



Requirements and Expectations

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 Parkhurst Academy (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 you remember and commit to the following requirements and expectations of PA:

Seven Expectations for Parental Conduct

Expectation #1: Cooperation

1. You can expect PA to support and reinforce parental authority.
2. We will endeavor not to undermine a child’s respect for his or her parents, whether by negative comments or criticisms.
3. PA recognizes its role is to provide an academic education and to assist parents in their primary role as spiritual leaders and authorities over their children.
4. PA expects parents to support and reinforce PA authority with respect to school matters, including without limitation, the Code of Conduct (*Exhibit A*), the Dress Code, etc. PA parents should not criticize PA practices or staff to their own children, other students, or other parents.

Expectation #2: Civility

1. You can expect PA to conduct its dealings with parents and students in a civil and Christ-like manner.
2. PA expects parents to behave in a civil and Christ-like manner in all interactions with PA staff and administration and at all school functions, including assemblies, field trips, and sporting events. (See *Exhibit B, Athletic Code of Conduct*)

Expectation #3: Confidentiality

1. You can expect that PA will discuss concerns regarding your child's academic performance, matters of discipline, attendance, and matters concerning his/her athletic performance with you and not other parents.
2. PA expects parents to refrain from gossip and strife, which erodes trust and harms relationships. If parents have concerns or criticisms, they should be discussed directly and only with the student's teacher or coach or other appropriate PA authorities. (See *Section II, Conflict Resolution*)

Expectation #4: Support in Disciplinary Matters

1. You can expect PA to monitor behavior of students at school and school activities and to enforce its disciplinary rules.
2. PA is not an outreach to troubled youth and will not permit students to violate PA rules without consequences.
3. PA expects parents to monitor their child's behavior and assist PA in enforcing its school disciplinary rules.
4. PA also expects parents to respect PA's decision to administer a drug test to a student suspected of violating the Honor Code's prohibition on drug and alcohol use.

Expectation #5: Support in Doctrinal Matters

1. You can expect PA to teach sound Christian doctrine to students and to advance a Christian worldview throughout its classes and programs.
2. PA expects parents to uphold and advance the PA Statement of Faith (Exhibit C) and biblical concepts of discipline and moral integrity and to attend a Bible believing church with their child.
3. Parents who disagree with minor doctrinal issues will not vocalize their disagreements to other parents.

Expectation #6: Financial Integrity

1. You can expect that PA will operate with fiscal integrity.
2. Parents will not be required to participate in fundraising activities or to assume any financial burden relating to the school other than tuition and appropriate activity fees.
3. PA expects that parents will stay current on tuition payments and communicate honestly with PA's business office regarding the status of payments. (See *Exhibit D, Fees & Financial Policies*)

Expectation #7: Parental Involvement

Academic Programs:

1. You can expect PA to provide academically rigorous and challenging classes and educational programs to students.
2. PA expects parents to monitor their children's academic performance, assist them with homework and special activities when appropriate, and require them to study as appropriate, complete assignments in a timely manner, and prioritize academic excellence.

Athletic and Extracurricular Programs:

1. You can expect PA to provide competitive and challenging athletic and extracurricular programs which advance students' fitness, sportsmanship, teamwork, and work ethic.
2. PA expects parents to require students to attend required meetings, practices, and games and to comply with rules of the game and PA principles of sportsmanship and fair play.
3. PA also expects parents of athletes to volunteer at one or more athletic events throughout the school year and to comply fully with the Athletics Code of Conduct. (See *Exhibit B, Athletics Code of Conduct*)
4. PA expects parents to volunteer at least 10 hours per semester per family. Volunteering includes helping teachers and staff with tasks, special events, extracurricular programs, or field trips. These tasks may be completed on campus or at home.

Conflict Resolution

While School administration will not seek permission from parents in the development and implementation of school policies, parents are encouraged to make constructive suggestions and offer creative ideas to improve the school through PA's Parent-Teacher Focus Team meetings (PTFT).

PA recognizes that sometimes parents will disagree with a decision or policy of PA. The disagreements can lead to anger and resentment if not addressed or if addressed improperly, but it can often lead to increased understanding and mutual trust when handled properly. PA asks that parents follow these guidelines when dealing with potential disagreements or conflicts with PA, its staff, and administrators:

1. Please reserve judgment until allowing PA to explain its side of the issue.
2. Do not allow your concerns or frustrations to simmer. Schedule an after-school meeting with your child's teacher or coach as soon as an issue arises.
3. Conduct meetings with teachers, coaches, and administrators in a civil manner, without unkind words or raised voices. Also refrain from making critical remarks to other parents or to your child.
4. If the conflict is not resolved by meeting with the teacher or coach, contact the principal. If the principal cannot resolve the issue satisfactorily, the principal will notify the superintendent of the issue. If resolution does not occur with the superintendent, parents may construct a written explanation of the issue and deliver it to the superintendent. The superintendent will then notify the school board of the issue. The board will reach a decision on the issue and render its decision through the superintendent to the parent.
5. More about conflict management may be found in the Family Handbook under the conflict resolution section.

Please sign and return the last page of this agreement.

EXHIBIT A – PARKHURST ACADEMY CODE OF CONDUCT (Section 3, Family Handbook)

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.

3.001 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.

3.002 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.

3.003 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.

3.004 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)

3.005 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.

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

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.

EXHIBIT B – PARKHURST ACADEMY ATHLETIC CODE OF CONDUCT (Athletic Handbook)

Parkhurst Academy Athletics Code of Conduct

As an Eagle's Team Member I will:

1. Work hard to tell the truth in my interaction with teammates and coaches
2. Learn how to set goals, live by them, and develop a Christian lifestyle that will produce success on the court.

3. Commit to refrain from complaining, negative thinking, selfishness, or any other negative behavior that disrupts team chemistry, keeping in mind the biblical principles outlined in *Ephesians 4:25-32*.
4. Maintain my academic life on a solid foundation throughout my career, never creating problems for the team because I failed to take care of my academic responsibilities.
5. Be loyal to my teammates, to my coaches, and to my program.
6. Be an ambassador of our program, going out of my way to positively represent the Lord, my Family and Parkhurst Academy.
7. Be accountable for all team requirements (e.g. completing tasks on time, being dependable, being on time, etc.) demonstrating leadership qualities.
8. Refrain from the use of obscenities, degrading remarks or disrespectful comments during practice and competition.
9. Respectfully accept the decisions of the coaching staff regarding all aspects of the team.

EXHIBIT C – PARKHURST ACADEMY STATEMENT OF FAITH (Section 1.009, Family Handbook)

1.009 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.

EXHIBIT D – PARKHURST ACADEMY FEES & FINANCIAL POLICIES (Section 2.013, Family Handbook)

2.013 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. 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 AM to 8:20 AM and 3:50 PM to 6:00 PM. 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 20th 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 5th 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.
- 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.

PARTNERS IN EDUCATION ACKNOWLEDGEMENT

We are honored to partner with you in educating your child. Thank you for the opportunity. By signing below, you are acknowledging the Partners in Education Agreement.

Student(s) Name: _____

Parent/Guardian 1:

Print Name

Date

Signature

Date

Parent/Guardian 2:

Print Name

Date

Signature

Date

PA Principal:

PA Principal Signature

Date