

STUDENT HANDBOOK



WELCOME

Providence Academy was founded in 2023 under Providence Center, a ministry of HighPoint Church in Lake Wales, FL. Initially, the school was the vision of Pastor Jack Hillgoss to develop a school where Christian Education would be the central focus. The school began with PreK4-5th, adding a grade each year until attaining PreK4-12 enrollment.

School Hours

Monday-Friday
8:00 am - 2:45 pm
Drop off starting
at 7:30 am

After Care

Monday-Friday
Until 5:00 pm

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.

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.

FACTS Management System: Any tuition payments will be made through the FACTS system. Families are responsible for setting up an account with FACTS. This system will be used for attendance, grades, payments of any type, communication, among other things.

Returned Fees:

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.

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.

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, 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.



PROVIDENCE ACADEMY

Jewelry:

Simple stud or post earrings are acceptable. NOT permitted: Multiple necklaces, medallions, armbands, offensive words, large 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 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 Croc or slide style shoes.

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.

KEY ITEMS TO REMEMBER

PROVIDENCE ACADEMY

Attendance:

For any absence, students must bring in a written note including the date of absence, student name, reason, and parent signature or medical release.

Prearranged absences require the completion of the Pre-Arranged Absence form. This can be obtained from the directors. Make up work is the responsibility of the student.

Tardies:

Parents/guardians must come inside and check in their child. Excessive absences or tardies will be addressed by the attendance committee and may jeopardize their enrollment at Providence Academy.

Parent Conferences:

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.

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.

Discipline:

Schoolwide Behavior:

Our schoolwide Positive Behavior Intervention Support, or PBIS, helps carry us through challenging times. 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.

At Providence Academy, we aspire to maintain a biblical, Christ-centered atmosphere, which is reflected in our staff, students, and parents. It is the goal of Providence Academy to promote a safe, positive environment that glorifies the Lord. The teachers demonstrate kind and loving reinforcement techniques. This is 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 principal 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.

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.

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.



PARENT/STUDENT ACKNOWLEDGEMENT

Parents:

We acknowledge the Providence Academy Student Handbook and adhere to its requirements. As parents, we agree to uphold our part by having our child at school on time daily and providing our child support at home, as needed. 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 adhere to its requirements. As a student, I agree to 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 _____