



Parent Handbook
A. D. 2023–2024

And you, fathers, do not provoke your children to
wrath, but bring them up in the training and
admonition of the Lord. – Eph. 6:4

Table of Contents

I. Philosophy and Governance	4
Welcome	4
Our Vision.....	4
Our Name.....	4
Our Logo.....	5
Statement of Faith	5
Sexual Ethics Policy	6
Governance.....	7
II. Educational Program.....	8
2023-2024 Curriculum Offerings by Grade.....	8
Homework Guidelines.....	11
Helping Your Grammar Stage Student.....	12
Transition to the Logic Stage.....	12
Independence in the Rhetoric Stage.....	13
Parental Involvement at School.....	13
Parent-Teacher Meetings & Communication	14
Communication Method.....	15
Teacher-Student Interaction.....	15
Classroom Discipline Summary.....	16
Board Discipline Policy.....	17
Elementary Grading.....	19
Secondary Grading.....	19
High School Graduation Requirements.....	20
Transfer Credit	20
Learning Challenges & Curriculum Modifications.....	20
III. Administrative Details.....	21
Enrollment Process	21
Declining Re-Enrollment & Probationary Enrollment.....	21
Tuition and Fees.....	21
Fundraising and Scholarships.....	23
Schedule.....	23
Friday Assemblies.....	24
Holidays.....	24
School Closures	25

Attendance..... 26
School Absences..... 26
Late Assignment Policy 26
Health Policy 27
Immunization Policy..... 27
Personal Belongings/Electronic Devices Guidelines 27
Dress Code 27
Contact Information..... 28

I. Philosophy and Governance

Welcome

Welcome to our community of faith and learning at Paideia Classical Christian School. We are excited to partner with your family in the work of raising children in the nurture and admonition of the Lord. This handbook outlines the policies and procedures that are in place for the 2023-2024 school year. But first, please read and review the foundational description of who we are as a school.

Our Vision

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

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

Our Name

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

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

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

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

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

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

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

Our Logo



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

Statement of Faith

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

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

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

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

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

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

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

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

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

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

Sexual Ethics Policy

Because Paideia exists to serve Christ's body, the Church, by training Christian children to live their lives as acts of worship and to assist Christian parents in their responsibility to bring up their children in the nurture and admonition of the Lord, every action we take must be governed by the standard of God's Word, the Bible (as understood and interpreted by the Paideia Board of Directors).

We believe and teach that God wonderfully and immutably creates each person as male or female. These two distinct complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one biological sex is a rejection of the image of God within that person. We believe and teach that the term marriage has only one meaning, the uniting of one man and one woman in a single exclusive union as is delineated in Scripture (Gen. 2:18-25). We believe and teach that God intends sexual intimacy to occur only between a man and woman who are married to each other (I Cor. 6:18, 7:2-5; Heb. 13:14). We believe and teach that God has commanded that no intimate sexual activity be engaged in outside of marriage.

We believe and teach that any form of sexual immorality including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography is sinful and offensive to God (Matt. 15:18-20; I Cor 6:9-10).

We believe that in order to preserve the function and integrity of Paideia and to provide biblical role models to families and students, it is imperative that all persons employed by Paideia in any capacity, all persons who serve as volunteers, all parents who enroll their children, and all students enrolled at Paideia agree to and abide by this statement on marriage, gender, and sexuality (Matt 5:16; Phil 2:14-16; I Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Paideia.

Governance

Paideia was established in 2013 by several Oregon City families committed to Christian education for their children. The current Board consists of Job Cacka, Matt Dau, Kate Singleton, David Spears, and Mike True. The Chair of the Board is Matt Dau.

II. Educational Program

Paideia is offering grades K-12th for the 2023-2024 school year. Below is a summary of our school program.

2023-2024 Curriculum Offerings by Grade

Kindergarten

Bible: *The Biggest Story*, Bible Walkthrough

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

Language Arts: *Italic Handwriting, Level A* (Getty-Dubay), *All About Reading* phonograms and spelling lists, easy readers, picture book and chapter book read alouds

Math: *Right Start Math, Level A*

Science: Weather & Human Body

Music: Hymn of the Month; Folk songs

Art: Drawing, Painting

First Grade

Bible: *ESV Family Illustrated Bible – Old Testament; New City Catechism*

History & Geography: Explorers and Pilgrims; U.S. Presidents; U.S. State Names

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

Math: *Math-U-See Alpha* + Supplementary Materials

Science: Ocean Life & Biomes

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

Art: Drawing, Painting

Second Grade

Bible: *ESV Family Illustrated Bible – New Testament; New City Catechism*

History & Geography: American Revolution; U.S. State Locations; Canadian Provinces

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

Math: *Math-U-See Beta*

Science: Earth Science & Astronomy

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

Art: Drawing, Painting

Third Grade

Bible: *Genesis-Ruth; New City Catechism*

History & Geography: Lewis and Clark & Oregon Trail; U.S. States & Capitals; South/Central America

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

Math: *Math-U-See Gamma*

Science: Birds and Insects

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

Art: Drawing, Painting

Fourth Grade

Bible: *I Samuel-Nehemiah; New City Catechism*

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

Language Arts: *Italic Handwriting, Book E* (Getty-Dubay), *Spell to Write & Read* phonograms and spelling lists, *IEW Fix It! Grammar* and stylistic techniques for composition; narratives and essays

Foreign Language: *Paideia Latina, Level A*

Math: *Math-U-See Delta*

Science: Land Animals (Apologia)

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

Art: Drawing, Painting

Fifth Grade

Bible: *Matthew, Mark, Luke, John; New City Catechism*

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

Language Arts: *Italic Handwriting, Book F* (Getty-Dubay); *IEW Fix It! Grammar* and stylistic techniques; narratives and essays

Foreign Language: *Paideia Latina, Level B*

Math: *Math-U-See Epsilon*

Science: Botany (Apologia)

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

Art: Drawing, Painting

Sixth Grade

Bible: *Luke, Acts, James; New City Catechism*

History & Geography: *Mystery of History 3: Renaissance & Reformation*; Asian Countries

Language Arts: *Italic Handwriting, Book G* (Getty-Dubay), *Grammar Revolution*, quality literature for at-home reading, *IEW stylistic techniques; narratives and essays*

Foreign Language: *Paideia Latina, Level C*

Math: *Math-U-See Zeta*

Science: Cartography, Astronomy; *Beginning Chemistry and Physics* (Apologia)

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

Art: Drawing, Painting

Seventh Grade

Bible: Old Testament Survey, Part 1: Historical Books

History & Geography: American History (Memoria Press)

Lit & Language Arts: Adventure literature (*Treasure Island, Scarlet Pimpernel, Around the World in 80 Days*, etc.); Grammar; Poetry

Foreign Language: *Lingua Latina (part 1)*

Math: Math-U-See Pre-Algebra

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

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

Music: Choir and Theory

Art: Drawing, Painting

Eighth Grade

Bible: Old Testament Survey, Part 2: Prophets, Poetry, and Wisdom Literature

Global Studies: History Survey and World Geography, *Streams of Civilization 1*

Lit & Language Arts: European literature (*Pilgrim's Progress, Frankenstein, Count of Monte Cristo*, etc.); Grammar; Poetry

Foreign Language: *Lingua Latina (part 2)*

Math: Math-U-See Algebra 1

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

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

Music: Choir and Theory

Art: Drawing, Painting

Ninth Grade

Bible: New Testament Survey

Logic/Rhetoric 1: *Intermediate Logic* (Logos Press); Classical Speech Format

Great Books - American: American historical primary sources and literature (*Autobiography of Benjamin Franklin, U.S. Constitution, To Kill a Mockingbird, Little Women*, etc.)

Foreign Language: Biblical Greek 1 (Croy)

Math: Math-U-See Geometry

Science: Health & Nutrition; Astronomy (*Signs and Seasons*)

Music: Choir and Theory

Tenth Grade

Bible: Bible Study Tools (Bethlehem Seminary, et al.)

Rhetoric 2: *Fitting Words* (Roman Roads Press)

Great Books - Medieval: Medieval historical primary sources and literature (*Beowulf, Inferno, Paradise Lost*, etc.)

Foreign Language: Biblical Greek 2 (Croy; I John)

Math: Math-U-See Algebra 2

Science: Biology (Apologia)

Music: Choir and Theory

Eleventh Grade

Bible: Church History (*Confessions, Bondage of the Will, Surprise by Joy, etc.*)

Rhetoric 3: Junior Thesis

Great Books - Medieval: Medieval historical primary sources and literature (*Beowulf, Inferno, Paradise Lost, etc.*)

Foreign Language: Spanish 1

Math: Math-U-See Pre-Calculus

Science: Chemistry (Bob Jones)

Music: Choir and Theory

Twelfth Grade

Bible: Church History (*Confessions, Bondage of the Will, Surprise by Joy, etc.*)

Rhetoric 4: Senior Thesis

Great Books - Modern: Modern historical primary sources and literature (*Hamlet, Pride & Prejudice, Communist Manifesto, Crime and Punishment, The Great Gatsby, etc.*)

Foreign Language: Spanish 2

Math: Math-U-See Calculus (optional); Statistics (optional)

Science: Physics

Music: Choir and Theory

Homework Guidelines

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

The usual homework times by grade level are:

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

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

Helping Your Grammar Stage Student

Students in the Grammar stage (K-6th) will receive a Homework Assignment Sheet (HAS) each week with checkboxes for learning tasks to complete at home Monday through Thursday. The parent signs the HAS form each week to acknowledge that their child has actually completed the tasks that are checked off on the form. It is important to be train students from the earliest years in school to be faithful in completing their at-home work and to provide help and accountability for them as you are discipling them in diligence.

Students in kindergarten and first grade will need extensive parent involvement to complete their at-home learning tasks. While students in second grade *may* transition to reading their literature assignments on their own, if your child is a struggling reader, it is best practice to continue having your child read out loud to you until fluency is achieved. Many of the “drill” subjects on the HAS form (geography, math facts, spelling) are best done *with the parent* in these lower elementary years.

As students move into upper elementary, they can frequently complete many of their at-home learning tasks on their own; however, parents should provide accountability to ensure that work is done and done well. Here are some ways to reinforce quality work habits with upper elementary students after they tell you they’ve finished their at-home work for the day:

- “Say your memory piece out loud to me.”
- “Show me your penmanship page...this line is too sloppy. Erase it and do it again.”
- “What were two things that happened in your literature reading?”
- “Who were some of the people in your history chapter? What did they do?”
- “How did you practice your spelling? Can you spell your two hardest words for me?”

Transition to the Logic Stage

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

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

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

Parents often need to assist students with this transition from the Grammar stage to the Logic stage. Some good ways to help your Logic level student are:

- “When is this due? Let’s check your planner and see what you wrote down.”
- “Let’s check your assignments on ClassReach to make sure you didn’t miss writing things down in your planner.”
- “How are you going to pace your work and split it up onto different days so that you don’t have to cram everything the night before it’s due?”
- “If you’re not sure what do on this assignment, you should ask the teacher. Let’s get onto your ClassReach account, and I’ll help you write a respectful email. No, I won’t write it myself. The email needs to come from you.”

Independence in the Rhetoric Stage

The usual pattern with our high school students is to complete their at-home work independently, diligently, and faithfully, without prodding or compulsion from their parents. By high school, students should be taking full ownership of their work. There are certainly cases where students may need writing tutoring or chemistry help from parents or another adult (and knowing when to ask for help is a sign of maturity!), but in general, high school students should manage their own time and workload.

Parental Involvement at School

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

Classroom Helpers - We are especially in need of parents as helpers in the classroom (K-3rd parents) and in the office for grading support (4th-12th parents). A parent from each family must commit to helping out at the school for either two hours each week or four hours every other week during school hours (approximately 70 hours during the school year). To keep distractions to a minimum, we ask that parents do not bring any other non-enrolled children with them during their time slot.

If a parent misses a scheduled volunteer day due to being out of town or ill, we will add them to the “sub” list to fill in for another parent later in the year and make up those hours. If more than 2 scheduled volunteer slots are missed and not made up during the course of the school year, Paideia may bill you up to \$15 an hour for those missed volunteer times.

Here are some important things to keep in mind as you are volunteering in the classroom:

- We are thankful for you! Parent volunteers are an essential part of our classroom, and we couldn’t do it without you!
- The best volunteers do what they’re told and do more than they’re told. Teachers love it when volunteers jump in and help out with tasks that they see need to be done. As long as the volunteer isn’t trying to take over the class, showing initiative is much appreciated.

- Reliability is key. Teachers are counting on you! If you are ill or out of town for a scheduled volunteer time, please try to trade with someone, and if that doesn't work, let admin know so they can try to fill the slot.
- Volunteers should be "present" in the classroom with the kids and while monitoring recess. We understand that emergencies do come up, but try to avoid scrolling your phone, answering emails, etc., and focus on assisting with classroom tasks or proactively enforcing kindness and camaraderie at recess.
- Be professional. Consider your attire and appearance and how it helps support the learning environment. Avoid workout clothing, distracting accessories, etc.
- Be discreet. Volunteers are privy to student grades and other confidential information. Be careful not to share information the student or parents wouldn't want you to.
- Be supportive. Treat students in a positive and encouraging manner that builds them up. If a discipline matter comes up, report it to the teacher and let the teacher take the lead on dealing with the issue.
- Pay attention to details. It's important for us to get the grading right, even if it takes a little longer.
- Know and maintain safe boundaries. One of our rules for K-3rd is that a staff member must escort students to the central bathroom. Parent volunteers are not allowed to do this. Parent volunteers should also not be left alone with a student for one-on-one instruction. This protects both the student and the volunteer.
- Have fun! Volunteering in the classroom is a great way to get to know teachers, students, and other parents at the school. It's also a great way to better understand your child's curriculum and classroom expectations.

Parents will be contacted about scheduling their time slot prior to the start of school. If work commitments, etc. make volunteering during school hours impossible, there is also an opt-out fee as a second-best option (see section on Tuition and Fees). ***All parents who will be volunteering at the school must submit to a background check.***

Field Trip Chaperones

We rely on parent drivers for transportation to field trips. ***All parents who will be driving for field trips must submit to a background check.***

Parent-Teacher Meetings & Communication

Paideia holds parent-teacher conferences in October. *Ad hoc* conferences can also be arranged at the request of either the teacher or the parents at any time during the academic year.

Staying in communication with your child's teacher is an important part of your child's growth and success. ***Please respond promptly to messages about your child, even if it just a short "read receipt" email to let the teacher know that you've seen the message.***

Communication Method

Paideia has an on-line grading and messaging system called ClassReach. Parents will receive a login and will be able to access the school calendar, see their student's progress reports, and message teachers. We recommend that when you set up your account on ClassReach you adjust your settings so that messages on ClassReach are forwarded to your personal email. This will ensure that you do not miss any important communications from admin or your child's teacher.

Students in 7th grade and above will also receive a ClassReach account. Parents are copied on all messages sent to their students. Please help your junior high child communicate wisely and respectfully on this new tool.

For non-urgent messages, please use the messaging system on Class Reach to reach admin or your child's teacher. Please remember that teachers can rarely check their messages right before school starts or during the school day. For urgent communication (i.e. a message that needs to be delivered during that school day), please contact the Paideia admin phone line 503.974.4711.

Please respect teachers' responsibilities and lives outside of school by avoiding texting their personal phones or messaging them on social media about school-related matters.

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

Paideia Classical Christian School Website

<http://paideiaclassicalchristian.com>

Paideia Facebook Page

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

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

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

Teacher-Student Interaction

Teachers and staff members should not ask to friend/follow students on sites such as Facebook, Twitter, or Instagram, nor should they accept requests from students to friend/follow them. Teachers should not blur the distinction between teacher and friend in their interactions with students on social media.

Teachers and staff may not send any private messages to students on a social media forum, via email, or via text. Any phone calls or phone texts should be directed to a parent-owned phone and not to a student cell phone. All ClassReach messages to a student are automatically copied to the parent, and in general, ClassReach should be the only communication medium with a student.

In cases where high school students share writing assignments with the teacher on a program like Google Docs, we ask that the student “share” the assignment with both the parent’s email address and the teacher’s email address.

Teachers who have a relationship outside of school with a particular student (e.g. student is a nephew, student is in your youth group at church) may coordinate with the student’s parents to have more latitude, as is necessary and proper.

Teachers are reminded that the call to live as an example of Christ to the student applies to all social media usage and that their reputation and the school’s reputation can be damaged by misuse of this medium. Teachers should also remember that they are not supposed to know something about a student that a parent does not.

Staff members and faculty should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed. There will be no one-to-one meetings between a staff member or a faculty and a student behind closed doors. If a circumstance arises where a private one-to-one meeting does occur, the staff member or faculty should notify the Head of School immediately before or after the meeting.

Paideia has a zero tolerance for abuse in school programs and activities. It is the responsibility of every faculty and staff member at Paideia to act in the best interest of each child in every school program.

In the event that faculty or staff members observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the information to the Head of School and report to the Police Department, Child Protective Services, or other appropriate agency as necessary.

Classroom Discipline Summary

At Paideia, we ask students to discipline their actions for the purpose of godliness. When a student is disciplined at Paideia for misbehavior or sin, our goal is never to get the student “into trouble,” but instead, to get the student “out of trouble.” We base our discipline on the Gospel truths of repentance, confession, forgiveness, and restored relationships.

Elementary students who misbehave at school may receive a yellow or red note. Yellow notes are for minor infractions of school rules. Red notes are for repeated infractions of school rules or flagrant offenses (hitting, swearing, etc.). Parents are asked to review all discipline notes, whether yellow or red, with their child at home and provide appropriate reinforcement of correction. Notes sent home will state what infractions caused the problem and whether the student did something to improve the situation. These physical notes will usually also be followed up with a ClassReach message. Parents should sign all discipline notes and return them the following day so that the teacher can be sure the parents heard about what happened.

Some common infractions of school rules are:

- Blurting (speaking out rather than raising a hand during teaching time or silent work time)
- Foolish speech (bad language, bathroom talk, etc.)
- Unkindness towards another student
- Acting out physically (hitting, spitting, etc.)
- Disobedience or delayed obedience
- Breaking other school or classroom rules (e.g. no running during indoor recess)

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

Board Discipline Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Elementary Grading

In elementary (Grades K-6), teachers will create a grade report each quarter (every 8-9 weeks) using the following guidelines:

- E = Excellent (exceeds goals OR fully completes work for completion grade)
- P = Praiseworthy (meets goals)
- S = Satisfactory (making progress and will likely reach goals)
- N = Needs Improvement (not enough progress to reach goal)
- U = Unsatisfactory (not making progress)

Secondary Grading

Students in secondary classes (Grades 7-12) will receive grades with the standard letter grade system. Students in high school level classes will also receive a transcript showing their GPA for each credit received.

<u>%</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Meaning</u>
100-93	A	4.0	Excellent
92.9-90	A-	3.7	
89.9-87	B+	3.3	Praiseworthy
86.9-83	B	3.0	
82.9-80	B-	2.7	
79.9-77	C+	2.3	

76.9-73	C	2.0	Satisfactory
72.9-70	C-	1.7	
69.9-0	F	0.0	Needs Improvement

High School Graduation Requirements

Paideia requires the following credits for graduation and the awarding of a high school diploma. *

- Bible - 4 credits
- Math - 4 credits (with Precalculus level or higher completed)
- Logic/Rhetoric - 4 credits
- Great Books (History and Literature) - 6 credits
- Science – 4 credits
- Foreign Language – 4 credits
- Music, Fine Arts, Aesthetics – 2 credits
- Physical Education – 1 credit (documented at home)

TOTAL: 29 credits

*NOTE: Students enrolled in high school during the 2019-2020 and 2020-2021 school year may have credit requirements adjusted to reflect truncation of offered classes during the COVID-19 pandemic.

Transfer Credit

Students transferring into Paideia during high school should meet with the academic director to see what previously taken credits are equivalent and transferrable.

Learning Challenges & Curriculum Modifications

Paideia desires to receive students with learning challenges as long as we have the resources to adequately support that student and as long as the parent is also willing to work with the school to provide extra support for the student.

Students with learning challenges are dealt with on a case-by-case basis, and curriculum modifications are decided upon collaboratively by the academic director, teacher, and parent. In normal circumstances, curriculum will not be modified without a documented learning challenge, and in cases where the learning challenge can be remediated, the parent is expected to seek extra-curricular remediation.

In cases where the curriculum expectations for high school classes were modified, the student will receive a modified high school diploma.

III. Administrative Details

Enrollment Process

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

Parents interested in applying for a scholarship should submit a scholarship application form in addition to the enrollment application form. Paideia awards scholarship on a needs-basis, concurrent with funds available in the Generosity Fund. Scholarship money is usually allocated at the end of May, and we encourage all scholarship applications to be submitted by May 1 for the following school year.

The parents of new families will be asked to attend an interview with the Head of School. The child will be tested in language arts and math to ensure he or she is being enrolled in the appropriate grade. Following these meetings, an email will be sent confirming or denying enrollment.

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

Declining Re-Enrollment & Probationary Enrollment

Paideia reserves the right to decline re-enrollment for a subsequent school year based on academic performance, character deficiencies, poor attendance, lack of communication, rejection of the faith, or other circumstances that make it untenable for the school and family to work together in partnership.

In some cases, students may be admitted for the following school year on a probationary basis.

Tuition and Fees

Registration Fee

A non-refundable enrollment application fee is required for both new and returning students. This fee is used to purchase books and supplies. The 2023-2024 enrollment application fee for grades K-6th is \$150 during the months of February through April. The fee increases to \$200 on May 1. The fee for grades 7th-12th is \$275 during the months of February through April. The fee increases to \$350 on May 1.

Tuition

Tuition for grades K-6th for the 2023-2024 school year has been set at \$4,000. This tuition can be paid in full by July 15, 2023 or broken into 12 monthly payments of \$340 (which totals \$4,080) beginning July

15, 2023 and ending June 15, 2024. Families who register after July 15 can contact the school to discuss an alternate monthly payment plan.

Tuition for grades 7th-12th for the 2023-2024 school year has been set at \$4,600. This tuition can be paid in full by July 15, 2023 or broken into 12 monthly payments of \$390 (which totals \$4,680) beginning July 15, 2023 and ending June 15, 2024. Families who register after July 15 can contact the school to discuss an alternate monthly payment plan.

Monthly payers will set up an account on Blackbaud Tuition and will be given a variety of payment options. **This Blackbaud account charges an annual convenience fee of \$25 per family for setup, and late tuition payments will incur a \$40 late fee from Blackbaud.**

Delinquent Tuition

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

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

Volunteering Opt-Out Fee

Paideia's philosophy of education requires parent involvement, and one parent from each family is expected to volunteer at the school for two hours each week or four hours bi-weekly during school hours. In situations where work commitments, etc. make this impossible, we have an opt-out fee as a second-best option. **The volunteering opt-out fee is \$1000 per year** (payable in 10 monthly payments of \$100, September-June). If neither volunteering nor the opt-out fee is a viable option for your family, please contact us about a scholarship to cover the opt-out fee.

Late Pick-Up Fee

We encourage parents to pick up their students promptly when school lets out. **If a student is picked up more than 15 minutes after school lets out, parents may incur a \$5 late pick-up fee for each block of 15 minutes that the parent is late.**

Field Trip Fees

Elementary students will go on a variety of field trips throughout the year, typically three each year (with more in kindergarten). Junior high students typically go on one or two field trips.

Parents will receive info about the field trip and the cost prior to the trip. Monthly tuition payers will have the option of adding the fee to their Blackbaud tuition payment. Other payers may pay at the admin desk with cash or check. **Field trips typically cost between \$10 and \$15.**

High School Protocol Fee

High school students will attend a yearly protocol event in the spring (typically a formal dinner and a cultural experience). **The usual fee for this is \$50 a student.**

Early Withdrawal Fee

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

Fundraising and Scholarships

Like most private schools, Paideia supplements its resources with fundraising. ***Fundraising goes toward future school growth.*** We ask parents to participate to the best of their ability in our fundraising efforts. Please check the website for updates on current and future fundraisers.

Paideia also has a Generosity Fund for families in need of tuition assistance. Families interested in applying for a scholarship should submit applications prior to May 1 as funds are generally allocated at the beginning of June for the next school year. This Generosity Fund contains money donated by individuals specifically for the purpose of providing tuition assistance. If you are interested in making a tax-deductible donation to our scholarship fund, please contact the school.

Schedule

Daily Schedule

Our elementary campus meets 8am – 12:15pm and our secondary campus meets 8:10am – 12:25pm, Monday through Friday. Although classes are only half day, students should expect to have work assigned to be completed at home that will make their academic workload the same as that of a full day school. In the elementary grades, homework will generally not be assigned for Friday afternoons.

The half day class schedule at Paideia provides a unique learning environment with many benefits. With students spending a little over four hours at school, they have the opportunity to be more focused during those hours. Younger students, still developing character traits like obedience and respectfulness, have time for these to be instilled by their parents at home as well as by their teachers at school. As students grow older, the necessity of completing some of their studies at home will allow them to

develop self-discipline, responsibility, and independent learning skills. In addition to this, the half day class schedule allows for more flexibility for scheduling extra-curricular activities such as private music lessons and athletics.

Yearly Calendar (2023-2024)

- Sept. 5 (Tues) – First Day of School
- Oct. 9 (Mon) – Teacher In-Service Day (No School)
- Nov. 9 (Thurs) – Elementary In-Service Day/Secondary has School
- Nov. 10 (Fri) – Veterans Day Observed (No School)
- Nov. 20-24 (Mon-Fri) – Thanksgiving Break (No School)
- Dec. 18-Jan 5 – Christmas Break (No School)
- Jan. 15 (Mon) – Martin Luther King, Jr. Day (No School)
- Jan. 26 (Fri) – End of First Semester
- Jan. 31 (Wed) – Teacher In-Service Day (No School)
- Feb. 19 (Mon) – Presidents’ Day (No School)
- Mar. 25-29 (Mon-Fri) – Spring Break (No School)
- Apr. 1 (Mon) – Easter Monday (No School)
- Apr. 2 (Tues) – Elementary In-Service Day/Secondary has School
- May 27 (Mon) – Memorial Day (No School)
- June 7 (Fri) – Last Day of School

Friday Assemblies

On Fridays at 8:00am we normally hold an all-school assembly. Classes who have finished memory work will have opportunity to perform it for the whole school. Parents are invited to stop in and watch the assembly when they come to drop off their students on Friday mornings. To mark our assemblies as special events, every Friday will be a “dress-up day.” Please look at the Dress Code requirements to see which items are part of the “dress-up” uniform.

On Fridays, our secondary students (7th-12th) will begin the day at 8:00am at the elementary campus for Assembly and then be shuttled over to the secondary campus.

Holidays

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

Reformation Day

On this holiday (commonly known as Halloween), students will be allowed to dress up in costumes instead of wearing their normal school uniforms. Instead of celebrating the day as the usual “trick-or-treat” Halloween, Paideia will be celebrating it as Reformation Day. At school that day, the teachers will

be talking about the story of Martin Luther—how he questioned the Roman Catholic Church’s doctrine of salvation by works, how he taught that salvation was by grace alone, and how he posted the 95 Theses on the church door in Wittenberg on October 31, 1517 (which led to many Protestant churches now celebrating October 31 as Reformation Day).

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

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

The majority of costumes should fit into the categories above. The goal is not to make this more difficult for families, but simply to provide an opportunity for students to "take every thought captive to make it obedient to Christ." (2 Cor 10:5) Students who do not wish to wear a costume should wear their usual school uniform.

Valentine’s Day

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

School Closures

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

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

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

Attendance

In general, Paideia expects students to attend all scheduled school days. The learning that happens in community in the classroom cannot truly be replicated or replaced by doing a “make-up” packet later. At the same time, we realize that sickness, dentist appointments, and family matters may occasionally cause a student to miss a school day.

If a student is absent for an inordinate amount of school days in the school year, the head of school may call a meeting with the parents to discuss reasons for non-attendance. If the student has more than 20 absences within one quarter, the student may receive an incomplete grade for the quarter.

School Absences

Paideia expects to receive notice if students will be missing any scheduled class days. Attendance records are kept by the school office, so the school office must be notified by the parent by the start of the school day in the case of an absence, whether the absence is due to sickness, vacation, or something else. The office should also be notified if there is a late arrival or early pickup needed.

Along with notifying the school office, ***parents should also communicate with the teacher regarding missed work.*** When an elementary student (K-6th) misses class, either for a planned or unplanned absence, it is the *parent’s* responsibility to find out about homework or make-up work from the teacher. When a secondary student (7th-12th) misses class, it is the *student’s* responsibility to find out about homework or make-up work. Please message the teacher through ClassReach.

While we do not recommend taking long vacations during the school year, sometimes weddings, etc. make this necessary. For extended planned absences—such as family vacations—please notify your child’s teacher at least two weeks in advance. The teacher will develop a plan with you to make up missed work. For shorter planned absences (e.g. leaving early for a doctor’s appointment), please notify your child’s teacher on Monday morning of that week so that the teacher can place it on the calendar for the week and give you a plan for making up missed classwork.

Late Assignment Policy

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

Students who miss school days due to sickness will receive extra days (equaling the number of days that they were sick) to complete homework assignments or make-up assignments. For example, a student who is sick Monday and Tuesday will have Wednesday and Thursday to complete any make-up assignments or homework assignments and these will be due on Friday. Any assignments turned in the

following Monday would receive a 10% penalty, and any assignments turned in after that would not be accepted.

Health Policy

Students should be kept home from classes if:

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

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

Immunization Policy

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

Personal Belongings/Electronic Devices Guidelines

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

Elementary students (K-6th) should not bring a laptop, cell phone, smart watch, or watch with games on it to school. If there is a special reason your student would need one of these items at school, please speak to the head of school about it.

Secondary students (7th-12th) whose parents wish them to have a cell phone or smart watch must check these items in at the office at the beginning of the school day and retrieve them at the end of the day. Secondary students should ask permission from the teacher if they desire to use a laptop during class.

Dress Code

The Paideia dress code is designed to set students apart as students, young people who treat their vocation with gratitude and respect. Just as an athlete wears the uniform of his team or a doctor wears the uniform of his profession, a student wears the uniform of his vocation.

The school's goal is to set a dress code that (1) creates an atmosphere conducive to diligent study, (2) teaches the student to look appealing, (3) affirms the God-ordained differences between men and

women, (4) is easy for parents to obtain, and (5) is easy for teachers and staff to enforce. If you have questions about any details not clarified here, we encourage you to ask a teacher or the head of school.

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

Although our modern culture continues to blur the distinction between the sexes, Paideia believes and teaches that God wonderfully and immutably creates each person as male or female. These two distinct complementary genders together reflect the image and nature of God. Male and female students should present themselves in a manner that affirms the way God created them.

Parents should train their children to not only wear the appropriate dress code items, but also to wear them well. The general principle is not, “What can I get away with?” but instead, “How can I honor the school, my teachers, and my fellow students with my clothing?” Teaching your children how to press their white button-down is a gift of respect the child can give to others.

Parents are not required to purchase dress code items from a specific brand except for blazers (9th-11th), ties (7th-11th), and Paideia-logo sweatshirts, sweaters, vests, etc. (K-11th). These items must be French Toast or Land’s End brand. We have a page set up to purchase through French Toast. We are currently working on setting up a page with Land’s End.

Please write your name clearly inside each uniform piece, especially in sweaters and blazers.

Please [consult the dress code on-line](#) for specific information about what items of clothing are permitted. A printed copy of the dress code may also be obtained from the school office.

Contact Information

Elementary Campus & Main Office | 503.974.4711 | paideiaoffice@gmail.com

New Life Church
6125 Caldwell Rd.
Gladstone, OR 97027

Secondary Campus | 971.236.1034

Clackamas Park Friends Church
8120 SE Thiessen Rd.
Oak Grove, OR 97267

Mailing Address

Paideia Classical Christian School
PO Box 676
Gladstone, OR 97027