

La Progresiva Presbyterian School



WELCOME TO LA PROGRESIVA PRESBYTERIAN SCHOOL

On behalf of La Progresiva Presbyterian School Board, faculty and staff, I would like to welcome you and your family to an exciting school year at LPS.

This handbook is designed to provide basic information regarding the school year and life at LPS. This handbook will allow you to find information related to such details as school dress code, conduct standards, homework, absences and other important school regulations.

La Progresiva Presbyterian School is a ministry raised by God to meet the academic and spiritual needs of students in our community. This ministry extends to the entire family of each student. In fact, we feel the effectiveness of the school program is directly related to the participation of our parents. So let's work together to have a great year!

In His Service,

Ailynn Hernandez
School Director



MISSION STATEMENT

To reach out to the children of our community and assist them in their development, by treating each child in a unique way toward becoming responsible citizens, providing a Christ Centered environment that fosters academic, moral, emotional, and spiritual growth. It is assumed that parents, students and teachers believe and practice the same Christian philosophy, as the First Spanish Presbyterian Church, and will cooperate to achieve the school's goals.

SCHOOL'S PHILOSOPHY

We believe that the Bible is the inspired Word of God; consequently it is the source of all wisdom and knowledge. It was revealed to man, so man's life would be lived according to God's word to achieve a good life. We believe that a sound educational system must be founded in the truth found in the Bible and revealed in the life and works of Jesus Christ. First Corinthians Thirteen has been the biblical foundation of La Progresiva Presbyterian School since its foundation.

NOTICE OF NON-DISCRIMINATORY POLICY

We believe in the Biblical principles that there is neither Jew nor Greek, slave nor free, male or female, for we are one in Christ. Therefore, our admission policy does not discriminate against anyone for reasons of race, nationality, sex or religion.

BRIEF HISTORY OF LA PROGRESIVA PRESBYTERIAN SCHOOL

La Progresiva Presbyterian School was founded in the city of Cardenas, Cuba on November 11, 1900, by a generous North American missionary, Dr. Robert I. Wharton. The school grew and developed over the years and became one of the most prestigious schools in Cuba. However, when the communists took over Cuba, La Progresiva Presbyterian School became one more victim of the nefarious communist regime. La Progresiva School was intervened in 1961.

Although the communist took over buildings and all the properties of our school, they were not able to extinguish the spirit and the ideals of La Progresiva. Exactly ten years later, in the City of Miami, La Progresiva Presbyterian School emerged again as an answer to the prayers and the effort of The First Spanish Hispanic Presbyterian Church and the Association of Alumni of La Progresiva.

Moreover reverends both past and present have all collaborated with the success of the school. The school has been a result of blessings that our Lord has bestowed on the school.

At the same time, the Lord has given, over the years, many workers who have been good and faithful servants. There has been a common denominator that has united the effort and sacrifice of those who have made the success of La Progresiva Presbyterian School possible. That common denominator is:

“ONCE OF LA PROGRESIVA, ALWAYS OF LA PROGRESIVA”

GOD'S SIMPLE PLAN OF SALVATION

WHO IS GOOD?

“As it is written there is none righteous, no not one.” Romans 3:10

WHO HAS SINNED?

“For all have sinned and come short of the glory of God.” Romans 3:23

GOD'S PAYMENT FOR SIN

“For the wages of sin is death, but the gift of God is eternal life through Jesus Christ our Lord.” Romans 6:23

JESUS PAID THE PENALTY FOR YOUR SINS

“Christ died for our sins . . . He was buried . . . and He rose again on the third day according to the scriptures.”

1 Corinthians 15:3-4

JESUS WANTS TO BE YOUR SAVIOR

“Jesus said, I am the way, the truth, and the life; no man cometh to the father, but by me.” John 14:6

SALVATION IS A FREE GIFT

“For by grace are ye saved through faith; and that not of yourselves: it is a gift of God: not of works, lest any man should boast.” John 1:12

YOU HAVE EVERYTHING TO GAIN

“For what shall it profit a man if he shall gain the whole world and lose his own soul? Or what shall a man give in exchange for his soul?” Mark 8:36:37

Why not pray and receive Jesus as your Savior right now? Pray a prayer something like this: “Lord Jesus I am a sinner. Please forgive me of my sins. I accept Jesus’ death on the cross as the only payment for sin. I believe Jesus was buried and rose from the dead and is alive I heaven today. Come into my life and save me now. Thank you for giving me eternal life. Amen.”

STATEMENT OF FAITH

It is to be noted that no grouping of words can fully express all that he might be said as to our convictions and doctrinal position. However, as a general and comprehensive combination of the principle factors for which LPS stands, the following expresses our STATEMENT OF FAITH.

1. **THE TRINITY:** *We believe in one God, existing in a Trinity of persons: Father, Son, and Holy Spirit (John 15:26), who are co-eternal and of equal dignity and power (Matthew 3:16-17). There is by one only living and true God, who is infinite in being and perfection, a most pure spirit, invisible, without body, parts or passion. Immutable, immense, eternal, incomprehensible, almighty, most wise, most holy, most free, most absolute, working all things according to the counsel of his own immutable and most righteous will. For his glory, most loving, gracious, merciful, longsuffering, and abundant in goodness and truth. Forgiving iniquity, transgression, and sin. The rewarded of them that diligently seek him and with all most just and terrible in his judgments, hating all sin, and who will by no means clear the guilt.*
2. **THE BIBLE:** *We believe that the Bible is the Word of God, verbally inspired and without error as originally written, and that is the only infallible rule of faith and practice for the Christian (II Timothy 3:16, Peter 1:21) Under the name of the Holy Scripture, or the word God written, are now contained all the books of the Old and New Testaments.*
3. **THE PLAN OF SALVATION:** *We believe Jesus Christ, conceived of the Holy Spirit (Matthew 1:20), born of the Virgin Mary (Luke 1:35). Whose death on the cross for the redemption of sinners provided a sufficient and complete explanation for their guilt (Ephesians 1:7) and who rose again for our justification (Romans 4:25), ascended to heaven and is now seated at the right hand of the Father, interceding for all those who come unto God by Him (Hebrews 7:25).*
4. **THE CHURCH:** *We believe that the church, which is the body of Christ (Ephesians 1:23) is formed by the work of the Holy Spirit in all those who trust Christ as their Savior (Ephesians 2:22; I Corinthians 12:13). The great ends of the church are the proclamations of the gospel for the salvation of human kind: the shelter, nurture, and spiritual fellowship, of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.*
5. **THE CHRISTIAN MINISTRY:** *In view of Christ's last command (Matthew 28:19-20) and recognizing the lost condition of all those who fail to accept the Gospel message (John 3:18,36) we believe in the urgency of every Christian responding to the Great Commission of Christ. "For God so loved the world that he gave his only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life."*
6. **WE AFFIRM:** *God alone is Lord of the conscience, and hath left it free from the doctrines and commandments of men, which are in anything contrary to his word or beside it in matters of faith or worship. So that to believe such doctrines or to obey such commandments out of conscience, is to betray true liberty of conscience, and the requiring an implicit faith and an absolute and blind obedience, is to destroy liberty of conscience, and reason also.*

GOALS OF LA PROGRESIVA PRESBYTERIAN SCHOOL

We believe that we must teach students in today's complex, humanistic and materialistic societal matrixes:

1. That the Bible is the inerrant Word of God, and the only reliable guide for living.
2. That Jesus Christ is the only hope of salvation, and that each person must be born again by the Spirit of God to enter into fellowship with God.
3. That truth is taught in all areas of the curriculum must be based on Biblical truth to achieve true understanding and wisdom.
4. To think clearly, analytically, logically, and critically.
5. To express himself orally and in writing in an accurate and clear manner.
6. To exhibit Christian graces such as honesty, kindness, and courtesy toward others.
7. To fulfill personal responsibilities.
8. To develop understanding of and readiness to assume the responsibilities of productive citizenship.
9. To recognize the particular abilities and limitations that are God-given, and to come to appropriate life-orienting decisions concerning education and vocation.
10. To exercise constructive leadership.
11. To appreciate the fine arts, learn to express his own creative skills.
12. To exercise discernment and discretion in wholesome physical and mental recreation.
13. To develop a lifelong love of learning.
14. To value intangible ideals such as loyalty, truthfulness, submissiveness to authority and purity, that are lightly valued in a secular world.
15. To recognize the personal imperative of evangelism and missions worldwide.
16. To appreciate our American heritage, and attain awareness of the problems that face our nation today.
17. To realize the responsibility that the Christian has to share the Gospel with the world around him.

GENERAL INFORMATION

WELCOME TO LA PROGRESIVA PRESBYTERIAN SCHOOL. We have prepared this handbook with you, the student and parents, in mind. We want you to know that La Progresiva Presbyterian School is unique. We stand for all the “old fashioned” virtues that really satisfy and that lead to a life of love, joy, peace, and productivity.

We believe in a high standard of education, in qualified, certified teachers, in a curriculum that fits the needs of the day, all of this based on the eternal truths of God’s Word, the Bible. The Bible states that the fear of the Lord is the beginning of wisdom. Knowledge, then, must begin with the Lord. That is where we begin, continue, and end, with the truths of God.

The educational program of La Progresiva Presbyterian School seeks to relate all learning to God from whom it came. One well-known educator has written, “Deprive education of its vertical relation to God, and you rob it of its basic educative character. The soul of education is the education of the soul. But what must we say of an education that denies the very existence of the soul?”

Our students are taught first the importance of faith in Christ as the only way to salvation (Ephesians 2:8, 9) Secondly, they are taught the Christian truths of God’s Word that they might grow to become mature young men and women, spiritually mentally, and physically. To this worthy goal the administration, faculty, and staff sincerely dedicate their lives.

La Progresiva Presbyterian School admits students of any race, color, national, or ethnic origin, to all rights, privileges, programs and activities which are available to students at the school. La Progresiva Presbyterian School will not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational and admission policies, nor in our financial aid, and other programs.

SCHOOL DAY HOURS

<i>Program</i>	<i>Full day</i>	<i>Half Day</i>
Pre-School	8:00 – 3:00	8:00 – 12:30
Grades K – 10 th	8:00 – 3:00	
JUNIORS (11 th Grade)	8:00 – 2:15	
SENIORS (12 th Grade)	8:00 – 12:45	
After School Care (PreK3-8 th Grade)	3:00 – 6:00	

SCHOOL OFFICE HOURS

The school office hours are daily from 7:00 am to 5:00 pm, except on holidays and scheduled half days. The office is open throughout the summer, but will close daily at 2:00 pm.

LUNCH PROGRAM

All students will eat lunch on campus. Students from other schools are not permitted to visit during lunch time. Students may bring their lunches with them in the morning or purchase hot lunches from the school cafeteria. Parents, friends or relatives may not bring lunch during the students lunch time.

COMMUNICATIONS AND CONFERENCES

Proper communication is essential in the operation of a school. Your cooperation concerning the signing and returning of important notices and school papers will be greatly appreciated. In the elementary, many times, teachers will attach these notices to the child's homework/communication folder. If you have any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school immediately.

It is important for the student to know both parents and teachers are working harmoniously for his/her welfare. Open, unwarranted criticism of school practices (or those in authority), often reap tragic results in our children. When there is a misunderstanding, the parent should take it immediately to the teacher. Often a note can clear up the difficulty. If the problem remains, a three-way conference will be arranged by the principal with the parent, the teacher and the principal. Appointments with teachers should be requested at least one day in advance. Many times, teachers have commitments they must keep following their school day. Please call the school and leave a message requesting the teacher call you concerning scheduling an appointment.

GUIDANCE DEPARTMENT

The guidance department is staffed by a qualified counselor who assists our students in a variety of ways. She is available for grief and emotional needs. The guidance department works with students of all ages in dealing with social, career and academic issues. The college guidance program provides complete information and assistance in college entrance, scholarships and selection.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that the buildings be cleared promptly by the prescribed route when the signal is given. Students are not permitted to talk during the fire drill and are to remain outside the building until the all clear signal is given to resume classes.

When a fire drill signal is given, all class activities must cease. Students are to follow their teacher's directions and exit in accordance with the instruction posted for each classroom. It is important that the following rules be followed:

1. Walk quickly. Do not run or push.
2. Do not talk either in or out of the building.
3. Each classroom is to exit single file.
4. Listen for the teacher's directions.
5. Do not play in or out of the building.

LOCK DOWN PROCEDURES

When potentially hazardous conditions exist in the vicinity of the school or on the school property, consideration will be given as the best means of protecting students. One of the considerations will be to secure the entire campus, and all students, by a lock down procedure. The following is a description of the two types of lock down procedures which could be used.

Code Blue - this procedure will be implemented when it becomes necessary to keep all students in an indoor room until the potential danger has passed. This procedure would be implemented in case of situations which might occur off campus that have a potential impact on the school. It might also be implemented in case of threatening weather situations.

Code Red - This procedure will be implemented when it becomes necessary to keep all students locked in an indoor room until the danger has passed. This procedure would be implemented in case of situations which occur on campus that pose an immediate threat to the school. This is a real and dangerous situation and must be acted on accordingly.

STUDENT INSURANCE

All students who attend La Progresiva School are covered under a school secondary injury insurance policy. This coverage applies to any school activity on the school property, field trips or athletic activity sponsored by the school. The school's insurance covers only the portion of the medical bill not covered by the students' primary policy and only partially covers uninsured students' medical bills. The administration strongly suggests that athletes have a primary insurance coverage.

LOST AND FOUND

A lost and found area is located in the 1st floor office. Items will be kept until the end of each quarter. At the end of each quarter those items not claimed will be given to a needy organization.

LIBRARY

The main school library is located on the second floor in front of the Administration offices. Students and parents are encouraged to make use of the many books available. The library opens at 8:00 a.m and closes at 4:00 p.m on Monday - Friday. Overdue books are charged a .25 cent fine until returned. Lost books will be assessed a flat fee of \$10.00.

CLASSROOM VISITATION/DROPPING OFF ITEMS

It is important to maintain a formal atmosphere concerning visitation procedures. When visiting a classroom for any reason, please come to the office first. Do not go directly to the classroom. Lunches, homework, books, etc., may be left in the office for your child to pick up. However, classes will not be interrupted in order to inform your child the item has arrived. If your child calls and requests something be brought, he or she needs to check later in the day with the office personnel to see if it has arrived or wait for the object to be delivered.

VISITORS ON CAMPUS

Anyone who is on campus during school hours must go to the office before entering a classroom or seeing a student. Visitors will be issued a pass. Student visitors will not be permitted on campus or in classes.

FLOWERS, BALLOONS, ETC.

Any flowers, balloons, etc., brought or delivered to the school, must remain in the office until the end of the school day. These items will not be allowed in the classrooms during the day.

CHANGE OF ADDRESS

If you have a change of address, home telephone, cellular telephone or business telephone number, please inform the office immediately. This is vital should an emergency occur and you need to be contacted.

TELEPHONES

Between the hours of 7:00 a.m. and 4:30 p.m., telephone calls may be made to the school. The telephone number is 305-642-8600. The office is not open on Saturdays, Sundays, or holidays. Students will be called to the telephone only in extreme emergencies, and only messages of extreme emergencies will be delivered to the students.

CELLULAR TELEPHONES

Students are not permitted to use cell phones while in the classroom or during the school day. Cell phones will be confiscated. Confiscated phones will only be returned to the parents at their request. Picture or video phones are not permitted on campus. Students taking pictures and video recording while in class or on school premises may be suspended or expelled.

E-MAIL

Parents will have access to their child's records online through our School Website Program to promote student accountability. Each parent will be assigned a username and password to access their child's records for the 2010-2011 school year. If you wish to reach the school or have any questions please contact us at WWW.LAPROGRESIVASCHOOL.ORG.

FIELD TRIPS

School field trips are organized by the classroom teacher with permission from the principal. All students must have a signed permission form from their parents in order to participate in the field trip. Parents are welcome on school field trips, however, space on the school vehicles is limited, and they may have to provide their own transportation. Additionally, some entrances allow a limited number of chaperones.

SCHOOL CLOSURE

In rare instances, the school may close due to an emergency situation (hurricane warning, etc.). Announcements regarding school closure will be placed on the school's voice mail system and the local television stations. Furthermore, La Progresiva Presbyterian School follows Miami-Dade County Public School ordinances when pertaining to in climate weather conditions. Should an emergency require early dismissal from school, the usual dismissal procedures will be followed. All students who remain after the early dismissal will be under supervision in the school cafeteria until they are picked up by their parents or authorized person.

TRANSPORTATION TO ATHLETIC AND OTHER SCHOOL EVENTS

Occasionally, students participate in off-campus activities. The director of the event will inform students and parents of the type of transportation to be used. If the school provides a bus or van transportation, **all** students must ride on the bus or van, both to and from the event. The **only** exception to this is for the student to be taken or picked up by their own parent, or for the parent to provide, in advance, a written note for their child to ride with another parent. If transportation is not provided by the school, the parent will be responsible to make arrangements for their child.

ADMISSIONS AND WITHDRAWALS

ADMISSION PROCEDURES

A student is admitted to La Progresiva Presbyterian School on the basis of a placement test (2nd through 12th grades), previous school records, personal and school references (grades 6-12), and an interview. Kindergarten students and first grade students are admitted on the basis of an interview. All incoming students must submit a certified birth certificate, Social Security Card, a physical form and a certificate of immunization before starting school. Students may not enter the classroom without the proper forms on file in the school office. The certificate of immunization forms may be obtained from your private physician or the Dade County Health Department. All students entering La Progresiva Presbyterian School (except K3-1st grade) must take an entrance exam and score in the average or above average range in both reading and math.

At the time of the entrance exam, the information listed below must be submitted:

- Application form completed and signed by parents and student.
- Copy of the most recent report card.
- Signed statement of cooperation.
- Signed improvement fee form
- Three completed reference forms. (6-12 grades)
- Student questionnaire. (6-12 grades)
- \$75 testing fee.

At the time of the interview, the information listed below must be submitted:

- Certified copy of child's birth certificate.
- Social Security Card.
- Proper HRS forms.
- Required fees.

Students in grades 2nd - 12th MUST be present at interview.

Admission will be determined on the basis of information provided and availability of classroom space. Should a student qualify for admission in a class with no openings, the student's name will be placed on a waiting list. As openings occur, these students will be contacted in the order in which they appear on the list.

REGISTRATION

Once all of the required information is on file in the school office and the interview completed, the required fees must be paid to complete the registration process.

WITHDRAWAL - DISMISSAL

Withdrawals from school must be made through the school administration office. A form must be signed by the head of the household or legal guardian. School records and report cards will not be given to families whose financial account is past due. All accounts must be up to date for records to be released. Students must turn in all textbooks, team uniforms, library books, etc. on his/her last day of school.

After careful consideration, a student may be recommended for withdrawal when he or she is found out of harmony with the regulations and policies of the school.

FINANCES

PAYMENTS

Tuition may be paid in full, in advance or in 10 monthly payments. For those families paying their tuition in full, there is a discount. Students who attend a portion of a month will be held financially responsible for the entire month. *Families who withdraw or who are dismissed will not receive a refund. The registration fee is payable once a year.*

Report cards will not be issued when accounts are overdue. A \$30 late charge will be added to all bills, which are not paid by the 5th of the month. There is a bank charge for returned checks (whatever the current rate is), and your account will be placed on a cash only basis if a second check is returned. Students whose accounts are 30 days past due will not receive report cards or school records until the account is clear. If an account becomes 30 days past due the student(s) will **AUTOMATICALLY BE WITHDRAWN** from school and will not be permitted to enter class.

REQUEST FOR TRANSCRIPTS

During a student's senior year, they may request several high school transcripts to be mailed to colleges or universities. There is a \$5 charge per college or university. Students need to complete a form in the front office which includes the college or university address and attach payment in order for the request to be processed. At the end of the school year, the graduating senior needs to inform the record's secretary which college or university needs their final transcript. There is no additional charge for this transcript. Final transcripts will not be issued to any senior who has not fully satisfied all academic and financial obligations.

ATTENDANCE

Attendance Policy

Effective July, 1997, an amendment to FS 232.09 requires continually sick students repeatedly absent to be under the care of a physician for excused absences. Students reaching FIVE absences/tardies in a semester course and/or TEN absences/tardies in an annual course due to illness are required to have an explanation of the resulting absence/tardiness on file at the school. Schools must determine if the absence or tardiness is excused or unexcused.

Student class attendance and academic performance are mutually integrated. In an effort to provide a positive educational program, La Progresiva Presbyterian School has implemented the following attendance/tardy procedure:

Absences

Students who are absent must bring a note within 72 hours when they return from their absence(s). The note is to be presented to the school's office, administration will determine the absence to be excused or unexcused, issuing an admit. The admit is to be presented to all of the teachers. Students should keep the admit for future reference.

However, students exceeding TEN absences in a school year will be reviewed by the School Board of Trustees and may face MANDATORY Summer School to recuperate the absences.

Attendance Policy – Board Rule 6Gx13- 5A-1.041

Student attendance is a means of improving student performance and critical in raising student achievement.

Together, the staff of La Progresiva Presbyterian School, students, parents and the community must make every

effort to lessen the loss of instructional time to students. In order to accomplish this goal, Florida approved a new Student Attendance Board Rule, which is stated below.

The Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of two school administrators or an administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the School Board of Trustees.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal. However, medical appointments should be scheduled after the school day has been completed.
3. Death in the family.
4. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee: Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

SCHOOL HEALTH POLICY

Students attending La Progresiva Presbyterian School must meet all the State of Florida immunization requirements in order to attend class.

Athletes are required to have a physical each year in order to participate in the interscholastic sports program. This is a State regulation. Athletes are required to be in attendance the full day of school in order to participate in an athletic event on that day.

A well-equipped clinic located on the campus is maintained for the use of all students during school hours under the supervision of the offices. Care is administered for minor injuries. First aid will be administered; however, no medical treatment or medication will be given without a physician's consent. If a student is unable to return to class, parents will be contacted and arrangements made for him/her to go home. Students with any type of infectious illness or condition such as childhood communicable diseases, infections of the skin or eyes, head lice, etc. must receive proper treatment from a physician before returning to class. In case of surgery, fractures, or prolonged illness, a note from the physician should be presented to the school regarding any limitation of activities or special services required.

Some students have medical conditions such as diabetes, asthma, allergies, etc., which might necessitate special attention during school hours. It is essential that this information be kept on file at the school.

COMMUNICABLE DISEASES

La Progresiva Presbyterian School wants to maintain a healthy school environment by making controls designed to prevent the spread of communicable diseases. The term "communicable disease" will mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, or infected person, or animal to other persons.

A teacher or administrator who reasonably suspects that a student or employee has a communicable disease will immediately notify the school offices. Any student or employee with a communicable disease for which immunization is required by law or is available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, La Progresiva Presbyterian School may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. La Progresiva Presbyterian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

ACADEMICS

GRADUATION REQUIREMENTS: La Progresiva Presbyterian School requires 26 annual credits for graduation. These are earned in grades 9th -12th grade.

Bible	4 annual credits
English	4 annual credits
Social Studies	4 annual credits
Science	4 annual credits
Math	4 annual credits
Personal Fitness	.5 Credit
Health-Life Management Skills	.5 Credit
Physical Education	1 credit
Electives	4 annual credits

One year of Bible is required for each year a student attends La Progresiva Presbyterian School. A student, who fails Bible, may not be accepted as a student at La Progresiva Presbyterian School the following year.

World History is required in 9th grade, World Geography is required in 10th grade, American History is required in 11th grade and Government/Economics is required in 12th grade.

Physical Science is required in 9th grade, Biology is required in 10th grade, Chemistry is required in 11th and Physics for 12th grade.

Algebra I is required in the 9th grade, Geometry is required in the 10th grade, Algebra II is required in the 11th grade and a math elective is required in the 12th grade.

Physical Education credits may be earned by participation in two seasons of a JV or varsity sport during the 10th – 12th grades.

Twelfth grade students planning to graduate from La Progresiva Presbyterian School must take at least one college board exam and have the scores on file in the school office. Graduates are also required to attend graduation.

GRADE Average	Letter	GPA POINTS
100-98	A+	4.30
97-93	A	4.15
92-90	A-	4.0
89-87	B+	3.30
86-83	B	3.15
82-80	B-	3.00
79-77	C+	2.30
76-73	C	2.15
72-70	C-	2.00
69-67	D+	1.30
66-64	D	1.15
62-60	D-	1.00
59-0	F	0

ACADEMIC PROBATION and ELIGIBILITY

Students receiving more than one failing grade or having less than a 2.0 average will be placed on academic probation. A student will be removed from probation after the next grading period if there is no more than one failing grade and the grade point average is above 2.0.

Academic probation includes the following:

1. Loss of the privilege to participate in athletics and cheerleading.
2. Loss of the privilege to be excused from any class period, except as the principal directs.
3. Students who remain on academic probation for two consecutive grading periods will be liable for dismissal.

Students that fail the school year will not be allowed to re-enroll at La Progresiva Presbyterian School.

Athletes who receive two detentions in one week (or who are suspended) will become ineligible for the next game after the detention/suspension.

COMMUNITY SERVICE

Program students need to accumulate 75 hours of community service between their 9th and 12th grades of school in order to graduate. Students acquiring 200 community service hours will receive a silver cord during graduation.

PROMOTION POLICIES

Kindergarten through 5th grade

Students will be promoted upon completion of the prescribed course of study and subjective evaluation by the classroom teacher and principal.

6th, 7th and 8th grades

Students must pass all core subjects consisting of English, math, science and social studies. A student who fails one subject will not be promoted. A student who does not maintain a 65 average in a subject will be required to attend summer school for that subject.

9th through 12th grade

A student will be considered a 10th grade student when six high school credits have been earned including English I.

A student will be considered an 11th grade student when twelve high school credits have been earned including English II.

A student will be considered a 12th grade student when eighteen high school credits have been earned including English III.

SUMMER SCHOOL

1st – 5th grades- Summer school may be required for promotion or for strengthening in math and language skills.

6th - 8th grades- Summer school will be required for any failed core courses (math, English, science or social studies) in order to be promoted to the next grade.

9th through 12th grade - Students may receive permission for summer school work at a public school or an approved private school. Failure to make up failed courses may delay graduation.

Students will only be allowed to make- up two core courses at the school. If the student fails more than two courses he/she will not be allowed to return to the school.

ACHIEVEMENT TESTS

Each spring, standardized achievement tests are given to students in the five-year-old kindergarten through the eleventh grade. The testing for the middle and senior high school is done during a three day period. The elementary test is given throughout the week, a small section of the test at a time. The results of this test are given to parents with the final report card for the year. A student who fails to maintain entry level requirements on the *S.A.T.* may not be allowed to continue at La Progresiva Presbyterian School.

COLLEGE BOARD ENTRANCE TESTS

All seniors at La Progresiva Presbyterian School are required to take either the *S.A.T.* (Scholastic Aptitude Test) or the *A.C.T.* (American College Testing) at least one time in order to receive their diploma. Students may take these tests during their junior or senior year and the test may be repeated in order to attain a higher score. These tests are given at various locations throughout the city about four times a year, usually on a Saturday morning. Bulletins and registration packets on these tests are available in the school administration office.

The Preliminary Scholastic Aptitude Test (*P.S.A.T.*) is given to all juniors in the fall. This test is given at La Progresiva Presbyterian School during the school day. The results of this test will give a good indication of what performance to expect during the senior year when the student takes the *S.A.T.* or *A.C.T.* for college. This testing is also done to help students qualify to enter competitions for national scholarships and receive financial aid information from colleges.

TEXTBOOKS AND WORKBOOKS

All textbooks and workbooks for pre-school, kindergarten, elementary students, middle school students and high school students are provided to the students in their classrooms.

Curriculum Guides per Grade Level

Kindergarten	A Beka	Grade 7	BJU Press
Grade 1	A Beka	Grade 8	A Beka
Grade 2	A Beka	Grade 9	BJU Press
Grade 3	A Beka	Grade 10	BJU Press
Grade 4	A Beka	Grade 11	BJU Press
Grade 5	A Beka	Grade 12	BJU Press
Grade 6	BJU Press		

All textbooks provided to the student must be kept in pristine condition. Textbooks lost or damaged are the responsibility of the student and will be assessed a \$50.00 fee per book.

BIBLES

Each student must have a copy of the Bible (KJV or NIV) for daily use in the classroom.

MATERIALS AND SUPPLIES

Students must have sufficient supplies at all times. Borrowing of books, paper, pencils, etc. is not permitted in class. Some materials and supplies may be purchased from the school.

HOMEWORK

Homework is an essential part of the school program. Teachers are required to assign homework to facilitate and foster learning. Homework is designated to meet individual pupil needs, is assigned for drill, practice, remedial purposes and special projects. Parents should see that homework is completed.

Failure to complete homework will result in lower grades on the report card. Poorly completed homework will also result in a lower grade.

Elementary and middle school students are to record their homework assignments in a notebook or assignment pad. These may be purchased from the school. Parents should check the assignments each evening.

TRUANCY

Truancy is absence from school, class or a school activity, or leaving the schools grounds without the parent's previous written permission and the permission of the school Administration Office. TRUANCY is a major offense that may result in probation and/ or suspension or expulsion.

MAKE- UP WORK

Students who are absent must check with all their classroom teachers immediately upon returning to school in order to obtain all their missed assignments. Students will have one day to make up assignments for each day absent unless given special permission by the individual teacher. A student must be absent for two days before a test is given in order to be excused from that test. If excused, the test must be taken within two days. If the student is absent only one day prior to the test, the student must take the test the day he returns.

Teachers will not assign “extra credit” work in order to give a student a passing grade. The exception to this would be work missed due to an extended illness or other excused absence.

REPORT CARDS

In an effort to effectively communicate the progress or lack of progress being made by our students, a report card is issued at the end of each grading period. Ability, achievement, and attitude are all reflected in the individual grades. A parent’s consistent attitude concerning the importance of achieving the maximum in each area will be most beneficial to their child’s academic development.

Report cards for grades Kinder - 12 are available at the end of each quarter. The student’s financial account must be current in order to receive the report card. Report cards are available the end of a grading period (please refer to your school calendar.)

PROGRESS REPORTS

Midway through the quarter Progress Reports will be issued for students Kinder – 12. These reports will be similar to the report card, but are unofficial records and will be accompanied by teacher comments and explanation of grades. Progress reports dates are noted on the school calendar.

HONOR ROLLS

The honor rolls will be published at the end of each grading period. La Progresiva Presbyterian School has two honor rolls for elementary, middle and high school students.

To be eligible for the Principal’s Honor Roll, a student must earn A’s in every subject.

To be eligible for the A/B Honor Roll a student must earn A(s) and B(s) (no D’s or F’s). Conduct and effort must be satisfactory or above average.

To qualify for a yearly award the student must meet the above requirements for each of the grading periods. In addition, special awards are given at the end of the year by individual teachers in recognition of outstanding achievement.

CHARACTER EDUCATION – Student of the Month

The Character Education Student of the Month Program for students Kindergarten through 12th grade is implemented to select a student exhibiting the character trait of the month. The teacher will nominate a student from the class to receive this special certificate for exhibiting the character traits.

FUNnel READING PROGRAM

Students will be required to read 30 minutes daily. The student per grade level (Kinder – 6th) with the most reading minutes will win a special prize. Also, the class with the highest reading minute average will win a pizza party at the end of the school year. Students in grades 7th -12th are also required to fulfill their daily reading. *Reading is important to your child's overall academic development!!!*

HELP CLASSES

Elementary and middle school teachers may announce help classes for their students at their discretion. *9th - 12th grade teachers* will announce help classes upon need and at their discretion.

PHYSICAL EDUCATION

All middle and high school students will need to wear the physical education uniforms and gym shoes specified by the athletic department. Students may not lend uniforms to another student for physical education or after-school activities.

ACTIVITIES AND PROGRAMS

EXTENDED SCHOOL DAY (K3 – 8th GRADE)

For the convenience of working parents who wish to have their three, and four-year-old students remain at school after their school day, a supervised extended school day is offered until 6:00 p.m. Elementary school students (K3 - 8th grade) may also be included in this program from 3:00 p.m until 6:00 p.m. An additional fee is charged and is to be paid in advance with the regular school tuition. Please refer to the Tuition Rates and Fees Schedule (in the Admissions packet) for the cost of the program. Elementary students are not permitted on the school property unsupervised. If you do not pick your child up at the proper time, the child will be taken to the extended care program and you will be charged.

The after school care program is open some week days when school is not in session. This program is available for students in K-3 through 8th grade from 7:00 a.m to 6:00 p.m. The charge for these days is extra and must be paid advance. The charge after 6:00 p.m is \$1 for each minute (per child) regardless of the reason for parent's tardiness.

CLASS OFFICERS (5th - 12th grades)

Each grade will have class officers; president, secretary and historian.

In order to be nominated for, and to hold a class office, the student must have a good conduct record and have a 3.0 average in academics.

Each grade will nominate at least two students for each class office. The school administration must approve all nominees before they run for office. The class will then vote on nominees.

The function of the class officers and the student council will be to promote class pride, school spirit, and to organize service programs to improve the general welfare of the school.

The class sponsors will be assigned and directed by the School Principal.

PROJECTS AND ACTIVITIES

Parents are encouraged to participate in special projects. Some of our yearly activities include: homecoming basketball game, Thanksgiving Lunch, Christmas programs, school fair and the athletic award banquets.

Athletic events are an enriching experience, and we encourage all our students, even those in the elementary, to attend as many athletic events as possible. Parental assistance is requested during these events.

Parents and students are responsible for maintaining a positive Christian testimony at all school functions.

FUND RAISING

La Progresiva Presbyterian School does not sponsor any school wide fund raising projects such as selling of candy, etc. These fund-raising activities are limited to specific groups within the school. The sponsor of these groups must first obtain permission from the administration before conducting a specific fund-raising event.

EXTRACURRICULAR INTERSCHOLASTIC SPORTS

Boys Basketball
Girls Basketball
Middle School Boys Baseball

Annual physicals are required to participate in the above sports programs. These physical forms are available from the school office.

STUDENT CONDUCT

La Progresiva Presbyterian School expects each student to be obedient to God in his daily conduct. The Bible emphasizes the importance of our testimony to those around us. Scripture also teaches us that proper discipline is needed to correct those things in our lives which are wrong.

The following offenses and discipline will be strictly enforced.

1. WARNINGS WILL BE GIVEN FOR:
 - a. Inattention in class
 - b. Any minor offenses at the school's discretion
2. Detentions are assigned for any offense written up by the teacher. These include excessive talking in class, passing notes and any other offense at the teacher's discretion.
3. *SATURDAY DETENTION* - Students who accumulate 2 or more detentions during a week will receive a Saturday detention. A Saturday detention can also be assigned for chapel misbehavior, chewing gum, eating in class or out of the designated area. Five detentions offenses, including cursing, disrespect, vandalism, fighting, skipping, stealing, using a cell phone during the school day, visiting cars during school hours, disregard for school appearance requirements, eating or drinking in other than the assigned

areas, or any other violation designated by the administration will result in a suspension. Any student who fails to show for detention on Saturday will not be permitted to return to class until his/her parents have met with the school administrators.

4. **BEHAVIORAL PROBATION** - Students who receive 8 detentions during a nine-week period will be placed on behavioral probation. Behavioral probation prevents a student from participating in sports, field trips or other type of trips taken by the school. If a student remains on behavioral probation for two consecutive quarters, the student will be liable for dismissal.
5. **SUSPENSION**- Suspension from school is imposed when other means of corrections fail to bring about proper change in attitude or action on the part of the student. A suspended student may not appear on school property or at any school sponsored activity on or away from school grounds. Parents/Guardians will have complete custody and jurisdiction of their son/daughter during a home suspension. Suspensions count as unexcused days absent. A student may also be suspended for any repeated offense. Other suspension offenses include haircut and dress violations, vandalism, or any violation deemed necessary by the deans or other administrators. Students who commit a major violation may be subject to immediate suspension or expulsion.
6. **EXPULSION** - A student is subject to expulsion from the school when he/she has shown a disregard for the rights and property of others, when a serious offense has been committed, or when a student on disciplinary probation fails to show satisfactory improvement. Students asked to withdraw from school cannot attend any school functions on or off campus. A student is liable for expulsion when verbal or physical threats, written or oral, against a student or faculty member will be grounds for dismissal. Vandalism, possession of a firearm, a student participates in the use, possession, sale, or exchanged of controlled substances (drugs) or alcoholic beverages, the student has committed an obscene act or engaged in habitual profanity or vulgarity, the student has engaged in repeated disregard or willful disobedience of school regulations or been involved in any gang related problem, graffiti, violence or any other act that shows police involvement. A student is also liable for expulsion if he/she has body piercing, and tattoos. A student is also liable for expulsion if he/she has body piercing, and tattoos. ***All of these offenses and any other deemed by the administrator make a student liable for immediate expulsion.***

OFF CAMPUS CONDUCT

La Progresiva Presbyterian School students are expected to maintain Christian conduct off campus as well as on campus. Attendance and/or participating in an event in which alcohol and/or drug activity occurs may lead to dismissal from school.

CONDUCT IN ASSEMBLIES/CHAPEL

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, and talking during a program.

PROPER ATTITUDE

All students, at all levels, are expected to practice and manifest a wholesome, positive attitude, one which shows Christian love and consideration for fellow students. "Let your moderation be known to all mankind."

RELATIONSHIPS

La Progresiva Presbyterian School is a co-ed institution and realizes the importance of developing wholesome relationships. We feel that Scripture is very clear in this matter and stand on God's Word for our guidelines. Students are not to have any physical contact such as holding hands, arms around one another, or kissing. We will teach our students the importance of dating standards and marriage using the Bible as our guideline. Violations will result in detentions.

SEARCH AND SEIZURE

School administrators may search a student's locker, car, or personal belongings if there is reason to believe that contraband, illegal substances or objects, or stolen property is being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

CHEATING

Blatant Cheating - This includes a cheat sheet, copying a student's test, etc.

Penalty:

1st offense - office referral, 1 day suspension and zero on the test, report or assignment,
(*Suspension means a zero is added to each class for that day's suspension*)

2nd offense - office referral, 3 days suspension and zero on test, report or assignment.

3rd offense - 5 days suspension and zero on test, report, or assignment and/or dismissal.

Suspicious Behavior - That is talking during a test, quiz, suspected copying of a test.

Penalty:

1st offense - verbal warning, office referral and lunch detention.

2nd offense - office referral, Saturday detention and a grade reduction may result at the teacher's discretion.

3rd offense - office referral, a possible suspension and a grade reduction at the teacher's discretion.

UNAUTHORIZED PROPERTY

All unauthorized materials such as electronic devices, knives, or any inappropriate magazines or pictures will be confiscated and placed in the administration office until the end of the year or until the student's parent picks up the item. Any type of weapon is strictly prohibited.

Items may not be brought to school for the purpose of selling nor may any student solicit, or sponsor, or buy for any group or organization without written permission from the principal.

DRESS CODE

It is not the intent of the administration to make hair and dress codes an issue of constant concern. These codes become an issue only when the home is lax in its responsibilities. Our intention is to have a Godly, Christ honoring school whose students reflect Christian character and decency by the way they look and act. We ask that each parent help us to see that their child's are dressed properly each day and meet the hair code.

We believe that the Bible teaches us that a Christian's appearance should reflect the fact that Jesus Christ lives within him. It is for this reason that La Progresiva Presbyterian School has a dress code.

All students who attend La Progresiva School must follow the dress policy listed. All uniforms must be purchased from **Carily Uniform, Inc.** to be accepted. La Progresiva Presbyterian School logo must appear on all clothing as specified by the school. The styles are as specified with a choice of colors as listed in the store and below. Students will not be able to attend class unless they are dressed according to the dress code.

Uniforms are purchased at **Carily Uniform**, 1968 N.W. 7th Street 305-643-6000.

BOYS ELEMENTARY PK – 5th

Black leather shoes with laces or complete black sneaker without markings

White socks

Beige pants

White polo knit shirt with the school name monogrammed

Black belt

Shorts and t-shirts for physical education. The P.E. attire can be purchased at the school's office.

Sneakers for P.E.

GIRLS ELEMENTARY PK – 5th

Black leather shoes with laces or complete black sneaker.

White socks

Beige skirt with jumper on the upper part

White polo with school name monogrammed

Shorts and t-shirts can be purchased at the school's office.

Sneakers for P.E.

BOYS MIDDLE/HIGH SCHOOL 6th – 12th

Black leather shoes with laces, penny loafers or a complete black sneaker with no colored markings.

White socks

Beige Pants (*these pants may not be cargo pants or have multiple pockets*)

Black belt

Green or Yellow knit polo shirt with school name monogrammed

Shorts and t-shirts for physical education may be purchased at the school's office (6th – 10th)

Sneakers for P.E.

GIRLS HIGH SCHOOL 6th – 12th

Black leather shoes with laces, penny loafers, or a complete black sneaker with no colored markings

White socks

Beige skirt or beige pants (*these pants may not be cargo pants or have multiple pockets*)

Green or yellow knit polo shirt with school name monogrammed on it.
Shorts and t-shirts for physical education may be purchased at the school's office (6th -10th)

COLD WEATHER DRESS FOR ALL STUDENTS

Pre-kindergarten -12th grade may purchase uniform sweaters from Carily Uniforms.
Sweaters must be monogrammed with the school name. (white, green, or yellow with logo)
Tights (opaque) white or green may be worn under jumpers.

PHYSICAL EDUCATION Kinder – 10th

Students may wear a white T-shirt under their uniform shirt with no writing or a La Progresiva Presbyterian School Physical Education T-shirt. Girls may wear shorts under their uniform jumpers. Shorts should not show under a girl's jumper. All Physical Education uniforms may be purchased at the school's office.

TEAM DRESS OR GAME DAY

Students may wear their team jersey or collared shirt along with their uniform slacks or pants. They may also wear a dress shirt and tie. No other team dress will be permitted without administrative approval.

DRESS PROCEDURES FOR NON-UNIFORM DAYS

Girls: May wear slacks, jeans, capris (no shorts)
T-shirts and sweatshirts are also acceptable
Girls may not wear tops that show their midriff or have spaghetti straps.

No sandals, closed shoes and socks are required always

Boys: May wear jeans, modest length shorts (no short shorts).
Students may also wear T-shirts and sweatshirts on non-uniforms day as well.
No sandals – closed shoes and socks are required always

DRESS CODE VIOLATIONS

Students will be permitted to attend class only if they are dressed in a complete La Progresiva Presbyterian School uniform. Any student who comes to school without a complete uniform will be required to call their parents to bring proper clothing and will not be permitted in class until properly attired.

Complete uniform includes:

1. Uniform shirt or blouse
2. Uniform pants, skirt, or jumper (elementary only)
3. Proper shoes, socks, or stockings
4. Belt for pants
5. Shirts and blouses tucked in

Daily Violations:

Students will receive detentions and/or a Saturday detention for recurring dress code violations.

Students violating the hair code may be asked not to return to class until meeting the hair code. Repeated violations may result in suspension.

Skirts may be 6" from the floor when kneeling. **GIRLS WITH SKIRTS TOO SHORT WILL NOT BE ALLOWED IN CLASS.**

Repeat dress code violations will result in suspension.

Other Dress Requirements (all students)

The following is non-acceptable dress

1. Caps or hats
2. More than one piece of neckwear (gold chains. etc.)
3. Any jewelry associated with rock music, the drug culture, or playboy philosophy.

Hair: Mohawks, cornrows, multi- hair colors, braids or extreme hairstyles or hair colors are not permitted. No excessive use of gel or “spiked” hair is permitted. Boys must be clean-shaven. No facial hair is permitted, except for mustache. Sideburns must be trimmed and neat and may not be below mid-ear. The school may send the student home until problems with grooming and/or dress are corrected. Properly groomed hair is required at all times.

Jewelry: The school is not responsible for the loss of jewelry. Only one pair of earrings may be worn by the girls at the earlobe. Large dangling, large hoop earrings, multiple bracelets and/or multiple earrings are not permitted. Male students may not pierce their ears or maintain piercing with any objects. Tongue, eyebrow, facial, and nose piercing are strictly prohibited. Only one necklace may be worn at a time. Necklaces must be worn inside the student’s shirt and may not outwardly visible.

Extracurricular Activities (after school hours)

La Progresiva School P.E. uniforms should be worn for physical education class, athletic team practice and cheerleading practice, unless the coach has approved another outfit.

Pants and modest shorts are permissible at athletic events.

NOTE: We respectfully request that parents dress appropriately when at school or attending school events. We also request that there be no smoking on school property.

FIELD TRIP DRESS

All students will wear La Progresiva Presbyterian School uniforms for all field trips unless otherwise approved by the school administration.

TRANSPORTATION

La Progresiva Presbyterian School does not provide and is not responsible for the transportation of children to and from the school. The school will provide telephone numbers from companies that transport children for the parents who need it. La Progresiva Presbyterian School is not responsible for those students who walk to and from the school. Parents take full responsibility for these students.

High School Dismissal

Students with early dismissal will not be allowed to remain in school after their scheduled time.