



PROVIDENCE
CHURCH ACADEMY

Student & Family Handbook

2026-2027

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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

The school calendar can be accessed on the PCA webpage through the Providence Church website.

4-day Homeschool Education Instructional Program (Monday - Thursday): Students receive education and instruction in all core subjects, including reading, writing, grammar, spelling, math, science, social studies, history, and the Bible. Enrichment will consist of special areas including but not limited to physical education, art, and STEM.

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. It is the parent's responsibility to ensure that their PEP student completes all required standardized assessments in accordance with scholarship guidelines.

PCA administers placement assessments for all incoming students to ensure appropriate grade-level placement. These evaluations help us accurately identify each student's academic strengths and areas of need, allowing us to place them in the grade-level where they can best succeed. Placement testing is required for new enrollments and may be used as needed to support ongoing academic planning.

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

- 1. Statement of Faith Agreement**

At least one parent or guardian must be a professing follower of Jesus Christ who regularly attends a local church and is in full agreement with Providence Church's Statement of Faith. A positive reference letter from a church leader is required at enrollment and must be renewed every three years to maintain continued enrollment.

2. Family Interview

All new families are required to participate in an admissions interview with Providence's Senior Pastor as part of the enrollment process.

3. Parent Partnership Agreement

Parents must review, agree to, and sign the Parent Partnership Agreement as part of the admissions process.

4. Register as a Homeschooler

The student must be officially registered as a homeschooled student in accordance with state requirements.

The Admissions Process

All prospective families must complete the following steps for enrollment at Providence Christian Academy:

1. Complete the Registration Form

Submit the online registration form to begin the admissions process.

2. Pay the Registration Fee

The registration fee reserves the student's spot pending fulfillment of all remaining requirements.

3. Provide a Letter of Recommendation

A letter of recommendation from your church leadership is required as part of the spiritual and character consideration for admission.

4. Participate in a Family Interview

All new families will meet with the Senior Pastor for a family interview prior to final acceptance.

5. Student Placement Testing

PCA will administer placement testing to determine appropriate grade-level and instructional placement.

6. Submit Required Documentation

Complete and return all additional documentation requested by the school office.

Eligibility for Continued Enrollment

- The family has a positive church reference letter 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.

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 dismissal begins at 2:50 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.

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

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).

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); tank tops must be three inches in width; 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.
- Sneakers should be worn on PE days. All other shoes must have a back, including crocs and sandals. No flip flops allowed.
- Hats, hoods, and head coverings are not permitted to be worn inside the school building during the school day. These items may be worn outdoors but must be removed upon entering the building.

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.

Lunches and Snacks

Students are required to bring a packed lunch from home each day, as PCA does not provide meal services. A scheduled snack time will take place in either the morning or afternoon, as determined by the classroom teacher. Parents are responsible for providing snacks for their own children. Candy, soda, and energy drinks of any kind are not permitted on campus. For health and safety reasons, students may not share lunches or snacks.

All students are required to bring a refillable water bottle each day and may refill it as needed throughout the school day.

Parents are welcome to eat with their children during the regularly scheduled lunch period. Any additional questions regarding lunch procedures should be directed to the child's teacher.

Beverage Policy

Energy drinks and soda are not permitted during lunch or snack times. Students are encouraged to bring water or other school-approved beverages.

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.

Drugs, Alcohol, and Weapons Policy

Providence Church Academy maintains a zero-tolerance policy regarding drugs, alcohol, and weapons. Students may not possess, use, distribute, or be under the influence of illegal drugs, alcohol, vaping devices, tobacco products, or any controlled substances on school property or at school-sponsored events.

Weapons of any kind, including firearms, knives, replicas, or objects designed or used to cause harm, are strictly prohibited on campus or at school-related activities.

Violation of this policy may result in immediate disciplinary action, up to and including suspension, expulsion, and/or notification of law enforcement, as deemed appropriate by the administration.

Promotion and Retention Policy

Promotion and retention decisions are primarily the responsibility of the parent. While PCA

provides academic support, assessments, and feedback to assist families in evaluating student progress, the final determination rests with the parent in consultation with the student's teacher. Families should consider the following when making a grade-level placement decision:

- The student's demonstrated mastery of core academic skills and subject matter.
- The student's emotional, social, and developmental readiness for the next grade level.
- Parental observations of the student's overall growth, progress, and abilities.
- Recommendations from PCA teachers, which are intended to offer professional insight and support but are not binding.

However, PCA is unable to accommodate students who are performing significantly below grade level when parents are not in agreement with a recommended retention. In such cases, appropriate grade placement is necessary to ensure the child's academic success, emotional well-being, and the integrity of the classroom environment. If a family chooses not to follow a recommended retention and the student's needs cannot be adequately supported, the student may not be able to continue enrollment at PCA.

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 technology 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 at this time.

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.).

Parent Participation Agreement

Providence Christian Academy values strong partnership between home and school. To ensure a positive, productive, and safe learning environment, all parents and volunteers are asked to abide by the following guidelines:

Parent Involvement and Volunteering

- Parents are welcome and encouraged to volunteer in the classroom and assist with school events and activities.
- Parents may observe in the classroom; however, all observations must be arranged in advance with the classroom teacher.
- All volunteers must complete and pass a background check prior to participating in any classroom or school activities.
- Volunteers must be respectful of the teacher and the student's time and should avoid interrupting lessons or instructional flow.
- Volunteers should refrain from disciplining, redirecting, or correcting student behavior unless specifically asked to do so by the teacher.
- Typical volunteer tasks include supporting small groups, preparing materials, assisting with events, or other supportive duties as assigned by the teacher.
- Volunteers must respect the teacher's authority, classroom rules, and the confidentiality of all students.

Scheduling Volunteer Visits

- The classroom teacher must be notified in advance when a parent or volunteer plans to visit, including the expected arrival time and duration of stay.
- To keep disruptions and interruptions to a minimum, siblings are not permitted in classrooms during instructional time unless they are invited for a designated special event.

Parent Observations

- During classroom observations, parents must sit in the area designated by the teacher.
- Parents should respect student space during lessons and avoid interactions that may distract students, allowing them the opportunity to work independently.

- Parents observing in the classroom may not use cell phones or electronic devices during instructional time. Phones must be silenced and put away to minimize distractions and protect the learning environment.

Parent Responsibilities at Home

- Parents are responsible for supporting their child's learning at home, including completing homework, practicing skills identified by the teacher, and addressing areas of struggle communicated through skill reports or teacher feedback.
- Parents are required by the school district to maintain a student portfolio of work samples throughout the year.
- Homework must be returned to class for the teacher to review; it will then be sent back home for the parent to include in the student's portfolio.
- All student workbooks and any completed work not sent home during the school year will be returned to families at the end of the school year.