled with natural or logical consequences whenever possible. When this is not possible, other age-appropriate consequences will be assigned. Any necessary reconciliation and restitution will be part of the process.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
6. Parents will be notified of misbehavior that is deemed by the teacher to be on-going as a behavior pattern, or serious.
7. Instances of isolated or minor infractions may not be cause for parental notification. 8. Serious, disruptive, or harmful behavior may be referred to the LS Director for a progressive discipline plan of action.

Progressive Discipline

Occasionally, a student may require more progressive measures to inspire an understanding that immediate changes in behavior need to be made. When deemed appropriate, based on the context of the situation, the administration of the school may be involved, along with the classroom teacher, the students' parents, and the student in creating a behavioral plan to help the student become successful in managing his/her behavior. If such plans are not successful, administration may require that parents seek a professional behavioral evaluation to provide resources and assistance to the student, the family, and the school. Parents are expected to cooperate with the school in such situations.

In the case of harmful, dangerous, or seriously ongoing disruptive behavior, the administration may utilize a suspension from school. Depending upon the severity and/or the frequency of the behavior, suspension may be in school or out of school. When progressive measures of this kind

do not help the situation, or when a lack of partnership between the parents and the school arises, an expulsion from school may be judged to be in the best interest of the student and school.

Virtue Awards

The task of discipline includes the recognition of behavior that reflects the development of positive character and growth in virtue. Teachers recognize excellent behavior by means of a "virtue award," which is presented by the Lower School Director to a Lower School student who has demonstrated such behavior. The award with the student's name is placed on the "Virtue Board," a bulletin board next to the main office.

Academic Integrity

Academic integrity occurs when teaching and learning happen according to principles of Providence Academy's Code. Disrupting the academic integrity of a class is a violation of this Code and arises in the form of improper conduct or work. While each teacher establishes guidelines for conduct in his or her classroom, all teachers share the same disciplinary approach to work done improperly due to scholastic dishonesty. Students of all ages and grades are expected to present their own work and to be honest in test-taking.

Scholastic dishonesty is misrepresentation of one's own work. It may include plagiarism (uncited presentation as one's own any work done by another, whether from a published source, friend, or relative), cheating, or other falsification on any type of assessment such as a homework assignment, paper, project, quiz, test, or exam. Cheating and plagiarism will result in a zero on the assessment and may result in notification of the parent(s), and Lower School Director. Depending upon frequency or severity, violations of academic integrity may include additional meetings with administrators, and further consequences.

Academic Life

Classroom Placement

In determining placement of Lower School students within classrooms, the administration takes special care to consider each student's academic and social needs, in consultation with grade-level teachers. Final decision in the assignment of Lower School students to classrooms is made by the Lower School Director.

While specific requests for given classrooms or teachers cannot be honored, parents may at times have information regarding their child's academic or social needs that they wish to share with the LS administration. Such information will be taken into consideration at the time of class formation.

Grading

Providence Academy Lower School grades are posted on a trimester basis. The trimesters end in November, March, and June and progress reports are sent home at those times. The following grading schemes are employed in the Lower School:

Grades K – 2 (Primary Grades): Academic Progress is reported on an E,S,N scale. Study skills/character development is reported on a 1 - 4 scale.

E = Excellent progress
S = Satisfactory progress
N = Needs Improvement

4 = Exceptionally strong skill development
3 = Skill development is age appropriate
2 = Skill needs further development or practice
1 = Skill is not evident or seldom exhibited

Grades 3-5 (Intermediate Grades): Academic Progress in core subject areas is reported on a scale of A - D.

Specialist class progress is reported on an E, S, N basis, as noted in the K-2 section above. Study skills/character development is reported on a 1-4 scale, as noted in the K-2 section above. Students who are pulled out of French or Spanish class in order to have specialized reading instruction with the Lower School Learning Specialist may receive N/A (Not Assessed) in the French/Spanish area of their progress reports since they are not held accountable for material presented in their absence.

Academic Progress grading scale on A - D basis for grades 3 - 5:

A 93% and above
A- 90% - 92%
B+ 87% - 89%
B 83% - 86%
B- 80% - 82%
C+ 77% - 79%
C 73% - 76%
C- 70% - 72%
D+ 67% - 69%
D 66% or below

Pre-K does not employ a grading system. Progress reports in Pre-K are based on skills and social development. Numerical descriptors are used to indicate where the child is on a continuum of developmental growth.

Homework

The expectations of an excellent college preparatory curriculum entail homework. The time requirement will vary, depending on grade level and the student's level of ability, preparation, and motivation. If you feel that your child is spending too much time on homework on a regular basis, you should contact your child's classroom teacher to determine the cause of the extended time. Where indicated, teachers will work with students and their parents to develop a plan to

assist students in completing homework in a timely manner.

The Homework Club (see Extended Day, above) is utilized by many families as a convenient way to get all or most homework done each day before students go home. A fee exists for this program.

Math Placement

In preparation for Middle School, students in the fifth grade are placed into different math sections. Placement decisions are based on multiple factors, which include standardized math test scores, placement test scores, overall previous math grades, averages on tests, quizzes, and homework, and progress report grades in the areas of organizational skills. Teachers may be asked to consider each student's motivation in the subject area and independence at addressing new concepts. New students are assessed by means of placement tests, standardized test scores (where available), transcripts, and interviews through the admissions process. Final approval for placement comes from the LS Division Director.

Students transitioning into Middle School from 5th grade are evaluated based on a placement test administered by the Math Department as well as the criteria stated above. Final approval for placement in the Middle School comes from the Department Chair and the MS Division Director.

Recess

All Lower School students are expected to participate in daily recess activities. Students must have appropriate outerwear for each day. Students who lack appropriate outerwear for weather conditions will not be excused from outdoor recess. From November 1st – April 1st (or until the stable arrival of warmer weather) students are expected to have boots, snow pants, gloves, jacket, and hat in school every day. Students may go outside for recess as long as the real or wind-chill temperature is above 0 degree Fahrenheit. During these months, when seriously inclement weather happens, or from time to time for the purpose of an open environment for running, students may participate in recess in the Dome when available. The location of recess will be at the discretion of the Recess Supervisor or the Lower School Director. Occasionally, students may be required by a teacher to remain in class during recess. Reasons for this may include tutoring, making up missed work, or as a behavioral consequence. Such times will be only as deemed necessary and will be infrequent.

Student Life

Attendance and Extracurricular Activities

Any student involved in an extracurricular activity must meet his/her academic obligations by attending school regularly. Students may not participate in an extracurricular event if they miss any part of school the day of an event. Exceptions to this policy must be approved by the Director of Athletics. In general, this policy will be enforced by the coach or advisor of each extracurricular activity. Students with poor attendance or those who are experiencing academic or behavioral problems may not be allowed to register for such activities or may be removed without refund if behavior is disruptive.

Extracurricular Activities

P.A. organized sports: Participation in team sports is available to 6th grade students. (see Athletics, below)

After-School Activities (Grades K-5):

Providence Academy Lower School offers fee-based extracurricular activities in a variety of areas. These activities are separate from the Extended Day program and require separate registration. Examples are below. Offerings may vary from year to year. Activities may be restricted to certain grade levels. Registration takes place in Fall, Winter, and Spring. When an activity roster fills, a wait list will be created. Examples of these activities may include:

- Chess Club
- Lower School String Instruments (lessons and ensemble)

Athletics

Students in the Middle School are eligible to participate in Providence Academy's Sports program. Please refer to the Middle School section of this Handbook for further information about such athletic offerings.

From time to time, instructional clinics focusing on specific sports are offered to students in grades K-5.

Providence Academy does not sponsor official teams for students below the sixth grade level. However, parents of students will, from time to time, form teams composed of Providence students for competitive or recreational play through local community sports organizations. See Also: Extended Day Program

Birthdays/Special Events

Lower School students are allowed to bring in pre-packaged treats to celebrate their birthdays. Parents should contact the classroom teacher to arrange a date for the celebration.

- If your child's teacher has notified you about allergies in the classroom, avoid foods containing that specific allergen. Foods containing such allergens will not be distributed in the classroom.
- You may want to consider a non-food treat to celebrate your child's birthday, like a small party favor.

Out-of-school party etiquette

- If an out-of-school party is planned, invitations may not be distributed in school.
- Picking up a small group of students from school to attend a party is strongly discouraged.
- Picking up a group of Lower School students in a limousine or other specialty vehicle is also strongly discouraged. Please instruct children not to discuss parties that they have attended with classmates, as this creates social difficulties and divisions in an elementary school environment.

Breakfast
Breakfast is offered in the Great Room each day from

Pre-K and Kindergarten students must be accompanied by a parent or adult guardian at breakfast and accompanied to their classroom after the meal.

Supervision is provided for students in grades 1 and above. Pricing for breakfast is a la carte and is charged to the student's account. Students are to keep a student ID card in their locker for breakfast use.

Concerts
Twice yearly, all Lower School students participate in the staging of a musical performance for an audience. These concerts are considered to be part of the curriculum and are an essential piece of the students' musical education experience.

- Student attendance and participation is considered mandatory. In addition, when students prepare for a concert, they are working towards a group goal. Each member of the group is important to the final product.
- Conflicts with athletic or other extracurricular practices or games are not generally considered excused. Illnesses and family events, such as weddings and funerals are generally excused.
- If your student has a conflict that cannot be resolved, please contact your student's music teacher and the Lower School Director as soon as possible.
- Unexcused absence from a required concert will result in a lowered grade for that trimester. Final determination of excusal is made by the LS administration.

Library
All LS students will have Library class once per week. Materials to be taken out of the library must be checked out. Books may be checked out for two weeks at a time and may be renewed. Students may check out up to three books at a time. If more books are needed at one time, permission may be requested to check out more.

Students are encouraged to be responsible that books checked out are not damaged or exposed to bad weather. Students who lose or damage library materials will be charged the replacement cost(s).

Lunch
Lower School students may choose to take advantage of the school's food service or they may choose to bring lunch from home. Students in grades Pre-Kindergarten-5 will be offered the main lunch meal of the day, along with soup, salad, and two beverages. The first beverage must be either milk or water. Juice may be chosen as a second beverage.

Lower School students are not eligible for a la carte menu items, items from "the grill", or beverages from the larger, enclosed refrigerator cases. Parents and other visitors should not purchase these or other items for students that are not allowed in the Lower School. Students who bring lunch from home may still have up to two beverages, with the same guidelines

applying.

Menus are posted to the Providence Academy website each month, and are available on the school website. Parents are encouraged to review the lunch menu with their child each day.

Parents or other family members authorized by parents are welcome to have lunch with their child on occasion. We ask that parents inform the child's teacher in advance of their visit and include the identities of any visitors. Parents and guests are asked to stop in the administration office for a lunch pass in order to purchase the school's lunch. Persons not authorized by parents and approved by the school will not be allowed to join students for lunch. Fast food is not allowed in the cafeteria because of the nature of our food service contract. Students are expected to behave in a courteous and respectful fashion throughout the lunch period.

Uniforms

Uniforms are required on all school days except when otherwise specified by the administration. Girls may wear uniform pants as an option from November 1st to April 1st; however, jumpers and skirts are required on days when students will attend Mass and on most field trips.

Please refer to the accompanying Uniform Dress Code and Dress Code Guidelines for this academic year. 2026-2027 Providence Academy Uniform Dress Code: General Information

MIDDLE SCHOOL

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Communications

The following are vehicles used to communicate academic information to and from parents and/or students:

- Parent/Teacher conferences
- Phone and email: Parents may contact teachers directly by telephone or email (each teacher has his or her own classroom phone and email address)
- US Mail. Semester grade reports are printed and sent home
- Gmail and Drive: students in grades 6-12 have a school email account, provided by Google, as well as a Drive storage area.
- Infinite Campus (accessed by a link of the same title from PA's homepage; students and parents each have separate login usernames and passwords):
    - Homework will be posted on Infinite Campus
    - Quarter grade reports will be posted on Infinite Campus
    - Various directions and advisories relating to grade postings and registration will be made available in Infinite Campus
    - Grade books will remain viewable online in Infinite Campus
    - Registration for courses will take place in Infinite Campus
    - Families may set notifications to receive them from IC
- Moodle (accessed by a link from PA's homepage; each student has his or her own username and password; parents do not have their own login):
    - Teachers' home pages for course syllabi, assignments, and other resources

Grade Reporting

Providence Academy has two types of grading schedules in the Middle School: the quarter and the semester. Quarters one and two fall within semester one; quarters three and four fall within semester two. Grades for quarter-long courses, such as Drama, Art, Speech, Public Speaking, and Industrial Arts are recorded on each of the report cards for first and second semester. Grades for semester-long courses are determined from summative assessments such as tests, projects, and quizzes, as well as formative assignments such as homework and class work.

Report Cards:

Report Cards are posted in Infinite Campus after grades are collected and are printed and mailed home. MS report cards are NOT sent to colleges and universities.

A MS student's cumulative GPA is calculated at the end of each semester and includes both single-quarter and full-semester courses.

Parent Teacher Conferences

Twice a year, in the fall and in the spring, parent-teacher conferences are held to discuss students' progress. Parents are given the opportunity to sign up for a time frame and are encouraged to attend.

Academic Adjustments

Providence Academy does not offer special education programs. If you believe that your child

is in need of specialized services, you may request an evaluation by the public school district. If a specialized need meets the criteria established by the Wayzata school district, services may be offered through that district. Providence Academy has no authority in decisions for services made by the Wayzata district.

If your child has difficulties learning that you wish to learn more about, you may also seek a private neuropsychological evaluation through a licensed practitioner. Upon diagnosis of a specific learning disability, ADHD, or other diagnoses that affect learning, Providence Academy may, at the discretion of its administration, provide reasonable classroom adjustments such as extended time on tests, access to class notes, and other supports recommended by the practitioner that do not require a modification of the curriculum. The counselors and the learning specialist are the point of contact at the school for such concerns.

Alcohol, THC, Tobacco, and Drug Policy
See policy in the General Guidelines section of the Parent Student Handbook.

Amorous Relationships
See policy in the General Guidelines section of the Parent Student Handbook.

Attendance Policy and Procedures
To report an absence when a Middle School student is ill, dial (763) 258-5520 for the Lower and Middle School's Attendance Line by 8:30 a.m. To easily report absences in any division, parents can use the Infinite Campus Parent App. instead. Attendance is checked by the teacher at the beginning of the first period and by each teacher during the school day.

Students are considered "present." If sick or ill, please follow the same guidelines given above.

Student Attendance
Consistent attendance at Providence Academy is an essential part of a student's academic obligation. Students who miss class cannot "make up" that shared classroom experience. The Attendance policy reinforces this value. Students are to attend all classes and school functions unless they receive an approved absence. We request that families schedule vacations during our designated school breaks. Parents should send signed notes notifying absences to the MS Office. Students must sign-out and every time they leave school and sign-in every time they return to school at the MS Assistant's desk. Students are required to attend school on non-academic days such as field trips and school retreats just as they attend academic days.

Middle School Students who accrue 9 or more absences of any type in any semester-long course, or 4 absences in a quarter-long class, will need to meet with the Middle School Dean of Students or Director. Along with their parents, they will develop an attendance plan to improve attendance for the rest of the school year. Students who miss 4 consecutive days of school for medical reasons may be asked to provide orders from the attending physician.

Absences
Providence Academy recognizes that students miss school for a variety of reasons. In order to

minimize absences and their inevitable impact on students' learning, we ask parents, whenever possible, to schedule off-campus appointments outside the academic day. We request that families schedule vacations during designated school breaks. When taking vacations while school is in session, teachers cannot provide homework, tests, or quizzes to students in advance of the trip, but families may check each teacher's Moodle page for homework and updates on class. The categories of absence are described as follows:

Excused Absences

- Illness – A Middle School parent must call the Middle School's Attendance Line at (763) 258-5500 or email by 8:30 a.m. to confirm a student's absence from school. A student who becomes ill during the day must see the School Nurse. Students may not contact parents to initiate leaving school. The School Nurse will contact a parent for permission if it is necessary for a student to leave. Middle School students must sign out of the Middle School office before leaving school. Classes missed because of illness count toward the 9/12 Attendance Policy.
- Appointments – If it becomes necessary to schedule an off-campus appointment before or during the academic day, parents must notify the Middle School via email or telephone no later than midnight the day prior to 9 pm **the day prior to the absence**. Students must sign out of the Middle School Office and sign in upon returning to school. The 9/12 Attendance Policy applies to classes missed due to such absences. A student excused from any part of the school day prior to the 3:15 dismissal will be ineligible to participate in any extracurricular activities on that day unless he/she can provide a physician's note that specifies the student's necessary absence on that particular day.
- Planned Absence – Students who know they will be missing school must notify the Dean of Students and their teachers in advance of the absence. The Dean of Students will determine whether an absence is excused or unexcused.
- Extended absences for reasons other than illness may be excused, but teachers are not required to give up their time to tutor students who have missed school for vacations or other absences not related to illness or school activities. Extended absence may result in the need for outside tutoring--i.e., tutoring not provided by the teacher. Teachers may also indicate whether extended absence will cause a serious problem in the student's academic development. Parents are asked to consider carefully the academic consequences and problems that could develop from this absence. The student is responsible for making up all assignments missed while absent. Teachers will determine due dates for missed assignments. All these absences have the possibility of being counted in the 9/12 attendance policy.

Unexcused Absences

Consistent attendance at Providence Academy is an essential part of a student's academic obligation and good standing in the community. Students who miss class cannot make up that shared classroom experience. Our attendance policy reinforces this value.

Teachers check attendance at the beginning of each class period during the school day. The Middle School Office manages daily attendance. Providence expects its students to attend all classes unless there becomes a need for a school-approved student absence. Attendance at School Retreats, Semester Exams, and other such school functions is mandatory.

Providence Academy recognizes that students miss school for a variety of reasons. In order to minimize absences and their inevitable impact on students' learning, we ask parents, whenever possible, to schedule off-campus appointments outside the academic day. We request that families schedule vacations during our designated school breaks. Parents should contact the Middle School Office requesting excused absences which are ultimately determined by the administration. Student sign-out and sign-in also occurs in the Middle School Office and is mandatory to maintain the utmost safety of our students.

Unexcused absences are the result of student violation of policies. These may come in the form of skipping classes or unauthorized forms of absence—e.g., violating closed campus policy, returning to school without communication from parents, or unauthorized leaving of school. Students who receive an unexcused absence must make up missed work—tests, quizzes, homework assignments—due on the day they receive the unexcused absence for a maximum value of 50%.

Please note that the school determines whether an absence is excused (for any reason) or unexcused; parents do not make this decision. Providence Academy is required to report excessive tardies and absences to the county truancy office.

Students are not permitted to leave school to attend State Tournament games (or any other spectator absences) in which they, an immediate family member (brother or sister), or varsity team member are not participating. All such absences will be marked as unexcused.

Tardiness to School

When a student comes to school after 8:30 a.m., or when a student has been in school but has not reported to class by 8:30 a.m., that student is considered tardy. Providence Academy does not condone tardiness to school or to individual classes. Tardy students must report to the Middle School Office for an admittance pass. Teachers will not admit students to their first period class after the 8:30 a.m. bell without a tardy slip.

All tardies will be unexcused unless arrangements have been made with the Middle School Office. Middle School students who are tardy must make up assignments or tests missed in classes for a maximum value of 70%. Questions about the tardy policy may be directed to the Dean of Students.

On days where the weather is inclement, the school may ask students to check into the office when they arrive but will make an announcement to not mark students tardy until a certain extended time. Parental discretion is advised, and families are not advised to drive in dangerous weather conditions to arrive at school.

<u>Leaving School during the School Day</u>

If a student must leave school during the school day due to illness, the School Nurse will contact the parent or guardian. The student does not have the permission to call his/her parent or guardian and excuse him/herself from school or leave without following this protocol. The ill student may be picked up by the parent or guardian from the school nurse's office. The student must sign out prior to leaving the building.

If a student must leave during the school day for a pre-arranged appointment, the parent or guardian must notify the school in writing of this. The student must obtain an appointment pass for the prearranged tardy from the Attendance Office at the start of the school day. The student must sign out prior to leaving the building.

Skipping

Skipping classes or any part of the school day is a serious violation. The "skipping rule" is as follows: students who miss 10 or more minutes of class time, unexcused, will be charged with a skip. Two skips of any class during a semester may cause that student to fail that class for the semester.

If a student skips a class, or part of a class, that student may receive the following consequences:

- Conference with the Dean of Students
- Detention
- An unexcused absence issued for each class skipped
- The student will make up missed work for less-than full credit
- Ineligibility rule may go into effect
- The skipping rule will go into effect

If a student skips a day of school, that student may receive the following consequences:

- Conference with the Dean of Students and notification of parents
- Detention or possible suspension
- Unexcused absences for all classes skipped that day
- The student will make up missed work for a failing grade
- Ineligibility rule in effect for a time determined by the Dean of Students
- The skipping rule will go into effect

9/12 Policy

Middle School Students who accrue nine (9) or more absences in any semester course will earn maximum course grades on a scale that diminishes with each successive absence (90% maximum for 9 absences, 80% for 10, and so on). Students who miss twelve (12) or more days in a semester may either fail the course or have their credit withheld pending other requirements. Non-graded white period classes will also be counted in the 9/12 policy with violation of the policy resulting in loss of after school eligibility for activities. Absences related to suspension do not count toward the 9/12 Policy.

Absences Counted in 9/12 Attendance Policy

- Vacations/trips
- Appointments
- Illness
- Skips
- Other unexcused absences
- Early Dismissal for non-PA sanctioned Athletics

Absences Not Counted in 9/12 Attendance Policy

- School-Sponsored Field Trips, Retreats
- Death in the family or other family emergency

In circumstances of prolonged illness, injury, or other related extended absences (3 school days or longer), the school requests appropriate medical documentation. The Middle School Student Support Committee (Middle School Director, Counselor, Director of Academics & Curriculum, Dean of Students, Learning Specialists, and School Nurse) reviews this documentation and the circumstances of the situation and considers whether a given case merits suspending the penalties associated with the 9/12 policy, and, if so, how best to support the student, family, and health care providers in serving the student during recovery within the limitations of school policy and resources.

Boost: Math/Latin/Science
"Boost" services provide targeted help for students struggling to master concepts in math, Latin, or Science. The service is not intended for students performing above a C. Students are identified by teachers and the middle school student support team coordinates additional teacher-student connection during white periods every Tuesday and Thursday. Students prioritize Boost programs over study periods and white period classes, and miss these commitments on days when they have Boost.

Car arrivals / departures
Grades 6-12

See drop-off procedures on the website. Drop and pick up students at the west entrance to the building. All drivers of carpools and parent(s)/guardian(s) are asked to line up at the west entrance, remain in their cars, and have students depart from the cars (in the mornings) or come to them (in the afternoons).

- No parking is allowed along the parking lot curb
- All drivers must yield to the directions of the officers on duty
- Families must pull forward as far as possible toward the Performing Arts Center to allow space for cars to pull up
- Families are encouraged to exit the parking lot as indicated on the map*

Cell phones / electronic devices
The electronic device policy is subject to the Technology Acceptable Use Policy. Cell phones and electronic devices, including watches with wifi, cellular, or bluetooth capability, are not to be used during the school day and must be turned off and stored safely in a student's locker.

Violation of the electronic device policy may result in any or all of the following consequences:

- The electronic device may be confiscated by the faculty member and given to the Dean of Students or Divisional Director
- The parent or legal guardian may be notified by the respective Dean of Students/Director
- The electronic device may be turned over to the student, parent, or guardian after confiscation
- Additional disciplinary action for repeated offenses

Classroom Guidelines and Expectations

Expectations

Faculty members develop and communicate clear expectations for their classrooms as well as professional approaches to respond when expectations are not met. In all such instances, the following principles will serve as a guide with regard to disciplinary action:

1. Every attempt will be made to maintain the dignity and self-respect of the individuals involved.
2. Students will be guided and given the opportunity to solve challenges they have created, in such a way as to avoid creating challenges for anyone else.
3. If a student cannot or chooses not to solve the challenge, the teacher will work to resolve it in keeping with the context of the situation and the individual(s) involved.
4. Misbehavior will be handled with natural or logical consequences, instead of punishments, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem-solving and growth.

Conduct

Every effort is made at Providence Academy to provide a learning experience that is safe, challenging, and nurtures the heart and mind. In order to uphold this expectation, guidelines and structure are developed to help guide students in the choices they make. It is human nature to make mistakes, and the Middle School faculty will respond to help a student learn from the missteps that will come with growing up.

The Dean of Students is responsible for the day-to-day administration of student conduct and discipline in the Middle School. Teachers are responsible for classroom supervision, management, and behavior. Faculty, staff, and students should refer serious breaches of conduct in the classroom or violation of school rules to the Dean of Students. These may result in further disciplinary action.

Providence Academy considers discipline to be a private matter between the student and the school. All disciplinary dealings with the school are held in confidence between the student, parent(s), and the school representatives.

Counseling Policy

Providence Academy encourages conversations between students and faculty/staff, administration, and counselors as needs arise. The school has two licensed School Counselors who specialize in academic, personal, and social concerns. Students may see the counselors during their free time as needed, or the school may require a student to receive counseling from outside professionals. Parents and teachers may also refer students to their assigned School Counselor.

Launch

Required for all 6th graders, this quarter-long course provides practice in various skills necessary for a successful transition to Middle School. Students will be fully oriented in Middle School systems including technologies and resources. Enhancement of time-management, test-taking, organizational skills, and communication skills will be a main focus with actual application to classes of all disciplines.

NHS Tutors
Upper School students in the National Honor Society offer tutorial services to students in the Upper and Middle Schools. Tutors are identified by subject area. Middle School candidates for peer tutors will be identified through the MS Student Support team or by parental request. Criteria used to determine eligibility are based largely on teacher recommendation and grades. Low grades combined with difficulty mastering content are essential to be considered for a peer tutor.

PBIP
Providence Academy Middle School utilizes a Positive Behavior Intervention Program or PBIP. This program recognizes students who show virtue, especially displaying the MS core virtues of piety, loyalty, wonder, respect and prudence. Often good deeds are rewarded with a ticket showing special recognition from a teacher, which opens a positive conversation about virtues between the student and teacher. Tickets may be redeemed for rewards from the MS Dean of Students or entered into drawings for prizes.

Students with Special Needs
Families of students who have a diagnosed learning disability should contact the Middle School Learning Specialist, Counselor, or Director. An adjustment plan will be drawn up for parent approval based on recommendations from the professionals who diagnose the disability and what the school can realistically offer in terms of support. Upon approval, a meeting will be scheduled with the student's teachers to go through the plan and to discuss teaching strategies to carry out the recommendations. The plan is revisited as needed during the course of the year.

Study Period
Study period is offered as an elective two days per week during White Period or four days per week to 8th graders who have deferred their language choice. A student who defers language may not take a white-period study period. Otherwise, a student may take a white-period study period for one or both semesters, instead of the other curricular offerings. Periodically, especially when assessments tend to increase in number, such as toward the end of a marking period, teachers of full-year, four-days-per-week electives will provide study time during class.

Study Skills Support
Study skills support is offered to students in need of assistance and organization during the school year. Often, this support takes the form of weekly check-in meetings with the middle school learning specialist, and may include discussions about grades, locker organization, and prioritizing work to complete.

Teacher Accessibility
Teachers are available for help during prep periods (communicated to students) and before and after school from 8:00-8:25. Teachers are also available on afternoons from 3:15-4:00 on days when they do not have scheduled meetings, or by appointment. Colleagues within departments will routinely meet with students if a schedule conflict exists between a teacher and a student.Teachers may also be contacted by email or phone. Students/parents should expect a return call or email within 24 hours.

Vision and Hearing Screening
Vision, hearing and scoliosis screenings are provided for students at Providence Academy. Early identification and treatment can prevent or alleviate many of the problems that result from impaired hearing, vision, or an abnormal curvature of the spine. This screening is done by nurses contracted with the school who are assisted by dedicated parent coordinators and volunteers. Scoliosis checks are done by the nurses only. The screening schedule is based on the Minnesota Department of Health recommendations. It is as follows:

- Grade 7 Scoliosis for girls only
- Grade 8 Hearing, vision, scoliosis (boys only)

At any time, if a parent, teacher, staff member or student has concerns, a child can be individually screened. If a parent has concerns regarding health screening or wishes to decline any part of this service for their child, they should contact the health office. Parents will be contacted if additional follow-up is recommended following screening. Screenings are not intended to be a substitute for wellness checks with the student's primary provider. Height and weight checks will not be done as part of this screening.

Make-Up Work for Excused Absences: The "X+1" Policy
The rule. A student with an excused absence may make up any work assigned, quizzed, or tested during the absence. The student has X+1 class periods to complete it, where X is the number of class periods missed.

> *Example:* Ex. If a student misses red period on Thursday, then the student has until 4:30 PM on Tuesday.

Work already due on the day of the absence. X+1 does not apply to homework, papers, or projects that were due the first class period that the student was absent. This work is due at the student's first class period back.

> *Example:* A paper was due the first day of a student's 3 day absence. The student does not have 4 class days to complete the paper, but should turn it in upon returning from his/her absence.

> *Example:* A student missed a test on the first day of a 3 day absence. They should be prepared to make up the test upon returning, not within 4 days of returning to school.

Exception
Returning the same day. A student who misses a quiz or test but returns to school later that day will be required to take it if he/she has an open period, or after school that day, or before school the next day.

If make-up work is late
If make-up work is not turned in by the X+1 due date:

- The teacher will enter an M (Missing) in the gradebook and set a final deadline, usually the date of the next unit or summative assessment.

- Work turned in after the X+1 due date can earn no more than 70% and be subject to the late work policy.

Forfeiture of an assessment

Students can complete missing formative work after the unit test in order to earn a retake

- The gradebook value for that missing formative work will be 0%.
- The missing formative work and the assessment retake must both be completed before the next unit test.

In the event that a summative test is forfeited because it was not taken prior to the next summative test, despite prior advisory communications from the instructor to both the student and parent(s) (a note in IC can suffice for this communication), the student will be encouraged to take the missed summative test for a maximum value of 50%. If prior advisory communication(s) from the instructor is(are) not evident, the student may be eligible for full value on the assessment if the X+1 Policy does not apply.

Retakes:

- Retakes for assessments below 70% will not be available for any formative work or for the semester exam.
- PA expects a student to retake a summative assessment if the original score was below 70% and also qualifies for a retake. In order to earn a retake of a summative assessment a student must have turned in all formative work for the unit such that there is no M in the formative gradebook for the unit.

Retake options:

- "Recovery" retake (the norm): the original assessment is adapted to address the primary challenge for a maximum grade of 70%
- "Replacement retake for full value: At teacher discretion, the student retakes the assessment in its entirety and may receive full value for it.

Good Standing

A student in good standing is eligible to participate fully in the life of the school and enjoys all privileges and opportunities Providence Academy offers.

Academic Eligibility

Given Providence Academy's commitment to academic success, a student's academic performance is linked to his or her eligibility for all Upper School extracurricular activities. If a student fails to achieve an overall grade of 60% at any point during the semester, he or she is given a period of seven days to meet 60% for that course. If this time elapses and the standard is still not met, he/she will become ineligible to practice, compete, or perform in an US extracurricular activity. Eligibility is restored, on that or the following day, after each instructor involved notifies the Director of Academics & Curriculum.

MS Students who play in MS sports not sanctioned by the MSHSL are not affected by eligibility requirements, neither are students in MS Theater (but MS students in US Theater are affected), but they are expected to participate in a good-faith approach to academic success. Should such a student become ineligible, he or she should make every effort to come early to

school or stay after school in order to meet the school's expectations.

Academic Progress

A student who is in poor academic standing or is not meeting grade-level requirements will require an intervention by the Middle School Director and Director of Academics and Curriculum. Criteria are as follows:

- Semester GPA below 2.0 (poor academic standing)
- A failing grade in any course (F)
- An incomplete (I) that remains two weeks beyond the beginning of the next marking period

Due to the school's commitment to a student's academic success, a student not meeting grade-level requirements will prompt a parent meeting with the Middle School Director and Director of Academics to discuss the student's performance and to develop an action plan to make adequate progress during the year.

Code of Conduct

Each student signs a Code of Conduct as a part of his/her enrollment contract. The Code of Conduct helps to fulfill the goals of the discipline process. The Code of Conduct is applicable to inside and outside of Providence Academy and it is understood that violations of the Code of Conduct may be addressed as a disciplinary matter by the administration.

Detention

Detentions are administered by the teacher, Middle School Director, or Middle School Dean of Students before or after school. Detentions are approximately 30 minutes in length, and the purpose of the detention policy is to teach respect for self and others and to acquire self-discipline so that future discipline problems might be avoided. Failure to appear will automatically double the period of detention. If a student reaches more than three detentions during a school year, he/she is subject to additional consequences such as meeting with the MS Director and MS Dean of Students or a suspension. Any questions regarding detentions should be directed to the Middle School Dean of Students. Misconduct during the last week of school may result in an automatic detention to be served on the last day of school. Unserved detentions will result in a report card being held.

Disciplinary Process

Disciplinary action will be taken for a breach in school policies. The actions may include but are not limited to an infraction, detention, community service, suspension, or expulsion.

As a general rule, classroom actions which evidence disrespect, tardiness to class, and other offenses against the PA Code of Conduct and the Middle School Core Virtues shall be handled by the classroom teacher. Situations that the teacher determines as chronic or otherwise deserves special handling will be referred to the Dean of Students. These situations will be managed in a way that is most helpful to the student body and under the guidelines of the conduct policy. Whether disciplinary issues are managed by the teacher in the classroom or by the Dean of Students, the process can involve any of the following, separately or in combination as appropriate:

- Personal conference with the teacher

- Notification of conduct concerns to parents
- Appropriate consequence as deemed by the classroom teacher and/or Dean of Students
- Detention (lunchtime, before school, or after school)
- Student conference with the Dean of Students and MS Director
- A parent-teacher-student or parent-teacher-Administrator conference
- Withholding of school privileges, including extracurricular eligibility
- Disciplinary Probation, combined with appropriate application of consequences relevant to the offense
- Out-of-school suspension
- Withdrawal – temporary or permanent
- Expulsion

Infractions:
Students in violation of classroom or school rules may receive an infraction for those behaviors. Students and parents will be notified of infractions by the classroom teacher or dean of students. Three infractions result in a detention.

Serious Classroom Infractions (Disruptive, Disrespectful behavior):
Are infractions that violate the Student Code of Conduct with regards to always being a witness to Christ in interactions with others. These actions impact the ability of the teacher to teach their class, impact others learning, or violate the Golden Rule treating others the way you want to be treated. Serious Classroom infractions are a progressive discipline (do not reset at the end of the semester or school year)

A Student who receives a Serious classroom infraction for disruptive and/or disrespectful behavior will be removed from class and sent to the Middle School office.
First Violation of this policy:

- The student will meet with the Dean of Students and a detention will be assigned.
- The Dean of Students will notify the parents.
- A meeting with the teacher and/or students will be scheduled.

Second Violation:

- 1 day In-School Suspension
- Corrective Action Plan

Third Violation:

- 1 day Out of School Suspension
- The Dean of Students will meet with the Parents prior to returning to school

Fourth Violation:

- 2 day Out of School Suspension
- College Reporting
- A meeting with the Parents, Dean of Students, and Middle School Director will be scheduled.

Middle School Acceptable Use of Technology

Providence Academy's Acceptable Use of Technology policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the school's technology resources.

Purpose of Technology Use

Providence Academy provides technology resources and network connections to its students solely for educational purposes. Users of Providence Academy's technological resources, network, and school issued email account are expected to use them to further educational goals and for communication that is consistent with the school's mission and policies.

Privileges and Responsibilities

The electronic network, student issued email accounts, and school issued technology are owned by Providence Academy. Student users must conduct themselves accordingly by using good judgment and complying with this policy and any added Providence Academy administrative regulations and guidelines. Students are responsible for their behavior using the school's computers, network, or other school technology and school issued email address.

Student users of Providence Academy's technologies shall:

- Use or access Providence Academy's technologies for educational purposes only
- Comply with trademark, copyright laws, and software licensing
- Understand that network administrators may review files and communications to maintain system integrity and monitor responsible student use; email and network files are not fully private
- Be responsible at all times for the proper use of technology

Student users of technology shall not:

- Access, review, download, create, store, send or display offensive music, messages, images or content
- Use, send, or access material that is harassing, offensive, threatening, obscene, or sexually-explicit, or language intended to or that may harm or demean others
- Vandalize or damage computer equipment, systems, networks, hardware, software, data, or programs
- Use non-school approved chat rooms, websites selling term papers, book reports, and other forms of student work; messaging services, etc.
- Knowingly upload, create, or spread computer viruses, programs, or applications capable of affecting Providence Academy's technology resources
- Misrepresent themselves or others
- Use, intrude, or gain access to others' email accounts, electronic folders, work, data, or files
- Gain unauthorized access to technological resources
- Reveal personal address, phone number, or other personal information of other users to non-school approved organizations
- Access social media accounts
- Access the internet unless tethered to the STUDENT wifi.

- Set up wireless networks, bring in a WiFi hotspot, use phone as a hotspot, access a 3G/4G/LTE service or any other besides PA's WiFi
- Use technology for any illegal purpose or activity
- Send mass or inappropriate emails
- Use anonymous and/or electronic false communications
- Bypass the website filter on campus or mask their internet access
- Reveal personal address or phone number, or other personal information or that of other users to non-school approved organizations including but not limited to, account set-up for chat rooms, eBay, email, etc.

Providence Academy is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical or other difficulties
- The accuracy or suitability of any information that is retrieved through technology
- Breaches of confidentiality
- Defamatory material

Opportunities and Risks of Technology Use

Providence Academy uses filtering software to limit internet access to materials that are obscene, harmful, offensive, inappropriate, or disruptive to the educational process. However, no technology can be guaranteed to be error-free or totally dependable, particularly when used irresponsibly.

Privacy

While Providence Academy's network or email accounts are not a public forum for general use, users should not expect that email or files stored on Providence Academy servers will be private. Providence Academy reserves the right to log technology use, to monitor files by users, and to examine users' files and materials as needed and at its discretion. Users must understand that this service has no assurance of confidentiality with respect to access to transmissions and files.

Disciplinary Actions

Legal Propriety: Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity. Plagiarism is a violation of the Providence Academy's Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking or illegal software is strictly prohibited and violators will be subject to Providence Academy's Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Providence Academy.

Other violations of the Middle School Acceptable Use of Technology policy and guidelines may result in disciplinary action which could include loss of technology use, loss of Providence Academy issued email account, being banned from the Student Network, suspension or expulsion from school, or other appropriate disciplinary action. Violations of local, state or federal law may be turned over to the appropriate law enforcement authorities.

The use of technology at Providence Academy is a privilege, not a right. Technological resources available at Providence Academy are designed for educational purposes in accordance with the school's philosophy, mission, and code. Inappropriate use can come in many forms, but can be viewed generally as use in any manner not prescribed by an employee of PA, such as: any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, threats, or vulgar language; playing of games; accessing social networking sites such as Facebook and Instagram; use of a computer that is logged into the network by a teacher or administrator or otherwise access non-student areas of the network. No one but a PA employee may attempt to alter hardware or software. Students will, at all times, be responsible for adherence to the Technology Responsible Use Policy distributed at the beginning of the year.

Middle School students will be provided with an email account (first.last@prov.academy). All electronic communications between faculty/staff and students shall occur using this Gmail account and the faculty/staff PA-provided email account. Using PA's email account(s) to engage in cyber-bullying, cyber-stalking, and cyber-harassment is unacceptable and prohibited both on and off campus.

Access to the Internet provides students with a vast source of information and other resources. However, the Internet may also expose students to inappropriate content or individuals with malicious intent. For this reason, students should use extreme care and caution while on the Internet. While at PA, students are not to divulge personal information such as names, addresses, photos, phone number, or other personally-identifiable details about themselves, their classmates, teachers, or family members over the Internet. Further, students may not share their passwords with other people and they may not use or attempt to use another person's password. PA reserves the right to monitor student Internet activity at any time.

A teacher may, at times, authorize students to use or access technology resources when these serve academic objectives of the classroom – including the use of students' own technology resources. In these circumstances, and with the teacher's permission only, the student is responsible to adhere to the spirit of the school's Responsible Use Policy. Students should use the devices only in a way that enhances the academic purpose of the classroom and in a way intended by the teacher. Providence Academy assumes no responsibility or liability for damages that may occur as a result of using a personally-owned device on the school network.

Misuse of technology at Providence Academy may result in disciplinary action, revoking of electronic privileges, suspension or expulsion, and any appropriate legal action. Students will not hold any teacher, Providence Academy, or the Archdiocese of St. Paul and Minneapolis responsible or legally liable for materials distributed or acquired from the network.

Academic Life

Academic Integrity

Plagiarism / Artificial Intelligence

Providence Academy focuses on each student as a unique, unrepeatable person. Writing reveals what students know, conclusions they draw to demonstrate what they have learned, and skills

and style being developed. As such, writing must come from each student's original thoughts and work and be in that student's own voice. Therefore, Providence Academy prohibits the use of artificial intelligence and plagiarism. Plagiarism is defined as uncited presentation as one's own work, any work done by another, whether from a published source, friend, or relative.

As a general rule, Providence Academy encourages "summative" writing to be done as a paper & pencil activity in class. When writing is done outside of class, the following expectations will be observed: students will be required to use Google Docs so teachers can monitor editing history; teachers will use TurnItIn software to detect incidents of plagiarism (including Artificial Intelligence-generated content). If a paper is flagged to contain 15% or more of any non-attributed content found in another source (including Artificial Intelligence-generated content), it will be reviewed further and if scholastic dishonesty is found, the following will be enforced:

- First offense - a rewrite of the paper will be required and a maximum grade of 70% can be achieved
- Second offense (not limited to the same class) - a rewrite of the paper will be required and a maximum grade of 50% can be achieved
- Third offense - a grade of 0% and a meeting of the Director of Academics and Curriculum, Division Director, the student, and parents will happen to discuss discipline and next steps

Other forms of scholastic dishonesty

Other forms of scholastic dishonesty include cheating, improperly sharing one's own work with another, or other falsification of one's own work on any type of assessment such as a homework assignment, paper, project, quiz, test, or exam. A student who does any of these on an assessment other than homework will receive the following consequences: a zero on the assessment with a maximum value of 50% upon retake; an automatic detention; automatic ineligibility of at least 48 hours. Scholastic dishonesty on homework will result in a grade of zero for the assessment and it cannot be made up. Additional consequences may include removal from any active leadership role in the school and disqualification from lettering and other post-season awards. This matter will also be reported to relevant extracurricular moderators as well as the teacher of the course. Depending on severity or magnitude, other penalties may result in detention, suspension, or expulsion.

Academic Success

Providence Academy expects students to achieve an overall grade of 70% or above in all classes. To that end, teachers and administrators in the Middle School hold students responsible to meet this standard for the overall course grade and pass each semester with no less than a 60% in all classes.

Should a student not achieve a grade of 70% on any assessment other than homework, one recovery retake is expected and needs to be scheduled with the teacher. The student or parent may petition for another attempt. This retake may not be the same as the original assessment; instead it may target the area that needs attention. The period during which a student may retake for 70% expires with the onset of each major assessment. In other words, any non-homework assessment prior to a test can be retaken for up to 70% until the time of the test. Any test can be

retaken for 70% until the time of the next test, and so on. Teachers have discretion to issue a replacement assessment/replacement retake, for full value, should circumstances warrant that approach.

Bell Schedule

Grades 6-8

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:28	Zero Period	Zero Period	Zero Period	Zero Period	Zero Period
8:30-9:20					
9:25-10:15					
10:20-11:10					
Lunch 11:10-11:35					
11:40-12:30					
12:35-1:25					
1:30-2:20					
2:25-3:15		Electives	Mass	Electives	

The Middle-School schedule, shown above, consists of a 7-period day, five days per week, for the entire school year, with lunch always taking place from 11:10 – 11:35 am. Except for lunch, each period is 50 minutes long with five-minutes of passing time in between.

Instead of referring to periods of the day in terms of "first," "second," "third," and so on, we say "red," "orange," "yellow" (and the rest above, including "white period"). This is because each color represents one academic subject in a student's schedule. For example, "red" period for one student may be religion. If so, then that student has religion Monday-Thursday with Friday off. If this student's "orange period" class is mathematics, then math happens Monday, Tuesday, Wednesday, and Friday, with Thursday off. And so on. Each subject, therefore, meets just four days per week, and the eight total colors meet our offering of eight subjects (Religion, History, English, Math, Language, Science, required rotation courses--such as PE, art, health, study skills, public speaking, etc--and one elective).

Mass for the Middle School happens each Wednesday during white period (2:25-3:15 pm). White period on Tuesdays and Thursdays has become dedicated to study period and enrichment

electives such as athletics and woodshop.

Course Availability - Middle School Electives

Registration for Middle School electives takes place in early spring. Course sections are determined by enrollment numbers and may be canceled if this number is too low. In such cases, students will be contacted to choose an alternate elective.

Course Change Requests

Changes up through day ten of the course:

Schedules are available at orientation in August. Each student should review this schedule during orientation and make sure everything is in place for the year. If a student wishes to request a course change, requests are due during the first three days of the course. A "Course Change Request" form will be available in the Middle School Office or from the School Counselor. Approvals are subject to space availability and will be reviewed in the order received. Requests for change after the due date **may** be subject to the "withdrawal" procedure (see below).

Level changes

Students are placed in the course level most appropriate to their academic ability. The Departments of Mathematics and World Languages have a four-week period at the beginning of the first semester to confirm if a student is in the most appropriate course level. In some cases a level change adjustment may become necessary to ensure the best possible academic experience for the student.

The student or teacher may initiate a level change. If initiated by the student, she/he will need to speak with the instructor of the course about this first. The teacher will then contact the Director of Academics & Curriculum, department chairman, and one of the student's parents. If a change is warranted, the department chairman will confirm the change with the Director of Academics & Curriculum.

Every effort is made not to disrupt the student's entire schedule, but some adjustment of one or more courses may become necessary in the event of a course change. Some course changes may not be possible if no way exists to create a new schedule for the student.

Course Completion Requirements

Students who receive a grade of D-, D, or D+ in both semesters of a Middle School world language or math course may not be promoted to the next level of study the following year. This may prevent a student from making adequate progress academically.

Credit Recovery and Failed Courses

A student who fails a course may be required to recover or retake that content area in order to make adequate progress academically. A failing grade is calculated as below 60% for any single-quarter course or any semester of either a single-semester or full-year course.

Given the nature of MS courses, retaking the course may not be an option in most subjects. In such a case, the student will need to demonstrate proficiency in the course content in order to advance to the next course.

Failed courses can be recovered in the following ways:

- Complete an action plan to demonstrate proficiency to advance. This needs to be arranged in consultation with the Director of Academics as well as the Middle School Director. Once recovered, the grade will not be changed but the student will be allowed to advance through the program. This plan is often applied for single-quarter courses.
- Retake and pass the course during the next school year at Providence Academy. The passing grade will not replace the previous grade on the report card. This plan applies mostly to math and world language courses into which the student can be scheduled. Note: a student who fails the first semester of a world language will be withdrawn from the course and assigned a study period for the remainder of the year. This will be considered recovery of a full-year of a course.
- Complete and pass an accredited and approved summer school in-person (not online) course. The grade earned will not be reported on Providence Academy's report card but it will allow advancement through the program. Prior approval from the Director of Academics & Curriculum and Middle School Director is required for courses taken outside Providence Academy.

Any student who fails and recovers the equivalent of more than two full-year courses may not advance within the Middle School and may not be admitted into the Upper School.

GPA Calculation Example

Sum of (Mark * Weight) / Sum of Weights:

	Course	Mark	Weight	M*W
A	Religion (4x wk, full sem)	4.00	1.0	= 4.00
A-	History (4x wk, full sem)	3.67	1.0	= 3.67
B+	Math (4x wk, full sem)	3.33	1.0	= 3.33
B	English (4x wk, full sem)	3.00	1.0	= 3.00
B-	Science (4x wk, full sem)	2.67	1.0	= 2.67
C+	Art (4x wk, 1qtr)	2.33	0.5	= 1.17
C	PE (4x wk, full sem)	2.00	1.0	= 2.00
B	Ind. Art (4x, 1 qtr)	3.00	0.5	= 1.50
C-	Elective	1.67	1.0	= 1.67
		Total	8	23.01

23.01 / 8 = 2.88 CUM GPA

Pass-fail courses are not calculated in a student's GPA. Middle School GPAs are not cumulative year-to-year, but rather are calculated each semester/year.

Grade Scale

	Numeric Value	Grade Pt Value	
A	93-100	4.00	Superior achievement
A-	90-92	3.67	
B+	87-89	3.33	
B	83-86	3.00	
B-	80-82	2.67	
C+	77-79	2.33	
C	73-76	2.00	Satisfactory work
C-	70-72	1.67	
D+	67-69	1.33	
D	63-66	1.00	Passing, unsatisfactory
D-	60-62	0.67	
F	59 and below	0.00	Failure
I			Incomplete*

All courses use this grade scale for assessments, quarter grades, and semester grades.
**Incompletes are used only in cases involving extended absence or unusual circumstances. When missing work is completed, Incompletes are changed to regular grades.*

Homework

The expectations of a college preparatory curriculum entail homework. The time requirements will vary, depending on grade level, the student's course load, ability,and other factors. Families report that spending 1-2 hours per night on homework is common. If a student consistently spends greater than 2 hours per night on Middle School homework, please contact the Middle School Counselor or the Middle School Director. The student or parent bears the responsibility to contact teachers to complete homework after an absence. Teachers' IC and Moodle pages may provide useful information regarding homework expectations. Students' progress and missing work can be accessed from grade books available online in Infinite Campus.

Language Deferral

Providence Academy expects students entering the eighth grade to take a world language. Doing this helps them to maintain a strong academic course of study and take full advantage of PA's world language programs in the Upper School. Taking a language in eighth grade is consistent with best practices in college-preparatory schools.

A family may determine, however, that a student is not prepared to pursue the full program of

study Providence offers to the eighth grade and should take, instead of a world language, a study period in order to focus on other courses. This deferral would prevent the student from taking an additional study period during white period and would require an elective instead.

Placement for Middle School Math

Placement in MS Math courses begins during registration in the early spring and concludes with end-of-year grades. For students in grade 5, the math department administers a placement test in May. For students in grades 6-7, math teachers advise them about course options (college-preparatory or honors), students then apply for honors (if that is their interest), and parents approve this application. The department looks at course grades and honors applications. Honors approvals are emailed to students and parents and a draft for all courses intended is given to parents in the spring during Parent-Teacher Conferences.

Each student's progression is conditional upon successful completion of the current course. At year's end, the teacher re-evaluates this performance and makes a final recommendation to the chair of the department. A student may also apply for honors at this time, but acceptance may depend on staffing decisions made earlier in the spring.

Students may move in or out of honors on a yearly basis should they gain or lose prerequisites. For example, a student in the college-preparatory level of a course may move to the honors level the next fall. Conversely, an honors student may enroll in a college-preparatory level of the course either by choice or by requirements (if he/she does not maintain prerequisites for it). Once an honors course has begun, due to scheduling constraints, Providence Academy cannot guarantee that the student could transfer out should performance drop.

Honors approval and enrollment happens as follows:

- Students who request honors courses, and who meet prerequisites, are given conditional approval and will likely be enrolled if they remain eligible through the remainder of the year
- Students may reapply in late May / early June if their spring requests were denied or if they did not make a request, at the time of registration, for some reason
- While creation of the master schedule prioritizes students in honors courses, scheduling constraints will ultimately determine what students are scheduled into each honors class

Registration

Registration activities take place each February and March. During this period, students request their courses for the following year. This includes their electives, math course (if they seek an honors course), and world language (if they are entering the eighth-grade).

During this time, families will receive the Academic Program Guide for the following year as well as information about honors courses. MS personnel give presentations to students (parents are invited as well), students interested in honors math may request it as well as their electives and language. The Department Chair of Mathematics emails honors request results to students and parents before registration concludes. All courses planned for the students are shared with parents at Parent-Teacher conferences, and students have the chance to re-apply for honors math courses again at the end of the year (late May or early June).

Semester Exams

Semester exams are given in a few MS courses (Latin II, some MS-US mathematics courses.) These are usually comprehensive or cumulative exams and count for 20 percent of the semester grade. Attendance on Semester Exam days is mandatory. Exceptions will be granted primarily in the case of family emergency, injury, severe illness, and mandatory attendance at events sponsored by PA. In the event of illness or injury, a doctor's note, indicating necessity for absence, may be required.

Student Life

Attendance and Extracurricular Activities

Any student involved in an extracurricular activity must meet his/her academic obligations and attend school regularly. Students may not participate in an extracurricular event if they miss any part of school the day of an event. This includes but is not limited to tardiness and absences related to appointments. Exceptions to this policy must be approved by the Director of Athletics. In general, this policy will be enforced by the coach or advisor of each extracurricular activity. Students with poor attendance or those who are experiencing academic or behavioral problems may be denied the right to participate.

Please note that extracurricular activities are not limited to athletics for this policy. "Extracurricular activities" here also do not include participation in a course related event such as a choir or band concert, in which such participation is required.

Celebrations

Middle School students are allowed to bring in store-bought packaged treats to celebrate their birthday during one of their classes. Prior approval must be given by the teacher. Please be aware and considerate of students with food allergies. Extra treats must be taken home. Celebrations with a group of friends should be made outside of the school day.

Concerts

Each year the music department schedules concerts to give the students an opportunity to showcase the skills they have been learning. When students prepare for a concert, they are working towards a group goal. Each member of the group is important to the final product. As a result, these concerts are mandatory for all students involved in music classes and performance groups. Students and parents also need to sign a contract that commits them to honor these dates. Concerts are also a part of our grading system, and count for a significant percentage of the semester grade. If your student has a conflict that cannot be resolved, please contact your student's music teacher as soon as possible.

Field Trips

A few times each school year, students take field trips as part of their school day. Field trips are considered an extension of the course content and attendance is required. Students with poor attendance, students who are in need of academic help, or students with recent behavior concerns may be denied the right to participate.

Lockers
Lockers are the property of the school to be used for students' personal property. Lockers should be kept neat, clean, closed and locked during the school day. The school cannot be responsible for items missing from a locker. Valuables should be kept at home. No writing, painting, or marking is permitted on any part of the locker. Books, coats, and all personal property are to be kept in the locker. The school reserves the right to inspect a student's locker at any time. Students are recommended to use locks on their lockers, and locks are available from the middle school office. The cost to the student for a replacement lock is $10.00. The school assigns lockers and only school issued locks may be used.

Retreat Policy
Spiritual retreats are important in the formation and education of young people in a Catholic institution. For this reason, class retreats at Providence Academy are a required part of the Middle School program. For questions regarding class retreats, please contact the Middle School Director.

School-Sponsored Social Gatherings
Any Middle School party or recreational activity at Providence Academy will be chaperoned by teachers and administrators. Students are not to arrive more than 15 minutes before the start of the event. This is to ensure that all arriving students are appropriately supervised. Any student who seeks admission beyond one hour after the start of the event may not be admitted unless a special arrangement has been made with the child's parent and the Director of the Middle School.

If a student is found to be in the possession of, or under the influence of, any medically unauthorized drugs, tobacco, e-cigarettes, alcohol, or THC parents will be called and asked to pick up their student from the event, and the student will be subject to disciplinary consequences as set forth in the Alcohol, THC, Tobacco, and Drug Policy section of the Parent/Student Handbook.

Homeroom
Middle School students are divided into Homeroom groups of 12 to 15 students by grade and assigned to an advisor for the school year. Homeroom groups attend Mass together, attend field trips together, and meet during orientation and other times in the school year to accomplish necessary school business.

Uniform Requirements for Middle School
Please consult the 2026-2027 Uniform Dress Code

UPPER SCHOOL

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Communications

The following are vehicles used to communicate academic information to and from parents and/or students:

- Parent/Teacher conferences- either at the regularly scheduled times or by appointment
- Phone and email: Parents may contact teachers directly by telephone or email (each teacher has his or her own classroom phone and email address)
- US Mail. Semester grade reports are printed and sent home
- Student Email: students in grades 6-12 have a school email account, provided by Google, as well as a storage area in Drive. Some teachers make use of Drive in addition to Moodle
- Moodle (accessed by a link from PA's homepage; each student has his or her own username and password; parents do not have their own login):
    - Teachers' home pages for course syllabi, assignments, and other resources
- Infinite Campus (accessed by a link of the same title from PA's homepage; students and parents each have separate login usernames and passwords):
    - Quarter grade reports will be posted on Infinite Campus
    - Various directions and advisories relating to grade postings and registration will be made available in Infinite Campus
    - Grade books will remain viewable online in Infinite Campus
    - Registration for courses will take place in Infinite Campus
    - Families may set notifications to receive them from IC

Attendance

To report absence, late arrival or early dismissal for Upper School students, parents may call, email or request the absence through Infinite Campus. All changes to regular student attendance must be reported no later than 8:30 a.m. on the day of the occurrence.

- By Phone - 763-258-5500
- By Email - kate.gregg@providenceacademy.org
- By Infinite Campus

Regular attendance at school is vital to your child's educational success. Please make every effort to take vacation during the allotted breaks offered throughout the school year.

Grade Reporting (to Students/Families)

Providence Academy's Upper School uses a two-semester grading schedule. The semester grade is determined one of two ways: 1) A cumulative exam combined with the grade outcome from assessments. All semester exams contribute 20% toward the semester grade; 2) A grade outcome from the semester (e.g., elective courses) where no exam is given. US courses in English, History, Language, Mathematics, Science, and Religion that are required to meet graduation requirements all administer a semester exam..

Report Cards:

Report Cards are posted in Infinite Campus after grades are collected and are printed and mailed home.

Report Cards for both Semester I and II are printed and mailed home in June.

A US student's cumulative GPA is calculated at the end of each semester and includes both single-quarter and full-semester courses.

Parent-Teacher Conferences
Twice a year, in the fall and in the spring, parent-teacher conferences are held to discuss students' progress. Parents are given the opportunity to sign up for a time frame and are encouraged to attend.

Attendance Eligibility

Regular, consistent attendance to school is a crucial part of any student's success. To maintain eligibility to participate in any school sponsored after school program, (club, team, performance) a student must meet the following attendance requirements. Failure to do so will result in the student being ineligible to participate in their activity on the day of the absence.

- In the event that a student will need to arrive at school late or leave at any point during the school day, either (1) notice must be given via email or telephone no later than midnight the night before for the following school day in order for the student to maintain eligibility to participate in after school activities, or (2) Upon returning to school following an appointment, the student must provide a note/pass from their medical/dental provider.
- Any student who fails to sign in or out with the Upper School office shall lose their eligibility for the day.
- Any student who is absent for the full school day is not eligible to participate in after school activities, unless prior arrangements have been made.

To maintain eligibility all students must adhere to the following regardless of prior notification.

- Must meet all requirements of the 9/12 attendance including Mass/white period attendance.
- Must maintain contact with each of their teachers prior to missing any portion of class to visit the nurse, counselor, testing center, Dean or other administrator.

Safety & Support

Attendance Policy and Procedures
Excused Absences

- Illness – An Upper School parent must call the Upper School's Attendance Line at (763) 258-5500 or email by 8:30 a.m. to confirm a student's absence from school. To easily report absences in any division, parents can use the Infinite Campus Parent App. instead. A student who becomes ill during the day must see the School Nurse. Students may not contact parents to initiate leaving school. The School Nurse will contact a parent for permission if it is necessary for a student to leave. Upper School students must sign out of the Upper School office before leaving school. Classes missed because of illness count toward the 9/12 Attendance Policy.
- Appointments – If it becomes necessary to schedule an off-campus appointment before or

during the academic day, parents must notify the Upper School via email or telephone no later than midnight the day prior to 9 pm **the day prior to the absence**. Students must sign out of the Upper School Office and sign in upon returning to school. The 9/12 Attendance Policy applies to classes missed due to such absences. A student excused from any part of the school day prior to the 3:15 dismissal will be ineligible to participate in any extracurricular activities on that day unless he/she can provide a physician's note that specifies the student's necessary absence on that particular day.

- Planned Absence – Students who know they will be missing school must notify the Dean of Students and their teachers in advance of the absence. The Dean of Students will determine whether an absence is excused or unexcused.
- Extended absences for reasons other than illness may be excused, but teachers are not required to give up their time to tutor students who have missed school for vacations or other absences not related to illness or school activities. Extended absence may result in the need for outside tutoring--i.e., tutoring not provided by the teacher. Teachers may also indicate whether extended absence will cause a serious problem in the student's academic development. Parents are asked to consider carefully the academic consequences and problems that could develop from this absence. The student is responsible for making up all assignments missed while absent. Teachers will determine due dates for missed assignments. All these absences have the possibility of being counted in the 9/12 attendance policy.

Tardiness to School

When a student comes to school after 8:30 a.m., or when a student has been in school but has not reported to class by 8:30 a.m., that student is considered tardy. Providence Academy does not condone tardiness to school or to individual classes. Tardy students must report to the Upper School Office for an admittance pass. Teachers will not admit students to their first period class after the 8:30 a.m. bell without a tardy slip.

All tardies will be unexcused unless arrangements have been made with the Upper School Office. Upper School students who are tardy must make up assignments or tests missed in classes for a maximum value of 70%. Questions about the tardy policy may be directed to the Dean of Students.

Unexcused Absences

Consistent attendance at Providence Academy is an essential part of a student's academic obligation and good standing in the community. Students who miss class cannot make up that shared classroom experience. Our attendance policy reinforces this value.

Teachers check attendance at the beginning of each class period during the school day. The Upper School Office manages daily attendance. Providence expects its students to attend all classes unless there becomes a need for a school-approved student absence. Attendance on Field Days, School Retreats, Semester Exams, and other such school functions is mandatory.

Providence Academy recognizes that students miss school for a variety of reasons. In order to minimize absences and their inevitable impact on students' learning, we ask parents, whenever possible, to schedule off-campus appointments outside the academic day. We request that families schedule vacations during our designated school breaks. Parents should contact the

Upper School Office requesting excused absences which are ultimately determined by the administration. Student sign-out and sign-in also occurs in the Upper School Office and is mandatory to maintain the utmost safety of our students.

Unexcused absences are the result of student violation of policies. These may come in the form of skipping classes or unauthorized forms of absence—e.g., violating closed campus policy, returning to school without communication from parents, or unauthorized leaving of school. Students who receive an unexcused absence must make up missed work—tests, quizzes, homework assignments—due on the day they receive the unexcused absence for a maximum value of 50%.

Please note that the school determines whether an absence is excused (for any reason) or unexcused; parents do not make this decision. Providence Academy is required to report excessive tardies and absences to the county truancy office.

Students are not permitted to leave school to attend State Tournament games (or any other spectator absences) in which they, an immediate family member (brother or sister), or varsity team member are not participating. All such absences will be marked as unexcused.

Skipping

Skipping classes or any part of the school day is a serious violation. The "skipping rule" is as follows: students who miss 10 or more minutes of class time, unexcused, will be charged with a skip. Two skips of any class during a semester may cause that student to fail that class for the semester.

If a student skips a class, or part of a class, that student may receive the following consequences:

- Conference with the Dean of Students
- Detention
- An unexcused absence issued for each class skipped
- The student will make up missed work for less-than full credit
- Ineligibility rule may go into effect
- The skipping rule will go into effect

If a student skips a day of school, that student may receive the following consequences:

- Conference with the Dean of Students and notification of parents
- Detention or possible suspension
- Unexcused absences for all classes skipped that day
- The student will make up missed work for a failing grade
- Ineligibility rule in effect for a time determined by the Dean of Students
- The skipping rule will go into effect

Providence Academy does not endorse or support any type of "senior skip day" or other unsanctioned events that prohibit students from attending school. Please contact the US Office with questions regarding such activities.

9/12 Policy
Upper School Students who accrue nine (9) or more absences in any course during a semester will earn maximum course grades on a scale that diminishes with each successive absence (90% maximum for 9 absences, 80% for 10, and so on). Students who miss twelve (12) or more days in a semester may either fail the course or have their credit withheld pending other requirements. Non-graded white period classes will also be counted in the 9/12 policy with violation of the policy resulting in loss of after school eligibility for activities. Absences related to suspension do not count toward the 9/12 Policy.

Absences Counted in 9/12 Attendance Policy
- Vacations/trips
- Appointments
- Illness
- Skips
- Other unexcused absences
- Early Dismissal for non-PA sanctioned Athletics

Absences Not Counted in 9/12 Attendance Policy
- School-Sponsored Field Trips, Retreats
- College Visits
- Death in the family or other family emergency

In circumstances of prolonged illness, injury, or other related extended absences (3 school days or longer), the school requests appropriate medical documentation. The Upper School Student Support Committee (Upper School Director, Counselor, Director of Academics & Curriculum, Dean of Students, Learning Specialists, and School Nurse) reviews this documentation and the circumstances of the situation and considers whether a given case merits suspending the penalties associated with the 9/12 policy, and, if so, how best to support the student, family, and health care providers in serving the student during recovery within the limitations of school policy and resources.

Academic Adjustments and Support
Providence Academy does not offer special education programs. If the parent or guardian believes his/her child is in need of specialized services, he/she may request an evaluation by the public school district. If a specialized need meets the criteria established by the Wayzata school district, services may be offered through that district. Providence Academy has no authority in decisions for services made by the Wayzata district.

If the child has difficulties learning that the parent or guardian wishes to learn more about, he/she may also seek a private neuropsychological evaluation through a licensed practitioner. Upon diagnosis of a specific learning disability, ADHD, or other diagnoses that affect learning, Providence Academy may, at the discretion of its administration, provide reasonable classroom adjustments such as extended time on tests, access to class notes, and other supports recommended by the practitioner that do not require a modification of the curriculum. The counselors and learning specialists are the point of contact at the school for such concerns.

Alcohol, THC, Tobacco, and Drug Policy
See policy in the General School Policies section of the Parent Student Handbook.

Amorous Relationships
See policy in the General School Policies section of the Parent Student Handbook.

Automobiles
Please refer to the General section of this Handbook for school-wide driving policies.

Student driving and parking on campus is a privilege enjoyed by appropriately licensed students. Student drivers must obey campus parking policies and have a current parking permit to maintain this privilege. Reckless driving on or off school campus, other driving violations, violations of our closed campus policies, or parking violations may result in the loss of driving and/or parking privileges on campus for a period of time to be determined by the Administration, or other disciplinary action.

Car Arrivals and Departures*
Upper School students should be dropped off and picked up at the front west entrance of the building. All drivers of carpools and parent(s)/guardian(s) are asked to line up at the west entrance, remain in their cars, and have students depart from the cars (in the mornings) or come to them (in the afternoons).

Parking and Parking Permits
Students driving to school are to park only in the west front lot. Do not park at the curb directly in front of the school. The parking lot located directly in front of the school (southside) has been designated as the student, parent, and visitor parking lot. Students must obtain permission to leave a car parked at Providence overnight.

All student cars parked in the school parking lot must be registered by obtaining a parking permit from the Upper School Office. These permits must be displayed at all times. Parking permits have an annual fee.

Failure to park in proper parking areas or failure to register the vehicle may result in either a fine by the school or the police department and loss of privileges to park on school property.

Driving on Campus
Any person driving on Campus must obey all speed and traffic and safety laws. Failure to do so may result in the loss of driving and parking privileges on school property.

Cell Phones and smartwatches
Use of cell phones and smart watches is subject to the school's Technology Acceptable Use Policy. Cell phones and electronic devices, including watches with WiFi, cellular, or bluetooth capability, are not to be used during the school day and must be turned off and stored safely in a student's locker. Students may access their phones for use of texting, at their locker, during passing periods, but they may not make or receive calls from them or take them away from their personal locker. Students will also forfeit their phones and smartwatches prior to class, or an exam, or an assessment in the Testing Center, at no penalty, and retrieve them at the end of the

academic day. Students may not possess a phone or smartwatch during any type of formal assessment in any course, in the Testing Center, or during semester exams.

Violation of this policy may result in the following consequences:
If found in an academic setting (classroom, Testing Center, semester exam):

- The student will be presumed to violate academic integrity and so will receive a failing grade for the assessment (50% maximum) after completing it later under appropriate circumstances
- 1st offense, if used outside of passing time, in locker rooms, or in bathrooms
- The electronic device may be confiscated by the faculty member and given to the Dean of Students or Divisional Director
- A detention, suspension, or expulsion may be assigned to the student
- A second offense will result in the device being turned in to the Dean of Students each morning for the duration of the semester. The device may be picked up from the Dean's office at the end of each day
- The parent or legal guardian may be notified by the respective Dean of Students or Director
- Confiscation during school for a period of time determined by administration

Closed Campus

At Providence Academy we are committed to the safety and wellbeing of all of our students. For this reason, students may not leave campus during the school day, except for school-related activities, doctor-verified appointments, family funerals, and emergencies. Parental permission and a pass from the Upper School Office are required. When permission is granted to leave campus, the student must sign out in the Upper School office before leaving. Failure to do so will result in an automatic detention. Additionally, if a student returns to school that day, he/she must sign back in upon arrival to obtain a pass to return to class.

Students are not allowed to leave the school building during school hours without authorization.

If a student violates this policy, the Upper School Dean of Students will call home and the student will be subject to disciplinary action.

Guest Policy

The closed campus policy also bars unauthorized visitors (e.g. friends from other schools) during the school day. Prospective students may be invited as guests to the Upper School. Prior permission for such a visit must be obtained from the Director of Admissions.

Upper School students may on occasion request a lunchtime visitor, usually a family member or alumnus/a. This request must be made to the Upper School Dean of Students at least one school day in advance of the intended visit.

All guests are required to sign-in and out at the Welcome Desk and wear visitor identification for the duration of their visit. The student will meet an approved guest at the Welcome Desk in the main entryway of the school at the start of the lunch period. That student will accompany the guest to the Great Room for lunch and then back to the entryway at the end of the lunch period to sign the guest out.

Because of the nature of PA's food service contract, guests must purchase the school's lunch when they visit. Fast food and food deliveries are not allowed during the school day.

Tutoring

Teacher Tutoring

PA teachers are available before and after school (8:00-8:25 am, 3:15-4:00 pm) to assist students struggling academically, or at other times arranged between the teacher and student. Students are encouraged to contact teachers to set up times for these help sessions.

Community Tutoring

If a student needs more intensive assistance in an academic subject area and would like an outside tutor, families may choose to hire tutors through agencies or private individuals.

Peer Tutorial Program

PA offers a peer tutorial program facilitated through the School counselor's office. Students in grades 9-12 may volunteer to be a peer tutor; students in NHS are required to be available to serve as tutors; and students in grades 6-12 can request a peer tutor. Peer tutors meet regularly with their tutees (usually once each week for an hour). Students in the program are responsible for setting up meeting times and dates, and keeping the School counselor informed of their progress. Please contact the School Counselor for more information.

Upper School Acceptable Use of Technology

Providence Academy's Acceptable Use of Technology policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the school's technology resources.

Purpose of Technology Use

Providence Academy provides technology resources and network connections to its students solely for educational purposes. Users of Providence Academy's technological resources, network, and school issued email account are expected to use them to further educational goals and for communication that is consistent with the school's mission and policies.

Privileges and Responsibilities

The electronic network, student issued email accounts, and school issued technology are owned by Providence Academy. Student users must conduct themselves accordingly by using good judgment and complying with this policy and any added Providence Academy administrative regulations and guidelines. Students are responsible for their behavior using the school's computers, network, iPads or other school technology and school issued email address.

Student users of Providence Academy's technologies shall

- Use or access Providence Academy's technologies for educational purposes only
- Comply with trademark, copyright laws, and software licensing
- Understand that network administrators may review files and communications to maintain system integrity and monitor responsible student use; email and network files

are not fully private
- Be responsible at all times for the proper use of technology

Student users of technology shall not
- Access the internet unless tethered to the STUDENT WiFi
- Set up wireless networks, bring in a WiFi hotspot, use phone as a hotspot, access a 3G/4G/5GLTE service or any other besides PA's WiFi
- Use any type of electronic/technological device (cell phone, smart watch, etc.) to compromise academic integrity
- Bypass the website filter on campus or mask their internet access
- Use anonymous and/or electronic false communications
- Use technology for any illegal purpose or activity
- Access, review, download, create, store, send or display offensive music, messages, images or content
- Knowingly upload, create, or spread computer viruses, programs, or applications capable of affecting Providence Academy's technology resources
- Use, intrude, or gain access to others' email accounts, electronic folders, work, data, or files
- Gain unauthorized access to technological resources
- Use, send, or access material that is harassing, offensive, threatening, obscene, or sexually-explicit, or language intended to or that may harm or demean others
- Vandalize or damage computer equipment, systems, networks, hardware, software, data, or programs
- Use non-school approved chat rooms, websites selling term papers, book reports, and other forms of student work; messaging services, etc.
- Misrepresent themselves or others
- Reveal personal address, phone number, or other personal information of other users to non-school approved organizations
- Access social media accounts
- Send mass or inappropriate emails
- Reveal personal address or phone number, or other personal information or that of other users to non-school approved organizations including but not limited to, account set-up for chat rooms, eBay, email, etc.

Providence Academy is not liable or responsible for
- Any information that may be lost, damaged, or unavailable due to technical or other difficulties
- The accuracy or suitability of any information that is retrieved through technology
- Breaches of confidentiality
- Defamatory material

Opportunities and Risks of Technology Use

Providence Academy uses filtering software to limit Internet access to materials that are obscene, harmful, offensive, inappropriate, or disruptive to the educational process. However, no technology can be guaranteed to be error-free or totally dependable, particularly when used irresponsibly.

Privacy

While Providence Academy's network or email accounts are not a public forum for general use, users should not expect that email or files stored on Providence Academy servers will be private. Providence Academy reserves the right to log technology use, to monitor files by users, and to examine users' files and materials as needed and at its discretion. Users must understand that this service has no assurance of confidentiality with respect to access to transmissions and files.

Disciplinary Actions

Legal Propriety: Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity. Plagiarism is a violation of the Providence Academy's Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking or illegal software is strictly prohibited and violators will be subject to Providence Academy's Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Providence Academy.

Other violations of the Upper School Acceptable Use of Technology policy and guidelines may result in disciplinary action which could include loss of technology use, loss of Providence Academy issued email account, being banned from the Student Network, suspension or expulsion from school, or other appropriate disciplinary action. Violations of local, state or federal law may be turned over to the appropriate law enforcement authorities.

All parents and students who wish to use an iPad, tablet, or laptop will need to fill out a form titled "US Technology Agreement and Pledge for 2026-2027."

Personal Device Use Policy

This policy, procedures, and information apply to all personal devices and related accessories (power cords, covers, etc) used in Providence Academy's Upper School, including any other mobile device considered by administration to come under this policy. Teachers will set more specific classroom parameters for use of devices in their classrooms.

Families are responsible for any loss of or damage to their student's device. Proper use of personal devices, during the school day, includes:

- school communications, such as announcements and calendars
- accessing student email, Google Drive, Moodle, Infinite Campus
- use within a class period when authorized by the teacher for educational purposes

Acceptable Use

Use of technology resources (whether those belonging to PA or to a student) at Providence Academy is a privilege, not a right. PA's Acceptable Use of Technology policy is used to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. Providence Academy reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment as well as investigate inappropriate use of resources. Providence Academy also reserves the right to inspect any

student's registered device on demand. Providence Academy's procedures in the Student/Parent Handbook shall be applied to student infractions.

Parents/Guardians of a student who uses a personal device will

- Release Providence Academy High School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from his/her child's use of, or inability to use, the Providence Academy technology system; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
- Instruct his/her student regarding the rules of use of the information systems contained in the Technology Agreement and understand and agree that the agreements contained herein are incorporated into the contract under which his/her child is enrolled at Providence Academy.
- Understand that it is impossible for Providence Academy to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network. He/she will also agree to report any inappropriate use of the school's system of which he/she is aware to the school's administration.
- Accept full responsibility if and when his/her child's use of information technology is not in a school setting and understand that the child is subject to the same rules and agreements while not at school if using the Providence Academy network or Providence Academy's network access to the internet.

Providence Academy's Upper School will

- Provide internet and email access to its students
- Provide internet blocking of inappropriate materials where possible
- Provide age-appropriate restrictions where possible
- Provide network data storage areas (e.g., Google Drive)

Students using their personal device will

- Use all Providence Academy technology resources in a responsible and ethical manner
- Obey school rules concerning behavior and communication applicable to technology use
- Help protect school technology by contacting an administrator about any security problems they may encounter
- Monitor all activity on their account(s)
- Use all technology resources in an appropriate manner so as to prevent damage to themselves, their devices, or others and their devices
- Turn off and secure their device after they are done working to protect their work and information

"Damage" includes, but is not limited to, the loss of data resulting from delays, delivery, mistaken or failed delivery, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Providence Academy Upper School's designated internet system is done so at the student's risk. If a student should receive email containing inappropriate or abusive language or questionable subject matter, he/she should contact the Dean of Students' Office immediately.

Printing
Wireless printing will not be available at PA for any devices.

Internet Access
Students are not allowed to set up wireless networks on their devices other than PA WiFi during the school day. See the "Technology Acceptable Use Policy" given earlier in this handbook.

Network Connectivity
Providence Academy makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

Managing Files & Saving Work
Students may save work on their device; however, students should email documents to themselves and/or save them in their personal application accounts or on a flash drive. Storage space is available on the devices—but it should be backed up in case of the need for re-imaging (i.e., restoring to factory settings). The student is responsible for ensuring that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Carrying Cases
Protective cases should have sufficient padding to protect the device during normal use and provide a suitable means for carrying it within the school. Cases may not have pop culture items or other drawings that draw undue attention to the student.

Screensavers & Background Images
Any media or image deemed inappropriate by Providence Academy's administration or faculty may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, THC, drug, gang-related symbols or pictures would result in disciplinary actions.

- An appropriate picture of yourself as both a screensaver and background image would be helpful in identifying your device if you misplace it
- A password to get access to the device is permitted, but will need to be given to a teacher or administrator if inspection is requested/required

Sound, Music, Games, Apps
Students are not permitted to use their device during the school day for personal use. They may not distract others during the academic day. During school classroom hours the device must be used strictly for educational activities. It may not include any games, music, or apps that would conflict with the mission and philosophy of Providence Academy.

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
- Personal listening devices (headphones, earbuds, speakers) are not permitted to be used with the device during the school day without a teacher's approval
- Music can be used only at the discretion of the teacher
- Internet and device-specific games are not allowed during the school day
- Students/families must purchase the textbooks they use for class via the family's own app

account (iTunes account)

- Students and families are responsible to back-up personal apps and data on their iTunes account. Providence Academy is not responsible for lost or damaged devices, applications, or data

Additional Items for consideration

Caring for the device: Students are responsible for the general care of the device they have. Devices that fail to work properly should be referred to our technology coordinator. Students are responsible for bringing a fully charged device to school each day.

Software: Any changes or altering to the device's original operating system such as jailbreaking is highly discouraged. Students are responsible for any software they put on their device.

Software upgrades: Upgrade versions of licensed software and applications are available from time to time. Students will be responsible to manage their devices for periodic updates and syncing.

Student Code of Conduct

Each year, students in the Upper School are required to sign and honor this "Student Code of Conduct":

2026-2027

Student Code of Conduct

"From the heart of our motto, "Faith, Knowledge, Virtue", Providence Academy develops habits of spirit, mind, and action to prepare students for future leadership in vocations and civic life… Extracurricular activities and events incorporate diverse God-given talents and interests of young people, in accord with our mission, Providence Academy aims to graduate citizens who are good believers, good thinkers, good citizens, (and) good people…"

- Providence Academy Statement of Philosophy

Providence Academy requires its students to uphold the school's motto, mission, and code of conduct as outlined in the Parent/Student Handbook. It is an expectation that Providence Academy students remain in good standing in regards to the academic and student life expectations of our community.

Providence Academy provides its students with a variety of extracurricular offerings. While salutary to student life at Providence, participation in extracurricular programs and events is neither a requirement nor a right of enrolled students. It is a privilege granted to students who maintain good standing in their academic and student life roles in our community.

Providence Academy expects all students to remove themselves (or to ask a responsible adult to remove them) from events and/or activities which involve any illegal or unauthorized alcohol, tobacco, or drug usage. Attending such events is forbidden. Students are also committed to meet these expectations for the duration of their enrollment, even when classes are not in session (i.e. scheduled breaks and summer vacation).

Providence Academy honors all bylaws of the Minnesota State High School League (MSHSL). By doing so the Providence Academy was able to compete with peer schools and therefore will abide by all MSHSL proscribed consequences in the handling of violations. Providence recognizes the right to exercise the "MSHSL Good Standing Bylaw 206" for students who do not maintain good standing in their academic and student life roles in our community.

Our current handbook describes the standards to which all students are held to in our daily life at Providence. These expectations include, but are not limited to, the following aspects of our daily life.

- Arriving to class on-time
- Abiding by the Student/Parent Social Media Policy
- Diligently maintaining good academic standing
- Maintaining dress code/grooming expectations
- Abiding by the school's Phone and Tech use policies
- Always striving to be a witness to Christ in interactions with others (**Respectful / Non-Disruptive / Non-Defian**t)
- Always striving to be a witness to Christ both inside and outside of Providence Academy

I have read and understand the Student Code of Conduct. I consent to the terms stated in this code of conduct and those of the Parent/Student Handbook. I hereby pledge to work cooperatively with administration, teachers, and staff of Providence Academy. I understand that failing to meet the expectations of the Student Code of Conduct and those in the Parent/Student Handbook will result in disciplinary actions up to and including expulsion.

Student Name (Printed): _____

Student Signature: _____

Academics and Extracurricular Eligibility

Given Providence Academy's commitment to academic success, a student's academic performance is linked to his or her eligibility for extracurricular activities. If a student fails to achieve a standard overall grade of 60% in a given course, he or she is given a period of seven days to reach 60% overall. If this time elapses and the standard is still not met, he/she will become ineligible to participate, compete, or perform in that extracurricular. Eligibility is restored after the instructor (for each relevant course) notifies the Director of Academics & Curriculum.

Students unaffected by ineligibility are expected to participate in a good-faith approach to academic success. Should such a student become ineligible, he or she should make every effort to come early to school, or stay after school, in order to meet the school's expectations.

Attendance and Extracurricular Eligibility

Participation in Providence Academy's extracurricular program is a privilege granted to students who maintain good academic and disciplinary standing as determined by the school. Attendance is one component of good standing. Students will be considered eligible or ineligible to practice, compete, or otherwise participate in PA extracurricular programs according to the following

attendance guidelines.

Eligible to participate:

- A parent or guardian pre-arranges an excused absence (i.e. appointments) by 9 pm the day prior to the absence via telephone or email message to the Upper School Office
- Provide a physician's note
- Extenuating circumstances at the discretion of the school

Ineligible to participate:

- Any unexcused absence
- A student misses the entirety of any period without appropriate approval
- Parent or guardian informs the school the day of an excusable school-day absence

Conduct and Extracurricular Eligibility

Participation in Providence Academy's extracurricular program is a privilege granted to students who maintain good academic and disciplinary standing as determined by the school. Student conduct and citizenship is a component of good standing. Students will be considered eligible or ineligible to practice, compete, or otherwise participate in PA extracurricular programs according to the following conduct guidelines.

Eligible to participate:

- A student has no outstanding detentions
- A student approaching good standing has conferenced with the Dean of Students
- A student is in good standing with the school

Ineligible to participate:

- A student has an outstanding detention to serve
- A student has been suspended from school (in-school or out-of-school)
- The administration has determined that student to be ineligible

Academic Probation

A student who is in poor academic standing or is not making adequate progress toward graduation is not in good standing and will be placed on academic probation and be ineligible to participate in extracurricular activities for the duration of the probation. The Director of Academics & Curriculum makes this determination. Criteria for both are as follows:

- Semester GPA below 2.0 (poor academic standing)
- A failing semester grade in any course required for graduation (F) (not making adequate progress toward graduation)
- An incomplete (I) that, when changed, produces a semester GPA below 2.0 or an F for the course.

Due to the school's commitment to a student's academic success, a student on academic probation will require a parent-student meeting with the US Director and Director of Academics to discuss the student's performance and other concerns relevant to the student's continued enrollment.

Detention

When a student violates Providence Academy's Code or policies that student fails to maintain his

or her good standing in the community. In such situations, detentions are a common mode of discipline. The purpose for detention is to hold students accountable to the policies and values of our community. PA expects that, following a detention, the student demonstrates respect for the school and its members, and not jeopardize his or her good standing in the future.

Detentions are administered on days and times communicated by the Dean of Students. Detentions are one hour in length: the first half hour is for silent reflection; the second half hour may be used for a silent study period. Students must present themselves on time and in full school uniform to serve detention. Failure to appear will result in a loss of extracurricular eligibility until the detention is served.

If a student earns four detentions in one semester, he or she may be required to serve a detention on a Saturday from 7:25 A.M.-8:25 A.M. in full uniform.

Discipline Policy
Students in good disciplinary standing conduct themselves in accordance with Providence Academy's Code. They respect the values of Providence Academy's Mission and adhere to the policies that are found in the Handbook. In keeping with the school's Code, Providence Academy will strive to teach and encourage students to behave in ways that reflect a commitment to virtue, honesty, respect for others, and respect for self. In effect, discipline should be self-discipline. Every effort will be made to support students who make errors of judgment and find themselves in poor standing, so that they may return to good standing in our community.

The Dean of Students is responsible for the day-to-day administration of student conduct and discipline in the Upper School. Teachers are responsible for classroom supervision, management, and behavior. Faculty, staff, and students should immediately refer more concerning conduct or violation of school rules to the Dean of Students. These may result in further disciplinary action.

In the event of a more significant violation of school policy, a student may be subject to more significant discipline (e.g. automatic detention, the withholding of school privileges, extracurricular ineligibility, suspension from school, or expulsion). In such an event, the student will be given an appropriate opportunity to present his or her views of the situation before disciplinary action is taken. Repeated or serious violations of the school Code or policies may result in suspension or expulsion. All disciplinary decisions of the Administration shall be final. For additional information about how discipline may impact college applications, see "Disclosure of Discipline" below.

Infractions:
Students in violation of classroom or school rules may receive an infraction for those behaviors. Students and parents will be notified of infractions by the classroom teacher or dean of students. Three infractions result in a detention.

Serious Classroom Infractions (Disruptive, Disrespectful behavior):
Are infractions that violate the Student Code of Conduct with regards to always being a witness to Christ in interactions with others. These actions impact the ability of the teacher to teach their class, impact others learning, or violate the Golden Rule treating others the way you want to be treated. Serious Classroom infractions are a progressive discipline (do not reset at the end of the semester or school year)

A Student who receives a Serious classroom infraction for disruptive and/or disrespectful behavior will be removed from class and sent to the Upper School office.

First Violation of this policy:
- The student will meet with the Dean of Students and a detention will be assigned.
- The Dean of Students will notify the parents.
- A meeting with the teacher and/or students will be scheduled.

Second Violation:
- 1 day In-School Suspension
- Corrective Action Plan

Third Violation:
- 1 day Out of School Suspension
- The Dean of Students will meet with the Parents prior to returning to school

Fourth Violation:
- 2 day Out of School Suspension
- College Reporting
- A meeting with the Parents, Dean of Students, and Upper School Director will be scheduled.

Academic Life

Academic Integrity

Plagiarism / Artificial Intelligence

Providence Academy focuses on each student as a unique, unrepeatable person. Writing reveals what students know, conclusions they draw to demonstrate what they have learned, and skills and style being developed. As such, writing must come from each student's original thoughts and work and be in that student's own voice. Therefore, Providence Academy prohibits the use of artificial intelligence and plagiarism. Plagiarism is defined as uncited presentation as one's own work, any work done by another, whether from a published source, friend, or relative.

As a general rule, Providence Academy encourages "summative" writing to be done as a paper & pencil activity in class. When writing is done outside of class, the following expectations will be observed: students will be required to use Google Docs so teachers can monitor editing history; teachers will use TurnItIn software to detect incidents of plagiarism (including Artificial Intelligence-generated content). If a paper is flagged to contain 15% or more of any non-attributed content found in another source (including Artificial Intelligence-generated content), it will be reviewed further and if scholastic dishonesty is found, the following will be enforced:
- First offense - a rewrite of the paper will be required and a maximum grade of 70% can be achieved
- Second offense (not limited to the same class) - a rewrite of the paper will be required and a maximum grade of 50% can be achieved
- Third offense - a grade of 0% and a meeting of the Director of Academics and Curriculum, Division Director, the student, and parents will happen to discuss discipline

and next steps

Other forms of scholastic dishonesty
Other forms of scholastic dishonesty include cheating, improperly sharing one's own work with another, or other falsification of one's own work on any type of assessment such as a homework assignment, paper, project, quiz, test, or exam. A student who does any of these on an assessment will receive the following consequences: a zero on the assessment with a maximum value of 50% upon retake; an automatic detention; automatic ineligibility of at least 48 hours.

Additional consequences may include removal from any active leadership role in the school and disqualification from lettering and other post-season awards. This matter will also be reported to relevant extracurricular moderators as well as the teacher of the course. Depending on severity or magnitude, other penalties may result in detention, suspension, or expulsion.

For additional information, see "Disclosure of Discipline" below.

Academic Letter
Students who obtain a place on the Headmaster's List three times (consecutive or not, based on the weighted GPA) are awarded a Varsity Letter in Academics and may earn an additional Varsity Letter in Academics every two times thereafter. A weighted GPA of 4.0 or higher may also take the place of an unweighted GPA lower than 3.67 and count toward an Academic Letter. Letter recipients will be invited to attend a recognition ceremony, held annually during the second semester, called the "Academic Letter Ceremony," at which they receive a certificate.

Academic Success
Providence Academy believes that students should achieve at 70% and above in proficiency/mastery in all classes. To that end, teachers and administrators in the Middle and Upper Schools hold students responsible to pass each semester with no less than a 70% in all classes.

Should a student not achieve a grade of 70% on an assessment, one recovery retake is expected and needs to be scheduled with the teacher. The student or parent may petition for another attempt. This retake may not be the same as the original assessment; instead it may target the area that needs attention. The period during which a student may retake for 70% expires with the onset of each major assessment. In other words, any assessment prior to a test can be retaken for up to 70% until the time of the test. Any test can be retaken for 70% until the time of the next test, and so on. Teachers have discretion to issue a replacement assessment/replacement retake, for full value, should circumstances warrant that approach.

Bell Schedules

GRADES 9-10

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:28	Zero Period	Zero Period	Zero Period	Zero Period	Zero Period
8:30-9:20					
9:25-10:15					
10:20-11:10					
11:15-12:05					
Lunch 12:05-12:30					
12:35-1:25					
1:30-2:20					
2:25-3:15		Activity	House	Mass	

Zero Period is for attendance, daily uniform check, mentorship, US morning announcements, and developing community. The schedule for grades 9-10 consists of a 7-period day, five days per week, for the entire school year, with lunch always taking place from 12:05-12:30 pm. Except for lunch, each period is 50 minutes long with five-minutes of passing time.

Periods of the day are identified by their color ("red," "orange," "yellow," etc., including "white"). Each color represents one academic subject in a student's schedule. For example, "red" period for one student may be religion. If so, then that student has religion Monday-Thursday with Friday off. If this student's "orange period" class is mathematics, then math happens Monday, Tuesday, Wednesday, and Friday, with Thursday off. And so on. Each subject, therefore, meets four days per week, and the eight total colors meet our offering of eight subjects (Religion, History, English, Math, Language, Science, two elective courses).

Mass for grades 9 and 10 takes place during white period (2:25-3:15 pm) each Thursday. White period on Tuesday defaults to a study period unless various activities arise instead (e.g., grade level meetings). House meets 1-2 Wednesdays of every month; non-house Wednesdays default to a study period as well.

GRADES 11-12

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:28	Zero Period	Zero Period	Zero Period	Zero Period	Zero Period
8:30-9:20					
9:25-10:15					
10:20-11:10					
11:15-12:05					
12:10-1:00					
Lunch 1:00-1:25					
1:30-2:20					
2:25-3:15		Mass	House	Activity	

Zero Period is for attendance, daily uniform check, mentorship, US morning announcements, and developing community. The schedule for grades 11-12 consists of a 7-period day, five days per week, for the entire school year, with lunch always taking place from 12:05-12:30 pm. Except for lunch, each period is 50 minutes long with five-minutes of passing time.

Periods of the day are identified by their color ("red," "orange," "yellow," etc., including "white"). Each color represents one academic subject in a student's schedule. For example, "red" period for one student may be religion. If so, then that student has religion Monday-Thursday with Friday off. If this student's "orange period" class is mathematics, then math happens Monday, Tuesday, Wednesday, and Friday, with Thursday off. And so on. Each subject, therefore, meets four days per week, and the eight total colors meet our offering of eight subjects (Religion, History, English, Math, Language, Science, two elective courses).

Mass for grades 11-12 takes place during white period (2:25-3:15 pm) each Tuesday. White period on Thursday defaults to a study period during September-October (e.g., grade level meetings), and then becomes dedicated to senior speeches for the remainder of the year. House meets 1-2 Wednesdays of every month; non-house Wednesdays default to a study period as well.

Course Change Requests
Students request courses in February-March. Course requests are reviewed by each academic department after course requests have been made. Students who do not meet a course's prerequisites will be placed in the appropriate level or may be asked to make an alternate request. Otherwise, administration will place a student in a course necessary to fulfill graduation requirements. Administration reserves the right to cancel any course with insufficient numbers or where changes in personnel are required.

Changes up through day three of school:
At Fall orientation, students receive their class schedules for the year. If a student wishes to request a course change, requests for both first and second semester are due by noon of the second day of school. A "Course Change Request" form will be available in the Upper School Office or from the School Counselor. All requests, for the entire year, are reviewed in the afternoon of the third day of school. Approvals are subject to space availability and will be reviewed in the order received. Adjustments will then occur during the first full week of school. Requests for change after the due date may be subject to the "withdrawal" procedure.

Level changes
Students are placed in the course level most appropriate to their academic ability. The Departments of Mathematics, Science, and World Languages have a four-week period at the beginning of the first semester to confirm if a student is in the most appropriate course level. In some cases a level change adjustment may become necessary to ensure the best possible academic experience for the student.

The student or teacher may initiate a level change. If initiated by the student, she/he will need to speak with the instructor of the course about this first. The teacher will then contact the Director of Academics & Curriculum, department chair, and one of the student's parents. If a change is warranted, the department chair will confirm the change with the Director of Academics & Curriculum.

Every effort is made not to disrupt the student's entire schedule, but some adjustment of one or more courses may become necessary in the event of a course change.

Course Completion Requirements
Students must complete all courses required for graduation at a minimum of a D- (60%). In some cases, as in Upper School foreign language or mathematics courses, students who receive a grade of D+ or below will generally not be promoted to the next level of study the following year.

Credit Recovery
A student who fails a course required for graduation must make up the credit. The student is responsible to arrange for making up a failed course, or courses, for a maximum value of 2 credits.A student cannot graduate from PA with more than two recovered credits required for graduation. Prior approval from the Director of Academics & Curriculum is required for courses taken outside Providence Academy.

Failed courses must be made up in one of the following ways:

- Retake the course during the next school year at Providence Academy. The grade earned will neither replace the previous grade on the transcript nor be used in calculating the cumulative GPA, though the credit earned will be applied toward graduation.
- Earn credits in an accredited and approved summer school or online course. The grade earned will not be reported on Providence Academy's transcript, nor will it contribute to the cumulative GPA, though its credit value will be applied toward graduation.

Failed Classes
When a student who has received a grade of "F" retakes that class at Providence Academy, the new grade will be added to the transcript to signify that the course has been passed, but it will not erase the failed grade. Only the former grade will be calculated into the GPA. If the student retakes the course outside of Providence Academy (see "credit recovery" above), the "F" will remain on the transcript and a supplemental transcript from the accredited outside institution will accompany Providence Academy's transcript. The student will then receive "credit equivalency" for the course.

Fine Arts Requirement
Providence Academy is dedicated to giving students a rich and varied experience in its academic, athletic, and artistic programs. Toward that end, students who enter the Upper School as freshmen are required to successfully complete 1.0 credit of Fine Arts in order to graduate. While Providence Academy strongly advises students to fulfill this requirement in the 9th grade, students may complete this requirement any time prior to graduation.

Grade Reporting (Colleges/Universities)
Transcripts
Transcripts are issued for Upper School students when a request is received for college application purposes (or for the official transfer of student records). Transcripts provide semester grades, cumulative grade point average (GPA) calculations based on semester grades, and honor roll listings.

Weighted GPA (new in 2022)
Since 2020, the college admission landscape has changed rapidly. This has included increases in applications at many institutions, the "test optional" movement to broaden college access, as well as admission office staff turnover. Each of these challenges continues to have an unprecedented impact on enrollment offices at colleges and universities across the country. Specifically, such developments may reduce the ability of colleges themselves to take adequate account of differences between high performing independent schools that use a traditional 4.0 GPA scale and other institutions that use other scales. Colleges have long appreciated, and still do, PA's adherence to the traditional scale. Yet institutions must understand, in new circumstances, how to compare PA students with others. After consulting with numerous colleges and universities (including regional and national, selective and highly selective, medium and high application volume, etc.), PA has determined a means to present a weighted GPA that may assist those colleges and universities in evaluation of our students' applications.

The data found in PA's traditional and unweighted calculation of students' GPAs serves as a tremendous help to colleges to know how our students perform individually. However, the weighted GPA calculation indicates performance with rigorous coursework. Both provide

important inputs for colleges to make well informed decisions. Thus, PA will continue to report the traditional and unweighted GPA (on the 4.0 scale), for admissions offices that evaluate students holistically, taking into account each student's academic performance at a high performing prep school, while considering other factors, such as extracurricular achievements, special talents, etc. Many colleges and universities utilizing a holistic review process regularly recalculate GPAs to help ensure applicants are on equal footing.

As of Fall 2022, both the traditional GPA and the weighted GPA will appear on the transcript. The weighted scale rises in numerical value in college prep, honors, advanced, as well as ACC courses. The weighted GPA therefore accounts for rigor in college prep, honors, advanced, and ACC courses.

The weighted calculation is as follows:

- Tier I: Advance College Credit courses use a 5.0 scale
- Tier II: Advanced and many AP directed courses use a 4.75 scale
- Tier III: Exam-bearing Honors courses use a 4.50 scale
- Tier IV: Exam-bearing College Prep and Performing Arts Honors courses use a 4.25 scale
- Tier V: Non-honors electives, language Level I, and Algebra I courses use a 4.00 scale

GPA Calculation Example

To calculate a cumulative GPA, use this formula (this example below uses the Traditional GPA values): Sum of (Weight * Credit) / Sum of Credits:

	Course	**Weight**	**Credit**	**W*C**
A	Religion (full year)	4.00	1.0	= 4.00
A-	History (full year)	3.67	1.0	= 3.67
B+	Math (full year)	3.33	1.0	= 3.33
B	English (full year)	3.00	1.0	= 3.00
B-	Science (full year)	2.67	1.0	= 2.67
C+	World Language (full year)	2.33	1.0	= 2.33
A	Sem I elective, light blue period	4.00	0.5	= 2.00
C	Sem II elective, light blue	4.00	0.5	= 2.00
C	Sem I elective, pink period	4.00	0.5	= 2.00
B	Sem II elective, pink period	4.00	0.5	= 2.00
		Total	8	27.00

Calculation (Weight*Credit) / Credits: 27.00 / 8 = 3.38 CUM GPA

Grade Scale

	Numeric Value	Traditional	College P	Honors	Adv/AP	ACC
A	93-100	A	A	A	A	A
		4	4.25	4.5	4.75	5
A-	90-92	A-	A-	A-	A-	A-
		3.67	3.92	4.17	4.42	4.67
B+	87-89	B+	B+	B+	B+	B+
		3.33	3.58	3.83	4.08	4.33
B	83-86	B	B	B	B	B
		3	3.25	3.5	3.75	4
B-	80-82	B-	B-	B-	B-	B-
		2.67	2.92	3.17	3.42	3.67
C+	77-79	C+	C+	C+	C+	C+
		2.33	2.58	2.83	3.08	3.33
C	73-76	C	C	C	C	C
		2	2.25	2.5	2.75	3
C-	70-72	C-	C-	C-	C-	C-
		1.67	1.92	2.17	2.42	2.67
D+	67-69	D+	D+	D+	D+	D+
		1.33	1.58	1.83	2.08	2.33
D	63-66	D	D	D	D	D
		1	1.25	1.5	1.75	2
D-	60-62	D-	D-	D-	D-	D-
		0.67	0.92	1.17	1.42	1.67
F	0-59					
I*	x					

Pass-fail courses are not calculated in a student's GPA.

All courses use this grade scale for assessments, quarter grades, and semester grades.
*Incompletes are used only in cases involving extended absence or unusual circumstances. If not completed prior to the start of the next marking period, the Incomplete changes to the letter earned originally.

Graduation Requirements

Minimum course requirements for graduation are as follows:

4.0 credits	Religion
4.0 credits	History
4.0 credits	English
0.0 credits	Senior Speech or Senior Project (required to pass or pass with honors)
2.0 credits	Math (Two years of math; Geometry and Algebra II are required)
3.0 credits	Science (3 sequential credits beginning in grade 9; must complete Chemistry, Biology, and Physics)
2.0 credits	World Languages (One 1 credit each in grades 9 and 10, and completion of level III in one language or level II in 2)

1.0 credit Physical Education
1.0 credit Fine Arts
21.0 credits minimum total

Students are required (and automatically enrolled) to take four years of Religion, History, and English. Students in grades 9-11 are also required to take consecutive courses in mathematics and science, but may request their courses depending upon placement and progress (for mathematics) and honors-level type (by application, for Religion, History, English, Fine Arts, Mathematics, Science, and World Language). Students are also required to take two credits of math, passing both Geometry and Algebra II, as well as take at least two credits of world language, passing level three in one language or level II in two languages (a full or partial world language waiver may be available based on a diagnosis of a specific learning disability). Freshmen are required to complete at least one credit in either PE or Fine Arts.

The standard plan for minimum credits-per-year is as follows:
Grade 9: 6-7 credits minimum, 8 maximum
- This includes Religion, History, English, Math, Science, Language, Fine Art or PE

Grade 10: 6-7 credits minimum, 8 maximum
- This includes Religion, History, English, Math, Science, Language, perhaps Fine Art or PE

Grade 11: 5-6 minimum, 8 maximum
- This includes Religion, History, English, Science, and at least one of Math, Language, Fine Art, PE, or one-credit total from the elective category

Grade 12: 4-5 minimum, 9 maximum
- This includes Religion, History, English, and at least one total credit from the following areas: math, science, language, fine art, PE, or one credit from the elective category

Graduation with Honors
Graduation with Latin Honors (cum laude, magna cum laude, summa cum laude) is determined by two factors. These include the weighted GPA combined with a numerical value that recognizes a student's overall program rigor based on the number of credits of Tier I, II, and III courses. For each credit earned, Tier III courses add a value of .02; Tier II courses add a value of .04, and Tier I add a value of .06. A combined score of 4.20-4.49 earns the Latin Honor of Cum Laude; the score of 4.50-4.69 earns the Latin Honor of Magna Cum Laude, and a score at 4.70 and above earns the Latin Honor of Summa Cum Laude.

Homework
The expectations of a college preparatory curriculum entail homework. The time requirements will vary, depending on grade level, the student's course load, ability,and other factors. Families report that spending 1-2 hours per night on homework is common. If a student consistently spends greater than 2 hours per night on Upper School homework, please contact the Upper School Counselor or the Upper School Director. The student or parent bears the responsibility to contact teachers to complete homework after an absence. Teachers' Moodle pages may provide useful information regarding homework expectations. Students' progress and missing work can be accessed from grade books available online in Infinite Campus.

Course Tiers
In order to determine criteria to graduate with Latin honors, courses in the Upper School program are grouped into five "tiers." This is as follows: Tier I = ACC courses; Tier II = Advanced and many AP directed courses; Tier III = Exam-bearing Honors courses; Tier IV = Exam-bearing College Prep and Performing Arts Honors courses; Tier V = Non-honors electives, language Level I, and Algebra I courses.

Tier I-III courses: ACC courses, Advanced, and Honors courses
In addition to college-preparatory courses in the humanities and sciences, Providence Academy offers many honors, advanced, and Advance College Credit "ACC" courses in English, Fine Art, History, Mathematics, Religion, Science, and World Language. These are identified as Tier I, II, III, and IV courses (All fine-arts honors courses are Tier IV. Basic reference to these "honors" courses refers to Tiers I-III). These identifications are not taken into consideration when calculating the Traditional GPA, but they are for Weighted GPA, as well as for calculations used to determine graduation with honors.

Students must request acceptance into a given Tier I-III course and, if accepted, may progress on this path without having to re-apply (provided he/she continues to meet prerequisites). Student requests are evaluated based on pre-requisites for the given course. New students are assessed by means of placement tests, transcripts, referrals, and interviews. Approval for placement comes from the department chair.

Since requests happen on an annual basis during registration, a student in a college-preparatory course may, following request and approval, join a Tier I-III course the following year. Students already in a Tier I-III course are required to maintain prerequisites in order to remain in the respective courses from one year to the next. Conversely, students in a Tier I-III course may choose to enroll in a college-preparatory level of the course starting the following year.

Since scheduling ultimately determines whether or not a student will be enrolled in a Tier I-III course, enrollment is not guaranteed. Similarly, once a Tier I-III course has begun, the student will remain in that course for the year.

National Honors Society Selection and Dismissal Procedures
Selection of members is by a majority vote of the Faculty Council which consists of five faculty members who have been appointed by the Director of the Upper School. The NHS Advisor is a non-voting, ex-officio member of the faculty committee. Students must be members of the sophomore, junior, or senior class, must have been enrolled at Providence Academy in Upper School for at least one semester, must have achieved two semesters on the Headmaster's list, and must have a GPA of at least 3.5 (on the Traditional GPA scale) to be eligible for selection. Upon meeting these standards, candidates are considered based on their service, leadership, faith, and character.

Students who meet these standards will receive a letter in February inviting them to apply for membership by submitting an application packet to be reviewed by the Faculty Council. The Induction ceremony for selected members will be held in early April.

If a member's Traditional-scale cumulative grade point average falls below 3.5 on a 4.0 scale, he/she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average is not improved, disciplinary action including dismissal will be considered by the faculty council. Violations of the law or school regulations can result in immediate consideration of dismissal. Offenders of the school conduct code will receive a written warning and with a second violation a member will be considered for dismissal. Members who are tardy or absent to a total of four chapter meetings may be considered for disciplinary sanctions or dismissal. Failure to participate in the required hours of individual and cohort service hours and to attend at least three chapter service activities are also grounds for dismissal.

NCAA Eligibility

Students wishing to participate in inter-collegiate athletics on a Division I or II level must abide by NCAA guidelines. Students must register and be certified by the NCAA Eligibility Center. While Providence Academy's curriculum is solid preparation for NCAA participation, students should be aware that some courses offered at PA do not meet NCAA core course guidelines. To locate the list of current courses offered at PA that are approved or denied by the NCAA, go to www.ncaaclearinghouse.net. Click on "Prospective Student Athletes" and then on "List of Approved Core Courses." PA's school code is 242021. The NCAA requires that all test scores be reported directly from the test site.

Physical Education Requirement

All students in the Upper School are required to successfully complete 1.0 credit of Physical Education in order to graduate. Health & Fitness is a prerequisite to all PE courses and will be assigned in lieu of a student's elective PE request if the student has not yet taken Health & Fitness and if scheduling permits. Any freshman not in a full-year fine-arts course must therefore take Health & Fitness and one PE elective during ninth grade. If a freshman takes no PE course, or just one, the remaining PE credit will need to be taken prior to graduation.

A student may petition to waive one or both of the required semesters of PE. See the Academic Program Guide for the appropriate year to determine requirements for a waiver.

Registration

Registration activities take place each February and March. During this period, most students request all their courses for the following year, since college-prep and honors options exist in all disciplines except Physical Education.

During this time, families receive the Academic Program Guide for the following year as well as information about honors, advanced, and ACC courses. Students also receive individual credit reports that summarize their graduation requirements to date and help them determine what courses are available. Next steps include the following: US personnel give presentations to students (parents are invited as well); students request their courses, including requests for honors, advanced, or ACC courses; Department Chairs inform students and parents about whether or not honors requests are approved. Students have the chance to re-apply for honors, advanced, and ACC courses again at the end of the year (late May or early June).

Semester Exams
Semester exams are given in the Upper School's core courses. These are usually comprehensive or cumulative exams and count for 20 percent of a semester's grade. Attendance on Semester Exam days is mandatory. Exceptions will be granted primarily in the case of family emergency, injury, severe illness, and mandatory attendance at events sponsored by PA. In the event of illness or injury, a doctor's note, indicating necessity for absence, may be required. Any make-up exam must be administered after the general administration. Cell phones and other communication devices are prohibited from the exam area and may earn a failing grade if discovered.

Semester Honors Listings
Three honors listings are awarded in the Upper School each semester after grades are reported; all three use the Traditional GPA calculation: The "Honor Roll" recognizes students who achieve a semester GPA of 3.00 to 3.32. The "Director's List" identifies those students who achieve a semester GPA of 3.33-3.66. The "Headmaster's List" is composed of students who achieve a semester GPA of 3.67 or above. These listings are based on *cumulative GPA only* and are independent of Tier I-III (honors, advanced, or ACC) courses.

Withdrawal procedure
A student may withdraw from a course during the first four weeks of the semester, with no record on the transcript, if approved by the student's parent/guardian, the counselor, and the Director of Academics & Curriculum. A withdrawal after week four of a semester is reserved for serious and prolonged illness or other unavoidable emergencies. If a withdrawal is sought and approved after week four, a "W" for "Withdrawal" is then placed on the transcript for the semester (or both semesters in the case of a year-long course). Withdrawals are generally not granted to seniors after initial transcripts have been sent to colleges in the fall.

Withdrawals from a Course
After the period for course-change requests has expired, any interest to withdraw from a course follows a specific procedure (see "withdrawal procedure"). Colleges require a student applicant to provide a transcript for high school and look for successful completion of all courses, especially yearlong courses. A withdrawal may be a red flag to a college admissions office, and require the student to provide a written explanation. The student should expect to remain in a course, especially a yearlong course, for its duration.

Since PA incurs some additional costs in offering online courses, an adjustment to the course change policy for online courses (that involves a fee for dropping after a specified date) may be necessary.

Make-Up Work for Excused Absences: The "X+1" Policy
The rule. A student with an excused absence may make up any work assigned, quizzed, or tested during the absence. The student has X+1 class periods to complete it, where X is the number of class periods missed.

Example: Ex. If a student misses red period on Thursday, then the student has until 4:30

PM on Tuesday.

Work already due on the day of the absence. X+1 does not apply to homework, papers, or projects that were due the first class period that the student was absent. This work is due at the student's first class period back.

> *Example:* A paper was due the first day of a student's 3 day absence. The student does not have 4 class days to complete the paper, but should turn it in upon returning from his/her absence.
>
> *Example:* A student missed a test on the first day of a 3 day absence. They should be prepared to make up the test upon returning, not within 4 days of returning to school.

Exception
Returning the same day. A student who misses a quiz or test but returns to school later that day will be required to take it if he/she has an open period, or after school that day, or before school the next day.

If make-up work is late
If make-up work is not turned in by the X+1 due date:

- The teacher will enter an M (Missing) in the gradebook and set a final deadline, usually the date of the next unit or summative assessment.
- Work turned in after the X+1 due date can earn no more than 70% and be subject to the late work policy.

Bonus Work
Bonus work is rare in Providence Academy courses. If used, the following must apply:

- Bonus points can be given on large summative assessments only (exams and tests, not quizzes);
- All students in a course with bonus points need to have equal knowledge of--and equal opportunity to--them;
- No stand-alone grade or category can exist for bonus points;
- Bonus points cannot be used to meet or exceed minimum proficiency standards;
- The value cannot exceed 2% of the total value of the assessment and cannot cause the value of the assessment to exceed 100%;
- Content or skills for the bonus points must relate directly to that for the assessment itself and have a level of challenge equal to the other items in the assessment (that is, no obvious or easy value).

Honor Pledge
Each assessment will have an honor pledge that requires the student's signature prior to taking the assessment. The Honor Pledge will be located at the top of all assessments.

The pledge:

- *In affirmation of my integrity, by this signature, I pledge that I have neither given nor received unauthorized help on this assessment.*

Forfeiture of an assessment

Students can complete missing formative work after the unit test in order to earn a retake

- The gradebook value for that missing formative work will be 0%.
- The missing formative work and the assessment retake must both be completed before the next unit test.

In the event that a summative test is forfeited because it was not taken prior to the next summative test, despite prior advisory communications from the instructor to both the student and parent(s) (a note in IC can suffice for this communication), the student will be encouraged to take the missed summative test for a maximum value of 50%. If prior advisory communication(s) from the instructor is(are) not evident, the student may be eligible for full value on the assessment if the X+1 Policy does not apply.

Retakes:

- Retakes for assessments below 70% will not be available for any formative work or for the semester exam.
- PA expects a student to retake a summative assessment if the original score was below 70% and also qualifies for a retake. In order to earn a retake of a summative assessment a student must have turned in all formative work for the unit such that there is no M in the formative gradebook for the unit.

Retake options:

- "Recovery" retake (the norm): the original assessment is adapted to address the primary challenge for a maximum grade of 70%
- "Replacement" retake for full value: At teacher discretion, the student retakes the assessment in its entirety and may receive full value for it.

Student Life

Concerts

Each year the Fine Arts department schedules concerts to give the students an opportunity to showcase the skills they have been learning. These concerts are mandatory for all students involved in music classes and performance groups. When students prepare for a concert, they are working towards a group goal. Each member of the group is important to the final product. Concerts are also a part of our grading system, and a concert often counts as a final exam. If a student has a conflict that cannot be resolved, he/she must contact the music teacher as soon as possible.See discipline for more information.

Dances

Dances at Providence Academy are chaperoned by faculty members and administrators. The cost of a dance will be announced prior to the sale of tickets. Students must arrive within one hour of the dance's stated beginning time. Any student who seeks admission beyond one hour after the start of the event may not be admitted unless willing to undergo a drug/alcohol/THC screening.

The dance attire will either be themed, informal, semi-formal, or formal. Please see dress guidelines for non-themed dances described in the Dance Attire section of this Handbook. Themed dances (including music and dance style) will be announced prior to the dance. Students who are not in keeping with the dress requirements may not be admitted to the dance.

Students who are not admitted because of attire may be subject to suspension from future dances.

Inappropriate dancing will not be allowed. Students who are dancing inappropriately may be asked to leave the dance and may be subject to suspension from future dances.

Tickets will not be refunded if a student is denied entrance to the dance.

If a student is found to be in the possession of, or under the influence of, any medically unauthorized drugs, tobacco, e-cigarettes, alcohol, or THC, parents will be called and asked to pick up their student from the dance, and the student will be subject to disciplinary consequences as set forth in the 'ALCOHOL, TOBACCO, THC, AND DRUG POLICY' section of the Parent/Student Handbook. Providence Academy reserves the right to administer a breathalyzer test to students prior to admittance to dances.

DANCE ATTIRE

Informal Male Dance Attire

- Attire must be within Providence Academy's general requirements of neatness, cleanliness, and modesty.
- Attire must be free from tears and be free from slogans and symbols contrary to Providence Academy's Code of Conduct.
- Boys must wear khaki-type pants or jeans, worn at the waist with a belt (no shorts).
- Boys must wear collared shirts or t-shirts (no sleeveless shirts).
- Boys must wear shoes. Shoes with laces need to be tied.

Semi-Formal Male Dance Attire

- Attire must be in keeping with Providence Academy's general requirements of neatness, cleanliness, and modesty.
- Boys must wear khaki-type pants (no jeans) or dress pants.
- Boys must wear, at a minimum, a button-down shirt and tie. Sport coats are optional.
- Boys must wear a belt or suspenders.
- Boys must wear appropriate dress or dress casual shoes (no tennis shoes) with dark socks.
- Boys must be clean shaven.

Formal Male Dance Attire

- Attire must be in keeping with Providence Academy's general requirements of neatness, cleanliness, and modesty.
- Boys must wear an appropriate tuxedo, including a tie.
- Boys must wear a belt or suspenders.
- Boys must wear appropriate dress or dress casual shoes (no tennis shoes) with dark socks.
- Boys must be clean shaven.

Informal Female Dance Attire

- Attire must be within Providence Academy's general requirements of neatness, cleanliness, and modesty.
- Attire must be free from tears and be free from slogans and symbols contrary to Providence Academy's Code of Conduct.
- Girls must wear slacks, khaki-type pants, or jeans (no shorts, capris, or legging-style pants).

- Girls must wear blouses, collared shirts, or t-shirts (no bare midriffs, bare shoulders, or cleavage).
- Girls must wear shoes. Shoes with laces need to be tied.

Semi-Formal Female Dance Attire

- Attire must be in keeping with Providence Academy's general requirements of neatness, cleanliness, and modesty.
- Dress cannot be too low in the front or in the back. Specifically, the front of the dress must not be lower than 4 inches below the top of the sternum, and the back of the dress must not be lower than a standard bra-strap.
- Dress must have straps.
- Dress length cannot exceed two inches above the knee - the wearing of nylons, leggings, tights, etc. does not negate the length requirement for dresses.
- Must be dress attire (no jeans or tennis shoes).
- Dress cannot be sheer. Any lace/sheer overlay is not considered when accounting for the length of the dress. The solid/opaque portion of the dress must meet the length requirement. Cutouts are not permitted.

Formal Female Dance Attire

- Attire must be in keeping with Providence Academy's general requirements of neatness, cleanliness, and modesty.
- Dress cannot be too low in the front or in the back. Specifically, the front of the dress must not be lower than 4 inches below the top of the sternum, and the back of the dress must not be lower than a standard bra-strap.
- Dress may or may not have straps.
- Dress cannot exceed two inches above the knee - the wearing of nylons, leggings, tights, etc. does not negate the length requirement for dresses.
- Dress cannot be sheer. Any lace/sheer overlay is not considered when accounting for the length of the dress. The solid/opaque portion of the dress must meet the length requirement. Cutouts are not allowed.

Field Trips

It is the responsibility of the student to secure signatures from his/her respective teachers for the Student Activity Release Form up to two weeks before the field trip. Students with poor attendance or those who are experiencing academic or behavioral problems may be denied the right to participate.

House System

Providence Academy's Upper School offers a House System of peer support. Each Upper School student will be a member of a "House". Each House is a vertical grouping of Upper School girls and, separately, boys in cohorts that remain together throughout their Upper School careers. Houses will be meeting at designated times throughout the year.

Lockers

Students are assigned an individual locker by the dean of students at the beginning of the academic year. The assigned locker is to be the sole repository for the personal belongings of the student assigned to it. The student will also be responsible for the contents of their locker. No

writing, painting, or marking is permitted on any part of the locker. The school cannot be responsible for items missing from a locker. In light of this, students are not to trade or share locker spaces and are only permitted to use their assigned locker for that academic year. Upper School students are not required to keep locks on their lockers during the academic day. If a student wishes to secure their locker during the academic day and/or overnight, they may request a school-issued lock from the dean of students. Students may not place their personal locks on Providence Academy lockers.

Retreat Policy
Spiritual retreats are important in the formation and education of young people in a Catholic institution. For this reason, class retreats at Providence Academy are a required part of the Upper School's four-year program.

Senior Privileges
Providence Academy grants, at its discretion, certain "Privileges" to the senior class each year. The administration reserves the right to suspend senior privileges at any time.

Student Leadership Eligibility
Student leaders hold a place of special distinction at Providence Academy. They have demonstrated through their actions not only a commitment to their team, club, or student organization, but a consistent commitment to the school Code and Philosophy. They are looked upon as exemplars of good standing in our community. The school may consider a student with a history of poor conduct or academic ineligibility to be ineligible to hold leadership positions.

Any questions regarding Providence Academy's discipline policy should be directed to the Dean of Students.

College and School Counseling
Providence Academy encourages conversations between students and faculty/staff, administration, and counselors as needs arise. The school has four counselors—two College Counselors who specialize in future planning and two Licensed School Counselors who specialize in academic, personal, and social concerns.

Students may see the School Counselors during their free time as needed, during class in the event of an acute situation, or by appointment. Parents and teachers may also refer students to their assigned School Counselor when personal, social, or academic concerns arise. The School Counselors are the first and ongoing point-of-contact between outside mental health professionals and the school.

The college counseling program guides students throughout the postsecondary planning process. College Counselors meet with students and their parents regularly, communicate in a variety of methods about upcoming college-related tasks and facilitate the college application process for each student to support placement at a right-fit postsecondary institution. The College Counselors begin this process for students in ninth grade and each student is assigned a counselor to support his/her particular path.

College Preparation and Entrance Requirements
Providence Academy is committed to preparing students for a productive life after graduation.

The core curriculum at Providence Academy is designed with four-year colleges in mind. Successfully completing these requirements will lay the groundwork for study in a variety of fields.

Mindful that admission policies vary greatly among the many colleges/universities and military academies, students should consult their colleges of interest for specific requirements. Students should note particularly the following "characteristics of excellence" that these institutions seek: qualities of mind, strength of character, and a capacity to enrich the college community. These colleges also often look for students who have completed the most rigorous academic program and so Providence Academy recommends that students who seek entrance to them take four credits of mathematics, science, and world language during their years in Upper School.

College admission officers will consider specifically the following measures of college readiness when making admissions decisions: Grades in College Preparatory Classes, College Entrance Exams (e.g. ACT, SAT), Essays/Writing Samples, Counselor and Teacher Recommendations, Special Talents, Extra-curricular Activities, and Community Service.

PA and AP Exams

The breadth and distinctive character of Providence Academy's program has led it to opt out of the College Board's Advanced Placement (AP) Curriculum while simultaneously offering students upwards of 17 AP exams annually. This is because much of the AP content is found in PA's upper-level courses but does not determine PA's scope or schedule. Further, PA's approach preserves the value of teacher-student education and not teaching to a test. PA helps students plan for their AP exams and guides them systematically for these exam opportunities with extra materials and contact time with their teachers in each area of study. This is an approach shared with fine college preparatory schools across the country and also locally.

When considering whether or not to take AP exams, please note that many colleges offer some kind of credit for a high score on an AP exam. This could mean either placing out of an introductory course or even obtaining course credit. If a student passes the exam, by scoring at least a 3, 4, or 5 out of 5, this will most likely earn at least elective college credit. This could translate into taking less of a workload in college, opening up opportunities for additional electives, and/or graduating a semester (or quarter) early. Also, if a student scores well enough on multiple AP exams, some colleges may award sufficient course credit to qualify for sophomore standing. This may lead to early graduation and saving a considerable amount of tuition money. All these benefits happen only if the student does well on the exam. Sitting for a three-hour exam, for which one has not prepared, could then be a potential waste of registration fees.

To determine which exams to take, teachers advise students about which will produce the best performance. Again, the material on these exams is considerably more challenging than what is typically presented in a high school course in the subject. Also, if a student's colleges of interest do not award credit for strong AP scores, the exam may not be worth the attempt. On the other hand, if a student is particularly strong in a subject, taking the exam may be a good idea even if the preferred schools will not award credit.

Not all colleges accept all AP exams and different schools can have different score expectations

for the same exam and different standards for the awarding of credit or advanced placement. Students need to check with the colleges to which they plan to apply. They also need to inquire about the school's standards and credit/placement policies regarding the AP exams. The College Board now offers an online website to search specific institutions' policies on AP credit and placement.

Each year, the College Center announces AP plans to families via e-bulletin and announcements. Students interested in taking AP exams are required to attend AP information meetings in early October, sign up for them in November, and sit for them in May.

PA's Curriculum and College Admissions Counseling Policy

Deans of Admissions at highly selective undergraduate colleges are frequently asked: what is the importance of Advanced Placement courses in the admission process? The unequivocal answer: highly motivated students should take the most rigorous school curricula available to them within their school. The ideal preparation includes four years of English (with extensive writing), Mathematics, Science, History, and World Language. PA's curriculum offers precisely this type of education, delivered by qualified educators. PA's Upper School courses—including Religion courses--have a high degree of rigor and this point is emphasized by the College Counselors when communicating with college admission professionals. Other courses, even those in math and science, challenge students in their writing and presentation skills. PA also requires seniors to complete a capstone senior speech that includes research and preparation leading up to a 9-11 minute presentation to peers and faculty/staff. The combination of core courses with engaging electives, extensive extracurricular activities, abundant leadership opportunities, and a faith-infused character education results in students who are committed to perform within their potential in college and beyond.

This is communicated to colleges and universities in the following ways:

- College Counseling Department's ongoing communication and relationship building with admission professionals.
- Current School Profile designed to help colleges view students in the context of the school (sent with every transcript)
- Curricular Philosophy and Distinctive Programmatic Highlights
- Class Statistics over 3 year period
- Matriculation and College Acceptance Lists
- List of Extra-Curricular Opportunities
- Counselor and Teacher Letters of Recommendation
- Traditional GPA and Weighted GPA (to reflect course rigor) reported on transcript

Many colleges and universities require that students submit 1-2 letters of recommendation from teachers. These letters put the student in the context of the classroom environment, speaking to their desire to learn, participation and overall performance.

Disclosure of Discipline (to Colleges/Universities)

Providence Academy reports appropriate records that colleges may request. This includes academic transcripts, teacher recommendations, and disciplinary records, including any suspension that exceeds one day, and expulsion. All recommendations written by faculty, staff, and coaches are confidential. Following graduation, PA sends a report to the college to which the

student has been admitted. This report includes a final academic transcript, as well as any change in standing which supersedes previous responses on school report forms. In keeping with the virtue element of our motto, PA expects students to complete their college applications with integrity, disclosing disciplinary matters when required in the college admissions process. Complying with these requests for disciplinary self-disclosures is in the student's best interest; he or she will be offered assistance from his or her college counselor at any point in the application process.

This document was last updated on Tuesday, 11/3/2026