

PAIDEIA

CLASSICAL CHRISTIAN SCHOOL

Parent Handbook
A. D. 2018–2019

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I. Philosophy and Governance

Welcome

Welcome to our community at Paideia Classical Christian School. We are excited to partner with your family in the work of raising children in the nurture and admonition of the Lord. This handbook outlines the policies and procedures that are in place for the 2018-2019 school year. But first, please read (or review) the foundational description of who we are as a school.

Our Vision

Paideia exists to serve Christ's body, the Church, by training Christian children to live their lives as acts of worship. Our goal is to assist Christian parents in their responsibility to bring up their children in the nurture and admonition of the Lord, and at the same time, to provide rewarding employment for the Christian teachers and staff who make this possible.

We intend our school to be a place where students delight in Creation, practice joyful fellowship, and cultivate a love for knowledge; a place where students learn to appreciate beauty as much as understand truth; and a place where they build their characters as diligently as they sharpen their minds. We aim to give our students a worldview shaped by the Word of God, a strong work ethic to help them stand before kings, and a full-orbed education that will prepare them to take dominion for Christ.

Our Name

Paideia comes from the Greek word for "instruction" or "nurture" or "training." Ephesians 6:4 says: "And you, fathers, do not provoke your children to wrath, but bring them up in the training [*paideia*] and admonition of the Lord." 2 Timothy 3:16 says: "All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction [*paideia*] in righteousness." The *paideia* of the Lord is what we want to cultivate in our students.

Classical refers to the traditional approach to education, an approach common before the twentieth century that was cultivated by the church, grounded in piety, and governed by theology. Classical education uses the historic curriculum and teaching methods of the seven liberal arts (grammar, logic, rhetoric, arithmetic, geometry, astronomy, and music) in order to form men and women characterized by wisdom, virtue, and eloquence.

Classical also refers to the educational insights that Dorothy Sayers made in her essay "The Lost Tools of Learning." She observed that students tend to learn in stages that correspond to the subject matter of the first three liberal arts (grammar, logic, and rhetoric).

In the **Grammar** stage (elementary), students like to sing, chant, and recite. They like to learn the "facts" or the "grammar" of various subjects such as history, science, geography, math, and music. At Paideia we like to refer to the Grammar stage as the *Musical* stage. It is the stage where students wonder at Creation, delight in imitation, and learn through literature and narrative.

In the **Logic** stage (junior high), students like to find out how all those facts fit together. They like to synthesize, analyze, and argue, identifying fallacies and presenting logical arguments.

In the **Rhetoric** stage (high school), students like to present themselves with polish. They like to write and speak with eloquence, using their words to persuade, to instruct, and to delight. These three stages of learning, as identified by Sayers, are another aspect of Classical education.

Christian refers, of course, to the fact that we are followers of Christ. Our curriculum and teaching places especial emphasis on reading and knowing the Bible and in responding to God through song and prayer. Everything taught at Paideia will be seen through the lens of God's Word. Paideia is a non-denominational school, accepting students from Christian families who affirm our Statement of Faith.

Our Logo



The "P" superimposed on an "X" in our logo is the Greek Chi-Rho symbol, the first two letters of the Greek word for "Christ." It was a commonly used Christian symbol in the first few centuries of the Church and is still used today by certain branches of the Church. By using the Chi-Rho in our logo, we mean to symbolize that all our instruction [*paideia*] is founded on Christ, the One in whom all things hold together.

Statement of Faith

We *believe* the Bible to be the only inerrant Word of God. It is our only ultimate and infallible authority for faith and practice.

We *believe* that there is one God, eternally existent in three Persons; Father, Son and Holy Spirit. He is omnipotent, that is, He is all-powerful. He is omnipresent, that is, He is present throughout all Creation but not limited by it. He is omniscient, that is, nothing is hidden from His sight. In all things He is limited by nothing other than His own nature and character.

We *believe* the God we serve is holy, righteous, good, severe, loving and full of mercy. He created the heavens and earth, and everything in them, in the space of six ordinary days, and all very good. He is the Creator, Sustainer, and Governor of everything that has been made.

We *believe* in the true deity and full humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We *believe* in the full deity of the Holy Spirit, acknowledging Him together with the Father and the Son in the works of creation and redemption.

We *believe* that because of Adam's sin all mankind is in rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We *believe* that salvation is by grace through faith alone, and that faith without works is dead.

We *believe* in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We *believe* in the resurrection of both the saved and lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.

We *believe* in the spiritual unity of all believers in our Lord Jesus Christ.

Governance

Paideia was established in 2013 by several Oregon City families committed to Christian education for their children. The 2017-2018 Board consists of Job Cacka, Matt Dau, Kate Singleton, David Spears, and Mike True. The Chair of the Board and Headmaster of the school is David Spears. The Board will turn over in the fall of 2018, with new members of the Board approved by the existing one.

II. Educational Program

Paideia is offering grades K-10th for the 2018-2019 school year, with the hope of adding one grade further each year in the future up through 12th grade. Below we will highlight a list of the courses we will be offering for the 2018-2019 school year.

2018-2019 Curriculum Offerings by Grade

Kindergarten

Bible: *Jesus Storybook Bible*

History & Geography: Community Helpers, U.S. Presidents, Continents & Oceans

Language Arts: *Italic Handwriting, Level A* (Getty-Dubay), *Spell to Write & Read* phonograms and spelling lists, easy readers, picture book and chapter book read alouds

Math: *Right Start Math, Level A*

Science: Weather & Human Body

Music: Hymn of the Month; Folk songs

Art: Drawing, Painting, Shapes & Colors

First Grade

Bible: *ESV Family Illustrated Bible – Old Testament; Catechism for Young Children (part 1)*

History & Geography: Explorers and Pilgrims; U.S. Presidents; Classical Conversations Timeline Song; U.S. State Names

Language Arts: *Italic Handwriting, Book B* (Getty-Dubay), *Spell to Write & Read* phonograms and spelling lists, quality children's literature for read alouds and reading circles

Foreign Language: *Song School Latin, Book 1*

Math: *Math-U-See Alpha*

Science: Ocean Life & Biomes

Music: Hymn of the Month; Folk songs; Solfege syllables and basic rhythm

Art: Drawing, Painting

Second Grade

Bible: *ESV Family Illustrated Bible – New Testament; Catechism for Young Children (part 2)*

History & Geography: Explorers and Pilgrims; U.S. Presidents; Classical Conversations Timeline Song; U.S. States Names/Places, N. & S. America

Language Arts: *Italic Handwriting, Book C* (Getty-Dubay), *Spell to Write & Read* phonograms and spelling lists, quality children's literature for read alouds and reading circles

Foreign Language: *Song School Latin, Book 2*

Math: *Math-U-See Beta*

Science: Earth Science & Astronomy

Music: Hymn of the Month; Folk songs; Solfege syllables and basic rhythm

Art: Drawing, Painting

Third Grade

Bible: *God's Great Covenant: Old Testament, Book 1; Catechism for Young Children (part 3)*

History & Geography: Lewis and Clark & Oregon Trail; U.S. Presidents; Classical Conversations Timeline Song; U.S. States Names/Places/Capitals & Canadian Provinces

Language Arts: *Italic Handwriting, Book D* (Getty-Dubay), *Spell to Write & Read* phonograms and spelling lists, Quality children's literature for read alouds and reading circles, Paragraph writing, Grammar and Punctuation, *Writing and Rhetoric Book 1: Fable* (Classical Academic Press)

Foreign Language: *Song School Latin, Book 2*

Math: *Math-U-See Gamma*

Science: Earth Science & Astronomy

Music: Hymn of the Month; Folk songs; Solfege syllables and basic rhythm

Art: Drawing, Painting

Fourth Grade

Bible: *God's Great Covenant: Old Testament, Book 2; Catechism for Young Children (part 4)*

History & Geography: *Mystery of History 1: Ancient World*, African Countries

Language Arts: *Italic Handwriting, Book E* (Getty-Dubay), *Spell to Write & Read* phonograms and spelling lists, Institute for Excellence in Writing *Fix It! Grammar* and stylistic techniques, *Writing and Rhetoric Book 3: Narrative 2* (Classical Academic Press)

Foreign Language: *Paideia Latina, Level A*

Math: *Math-U-See Delta*

Science: Botany (Apologia)

Music: Hymn of the Month; Folk songs; Solfege syllables and basic rhythm

Art: Drawing, Painting

Fifth Grade

Bible: *God's Great Covenant: Old Testament, Book 2; Catechism for Young Children (part 4)*

History & Geography: *Mystery of History 2: Middle Ages*, European Countries

Language Arts: *Italic Handwriting, Book F* (Getty-Dubay), Institute for Excellence in Writing *Fix It! Grammar* and stylistic techniques, *Writing and Rhetoric Book 3: Narrative 2* (Classical Academic Press), *Wordly Wise 3000: Level 5* vocabulary

Foreign Language: *Paideia Latina, Level B*

Math: *Math-U-See Epsilon*

Science: Botany (Apologia)

Music: Hymn of the Month; Folk songs; Solfege syllables and basic rhythm

Art: Drawing, Painting

Sixth Grade

Bible: *God's Great Covenant: New Testament, Gospels; Westminster Shorter Catechism*

History & Geography: *Mystery of History 2: Middle Ages*, European Countries

Language Arts: *Italic Handwriting, Book G* (Getty-Dubay), *Wordly Wise Level 6* vocab and spelling lists, Institute for Excellence in Writing *Fix It! Grammar* and stylistic techniques, quality literature for at-home reading, *Writing and Rhetoric Book 4: Chreia & Proverb* (Classical Academic Press)

Foreign Language: *Kraken Latin, Book 1*

Math: *Math-U-See Zeta*

Science: *Beginning Chemistry and Physics* (Apologia)

Music: Hymn of the Month; Parts singing; Solfege syllables and basic rhythm

Art: Drawing, Painting

Seventh Grade

Bible: *Journey through the Bible, Book 1* – Old Testament Survey, Part 1

History & Geography: *Mystery of History 4: Modern World*, U.S. States and Capitals

Language Arts: *Wordly Wise Level 7* vocab and spelling lists, poetry writing with *Grammar of Poetry*, *Analytical Grammar Part 1*

Literature: Adventure literature (*Treasure Island, Scarlet Pimpernel, Around the World in 80 Days*, etc.)

Foreign Language: *Kraken Latin, Level 1*

Math: Math-U-See Pre-Algebra

Logic (1 semester): *Art of Argument: Informal Fallacies* (Classical Academic Press)

Science (1 semester): *General Science* (Apologia)

Music: Parts singing; Moveable do solfege and complex rhythm; Triads; Music dictation

Art: Drawing, Painting

Typing: 30WPM

Eighth Grade

Bible: *Journey through the Bible, Book 2* – Old Testament Survey, Part 2

Global Studies: Timeline and World Geography

English: *Wordly Wise Level 8* vocab and spelling lists, research and persuasive papers in classical speech format, *Analytical Grammar Part 2*

Literature: European literature (*Count of Monte Cristo, A Tale of Two Cities*, etc.)

Foreign Language: *Kraken Latin, Level 2*

Math: Math-U-See Algebra 1

Logic (1 semester): *Introductory Logic* (Logos Press)

Science (1 semester): *General Science* (Apologia)

Music: Parts singing; Moveable do solfege and complex rhythm; Triads; Music composition

Art: Drawing, Painting

Typing: 40WPM

Ninth Grade

Bible: *Journey through the Bible, Book 3* – New Testament Survey

Global Studies: Timeline and World Geography

Rhetoric: *Wordly Wise Level 9* vocab and spelling lists, *Argument Builder* (incorporating logic into papers and speeches)

Literature: European literature (*Count of Monte Cristo, A Tale of Two Cities, etc.*)

Foreign Language: Biblical Greek 1

Math: Math-U-See Geometry

Science: Health & Nutrition, Astronomy

Music: Parts singing; Moveable do solfege and complex rhythm; Triads; Music composition

Art: Drawing, Painting

Tenth Grade

Bible: *Journey through the Bible, Book 3* – New Testament Survey

History: Ancient History (using primary sources like Herodotus)

Rhetoric: *Wordly Wise Level 9* vocab and spelling lists, *Argument Builder* (incorporating logic into papers and speeches)

Literature: Ancient literature (*Odyssey, Aeneid, etc.*)

Foreign Language: Biblical Greek 1

Math: Math-U-See Algebra 2

Science: Health & Nutrition, Astronomy

Music: Parts singing; Moveable do solfege and complex rhythm; Triads; Music composition

Art: Drawing, Painting

Homework Guidelines

Since Paideia's classes only last for half the day, students will be completing work at home in order to fulfill a full academic workload. **We think of Paideia as a school with two campuses: one at the school building, one at your kitchen table.** Students (and parents!) should expect approximately this amount of homework *daily*:

The usual homework times by grade level are:

- Kindergarten: 20 minutes
- First Grade: 1-1.5 hours
- Second-Third Grade: 1.5-2 hours
- Fourth-Sixth Grade: 2-2.5 hours
- Seventh-Eighth Grade: 3 hours
- Ninth-Tenth Grade: 3.5 hours

Students with learning challenges who are below grade level in math and/or reading should expect to spend more than the average time on at-home work.

Elementary students will receive a homework assignment sheet at the beginning of the week. This sheet will list item by item the things that must be completed at home each day. Teachers will make sure parents fully understand how students are to complete their homework assignments. Parents are requested to initial the homework sheet each day.

Transition to the Logic Stage

Moving from the Grammar stage to the Logic stage (6th to 7th grade) can be a challenging time for students and parents. This is a time of transition as students learn to master a new way of learning. One of the long term goals of Classical education is to form an adult, not merely to educate a child, and to this end, in the secondary grades the student is held more accountable for his own self-management.

What this means practically is that secondary students no longer have a Homework Assignment Sheet. They will receive assignments in class and learn how to write their assignments down in an assignment book and take ownership of their homework.

In addition to memorizing facts, students will be required to analyze, synthesize, and apply them. Students will also be introduced to logical argument—the art and science of reasoning well. They will learn how to disagree and debate respectfully. Teachers will encourage students to cultivate the intellectual virtues of honesty, fair-mindedness, curiosity, carefulness, courage, tenacity, and humility.

The Logic stage is an exciting time for student growth because of the challenges it brings.

Parental Involvement

Because Paideia sees it as our job to *assist* parents in the responsibility to bring up their children in the nurture and admonition of the Lord, we place a high importance on parental involvement, both in the classroom and with after-school homework.

Classroom Helpers - We are especially in need of parents as helpers in the classroom (younger grades) and in the office for grading support (older grades). Parents from each family must commit to helping out at the school for either two hours each week or four hours every other week during school hours (approximately 64 hours during the school year). To keep distractions to a minimum, we ask that parents do not bring any other non-enrolled children with them during their time slot. Parents will be contacted about scheduling their time slot prior to the start of school. If work commitments, etc. make volunteering during school hours impossible, we have a few at-home volunteer opportunities that we reserve for those with special circumstances. There is also an opt-out fee as a second best option (see section on Tuition and Fees). ***All parents who will be volunteering in the classroom must submit to a background check.***

Field Trip Chaperones – We rely on parent drivers for transport to field trips. ***All parents who will be driving for field trips must submit to a background check.***

Homework Helpers – As outlined in the Homework section, students will be completing work at home in order to fulfill a full academic workload. We expect parents to ensure that this homework is completed and to assist their children with it if needed.

Paideia believes that parental participation in your child's homework is **vital to your child's academic success**, and because of this, we wish to make homework expectations very clear with directions that are easy to follow. Please ask your child's teacher if there is any confusion regarding the homework assignments.

Parent-Teacher Meetings

Paideia will be holding parent-teacher conferences in October/November. Teachers or admin will contact parents to set up a time to come in and discuss their student's progress. Ad hoc conferences can also be arranged at the request of either the teacher or the parents at any time during the academic year.

Parents are strongly encouraged to monitor their child's progress throughout the year on Class Reach, our on-line grading, calendar, and communication system.

Classroom Discipline

In elementary classes, Paideia will be using a green light, yellow light, red light program to create a pleasant school environment focused on learning. The stop-light has two purposes. First, the teacher will use it to remind students of how much talking is allowed in class. Green is for times that students are free to talk normally, yellow is for instruction times where students must raise their hands and be recognized before speaking, and red is for testing times, etc. where students must be quiet.

Second, the teacher will use the stop-light as a discipline tool. Each day the classroom starts fresh with every student's name on the green light. For a first time infraction, a student's name will be moved to yellow, and a yellow note will be sent home to parents. Additional corrections from the teacher will result in his name being moved to red, and a red note will be sent home to parents. A "red-light" infraction means the student will be sent to the headmaster's office for the appropriate exhortation and/or rebuke. Students who act out physically or use blatant forms of disrespect may go straight to a red note and an office visit without receiving a yellow note first.

Parents are asked to review all discipline notes, whether yellow or red, with their child at home. Appropriate reinforcement of classroom discipline at home will help motivate students to keep school rules and avoid getting on "yellow" or "red." Notes sent home will state what infractions caused the problem and whether the student did something to improve the situation. Parents must sign all discipline notes and return them the following day so that the teacher can be sure the parents heard about what happened.

Infractions that will cause students to get on "yellow" or "red" occur when students break class rules or refuse to respond to instruction by the teacher. Some common infractions are:

- Blurting (speaking out rather than raising a hand during “yellow light” or “red light” subjects)
- Foolish speech (bad language, bathroom talk, etc.)
- Unkindness towards another student
- Acting out physically (hitting, spitting, etc.)
- Disobedience or delayed obedience
- Breaking school or classroom rules

If a student receives multiple red notes or a continued pattern of yellow notes, the headmaster may call the parents to discuss the infractions and brainstorm strategies to improve the student’s behavior. If the pattern of receiving notes continues, the headmaster may call a conference with the parents to address the situation. If the student’s behavior does not improve, the headmaster may take steps toward suspension or expulsion. Further clarification of the process can be found below in the discipline policy created by the Board of Directors.

Board Discipline Policy

Students and teachers both should conduct themselves in a manner that displays Christian love and respect both in school and when involved in extracurricular activities. Students are expected to show honor and respect to their teachers as they would to their own parents.

When students disrupt school activities, violate the rights of others, or present actual or threatened danger to persons or property, they may be subject to discipline. The ultimate purpose of all discipline at Paideia is never punishment, shame, or revenge. Instead, the end goal of any disciplinary activity ought to be forgiveness, restored relationships, and the resumption of an orderly educational environment in the classroom.

A. Classroom Rules: The Parent Handbook lists behaviors which are not acceptable in the classroom. If students engage in one of these behaviors the following process will be followed:

- 1.** For a first-time infraction, a student’s name will be moved to the yellow light and a yellow note sent home to parents describing what the infraction was and whether the student changed his/her behavior.
- 2.** If that behavior continues, the student’s name will be moved to the red light and a red note will be sent home. Additionally, that student must either visit the headmaster’s office or, if the headmaster is not available, must sit outside the classroom in the hall until the teacher feels that the student is ready to re-join the class without being disruptive.
- 3.** Parents must sign any discipline notes sent home and return them the following day so that teachers can be sure they are aware of the problem.
- 4.** If a student is repeatedly sent home with red notes, the teacher and/or headmaster may call a conference with the parents to address the situation.

B. Dismissal: If a student is being very disruptive, violent, or continually uncooperative the headmaster may immediately send that student home for the rest of the day by calling their parent or guardian.

C. Suspension: Suspension is the removal of a student from the school environment for one or more complete school days. The headmaster, for serious misconduct or repeated infractions of school rules, policies or the law, may impose this suspension.

In cases of serious misconduct, including but not limited to actual or threatened violence to persons or property, the headmaster may impose this suspension effective immediately and arrange for the student to vacate school grounds as soon as is reasonable.

In cases of repeated infractions of school rules, the headmaster will provide clear warning that continued behavior could lead to suspension before the suspension is imposed. In all cases, incidents and their disciplinary response will be documented and presented to the student and parents in a timely manner following a suspension.

Suspended students will be allowed to present a defense to the School Board, to explain the circumstances of the action in question, or to attempt to prove innocence. In the event of serious infraction, the student will remain suspended pending a hearing with the School Board to determine whether the child will remain suspended or be expelled. This meeting will be held at such time as Board members are reasonably able to assemble. The decision of the School Board is final.

The offenses resulting in any type of suspension will be determined by the headmaster, but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal, or gestured); cheating; plagiarism; disrespect toward staff; intimidation; stealing; physical harm to others; or activating a false alarm.

Following any suspension, before returning to class, the child and parent will meet with the headmaster.

D. Expulsion: Expulsion is the indefinite removal of a student from the school environment, which includes, but is not limited to, classes and activities. Only the School Board may remove a student from the school environment in this manner. Students may be expelled for serious misconduct and violations of school policies, rules, or the law.

When a student is recommended by the Headmaster for expulsion to the School Board, the student and his/her parents will be provided with:

1. Notice of the reasons for the proposed expulsion.
2. A written report on the facts.
3. An opportunity to present a defense against the charges on the student's behalf.

The results of the School Board's decision as well as the justification for it will be provided to the student and his/her parents.

E. Physical Restraint: In the event physical restraint becomes necessary, an employee must consider the following factors:

1. The size and the physical and mental condition of the student.
2. The nature of the student’s behavior or misconduct provoking the use of physical force.
3. What is used in applying the restraint.
4. The extent and nature of resulting injury to the student, if any.
5. The motivation of the employee using physical restraint.

The student’s parents will be given an explanation of the reasons for the restraint.

Violent, destructive, and seriously disruptive behavior will result in immediate removal from class or other activity in which the student is involved. The headmaster will investigate the incident, talk with parents, child, and teacher, and determine what additional action, if any, is necessary.

Grading

Paideia’s school year consists of two semesters, the fall semester ending in January and the spring semester ending in June. Students receive a report card at the end of each of these semesters. Students and parents will also be able to check grades throughout the semester on our on-line grading system.

Instead of being graded according to traditional letter grades, students in **kindergarten through third grade** will be graded according to the following rubric:

- E = Excellent
- P = Praiseworthy
- S = Satisfactory
- N = Needs Improvement

Praiseworthy is the baseline grade for a student who is doing well in a class. In addition to receiving grades for subject matter, elementary students will also receive grades for: Obedience, Cheerfulness, and Kindness.

Students in **fourth grade and above** will receive E, P, S, N grades for some subjects, and for other subjects will receive standard letter grades.

<u>%</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Meaning</u>
100-93	A	4.0	Excellent
92.9-90	A-	3.7	
89.9-87	B+	3.3	Praiseworthy
86.9-83	B	3.0	
82.9-80	B-	2.7	
79.9-77	C+	2.3	
76.9-73	C	2.0	Satisfactory
72.9-70	C-	1.7	
69.9-0	F	0.0	Needs Improvement

III. Administrative Details

Enrollment Process

Parents interested in enrolling their students at Paideia should submit an enrollment application form along with a registration fee. Once Paideia accepts the student for enrollment, the registration fee (which is used for buying books and supplies) is non-refundable. In cases where the student is not accepted, the registration fee will be refunded.

Parents interested in applying for a scholarship should submit a scholarship application form in addition to the enrollment application form. Paideia awards scholarship on a needs basis, concurrent with funds available in the scholarship account. Scholarship money is usually allocated at the end of May and we encourage all scholarship applications to be submitted by May 15 for the following year.

The parents of new families will be asked to attend an interview with the headmaster. The child will be tested in language arts and math to ensure he or she is being enrolled in the appropriate grade. Once the child's grade level is confirmed, parents will receive an enrollment packet containing a supply list, a medical release form, an immunizations form, and other information.

Paideia Classical Christian School, in her commitment to the gracious God of the Scriptures who rules over all peoples and nations, admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities available to students at the school, and does not discriminate on the basis of race in the administration of its educational policies, admissions policies, and athletic or other school-administered programs.

Tuition and Fees

Tuition

Tuition for the 2018-2019 school year has been set at \$3100 for grades K-10. This tuition can be broken into 12 monthly payments of \$260 (for a total of \$3120) beginning July 15, 2018 and ending June 15, 2019. Annual payers should pay by check by July 31. Monthly payers will set up an account on Smart Tuition and will be given a variety of payment options. **This Smart Tuition account charges an annual convenience fee of \$25 for setup, and late tuition payments will incur a \$40 late fee from Smart Tuition.**

Delinquent Tuition

From time to time, families become delinquent in paying their tuition and fees. This is a burden to the school and makes it difficult to pay salaries and other expenses. Therefore,

1. For any account that is past due, the school office or a tuition processing company will send a notice/statement to the family.

2. For any account that becomes sixty days past due, the school office will personally contact the family (in addition to the notices from the tuition collection company) and will include this policy. The family will be directed to contact the school office to set up a course of action for repayment.
3. In the event the account becomes ninety days past due, the school office will send a final notice letter. If no progress is made within five business days, the family will be notified that their child(ren) will not be allowed enrollment for the next semester until their account is paid in full.
4. The board may, at its discretion, adjust this policy due to hardship or other considerations.

Volunteering Opt-Out Fee

Paideia's philosophy of education requires parent involvement, and one parent from each family is expected to volunteer at the school for two hours each week or four hours bi-weekly during school hours. In situations where work commitments, etc. make this impossible, we have an opt-out fee as a second-best option. **The volunteering opt-out fee is \$700 per year** (payable in 10 monthly payments of \$70, September-June). If neither volunteering nor the opt-out fee is a viable option for your family, please contact us about a scholarship to cover the opt-out fee.

Late Pick-Up Fee

We encourage parents to pick up their students promptly at 12:15pm when school lets out. **If a student is picked up later than 12:30pm, the parent will be billed a "late pick-up" fee in the amount of \$5 per every fifteen minutes late.** For example, picking up a student anytime between 12:31 and 12:45pm would incur a \$5 late pick-up fee. Picking up a student anytime between 12:46 and 1:00pm would incur a \$10 late pick-up fee. Our teachers and staff are not expected to stay at the building past 12:30, and if a student is left behind, we must compensate someone to stay with the student.

Field Trip Fees

Students will go on a variety of fieldtrips throughout the year, typically three each year. Parents will receive info about the field trip and the cost prior to the trip. Monthly tuition payers will have the option of adding the fee to their Smart Tuition payment. Other payers may pay at the admin desk with cash or check. **Field trips typically cost between \$5 and \$10.**

Early Withdrawal Fee

Families who wish to withdraw their enrolled student prior to the end of the school year should submit their withdrawal request in writing to the school. If requested, tuition refunds will be on a prorated basis based on the number of school days left. **Each student withdrawn after July 15 will be assessed a \$200 Early Withdrawal Fee.**

Fundraising and Scholarships

Like most private schools, Paideia supplements its resources with fundraising. The majority of proceeds from our regular school fundraisers will go to future building plans. We ask parents to participate to the

best of their ability in our fundraising efforts. Please check the website for updates on current and future fundraisers.

Paideia also has a scholarship fund for families in need. Families interested in applying for a scholarship should submit applications prior to May 15 as funds are generally allocated at the beginning of June for the next school year. This scholarship fund contains money donated by individuals specifically for the purpose of providing tuition assistance. If you are interested in making a tax-deductible donation to our scholarship fund, please contact the school.

Schedule

Daily Schedule

Paideia meets 8am – 12:15pm, Monday through Friday. Although classes are only half day, students should expect to have work assigned to be completed at home that will make their academic workload the same as that of a full day school. Homework will generally not be assigned for Friday afternoons.

The half day class schedule at Paideia provides a unique learning environment with many benefits. With students spending a little over four hours at school, they have the opportunity to be more focused during those hours. Younger students, still developing character traits like obedience and respectfulness, have time for these to be instilled by their parents at home as well as by their teachers at school. As students grow older, the necessity of completing some of their studies at home will allow them to develop self-discipline, responsibility, and independent learning skills. In addition to this, the half day class schedule allows for more flexibility for scheduling extra-curricular activities such as private music lessons and athletics.

Yearly Calendar

Sept. 4 (Tues) – First Day of School
Oct. 8 (Mon) – Columbus Day (No School)
Nov. 12 (Mon) – Veterans Day Observed (No School)
Nov. 19-23 (Mon-Fri) – Thanksgiving Break (No School)
Dec. 15-Jan. 6 – Christmas Break (No School)
Jan. 21 (Mon) – Martin Luther King, Jr. Day (No School)
Jan. 25 (Fri) – End of First Semester
Feb. 18 (Mon) – Presidents’ Day (No School)
Mar. 25-29 (Mon-Fri) – Spring Break (No School)
Apr. 19 (Fri) – Good Friday (No School)
Apr. 22 (Mon) – Easter Monday (No School)
May 27 (Mon) – Memorial Day (No School)
June 7 (Fri) – Last Day of School

35 weeks / 167 school days

Friday Assemblies

Each Friday at 8:00am we will be holding an all-school assembly. Classes who have finished memory work will have opportunity to perform it for the whole school. Parents are invited to stop in and watch the assembly when they come to drop off their students on Friday mornings.

To mark our assemblies as special events, every Friday will be a “dress-up day.” Please look at the Dress Code requirements to see which items are part of the “dress-up” uniform.

Holidays

Paideia commemorates many holidays at school including: Reformation Day, Thanksgiving, Advent, St. Nicholas Day, Epiphany, Valentine’s Day, Ash Wednesday/Lent, Good Friday/Easter, Ascension Day, and Pentecost. We have a few standing policies regarding Reformation Day (commonly known as Halloween) and Valentine’s Day.

Reformation Day

On this holiday (commonly known as Halloween), students will be allowed to dress up in costumes instead of wearing their normal school uniforms. Instead of celebrating the day as the usual “trick-or-treat” Halloween, Paideia will be celebrating it as Reformation Day. At school that day, the teachers will be talking about the story of Martin Luther—how he questioned the Roman Catholic Church’s doctrine of salvation by works, how he taught that salvation was by grace alone, and how he posted the 95 Theses on the church door in Wittenberg on October 31, 1517 (which led to many Protestant churches now celebrating October 31 as Reformation Day).

Students are encouraged to celebrate the day by dressing in costume. Costumes should not be ghoulish in nature. Although some scholars believe that the practice of dressing up as witches, devils, etc. on All Hallows’ Eve in the medieval period was actually a way of mocking the powers of darkness that Christ has defeated, we do not believe that this is the current intent of such costumes in our culture. Therefore, we ask students to refrain from these kinds of costumes.

We encourage students (and parents) to be intentional about choosing their costumes. If students dress up as a historical character (e.g. Moses, Queen Esther, George Washington), a fictional character (e.g. Cinderella, Superman), or an occupation (e.g. cowboy, farmer, baker) they should choose someone who is a **positive role model**, someone who makes God’s world a better place. If they choose to dress up as an animal or object (pumpkin, butterfly, robot), they should think about how that thing reflects God’s glory in creation. At the Kindergarten level, this can be as simple as, “I want to be Batman because he fights the bad guys and saves people” or “I want to be a ballerina because their dancing is beautiful and makes people happy.”

The majority of costumes should fit into the categories above. The goal is not to make this more difficult for families, but simply to provide an opportunity for students to “take every thought captive to make it

obedient to Christ." (2 Cor 10:5) Students who do not wish to wear a costume should wear their usual school uniform.

Valentine's Day

Parents, if they wish, may allow their students to pass out friendship Valentines. If you decide to let your students pass out Valentines, this would be a good time to talk to them about how to include fellow students (instead of being cliquish) and how to avoid singling out a particular student with a Valentine. If parents want to bring in treats for the class, they should contact the classroom teacher ahead of time.

School Closures

In the event of inclement weather, Paideia will follow the Gladstone Public School District's closures.

When wintry weather occurs, parents are encouraged to check the news stations to determine if school will be closed. If school is canceled due to inclement weather, Paideia will also send out a message via Class Reach alerting parents.

If more than five school closures occur during September-April, the headmaster may choose to add school days at the end of the school year to ensure that students are able to meet learning goals for the year.

School Absences

Paideia expects to receive notice if students will be missing any scheduled class days. For extended planned absences—such as family vacations—please notify your child's teacher at least two weeks in advance. The teacher will develop a plan with you to make up missed work. For shorter planned absences (e.g. leaving early for a doctor's appointment), please notify your child's teacher on Monday morning of that week so that the teacher can place it on the calendar for the week and give you a plan for making up missed classwork.

For unplanned absences (e.g. missing school because of sickness), please notify the school admin by telephone (503.974.4711) by 7:50 a.m., before the school day starts. The school admin will notify your child's teacher.

When a student misses class, either for a planned or unplanned absence, it is the *parent's* responsibility to find out about homework or make-up work from the teacher. Please e-mail the teacher or come in person to get your child's homework assignments and make arrangements to retrieve whatever books your child needs.

Wednesday is our quiz/test make-up day for elementary students. If your student misses a Friday (which is usually quiz day), please make arrangements for him or her to stay after school the following Wednesday to complete make-up quizzes.

Thursday is our quiz/test make-up day for secondary students. Students have a study hall scheduled during the school day and will take make-up quizzes during this time.

Late Assignment Policy

To receive full credit for homework assignments, students must turn them in at the beginning of the class they are due. If an assignment is not turned in on its due date, the teacher will send home a note to the parents letting them know about the missing assignment. **Assignments turned in one day late will receive a 10% penalty. Assignments will not be accepted more than one day late, and students will receive a zero for the assignment.**

Students who miss school days due to sickness will receive extra days (equaling the number of days that they were sick) to complete homework assignments or make-up assignments. For example, a student who is sick Monday and Tuesday will have Wednesday and Thursday to complete any make-up assignments or homework assignments and these will be due on Friday. Any assignments turned in the following Monday would receive a 10% penalty, and any assignments turned in after that would not be accepted.

Health Policy

Students should be kept home from classes if:

- Fever, diarrhea, or vomiting within last 24 hours
- Severe coughing or runny nose
- Other symptoms of contagious disease
- Head lice nits or bugs present on head

Students with minor cold symptoms may still attend class. If a student exhibits contagious symptoms during the school day or his health prohibits him from focusing during class, a staff member will call the student's parents to come pick him up early.

Immunization Policy

Per state requirements, parents enrolling their students in Paideia are required to provide immunization records. If students are not fully immunized, parents should include a medical or non-medical exemption form. In the event of an outbreak of a vaccine-preventable disease, per state requirements non-vaccinated students will be required to remain home from school for a set period of time.

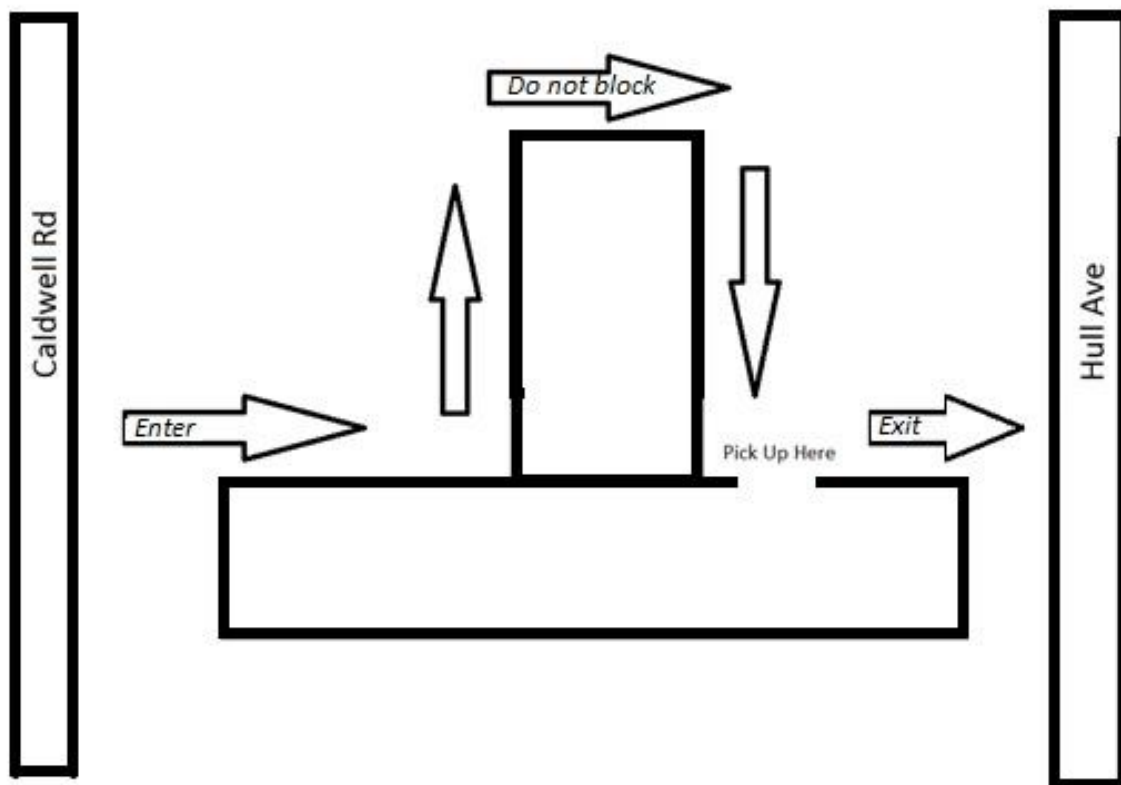
Drop Off and Pick Up Guidelines

Paideia's school building will be unlocked by 7:40am on school days. Classes at Paideia begin at 8:00am sharp. Parents should ensure that they drop their student off in a timely manner (by 7:55am) so that the student is in the classroom and sitting at his or her desk by 8:00am. While we are aware that occasional circumstances (unforeseen traffic problems, etc.) can make a student late, we also believe that

punctuality is a courtesy to the teacher and to the rest of the class. Teachers will notify parents each time their child is tardy, and the headmaster may contact the parent if a pattern of tardiness develops.

When arriving at the campus for pick up after school, please enter the parking lot as indicated in the diagram below. **To facilitate a quicker pick-up line, we will give you a number placard to place in your car so that we can see it quickly as we look down the pick-up line.** If families carpool or use alternate vehicles for pickup, please try to make sure the placard is still displayed. The students will line up for pick up, exit the building, and be released to parents or designated pick-up drivers by a teacher or helper. If someone not on the student’s regular pickup list is picking up a student, the parent should contact admin ahead of time via phone or Class Reach.

We encourage parents to pick up their students promptly at 12:15pm when school lets out. **If a student is picked up later than 12:30pm, the parent will need to park and walk up to the office to retrieve the student. There will also be a late pick-up fee, as outlined in the Tuition and Fees section.**



Visitor Guidelines

Paideia welcomes adult family visitors to the classroom. If parents, grandparents, or other adult relatives wish to visit the class (at times other than their regularly scheduled volunteer hours or the Friday assembly), they should notify the teacher ahead of time. Non-relative adults may be allowed to visit a student on a case by case basis with permission from the student's parent and from the teacher.

Food and Beverage Guidelines

Because Paideia has a half day schedule, there is not a lunch period. There is, however, time for students to eat a snack. We will not have access to a refrigerator or microwave, so please plan accordingly when packing your child's snack. Parents are encouraged to provide non-sugary snacks (**no candy, please**) and beverages for their children. Please fill up student water bottles at home prior to arriving at school. Students will need to clean up after themselves following the snack period, so consider this when packing snacks for Lower Elementary students. Students are not allowed to share snacks except with their siblings. On birthdays, parents are welcome to bring in a treat for their student to share with the class. Please speak with the teacher beforehand to arrange this.

Personal Belongings/Electronic Devices Guidelines

Paideia students may not bring to school the following: electronic devices, toys, games (except for approved use at recess), candy/gum, and any additional items restricted by the teacher. If a permitted personal item (e.g. jewelry, hair accessories) becomes a distraction in class, the teacher may ask students to put it away in their backpack.

Students whose parents wish them to have a cell phone may not use the cell phone during school hours (including recess) except with a teacher or staff member's permission. Secondary students should check with their teacher if they desire to use a laptop during class. If a parent desires a student to have a stress-ball during class, the parent should contact the teacher for approval. No other "fidget" items besides stress-balls will be allowed.

Dress Code

Dress Code Goals – Paideia's goal is to set a dress code that (1) creates an atmosphere conducive to diligent study, (2) makes the students look appealing, (3) is easy for parents to procure, and (4) is easy for teachers and staff to enforce. If you have questions about any details not clarified here, we encourage you to ask a teacher or the headmaster.

Dress Code Enforcement – Teachers will enforce the dress code for their individual classrooms. If a parent or student has questions about a particular article of dress, please ask the student's teacher.

Dress-Up Days – To mark our assemblies as special events, every Friday will be a "dress-up day", with students wearing their best uniforms. Please consult the list below to see what items are appropriate for Dress-Up Days.

ELEMENTARY DRESS CODE

Kindergarten-6th Grade: Boys

<i>Normal Uniform</i>	<i>Dress-Up Uniform</i>
Pants or Shorts. Solid-colored Khaki or Navy Blue. Shorts are permitted September and April through June.	Pants or Shorts. Solid-colored Khaki or Navy Blue. Shorts are permitted September and April through June.
Polo Shirt. Solid-colored White, Navy, or Light Blue.	Oxford Shirt (Button-down). Solid-colored White
Sweater or Vest. <i>Optional</i> for cold weather, worn over polo shirt. Solid-colored Navy.	Sweater or Vest. <i>Optional</i> for cold weather, worn over button-down. Solid-colored Navy.
Shoes. Conservative, close-toed. Socks required.	Shoes. Conservative, close-toed. Socks required.

Kindergarten-6th Grade: Girls

<i>Normal Uniform</i>	<i>Dress-Up Uniform</i>
Pants, Skirts, Uniform-Style Ponte Dresses or Button-Down Dresses, Jumpers. Solid colored Khaki or Navy Blue.	Skirts or Jumpers. Solid colored Khaki or Navy Blue.
Polo Shirt or Polo Dress. Solid-colored White, Navy, Light Pink, or Light Blue.	Oxford Shirt or Blouse (Button-downs). Solid-colored White (must be worn with Jumper or Skirt).
Sweater, Vest, or Cardigan. <i>Optional</i> for cold weather, worn over polo shirt or polo dress. Solid-colored White, Navy, Light Pink, or Light Blue.	Sweater, Vest, or Cardigan. <i>Optional</i> for cold weather, worn over button-down, blouse or polo dress. Solid-colored White, Navy, Light Pink, or Light Blue.
Shoes. Conservative, close-toed.	Shoes. Conservative, close-toed.

SECONDARY DRESS CODE

7th-10th Grade: Boys

<i>Normal Uniform</i>	<i>Dress-Up Uniform</i>
Pants or Shorts. Solid-colored Khaki or Navy Blue. Shorts permitted Sept. and April through June. <u>Black or Brown belt required.</u>	Pants. Solid-colored Khaki or Navy Blue. <u>Black or Brown belt required.</u>
Polo Shirt. Solid-colored White, Navy, or Light Blue.	Oxford Shirt (Button-down). <u>Solid-colored White. School tie required.</u>
Sweater or Vest. <i>Optional</i> for cold weather, worn over polo shirt. Solid-colored Navy or Light Blue.	Sweater or Vest. <i>Optional</i> for cold weather, worn over button-down. Solid-colored Navy or Light Blue. Blazer (required for 9 th -10 th grade). <u>Navy school blazer.</u>
Shoes. Conservative, close-toed. Socks required.	Shoes. Conservative, close-toed. Socks required.

7th-10th Grade: Girls

<i>Normal Uniform</i>	<i>Dress-Up Uniform</i>
Pants, Skirts or Jumpers. Solid colored Khaki or Navy Blue.	Skirts or Jumpers. Solid colored Khaki or Navy Blue.
Polo Shirt, Polo Dress, or Uniform-Style Button-Down or Ponte Dress. Solid-colored White, Navy, Light Pink, or Light Blue.	Oxford Shirt (Button-down) or Blouse (Button-down). <u>Solid-colored White. School tie required.</u>
Sweater, Vest, or Cardigan. <i>Optional</i> for cold weather, worn over polo shirt or polo dress. Solid-colored White, Navy, Light Pink, or Light Blue.	Sweater, Vest, or Cardigan. <i>Optional</i> for cold weather, worn over button-down or blouse. Solid-colored White, Navy, Light Pink, or Light Blue. Blazer (required for 9 th -10 th grade). <u>Navy school blazer.</u>
Shoes. Conservative, close-toed.	Shoes. Conservative, close-toed.

Dress Code Clarifications

1. All clothing, including socks and tights, should be clean and in good repair.
2. Boys' shirts should be tucked in the whole time the student is on campus. Girls may choose whether to tuck or not tuck in shirts.
3. The standing rule in classrooms (although teachers may occasionally suspend it) is that coats may not be worn in class. In cold weather, please send your student to school with a dress-code appropriate sweater. Sweatshirts/hoodies and polar fleece are not the same as sweaters and are prohibited for in-class wear. They may be worn outside at recess as coats.
4. Pants, skirts, dresses and jumpers should be **uniform-style**. Cargo pants and corduroys are prohibited.
5. Clothing not specified as solid color (e.g. socks, tights) may have patterns or prints, but no prominently displayed characters (animals, people, etc.) or writing.
6. Hair must be neat and tidy. Boys' hair must not cover their ears, be over their collar, or be in their eyes. Girls' bangs must be kept out of their eyes. Hair color should be in the spectrum of natural hues.
7. Earrings are permitted for girls. All other piercings are prohibited.
8. For elementary-level boys, belts and ties are optional. Belts for girls are also optional. If worn, belts should be conservative and dark colored.
9. Girls' skirts, jumpers, and dresses must be at least knee-length as measured by the line at the back of the knee. (For girls with longer legs, we suggest Land's End or French Toast to find long enough skirts.) Lower Elementary girls should wear shorts or leggings underneath skirts/jumpers. Leggings are not considered pants and may only be worn underneath a skirt/jumper.
10. Girls' and boys' undergarments, including camisoles, must be concealed beneath outer clothing.
11. **The school will provide 7th-10th grade parents instructions on where to purchase the school tie and the 9th-10th grade school blazer.**
12. **Please write your name clearly on the inside of each garment, especially on sweaters.**

Communication

Paideia has an on-line grading and messaging system called Class Reach. Parents will receive a login and will be able to access the school calendar, see their student's progress reports, and message teachers. For non-urgent messages, please use the messaging system on Class Reach to get a hold of your child's teacher.

Please remember that teachers can rarely check their messages during the school day. For urgent communication (i.e. a message that needs to be delivered during the school day), please contact the Paideia admin phone line – **503.974.4711**.

Besides Class Reach, we also have a few other on-line venues for keeping abreast of school news.

Paideia Classical Christian School Website

<http://paideiaclassicalchristian.com>

Paideia Facebook Page

<https://www.facebook.com/PaideiaClassicalChristian>

Paideia Facebook Parents' Group - *A forum for parents to interact about fundraising, carpooling, special events, etc. This group has privacy settings, so please ask to join and the administrator will add you.*

<https://www.facebook.com/groups/469858883075837/>