

FAMILY HANDBOOK



WELCOME

We are so excited you have chosen to join the Providence Academy family. Providence Academy was founded in 2023 under Providence Center, a ministry of HighPoint Church in Lake Wales, FL. The school began with PreK4 -5th, adding a grade each year until attaining PreK4-12 enrollment. We are a team (Administration, Teachers, Parents, and Students) who work to educate the child in an environment that allows them to navigate the world through a Biblical lens. The school follows the guidelines and bylaws of HighPoint Church.

School Hours

Monday-Friday
7:45 am - 2:45 pm
Drop off starts at 7:15 am
Pick Up by 3:00 pm

After Care

Monday-Friday
Until 5:00 pm
*Additional fee per day

Administration

Dr. Kari Richards - Director
Jordan Barker - Dean of
Students

School Board

Providence Center
&
HighPoint Board of
Servant Leaders

VISION

Providence Academy will provide high-quality education which integrates a biblical worldview into academic, physical, social, and emotional learning. We will disciple the nation one generation of Christian leaders at a time.

MISSION

Providence Academy will partner with parents to equip their children to embrace biblical truth, achieve academic excellence, and become Christ-like leaders who bring the influence of Christ's Kingdom to their homes, churches, and communities.

CORE VALUES

Providence Academy staff adhere to the following statements of philosophy:

- We are in partnership with families to teach Jesus' love to the students while encouraging values and Christian character into their lives.

- We provide resources and opportunities to increase parenting skills and student development
- We provide a safe, nurturing, and loving environment for our students.
- We provide opportunities for students to build confidence and self-worth.
- We provide students with the ability to interact with peers and adults in a positive way.
- We provide students with an age-appropriate curriculum and enriching activities encompassing all student development areas.

Each of our staff members has a personal relationship with Jesus Christ as Lord. They are also active members of a local church.

Our curriculum is taught from a Christian perspective and based upon biblical principles.

TUITION

Once accepted, a non-refundable enrollment deposit will be required to hold your child's place for the upcoming year. It will cover the cost of curriculum and supplies for your child for the year. The annual tuition will be based on the Florida Step Up For Student Scholarship program. The rewarded scholarship for each student will cover the cost of the tuition. Once you have applied and been accepted, submit the Step Up award ID # to the school. If you change which Step Up program you have enrolled in, you are responsible of paying any tuition difference if the latter is less.

Tuition payments for PreK will be paid by check, cash, or online. Payments must be made the Friday prior to the new week. Outstanding payments will result in the child being dismissed from the program.



Providence Academy admits students of any race, color, or national and ethnic origin and affords them all the rights, privileges, programs, and activities generally afforded or made available to students at Providence Academy.

Additionally, PA does not discriminate based on race, color, or national and ethnic origin in the administration of its admission policies, educational policies, scholarships and loan programs, athletic, or other school-administered programs.



Withdrawal From School

Providence Academy secures a student's classroom placement (enrollment) based on an annual enrollment fee and paid tuition. Providence Academy contracts with teachers and incurs annual expenses based on student enrollment commitments. If it becomes necessary to withdraw your child before the end of the school year, a 30-day written notice is required. If the School Office does not receive 30 days' written notice, 30 days will be added to the date of withdrawal as tuition earned by the school. No refund of tuition paid will be given, if withdrawing on or after March 1, of any given school year. With or without notice of withdrawal, all paid fees are forfeited (excluding prepaid tuition). If a student withdraws after July 1, and before September 1, one month's tuition, based on a 10-month instruction schedule, is required and any remaining balance is REFUNDABLE.

Registration fees, materials fees, technology fees, tuition late fees, bank fees, and credit card processing fees are all non-refundable.

Our accounting department will notify a family with instructions on how the missed or returned payment will be handled. A \$30.00 assessment fee may apply on a returned-payment fee for each attempt that is returned for insufficient funds. This fee is assessed to offset the fees Providence Academy incurs by the financial institution when a payment is missed or returned.

Attendance

While we understand family vacations and trips are educational, students learn best when in school. For any absence, students must bring in a written note including the date of absence, student name, reason, and parent signature or medical release.

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance. Administration will contact families after 5 unexcused absences, and again at 10. After 15 unexcused absences, students may be withdrawn from Providence Academy.

Prearranged absences require the completion of the Pre-Arranged Absence form. This can be obtained from the directors. These should be completed at least 7 days prior to the absence. Make up work is the responsibility of the student. For each day absent (excused or unexcused), a student gets one day to complete the work.

Tardies

Parents/guardians must come inside and check in their child. Excessive tardies will result in a fee (per tardy) and may jeopardize a child's enrollment at Providence Academy.

1-2 tardies: \$0	4: \$10
3: \$5	5:\$15

Parent Conferences

Elementary Teachers will schedule parent conferences with each family once a year to discuss the progress of each child. Parents are welcome to ask for a conference at any time. Middle/High school Teachers will schedule conferences as needed.

Medication

Any student who needs medication for any reason while at Providence Academy needs to have a completed medication form on file at the office and the medication in its original container. No medication will be administered without this documentation. No medication is to be given to the teacher or sent in a backpack/lunch box with your student to school.

Allergies

Please make sure the School Office is notified of any type of allergies that your student has, especially a food allergy. Monitoring food allergies and creating a safe school environment is a top priority. Any medication(s) your student might need while at school, i.e., inhaler, EpiPen, Benadryl, cough drops, EVEN sunscreen, etc. is to be administered through the School Office with the necessary paperwork to be completed.

DRESS CODE

Uniform Dress Code

Providence Academy bases its uniform dress code on two criteria: standards of modesty and the desire for a neat, clean, and attractive appearance.

Pants, shorts, skirts, and skorts may be khaki, black, or navy in color. Jeans without holes/frays may also be worn.

Polos may be yellow, white, navy, gray, or black.

All clothing must fit in an appropriate manner, nothing too tight or too loose. No holes, tears, rips, frays, embellishments.

Girls Uniforms

Polo shirts tucked in, polo dresses, skirts, shorts (finger length, pants, and jackets. A school uniform is to be worn each day unless designated as a special-event day.

Modesty shorts (navy, khaki, or black) **MUST** be worn under jumpers, skirts, and polo dresses during outside play and sitting on the carpet. Belts are optional. Shorts, skirts, and skorts should be at the finger tip with arms relaxed.

Boys Uniforms

Polo shirts tucked in, shorts, pants, and jackets. A school uniform is to be worn each day unless designated as a special-event day. Belts are optional.

Jackets

Jackets must be a solid color with no embellishments or designs, no writing. Raincoats and umbrellas are allowed on rainy days.

Jewelry

Simple stud or post earrings are acceptable.

NOT permitted: Multiple necklaces, medallions, armbands, offensive words, large earrings, dangling earrings, nose rings or posts, spiked earrings or studs, eyebrow or tongue rings or posts, studded bracelets, or gauges.

Except for normal piercing of the ears and wearing of earrings (girls only), wearing of other body piercing items are not allowed by any student.

Miscellaneous

Hats and sunglasses may be worn on special occasions outdoors.

If makeup is worn, it should be modest and must be appropriate to the learning environment. Your inner beauty never needs makeup.

Hair styles should not obstruct one's line of vision, distract others, or cause a disruption because of cut or style. Hair color should be natural.

Backpacks are allowed but should not be anything offensive in nature.

Cell phones and smart watches should remain powered off in the student's backpack. If a cell phone is confiscated by a staff member, the parent will retrieve the phone in the office at the end of the school day. Any communication from the parent to the student can be made through the office. Providence Academy is not responsible for any loss or damage of electronic devices.

Please keep these items in mind when purchasing uniform items for your student:

Students may wear closed-toed shoes with full heel covered backing. No heeled or wedge shoes, no slide style shoes. Crocs are acceptable only in sport mode.

Special-dress days are scheduled on the calendar. Students are encouraged to wear clothes fitting the theme (e.g., Pajama Day, Red & Green Day). If students choose not to participate in the special-dress day, the uniform is required. Students with five uniform violations or more will receive lunch detention. After that, the student will serve detention for each of the consecutive uniform violations thereafter.

On Uniform Free days, students can wear shorts finger length or longer, sleeved shirts/dresses, or jeans/pants without frays or holes. If you are unsure, please ask ahead of time so you do not arrive at school in something not appropriate.



Discipline

Schoolwide Behavior

At Providence Academy we encourage positive behavior using our schoolwide Positive Behavior Intervention Support, or PBIS. It helps carry us through challenging times with students. We encourage students to strive to do their best to glorify God as noted in Colossians 3:23. This PBIS is integrated throughout our chapels and lessons at school to encourage positive behavior. The teachers demonstrate kind and loving reinforcement techniques. We promote a desire to correct attitudes and encourage good behavior and self-esteem. The goal is to emphasize good choices that lead to positive consequences.

Our school teaches respect for authority, property, and the rights and privileges of others. Discipline is the responsibility of the staff; all initial efforts will be oriented toward the restoration of the student. The director and dean of students, who will investigate and determine possible remedies and corrective measures, will handle serious discipline problems. The student(s) will be called into the office to discuss unacceptable behavior in comparison with the school's behavior policy. Disobedience and disrespect are dealt with promptly and firmly. The consequences of unacceptable behavior can be manifested in loss of privileges, detention, or a behavior contract.

Positive Behavior Rewards

Every student who has had positive behavior will participate in monthly behavior reward celebrations. Excellent Eagle tickets are also earned for doing exceptional things around the school campus. These tickets are placed in a drawing for prizes. Individual classroom teachers also have positive behavior rewards throughout the school year.

Consequences

Every situation is looked at individually. Sometimes all the situation and student needs is a conversation with administration or a parent call home. The student's pattern of behavior DOES impact the consequence.

Behavior Contract

Students may be placed on a behavior plan if other options have not worked. Teachers, staff, parents, and administration come alongside the student to create a positive environment for the student and a support system that will help them make better choices to improve their behavior. The student will have 30 days to show improvement in their behavior or they may be dismissed from Providence Academy.

Suspension/Expulsion

In the event that a severe discipline issue warrants suspension or expulsion, administration will meet with parents/guardians to determine the appropriate plan of action.



Providence Academy believes that it takes the cooperation and communication of families and teachers to create success for the students. When everyone is on the same page, students feel secure and understand the expectations.



LEVEL ONE: Teachers use the following interventions/consequences as part of their regular classroom behavior system to help students modify behavior. If these interventions/consequences are successful, referral to the director may not be necessary.

Level Information	Behavior Examples (This is not an exhaustive list)	Possible immediate interventions to modify behavior	If not effective, possible consequences to modify behavior	Person(s) Responsible
1 - Classroom Behavior System: Behaviors that impact the student and classmates	<ul style="list-style-type: none"> Not working (Must be repeatedly redirected) or refusal to work Off task with other items or excessive daydreaming 	<ul style="list-style-type: none"> Eye contact Proximity High level of supervision Private discussion about expectations Verbal warning Link reinforcement to appropriate behavior 	<ul style="list-style-type: none"> Warning Letter of apology Loss of privileges (behavior reward, specials, Eagle competition) Use of student graphic organizer to determine motivation/ action Seat change Mentoring Conference between involved parties Teacher conference with student Confiscation of item In-class time out Reinforcement of appropriate behaviors Written reflection of incident Out of class time out 	Teacher will notify Parent through established classroom behavior system procedures. <ul style="list-style-type: none"> Class Dojo Parent phone call, text, or email SchoolCues

LEVEL TWO: Use when Level 1 interventions/consequences have been ineffective. Teachers use the following interventions/consequences to help students modify behavior. Referral to the director may be necessary.

Level Information	Behavior Examples (This is not an exhaustive list)	Possible immediate interventions to modify behavior	If not effective, possible consequences to modify behavior	Person(s) Responsible
2 - Behaviors that impact the student and interfere with the learning of others	<ul style="list-style-type: none"> Repeated Level 1 infractions Talking out of turn Making noises/faces Name calling Disrespect of others' space Disruption of activity or task when in a group Disrespecting others 	<ul style="list-style-type: none"> Level 1 interventions Consultation with administrator 	<ul style="list-style-type: none"> Level 1 consequences Parent communication Supervised time outside of classroom Administrator conference with student Restricted seating Grade level ISS PEP/Tier 1 plan 	Teacher Parent Tier Team

LEVEL THREE: Appropriate when Level 2 interventions/consequences have proven ineffective or the student's behavior is negatively impacting the classroom environment.

Level Information	Behavior Examples (This is not an exhaustive list)	Possible immediate interventions to modify behavior	If not effective, possible consequences to modify behavior	Person(s) Responsible
3- Behaviors that affect an orderly environment	<ul style="list-style-type: none"> Repetitive, disruptive behavior (may be repeated behaviors over a period of time of any Level 1 or 2 behaviors) Taking of others' belongings 	<ul style="list-style-type: none"> Level 2 interventions 	<ul style="list-style-type: none"> Office referral is required Parent/guardian involvement is required Contact by teacher is required Teacher will complete PBIS form Behavior contract is created Grade Level ISS Referral to Administration (after completing Tier 2) 	Teacher Parent Tier Team Administration

LEVEL FOUR: Appropriate when Level 3 interventions/consequences have proven ineffective or the student's behavior is threatening the safety of self or others.

Level Information	Behavior Examples (This is not an exhaustive list)	Possible immediate interventions to modify behavior	If not effective, possible consequences to modify behavior	Person(s) Responsible
4- Behaviors that threaten the safety of self or others	<ul style="list-style-type: none"> Threatens to hurt others Physically hurts others Engages in behaviors that threaten their own safety (May include refusal to come when asked) Running from teacher/ classroom/ building Possession of any type of weapon 	<ul style="list-style-type: none"> Level 3 interventions Removal from class Security called 	<ul style="list-style-type: none"> Office referral is required Parent/guardian involvement is required Contact by office Teacher will complete PBIS form Behavior contract is created Administrator ISS Out of school suspension Expulsion 	Administrator Security Parent Tier Team

PARENT/STUDENT ACKNOWLEDGEMENT



Parents:

We acknowledge the Providence Academy Student Handbook and adhere to its requirements. We understand that Providence Academy is a Christian school and my child will be taught Christian values based on the Bible. We understand that Providence Academy follows the guidelines and bylaws of HighPoint Church. As parents, we agree to uphold our part by having our child at school on time daily and providing our child support at home. We will be engaged in our child's education by asking help from the school to assist our child in his/her efforts. We will attend parent conferences and school functions.

Students;

We acknowledge the Providence Academy Student Handbook and agree its requirements. As a student, I will attend school daily ready to learn. I will complete assignments and reach for my highest potential. I will show respect for the Providence Academy teachers and staff and I will treat others with a Christlike attitude.

Date _____

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____