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**The Provision School**

**2016-17**

**Parent & Student Handbook**

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## Home of the Provision Paladins

**P**rotectors of Others

**A**cceptors of the Different

**L**overs of Learning

**A**ssisters of the Hurt

**D**efenders of the Weak

**I**maginers of Possibilities

**N**amers of Strengths

*The call of the paladin: to protect the weak, to  
bring justice to the unjust, and to vanquish evil  
from the darkest corners of the world.*

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# Mission

The Provision School is a faith-based, non-profit organization with a twofold purpose:

- To provide counseling services for families and individuals.
- To create a therapeutic learning environment that encompasses the benefits of counseling services and individualized education for students of varying needs and abilities.

# Vision

Webster's defines the word provision as "equipping one for life's journey." At The Provision School, our goal is to create a Christ-centered environment that allows students to experience Grace, Hope and Love that will equip them for whatever they may encounter in life's journey. It is a school for students who are struggling in public, private or home school situations and who need a more individualized, small group setting where their emotional, physical, behavioral and educational needs will be met throughout the day. The goal and hope of the school is that each student will be instructed in an environment that feels safe and secure, encourages their individual strengths, allows them to experience grace if they fail, and teaches them to problem-solve with peers and adults in a trusted environment so that they may leave more prepared to be a meaningful member of society.

The school is based on special education principles, meeting each student's needs at their current level. It's highly structured, with high expectations for behavior and academics balanced with strong therapeutic care and positive reinforcement.

Provision is different than any other school in the Lexington area. Its approach goes beyond simple academics or behavior, by equipping and educating students and families to create a complete therapeutic experience that bridges both home and school.

We do this through a multifaceted approach using:

- Special and Regular Education Certified Teachers
- Licensed and Nationally Board Certified Counselor
- Trust Based Relational Intervention (TBRI) techniques
- Principles of Crisis Prevention Intervention (CPI®) Trained Teachers/Counselors

# School Calendar

## Year-Round Schedule 2016-'17

<b>July</b>	20	First Day for Teachers
	27	First Day of School
<b>August</b>	11-12	No School: Staff Professional Development
	19	No School
<b>September</b>	5	Labor Day: No School
<b>October</b>	3-7	Fall Break: No School
<b>November</b>	8	Election Day: No School
	21-25	Thanksgiving Break: No School
<b>December</b>	14-30	Winter Break: No School
<b>January</b>	2-3	End of Winter Break: No School
	4	Return from Winter Break
	16	MLK Jr. Day: No School
<b>February</b>	20	President's Day: No School
<b>March</b>	29-31	No School: Spring Break* <i>*Snow day make-up days</i>
<b>April</b>	3-7	Spring Break: TPS CAMP WEEK
	12	Return from Spring Break
<b>May</b>	19	Last Day of School <i>* may change due to snow days</i>

# General Policies

## School Hours:

The Provision's hours are Monday through Thursdays from 8:30 a.m.-2:45 p.m. and Fridays from 8:30 a.m.-12 p.m. Students may arrive at school between 8:1-8:30 a.m. and be picked up between 2:45-3 p.m., except on Fridays, when students need to be picked up by 12:15 p.m.

\* If you need your child to be dropped off early or picked up late, additional charges will be applied.

## Extended Care Hours:

Daily from 3-5:30 p.m. This will include homework assistance, tutoring, and a snack.

\* You will be charged \$1 per minute after 5:30 p.m. pick-up.

Extended School Day	Late Pick Up
Daily:	\$20
Weekly:	\$80

## Transportation:

Each student's home will determine transportation arrangements to and from The Provision School. Transportation arrangements will be made at the beginning of school, and parents are responsible for communicating with the school to notify them of changes in transportation. Parents may arrange a family member or friend over 18 to pick up their student, but must do so in writing in advance.

## Change of Information:

- Change of Address:
  - \* When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. Please submit all pertinent information about a move to the school office prior to the move.
- Change of Medication:
  - \* It is IMPERATIVE that The Provision School knows each student's medical history and any current prescription medications. When these change, you MUST notify staff immediately and fill out a new medical release form. This allows us to be equipped in the case of an emergency.

## **Absences**

Please call or e-mail the school before 8 a.m. on the morning your child will be absent. Indicate the student's name, date of absence and reason for absence. You will also be required to submit an excuse note from the doctor or appointment if that is the reason for your child's absence. Sickness that does not require a doctor's visit will be excused up to 5 times throughout the year with a note from the parent detailing the reason for the absence. After 5 parent notes, the absences will become unexcused unless accompanied by a doctor's excuse note. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to be successful in specific classes and may be subject to loss of credits/failure from missed classes (See attendance policy).

### **Attendance Terms:**

Unexcused Absences: Students will be allowed a total of 5 unexcused absences for the entire year.

Any unexcused absences after this will result in the student receiving 0 points for the day and 0% on all class grades for the day. After 8 unexcused absences, the student/parents will be required to meet with the teacher and administration to determine the reason for the absences and determine an appropriate course of action for the family and student.

Excessive Absences: To obtain credit, students must be in attendance for 75% of a quarter. Students who do not meet this requirement (excused or unexcused) will require a doctor's note and consultation with the teacher and administration.

Excused Absence: Student misses an entire school day with the approval of the school official. A student will receive an excused absence for:

- Doctor's Appointment
- Illness (Temperature 99.9 or above or non-self-induced vomiting)
- Death in the immediate family
- Observation of a religious holiday
- Family emergency
- Circumstances that administration deems reasonable or have official excuse notes

On occasion, some students may require special accommodations. These accommodations may be approved by a special conference between parent(s) or guardian(s), The Provision School's administration, teacher(s) and the student.

Tardy: Student arrives to class after the official start time.

Partial Day Attendance (Arriving Late/Leaving Early): A student who arrives late to school must report to the main office and be SIGNED IN by the adult who is bringing them to school to guarantee the safe arrival of all students to school and to prevent truancy. If a student needs to leave school early for an excused appointment, he or she must bring a note from his or her parent(s)/guardian(s) stating

the reason. The parent or guardian should provide all transportation for late arrival or early dismissal unless otherwise submitted in writing and approved by the school.

### **Severe Weather and Safety:**

School Closings: The Provision School will **typically follow** the closing announcements of Fayette County Public Schools. Look for announcements on the major AM and FM radio stations as well as local television stations. **However**, sometimes, due to The Provision School's facilities or for the general concern of family or student welfare, The Provision School may need to call a snow day or delay different from Fayette County. A text message will be sent with information to all parents and an announcement on our Facebook page will be posted.

Tornado/Severe Weather: The Provision School practices severe weather drills according to state board standards throughout the school year. If there is a real threat, students will be kept in an inner room until the threat has passed.

Fire: The Provision School practices fire drills on a quarterly basis throughout the year. When the alarm is sounded, students are moved to a safe zone outside of the school while staff assesses attendance and follows the fire safety policy. If the alarm is sounded in a real-world emergency, the fire department will respond within minutes.

Lockdown: The Provision School may initiate a code "Lockdown". "Lockdown" procedures include:

1. Notify 911
2. Code Lockdown announced
3. Teachers bring any children walking in the hallway into their classroom.
4. Teacher locks door to classroom and covers window to classroom (if applicable).
5. Students and Teachers huddled silently in the classroom and are as hidden as possible.
6. No students walking in the halls and no dismissals until safe and "all clear" as deemed by administration and/or police.

### **Snacks/Lunch:**

Snack will be in both morning and afternoon, along with a mid-day lunch. Nutritious snacks will be provided by The Provision School. Students with specific food allergies will be accommodated with strict adherence.

Special treats brought in for birthdays and other occasions must be store-bought and individually prepackaged. Students must get permission from their homeroom teacher prior to bringing in treats to accommodate special dietary concerns or food allergies.

Please inform the school of any special dietary concerns that your child has, including but not limited to food allergies and eating disorders.

## Health:

Medications at School (The following refers to all medications, both prescription and over the counter): A physician **must** complete a medication release form and the parent or guardian for each medication prescribed (Jennie, can you make this more clear? I don't understand...). All medication must be brought to the office in its original container. Parents are required to transport medication to school and hand to the teacher or front desk receptionist. Students **CANNOT** bring or take medication independently, even over the counter drugs (this includes cough drops). Students may only take what medication they have at school, in the office, with a signed medication release form on file. Parents can fill out a medication release form for their child to take over-the-counter medications such as Tylenol at school.

Student-Carried Medications: Students may carry asthma inhalers or EpiPens, if appropriate documentation from a doctor is on file at The Provision School.

**A signed medical release must be on file prior to the student's starting date.** The Office Manager and Administration will require updates on pertinent medical history and will check with the student's home to acquire immunization records. No student will be permitted to attend school without those forms on file, and school days missed for this reason will be considered unexcused absences.

All permission forms must be updated annually. Any changes in medications, whether the student takes them at school or not, should be reported to the office immediately.

## Emergency Procedures:

In case of a medical emergency, every effort will be made to reach the student's guardian. If this fails, we will use emergency facilities at the nearest local hospital. The signed medical release will ensure that your child will receive prompt medical attention at the hospital. It is imperative that the school be notified of any changes in home address, phone numbers or emergency numbers **IMMEDIATELY!**

## Grading:

1. Grades will be used on report cards for all courses taken for credit. The grades will be based on the standards that each student is working towards.
2. In the **HIGH SCHOOL PROGRAM ONLY**, students will receive numerical and alpha grades. Interpretation of letter grades is as follows:
  - A = Excellent progress toward meeting course objectives and learning outcomes (90-100%).
  - B = Above-average progress toward meeting course objectives and learning outcomes (80-89%).
  - C = Average progress toward meeting course objectives and learning outcomes (70-79%).
  - D = Below-average progress toward meeting course objectives and learning outcomes (60-69%).
  - E = Failure toward meeting course objectives and learning outcomes (0-59%)

- I = Incomplete. The "I" grade may be used temporarily for secondary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.
  - P = Pass (credit bearing).
3. Factors used to determine student grades must include the following items:
- Class work
  - Homework
  - Assessments

### **Grade Point Average (GPA)**

1. The following numerical equivalents will be used in computing the GPA from report card letter grades:

$$A = 4.00 \quad B = 3.00 \quad C = 2.00 \quad D = 1.00 \quad E = 0.00$$

2. Three GPAs are computed for secondary students:
- a. A quarterly GPA will appear on each quarterly report card. It is derived by:
    - i. The credit value of each course receiving an A, B, C, D or E for the quarter will be divided by the number of quarterly grades that the course receives during the year (quarterly credit).
    - ii. For each course receiving an A, B, C, D or E, the quarterly credit will be multiplied by the grade points awarded for that course.
    - iii. The sum of the products from (b) above will be divided by the sum of quarterly credits.
  - b. A final, end-of-year GPA will appear on the final report card, the student record card, and the computer-printed student record card. It is derived by:
    - i. The sum of the products of the quality points awarded in each attempted course is multiplied by the credit value in the same course.
    - ii. The sum of those products is divided by the sum of the credits attempted.
  - c. A cumulative GPA is calculated for all courses bearing credit and appears on the computer-printed student record card in the summary section, provided that the student's history file is current. It is derived by:
    - i. The sum of the products of the grade points awarded in each attempted course (receiving an A, B, C, D, or E) is multiplied by the credit value in the same course.

## **Statement of Faith:**

Although The Provision School is a Christ-centered school, we do not discriminate against students based on religious preferences. Students and parents will be required to sign a form acknowledging that The Provision School is a faith-based school and that they accept the use of Scripture or prayer in the school and in general assemblies.

We believe:

- Our job is to encourage and build your student up into becoming a successful member of society through his or her job, education or social skills.
- The Bible has laid a foundation for not only moral character but also how to find hope and grace in the midst of life's difficulties.
- God's provision has allowed us to be used to give your student a positive vision for the future.

## **Student Dignity**

All students will receive his/her basic needs this includes:

- Opportunities for adequate bathroom breaks
- Opportunities for movement/brain breaks
- Two nutritious snacks provided by the school (one in the morning and one before dismissal)
- An extended lunch break with recess.
- Reasonable access to water

## **Behavior:**

With the nature of emotional and behavioral issues that some of our students face, there may be times that a student's behavior requires them to leave the classroom. TPS has a "quiet room," which is utilized at such times as a safe place to calm down. The student may choose to go into that room as a choice to prevent an escalation or they may choose to go there with the assistance of a staff member. The student will be required to stay in the quiet room until their behavior and words are appropriate to return to the classroom. The student will usually be left alone in the quiet room, especially if they are behaving violently, to give them a chance to calm without restraint being necessary. A staff member will remain outside of the quiet room to keep an eye on the student through the window and/or video camera.

If the student escalates to a point where they will harm themselves or others, The Provision School may need to restrain him or her. Restraint of a student will always be a last resort. Teachers and/or school personnel will try other methods of de-escalation before a restraint is initiated, unless it is an emergency situation. The Provision School will never allow any parent or untrained personnel to restrain a child; only those individuals that have received and maintain a Crisis Prevention

Intervention (CPI) certification will be allowed to restrain, and only when absolutely necessary. This is for the safety of both students and staff.

If a student's behavior escalates to the point of restraint, there may be a need to call 911, specifically if a student is purposely harming themselves or others or cannot be calmed after an extended period of time. This will be done at the discretion of the administration and staff of The Provision School. In this event, an incident report will be written up; parents and administration will sign off on each incident report and filed in the student's record.

If the behavioral incident is such that 911 must be called, staff will review whether TPS is the correct placement for your child and will need to create a written plan with parents and staff to guarantee safety for all before the student is allowed to return.

### **Behavior Standards:**

Students at The Providence School are held to high standards of behavior and character. Our procedures are based on TBRI principles that promote and create a safe and secure environment for all students.

- A. Cell Phone/iPod Policy: These electronic devices must remain off during school hours, not on silent or vibrate, and checked in to the teacher each day.
- This policy maintains an educational focus while respecting the needs of our students to have reasonable access to their phones and other electronic devices. The Provision School recognizes that this is the age of instant communication, yet we need to maintain a proper environment for students, faculty and the educational process. Cellphones/electronic devices are a privilege and not a right. If policies are abused, students will not maintain the privilege to bring electronics on campus.
  - A first offense will result in the teacher confiscating the device and returning it at the end of the day.
  - A second offense will result in the teacher confiscating the phone and leaving at the front desk for a parent to pick up.
  - Any further offenses could result in a loss of electronic communication devices for a designated length of time. All consequences are effective within the school calendar year, including summer school.
  - The Provision School will not be held liable for the loss or theft of these devices on school property.
  - The use of camera phones or personal cameras is prohibited in any area of the school at any time during the school day unless the teacher for a specific reason gives permission.
  - Parents should continue to call the school in emergency situations. We will then contact the student. Do NOT call your child's cell phone during school hours.

- B. Computer Use-Students/Parents must sign a computer use policy prior to usage. (See end of Handbook)
- General guidelines of this policy include use of school resources, copying software, privacy, vandalism, care of equipment and Internet usage.
  - Computer use is a privilege, and if students do not follow the guidelines presented, this privilege will be revoked. Unauthorized use of the Internet or abuse of the computer will result in a referral for discipline.
- C. Vandalism to school property, the property of school personnel or the property of other students is forbidden. The penalty may be restitution, police involvement and/or removal from the school.
- D. Leaving the school building without an authorized adult will result in a school consequence, police contact and possible dismissal from the program.
- E. Stealing school, other student or staff property is a major offense. Consequences can be as severe as police contact and removal from the program.
- F. Verbal or physical aggression is not tolerated at The Provision School and consequences will be reviewed thoroughly by administration.
- G. Disputes between members of the school community that result in verbal threats or arguments will result in the student(s) involved being referred for disciplinary action.
- H. Students who engage in physical aggression may incur in suspension and possible dismissal from the program. Students who engage in pushing, shoving, wrestling, etc. will be considered fighting regardless of the intent, and those actions will be reviewed by the school.
- I. Inappropriate touching is prohibited!
- This includes hugging, kissing or touching in any provocative or aggressive way.
  - Inappropriate physical contact is a **zero-tolerance** policy that results in progressive consequences that could include time out, in or out of school suspension and possible police involvement and even expulsion.
  - The Provision School expects students to maintain healthy physical and emotional boundaries. This will be a place we model and explicitly teach correct behavior.
- J. Harassment -No person shall harass, bully or intimidate another student.
- This includes electronic bullying.
  - The school will not tolerate harassment, bullying or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance or that creates an intimidating, hostile or offensive educational environment. This is a SAFE place!
  - Cyber-bullying: The Provision School has a **zero-tolerance** bullying policy and adheres to local laws and regulations regarding electronic bullying. Cyber-bullying includes any type of electronic

messages via cell phone, email or social networking sites, such as Facebook, that intimidates or harasses another student.

- Depending on the level of severity and created disruption to the school environment, consequences may include in or out of school suspension and possible expulsion or police contact through the local police department.

K. Photos- Photography will only be used as part of designed curriculum.

- No personal photography equipment, including those on cellular devices or camera, is allowed during the school day unless explicitly allowed by school personnel for a specific reason.
- Certain events, such as specific field trips and graduation, may allow the use of personal photography equipment.

L. Dating relationships-Students are discouraged from dating peers.

- These relationships have proved to be counter-therapeutic and typically distract students from their academic and other social skill development.
- Dating relationships prove counter-therapeutic not only to the two students involved, but to the students in the milieu as well. For this reason, dating relationships are strongly discouraged. We realize we cannot prohibit students from dating outside of the program, but strongly encourage parents to monitor all outside dating relationships.

### **Discipline:**

At The Provision School, we understand that many children with emotional or behavioral difficulty often times have difficulty maintaining appropriate behavior at school. Due to the therapeutic nature of our school, there will be steps taken in order to guarantee that your child receives multiple opportunities to be successful. However, there may be times that administration, teacher(s), and/or parents believe that an in or out of school “time out” (suspension) may be needed. Behaviors that will result in consequences:

- A. Disruption- Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the liberty, property or other rights of a school employee, student or person on school premises or off-site field trip activity.
- B. Alcohol, drugs and other illegal/controlled substances, including unauthorized prescription medications and look-alikes: Use, possession, transfer, arranging to transfer, sale, purchase or being under the influence. Offenses will include contact with the local police department.)
- Weapons of any kind, or lookalike weapons
  - Inappropriate or pornographic books, magazines, folders, tablets, etc.
  - Endorsements of gang membership/life, violence, substance abuse
  - Abuse, sexual behavior or criminal involvement

- C. Academic dishonesty, including cheating, plagiarism or any form of academic dishonesty.
- D. Tobacco: possession, sale, purchase, use of tobacco.
- E. Contraband items disruptive to the educational process and security of the safety and security of all who participate in The Provision School are not allowed. Following are some examples:
  - Skateboards
  - Rollerblades
  - Scooters
  - Any substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly or dilated pupils. If these are detected, staff will contact the local police department.

### **Appearance:**

In order to equip students for life's journey, The Provision School requires students to adhere to a specific dress code in an effort to train them to daily present themselves in a respectable manner. Attire is to be conservative and plain in appearance:

Solid and plain colored pants

- Khaki
- Black

Shirts must be solid colored polo shirts with TPS Logo

- Grey
- Green
- Black
- OR an official Provision School Tee

Knee-length shorts (made of Docker-style material) are ok only during the first and last quarter of the year. Knee length or longer skirts may be worn, but shorts or leggings must be worn underneath to maintain modesty.

Appropriate undergarments, socks and sensible footwear are to be worn **(NO plastic shoes of any kind, flip-flops, open-toed shoes or high heels with the exception of special events).**

## **Dress Code Regulations:**

- Clothing with holes, midriff tops, short shorts and skirts and extremely tight shirts or pants (skinny pants) are unacceptable at The Provision School. Clothing that is see-through, cut low, reveals torso or lower torso or is provocative in any way is not allowed.
- Undergarments, bras or bra straps, thongs or boxer shorts are not to be exposed. Inappropriate T-shirts with references to alcohol, tobacco, death, drugs, gang anarchy, violence or profanity are prohibited.
- Students out of dress code will be sent home or given a change of clothes in the front office.
- Accessories shall be plain and minimal, and must not be distracting. Teachers have the right to ask students to remove distracting, profane, or inappropriate jewelry at their discretion. Sunglasses may not be worn while inside the building. Large chains that disconnect from clothing or any accessories that can be used as a weapon will be confiscated at staff discretion and will be returned to a parent. Students wearing baggy pants must wear a belt to secure pants to their hips. If a student does not have a belt, staff will provide options as possible.

## Middle School/High School:

- Makeup must be light and in natural colors. Dark or heavy eyeliner, false eyelashes, and dark eyebrow color are not allowed; eyeliner and eyebrow color must be natural colored. Lightly applied eye shadow must be in natural colors such as beige, light taupe, and light brown. Foundation should be lightly applied and close to natural skin tone.
- Blush must be natural and minimal. Students can wear lip-gloss and chapstick, but no lipstick. Lip gloss must be in neutral or clear shades - bright red, orange, pink, or black are not acceptable.
- All questionable clothing/jewelry will be evaluated at the discretion of administration. Students are not allowed to share clothing.
- Students will be required to dress in a way that is appropriate to participate in the various school activities that include movement. Students are expected to dress modestly, taking into consideration members of the opposite gender.
- Clothing and hair are to be kept clean and neat. Poor hygiene that affects the classroom or other students/staff will result in a parent being contacted, and the student will be sent home until appropriate care has been taken.
- Coats, gloves and garments designed as cold weather outerwear must be placed in the designated area immediately upon arrival at school. In addition, head coverings, hats, bandannas (unless for religious or medical reasons) are to be removed as well. Head coverings of any kind worn on campus or during school field trips must be worn as intended and may not reflect gang affiliation. Coats shall not be worn in the classroom, but students are welcome to keep/wear a sweater or light jacket in the classroom if it is cold.

## **Field Trips**

During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation and cost) and a way for the parent to sign up to chaperone. Parent chaperones on a field trip are not to bring other children on the trip.

If a child has a history of significant behavioral issues or they have had a major incident at school, The Provision School will require that a parent or chaperone attend with that student for the safety of all participating.

## **Lost and Found Items**

Items that are lost or found can be turned in or looked for in the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items to their teacher immediately.



## **The Provision School Student Acceptable Use Policy**

This document contains the Acceptable Use Policy for your use of all computers, software and internet access while at The Provision School and Family Counseling Center, Inc. hereby referred to as The Provision School.

### **Student Internet Access**

1. All students will have access to internet information resources through their classroom, library, or school computer lab when allowed.
2. Both students and parents must sign an Account Agreement to be granted access to the internet. This Agreement must be renewed on an annual basis. Parents can withdraw their approval at any time.

### **Unacceptable Uses**

The following uses of The Provision School are considered unacceptable:

#### **1. Posting Personal Information**

- b. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- c. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- d. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- e. You will not set up or view personal email, instant messages, social media (Facebook, Twitter, etc.), YouTube, etc. School computers and internet usage are only for educational purposes as deemed appropriate by the teacher or administration.

#### **2. Illegal Activities**

- a. You will not attempt to gain unauthorized access to The Provision School's network or to any other computer system through The Provision School network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are prohibited, even if only for the purposes of "browsing" or "fun."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use The Provision School network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.

#### **3. System Security**

- a. You will immediately notify a teacher or the system administrator if you have identified

a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

- b. You will avoid the inadvertent spread of computer viruses by following the School's virus protection procedures if you download software.

#### **4. Inappropriate Language**

- a. Restrictions against Inappropriate language apply to public messages, private messages, and material hosted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop immediately.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **5. Plagiarism and Copyright Infringement**

- a. You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

#### **6. Inappropriate Access to Material**

- a. You will not use The Provision School network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another school. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

## **Limitation of Liability**

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

## **Personal Responsibility**

When you are using The Provision School's network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.

**But the fact that you can do something or think you can do something without being caught does not make it right to do so.** Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the internet can be a mirror that will show you what kind of person you are.

# Student Account Agreement

(return signed with application)

I acknowledge that I have read The Provision School Acceptable Use Policy and I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student Name: \_\_\_\_\_

## Parent or Guardian Section

I have read The Provision School Acceptable Use Policy. I hereby release The Provision School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Provision School system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in The Provision School Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent Name \_\_\_\_\_

**The Provision School**  
**STATEMENT OF FAITH**

1. We believe that God is THE Provision for our vision.
2. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God, and that it is good for teaching and reproaching.
3. We believe that our morality, integrity and choices in life should be rooted in Biblical principles.
4. We believe that God calls us to have a heart for those who cannot defend or speak for themselves; to stand up for the orphans and the widows; and to act justly, love mercy, and seek justice.
5. We believe God is a God of grace, hope and love, That these are part of WHO He is and that He calls us to be like Him.
6. We believe prayer matters and can change hearts, minds and circumstances.
7. We believe The Provision School and Family Counseling Center, Inc., is a ministry meant to serve and help children and families in need.
8. We believe that each student, no matter his or her family history, past experiences or religious affiliation, is valuable, important and welcome.

By completing an application to The Provision School, you are certifying that you understand that The Provision School is a faith-based, Christ-centered school, and that although we do not discriminate based on religious affiliation, there will be times that the name of Jesus, references to God or scripture and/or prayer may be used during the school day.

Your signature acknowledges that you have read and agree to respect and honor The Provision School's Mission Statement, Vision and Statement of Faith. Your signature also indicates that you acknowledge and understand the spiritual, behavioral and academic standards of The Provision School and agree to be held accountable for any violations to these standards.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

