

FAMILY HANDBOOK



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Welcome to Providence Academy

We are delighted that you have chosen to join the Providence Academy family. It is our privilege to partner with you in your child's education and spiritual development.

Our Foundation

Providence Academy was founded in 2023 under Providence Center, a ministry of HighPoint Church in Lake Wales, Florida. The school opened, serving students in PreK4 through 5th grade, and will continue to expand by adding one grade level each year until reaching full enrollment from PreK4 through 12th grade.

Our Philosophy

At Providence Academy, we believe education is most effective when approached as a partnership. Our administration, teachers, parents, and students work together to create an environment that nurtures academic growth and spiritual maturity. We are committed to equipping students to navigate the world through a Biblical lens, developing both knowledge and character grounded in Christ-centered values.

Governance

Providence Academy operates under the guidance, guidelines, and bylaws of HighPoint Church. This oversight ensures that all aspects of the school remain aligned with the church's mission, vision, and doctrinal foundation.

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

Mr. Jordan Barker -
Elementary Director
Dr. Kari Richards -
Middle/High Director

School Board

Providence Trustee Board

VISION

Providence Academy will provide high-quality education that 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.

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.

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 and is an active member of a local church. Our curriculum is taught from a Christian perspective, and is based upon Biblical principles.

¹⁹ Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”
Matthew 28:19

Tuition and Fees

Tuition

Tuition & Payment Information

Once accepted, a non-refundable enrollment deposit is required to hold your child's place for the upcoming school year. This deposit helps cover curriculum and school supply costs for the year.

Annual tuition is based on the Florida Step Up For Students Scholarship program. In most cases, the awarded scholarship amount will cover the majority of tuition costs. An additional annual enrollment fee of \$500 per child is required beyond the scholarship amount. The maximum annual enrollment fee per family is \$1,000. This fee may be paid through any available payment option.

After acceptance to Providence Academy, families must submit their Step Up award ID number to the school. If a family changes Step Up scholarship programs, the parent/guardian is responsible for any tuition difference if the new scholarship amount is lower.

PreK Tuition

PreK tuition payments may be made by cash, check, or online payment. Payments are due by the Friday prior to the upcoming week of attendance. Outstanding balances may result in dismissal from the program.

Tuition Payment Plans

Option 1: Pay tuition in full by August 1

Option 2: Monthly payments due on the 1st of each month (August–May)

Option 3: Bi-monthly payments due on the 1st and 15th of each month (August–May)

For bi-monthly payment plans, a \$15 late fee will be added if payments are not received by the 10th or 20th of the month. Accounts that become 60 days past due may result in student withdrawal until the balance is paid in full. If financial difficulties arise, please contact Jordan Barker immediately to discuss possible payment arrangements.

Payment Methods

Payments may be made by cash, check, or online credit card payment. When submitting payments on campus, please place payments in an envelope labeled with the child's name and payment purpose, then place the envelope in the designated payment box located in the school buildings. Online payments include a \$5 convenience fee.

Tardies

Parents/guardians, please come inside to check your child in. Excessive unexcused tardies will result in a fee (per tardy) and may jeopardize a child's enrollment at PA.

1-2 tardies: \$0

3+ tardies: \$5 per tardy

After School Care

After School Care (ASC) is \$75 per week or \$15 per day for up to 3 days. Students must be picked up by 5:00 pm. There is a \$25 late fee for the first 10 minutes late. After 10 minutes, the fee is \$5 per minute. If ASC payments are not kept current, families lose the privilege of using this program.

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 yearly expenses based on student enrollment commitments. If it becomes necessary to withdraw your child before the end of the school year, you must provide 30 days' written notice. If the School Office does not receive 30 days' written notice, 30 days will be added to the withdrawal date, treating the date as tuition earned by the school.

All fees are non-refundable.

A \$30.00 assessment fee may be applied to the returned payment fee for each attempt returned due to insufficient funds.

Middle School

Athletic Fee:

Middle school students have opportunities to participate in extracurricular activities. The athletic fee for each sport will be \$75. This non-refundable fee will be due at the beginning of each sports season. Students will exhibit Christlike character when playing their sport and maintain a minimum GPA of 2.0 with no failing grades.

Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone. Colossians

4:6

General Information

PreSchool

Students who attend PA preschool will have a weekly tuition of \$150. The tuition will be paid on the Friday prior to attending. Tuition is adjusted for school holidays. Regardless of student attendance, the fee will be paid.

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 that includes the date of absence, student name, reason, and a parent's 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 before the absence. Please note that make-up work is the student's responsibility. For each day absent (excused or unexcused), a student gets one day to complete the work. If a student returns to school and the work is not completed within this time period, the grade will be 0%.

Medication

Any student in need of medication for any reason while at Providence Academy must 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. Please turn it in to the administration for safekeeping in the office.

Parent Conferences

Elementary teachers will schedule a parent conference with each family once per year to discuss student progress and growth. Parents are always welcome to request additional conferences at any time throughout the school year. Middle and high school teachers will schedule conferences as needed. If questions or concerns arise, parents are encouraged to first communicate directly with the teacher.

Allergies

Please notify the School Office of any allergies your child may have, especially food allergies. Maintaining a safe environment for all students is a top priority. Any medication your student may require during school hours—including inhalers, EpiPens, Benadryl, cough drops, sunscreen, or other medications—must be administered through the School Office with the appropriate paperwork completed and on file.

Cell Phone/Technology Use:

All students are required to turn off and store cell phones, tablets, smartwatches, and other personal devices in a designated secure location during school hours. Parents needing to contact their child during the day should do so through the school office. Students may turn their devices back on after leaving campus at the end of the school day. Students attending after-care must keep devices turned off until they are picked up by a parent or guardian.

If a device is confiscated by Providence Academy staff, a parent or guardian must pick it up from the school administration office. Providence Academy is not responsible for lost, damaged, or stolen devices. Families are encouraged to leave personal devices at home whenever possible.

Gossip/Negative Talk - for Students or Parents

At Providence Academy, we are committed to fostering a Christ-centered culture built on respect, honesty, and Biblical conflict resolution. Gossip among students, parents, or staff is not acceptable.

We follow the teaching of Matthew 18:15-16:

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'"

We encourage all members of the Providence Academy community to address concerns directly, respectfully, and prayerfully with those involved. If you have a question about a situation with your child, please reach out to the staff or administration so we can handle it properly.

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.

1 Corinthians 6:19-20 states, ¹⁹Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; ²⁰you were bought at a price. Therefore, honor God with your bodies."

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

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

All clothing must fit appropriately; nothing too tight or too loose. No holes, tears, rips, frays, or embellishments.

Girls Uniforms

Polo or school shirts tucked in, polo dresses, skirts, shorts (**finger-tip 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 fingertips with arms relaxed.

Boys Uniforms

Polo or school 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 mostly solid color with no embellishments or designs, and no inappropriate writing. Hoodies are acceptable as long as the hood is removed once inside the building. 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 ear piercing and wearing earrings (girls only), wearing other body-piercing items is 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, free of colored dyes.

Backpacks are allowed but should not be offensive in any way.

Cell phones and smart watches should remain powered off and put away. If a cell phone is confiscated by a staff member, the parent will retrieve it from the office at the end of the school day. Please direct any communication from the parent to the student to the office. **Providence Academy is not responsible for any loss or damage to electronic devices.**

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

Students may wear closed-toed shoes with a 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, they must wear the uniform.

On Uniform Free days, students can wear shorts (finger-tip length or longer), sleeved shirts/dresses, or jeans/pants without frays or holes. No leggings or tight-fitting shorts will be allowed. If you are unsure, please ask ahead of time so you do not arrive at school in something inappropriate.

Please Be Advised

Students who come to school out of dress code will face the following consequences:

1st offense - verbal warning/parent contact

2nd offense - written warning/parent contact

3rd offense - lunch detention

4th offense - suspension

DISCIPLINE

Schoolwide Behavior

At Providence Academy, we encourage positive behavior through our schoolwide Positive Behavior program. The program helps guide students through challenges while encouraging Christlike character and responsible decision-making.

Students are encouraged to work wholeheartedly in all they do, striving to glorify God as stated in Colossians 3:23:

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."

Positive behavioral principles are integrated throughout classroom instruction, chapel services, and daily interactions to foster positive behavior and spiritual growth. Teachers use kind, loving, and consistent reinforcement techniques to encourage students to make positive choices, develop healthy attitudes, and build strong self-esteem. Our goal is to help students understand that wise choices lead to positive outcomes.

Providence Academy teaches respect for authority, property, and the rights and privileges of others. Discipline is considered a partnership between the school and the family, with restoration and growth as the primary focus. Teachers and staff address behavior concerns promptly and appropriately. For more serious discipline matters, the Director and Dean of Students will investigate the situation and determine appropriate corrective measures. Students involved will meet with the administration to discuss the behavior in relation to the school's expectations and policies.

Disobedience and disrespect will be addressed firmly and consistently. Consequences for unacceptable behavior may include, but are not limited to:

- Verbal warning or redirection
- Parent communication
- Loss of privileges
- Detention
- Behavior contract
- Other restorative or corrective actions as deemed appropriate by the administration

Positive Behavior Rewards

Elementary students who consistently demonstrate positive behavior will participate in monthly behavior reward celebrations. Students may also earn "Excellent Eagle" tickets for exceptional behavior, kindness, leadership, or service around campus. These tickets are entered into prize drawings throughout the school year. Individual classroom teachers may also implement additional classroom-based reward systems.

Middle school behavior rewards and recognition opportunities will be determined by the middle school staff.

Consequences

Each disciplinary situation is evaluated individually. In some cases, a conversation with the administration or communication with a parent may fully resolve the issue. A student's behavioral history and pattern of behavior may influence the consequence assigned. Providence Academy seeks to balance accountability with grace, restoration, and opportunities for personal growth.

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.

Academic Integrity, Cheating, and AI Use

At Providence Academy, we believe academic work should honor God and reflect the highest standards of honesty, responsibility, and integrity. Scripture teaches us to **"walk in integrity"** (Proverbs 10:9) and to **"work heartily, as for the Lord and not for men"** (Colossians 3:23). Students are expected to complete all academic work truthfully and to give their best effort in all assignments and assessments.

Cheating is defined as any attempt to gain an unfair academic advantage or to present another person's work as one's own. This includes, but is not limited to:

- Copying answers from another student's work or allowing another student to copy your work
- Using unauthorized materials, devices, notes, or assistance during assignments, quizzes, or tests
- Plagiarizing by using another person's words, ideas, or creative work without proper citation or acknowledgment
- Submitting work completed by another person as your own

Students found engaging in academic dishonesty may receive consequences determined by the teacher and administration, including loss of credit, parent communication, disciplinary action, or additional corrective measures.

AI (Artificial Intelligence) Use: Artificial intelligence tools such as ChatGPT, Grammarly, and other digital learning assistants can be helpful educational resources when used responsibly and appropriately.

Students may use AI tools for:

- Brainstorming or idea generation
- Practice questions or study support
- Grammar and spelling checks
- Research assistance with teacher approval

All AI use must align with the teacher's instructions and expectations.

Students may not use AI tools to:

- Complete assignments without their own effort
 - Write essays, papers, or responses in place of original student work
 - Solve problems or create projects dishonestly
 - Circumvent learning expectations established by the teacher
- Using AI inappropriately or without teacher permission will be considered cheating and may result in disciplinary consequences.

Transparency: If AI tools are used with teacher approval, students must clearly acknowledge and disclose their use within the assignment or project submission.

Behavior Contract

Students may be placed on a behavior contract or individualized behavior plan if previous interventions have not resulted in improvement. Teachers, staff, parents, and administration will work together to provide support, accountability, and encouragement to help the student make positive behavioral choices.

Students placed on a behavior contract will generally be given a 30-day period to demonstrate meaningful improvement. Failure to show improvement during that time may result in dismissal from Providence Academy.

Suspension/Expulsion

If a serious disciplinary issue warrants suspension or expulsion, the administration will meet with the student's parent(s) or guardian(s) to determine the appropriate course of action.

Providence Academy reserves the right to dismiss a student whose behavior, attitude, or actions are inconsistent with the school's mission, core values, and biblical standards. The school also reserves the right to dismiss families based on parental conduct that undermines the mission, policies, or community standards of Providence Academy.

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 	Teachers will notify parents 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 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 Bullying/negative behavior or words toward others 	<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 Out of School Suspension 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 receipt of the Providence Academy Student Handbook and agree to adhere to its policies and expectations. We understand that Providence Academy is a Christian school where Biblical values are integrated into all aspects of learning and student development. We further recognize that the school operates in accordance with the guidelines and bylaws of HighPoint Church.

As parents, we commit to supporting our child's success by ensuring consistent and timely attendance, providing encouragement and structure at home, and partnering with the school in our child's education. We will actively support our child's academic and spiritual growth by communicating with teachers and seeking assistance as needed.

We agree to attend parent conferences and school events and to demonstrate respect for the staff, administration, and the mission of Providence Academy.

Students:

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

Date _____

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____