



*Christian Foundation • Classical Tradition • Joyful Learning*

## Parent – Student Handbook

---

Issued for 2015-2016

(updated 09/01/15)

---

### Headmaster

Craig Dunham

[craig@petraacademy.com](mailto:craig@petraacademy.com)

582-8165

### Board of Trustees

Greg Gianforte

[greg.gianforte@gmail.com](mailto:greg.gianforte@gmail.com)

585-0604

Steve Mayville

[skmayville@aol.com](mailto:skmayville@aol.com)

580-7898

Laef Olson

[laef.olson@gmail.com](mailto:laef.olson@gmail.com)

599-8207

Shannon Ungersma

[shannonungersma@gmail.com](mailto:shannonungersma@gmail.com)

585-5835

Chad Laird

[chadlaird@southwestmontanaproperties.com](mailto:chadlaird@southwestmontanaproperties.com)

586-3785

Sarah Storebo

[sarahstorebo@gmail.com](mailto:sarahstorebo@gmail.com)

581-3301

---

Petra Academy is accredited by:



Association of Classical  
Christian Schools

---

Petra Academy  
4720 Classical Way  
Bozeman, MT 59718  
(406) 582-8165  
[www.petraacademy.com](http://www.petraacademy.com)

# TABLE OF CONTENTS

<b>WELCOME TO PETRA ACADEMY</b> .....	<b>3</b>
<b>1. ABOUT PETRA</b> .....	<b>4</b>
1.1 EDUCATIONAL PHILOSOPHY .....	4
1.2 PETRA'S PURPOSE STATEMENTS .....	4
1.3 GOALS OF CLASSICAL, CHRISTIAN EDUCATION.....	4
1.4 STATEMENT OF FAITH.....	5
1.5 ACCREDITATION.....	6
1.6 ADMINISTRATIVE STRUCTURE.....	6
1.7 SCHOOL HOURS.....	7
<b>2. ADMISSIONS</b> .....	<b>8</b>
2.1 APPLICATION PROCESS .....	8
2.2 AGE REQUIREMENTS .....	10
<b>3. ACADEMICS</b> .....	<b>11</b>
3.1 CURRICULUM POLICIES .....	11
3.1.1 <i>Curriculum Chart</i> .....	11
3.1.2 <i>AP Tests</i> .....	11
3.1.3 <i>Graduation Requirements</i> .....	12
3.1.4 <i>Senior Course Options</i> .....	12
3.2 GRADING POLICIES.....	12
3.2.1 <i>Grading Scale</i> .....	12
3.2.2 <i>Grade Reporting</i> .....	13
3.2.3 <i>Academic Probation Policy</i> .....	13
3.2.4 <i>Semester Exams</i> .....	13
3.3 STUDENT POLICIES .....	14
3.3.1 <i>Limitation of Class Size</i> .....	14
3.3.2 <i>Exceptional Needs Policy</i> .....	14
3.3.3 <i>Honors and Awards</i> .....	15
<b>4. DISCIPLINE</b> .....	<b>16</b>
4.1 INFRACTION POLICY.....	16
4.2 BASIC SCHOOL RULES AND ETIQUETTE.....	17
4.3 SCHOOL CLOTHING POLICY .....	17
4.4 GRIEVANCE POLICY .....	20
4.5 ATTENDANCE POLICY.....	21
4.6 SICKNESS POLICY .....	22
<b>5. STUDENT LIFE</b> .....	<b>23</b>
5.1 THE HOUSE/ORDER SYSTEM.....	23
5.2 LEAVING CAMPUS DURING THE SCHOOL DAY.....	23
5.3 SCHOOL-SPONSORED, OFF-CAMPUS EVENTS POLICY .....	23



Dear Parents and Students,

Petra Academy was established in 1995 as a Christ-centered school committed to providing a classical and biblically-based education. Now heading into our 20<sup>th</sup> year, Petra has grown tremendously, but still strives to be faithful to our vision of seeing students prepared to live purposeful, godly lives.

The name “Petra” is Greek for “little rock” and was taken from Matthew 16:18. Like Peter, we want to be faithful in confessing and honoring Christ in every aspect of our life together. But also like Peter, we are a “work in progress” who continues to need adjustment and grace. Our newly reiterated statement of mission speaks of our heart in the matter:

***Recognizing our need for God’s grace, Petra Academy strives to awaken love and wonder in our students by teaching them to observe with humility, think with reason, and articulate with charity for the flourishing of humanity and the renown of Jesus the Christ.***

As I hope you notice, we begin and end with the Gospel, for it is the only hope we have of fulfilling God’s purposes for Petra Academy. Toward that fulfillment, we ask for and appreciate your prayers – both now and throughout the school year – as we lift your family up to the Lord as well.

I know that few of us enjoy reading handbooks, but we’ve tried to put the hard work in to make ours as informative and useful as possible. As we do each year, we’ve updated some policies and tried to streamline our expression of them, so thanks for your faithful review.

Sincerely,

A handwritten signature in black ink that reads 'Craig Dunham'. The signature is fluid and cursive, with a large initial 'C'.

Craig Dunham  
Headmaster

# 1. ABOUT PETRA

## 1.1 Educational Philosophy

Petra's educational philosophy is based on the following biblical principles:

**authority**—Parents are given the authority and responsibility, in Scripture, to raise their children “in the discipline and instruction of the Lord.” Our authority is parentally delegated and is directed toward the same goal.

**coherence**—Both creation and redemption preclude a piecemeal approach to the academic disciplines: they each reveal their Creator and are necessarily then interrelated.

**Christocentric**—As Creator and Redeemer, Christ is the grand Topic.

## 1.2 Petra's Purpose Statements

Vision (what we see): Students prepared to live purposeful, godly lives.

Mission (what we do): Recognizing our need for God’s grace, Petra Academy strives to awaken love and wonder in our students by teaching them to observe with humility, think with reason, and articulate with charity for the flourishing of humanity and the renown of Jesus the Christ.

We want to see our **students** equipped with the “tools of learning” that will prepare them not only for further studies in college and in a wide range of vocations, but for living full and exuberant lives that take great delight in all God's works. But more than that, we long to see our students, so equipped, to give themselves to a hurting world, to be those “who will hold on to Christ firmly with one hand and reach out the other, with wit and skill and cheerfulness, with compassion and sorrow and tenderness, to the places where our world is in pain” (N.T. Wright, *For All God's Worth*).

We desire that our **faculty** exemplify the pursuit we envision for our students: that they are diligent and eager about what they teach, always learning themselves, and loving their students in Christ's love. We want them to have a clear understanding of classical education, both in its application in their classroom and how their work fits into the whole.

As a school that bases its mandate from parental authority, we want to welcome the presence of **parents** at our school and in the classrooms. We want to be responsive to the concerns of parents within the parameters of the school's mission. We desire and need parents to share a sense of responsibility for the school, to be enthusiastically involved and supportive.

We want to be supportive of our local **community**, above reproach in our business dealings and engaged in community activities. Particularly, in the body of Christ, we long to exemplify our unity in Christ that transcends the diversity of our backgrounds.

## 1.3 Goals of Classical, Christian Education

Christ-Centered: In all its levels, programs, and teaching, Petra Academy seeks to:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Timothy 3:16-17).
- B. Provide a clear model of the biblical Christian life through our staff and board. This model is summed-up, by our Lord, as love for God and our neighbor (Matthew 22:37-40).
- C. Encourage every child to begin and develop her or his relationship with God the Father through Jesus Christ (Matthew 28: 18-20, Matthew 19: 13-15).

Classical: In all its levels, programs, and teaching, Petra Academy seeks to:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below).
- B. Encourage every student to develop a love for learning and live up to his or her academic potential.
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

**Definitions:**

- A. *Grammar*—the fundamental rules of each subject
- B. *Logic*—the ordered relationship of the particulars in each subject
- C. *Rhetoric*—how the grammar and logic of each subject may be clearly expressed

**1.4 Statement of Faith**

Petra Academy is committed to the authority of Scripture as the Rule of Faith (2 Tim. 3:16-17; 2 Pe. 3:15-16). We believe that the primary tenets of the Christian faith are clearly taught in the Bible; moreover, Christians throughout the two-thousand year history of the Church have held these primary tenets as definitive of that which distinguishes orthodox Christianity from cults or other religions. These tenets will be affirmed in various ways throughout all grade levels as they are considered primary doctrines that unite the body of Christ. We recognize that genuine Christians have differences over non-primary doctrines; when such doctrines arise, students will be referred back to their families and churches for final authority.

As a summation of the “primary tenets” of the Christian faith, we use the Apostles' Creed as a creed that we did not create, but rather comes to us from those who preceded us in the Faith. Students at Petra will also become acquainted with the Nicene Creed and portions of the Westminster Confession of Faith and the Heidelberg Catechism, which affirm the primacy and inerrancy of Scripture (2 Tim. 3:16-17), the depravity of man (Ps. 14; Rom. 3:23), and that salvation is received by faith alone in God's grace (Eph. 2:8-9) given through the sacrificial death of Jesus Christ (Heb. 2:14-17).

**The Apostles' Creed**

I believe in God the Father Almighty,  
Maker of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord,  
who was conceived by the Holy Spirit,  
and born of the virgin Mary.  
He suffered under Pontius Pilate,  
was crucified, died, and was buried;  
He descended into hell,  
The third day He rose again from the dead.  
He ascended into heaven  
and is seated at the right hand of God the Father Almighty.  
From there He will come to judge the living and the dead.

I believe in the Holy Spirit,  
the holy \*catholic church, (\*universal)  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting. Amen.

### **Statement of Final Authority for Matters of Belief and Conduct**

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe (2 Tim 3:16; 2 Pe 3:16). For purposes of Petra Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is Petra Academy's final interpretive authority on the Bible's meaning and application. When the Board enacts its interpretive authority, it will also carefully consider the teaching and traditions of the historical Christian church.

### **Statement of Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

### **Statement of Position on Sexuality**

As representatives of Christ and of His Church (2 Cor. 5:18-20), the Petra Academy Board, administration, and staff strive to live out the beliefs that all persons are created in the image of God (Gen. 1:27) and must therefore be treated with love and respect (Matt. 22:39). All persons have fallen short of the glory of God (Rom. 3:23) and need to be restored in Christ to a right relationship with God (1 Cor. 6:9-11), which is the foundation of spiritual, emotional, and sexual well-being. In recognizing God's revealed truth and love, we must strive to become vehicles of God's grace among those we meet, recognizing that God is the one who effects change, and that transformation is an experience between God and an individual (2 Cor. 5:17).

## **1.5 Accreditation**

Petra Academy is accredited by the Association of Classical and Christian Schools (ACCS).

## **1.6 Administrative Structure**

Petra Academy, Inc., is a private, non-profit corporation registered as such with the State of Montana.

Petra Academy Board of Directors consists of board-elected members. There are four permanent members and three parent representatives (elected to two-year terms) on the current Board. Operational guidelines and responsibilities of the school board are presented in the Petra Academy Corporate By-Laws. Parents interested in serving a two-year term as a parent representative are encouraged to communicate their interest to the headmaster during September in the year which they wish to be considered for the position.

The Headmaster is appointed and hired by the school board to oversee the day-to-day operations of the School and to provide timely information to the Board regarding long-term curriculum, school policies, budgeting, and facilities planning.

The Academic Dean is appointed and hired by the school board to ensure that the content of our curricula is consistent with our educational philosophy and vision statement. With the headmaster, the academic dean is to encourage our teachers to maintain goals and methodologies consistent with that same standard. The academic dean reports to the headmaster.

The Operations Manager is appointed and hired by the school board to oversee and administer the business and facility functions of the school in such a way that will enhance the school's mission and its relationships within and outside of the Petra community. The operations manager reports to the headmaster.

The Grammar Principal is appointed and hired by the school board for direct oversight of the Grammar School. The grammar principal reports to the headmaster.

## **1.7 School Hours**

School will officially start on Tuesday, September 8, at 8:20 a.m. (7<sup>th</sup>-12<sup>th</sup>) and 8:30 a.m. (K4-6<sup>th</sup>). So we can provide the best welcome possible to all students, doors will not open until 8 a.m. Students should be picked up each school day between 3:30-3:45 each afternoon. Unless you have made arrangements with the Headmaster, please do not drop off students before 8 a.m. or pick up your student after 3:45 p.m.

## 2. ADMISSIONS

Petra Academy is committed to the vision of Christ-centered classical education. We eagerly seek to assist parents in their God-given role to educate their children in the high standard that such a vision demands. Our admissions process is designed to help both parents and the administration of Petra Academy know whether we are a good fit for the applicant. For that purpose, the application process is intended as an exchange of information between school and parent, so both school and parents can make the best, informed decision for the interest of the applicant.

### 2.1 Application Process

1. **Enrollment Application** – The Enrollment Application must be submitted on or before the initial interview. The enrollment application is available on our website ([petraacademy.com](http://petraacademy.com)) or can be obtained from our school office. The following documentation must be submitted along with the enrollment application:
  - Most recent achievement test scores
  - Report cards from most recent quarter and the previous school year
  - Student Information Sheet
  - Immunization Records
  - Parenting/Custody Agreement (if any)
  - Student letter (for students enrolling in grades 7-12 only) explaining why they want to attend Petra Academy
2. **Parent/Student Interview** – The interview can be scheduled when the enrollment application is completed and submitted along with all necessary documentation. The interview gives the school an opportunity to learn about the student’s background, interests, and academic needs; to review the enrollment application, entrance exam, and parent/student policies; and to address any final questions or concerns that either the school or the family may have.
3. **Student Entrance Exam** – The entrance exam (for students enrolling in grades 1-6 only) can be scheduled any time after the parent/student interview. This exam allows the school to more accurately assess the student’s proper grade level and to identify academic strengths and weaknesses. There is a \$20 fee for the assessment test.
4. **Registration Fee and Tuition Agreement** – Petra requires a \$400 registration payment (non-refundable) with application of new students and for re-enrollment of returning students. The registration fee is then credited toward the student’s tuition. The registration fee and tuition agreement must be submitted no more than 30 days after the interview. The student will be added to the class roster once the registration fee and tuition agreement are submitted.
5. **Enrollment Acceptance Letter** – Once all of the above steps have been completed, the school will mail a formal acceptance letter to the student

**Admissions Statement:** Petra Academy welcomes students of all backgrounds to our community. We do not discriminate based on race, sex, color, or national origin. Petra reserves the right to deny admission to a student if his or her ability, behavior, or emotional development indicates that he or she could not be best served by our school program. We seek to make each admission decision based on what is best for the child and for Petra.

**Scholarships:** Petra provides only need-based scholarships. (K4 and afternoon enrichment are not eligible for scholarships.) Of these, there are two available scholarships at Petra:

- **ACE Scholarships** is an independent organization that provides scholarships of \$2,000 for K-8 and \$3,000 for 9-12. ACE has strict eligibility limits based on a family’s 1040 and size of household. Application information about ACE scholarships may be obtained by calling the Petra office or from the Petra website ([petraacademy.com](http://petraacademy.com)).



- **Petra scholarships** are awarded for up to 50% of tuition after registration, violin, and book fees have been paid. For these scholarships, Petra agrees to receive less tuition for a student but does not receive funds from a third-party organization, like ACE. However, Petra scholarships are evaluated by a third party organization, named FAST (Financial Assistance for School Tuition). The FAST scholarship application is available online from a link on Petra's website (petraacademy.com). FAST assesses a non-refundable \$38 fee to process the application. Like the ACE scholarship, FAST also requires submission of supporting documentation.

In the event that a family is eligible for both scholarships, the ACE scholarship is awarded first. The percentage for a Petra scholarship is determined from the balance of tuition after the ACE scholarship and registration, violin, and book fees.

**Tuition Rates for 2015-2016:**

- K4 – \$3,000 (MWF, half-day), \$2,000 (T, Th, half-day)
- Afternoon Enrichment (K4 & K) – \$690 (1-day/week)
- Kindergarten – \$4,500 (half-day)
- Grade 1-6 – \$6,650
- Grade 7-12 – \$7,250

*Note: the school board will approve tuition rates for the coming school year in January of the current school year.*

**Surcharges:** Petra assesses the following surcharges (non-waivable):

- Grades 1-3 are assessed \$90 participation fee (\$10/mo.) for violin.
- Grades 7-12 are assessed \$200 for purchase of humanities books.
- Participants of extra-curricular sports teams are assessed \$150 per sport per student to help cover additional school expenses of fielding the sport.

**Admission Deadlines:**

- Returning Student Intent: February 28
- Scholarship applications for returning students: April 30
- Action on new student scholarship applications: week of June 1
- Returning student registration fees (\$400/student), other applicable fees (violin participation and books), and signed tuition agreements: May 15
  - N.B.: No students (returning or new) will be allowed to attend classes at Petra Academy until their registration fee and other applicable fees have been paid, their signed tuition agreement has been turned in to the office, and payment arrangements have been made.

**Payment:** Tuition payments may be made in the following ways:

- Pre-paid annual tuition: payment in full by August 15
- Semi-annual tuition: two equal payments due by August 15 and December 15
- Monthly payments: tuition paid in equal payments deducted on the 5th of each month, starting on September 5 with the last monthly payment on May 5. Those opting for the monthly payment plan must use automatic withdrawal. Monthly payment arrangements must be completed prior to the first day of class.

Families with an unpaid tuition balance as of May 15 are not enrolled for the next school year until their tuition is paid in full. If the class that the family has an enrolled student in is full with a waiting list, they will lose their placement on June 1. One of the students on the waiting list will be moved up into their slot. The family with delinquent tuition will be added back to the waiting list when the tuition is paid in full.

Parents must understand that by enrolling their child(ren) in Petra Academy, they enter into a contractual agreement to pay an entire year of tuition, regardless of the payment plan chosen. The entire year's tuition is considered due even if the student is withdrawn before the end of the school

year for any reason, unless the board of directors grants an exception.

**Precedence of Enrollment:** Applications for enrollment are accepted at any time throughout the school year prior to the year of application. Petra uses the following priority in offering placement in each class:

1. Returning students: The headmaster is tasked to acquire verbal or written statements of re-enrollment intentions from parents of current students by February 28.
2. Siblings of enrolled students: Along with intention of currently enrolled students, parents are asked to indicate enrollment of siblings by February 28.
3. New faculty children: Any staff without previously enrolled children should notify the headmaster, by February 28, of children to be enrolled at Petra.
4. Early decision for new applicants not applying for scholarship assistance: As a school that still must rely on over 30% of its operating income from gifts and fundraisers, we are not in a position to be entirely “need-blind” in the admissions process. The school needs a greater percentage of full-tuition students. Vacancies may be filled by qualified non-scholarship students prior to May 15.
5. New student general enrollment: All new student applications received after May 15 will be considered on a merit basis and responded to during the week of June 1. Included in this general enrollment will be applications received before May 15 for families requesting scholarship assistance.
6. Applications received after May 31 will be processed on a first-come, first-served basis, according to space availability and suitability of the applicant.

**Waiting List:** Petra policy limits class size to nine students per K4 section and sixteen students in each K-12 class. Once enrollment reaches capacity a waiting list is maintained. To be placed on the waiting list a student must meet all qualifications for enrollment. The waiting list for each class is prioritized in chronological order from the time an applicant submits a completed application and meets admissions qualifications. However, because Petra’s tuition income does not cover its operating expenses, a full-paying applicant will be offered a vacated placement before an applicant applying for scholarship.

**Part-time Enrollment:** Late enrollment (after August 31) is available for part-time students in Petra’s secondary (grades 7-12), depending on space availability in the classroom and eligibility of the applicant. Part-time tuition is prorated at the rate of 1.5 of the full-time tuition (\$1,500/class).

**Student Records:** Records of admitted students will be requested from previous schools. We are also required to maintain immunization records.

## 2.2 Age Requirements

A child enrolling in Petra’s kindergarten class must turn at least five years old by the first day of school. Likewise, students enrolling in Petra’s K4 classes must turn four years old by the first day of school. Rare exceptions can be considered only upon board approval and will require a four-week probationary period. If a child applies to enter Petra Academy in the first-grade, he or she must turn six years-of-age by the first day of school (with the same procedures to be followed for “rare” exceptions).

### 3. ACADEMICS

#### 3.1 Curriculum Policies

##### 3.1.1 Curriculum Chart

##### Kindergarten – Second Grade

Bible • Literature • Grammar • Mathematics • History • Science • Art • P.E. • Music (Grade 1-2)

##### Third Grade – Sixth Grade

Bible • Reading • English • Mathematics • History • Science • Latin • Art • P.E. • Music (Grade 3)

##### **LOGIC SCHOOL (Grades 7-9)**

	<b>SEVENTH</b>	<b>EIGHTH</b>	<b>NINTH</b>
<b>HUMANITIES*</b>	Classical 1	Medieval 1	Modern1
<b>MATH</b>	Pre-Algebra	Algebra 1	Geometry
<b>SCIENCE/LOGIC</b>	Earth Science	Formal Logic	Physical Science
<b>LATIN</b>	Latin 7	Latin 8	Latin 9
<b>FINE ARTS/ LOGIC</b>	Art/Music	Art/Music	Material Logic
<b>ELECTIVE</b>	PE/Music/Speech & Debate/Yearbook	PE/Music/Speech & Debate/Yearbook	PE/Music/Speech & Debate/Yearbook

##### **RHETORIC SCHOOL (Grades 10-12)**

	<b>TENTH</b>	<b>ELEVENTH</b>	<b>TWELFTH</b>
<b>HUMANITIES*</b>	Classical 2	Medieval 2	Modern 2
<b>MATH</b>	Algebra 2	Trigonometry	Calculus <i>or</i> Economics
<b>SCIENCE</b>	Biology	Chemistry	Physics <i>or</i> US Government
<b>CS/RHETORIC</b>	Computer Science	Rhetoric 1	Rhetoric 2
<b>SPANISH/ AESTHETICS</b>	Spanish 1	Spanish 2	Aesthetics & Interpretation
<b>ELECTIVE</b>	PE/Music/Yearbook/Art/ Speech & Debate/ College Prep/Drama	PE/Music/Yearbook/Art/ Speech & Debate/ College Prep/Drama	PE/Music/Yearbook/Art/ Speech & Debate/ College Prep/Drama

\*Humanities is a two-hour class consisting of readings and discussions of primary/secondary sources in literature, theology, and history.

##### 3.1.2 AP Tests

Petra is not staffed to offer separate AP classes. Additionally, it isn't our intention to teach to any

particular test. However, because of the rigorous level of a number of our classes, students should be advised that doing well in the following classes would help prepare them for the corresponding AP tests: Calculus AB, English Language (after junior-year rhetoric), and English Literature (after senior-year humanities). The student bears the responsibility for covering any additional objectives for the AP tests not covered in Petra’s “Scope and Sequence.” Petra students normally take these tests at Bozeman High School. Dates and registration details will be available at the offices of the headmaster and college counselor.

### 3.1.3 Graduation Requirements

A Classical Education diploma from Petra Academy requires that a student complete fifty-two credit-hours, from grades 9-12, with the following minimum specific class requirements:

English .....	8 credits	Rhetoric.....	4 credits
Theology .....	8 credits	Latin.....	4 credits
History.....	6 credits	Civics.....	2 credit
Science.....	6 credits	Logic.....	2 credit
Math.....	6 credits	Spanish .....	2 credit
Fine Arts .....	2 credits		

For students transferring from other schools or home school programs, the headmaster will determine transferable credits from their transcripts and/or records.

A General Education diploma will be awarded students who transfer from non-classical academic programs, with at least forty-eight credit hours, who are missing the requisite credit hours for Bible, Latin, Logic, Rhetoric, or the Fine Arts, but who otherwise meet the above minimum course requirements with classes taken at Petra and their previous school or schools.

Graduation diplomas from Petra, whether “Classical” or “General,” are awarded only to those seniors who complete their entire senior year at Petra Academy.

### 3.1.4 Senior Course Options

Seniors who have spent their entire high school career at Petra may choose to opt out of Calculus or Physics, or both. There are a variety of course options available to seniors to take in place of either or both of those classes. They are the following:

1. **Independent Study Programs** for students who want to pursue study in an area of academic interest: for example, Art, Bible, Foreign Language, English, History, Literature, Math, Music (theory or composition), or Science. (One credit = five hours of work/week)
2. **Correspondence Classes** (One credit if equal to five hours work/week)
3. **University Courses** (Granted half credit for each university credit, e.g. MSU class of 4 credits = 2 Petra credits)

Any extra expense for these options (e.g. tuition or materials) is to be borne by the family of the student exercising this option.

## 3.2 Grading Policies

### 3.2.1 Grading Scale

Student work will be evaluated against an objective standard in each class. Grade point averages (G.P.A.'s) will be computed at the end of each semester. Elective and independent study courses will

be graded and applied toward graduation requirements, but will not be factored into cumulative G.P.A.'s. The following percentages, grades and grade points are used school-wide:

Percent	Grade	Grade Point	Meaning
100-93	A	4.0	Excellent
92-90	A-	3.67	
89-87	B+	3.33	
86-83	B	3.0	Surpassing
82-80	B-	2.67	
79-77	C+	2.33	Satisfactory
76-73	C	2.0	
72-70	C-	1.67	
69-0	F	0.0	Failing
100-70	P	N/A	Passing
69-0	U	N/A	Failing
N/A	I	N/A	Incomplete

### 3.2.2 Grade Reporting

Petra Academy has implemented a computer-based grade reporting system available to parents on-line. This service provides parents with continual access to their students' reports. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing grade for the quarter or the semester. Parents are encouraged to communicate frequently with their students' teachers and to observe their students' classes with prior arrangement with the teacher.

### 3.2.3 Academic Probation Policy

This policy is intended to provide additional motivation to students whose academic achievements are not up to their capability. If implementation of this policy would be counterproductive to this end, the headmaster may decide not to place a student on probation. A written record explaining this decision will be signed by the headmaster and placed in the student's file.

Secondary students are required to maintain at least a 1.67 grade point average during any two consecutive quarters.

- A. Grade point averages for every secondary student will be calculated at the end of each quarter. (Elective courses and independent study courses are not included in GPA calculation.)
- B. If a student's GPA is below 1.67 (i.e., a "C-" average), he or she will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.
- C. If at the end of the next quarter the student's GPA (for the quarter) has not risen to at least a 1.67, that student may be expelled.

### 3.2.4 Semester Exams

Secondary teachers are required to administer some type of comprehensive assessment at the end of each semester in the following subjects: humanities, math, science, Latin, Spanish, and fine arts. Comprehensive written exams are the most common type of assessment given. Papers may be assigned in place of exams so long as they are comprehensive in scope.

## 3.3 Student Policies

### 3.3.1 Limitation of Class Size

A teacher may not be assigned more than sixteen students in a class. (Exceptions are made for drama, music, art, and PE—classes that require less individualized attention and that sometimes even require greater numbers for their success.) The purpose of this policy is to help foster good discipline in the classroom, to encourage the participation and interaction of the students, and to allow the teacher to give more personalized attention to each student. K4 is limited to nine students without an aide, or fourteen students with an aide.

### 3.3.2 Exceptional Needs Policy

This policy delineates some of our own limitations in accepting students whom we are capable and equipped to serve. It applies to all students and teachers in all classrooms of Petra Academy.

#### **Definitions:**

Severe Disability/Exceptionality\*: Any condition in a student which would require a separate classroom, program, or staff in order to provide the educational services required by Petra Academy.

Mild Disability/Exceptionality\*: Any condition in an applicant or student which does not require a separate classroom, program, and staff in order to provide the educational services required by Petra Academy.

#### **Guidelines:**

1. Children with a severe disability/exceptionality will not be knowingly admitted to Petra Academy because Petra lacks the staff, funding, and facilities to serve the needs of these children adequately. If it becomes apparent that a child has a severe disability/exceptionality the parents will need to withdraw the student in order to obtain proper assistance for him/her.
2. Children with a mild disability/exceptionality will be required to meet the same academic standards as all other children in their grade level.
3. Children with a mild disability/exceptionality will be given the same amount of individual instruction and encouragement as their classmates.
4. Minor accommodations for children with mild disability/exceptionality may be made on a case-by-case basis by the Headmaster, with input from the child's teachers, in the following manner:
  - a. Such minor accommodations shall not cause disruption in the classroom and may not detract from the learning environment of the other students.
  - b. Such minor accommodations shall not necessitate appreciable time commitments from the teacher(s) outside of what is normally needed for students without mild disability/exceptionality.
  - c. The child with mild disability/exceptionality must be able to satisfactorily complete the work required by the curriculum within the normal time allowed for all students.
  - d. Such minor accommodations may not result in a compromise of Petra Academy's academic standards, philosophy, or pedagogy.
  - e. All requests for minor accommodations must be made, in writing, by the parents or guardian of the child with mild disability/exceptionality to the Headmaster.
  - f. Before an accommodation of any kind is approved, parents will be assessed on their ability to communicate openly and regularly with the student's teachers. Accommodations will not be effective without daily, transparent, frank communication between parents and teachers. Accommodations also typically mean parents will have daily follow-up work with the student at home. The accommodation will not be granted if these conditions cannot be met.
  - g. It is within the discretion of the Headmaster, taking into account these factors and any other

special circumstances given the situation presented, whether or not to implement minor accommodations.

- h. If after implementing minor accommodations in a particular situation, the Headmaster determines that it is not in the best interest of the school and/or the child to continue, the Headmaster may discontinue the same, at his discretion. If needed, he may also ask the parents to withdraw the student in order to obtain proper assistance for him/her.

\*May include, but is not limited to: Learning Disabilities, Mental Retardation, Autism, Emotional or Behavioral Disabilities, Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder, Gifted, or Physical Disabilities. For the purpose of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine disability or exceptionality.

### **3.3.3 Honors and Awards**

Petra Academy maintains a system of formal honors and awards for several reasons:

1. To increase the academic motivation of all students by demonstrating that good work and good behavior are rewarded.
2. To recognize and show appreciation for those students qualified to be listed on the honor rolls.
3. To draw public attention to the academic quality and outstanding behavior of the students at Petra.

#### **Honor Rolls**

Students from both the elementary and secondary levels will be recognized for consistently outstanding academic achievement as evidenced by their quarterly grades received. In addition, students who sustain their honor roll achievement throughout the year will be recognized for their achievement.

- Summa Cum Laude: requires a GPA of 3.90
- Cum Laude: requires a GPA of 3.89 to 3.45
- Headmaster's List: requires a GPA of 3.44 to 3.06 (secondary only)

#### **Additional Elementary Awards**

- Most Academically Improved: significant, consistent, academic improvement, as noted by teacher; recognized at year-end for each grade level.
- Outstanding Example: consistent, observable kind behavior shown towards peers and younger students.
- Diligence Award: consistent, outstanding effort, though not on honor roll.
- Perfect Attendance: 100% attendance in school year.
- Good Attendance: 98% attendance in school year.

#### **Additional Secondary Awards**

- Character Award: This award is based on three factors: exemplary conduct, academic achievement, and a positive attitude toward school. To receive this award, students must be nominated by at least two different secondary teachers. This award is awarded each semester.
- Most-Improved Award: This award is given to the student who has demonstrated the greatest academic improvement since the year's beginning.
- Valedictorian and Salutatorian: The headmaster and a committee of secondary teachers will select the senior class valedictorian and salutatorian. The committee will evaluate the students based on the following criteria (in order of priority): spiritual testimony, academic performance, leadership, extracurricular activities and honors received. To be eligible to receive this award a student must have attended Petra for more than one year, and have a cumulative grade-point-average of 3.5 or higher. In addition, a student suspended during his or her senior year is ineligible to receive these honors.

## 4. DISCIPLINE

All necessary discipline will be based on biblical principles: for example, restitution, apologies, prompt punishment, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are dealt with at the classroom level. Teachers collaborate to ensure consistency. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at Petra, love and forgiveness will be an integral part of the discipline of a student.

### 4.1 Infraction Policy

- I. **Office Visits:** There are five basic behaviors that will automatically necessitate a student being removed from the classroom and sent to the headmaster for an office visit:
  1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
  2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
  3. **Rebellion**, that is, outright disobedience in response to instructions.
  4. **Fighting**, that is, striking in anger with the intention to harm another student.
  5. **Obscene Language**, including taking the name of the Lord in vain.

During the visit with the headmaster, the headmaster will determine the nature of the discipline. The headmaster may require restitution, detention, janitorial work, parents' attendance during the school day with their child, or other measures consistent with biblical guidelines which may be appropriate. Typically, parents will be advised of their child's behavior and the consequences that he or she faced at school, and they will be asked to follow up at home as they deem appropriate, but school officials will not administer corporal punishment.

Within a single school year office visits to the headmaster that warrant some disciplinary action from the headmaster, will necessitate the following degrees of accountability:

1. The first two times a student is sent to the principal for discipline, the student's parents will be contacted and given details of the visit. The parents' assistance and support in averting further problems will be sought.
  2. The third office visit will be followed by a meeting with the student's parents and the headmaster.
  3. Should the student require a fourth office visit, a two-day suspension will be imposed on the student.
  4. If a fifth office visit is required, the student may be expelled from the school.
- II. **Note on Expulsion:** The Petra Academy board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the most likely consequence will be expulsion.
  - III. **Serious Misconduct:** If a student commits an act with such serious consequences that the headmaster deems it necessary to bypass the office-visit process, immediate suspension or expulsion may be imposed. Examples of such serious misconduct include, but are not limited to, the following: a rebellious attitude manifested by blatant disrespect or defiance, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Petra students must realize that their conduct reflects on other Christians and the reputation of Petra Academy; hence, students may be subject to school discipline for serious misconduct that occurs outside normal school hours and/or off school premises.
  - IV. **Readmittance:** Should the expelled student desire to be readmitted to Petra Academy at a later date, the Petra board or its delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication.



## 4.2 Basic School Rules and Etiquette

All students are expected to adhere to the following school rules:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teachers should not have to be repeated.
3. Guns, knives, or other weapons are not allowed on the school grounds or in personal vehicles.
4. Illegal substances are prohibited at all times. If a student brings prescription drugs to Petra, the office must be notified of their presence. The school reserves the right to search student lockers at any time.
5. Students are not to bring electronic devices to school. An exception is made for cell phones because parents may want their children to have cell phones for transit to and from school. Cell phones are to be turned off throughout the entire school day. If a student uses a cell phone anytime between the hours of 8:15 and 3:30, the phone will be confiscated for the rest of the day. The school phone may be used for parents to communicate with their children or for other essential communication.
6. Students will be held responsible for damage done to school property, including textbooks. Actual replacement costs will be assessed. Grades or school records will not be released until fines are paid. Hardback textbooks must be covered with book covers.
7. Physical displays of romantic affection are not permitted at school or school activities.
8. Students may not chew gum at school.
9. Food or drink may be consumed in the lunchrooms only. Exceptions to this rule include meetings or parties with the teachers' permission and secondary students may eat outside if they choose.
10. Tardy students must check in at the office before going to class. When students leave or return from off-campus appointments, they must check in at the office.
11. Secondary students may not store backpacks or books on the hallway.

### **Elementary Etiquette:**

1. Boys hold doors for girls.
2. Girls get in line first.
3. Lines must be straight and silent.
4. Lunchroom etiquette: first five minutes eat in silence so as to facilitate getting through their food (elementary only); talk quietly, eat politely, sit until dismissed.
5. Stand quietly when an adult enters the classroom.
6. Students in grades K-6 will stand to speak.

## 4.3 School Clothing Policy

Our dress code is a means through which we 1) establish a community standard of dress at Petra Academy; and 2) train students to submit to a community standard, perhaps instead of their own personal preferences. By enrolling your student at Petra, parents are expected to support all Petra policies, including adherence to the dress code as found in the handbook.

A reiteration of the goals and objectives for the dress code established by the board is as follows:

1. The dress code should enhance the atmosphere of learning.
2. The dress code should minimize ambiguities as to what is appropriate.
3. The dress code should foster a spirit of camaraderie among Petra students.

**Official Vendors:** To facilitate standardizing school clothing, Petra has entered into agreements with official online vendors, Land's End, Hall Closet, and French Toast. By entering Petra's "source code"

or name on each of these websites, you can see the prescribed colors and styles of Petra’s clothing policy. However, for the simplest and most common items of the clothing policy, slacks and shirts, it is acceptable to use other vendors provided they conform to the same color and style standards as the Petra-approved garments of the official vendors (i.e. same colors, same styles, no logos). But for skirts, jumpers, culottes, and sweaters, we ask that you choose only from Hall Closet, French Toast, or Lands’ End because of the endless nuanced differences in styles of these items (note: not *any* garment from one of these three vendors but only those which meet the descriptions below). However if you find something substantially identical in style and color somewhere else, our intention is not to become “tag checkers”; but the garments listed in our “official vendors” will be the standard used to determine whether or not a garment is acceptable. A detailed “Clothing Policy Addendum” is provided at the end of the *Parent-Student Handbook*.

### **Basic Dress Principles**

The clarifications of basic dress principles for all Petra students should be reiterated and followed:

1. Shirts are to be tucked in for boys and girls.
2. Belts are to be worn with slacks (does not apply to K4/K students for bathroom reasons).
3. Students may not dye hair unnatural colors.
4. Boys may wear rings and/or watches, but no other jewelry.
5. No body piercing is allowed for students except for a set of earrings for girls.
6. Older boys should be clean-shaven.
7. Students may not wear hats or coats inside the school building.
8. Undergarments (i.e. undershirts/blouses) must be white and shorter sleeved than shirts.
9. Clothing should be neat and in good repair. Frayed bottoms, holes in knees, etc. are to be repaired.
10. Modesty, decency, and propriety (1 Timothy 2) are all expected and are to be modeled and monitored by faculty, all of whom – with the support of the Headmaster – will have discretion to address a violation of the policy. This will be done lovingly, but it will be done.

### **K4-9<sup>th</sup> Grade Students**

Dress Slacks – pleated front or flat front, slit back pockets (no exterior, flap or cargo pockets, no canvas fabric, no denim, no corduroy, no low rise, no jean—double seams and no “pencil leg” or “skinny” slacks); navy or khaki

Skirts – pleated, kick-pleated; navy, khaki, or plaid (official vendors); must be “at the knee” length

Jumpers – (Elementary only) kick-pleated/scoop neck; navy, khaki, or plaid (official vendors)

Culottes – navy or khaki (official vendors)

Long or short sleeve oxford shirts – white or light blue (no  $\frac{3}{4}$  sleeve)

Long or short sleeve Peter Pan shirts (girls only) – white or light blue (note: must have full-button front like oxford and not be a knitted fabric)

Long or short sleeve polo shirts – white, navy, wine/burgundy, light blue

Turtlenecks – white, navy, wine/burgundy, light blue

Sweaters – pullover, cardigan, & sweater vests; navy (official vendors)

Fleece Jacket – a navy blue fleece jacket with Petra logo (available from Lands’ End)

Navy Blazers – not required

Dress belt – black or brown (not required for K4 and Kindergarten students for bathroom reasons)

Bike shorts – may be worn under skirts but are not required (note: bike shorts fulfill PE requirement if girls wear skirts or jumpers to PE)

Shoes – plain black or brown dress shoes, black or white tennis shoes

Includes:            Girls – Mary Janes, loafers, high-heeled loafers

                          Boys – loafers, laced oxfords, laced loafers

### **10<sup>th</sup>-12<sup>th</sup> Grade Students**

Rhetoric students (10<sup>th</sup>-12<sup>th</sup> grades) may dress along the guidelines of faculty and staff in what is

traditionally known as a “business casual” style of dress. However, because not all casual clothing is suitable for school, the following guidelines should help faculty, staff, and Rhetoric students (10<sup>th</sup>-12<sup>th</sup> grades) determine what is appropriate to wear:

### *In General*

- Business casual is crisp, neat, and should look appropriate for chance meetings with visitors.
- Avoid tight or baggy clothing; business casual is classic rather than trendy.
- Clothing that works well for the beach, yard work, exercise sessions, and sports contests is not appropriate for a professional appearance at work.
- Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate.
- While business casual is less dressy than business formal, you should still be sure your clothes are clean, pressed, and free of holes; torn, dirty, or frayed clothing is unacceptable.

### *Business Casual for Men*

- Wear pants styles such as khakis, gabardine or cotton pants, dress pants, trousers and corduroy pants. Pants should be pressed.
- Choose shirts that have collars, such as polo shirts or cotton button-down shirts. Consider pairing your shirt with a sweater or sweater vest. Always tuck in your shirt to complete the look.
- Ties are optional but encouraged.
- Select a belt and dress shoes or loafers with dress socks.

### *Business Casual for Women*

- Dresses and skirts are acceptable; skirt length should be such that you can sit comfortably and modestly in public. Skirts and dresses should not be too tight, and the hem should fall past the fingertips and touch the knee.
- Dress pants in corduroy, twill, cotton, linen, wool, and khaki are acceptable. Pants should be pressed.
- Blouses, sweaters, sweater sets, cardigans, polo/knit shirts, turtlenecks, and vests are appropriate. However, please make sure that your shirts are modest.
- Acceptable footwear includes leather shoes, flat trouser shoes, and no more than 2” high heels. Dress boots are allowed, but cowboy boots of any kind are not appropriate business casual footwear.

### *What Not to Wear*

- Regardless of gender, when the dress code is business casual, it is not appropriate to wear your favorite old t-shirt, ripped jeans and antique sneakers. Keep in mind the “business” part of business casual, and leave your old comfortable clothes at home.
- Inappropriate slacks or pants include jeans, cargo pants, sweatpants, exercise pants, shorts, bib overalls, and any spandex or other form-fitting pants such as those worn for biking.
- Denim (in any color) is not appropriate for business casual dress.
- Mini-skirts, skorts, sun dresses, beach dresses, spaghetti-strap dresses and sleeveless tops are inappropriate, as well as tank tops, midriff tops, halter tops, tops with bare shoulders, sweatshirts, t-shirts (long- and short-sleeved), and shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans.

- Do not wear athletic shoes, sneakers, sandals (for men), flip-flops, sports shirts, sweatshirts, sport team jackets, and athletic socks. These items do not fall under the business casual category.

**Consequences for Non-compliance:** Parents, students, and faculty should understand that the dress code is not a moral issue, but one of community policy the board has laid out and placed expectation on the Headmaster to implement; thus, when there are dress infractions, parents or students may request clarification, but there is to be no debate concerning them. Concerns regarding the policy should be directed to the board.

Students in violation of the school's clothing policy will be required to serve a recess detention or to clean for the first two offenses in a quarter. Parents will be notified with a standard clothing policy violation via email and expected to address the situation at home. The third violation in a quarter will result in an office visit and parents will be asked to bring an appropriate replacement item. Any blatant violation of the clothing policy that is deemed deliberate and defiant will result in an immediate office visit and parents will be asked to pick up the student.

#### 4.4 Grievance Policy

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Petra Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Petra Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board.

##### **Definitions**

Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Petra Academy's objectives and goals.

Grievance: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concern: The substance and detail of the dispute or grievance.

##### **The Principle:**

When conflicts occur between any two parties through their relationship at Petra, the principle of Matthew 18:15 is to be applied. Resolution should be sought first on the person-to-person level. Gossip is always inappropriate. We seek to live by relational covenant – believing the best in one another, standing shoulder-to-shoulder with one another, and talking to and not about one another.

##### **Student or parental concerns about teachers:**

1. All concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is expected from both sides at all times.
2. If the problem is not resolved, the parents or students may bring the concern to the headmaster. If the student brings the concern, she should have permission from her parents to do so.
3. If the problem is still not resolved, they should request a hearing from the Petra Academy board.

##### **General concerns about the operation of the school:**

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the headmaster.
2. If the problem is not resolved, they should request a hearing from the Petra Academy board.

##### **Other requests for board action:**

Hopefully not all proposals to the board will be grievance-related. In fact, Petra seeks a community that is fully engaged in the vision and development of this school to the glory of God! We only request that a proposal be submitted to the headmaster in writing, at least seven days in advance of a board

meeting so the headmaster can include it in the agenda and the board members have a chance to review it before the meeting. You will be given opportunity to discuss your proposal with the Board and to present supporting information.

## 4.5 Attendance Policy

This policy is designed to encourage student attendance at school. During regular classes, a student is exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of Petra Academy, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interests of their child not to attend school on a particular day.

**Notify the school:** Please call Petra promptly when your student will be absent. In some cases, knowing of the absence as soon as possible could affect a teacher's plans for the day. Petra's phone number is 582-8165, and you can leave a voicemail for your teacher. Thank you for calling early!

**Tardiness:** Late students create a considerable distraction for both teachers and students. Please encourage your children to be punctual!

### **Categories of Absences:**

Unexcused absences include willfully skipping or missing assigned classes. Any absences that parents have not excused, by notifying the school within 72 hours, will also be considered unexcused absences. Students will receive “zero” for all missed assignments; teachers may, at their discretion, require that the work be completed without credit.

Unplanned absences include all unforeseeable absences (e.g. illnesses, family emergencies, etc.). Students can still receive full credit for work missed that is completed during or soon after (defined below) their return. But it is the student's responsibility to contact each teacher to arrange for making-up the missed work. Students will be allowed one day to do makeup work for each day they were absent, plus one day. (Example: if a student is absent for three days, they will be allowed a maximum of four days to complete all make-up work.) Upon your student's return to school, please arrange for make-up tests before or after school, so additional instruction is not missed. Preferably, students or parents may call the school for assignments if they are able to complete some of them while they are home convalescing. Keep in mind that delays in completing make-up work can jeopardize future lessons, and can excessively delay the return of tests and quizzes to the other students.

Planned absences include all absences that are the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable (e.g. family vacations, doctor, dentist visits, etc.). In cases of planned absence, assignments should be obtained in advance. Students are to arrange their make-up work with their teachers. Ideally, the majority of the work will be completed prior to the absence. A teacher may agree, however, for certain portions of the work to be completed during the absence and/or promptly upon return. Students will receive full credit (no grade reduction) for completing assignments within the agreed upon time, including any additional assignments given to the rest of the class during their absence.

### **Administrative Procedures:**

1. A record of attendance for each student will be kept in the office. The total number of days absent will be recorded on the student's semester report card.
2. In the event a student is absent from a class, or from school, for more than ten days during one quarter (for any reason), the student's parents will meet with the headmaster (and teachers if necessary) to determine whether the student will have completed enough work to receive a passing grade.

3. A student must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a grade of “I” (incomplete) in the pertinent course until the missed exam is completed and graded.
4. Upon request from parents, the headmaster is authorized to waive the requirements set by other provisions of this policy. In doing so, he should take into account the following: the student's mastery in all subjects, his/her attitude toward work and study, and disciplinary record at school.
5. Otherwise, it is assumed that all students enrolled in Petra Academy will attend all prescribed classes, that is, parents and/or students may not choose which or how many classes to attend.

#### **4.6 Sickness Policy**

If a child is sick, we ask that parents keep their child home. The school will call parents and ask them to pick up their child if a child is sick at school.

## 5. STUDENT LIFE

### 5.1 The House/Order System

The secondary school (grades 7-12) observes a house/order system whereby the students are divided into four separate houses and orders. For the purpose of the flourishing of humanity at Petra and beyond, our house/order system helps students love God, love others, and love themselves rightly. This aspect of our community is meant to lead to mutual encouragement and informal mentorship as house/order members exhort each other to do their best. Student prefects are appointed to lead the houses and other leadership positions are appointed as well, giving students the opportunity to learn how to lead as well as to be effective followers.

### 5.2 Leaving Campus during the School Day

**Lunchtime:** Seniors may leave campus without written permission. They are expected to return to class on time. Parents should notify the office in writing if they do not wish their children to exercise this privilege. Rhetoric-level students (10th-12th grade) may leave campus for lunch every Friday without written permission. The same expectations apply as to the senior privilege above.

**Parent Request:** If a student needs to leave school during school hours, a parent may notify the office either by calling or sending a note. The student will be given permission to leave and their absence will be excused.

**Student Request:** If a student wants to leave school during school hours, they must receive permission from the headmaster. If the need is urgent and legitimate, the student will be given permission to call their parents. If the parents approve, the student will be given permission to leave and the absence will be excused. (The best practice is to plan ahead!)

**Student Drivers:** Students who drive to school are expected to do so in a safe and responsible manner. Meticulously observe all traffic laws.

**Sign-out & Sign-in:** It is important that we are able to account for every student at any given time of the school day. For that reason, we ask that students who need to leave campus, for whatever reason, sign out at the office and then sign back in when they return.

### 5.3 School-Sponsored, Off-Campus Events Policy

This policy seeks to ensure that school-sponsored, off-campus events meet the same standards for safety, quality, and content established in the educational programs at Petra Academy. It also seeks to ensure that the same standards for student conduct established at the school are maintained at all events sponsored by Petra. Finally, this policy is designed to limit the liability assumed by Petra for school-sponsored events.

1. Off-campus events require the attendance of at least one staff member from Petra. More may be necessary, depending upon the size of the event. Staff members may volunteer or be asked to serve as drivers; however, a staff member should never drive an individual student while serving in an official capacity.
2. Attendance at off-campus activities is generally limited to the students who are currently enrolled at Petra. Exceptions may be granted by the headmaster. If children other than Petra students attend (children of parent chaperons), they must be under the constant and direct supervision of the parents and are not the responsibility of Petra staff.
3. Parents must sign a written waiver releasing Petra from any liability for all events taking place off-campus. This statement should also authorize medical treatment to be given to the student in case of injury.
4. The headmaster must approve all proposed activities (all fieldtrips must have academic value),

determine the number of chaperons required, and approve the date of the event.

## PETRA ACADEMY – 2015-2016 SCHOOL CALENDAR

**Classes will be held Monday through Friday unless otherwise noted.**

September 2 (Wed).....	Parent Orientation Night
September 7 (Mon).....	Labor Day (no school)
September 8 (Tues).....	First Day of School
October 15-16 (Thu-Fri).....	Fall Break (no school)
October 30 (Fri).....	Reformation/All Saints Feast
Nov 6 (Fri) .....	End of First Quarter
November 13 (Fri) .....	Parent-Teacher Conferences
November 25-27 (Wed-Fri).....	Thanksgiving Break (no school)
December 18 (Fri).....	Christmas Feast
Dec 21 (Mon) - Jan 1 (Fri) .....	Christmas Break (no school)
January 22 (Fri).....	End of First Semester
February 8-9 (Mon-Tue) .....	Winter Break (no school)
March 14-18 (Mon-Fri).....	Spring Break (no school)
March 25 (Fri).....	Good Friday (no school)
March 28 (Mon).....	Easter Monday (school is in session)
April 1 (Fri) .....	Resurrection Feast/End of Third Quarter
April 18 (Mon) .....	Teacher Prep Day (no school)
April 29 (Fri).....	Grandparent's Day
May 26 (Thu).....	Graduation
May 30 (Mon).....	Memorial Day (no school)
June 3 (Fri).....	Last Day of School



Please be aware and let others know that Petra Academy offers an **OPEN HOUSE** every Thursday morning from 9-11 AM for any prospective parents and/or students who would like to visit the school and classrooms.



## CLOTHING POLICY ADDENDUM

The three vendors below carry clothing items approved for Petra's clothing policy. In this list, skirts, jumpers and sweaters are listed specifically with the item numbers approved as well as instructions about how to purchase them from each website. There will not be shirts or pants on this list, as each parent will follow the guidelines in the clothing policy to purchase these items.

**You can use Petra's website to access vendors:**  
<http://www.petraacademy.com>

### HALL CLOSET

At their site (<http://www.hallclosetuniforms.com>), click on the box that says, "Your School's Store" and choose Petra Academy.

**Plaid Round Collar Jumper** – Plaid 55 – Item #194

**Solid Round Collar Jumper** – Navy – Item #194

**Plaid Two Kick Pleat Skirt** – Plaid 55 – Item # 135

**Solid Two Kick Pleat Skirt** – Navy, Khaki – Item # 3950

**Solid Culotte** – Navy, Khaki – Item # 148

**Cotton V-Neck Cardigan** – Navy - Item # 2100

**Cotton V-Neck Pullover** – Navy – Item # 2120,2130

**Cotton V-Neck Vest** – Navy – Item # 2780

**Acrylic Crew Neck Cardigan** – Navy – Item # 6000

**Acrylic V-Neck Cardigan** – Navy – Item # 6300

**Fine Gauge V-Neck Cardigan** – Navy – Item # 6430

**Fine Gauge V-Neck Pullover** – Navy – Item # 6432

**Fine Gauge V-Neck Vest** – Navy – Item # 6433

**Acrylic V-Neck Pullover** – Navy – Item # 6500,6530

**Acrylic V-Neck Vest** – Navy – Item # 6600

### FRENCH TOAST

At their site (<http://www.frenchtoast.com/>), you can either enter the code **QS5BKID**, or enter the state, city and school name to bring up our dress code. The following items should be on their site:

**Twin Tab Buckle Jumper** – Navy, Khaki – Item # 1285

**Two Pleat Front Jumper** – Navy, Khaki – Item # 1275

(This item does not come up on the school's code list on the website but is approved for purchase. To find it simply type the item # in the search box in the top left corner of the home page.)

**Pleated Skirt** – Navy, Khaki – Item # 1066

**V-Neck Sweater** – Navy – Item # 1028

**V-Neck Sweater Vest** – Navy – Item # 1029

**V-Neck Cardigan** – Navy – Item # 1370

**Girl's Cardigan** – Navy – Item # 1120

**Anti-Pill Crew Neck Cardigan Sweater** – Navy – Item # 1371

### LANDS' END

This link goes directly to Petra's clothing list at Land's End:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900145129>

Petra Academy is on the Preferred School listing at Lands' End (preferred school number: 900145129) Petra's approved clothing is conveniently located on their website.

You may download their sizing guide here:

[http://www.landsend.com/pdfs/school/Sizing\\_Guide.pdf](http://www.landsend.com/pdfs/school/Sizing_Guide.pdf)

**Plaid Jumper** – Hunter/Classic Navy Plaid – Item # Little Girl 06500-92T7, Girl 06501-02TX, Girl Plus 06501-12T4

**Solid Jumper** – Navy, Khaki – Item # Little Girl 06817-52T2, Girl 06817-62T7, Girl Plus 06817-72T1

**Plaid Side Buckle Jumper** – Hunter/Classic Navy Plaid – Item # Little Girl 40363-92T1, Girl 40364-02T4

**Solid Side Buckle Jumper** – Navy, Khaki – Item # Little Girl 40364-12T9, Girl 40364-22T3

**Side Pleat Jumper** – Navy, Khaki – Item # Little Girl 24671-12T1, Girl 24671-22T6

**Plaid A Line Skirt** – Hunter/Classic Navy Plaid – Item # Little Girl 05378-52T2, Little Girl Slim 05561-32T9, Girl 05378-62T7, Girl Slim 05561-42T3, Girl Plus 05546-52T0, Jr. 40434-42T6, Women 25021-32T7

**Solid A Line Skirt** – Navy, Khaki – Item # Little Girl 06804-32TX, Little Girl Slim 06804-42T4, Girl 40375-22TX, Girl Slim 40375-32T4, Girl Plus 40375-42T9, Junior 40662-02T2, Women 40375-12T5

**Box Pleat Skirt (At Knee Length)** - Navy – Item # Little Girl 40708-72T1, Girl 40708-82T6, Women 40708-92T0

**Solid Pleated Skirt** – Navy Khaki – Item # Little Girl 06514-32T7, Little Girl Slim 06514-42T1, Girl 40374-72T9, Girl Slim 40374-92T8, Girl Plus 40375-02T0, Junior 40376-52T7, Women 40374-62T4

**Fine Gauge Cotton Cardigan** - Navy – Item # Little Girl 09280-62T2, Girl 09280-72T7, Women 09280-82T1

**Drifter V-Neck Sweater** – Navy – Item # Little Kid 22300-82T3, Kid 22301-02T0, Women 22301-12T5, Men 22301-32T4

**Drifter V-neck Vest** – Navy – Item # Little Kid 22301-42T9, Kid 22301-52T3, Women 22301-62T8, Men 22301-82T7

**Drifter Cardigan** – Navy – Item # Little Kid 31528-92T4, Kid 31529-62T4, Women 31529-92T8, Men 31529-82T3

**\*Fleece Jacket** – Navy – Item #: Kids—18872-6BR9, Women's—18872-4BRX, Men's—18872-5BR4

\*may only be purchased through Land's End