



Student & Family Handbook

1151 W. Granada Blvd Ormond Beach, FL 32174

Mailing Address: P.O. Box 731867 Ormond Beach, FL 32173

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About PCA

Mission and Vision

Providence Church Academy was established to be a partner with families, to be used of God in educating their children in a Christ-centric learning environment and discipling them to become committed and mature followers of Jesus Christ.

Our vision is to provide academic excellence in a Christian setting with Biblically sound principles, as an extension of the homeschool and to prepare children to be salt and light as fruitful members of God's Kingdom.

Core Values: Biblical Truth, Christ-like Character, Servant Leadership & Discipleship

In addition to the core values listed above, we affirm that parents are the primary educators of their children and that we exist to assist them in educating and training their children. We seek to complement, not replace, the necessary training and teaching provided by both church and family as support for homeschooling families.

Doctrinal Beliefs

As a ministry, PCA accepts and teaches in accordance with Providence Church, which has the ministerial authority over the school and the responsibility of biblical interpretation and promulgating religious policy. Refer to Providence Church website for a full list of doctrinal beliefs with scriptural support. <https://www.theprovidencechurch.org/what-we-believe>

Governance and Administration Structure

PCA is governed by a board of dedicated volunteers with expertise and experience necessary for fulfilling their primary responsibilities in ensuring that the school remains true to its mission, vision, and core values while maintaining fiscal responsibility. The Board does not manage the day-to-day operations of the school but assists in overseeing both budgetary and strategic initiatives.

The Administrator will oversee the daily operations and administrative functions and is responsible for the school's professional and non-professional staff.

About Our Community

Effective Teachers

PCA seeks to hire well-qualified and skilled teachers. All teachers must have received at least a bachelor's degree and college-level instruction in the areas in which they teach or may have professional experience and knowledge in their specific curricular area.

Teachers should demonstrate consistent evidence of Christian character, a conviction that God has called them to kingdom service and actively pursue their relationship with God through

prayer and a daily time of meditation in the Word of God. Teachers should always strive to understand, appreciate, love and serve the pupils entrusted to them.

Reports of misconduct by employees should be made to the academy administrator. Policies and procedures for reporting misconduct by instructional personnel or school administrators that affect a student's health, safety, or welfare are posted on our website at www.theprovidencechurch.org.

Growing and Maturing Students as Christ-followers

PCA aims to assist the family with growing and maturing students to become followers of Christ. To do so, students must grow spiritually, emotionally, intellectually, and physically.

Spiritually, we pray that students will grow in their faith, gain an understanding of Christ, and develop a personal relationship with Him.

Emotionally, we pray that students manage their feelings and direct their hearts in a Christ-like way. We also pray they learn to depend on God's guidance and direction through all of life's situations.

Intellectually, we pray that students grow academically, learn to manage priorities, embrace a love of reading, discover their God-given abilities, and develop thinking skills to be applied with Biblical discernment.

Socially, we pray that students learn to approach social interactions with kindness, pursue peace in conflict, learn to work with others, and seek opportunities to share the gospel.

Non-Discrimination Policy

PCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, or any school-administered programs.

About Our Academics

Calendar and Schedule Information

For a complete list of meeting days, please refer to the PCA webpage on the Providence Church website.

PCA Options:

1. ***3-day Academic program Tuesday, Wednesday, Thursday:*** Students receive education and instruction in all core subjects, including reading, writing, grammar, spelling, math, science, social studies, and the Bible in the morning. Afternoons will consist of special areas of enrichment including but not limited to physical activities, music, and art.
2. ***4-day Academic and Enrichment program:*** In addition to the 3-day program described above, students can also attend PCA on Mondays to participate in enrichment opportunities, activities, and field trips. Students are also provided with designated times to complete work, to receive assistance with assignments, and to receive individualized instruction as needed.

Curriculum

Our goal is to create a curriculum that cultivates academic excellence alongside spiritual growth and character development to prepare students for the next stages of their education and lives as thoughtful, principled individuals. Therefore, we will take a varied approach to textbooks and teaching resources implemented in each of our classrooms. For a complete list of curriculum being used in each classroom, please refer to the PCA webpage on the Providence Church website.

Assessments

All students who receive the PEP Scholarship from Step Up For Students are required to take a standardized assessment. PCA will offer the same standardized assessment to all students with parent permission for those not enrolled in the scholarship program. The assessment will be chosen by PCA. Additional costs may apply.

Learning Differences and Disabilities

Wherever possible, we will work with families to develop a learning plan that supports the academic growth of students with learning differences, difficulties, and disabilities. Given the wide range of learning needs, each situation will be considered with a student's individual needs in mind.

The administrator, parents, and teachers will work together to create and monitor student learning and classroom accommodation. Should a parent have a concern, they should contact the classroom teacher.

About Our School Policies and Procedures

Admissions

PCA encourages applications from all Christian parents desiring for their children a challenging Christian curriculum in a nurturing, Christ-centered environment. All PCA faculty and staff are committed Christians and personally vest themselves in partnership with parents and students to foster, develop, cultivate, and refine each student's God-given gifts, talents, and academic abilities.

Applicants who are antagonistic toward Christian beliefs will be better served by selecting another school. The school reserves the right to accept, reject, dismiss, or refuse re-admission or admission of students and families based on the school's philosophy as a Christ-centered institution together with biblical principles upon which the education is founded.

Eligibility for Enrollment

- At least one parent is a believer and follower of Jesus Christ; and regularly attends a local church and fully supports and agrees with our Statement of Faith. A positive reference from a leader at your church is required and will be updated every three years for continued enrollment.
- The student is registered as a homeschooled student.
- The parents and students have reviewed and signed the Commitment Letter.

The Admissions Review Process. The review process involves the following actions:

1. Review the prospective family information on the PCA webpage of the Providence Church website.
2. Complete an application and provide any required documentation through the link provided on the PCA webpage of the Providence Church website.
3. Someone from PCA will reach out to you to schedule an interview and request any additional information that may be needed.
4. The admissions team reviews each applicant for a final decision. Per the Family Handbook, PCA reserves the right to refuse admission or to dismiss any student at any time for any reason it deems appropriate.

Eligibility for Continued Enrollment

- The family has a positive church reference on file and has updated this reference as needed.
- The family is current with the tuition and fees due at PCA from the previous year.

Attendance and Tardies

PCA is a homeschool provider for academics, enrichment, and activities. We are an extension of the homeschool and therefore do not keep attendance records reportable to the state.

Parents should understand that regular and punctual attendance is vital for students' academic excellence. Excessive or unnecessary absences encourage poor work habits and make it difficult for students to keep up with their academic requirements.

Students and parents should work with the teacher to make up any work missed from an absence in a timely manner.

Holidays/Days Off. PCA observes the following holidays: Labor Day, Thanksgiving Break, President's Day, Christmas/New Year's Break, MLK Jr. Day, Easter/Spring Break, Veterans Day, and Memorial Day. Additionally, throughout the school year, there are other days when the school will be closed for various reasons. Please consult the school calendar for the actual holiday periods and other days off.

Discipline Policy

To enable students to become committed and mature followers of Jesus Christ, PCA views every discipline encounter as an opportunity to share and clarify the gospel. Although the goal of traditional discipline is behavior modification, our goal is heart transformation and mind renewal. Therefore, our application of discipline is designed as a method to soften the child's heart, so that when the Word is planted, it will produce salvation and spiritual maturity by the hearing and application of God's Word

Our guiding Scriptures are, "Let all things be done decently and in order." I Corinthians 14:40 and "Train up a child in the way he should go; even when he is old, he will not depart from it." Proverbs 22:6

Behavioral Expectations

1. Respect for Authority:
 - Students must show respect for teachers, parents, and other authority figures.
 - Obedience to instructions should be prompt and cheerful.
2. Respect for Peers:
 - Kindness, encouragement, and compassion should define interactions.
 - Bullying, teasing, or exclusionary behavior is not permitted.
3. Respect for Property:
 - Students should treat facilities, materials, and others' belongings with care.
 - Damaging property will result in restitution by the responsible party.
4. Christ-like Behavior:
 - Students are expected to demonstrate honesty, integrity, and a cooperative spirit.
 - Disruptive, aggressive, or inappropriate language or behavior will not be tolerated.
5. Preparedness and Responsibility:

- Students should arrive on time with necessary materials and complete assigned tasks.
- Students should clean up after themselves.

Discipline Process

1. Verbal Warning:

- Teachers will address minor issues promptly and kindly, reminding the student of classroom expectations.

2. Parental Involvement:

- If behavior persists or escalates, parents will be informed and asked to address the issue with their child.

3. Written Incident Report:

- A formal report will be filed for repeated or serious infractions. A meeting with the parents, teacher, and cooperative leadership may be required.

4. Restorative Actions:

- Students may be asked to apologize, perform acts of service, or make restitution as appropriate.

5. Suspension or Dismissal:

- In cases of severe or ongoing misconduct, the administrator will discuss with the parents the possibility of suspending or dismissing the student. This decision will be made prayerfully and in consultation with the family.

Dress Code

While recognizing that true Christianity is a matter of the heart and not just an outward appearance, it is nonetheless true that our appearance is also equally important. Our appearance is a testimony to all that see us. Our clothing and appearance should represent a desire to please the Lord and honor Him in every area of our lives.

- Shirts and tops must cover undergarments and have high enough necklines to cover all cleavage (even while bending or stretching). No strapless, spaghetti straps, or low-cut tops; no bare midriffs (even while bending or stretching); and no sheer materials.
- Lower garments should not allow undergarments to be exposed (even while the student sits, stands, raises his/her hand, or bends over). The length of lower garments should reach tips of fingers when arms are extended to sides.
- No clothing with inappropriate messages, slogans, or pictures.

If a student violates the dress code, he/she will wait in a designated area until parents are able to assist the student in becoming compliant.

Visitor Dress

When visiting or attending school functions such as field trips, extracurricular activities, lunch, class parties, etc., please take into consideration PCA's dress policy, which emphasizes modesty in appearance.

Drop Off and Pick Up

The school day begins at 8:00 a.m. and ends at 3 p.m. for all students. Early dismissal days and times will be communicated in advance. Regular morning drop-off begins at 7:45 a.m. Afternoon pick-up is 3:00 p.m. to 3:15 p.m. Students not picked up at the conclusion of the carline will call home and wait with appropriate staff in the FLC until the parent arrives.

Conflict Resolution

In the event of a disagreement or unresolved issue, those involved are encouraged to follow the Biblical model of reconciliation:

1. Address the individual directly and privately in a spirit of love (Matthew 18:15).
2. If unresolved, bring the matter to the administrator for mediation (Matthew 18:16).
3. Seek resolution through prayer and, if necessary, additional counsel from the pastoral staff (Matthew 18:17).

Lunches and snacks

Lunches. Students are expected to bring lunches from home. PCA is not equipped to provide food for students. Parents need to consider the child's nutritional needs when packing lunches.

Students are not allowed to share lunches for health reasons. Also, students are to clean their own areas after lunch is finished.

Parents are allowed to eat with their children during the regularly scheduled lunch period. If parents have other questions about lunch, they should speak to their children's teacher.

Snacks. There is a snack time in the morning or in the afternoon, at times established by the teacher. In most cases, parents will provide snacks for their own children. Candy of any kind is not permitted for snacks. Students will be provided with water to drink at snack times. As with lunch, snacks are not to be shared for health reasons as well.

Inclement Weather and School Closing Policy

In the event of inclement weather, PCA will follow the decision of Volusia County Schools. School closings will be posted via the chosen communication platforms presented at the beginning of the year.

Medical and Health Procedures

The health and safety of all students and staff are very important. Students must stay home if they experience fever, vomiting, diarrhea, contagious illnesses, or any other symptoms of illness within 24 hours before coming to PCA. Please notify the administrator if a student contracts a communicable disease that could impact others.

Each family must provide updated emergency contact information, including primary and secondary contacts. Include a list of any medical conditions, allergies, or special health needs for each student.

A first aid kit will be available at all PCA events. Designated staff will be trained in basic first aid and CPR. In case of emergencies, 911 will be called immediately and the emergency contact will be notified.

Medications

Students capable of self-administering medication must provide written parental consent. Medications should be labeled and stored in a secure location, accessible only to the student and the necessary staff.

Medication may be administered by the administrator only with a completed Medication Authorization Form, signed by a parent or guardian. Prescription medication must be in its original container with a pharmacy label including the student's name, dosage, and administration instructions. Over-the-counter medication requires written parental consent and must be in the original packaging.

In the case of Epinephrine and emergency medications, families must provide the needed medication (auto-injectors, inhaler, etc.) if a student has severe allergies or other conditions requiring immediate intervention. Either the teacher or the administrator must be trained on the administration of such emergency medications.

Promotion and Retention Policy

Promotion and retention of students from one grade level to the next is primarily the responsibility of the parent. While PCA provides academic support, assessments, and feedback, the final decision rests with the family based on the following considerations:

- The child's demonstrated mastery of core subject matter.
- Emotional, social, and developmental readiness for the next grade level.
- Parental observation of the child's overall progress and abilities.
- Any specific recommendations from teachers, which serve as guidance, not mandates.

Technology Use Policy

As a Christian homeschool provider, our mission is to honor God in all aspects, including the responsible and limited use of technology. To this end, computers and other technological resources are exclusively used for student testing purposes. Technology use for non-testing purposes, such as research, gaming, or personal communication for students is not permitted. Cell phones or any electronic communications devices are prohibited in the classrooms. If any are brought to school by a student, the device(s) will be brought to the office, and parents can collect them after school.

In the event computers are allowed during PCA times, they are to be used under the supervision of the teacher, administrator, or designated volunteer. Unauthorized use of technology is strictly prohibited.

Tuition and Payments

Parents/guardians are financially responsible for all school fees (i.e., tuition, registration, book and supply fees, etc.).

Withdrawals

PCA must rely on tuition income to meet operating expenses. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured. If enrollment is canceled or in the event of separation for any reason between the student and the school, other than the stated exception below, the financial obligations are as follows:

- If enrollment is canceled in writing prior to July 1st, the parents forfeit the non-refundable, non-transferable enrollment/application fee.
- If enrollment is canceled in writing after July 1st and prior to the first day of class, parents are obligated to pay the first monthly payment and the forfeited non-refundable, non-transferable enrollment/application fee and book fee.
- If enrollment is canceled in writing on or after the first day of class and prior to Christmas break, parents are obligated to pay for the entire first semester, and the forfeited non-refundable, non-transferable enrollment/application fee and book fee.
- If enrollment is canceled in writing any time within the second semester (from the first day to the last day), parents are obligated to pay for the entire school year including books.

Commitment Letter

By enrolling your child(ren), all Providence Church Academy students, parents, and volunteers agree to abide by and comply with the policies and protocols as outlined in this handbook, and any modifications of this handbook made between editions. Parents, students, and volunteers have the responsibility of staying abreast of all handbook changes. Failure to comply and abide by this handbook and modifications can result in loss of enrollment privileges.

Also by enrolling, you are giving consent for your child(ren) to be photographed and images or likeness to be used in PCA materials such as brochures, websites, and social media.

I, (*PRINT NAME*) _____ agree to abide by policies outlined in the Providence Church Academy Handbook.

I, (*PRINT NAME*) _____ agree that at least one parent is of the Christian faith and agree to the Doctrinal Beliefs of Providence Church.

Student(s) Name: _____

Parent Signature: _____ Date: _____