



**FAMILY HANDBOOK  
2020 – 2021**

# Disclaimer

The Family Handbook provides important information of relevance to parents, students, and teachers of Parkhurst Academy (PA). The content is intended to support the policies established by Parkhurst Academy Administrators and Board of Directors. Every effort is made to keep calendar dates and policies as listed. The Handbook is intended to serve as a guide to help students and their families come to know Parkhurst Academy's programs and opportunities as well as set forth expectations and agreements.

No set of rules or guidelines can cover every conceivable situation that might arise at school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, some situations may require an immediate and appropriate response that deviates from the policies listed in this handbook. Policies listed in The Family Handbook are not intended to limit the authority of Parkhurst Academy to deal with individual circumstances as they arise in an appropriate manner that is in the best interests of the overall school community. The policies may also be revised or updated periodically throughout the school year. Families will be advised of any policy changes or revisions through email or by letter. Students or parents with questions about any Handbook policy or statement should feel free to speak with the appropriate administrator. Parkhurst Academy does not discriminate on the basis of race, ethnicity, national origin, or gender.

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## SECTION 1 – GENERAL INFORMATION

### 1.01 GOVERNANCE, ADMINISTRATION, & FACULTY

A list of PA's Board of Directors, Administration, and faculty is maintained on the school's website.

### 1.02 OUR SCHOOL

Parkhurst Academy was founded in 1984 as an independent ministry in order to serve families from all denominations who desire a Biblically-based education for their children. Children of any race, color, nationality, or ethnic origin are welcome at our school. We believe that every child is precious in the eyes of God.

Parkhurst Academy is a non-profit, non-taxable corporation established by parents and professional educators who share a common goal of quality Christian education for children. Our purpose is to build a solid foundation, to impart God-centered values and to help our children develop their own unique gifts and abilities. We believe this can be best accomplished by combining a high-quality Christian with a loving atmosphere, which nurtures each child in body, mind, and spirit. To achieve this end, we disciple our students in God's word, we help develop their God-given gifts and talents, and we lead them to discover God's purpose for their lives.

### 1.03 OUR VISION

Equipping students for life; spiritually and educationally.

### 1.04 OUR MISSION

Empowering students to discover, develop, and devote their lives to the Kingdom.

### 1.05 CORE VALUES

- Love
- Grace
- Excellence
- Righteousness
- God's Word
- Leadership
- Biblical World View

### 1.06 PHILOSOPHY OF EDUCATION

The PA educational leadership believes that each and every student is created in the image of God. Each person is conceived as a sinner due to Adam and Eve's original sin. There is a need to restore fellowship with God, and then equip each individual to fulfill the mandate to spread the Gospel and to serve. As such, we believe education serves the purpose of acquainting the student with truth (2 Timothy 3:16).

We believe education is the process whereby a student comes to wisdom by understanding truth. In other words, as a student is confronted with the truth, he/she makes decisions based on the truth.

We believe that God is the Father, Son, and Holy Spirit. The Son was sent by the Father to redeem mankind from the consequences of sin to provide the hope of eternal life. The Holy Spirit has been sent as God's comforter and enlightener to indwell the believer and to direct his/her steps. The Word of God, as expressed in the scriptures, is indispensable in the daily life of Christians. We believe that we should be in fellowship with one another to effectively walk out our faith.

### **1.07 STATEMENT OF FAITH**

We believe...

- In a triune God; Father, Son, and Holy Spirit (1 John 5:7).
- God is the creator and sustainer of everything (Colossians 1:16-17).
- Man, while created in God's image, is a sinner fallen from grace by the original sin of Adam and Eve (Genesis 1:27).
- God sent His Son, Jesus Christ, in human form to atone for our sins. He was born of a virgin, lived a perfect sinless life, died on the cross for our sins, rose from the dead three days later, and is coming back again.
- Through the acceptance of Jesus as our personal Lord and Savior and through our relationship with Him, we are born again and re-created in God's image through Christ (Romans 3:23).
- The Bible is the only infallible and authoritative Word of God and the source of all truth; therefore, the integration of God's Word in all that is studied is vital to our educational process (John 17:17).
- The Holy Spirit was sent by God to guide and teach the believer to discern truth (John 16:13).
- In the moral foundations and biblical principles found in the Word.
- Students should view themselves as uniquely created, loved by their Heavenly Father, and made in His image.
- Parents are ultimately responsible for the spiritual development of their students. The school is honored to support the parents in training their students in the way they should go.

Parents and legal guardians, who choose to enroll their children at PA, agree to support these biblical values and principles, and understand they will be taught to their students.

### **1.08 ACCREDITATION**

Parkhurst Academy is accredited by the Association of Christian Schools International (ACSI). This accreditation ensures that the school meets or surpasses their high standards with regard to teacher qualification, curriculum, media services, student services, and facilities.

### **1.09 BOARD OF DIRECTORS**

The function of the PA Board is to:

- Establish and foster the vision.
- Establish school policy.
- Exemplify prayer support.
- Provide oversight of financial resources.

### **1.10 SCHOOL OF ADAPTIVE LEARNING**

Parkhurst Academy is proud to offer The School of Adaptive Learning (AL). AL provides an innovative approach towards the education of our community's non-traditional learners. AL challenges young minds to achieve their individual learning potential by teaching them in the way they best learn. Lessons are



taught considering multiple learning styles (visual, auditory, and kinesthetic), so each type of learner may benefit. This method is made possible by our oversized classrooms and extremely low student-to-educator ratios.

### 1.0 Students That Benefit from This Program

- Non-traditional learners - visual, auditory, and kinesthetic (hands on) learning styles
- Gifted students and/or advanced learners
- Students with varied skill levels (i.e. strong in math, but struggling reader)
- Students with learning disabilities (dyslexia, dysgraphia, ADD, ADHD, etc.)
- Students with special needs (i.e. high-functioning autism)

### 2.0 Grades Offered

- Kindergarten through Grade 12
- Offers all of the main academic program diploma tracks along with a special needs graduate track that bridges into our 18+ Program: Workplace Innovations for a New Generation (WING).
- Students may work towards their academic goals until their 22<sup>nd</sup> birthday.

### 1.11 PARENT-DIRECTED EDUCATION

Many families have chosen the homeschool option as the best fit for the educational needs of their children. PA recognizes that those same families may have the need for a supplemental option to what they can provide in the traditional homeschool setting. Is with this in mind that the Parent-Directed Education Program was developed.

In Parent-Directed Education, parents take the ultimate responsibility for their child's learning. The parent provides opportunities, inside *and* outside of the home, to unearth their child's individual learning style and help discover their God-given talents and interests. The parent also chooses how their child will receive an education (i.e. textbooks, computer-based curriculum, classes offered at Parkhurst Academy)

#### 1.0 Services

- Advice on available curriculum
- Assistance in selecting and organizing materials
- Help with scholarship applications
- General educational support
- Record keeping and annual assessments
- Provide resources / learning elements
- Option to take classes onsite at Parkhurst Academy

#### 2.0 Activities

Students who take part in the Parent-Directed Education Program may participate in all of Parkhurst Academy's extracurricular, fine arts, and athletic programs:

- Parent Focus Groups

- Monthly Family Events
- Christmas and Spring Performances
- Drama Productions
- All Athletic Programs
- All After-School Clubs
- Field Trips
- Graduation Ceremonies

Participants must meet the PA Academic Success Policy requirements for sports participation, pay the sport participation fee, complete all necessary league processing forms, and provide a current physical.

### 3.0 Parent Requirements

- Attend a program introductory meeting
- Keep attendance/grades
- Participate in standardized testing each spring

## 1.12 WORKPLACE INNOVATIONS FOR A NEW GENERATION

The vision of Parkhurst Academy is to EQUIP STUDENTS FOR LIFE. While many of our students will seek post-secondary education through colleges and universities, we recognize that path is not for everyone. Some of our students with disabilities will seek God’s calling into the working world.

Workplace Innovations for the New Generation (WING) is designed for students with exceptionalities, who can function independently, but may not currently have the ability to succeed in a traditional college classroom. WING will provide intensive, pre-employment support to improve the life skills and work-readiness of young people and help them find a career. Through this program, our skilled staff also helps guide the student in building their faith and drawing closer in their relationship with Christ.

The program’s focus is threefold:

- **Life Skills**
- **Job Skills**
- **Entrepreneurship**

### 1.0 Life Skills

The life skills portion of the program provides a minimum of 15 instructional hours per week at our school facilities. This time is used towards academic/life skills instruction. WING utilizes work transition specific curriculum. Participants will also learn through real life, hands on experiences. Participants engage in independent living lessons in our mock kitchen, living room, and bedroom. Quarterly goals are set for each student using the PA Quarterly Progress Reporting System.

### 2.0 Job Skills

WING students participate in a minimum of 10 hours per week in either volunteer or paid work experience. This Job Skills portion of the program is facilitated through our partnership with local vocational placement organizations. These organizations provide On-the-Job Training (OJT) for both employers and job seekers with disabilities. Through OJT, the student participates in hands-on training in

an integrated work setting. This specialized training allows the individual to develop skills and gain experience that enables them to advance to a long-term career or perform a job in their desired industry.

### 3.0 Entrepreneurship

The last aspect of the WING program focuses on instructing the students in the skills they need to start and run a business. Students learn the concepts of profit, profit margin, supply/demand, and inventory depletion rates.

These skills are put to the test as the students run “The Eagle’s Nest,” a school supply/snack retail store that is located at our DL campus. The students order inventory, run the day to day store operations, and calculate profit. Profits are then retained for future program expansions/improvements.

### 4.0 Student Eligibility

WING is designed for students:

- with learning disabilities/special needs who are independently function and able to work
- students between the ages of 17-21. Students may participate through the semester before they turn 22 years old.
- who have not yet graduated from high school or received a certificate of completion

## SECTION 2 - GENERAL POLICIES AND PROCEDURES

### 2.01 ACADEMIC ORGANIZATION

Parkhurst Academy is organized into four divisions:

Elementary School – Traditional – Grades K – 5

Elementary School of Adaptive Learning – Grades K – 5

Junior and Senior High School – Traditional – Grades 7 – 12

Junior and Senior High School of Adaptive Learning – Grades 7 – 12

### 2.02 ADMISSIONS POLICY

A new student is admitted to Parkhurst Academy on the basis of a completed application, required former records, evaluations, and an administrative review. Each application is carefully considered in an equitable manner. Applicants who are placed on a waitlist are not guaranteed admission. For those students who have qualified for admission, enrollment is contingent upon space availability. Although filing an application, completing the financial agreement, and paying the registration fee will hold a place for a student, the decision for acceptance of a new student or readmission of a returning student rests wholly with the school’s administration.

Re-enrollment is conditional based on acceptable student progress, student behavior, and cooperation between home and school. Re-enrollment is offered to current families prior to opening enrollment to the public each year. Space is not guaranteed to current students who do not re-enroll during our early re-enrollment period.

It is a privilege to attend Parkhurst Academy, not a right. Proper conduct is expected of students, faculty, and parents. Parkhurst Academy does not discriminate based on race, color, and national or ethnic origin.



- From 8:00 a.m. - 9:00 a.m. and again from 3:00 p.m. - 4:00 p.m., vehicles exiting onto Eau Gallie Blvd are **limited to WESTBOUND turns only**. Eastbound turns will block the flow of carloop and are not permitted. There is a turn lane less than 0.25 mile west of the campus.
- With the exception of student drivers, no students may be dropped off in the parking lot to walk into the school without direct adult supervision. Families arriving late should park in the Guest Parking Area and escort students into school.

### 3.0 Arrival and Dismissal Times

7:00 a.m. – before care begins  
 7:40 a.m. – student drop off begins  
 8:10 a.m. – classrooms open for all grades  
 8:30 a.m. – school starts for all grades  
 3:00 p.m. – car loop opens  
 3:30 p.m. – dismissal for all grades  
 4:00 p.m. – after care begins  
 6:00 p.m. – after care ends

### 4.0 Student Drivers

Student drivers are reminded to take particular care as they enter and exit the parking lot as there is a great deal of pedestrian traffic. The parking lot speed limit is 5mph. Student drivers must have a school issued parking permit and assigned parking spot. Parking permits may be obtained by completing an application in the main office. 8<sup>th</sup> grade students and below are prohibited from congregating in the parking lot before or after school. High School student drivers (9<sup>th</sup>-12<sup>th</sup> grade) may remain at their vehicles until 8:25 a.m. Students are not permitted in the parking lot during school hours unless they have received permission from an administrator. Students who fail to obey traffic signs, speed limit, register in the main office, or park in appropriate spots will have their parking privileges suspended. Stereo systems should not be audible outside of the vehicle. Repeat violations will result in revocation of driving privileges.

All students are expected to depart from campus at the conclusion of their school day. In the interest of safety, students will not be allowed to remain on campus unsupervised beyond normal school hours. Students who are not participating in a sanctioned and supervised afterschool activity must vacate the campus by 3:45 p.m. Students remaining on campus after 3:45 p.m. must report to the Extended Day Program and will be charged a daily rate.

### 2.04 ATTENDANCE

School attendance is the responsibility of parents and students. The staff of PA expects regular and punctual attendance of all students. Regular attendance and promptness to class are necessary to assure the continuity of the educational program. Most teaching is done in an orderly sequence of building concept and practices based on classroom activities and previous academic experiences. If this pattern is broken by poor attendance, neither the student nor the school can expect satisfactory progress.

Guidelines specific to each division can be found under the appropriate section of the Handbook.

### 2.05 BEHAVIOR

The Behavior Management Plan at PA strives to emphasize and reward good behavior, and effort will be made at all times to help the students overcome behavior issues. However, there are student behaviors that will not be tolerated, and the school reserves the right to suspend or expel any student whose

behavior is deemed by the school to be disruptive to the orderly process of education. Each teacher is responsible for establishing and enforcing rules, rewards, and consequences within his/her classroom. Each division of the school has designed an age-appropriate behavior plan.

### **1.0 Home and Family Relations**

PA expects our students to exemplify the standards set forth in the Core Values and the Code of Conduct during school activities on or off-campus or wherever PA students are in attendance. The Code of Conduct applies to all school events and activities involving PA students regardless of whether the event is school sponsored. In this spirit, PA requests parents to help their children meet this obligation by chaperoning gatherings involving PA students to assure compliance with the Code of Conduct.

Families are reminded that the school's focus is the well-being of the student. To that end, it is the school's position that school personnel will not become party to issues or disputes that arise between adults. Parents are requested not to have school personnel subpoenaed or to ask school personnel to take sides in issues involving the family for the students that the school serves; additionally, the school recognizes state mandates to report when a child's well-being may be at risk. These laws and state agencies are in place to protect all children and provide resources for them and their families.

### **2.0 Respect for Others**

Students and their family members shall remember that kindness and concern for others are of paramount importance within a Christian community. All communications with school personnel should be respectful in tone and content. Children often learn through observing adults, and respectful communications facilitate healthy partnerships and cooperation between home and school. Respect for the rights and feelings of others are a critical element of our culture. If a student or his or her parents do not conform to the school's stated values system, the family may be asked to leave the school. It is expected that every adult on campus will be respectful in their dealings with each other and with the students. Students are expected to show proper respect toward each other and toward adults on and off campus.

### **3.0 Respect for Personal Property**

Students are expected to share the responsibility of keeping our school clean and orderly. From time to time, students will be asked to participate in maintenance or improvement projects. Students, who damage school property, including text and workbooks, will be held responsible for the repair or replacement of the property. The determination if school properties shall be repaired or replaced will be made solely by the school.

Students are expected to be responsible for their books, uniforms, and personal items. Parents or students should label all articles of clothing and personal property. Attempts to retrieve lost items should be prompt. Lost and found items are routinely displayed in an attempt to reunite them with their owners. PA is not responsible for the safety and security of any school property assigned to a student or any personal property, including vehicles brought on campus by any person. It is the responsibility of the student to secure all valuables, including such items as cell phones, mobile computing devices, calculators, and musical instruments.

### **4.0 Conflict Resolution**

If a concern arises regarding a specific teacher, staff member, or student related issue (discipline matter, academic issue and the like), the parent should communicate that concern according to guidelines found

in Matthew 18. This involves first meeting with the teacher or staff member to discuss the matter further. If an understanding is not reached, the parent contact a third party, the principal, to discuss the matter further. Any conflict that is not satisfactorily resolved by the school faculty and administration may be addressed in writing to the School Board. In obedience to God's Word, parents, teachers, and staff members are expected to:

- Keep the matter confidential.
- Keep the circle small.
- Be straightforward.
- Be forgiving.

## **2.06 BOOKS AND SUPPLIES**

The school furnishes textbooks and most classroom materials. Students are expected to keep textbooks in good condition. Replacement costs will be levied for textbooks not returned or are returned in damaged or unacceptable condition.

## **2.07 CHAPEL**

Chapel is the highlight of the week! Praise and worship is led by a student praise team and Bible lessons are conducted by guest speakers. Parents are welcome to attend chapel.

## **2.08 CHANGE OF INFORMATION**

Students and parents are asked to inform the school office if they have any changes of personal information. A prompt note or phone call will help PA maintain correct information and provide effective communication, especially in case of emergency. In order for PA to comply, it is the parent's responsibility to provide any legal documents that pertain to their student (i.e. custody, restraining orders, etc.).

## **2.09 COMMUNICATION**

The faculty and administration strives to communicate clearly and frequently with parents. The primary methods for communication are through our website, FACTS (RenWeb), and over email and social media channels. Faculty and administrators can be reached via their email with a response within 24 hours as the norm.

## **2.10 CONFERENCES**

There are scheduled days set aside for Parent-Teacher Conferences. We request conferences with parents at the end of each grading period in order to touch base and work together for the benefit of students. Appointments can be scheduled through the main office.

Parents may request a conference with their student's teacher at any time by making arrangements in advance with the teacher. Video conferencing is encouraged for the 2020-2021 school year. All conferences must be scheduled; they may not be impromptu. To schedule a conference, please call the main office and leave a message on the teacher's voicemail or send email.

## **2.11 ELEVATORS**

Students may not use the elevator except with written permission from the office. A doctor's note stating the reason and length of time is necessary.

## **2.12 EMERGENCY CLOSING OF SCHOOL**

PA will follow the action taken by the public schools in the event of a hurricane or natural disaster. It is possible that PA may return to school before or after the public schools in the event of the school closure.

PA may also close when ordered to by the Department of Education and/or the Governor to combat the spread of infectious disease.

Emerging news regarding school closures will be communicated through email, social media, and other communication channels.

## **2.13 FEES & FINANCIAL POLICIES**

### **1.0 Registration Fees & Tuition**

All financial questions relating to student accounts (charges, payments, balances, financial aid, etc.) should be addressed directly to [info@parkhurst.org](mailto:info@parkhurst.org). A yearly registration fee is required for each student. Registration fees are not refunded for any reason. Tuition is payable in accordance with the Financial Agreement signed by each family when the student enrolls. Tuition and registration fee rates can be found on the school's website.

Failure to make annual or some monthly payments within 30 days of their due date may result in the early payment discount being forfeited. Payments can be made through EagleWeb, or in our school office by cash, check, or credit/debit card.

Re-enrollment for the next school year typically begins in January. Academic records, including report cards, grades, and transcripts to colleges and scholarship programs, will not be released until all accounts are paid in full. Students may not re-enroll or register for classes if the student account has become delinquent.

### **2.0 Early Withdrawal**

Request for withdrawal from PA during the school year or after a student is registered for the following school year must be submitted in writing to an administrator at least 30 days prior to the intended withdrawal. Prepaid tuition will be prorated for the amount of time a student has attended PA. Students in attendance during part of the calendar month will pay the tuition for the entire month.

### **3.0 Tuition Assistance**

Tuition assistance is available to families who demonstrate genuine need. Any student's failure to abide by the rules set forth in this handbook may cause the tuition assistance to be revoked and the tuition obligation to return to the original amount. Failure of parents to keep their accounts current may also trigger revocation of tuition assistance.

Tuition assistance must be applied for annually through FACTS. A link to FACTS can be found on the school's website. Assistance is based on financial need. Families are not awarded assistance if they do not complete the application and provide required documentation by the school mandated deadline.



#### 4.0 Extended Day Program

Extended care is available for students from 7:00 a.m. to 8:10 a.m. and 4:00 p.m. to 6:00 p.m. All students staying after school must attend our extended care program unless they are involved in after school sports, activities, or other school sponsored events. The cost for extended care can be found in the main office and on our website.

Extended day program bills will be posted to EagleWeb on the 20<sup>th</sup> of each month. Payments are due on the first of the following month along with tuition. If payment is not received by the due date, the student will not be allowed to continue use of extended care services.

A charge of \$10 will be assessed for any child picked up after 6:00 PM. Parents will be billed at \$1.00 per minute for every minute after 6:05 PM.

#### 5.0 Billing & Delinquencies

The following financial policies shall apply to all accounts:

- Tuition payments are due on the first day of each month.
- Payments made after the 5<sup>th</sup> day of the month will be considered late and will be assessed a 5% late charge.
- Tuition payments that are not paid by the last day of the month will result in weekly payments required until the account no longer shows an outstanding balance.
- Should the account remains unpaid past 60 days, the student will be suspended until payment is made. The school holds the right to pursue payment on these accounts with the use of outside collection services.
- A \$15.00 charge, plus 5% late fee will be charge for all returned checks.
- If a check is returned for insufficient funds, cash only may be required for the remainder of the school year.
- Registration for the next school year will not be accepted for students with delinquent accounts. Previous school year balances must be paid before a student will be permitted to attend the first day of school of the new school year.

#### 2.14 FIELD TRIPS

Field trips include in-house and off-campus curriculum enrichment. Students are to understand that attendance on field trips is a privilege, and students are expected to uphold the school's Code of Conduct at all times. Some trips may have specific guidelines that must be followed in addition to those outlined in the Code of Conduct.

The classroom teacher will send home a field trip permission form. This form must be completely filled out, signed by the parent or legal guardian, dated, and returned to the school prior to the field trip. If the parent or guardian does not sign the school-supplied permission slip, the school will not permit the student to participate in the activity.

Payments should be made before the field trip occurs. For the majority of field trips, teachers will collect the payment with the permission slip. Checks should be made payable to Parkhurst Academy.

Parents may choose for their student to not participate in a particular field trip or activity. If this is the case, the student will not be academically penalized for non-participation, but may be required to complete a separate assignment to fulfill the academic intent of the field trip.

## 1.0 Chaperone Guidelines

- All volunteers must complete fingerprinting through the FDLE and be an approved PA volunteer.
- Each chaperone will receive a copy of a Chaperone Commitment Form prior to the field trip, which detail the school's expectations. The chaperone must sign and return a Chaperone Commitment Form at least one day prior to the field trip.
- PA and its staff reserve the right to relieve a chaperone of their duties and those children assigned to their care at any time deemed necessary by the PA staff member in charge.

## 2.15 FUNDRAISING EVENTS/PROJECT REQUESTS

All fundraising activities and project requests that require any type of collection or solicitation of resources must receive prior approval for their event/project from an administrator. Once approved, fundraising events and projects will be considered PA sponsored events. No individual charitable platforms by staff members or students will be considered as PA sponsored events unless endorsed by a recognized student organization, booster group, or the school.

## 2.16 HEALTH AND SAFETY

PA is serious in its commitment to providing a safe and healthy environment for our students and families. As with any other aspects of school operation, your support in maintaining this environment is crucial.

## 1.0 Communicable Diseases

It is the policy of PA to act in a compassionate manner towards all who suffer from communicable diseases. For everyone's well-being, please be considerate and keep students home from school when ill. At the same time, it is our objective to prevent the spread of communicable diseases within the environment of PA. The diagnosis of any serious communicable disease of a child or a family member should be reported to the school office immediately. PA has prepared a crisis management protocol for pandemic illness, which will work in tandem with recommendations made by the Public Health Department.

Parents are required to respond promptly to a request to pick up their student. Students are to be kept at home if they have had any of the following within the previous 24 hours:

- Fever 100.0 or above
- Vomiting and/or diarrhea
- Excessive coughing
- Excessive nasal drainage
- Influenza
- Strep throat
- Chicken pox
- Skin and/or eye infection
- Head lice
- Any other condition at the discretion of school administration

Your student may return to school when he/she has been free of the above for 24 hours. In the case of head lice, students must be nit free prior to returning to school. Parents must bring their child to be cleared by office personnel before going to class.

## 2.0 Accommodations – Behavior and Health

The school understands that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for student's medical needs or physical, mental, or learning disability.

In general, our school's policy is to provide accommodations or adjustments for student's minor needs. The administration determines if accommodations are within the reasonable ability of the school and/or its staff and will not result in unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent that we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Temporary conditions (cast, crutches etc.) that will affect the student's participation in school activities or procedures must be reported in writing to the school office. It is the responsibility of students and parents to relay in writing such information to the school's physical education teacher.

### Documentation:

For any type of accommodation (including administration of medication at school), the parents must contact the school nurse, or designee, regarding the need. The school nurse, or designee, will then advise the parents on the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits to student, the recommended accommodations, and a length of time the accommodations will be needed.

### Assessment of Request:

Once the parents request and medical documentation has been received by the the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the requested accommodation. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parents.

Depending on the nature of the request and the type of accommodations, the school may require the parents to execute a release and waiver in favor of the school as a condition to providing the accommodations.

### Limitations on Requests:

The school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or a physician. In addition, the school reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

### Responsibilities for Implementing Accommodations:

Depending on the nature of the request, the school may agree to provide the accommodations directly, may require the student to provide the accommodation, or may require the parents provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the school may condition the student's participation in such

activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the students needs.

### **3.0 Allergens**

PA has attempted to minimize the likelihood of contact between students and allergens. Notwithstanding these efforts, students may come into contact with allergens. It is primarily the responsibility of the students and their parents to manage his/her allergies (i.e. wear Medic-Alert bracelet; provide epipens as prescribed by their physician; know their food limitations; and tell an adult if experiencing the onset of reaction). PA does not represent or guarantee an allergen free environment for students.

### **4.0 Immunization**

PA requires a current immunization form (or waiver for religious purposes) for all enrolled students. A certificate of immunization, signed by a physician, must be kept on file in the school office. Students may not attend school without an appropriate immunization record. For any student enrolled at PA for the first time in Kindergarten through 12<sup>th</sup> grade, a complete record (or documented religious waiver) of the following is required:

- 5 doses – DTP (diphtheria, tetanus, and pertussis)
- 4 doses – Polio
- 2 doses – MMR
- 3 doses – Hepatitis B
- Varicella (chicken pox)

Incoming seventh graders are required to have tetanus-diphtheria booster. Public health officials recommend that all students entering grades seven or higher be vaccinated for meningitis. This vaccination will become mandatory in the future, and is currently required of all college students.

### **5.0 Medication**

Any prescribed medication that needs to be dispensed during the school day must be in its original container and accompanied with a Medication Administration Form. All medications must be brought to the office by the parents. Students are not permitted to carry any medications (over-the-counter or prescription) or store them in their backpacks, desks, etc.

### **6.0 Physical Examination**

A physical examination and record of immunizations must be completed or transferred to the school for each student prior to enrollment. The time for updating immunizations and physicals are Kindergarten and 7<sup>th</sup> Grade. Yearly sports physicals are required for all students participating in athletics in the Upper School.

## **2.17 LIBRARY AND MEDIA USE**

PA Libraries/Media Centers are the information centers of the school. The primary objective of the centers is to support and enhance school curriculum, encourage study, and give students the opportunity to use resources for information. Students are responsible for returning books on time or paying the replacement costs.

It is highly recommended that all Upper School students obtain a Brevard County Library Card. Students under 18 must have a parent or legal guardian register the student for library privileges. Public Library Cards may be obtained at any county library free of charge.

## 2.18 LOCATIONS

Eau Gallie Campus  
3550 W. Eau Gallie Blvd  
Melbourne, FL 32934  
(321) 259-1590

## 2.19 MISSION TRIPS

Our stated Mission is to equip students for life. A part of equipping is by providing opportunities for our students to gain experience in the mission field.

Establishing a mission for our students to participate may include the following:

- Older students adopting the younger ones and mentoring them.
- Going to locations in our community to offer help and hope to those less fortunate.
- Leaving the country in order to help others in need.

The administration will shall have the final say as to who is able to participate, including both students and adults.

## 1.0 Fundraising

For travel beyond our local community, an approved trip may include fundraising by the mission participants in order to aid all participants with the resources necessary for travel, lodging, and other costs to encourage the inclusion of those who may not have the financial means to participate otherwise. The mission team may include the entire school in the fundraising process because it promotes giving to and supporting missions and encourages participation in future missions by younger students.

## 2.20 PARTNERS IN EDUCATION

God has ordained only two institutions for the training of children: the home (Ephesians 6:1-4) and the church (Matthew 19:14; 28:20; John 21:15). The church and home must cooperate in order to effectively train your child. The greatest damage we can do to children is to submit them to divided authority. As the Bible says in Amos 3:3, "Can two walk together except they be agreed?" I Corinthians 1:10 says, "Now I beseech you, brethren, by the name of our Lord Jesus Christ, that ye all speak the same thing, and that there be no divisions among you; but that ye be perfectly joined together in the same mind and in the same judgment."

At PA, our mission is to empower students to Discover, Develop, and Devote their lives to the Kingdom. We strive to provide young people with an excellent education while assisting their parents in the important work of raising up children who love Jesus. We recognize that while we may take the lead in educating your child academically, you, the parent, are primarily responsible for your child's spiritual education and growth as well as the development of your child's fundamental character. PA assists parents and guardians; PA does not replace the role of the parent.

As we work together toward molding children, who are both academically and spiritually strong, we ask that parents agree to a Partners in Education Agreement that binds our commitment to work together for the betterment of the student. This agreement is to be signed before students start school at PA.

## 2.21 RECORDS REQUESTS

Request for student evaluations and transfer of records are handled as follows:

- Transfer record requests for other schools must be made through the admissions office.
- Transcript requests for summer programs, colleges, or scholarship programs must be requested online. A form for transcript requests can be found on the school's website.
- Transcript request procedures are listed under "Transcripts" in the Upper School Policies and Procedures.
- Student records will not be released until all PA accounts are current.

## 2.22 TECHNOLOGY

PA instructional programs are designed to ensure that students develop the digital literacy skills essential for success in the 21<sup>st</sup> century. As such, PA is pleased to offer students wired and wireless access to local area network internet resources. Our goal in offering this access is to promote educational excellence through resource sharing, collaboration, innovation, and communication. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their students should follow when using media and information sources. PA encourages parents and guardians to take an active role in teaching safety and digital citizenship at home by promoting safe web browsing techniques, discussing and modeling appropriate online behavior, and closely monitoring their student's internet usage and digital media consumption.

Students are reminded that they should never post anything online, at any time, that they would be embarrassed to have seen by their parents, teachers, grandparents, coaches, future employers, neighbors, or friends. Do not rely on social media privacy settings to protect confidential information.

## 1.0 Student Access to Secured Network Resources

Students will be allowed to access PA's secured Local Area Network (LAN) and internet for academic purposes.

The following are specific expectations for PA students and their use of computers and internet:

- All students using PA computer systems – including hardware, software and internet – must agree to abide by the expectations outline here, and parent permission must be given in writing.
- The computer lab is established as a classroom and has specific class times designated to it. Students are not permitted to use the computer lab outside of designated times unless advance permission has been granted by the supervising lab teacher or technology coordinator.
- Students are only permitted to use computers in any classroom while under direct supervision of a PA faculty or staff member. Students are not permitted to use any PA staff computers and devices at any time or for any reason.
- Students are responsible for behaving appropriately while using the computers and/or internet – this includes appropriate physical care of the computer system as well as appropriate care/use of software, programming and internet use.
- Educational games may be used within a classroom context, but do not constitute general permission to utilize the computers or internet to play games that may be installed on the computer, on CD, or on the internet.

- Students are expected to conduct themselves in a responsible, ethical and polite manner when online.
- Physical or electronic tampering with computer resources is not permitted – including creation and/or distribution of viruses, worms, rootkits, etc. Intentional damage to the computers, systems or network is considered vandalism and will be treated accordingly, up to and including the cost of repair/replacement, and may be reported to the appropriate authorities.
- Students may not install any software on school computers, or run any programs from removable media without permission from the school administrator or technology coordinator.
- Students may not tamper with or change software and/or operating system settings on the computer systems or networks – i.e. screen-savers, desktop backgrounds, shortcut names, etc.

## 2.0 One Drive Accounts

Students in grades 7-12 will be assigned One Drive® accounts through the Parkhurst Academy Microsoft Education Community®. These accounts are to be used for academic purposes only. IT staff and school administrators may review student files and electronic communication within the PA One Drive® System at any time. Non-academic files are not permitted and are subject to deletion. Student One Drive® accounts will be deactivated when a student leaves the school.

## 3.0 Cell Phones

Cell phones and technology devices, such as iPads and tablets, are permitted on campus. If a student must bring one to school, he/she must keep it off and secured in a backpack. Cell phones may not be used outside the classroom for any reason and may not be taken into restrooms.

The school is not responsible for cell phones. Any cell phone with pictures, videos, and other media content that violates the Student Code of Conduct, the Family Handbook or other school policies will be handled according to the school's Behavior Management Plan.

## 4.0 Privacy Policy

The System Administrator has the authority to monitor all accounts, including e-mail and other materials transmitted or received via the accounts. Account users do not have any right to or expectation of privacy regarding such materials.

## 5.0 Chat Rooms and Social Networking on Campus

At no time are internet chat rooms or social networking sites to be used.

## 6.0 Games

Games are not allowed unless approved by the supervising teacher.

## 7.0 Transmission and Use of Information

Students should not transmit and use information that is prohibited by law. This includes, but not limited to, the following: threatening, harassing, belittling, pornographic, obscene, or profane material, discriminatory material and defamatory material, and inappropriate images and messages from others by means of any social media.

Students should not violate copyright law, trade secret or trademark laws. Students should not use school computers for product advertisement, commercial use, display of personal information, or promotion of political candidates.

Do not send or encourage others to send abusive messages. Acts of this kind could be interpreted as bullying.

Downloading programs is strictly forbidden.

## **8.0 Social Media**

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the PA community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire PA community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Family Handbook, students are expected to abide by the following:

- To protect the privacy of PA students and faculty, students may not, under any circumstances, create digital video recordings of PA community members either on campus or at off-campus PA events for online publication or distribution without permission.
- Students may not use social media sites to publish disparaging or harassing remarks about PA community members, athletic, or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at PA, may result in disciplinary action as described in the Family Handbook, or as determined by the Administration.

## **9.0 Vandalism**

Any act or intent to act in a manner that compromises the security or common use of the computer system will be subject to disciplinary action. The school will be reimbursed for any damage to the computers and other technology resulting from misuse or purposeful action.

## **2.23 VISITORS/VOLUNTEERS ON CAMPUS**

All visitors, including students not enrolled at PA, must sign in at the main office. A visitor's badge, which should remain visible at all times, will be issued and must be returned when the guest signs out to leave the campus. All visitors are expected to abide by the school's Code of Conduct at all times. Those who do not, may be asked to leave. Arrangements to visit classrooms must be made in advance with the school office. In order to protect the integrity of teaching time, the administration asks that parents do not interrupt classes unannounced.

## **1.0 Volunteers**

Volunteers who assist on campus or chaperones for school field trips must complete a volunteer level fingerprinting with the Florida Department of Law Enforcement and provide those results to the school



office. Please obtain a Volunteer & Employee Criminal History System (VECHS) form from the school office prior to having fingerprints completed.

## SECTION 3 – CODE OF CONDUCT

This Code of Conduct is the official policy of Parkhurst Academy. It is based on the premise that the primary goals in Christ-like discipline are improving behavior and protecting the welfare of all students. The Code applies to all students. Differences in age and maturity are recognized in determining appropriate disciplinary action, but all students have to take responsibility for their own actions.

PA is dedicated to creating a learning environment conducive to developing each student's ability to learn academically, as well as grow spiritually. In order to accomplish this, students, parents, and staff are responsible for encouraging Christ-like and orderly student behavior. PA is committed to providing excellence in education within a Christian environment. An important part of the school's mission is to promote the development of strong ethical and moral values in our students that are guided by biblical principles; therefore, this Code of Conduct has been established to assist the school in fostering personal integrity and responsibility among our students.

PA students are expected to meet the highest standards of personal, ethical, and moral conduct possible. Attending PA is a privilege that is extended on the condition that students and parents accept and support the school policies, including this Code of Conduct. Students and parents are expected to be familiar with the school's conduct policies and to willingly abide by them. The basic responsibility for discipline resides within the home; therefore, parents will be informed when circumstances needing disciplinary action arise. Disciplinary efforts are most effective when the home and school work in harmony (Proverbs 19:18, I Timothy 3:4-5). PA is dedicated to training of students in a program of study, activity, and living that is thoroughly Christ-centered and supported by Scripture. Our faculty maintains high standards of behavior in the classroom through kindness, love, and genuine regard for their students. When disciplinary actions become necessary, it is consistently carried out, tempered by good judgment, prayer, and understanding. If any student or parent violates the school's conduct policies, there will be a disciplinary response by the school.

Teaching submission to authority, and ultimately submission to God, is imperative in order to guide our students toward full Christian maturity. A student's attitude toward authority is one of the most important factors governing his/her success in school and in life. The school, in its sole discretion, will make the final determination of whether there has been a violation of the conduct policies. Serious violations may result in suspension, a behavioral contract, and/or a request that the student be withdrawn from the school or expelled.

### 3.01 CHAIN OF COMMAND

The PA Board has given authority for all behavioral/disciplinary matters to the administration of PA. The principals are responsible for the administration of discipline on a daily basis. They are authorized to impose disciplinary sanctions at their discretion.

### 3.02 CODE ENFORCEMENT

The PA Code of Conduct will be fully enforced:

- On school property.
- At all activities where school administrators or appropriate staff have jurisdiction over students.

- Off-campus if the student’s conduct presents a threat to the health, safety, welfare of other students and staff, or if it significantly impacts the testimony of the school or student in a negative way. The principals are authorized to take administrative action when a student’s misconduct to and from school is harmful to other students or to orderly education.

### 3.03 GUIDING PRINCIPLES

PA administrators are guided by certain principles in the administration of discipline. These guiding principles include the following:

- All sanctions and consequences imposed should be fair, redemptive, and instructive.
- The attitude, repentant spirit, and cooperation of the student and/or parent-involved may be considered in the imposition of sanctions and consequences.
- While PA has no direct control over and accepts no responsibility for the behavioral choices PA students make when off-campus, PA reserves the right to discipline a student for off-campus misconduct, including inappropriate behavior on social media and cellular texting.
- If circumstances surrounding a violation of PA conduct policy are sufficiently serious (e.g., driving under the influence of drugs or alcohol) or if there are violations of multiple policies, PA may immediately request that the student be withdrawn or may recommend expulsion to the Superintendent.
- Florida Statutes require PA to report violations of law to the proper authorities. When conduct policy violations occur that may also be violations of law, PA will notify the authorities when, in the sole discretion of PA, it is determined to be required by law or otherwise determined to be appropriate. When authorities are involved, PA is not obligated to wait on or concur with the findings of the authorities in determining the appropriate action under the PA policies.
- PA reserves the right to consider any attempt to commit a violation of the Code of Conduct as a complete violation. Accomplices may be considered violators and face similar consequences. We strongly recommend that students avoid situations where others are violating the school’s conduct policies. When students find themselves in such situations, they should remove themselves immediately to avoid being implicated. (II Timothy 2:22)
- This code of Conduct is not intended to be an exhaustive list of misconduct that will subject students to discipline; therefore, PA reserves the right to discipline a student for any conduct PA, in its sole discretion, considers worthy of discipline, even if the specific conduct is not mentioned in this Code.

### 3.04 GENERAL EXPECTATIONS

The following are the specific behaviors expected at PA:

- Students are to conduct themselves in an orderly, honorable, and polite manner at all times, showing respect for others. (Romans 12:10)
- Students are to be respectful and obedient to authority. (Philippians 2:14-15)
- Students are to demonstrate self-discipline in all studies and activities. (2 Peter 1:5-8)
- Students are to strive to maintain a positive attitude and cooperate respectfully with others. (Colossians 3:12)
- Students are expected to be good stewards of school facilities, resources, and grounds. This same care should be demonstrated to school materials and items belonging to others. (Luke 12:42-48)

### 3.05 BEHAVIOR MANAGEMENT PLAN

A Christ-like environment is a welcoming and friendly, yet structured atmosphere in which students, parents, and school personnel work cooperatively toward common goals. It is free from distractions, friction, and disturbances. The principals have the responsibility and authority to maintain a positive, respectful school environment where students feel safe and are able to grow in their relationship with Jesus Christ. Students are expected to be safe, respectful, and responsible.

| <b>SAFE</b>  | <b>RESPECTFUL</b>  | <b>RESPONSIBLE</b>  |
|--|--|---|
| Students are expected to promote their own health and safety, as well as that of others.   | Students are expected to respect authority and fellow students. They are expected to respect the property of others as well as their own.  | Students are responsible for their own behavior. They are expected to perform to the best of their ability in all areas.  |
| Examples include, but are not limited to...  | Examples include, but are not limited to...  | Examples include, but are not limited to...   |
| <ul style="list-style-type: none"><li>• Horseplay, fighting, or running is not permitted in hallways, cafeteria, or classrooms</li><li>• Students should wear shoes that are safe for climbing stairs</li><li>• Throwing objects is prohibited</li><li>• Students are prohibited from bringing alcohol, tobacco products, illegal drugs, non-prescribed medications, and/or weapons of any kind onto school property</li></ul> | <ul style="list-style-type: none"><li>• Follow all teachers' classroom expectations</li><li>• Refrain from arguing with teachers and other adults</li><li>• Use appropriate language and refrain from the use of course or obscene language</li><li>• Follow all school-wide expectations including dress code</li><li>• Practice honesty</li><li>• Accept and respect diversity and differences among fellow students and staff</li><li>• Resolve differences through biblically acceptable methods</li></ul> | <ul style="list-style-type: none"><li>• Attend school and all classes on time.</li><li>• Complete all assignments, including homework</li><li>• Be prepared for class and activities</li><li>• Understand and abide by classroom expectations established by teachers</li><li>• Be responsible for own work</li></ul> |

### 1.0 Minor Disciplinary Actions

PA teachers are trained to manage student behavior using specific strategies that minimize distractions and increase instruction time. These strategies are based on five research-based components of classroom behavior management.

- Establishing and enforcing rules and procedures.
- Carrying out disciplinary actions.
- Maintaining effective teacher and student relationships.
- Maintaining an appropriate mental set for management.
- Attending to lessons and engagement in academic activities.

While discipline includes consequences for negative behaviors, reinforcing positive behaviors is often a component that educators overlook. Effective discipline will find a balance in order to teach students to take ownership of their actions. At PA, we have a biblical responsibility to not only meet the academic needs of students, but also to guide them spiritually. (Proverbs 22:6, III John 1:2, I Thessalonians 5:23)

Teachers are expected to manage low-level behaviors within the classroom. This includes interventions and the use of strategies that will prevent negative behaviors; however, when students do not meet teacher-established expectations in the classroom, consequences are necessary.

The teacher will document the behavior and intervention on FACTS (RenWeb), which will be visible by students, administrators, and parents. Although the teachers are expected to communicate regularly with parents, this process will ensure parents are notified when behaviors need to be addressed. It also allows for consistency in documentation of behavior infractions.

Teacher managed behaviors include, but are not limited to:

- Excessive talking in class.
- Being out of seat without permission.
- Failing to complete assignments.
- Refusing to follow instructions.
- Violating safety rules.
- Failure to have supplies and/or materials.
- Disturbing other students.
- Verbal disruptions.

## 2.0 Major Disciplinary Actions

When a teacher is unable to manage a student's behavior within the classroom, it becomes necessary for the behavior to be managed at an administrative level.

Office-managed behaviors include, but are not limited to:

- Student has more than 3 minor classroom managed interventions
- Throwing objects that may cause bodily harm or injury.
- Physical aggression and/or fighting.
- Obscene or inappropriate language, gestures, or physical contact.
- Bullying, harassment (defined below)
- Possession of a weapon, alcohol, tobacco, electronic/vapor cigarettes, illegal drugs, or non-prescribed medications.
- Inappropriate use of social media including cyber bullying or texting of inappropriate/sexually explicit material (defined below).
- Vandalism or theft.

When a student's conduct goes beyond the scope of manageable behaviors within the classroom, it becomes necessary for administrative intervention. The principal will conference with the student, contact the parent, and document the consequence/intervention on FACTS (RenWeb). The teacher is also expected to communicate with the parents concerning the student's behaviors. The event will also be entered into the disciplinary section of FACTS (RenWeb).

### 3.0 Consequences

The following are consequences that are designed to correct a student's behavior:

#### Verbal Warning

#### Lunch Detention

- Teachers as well as administrators can assign lunch detentions for minor offenses.
- Lunch detentions can be served in individual teachers' rooms or in the office.

#### After School Detention

- Teachers, as well as administrators, can assign afterschool detentions.
- These will be served on Tuesdays and Thursdays. Teachers can arrange additional sessions if they choose.
- Parents will be notified by phone and/or writing that their student is to serve a detention.
- Failure to serve a detention will result in an in-school suspension.
- Teachers and administrators may require students to complete an appropriate assignment while serving the detention.

#### In School Suspension (ISS)

- Only administrators can assign ISS.
- Administration will communicate the consequence with the student's parents.
- ISS is assigned for students who fail to serve an afterschool detention.
- ISS can be assigned when students have accumulated multiple office referrals.
- ISS is an option for first-time offenses that are serious in nature.
- Students will be required to make up the work that is missed from classes due to ISS.
- Students, who do not follow the behavior expectations for ISS, will be assigned an Out-of-School Suspension (OSS).
- If a student's behavior during ISS is not manageable, a parent may be required to pick the student up from the school.

#### Out-of-School Suspension (OSS)

- Only administrators can assign OSS.
- Administration will communicate the consequence with the student's parents.
- Students may be suspended for a serious infraction or repeated violations of school rules.
- Work assigned during this period may not be made up.
- The duration of the suspension will not be less than one (1) school day and not more than nine (9) school days.
- When a student is suspended from school, he or she will be excluded from all PA sponsored extracurricular activities for the term of the suspension.
- Suspensions require that a parent return to PA with the student for a conference with the principal before the suspension is lifted. A request for suspension conference not answered within three days will automatically terminate the student's enrollment at PA.
- Restoration – administration reserves the right to require the student to enter into a behavior contract after suspensions.

### Behavior Contract

- The contract is meant to hold students accountable and offer appropriate instruction to change behavior.
- A behavior contract is a component of disciplinary action that will be not less than nine (9) school days and not more than the remaining term of the student's enrollment at PA.
- The behavior contract is an agreement between the student, parent, and school administration. It will specifically state the conditions that will target the improvement of behaviors.
- The student and the parents will sign the behavior contract. It will cover all aspects of the behavior issues that may include, but are not limited to the following requirements:
  - Maintaining a satisfactory behavior record.
  - Maintaining satisfactory academic progress.
  - Maintaining a satisfactory attendance record.
  - Completing community service hours.
  - Meeting on a regular basis with an assigned mentor.
- Failure to successfully comply with the terms of the behavior contract may result in expulsion, at the discretion of the administration.

### Expulsion

- Failure to successfully comply with the terms of the behavior contract may result in expulsion, at the discretion of the administration.
- PA administrators reserve the right to expel any student for a serious infraction or repeated violations of school rules.
- A conference will be held with the principal, student, and parent(s) to discuss the reason for the expulsion.
- If a conference is not possible, written notification will be sent to the parent(s).
- Parent(s) are responsible to pay full tuition for the month in which the student is dismissed.
- Restoration and Reinstatement
  - Students and parents have the right to appeal the decision of the principal to the school Board.
  - Reinstatement may be considered 12 months from the date of expulsion if in the opinion of the principal and with concurrence with the Board,
    - 1) the student has demonstrated sincere repentance
    - 2) there is a sufficient probability that, after reinstatement, the student will remain in full compliance with this Code and all PA conduct policies.

## 3.06 DEFINITIONS

### Harassment / Bullying

One of our primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community, so that all of our students can focus on their work and do their best. In order to achieve this goal, we must acknowledge the potential of bullying occurring within our community. Bullying is harmful to everyone involved: perpetrators, bystanders, and victims alike.

We have outlined characteristics of bullying as follows:

- Bullying is considered any continual or habitual behavior of physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.

- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Both males and females can engage in bullying behavior. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds, yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following:
  - E-mails, text messages, or instant messages that include physical threats and/or malicious gossip and slander.
  - “hit lists” via e-mail or other methods of communication naming specific students and/or teachers.
  - changing other people’s e-mail personal profile.
- Any student who has knowledge of any incidents involving bullying of students is encouraged to report the incident to a teacher or administrator. Reporting is not snitching, and is the responsibility of our PA students.

As a school, we take seriously any report of bullying behavior pursuant to Florida Statute 1006.147. All incidents will be investigated by administration. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including severity of the behavior. Any student displaying insufficient interest in maintaining these standards or are disruptive in our efforts to maintain our Christian philosophy, may lose the privilege of attending Parkhurst Academy. The administration may suspend a student depending upon the nature and severity of the situation. The administration, at their discretion, may expel a student when deemed necessary.

#### Cyberbullying

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes, but is not limited to, the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

#### Sexting

Sexting (defined by Florida State Statute 847.0141) is not allowed by PA for moral reasons and is a criminal offense according to Florida State Law. Students breaking this or any Florida State Statute will be sent to an administrator to determine consequences that may include reporting to authorities and expulsion.

## SECTION 4 – ELEMENTARY SCHOOL POLICIES AND PROCEDURES

### 4.01 ACADEMIC POLICIES

#### 1.0 Progress Reports and Report Cards

The purpose of reporting is to give parents an indication of the progress being made by students. Progress reports are distributed to parents every quarter and available for viewing on FACTS (RenWeb). See the school calendar for end of the quarter dates for both progress reports and report cards. At any time during the school year, teachers or parents may ask for a conference to discuss student progress.

#### 2.0 Kindergarten – Grade 1 Grading Scale

| Letter Grade | Designation       |
|--------------|-------------------|
| O            | Outstanding       |
| S+           | Above Average     |
| S            | Average           |
| S-           | Below Average     |
| N            | Needs Improvement |
| U            | Unsatisfactory    |

#### 3.0 Grade 2 – Grade 5 Grading Scale

| Letter Grade | Numeric Grade |
|--------------|---------------|
| A            | 100.00-90.00  |
| B            | 89.00-80.00   |
| C            | 79.00-70.00   |
| D            | 69.00-60.00   |
| F            | 59.00-0.00    |

A grade of “Incomplete” (I) may be given to students in grades three through six for excused absences during a grading period if the work is not made up by the midpoint of the next grading period. Incomplete work will not receive credit, and the grade entered will be recorded.

#### 4.0 Homework

It is the responsibility of each student to successfully complete and turn in homework on the day it is due. Students are required to enter homework assignments in their daily planner.

In an effort to minimize interruptions, which interfere with the learning of all of our students, parents are asked not to request classwork and homework for students when they are absent one day. Upon the student’s return to school, the student can work with the teacher to determine what needs to be made up. If the student needs to miss multiple days, then the student and parent can coordinate with the teachers to form a plan to make up the missing work.

#### 5.0 Plagiarism and Cheating

Plagiarism and cheating are stealing. Both have the intent to take another person’s ideas or hard work without giving proper credit. The academic integrity of CCS as in institution of learning is severely compromised when plagiarism and cheating occurs. Students at CCS will be treated respectfully; however, the incident is considered very serious.



## 6.0 Promotion Requirements

Students must have passing grades and be recommended by the teacher for promotion. If adequate progress is not made, a conference will be scheduled with the parents, teachers, and administration to determine the best placement for the student.

## 7.0 Sports and Extra-Curricular Eligibility

A student must maintain a “C” average, as reported on interim reports and quarterly report cards, to be eligible to participate in Parkhurst Academy’s sports programs and extra-curricular activities.

## 4.02 ATTENDANCE

School attendance is the responsibility of parents and students. The staff of PA expects regular and punctual attendance of all students. Regular attendance and promptness to class are necessary to assure the continuity of the educational program. Most teaching is done in an orderly sequence of building concept and practices based on classroom activities and previous academic experiences. If this pattern is broken by poor attendance, neither the student nor the school can expect satisfactory progress.

### 1.0 Notification

A parent/guardian is required to notify the school of all absences via email to [info@parkhurst.org](mailto:info@parkhurst.org) or by calling no later than 9:30 AM each day the student is not in school.

### 2.0 Excused Absences

Excused absences include:

- Personal illness (with a doctor’s note).
- Death or serious illness of an immediate family member.
- State Board of Health isolation.
- Required attendance at court proceeding.
- Enrollment in a Homebound Program due to illness or disability.

Upon the students return, a written note from the parent (or doctor) is to be given to the teacher. Failure to follow this step will result in the absence being marked as unexcused.

### 3.0 Pre-Approved Absences

The administration strongly discourages family vacations on school days. Absences due to family schedule may not exceed three days during the school year. If a student must be absent, it is necessary for the parent to request approval from the administrator using the Request for Preapproved Absence Form at least one week prior to the absence.

Request for Preapproved Absence Forms can be found in the school front office. Upon submitting the form, a school administrator will indicate to the parent whether the absence was approved or not approved. Failure to follow these steps will result in the absences being marked as unexcused.

### 4.0 Credit Received for Schoolwork While Absent

All schoolwork missed must be made up, regardless of if the absence is excused or unexcused. All missed work due to absences must be made up to the satisfaction of the teacher. Students are encouraged to check FACTS (RenWeb) for their missing assignments. Information on credit received for work missed during in-school or out-of-school suspension can be found in the Behavior Management Plan.

## **5.0 Extended Absences**

A doctor's note is required upon return to school for extended absences due to illness (three or more days). Doctor's notes are to be turned into the teacher or faxed to the school's office.

Nine or more absences, excused or unexcused, per semester will result in a required conference with a school administrator. An excess of nine absences places a student in the position of being considered for failure or expulsion.

## **6.0 Tardy to School/Check-in to School**

Students late to school must report to the reception desk upon their arrival. An adult must be present to sign the student in. A student will be considered excused when late to school due to documented illness, serious illness in the immediate family, a documented medical appointment, a traffic delay that affects multiple families, or scheduled academic appointments approved by an administrator. All other tardiness will be considered unexcused.

Each student will be afforded three unexcused tardies to school in a grading period before being referred to an administrator.

## **7.0 Early Dismissal**

Due to the end-of-day responsibilities of teachers, students, and office staff, requests for an early dismissal by parents must be made in person at the reception desk before 3:00 PM. Children who are picked up before dismissal time are missing classroom instruction.

## **4.03 CLASSROOM ASSIGNMENTS**

Considerations for classroom assignments will include learning style, motivation, maturity, work habits, attention span, and social adjustment. This task is carefully approached with the goal of finding the best combination of students and teachers. The school reserves the right to determine grouping.

## **4.04 COMMUNICATION FROM HOME TO SCHOOL**

Students cannot be called to the telephone while at school; however, emergency messages will be taken by the office and forwarded to the students. Students are not permitted to use the office phones except in emergency situations.

## **4.05 LUNCH AND SNACKS**

PA students either bring a packed lunch from home or participate in the Lunch Order Program. If your child will be buying lunch they must preorder on EagleWeb. Notifications about online ordering periods will be communicated via email. Ice packs should be used to keep lunch chilled if necessary. It is important that children have a nutritious lunch. Students are permitted to bring a nutritious snack as well. Carbonated beverages, gum, and candy are not allowed. All students are encouraged to bring a refillable water bottle clearly labeled with the child's name to school each day.

## **4.06 PARKING ON CAMPUS**

No students may be dropped off at any parking lot to walk into the school without direct adult supervision. We encourage all of our students to be dropped off at his/her designated car lines.

## 4.07 UNIFORM AND DRESS CODE

### 1.0 Standard Uniforms

#### Frequency

- Standard uniforms are to be worn daily

#### Upper Wear

- PA issued polos - black, gray, red, or white
- Upper wear must fit properly – not too tight or too large
- Upper wear must be tucked in (exceptions for students with sensory issues)
- High School students (9<sup>th</sup> -12<sup>th</sup> grade) may wear a PA T-Shirt on Fridays

#### Lower Wear

- Male Students: PA issued uniform pants or shorts – black or khaki
- Female Students: PA issued pants, shorts, skirts, or skorts – black or khaki
- Lower wear must fit properly – not too tight or too loose
- Lower wear must be fitted at the waist
- Belts - black, brown or khaki belts must be worn with pants and shorts (exceptions for students with sensory issues)

### 2.0 Athletic Uniforms

#### Frequency

- Pre-School and Kindergarten: Students may wear their athletic uniforms daily
- Grade 1 – Grade 5: Students are permitted to wear their athletic uniforms all day on days they have PE. On days students do not have PE, students are to wear their standard uniform
- Grade 6 – Grade 12: Students must dress out for PE and dress back in to standard uniforms once the class is over

#### Upper Wear

- PA issued dri-fit T-shirts – charcoal gray
- Upper wear must fit properly – not too tight or too large

#### Lower Wear

- PA issued dri-fit shorts or sweat pants - black
- Lower wear must fit properly – not too tight or too loose
- Lower wear must be fitted at the waist

### 3.0 Outerwear

- Students may wear PA issued hoodies, sweaters, and jackets only

### 4.0 Additional Guidelines

#### Hair

- Hair should not be in a style or length that limits the student's ability to learn
- Hair should not be a distraction so that it interferes with a classmate's ability to learn

- Administration reserves the right to require a student to alter their hair as deemed necessary
- At least 75% of the student's hair must be a natural color

#### Jewelry

- Jewelry should be appropriate and not overstated
- Gauges, facial piercings, and large hoops are safety hazards and should not be worn at school
- Jewelry should not display any anti-Christian symbols

#### Footwear

- Students are required to wear safe footwear
- Footwear must be close-toed and closed-heeled

#### Head Coverings

- Hats, beanies, or other head coverings may not be worn indoors
- Head coverings may be worn outdoors
- If head coverings are worn, they must be free of logos, pictures, or text that is contrary to the Christian example we are to set for others

#### Tattoos

- If a student has a tattoo of any kind, it may not be visible during school hours or at school events, activities or functions

#### Make-Up

- Lower school students should not wear make-up
- Upper School female students may wear make-up in moderation
- Male students may not wear make-up at school or at any PA sponsored event, activity, or function

#### Masks

- For the 2020-2021 school year, students must have a face mask that covers their mouth and nose available at school. Protocols on when masks should be worn will be explained by administration.
- If head coverings are worn, they must be free of logos, pictures, or text that are of an offensive or political nature. It is the school administrator's discretion on what may be deemed inappropriate. If a student's mask is found to be inappropriate, they will be given an alternative mask to wear.

### 5.0 Dress Down Days

#### Frequency

- High School students (9<sup>th</sup>-12<sup>th</sup> grade) may wear a PA T-Shirt with uniform pants on Fridays. Full dress down days may be declared from time to time by school administration.
- Lower School dress down days may be declared from time to time by school administration.

#### Upper Wear

- Students may wear any PA issued T-shirt

- If other T-shirts are worn, they must be free of logos, pictures, or text that is contrary to the Christian example we are to set for others
- Upper wear must fit properly – not too tight or too large

#### Lower Wear

- Students may wear plain denim jeans
- Excessively baggy or skin-tight jeans are prohibited
- Jeans should be free of rips and tears

#### 6.0 Administrator Rights

- An administrator has the right to ask a student to change their dress/appearance if the student's choices are deemed distracting or inappropriate
- The definition of distracting and inappropriate is the discretion of the administrator

## SECTION 5 – JUNIOR AND SENIOR HIGH SCHOOL POLICIES AND PROCEDURES

### 5.01 ACADEMICS

Our High School curriculum is designed to complete the preparation process for our graduates to successfully enter the world as a Christian leader. Students are challenged spiritually to grow in the Lord and be ready to confidently defend their faith and challenged academically in an academically rigorous program. A number of classes are taught at the Honors level.

Parkhurst Academy students may also take advantage of our partnership with Eastern Florida State College by taking Dual Enrollment courses, which will earn both high school and college credit. These students must maintain high academic and behavioral performances to be eligible to continue in dual enrollment courses.

It is our desire for our students to complete their high school years with a well-developed biblical worldview, and with the foundational tools necessary to serve and love the Lord with all of their heart, soul, mind, and strength.

#### 1.0 Academic Honors

The distinction of Highest Honors is awarded to students achieving a 4.0 weighted overall grade point average without D's, F's or U's for each semester. The Honors distinction is awarded to students achieving a 3.7 weighted overall grade point average without D's, F's or U's for each semester.

#### 2.0 Academic Probation

A student who falls below a 2.0 overall, unweighted, period-to-date GPA for the semester will be placed on Academic Probation. Students on Academic Probation are subject to academic provisions and extracurricular limitations as determined by an administrator.

#### 3.0 Class Rank

PA does not publish a class rank due to selective admissions, small class sizes, and rigorous course offerings.

#### 4.0 College/Ancillary Course Enrollment

While it is important for college admission purposes that students maintain a solid academic schedule on the high school campus, students have the opportunity to earn college credit in addition to the Advanced Placement Examination. Options vary according to a student's grade level and semester. All proposals for Dual Enrollment must be submitted through the student's Academic Advisor for approval by the PA Academic Affairs Committee. Proposal forms are available from the student's guidance counselor. The student shall be responsible for transportation and expenses related to enrollment in off-campus courses and must meet all the requirements stated by the college or other organization.

#### 5.0 Dual Enrollment

Starting in 10<sup>th</sup> Grade, students have the option to enroll in college or high school Dual Enrollment courses at accredited local colleges or virtual schools during the academic year provided the course is not offered in the PA curriculum. PA awards credit for successfully completed dual enrollment courses upon receipt of the transcript from the participating college. The report card and transcript will have the notation CE (credit earned) or NCE (no credit earned); however, no grade is given nor calculated into the PA GPA. If a student withdraws from his/her Dual Enrollment class, the PA transcript will read Dual Enrollment – WD (withdraw) unless the student is able to enroll in another course for credit that semester. As with all grades from ancillary institutions, the student will need to submit official copies of the transcript from the awarding institution to the PA College Counselor for inclusion in college admission submissions.

All requests for Dual Enrollment registration start with the College Advisor, and a minimum of 10 school days is required for processing the Dual Enrollment paperwork.

#### 6.0 Summer College Courses

Students in grades 9-12 may enroll in summer college courses both locally and elsewhere. Summer courses through Eastern Florida State College (EFSC) require a Dual Enrollment Application to be completed by the student and the student's PA Academic Advisor. Summer college credits will be ancillary to the PA transcript. A transcript reflecting the college credits can be submitted to colleges along with the high school transcript for evaluation in the admission process.

Every college and university has a unique policy regarding the transfer of Dual Enrollment credits. It should be noted that while courses taken at EFSC or another public institution are transferable for credit to public institutions in the State of Florida. Those credits may not transfer to out-of-state colleges. Students should consult an academic/college advisor with questions regarding any plans to accelerate the college experience by earning college credit during the high school years.

#### 7.0 Community Service

Service, stewardship, and servant leadership are core expressions of the Christian faith, and are values shared by a variety of faith traditions. The community service requirement at PA exists to foster an ethic of caring, service, and responsibility for the wider community as it broadens and enhances the academic and extracurricular experience of each student. Students are encouraged to engage in sustained, meaningful, and personally relevant service activities that provide opportunities for the discovery and use of individual gifts and interests, and that foster occasions for career exploration.

#### Policy

All students are required to participate in and document community service. Students who attend PA for all four years of grades 9 – 12 are required to complete a minimum of 120 hours of community service as a graduation requirement. Hours completed before the completion of the eighth grade do NOT count toward the 120-hour minimum. Transfer students must complete 15 hours for each semester completed at PA. Students may accumulate up to 30 hours, total, by serving as a PA sports team manager or maintenance crew if they choose not to receive a varsity letter for the sport during that season. Students may count up to 60 hours total, including the 30 hours for a sports team, in service to PA. Students may check their current status (as of the most recent interim or quarter) of submitted hours on FACTS (RenWeb). Students are encouraged to engage in service for non-profit agencies, like their local church. In addition to a student's own research, students may find information about service opportunities through their academic/college advisor. Students whose community service hours are not current (15 hours per semester for the prior semester) at the announced deadlines will not be considered for membership in Honor Societies, leadership opportunities, or class office.

- January 15 for hours due by the end of the fall semester.
- September 1 for hours due by the end of the spring semester.

In order to properly document compliance with deadlines, the Office Manager will date stamp completed service forms. Any forms that do not have a date stamp will be dated as of the day they are PROCESSED by the school, and may be considered late. Graduating seniors must submit documentation for successfully completing this graduation requirement by April 15 of their senior year. Final transcripts may be held for processing pending completion of community service hours. Students who complete the required 120 service hours should continue to submit additional hours earned. This comprehensive record of service can be used in the pursuit of college admissions and scholarships. Students with questions about whether an activity would qualify as community service should contact their advisor.

## **8.0 Course Selection**

Course selection is thoroughly counseled and closely monitored. Scheduling occurs in descending grade level order beginning with the senior class. It is very important that students carefully select elective choices. Every attempt is made to schedule all students in their first-choice electives; however, at times, scheduling conflicts may make it necessary to register students to a second or third choice elective. Families are encouraged to familiarize themselves with courses, course flow, and the prerequisites and corequisites found in the Upper School Course Catalog. PA reserves the right to determine if an elective course has adequate student interest to be offered during any given year.

## **9.0 Course Enrollment/Withdrawing**

With the exception of seniors, all students must be enrolled in seven courses at all times. Qualifying seniors may opt to have an open elective period.

Any juniors or seniors who find it necessary to drop a class from their schedule must do so before the completion of the first week. The students may withdraw during this time without academic penalty. Withdrawing from a class after that time will result in a "0" and a "W" which will be recorded on the student's permanent transcript and report card. The student must also transfer from the dropped class into an approved alternative course and is responsible for making up any missed work from the beginning of that class.

## 10.0 Grading Scale

| <b>Letter Grade</b> | <b>Numeric Grade</b> | <b>GPA</b> |
|---------------------|----------------------|------------|
| <b>A +</b>          | 100.00-99.00         | 4.33       |
| <b>A</b>            | 99.00-93.00          | 4.00       |
| <b>A -</b>          | 92.00-90.00          | 3.67       |
| <b>B +</b>          | 89.00-87.00          | 3.33       |
| <b>B</b>            | 86.00-83.00          | 3.00       |
| <b>B -</b>          | 82.00-80.00          | 2.67       |
| <b>C +</b>          | 79.00-77.00          | 2.33       |
| <b>C</b>            | 76.00-73.00          | 2.00       |
| <b>C -</b>          | 72.00-70.00          | 1.67       |
| <b>D +</b>          | 69.00-67.00          | 1.33       |
| <b>D</b>            | 66.00-63.00          | 1.00       |
| <b>D -</b>          | 62.00-60.00          | 0.67       |
| <b>F</b>            | 59.00-0.00           | 0.00       |

AP classes are weighted 1.0

Honors classes are weighted 0.5

## 11.0 Academic Success

In order to pass a class students must complete the course with a 1.67 (C-) final grade point average. The final grade will be calculated by averaging the first and second semester grades. Should a student fail to achieve the 1.67 average, he/she must repeat the course in order to receive credit. The student will be given the opportunity to attend and pass an equivalent level summer school course for the grade of 90% or better. It is recommended that the course be repeated at PA. If the student retakes and passes the course through PA, both attempts will appear on the transcript; however, only the passing grade will be calculated in the GPA. If the student elects to repeat the course at another accredited institution, the student should request an official transcript from the accredited institution in order to receive credit. The course will not appear on the PA transcript nor be calculated into the PA GPA; however, the course will be recognized as having earned a credit and satisfying a core requirement. The failed attempt through PA will remain on the transcript and be calculated into the PA GPA.

## 12.0 Enrichment/Transfer Courses

If a student transfers from another high school or elects to take a college, leadership, or other course for enrichment through dual enrollment or a virtual school, the student should request a transcript be sent to PA from the issuing institution. Although these ancillary reports will become part of the student's record, they will not be included as PA credit or GPA. Only courses in which the student has received a passing grade (C- or higher) will be accepted. If additional transcripts are required for college application, scholarship programs, or other organizations, the student must request official transcripts from the issuing institution.

## 13.0 Schedule Changes

It is not uncommon for students to request a schedule change for a variety of reasons. The vast majority of schedule change requests are not possible due to a class conflict - either the time the class is offered or the class is already full. Generally speaking, unless the requested change will affect the student's ability to graduate, schedule changes will not be made. Classes that are changed after the ninth day of a semester will result in no credit for the class dropped and for the class added.



## **14.0 Graduation Requirements**

For diploma options and graduation requirements, please see the Upper School Course Catalog.

## **15.0 Homework**

Homework assignments are posted on FACTS (RenWeb) and should be checked daily.

## **16.0 Make-up Work**

Tests, classwork, notes or other work missed as a result of absence are not excused. It is the student's responsibility to arrange a time with each teacher to reschedule tests and classwork following an absence.

## **17.0 Progress Reports and Report Cards**

The purpose of reporting is to give parents an indication of the progress being made by students. Progress reports are distributed to parents every quarter and available for viewing on FACTS (RenWeb). See the school calendar for end of the quarter dates for both progress reports and report cards. At any time during the school year, teachers or parents may ask for a conference to discuss student progress.

A grade of "Incomplete" (I) may be given to students for excused absences during a grading period if the work is not made up by the midpoint of the next grading period. Incomplete work will not receive credit.

## **18.0 Teacher Letters of Recommendation**

Students who need to request a letter of recommendation or other paperwork (for college admissions, summer program, or any other educational purposes) from a PA faculty or staff member must initiate the request through the Guidance Office. All letters of recommendation are mailed directly to the third-party.

## **19.0 Transcripts**

All requests for transcripts will be processed through the Guidance Office. Prior to fulfilling all transcript requests a student's account must be confirmed as current. Official transcripts and other materials from the school (including recommendations) are sent directly from the PA Guidance Office to the third party receiving organization.

## **20.0 Valedictorian/Salutatorian**

These honors will be determined using the seniors overall, weighted, cumulative GPA at the end of the eighth semester (spring of the senior year). To be eligible, students must have been in attendance at PA for a minimum of five continuous semesters. Recognition is contingent upon the student's continuing academic performance and good standing with disciplinary standards.

## **5.02 ATTENDANCE**

School attendance is the responsibility of parents and students. The following attendance policy is designed to promote academic excellence and facilitate a learning rich environment. Chapel attendance is mandatory. Students may not be on campus before 7:00AM unless authorized and supervised by a school administrator, teacher, or coach. Students must leave campus at the end of the school day unless they are under the direct supervision of faculty, coaching staff, or in supervised study.

## **1.0 Absence Policy**

The interaction between students and faculty in the classroom is an essential component of the PA education. Students are expected to be at school on time and prepared to learn every day except in the case of illness or emergencies. Tardies or checkouts that exceed 15 minutes of class time are counted as absences. Students are allowed a maximum of nine non-the school related absences per semester. School related absences such as field trips and pre-approved college visits are not included in this account. Nine or more absences per semester will result in a required conference with a school administrator. An excess of nine absences places a student in the position of being considered for failure or expulsion.

## **2.0 Early Dismissal**

In order to maximize academic time and minimize class interruptions, please send early dismissal requests to the main office in writing the morning of the requested dismissal. Students will not be permitted to call home to request permission for early dismissal. Student drivers are not allowed to be dismissed early without written permission from the parents. Students will not be allowed to leave campus to run errands or go to lunch. Parents picking up students will sign their student out in the main office. Early dismissals will become a part of the student's permanent attendance record. Upon the student's return, he or she will need to check in at the main office to receive an admit slip to class. Failure to comply with this policy may result in the student receiving a zero for the day in the classes missed and possible disciplinary action. Please refer to section Make-up Work for information on missed assignments.

## **3.0 Extended Absence**

A doctor's note is required upon return to school for extended absences due to illness (three or more days).

## **4.0 Leaving School Grounds**

Students are not permitted to leave school grounds at any time during the school day without signing out in the main office. Failure to follow the proper procedure will be considered skipping/truancy and will result in disciplinary action.

## **5.0 Notification of Absences**

A parent or guardian is required personally to notify the main office of all absences, as well as reason for the absence, by 9:00 AM each day a student is not in school. Students are asked to bring a note from home or a doctor documenting the reason for the absence. Documentation, such as a doctor's note, should be submitted to the main office within two weeks of the date of absence.

## **6.0 College Campus Visits**

Juniors and seniors are allowed up to three days of approved absences each year for the purpose of attending admission programs. To have the absences count as an approved absence, the student must notify their academic advisor prior to the date of the absence. Upon returning from the college visit, the student must provide documentation from the college's admissions office or attendance at an admissions program.

## **7.0 Tardy to School**

Students who missed less than 15 minutes of a class will be considered as tardy. The teachers will report chronic tardiness to an administrator.

## 5.03 AWARDS

Awards for achievement and academic excellence are presented throughout the year. Merit award to recognize those who excel in some pursuit of school life.

### 1.0 Titus 2:7 Incentive Program

The Titus 2:7 Incentive Program is meant to reward those students that have gone above and beyond their basic requirements as a PA student. Those earning the incentive have maintained above average grades and/or exhibited behaviors that have helped others and/or enriched the overall learning environment.

The requirements for this incentive program are as follows:

- Students who have all A's and B's on their quarterly report cards. Eligibility will be determined based on the most recently completed grading period.

AND/OR

- Students who exhibit a high level of integrity
- Students who go out of their way to help others without expectation for reward
- Students who routinely and genuinely speak life into their fellow classmates without expectation for reward
- Students who show marked growth or improvement in their behavior, actions, and/or interactions with others

On a quarterly basis, instructors will submit recommendations for students who meet the above requirements to school administration. The school administrators will review each recommendation, make the final selections, and then recognize each student at a special honors breakfast.

Earned incentives will be announced at each general assembly. Students will maintain these incentives until the beginning of the next grading period (roughly nine week periods). At that point, they may be recommended for continued participation in the program by their teacher if they still meet the requirements.

## 5.04 EXTRACURRICULAR PARTICIPATION POLICY

Extracurricular activities, including athletics, are an instrumental channel for fostering Christ-like character and a healthy lifestyle. These activities should revolve around the following characteristics in order to glorify God and our programs

### 1.0 Character

Extracurricular programs and athletics provide an opportunity to develop Christ-like character. These activities can help develop and strengthen various character qualities such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23).

### 2.0 Witness

We believe that our participants, fans, and coaches should bear witness for Jesus at all times. Our most effective witness is our attitude.

### 3.0 Quality Programs

It is our goal to provide a variety of quality programs and athletics for student participation.

#### **4.0 Support**

In order for these programs to be successful, we need a support system from our coaches, parents, faculty, and staff. We believe that parental involvement is invaluable to the success of our programs.

#### **5.0 Sports / Competitive Clubs**

Each sport and competitive club will involve tryouts and regularly schedule practices. Practice and game schedules will be provided at the beginning of each season. A participation fee is required for each sport and competitive club, and will be applied toward equipment, uniforms and/or awards. All uniforms owned by the school must be returned before a student may participate in the next upcoming sport or competitive club. Every Upper School student who participates in a sport is required to have a current physical. These are mandatory and maybe turned in to the coach at the first scheduled practice.

#### **6.0 Eligibility**

Upper School students are eligible for extracurricular activities and athletics if they:

- Maintain a cumulative GPA of at least 2.0 in all classes, which is to be evaluated on a weekly basis.
- Have good conduct in school.
- Demonstrate an overall exemplary Christ-like lifestyle.

All students who meet these criteria will be required to obtain connectivity permission slip from the main office. It is the student's responsibility to find out when there are tryouts, and obtain approval signatures from parents, teachers, and administrators

#### **5.05 LUNCH AND SNACKS**

PA students either bring a packed lunch from home or participate in the Lunch Order Program. If you will be buying lunch you must preorder on EagleWeb. Notifications about online ordering periods will be communicated via email. Ice packs should be used to keep lunch chilled if necessary. Generally, students are not permitted to bring a snack into classrooms. Permission may be granted by administration on a case-by-case basis. All students are asked to bring a refillable water bottle clearly labeled with the child's name to school each day. Students are not allowed to leave campus during lunch or have friends visit for lunch.

#### **5.06 NATIONAL HONOR SOCIETY**

The purpose of the PA chapter of the National Honor Society is to create enthusiasm for scholarships, to stimulate a desire to render service, to promote leadership, and to encourage the development of character and students of PA. To be considered for membership, candidates must have attended PA for the first semester of the school year in which they are inducted and have a year-to-date weighted academic GPA of 3.5 or higher at the conclusion of the first semester. All candidates who meet the scholarship criteria with the 3.5 or higher GPA must then submit an application form and a personal essay. The application essay allows the Faculty Council to evaluate the candidate in terms of leadership, character, citizenship, and service. Additional input regarding the merit of the candidates is provided to the Faculty Council by all Upper School Faculty members through a confidential checklist. The Faculty Council consists of a minimum of five teachers selected by the appropriate principals. After the Faculty Council has met and evaluated the candidates, the NHS Advisor presents the selection results to the

appropriate principals for further review. Selected students are then formally inducted into the NHS at a service presented by the current members.

## 5.07 UNIFORM AND DRESS CODE

### 1.0 Standard Uniforms

#### Frequency

- Standard uniforms are to be worn daily

#### Upper Wear

- PA issued polos - black, gray, red, or white
- Upper wear must fit properly – not too tight or too large
- Upper wear must be tucked in (exceptions for students with sensory issues)
- High School students (9<sup>th</sup> -12<sup>th</sup> grade) may wear a PA T-Shirt on Fridays

#### Lower Wear

- Male Students: PA issued uniform pants or shorts – black or khaki
- Female Students: PA issued pants, shorts, skirts, or skorts – black or khaki
- Lower wear must fit properly – not too tight or too loose
- Lower wear must be fitted at the waist
- Belts - black, brown or khaki belts must be worn with pants and shorts (exceptions for students with sensory issues)

### 2.0 Athletic Uniforms

#### Frequency

- Pre-School and Kindergarten: Students may wear their athletic uniforms daily
- Grade 1 – Grade 5: Students are permitted to wear their athletic uniforms all day on days they have PE. On days students do not have PE, students are to wear their standard uniform
- Grade 6 – Grade 12: Students must dress out for PE and dress back in to standard uniforms once the class is over

#### Upper Wear

- PA issued dri-fit T-shirts – charcoal gray
- Upper wear must fit properly – not too tight or too large

#### Lower Wear

- PA issued dri-fit shorts or sweat pants - black
- Lower wear must fit properly – not too tight or too loose
- Lower wear must be fitted at the waist

### 3.0 Outerwear

- Students may wear PA issued hoodies, sweaters, and jackets only

### 4.0 Additional Guidelines

#### Hair

- Hair should not be in a style or length that limits the student's ability to learn
- Hair should not be a distraction so that it interferes with a classmate's ability to learn

- Administration reserves the right to require a student to alter their hair as deemed necessary
- At least 75% of the student's hair must be a natural color

#### Jewelry

- Jewelry should be appropriate and not overstated
- Gauges, facial piercings, and large hoops are safety hazards and should not be worn at school
- Jewelry should not display any anti-Christian symbols

#### Footwear

- Students are required to wear safe footwear
- Footwear must be close-toed and closed-heeled

#### Head Coverings

- Hats, beanies, or other head coverings may not be worn indoors
- Head coverings may be worn outdoors
- If head coverings are worn, they must be free of logos, pictures, or text that is contrary to the Christian example we are to set for others

#### Tattoos

- If a student has a tattoo of any kind, it may not be visible during school hours or at school events, activities or functions

#### Make-Up

- Lower school students should not wear make-up
- Upper School female students may wear make-up in moderation
- Male students may not wear make-up at school or at any PA sponsored event, activity, or function

#### Masks

- For the 2020-2021 school year, students must have a face mask that covers their mouth and nose available at school. Protocols on when masks should be worn will be explained by administration.
- If head coverings are worn, they must be free of logos, pictures, or text that are of an offensive or political nature. It is the school administrator's discretion on what may be deemed inappropriate. If a student's mask is found to be inappropriate, they will be given an alternative mask to wear.

### 5.0 Dress Down Days

#### Frequency

- High School students (9<sup>th</sup> -12<sup>th</sup> grade) may wear a PA T-Shirt with uniform pants on Fridays. Full dress down days may be declared from time to time by school administration.
- Lower School dress down days may be declared from time to time by school administration.

#### Upper Wear

- Students may wear any PA issued T-shirt

- If other T-shirts are worn, they must be free of logos, pictures, or text that is contrary to the Christian example we are to set for others
- Upper wear must fit properly – not too tight or too large

#### Lower Wear

- Students may wear plain denim jeans
- Excessively baggy or skin-tight jeans are prohibited
- Jeans should be free of rips and tears

#### **6.0 Administrator Rights**

- An administrator has the right to ask a student to change their dress/appearance if the student's choices are deemed distracting or inappropriate
- The definition of distracting and inappropriate is the discretion of the administrator