FAMILY HANDBOOK

Disclaimer

The Family Handbook provides essential information to parents/guardians, students, and teachers of Parkhurst Academy (PA). The content is intended to support the policies established by the Board of Directors and Administration. PA strives 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 PA's programs and opportunities and set forth expectations and agreements.

No set of rules or guidelines can cover every situation that may arise. The rules, policies, and procedures set forth 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. These policies are not intended to limit the authority of PA to deal with individual circumstances. 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/guardians with questions about any Handbook policy or statement should feel free to speak with the appropriate administrator. PA does not discriminate on the basis of race, ethnicity, national origin, or gender.

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SECTION 1 – GENERAL INFORMATION

1.01 OUR SCHOOL

Parkhurst Academy was founded in 1984 as an independent ministry to serve families that desire a Biblically-based education for their 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 education 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. PA is a non-profit, non-taxable corporation.

1.02 VISION

Equipping students for life; spiritually and educationally.

1.03 MISSION

Empowering students to DISCOVER, DEVELOP, and DEVOTE their lives to the Kingdom.

1.04 CORE VALUES

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

1.05 PHILOSOPHY OF EDUCATION

- Each and every student is created in the image of God.
- Each person is born a sinner due to Adam and Eve's original sin. This sin separates us from God.
- There is a need to restore fellowship with God, and then equip each individual to serve the Kingdom and spread the Gospel.
- Education serves the purpose of acquainting the student with truth (2 Timothy 3:16). A student comes to wisdom by understanding truth, and then makes decisions based on the truth.
- God is the Father, Son, and Holy Spirit.
    - The Son was sent by the Father to redeem mankind from the consequences of sin and to provide the hope of eternal life.
    - The Holy Spirit has been sent as God's comforter and enlightener to direct the believer's steps.
- The Word of God (Scripture) is crucial in the daily life of a believer. Believers should also be in fellowship with one another to effectively walk out our faith.

1.06 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 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/guardians are ultimately responsible for the spiritual development of their students. The school is will support the parents/guardians in training their students in the way they should go.

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

1.07 ADMINISTRATION & FACULTY

A list of administration and faculty is maintained on the school's website.

1.08 BOARD OF DIRECTORS

Board of Directors

- Eric Austin
- Christopher Hitte
- J. Kenneth Hitte

Board Function

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

1.09 ACCREDITATION

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

1.10 NOTICE OF NON-DISCRIMINATION POLICY

PA values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. PA admits students of any race, color, national or ethnic origin.

SECTION 2 - GENERAL POLICIES AND PROCEDURES

2.01 CAMPUS LOCATIONS & CONTACT INFORMATION

1. Eau Gallie Campus

- Address: 3550 W. Eau Gallie Blvd., Melbourne, FL 32934
- Phone: (321) 259-1590
- Text: (321) 333-4064
- Email: info@parkhurst.org
- Website: www.parkhurst.org

2.02 ADMISSIONS POLICY

- It is a privilege to attend PA, not a right. PA accepts students and families who are willing to support the school's philosophy of Christian education, student conduct requirements, and whose parents/guardians who want their children to be educated in a Christian environment. Continued enrollment is contingent upon this same understanding and support by both the student and parents/guardians.
- A new student is admitted on the basis of a completed application, required records, evaluations, and an administrative review. Each application is carefully and fairly considered. Acceptance of a new student or readmission of a returning student rests wholly with the school's administration. Parkhurst Academy does not discriminate based on race, color, and national or ethnic origin.
- Enrollment is contingent upon space availability. Applicants who are placed on a waitlist are not guaranteed admission.
- Re-enrollment is conditional based on student progress, attendance, behavior, and cooperation between home and school. Tuition and fees must be current to re-enroll. 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.

2.03 PARTNERS IN EDUCATION

- Parents/Guardians must sign a Partners in Education Agreement before students start school.
- This agreement outlines the responsibilities and expectations of both the school and parents/guardians as it pertains to the student's education.

2.04 FEES & FINANCIAL POLICIES

- All financial questions relating to student accounts (charges, payments, balances, financial aid, etc.) should be addressed directly to finance@parkhurst.org.

1. Enrollment Fees & Tuition

- A yearly enrollment fee is required for each student. Enrollment 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 enrollment fee rates can be found on the school's website.
- Payments can be made through FACTS (RenWeb) or in our front office by cash or check.
- Students may not re-enroll or register for classes if the student account is delinquent.
- Academic records, including report cards, grades, and transcripts to colleges and scholarship programs, will not be released until all accounts are paid in full.

2. 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.
- Students in attendance during any part of the calendar month will pay the tuition for the entire month.
- Prepaid tuition will be prorated for the amount of time a student has attended PA using a daily rate. This is calculated using the total number of school days.

3. Tuition Assistance

- Tuition assistance is available to families who demonstrate genuine need.
- 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 July 30.
- 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/guardians to keep their accounts current may also trigger revocation of tuition assistance.

4. Extended Day Charges

- Extended care is available for students from 6:40 a.m. to 7:40 a.m. and 4:00 p.m. to 6:00 p.m. Families are charged at the following rate:
    - Before Care (6:40 a.m. – 7:40 a.m.) - $8.50 per student.
    - Aftercare (4:00 p.m. – 6:00 p.m.) - $8.50 per hour, per student, for any portion of an hour.
- A charge of $10.00 will be assessed for any child picked up after 6:00 p.m. Families will be billed at $1.00 per minute for every minute after 6:05 p.m.
- Students staying after school must attend our extended care program unless they are involved in after school sports, activities, or other school sponsored events.
- Invoices will be posted to FACTS (RenWeb) at the end of each month. Payments are due within ten (10) days of billing.
- If payment is not received by the due date, the student will not be allowed to continue use of extended care services until the payment is made. Habitual late payments may result in discontinued use of the extended day services permanently.

5. Billing & Delinquencies

- Tuition payments are due on the first day of each month.
- Payments made after the fifth day of the month will be considered late and will be assessed a five percent (5%) late charge.
- Should the account remain unpaid past 30 days, the family will be required to sign up for automatic payments directly from their bank account for the remainder of the school year.
- Should the account remain unpaid past 60 days, the student will be suspended until payment is made. The school may use a collections agency to pursue payment on past due balances.
- A $15.00 charge, plus 5% late fee will be charge for all returned checks.
- If a check is returned for insufficient funds, cash or credit card 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.

2.05 COMMUNICATION

1. General Guidelines

- The primary method of communication is email. Faculty and administrators can be reached via their email with a response within one business day as the norm. Links to faculty and administration's email can be found on the school's website.

2. Grades/Academics

- School to Home – FACTS (RenWeb)/ Weekly Progress Report via Email
- Home to School – Email individual teachers (link to teacher emails)

3. Attendance

- School to Home – FACTS (RenWeb)/ Email generated upon absence
- Home to School – Email attendance@parkhurst.org

4. Events/Extra Curriculars

- School to Home – Calendar on FACTS (RenWeb)
- Home to School – Questions: Email info@parkhurst.org

5. Forms

- School to Home – FACTS (RenWeb)
- Home to School – Questions: Email info@parkhurst.org

6. Discipline/Behavior

- School to Home – FACTS (RenWeb) / Emailed behavior report
- Home to School – Email individual teachers (link to teacher emails)

7. Other

- General Questions – See Campus Locations and Contact Info
- Admissions – Email: admissons@parkhurst.org
- Guidance Counselor – Email : amurphy@parkhurst.org
- Student Services – Email: dschelich@parkhurst.org

2.06 CHANGE OF INFORMATION

- Parents/guardians may change their personal/contact information on FACTS (RenWeb).
- Parent's must provide a copy of legal documents pertaining to their student (i.e. custody, restraining orders, etc.).

2.07 ATTENDANCE

1. General

- Attendance is the responsibility of parents/guardians and students. Regular and punctual attendance of all students is expected
- Students may not be on campus before 6:45 a.m. unless authorized and supervised by staff.
- Chapel attendance is mandatory.

2. Absence Policy

- Students must be on time and prepared to learn every day except in the case of illness or emergencies.
- Students late to school must be checked in at the front desk by a parent/guardian.
- Students who miss less than 15 minutes of a class will be considered as tardy. Three (3) tardies will equal one absence for the class(es) missed.
- Tardies or checkouts that exceed 15 minutes of class time (for students in grades 6-12) are counted as an absence for that class.
- Students are allowed a maximum of nine (9) 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 (9) absences places a student in the position of being considered for a failing grade or expulsion.

3. Notification

- Email attenance@parkhurst.org or call no later than 9:00 a.m. if your student is going to be absent.
- Email a note from the parent/guardian or doctor documenting the reason for the absence to attendance@parkhurst.org within one (1) week of the absence date.

4. Excused Absences/Tardies

- 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.
    - College visits (Grades 9-12)

- Email required documentation to attendance@parkhurst.org within one week of the date of absence, or the absence will be counted as unexcused.

- 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.

5. Pre-Approved Absences

- Family vacations on school days is strongly discouraged.
- Absences due to family schedule may not exceed a total of three days during the school year.
- If a student must be absent, approval from the administration is required at least one week prior to the absence.

6. Credit Received for Schoolwork While Absent

- All schoolwork missed must be made up, regardless of if the absence is excused or unexcused.
- Check FACTS (RenWeb) for their missing assignments.

7. Extended Absences

- A doctor's note is required upon return to school for extended absences due to illness (three or more days). Email required documentation to attendance@parkhurst.org within one week of the date of absence, or the absence will be counted as unexcused.

8. Early Pick-Up / Leaving School Grounds

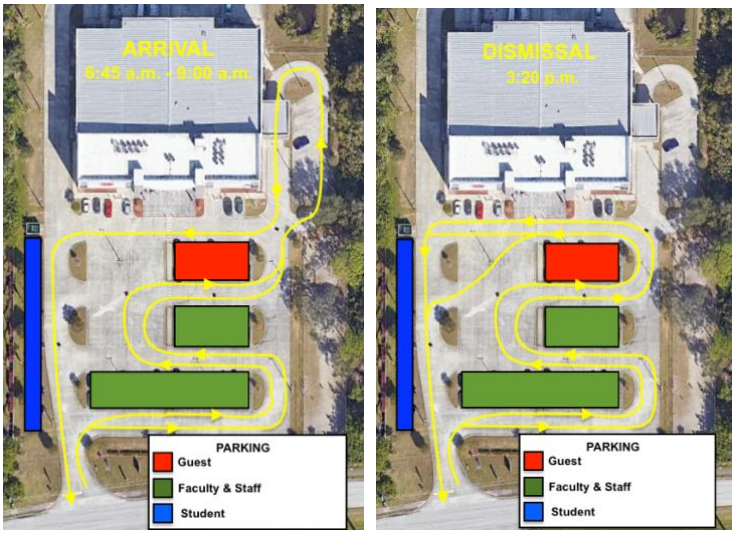
- Students are not permitted to leave school grounds at any time during the school day without being signed out in the main office by a parent/guardian (exceptions exist for school activities).
- Early pick-up is not be permitted after 2:45 p.m.
- Student drivers must have written permission from parents/guardians to leave campus early.
- Students must check in at the front desk upon returning to school.

2.08 ARRIVAL AND DISMISSAL PROCEDURE

1. General Rules

- Car loop follows the pattern outlined on Campus Traffic & Parking Map.
- The parking lot speed limit is 5 mph.
- Designated parking areas are highlighted on the map. Parking is prohibited in the designated carlines at any time.
- With the exception of student drivers, no student may be dropped off in the parking lot to walk into the school without a parent/guardian escort. Late arrivals must park in the Guest Parking Area and escort students into school.
- Students are dismissed via CurbSmart, using numbered car loop tags. Parents/guardians will be provided tags before their student starts school. This tag must be displayed at all times during dismissal. Email info@parkhurst.org if you require an additional/replacement tag.
- Use of personal electronic devices (cell phones, tablets, etc.) while in car loop is strictly prohibited.
- From 8:00 a.m. - 9:00 a.m. and again from 3:00 p.m. - 4:00 p.m., vehicles exiting the Eau Gallie Campus are **limited to WESTBOUND turns only**. Eastbound turns will block the flow of car loop and are not permitted. There is a turn lane less than 0.25 mile west of the campus.

2. Campus Traffic & Parking Map



4. Arrival and Dismissal Times

	Regular School Day	Early Release Day
Before care begins	6:40 a.m.	
Earliest students may be dropped off and not charged for before care	7:40 a.m.	
Classrooms open	8:10 a.m.	
Classes start	8:30 a.m.	
Car loop opens for dismissal	3:00 p.m.	12:45 p.m.
Student driver dismissal via CurbSmart	3:17 p.m.	12:57 p.m.
Dismissal for all car loop via CurbSmart	3:20 p.m.	1:00 p.m.
Latest a student may be picked up and not charged for after care	3:59 p.m.	1:39 p.m.
After care ends	6:00 p.m.	

- Student must arrive early for security screening. Tardies due to security screening are not excused.
- Clubs, athletics, performing arts, etc. may have different dismissal times. They will be announced via email.
- Students must enter through the east-side door from 6:45 a.m. – 9:00 a.m. Parents/guardians must have prior approval from administration to enter during this time.
- Students and parents/guardians must enter through the south, main entrance doors (center doors) from 9:00 a.m. – 6:00 p.m.

5. Authorized Pick-Up

- Students will be released to individuals on their authorized pick-up list.
- Those individuals must have a photo on file and a numbered car loop tag displayed.
- A government identification is required if a photo is not on file.
- Students will not be released to individuals not listed on their list.
- Parents/guardians may amend using their pick up list using CurbSmart log in. They must provide the individual's name, address, phone number, and a photograph of their face. A phone call will also be made to the parent/guardian to validate the request.
- Temporary permission to pick up a student may only be granted by a parent/guardian on CurbSmart. A phone call will also be made to the parent/guardian to validate the request.
- It is the parent's responsibility to notify the school of any changes in custody, parental rights, and/or parenting plans.

5.0 Student Drivers

- Students must adhere to the 5 mph speed limit in the parking lot and staff directions. They must follow all applicable traffic laws.
- Students must have a school issued parking permit. Parking permits may be obtained by completing an application found online.
- Students may not congregate in the parking lot before or after school.
- Students may not remain in their vehicles after arriving or dismissal.

- Stereo systems must not be audible outside of the vehicle.
- Students are not permitted in the parking lot during school hours unless they have received permission from an administrator or security.
- Parents/Guardians must provide written permission for a student to be dismissed early. Students may not leave campus to run errands or go to lunch.
- Parking privileges may be suspended if a student fails to adhere to these guidelines.

2.09 UNIFORM AND DRESS CODE

1. General Standards

- Standard uniforms are to be worn daily.
- Strict adherence to the Uniform Policy matters because it is the most basic expression of obedience.
- Students may not enter the building if they are not in compliance with this policy.
- Uniform items must be fitted and worn properly They may not be oversized, too short, baggy, tight fitting, torn, and or tattered.
- Teachers will check students' dress daily and infractions will be documented in FACTS (RenWeb). Parents/guardians may be required to bring a change of clothes if the student is not in compliance.
- Students may not wear clothing or apparel that promotes a political message, unbiblical causes and concepts, violence, and/or inappropriate themes and messages.
- Persistent violation of the PA Uniform Policy will result in disciplinary actions.

2. Provider

- PA's official uniform provider is All Uniform Wear. PA's official uniform provider is All Uniform Wear. A link to their online store can be found on the school's website.
- The retail store with PA products is located at 4335 W New Haven Ave, West Melbourne, FL 32904
- PA Items purchased from other manufacturers are not permitted.

3. Upper Wear

- Black and red colored polos Oxford button-down with PA logo.
- Upper wear must fit properly – not too tight or too large.
- Polos must be tucked in at all times.
- Solid colored undershirts or camisoles worn underneath polos – black or red only.
- Solid colored, long-sleeved undershirts – black or red – may also be worn underneath polos. Long-sleeved undershirts will not have any designs, logos, or any other markings visibly seen from underneath the uniform shirt.

4. 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.
- Shorts, skirts, and skorts length must rest no more than three inches above the kneecap (a standard sized posted is used to measure)
- Students are encouraged to wear black bike or compression shorts underneath skirts to maintain modesty.

5. Outerwear

- PA issued, jackets, zip up hoodie or cardigans only.
- Pullover hoodies with or without kangaroo pockets are not permitted.
- Students are permitted to wear cold weather coats entering the building but must remove them in class and other common areas throughout the building.

6. Personal Appearance

Hair

- Hair may not be a distraction (i.e. hanging in student's face, vibrant, un-natural color).

Makeup

- Female, Junior/Senior High School students (grades 6-12) may wear a modest amount of make-up, including fingernail polish.
- Female, Elementary students (grades K-5) may only wear lip gloss and modest fingernail polish.
- Male students are not permitted to wear makeup, including fingernail polish.

Tattoos

- Tattoos must be concealed beneath clothing (include Dress Down Days/Theme Days).
- Face or neck tattoos are not permitted.

7. Other Apparel

Shoes

- Shoes must be closed-toed, closed-heeled, and provide full foot coverage. Shoes must not be a distraction.
- Students will not wear flip flops, Crocs, jellies, sandals, slides, slippers, or any type of open-toed or open-heeled shoe.

Socks

- Students will only wear solid colored black, brown, or white socks.
- Socks must not be a distraction.
- Mid-calf and over the calf socks may only be worn with full-length pants.

Belts

- Solid colored belts - black or brown - are required for all lower wear containing belt loops.
- Students may not wear suspenders.

Underwear

- Proper undergarments are required and must not be visible at any time (including bra straps).

Head Coverings

- Hats and other head coverings may not be worn indoors.

Jewelry

- Jewelry must not be a distraction.

- Necklaces must be worn underneath polo shirts.
- Earrings must be conservative - a small stud or hoop no larger than a quarter
- All other facial piercings/jewelry is not permitted.

Ties
- Bowties and straight ties may be worn with oxford style uniforms.

7.0 Athletic Uniforms

Frequency
- Grades K – 5: Athletic Uniforms may be worn all day on Tuesdays and Thursdays.
- Grade 6 – Grade 12: Must dress out for PE and dress back into standard uniforms once the class is over.

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

Lower Wear
- PA issued Athletic shorts or sweatpants - black
- Lower wear must fit properly – not too tight or too loose
- Lower wear must be fitted at the waist

8.0 Dress Down Days/Spirit Days

- Dress down days are determined from time to time by administration.
- Those not participating in the dress down theme must be in standard uniform.
- Students are not permitted to wear pajamas or sleep wear for any reason to school.
- When jeans are permitted, they must be clean, neat, and free of any holes and tears. Jeans must not be too tight or too baggy. Jeans shorts must be knee length.

9.0 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.

2.10 SAFETY & SECURITY

- Students must abide by the school's Code of Conduct and directions given from all staff. Students will conduct themselves in a safe manner at all times.
- Campuses are secure locations. Armed security is on site. Video recording is in progress. Video is confidential and will not be shared.
- Everyone entering the property is subject to security screening including, but not limited to, metal detectors, people searches, and bag searches.
- Students may not possess firearms or weapons on school property or any school sponsored event. This includes vehicles.
- Adults may not possess firearms or weapons in the facility or at school sponsored events.
- Students and parents/guardians will immediately report safety issues/suspicious activity to the nearest staff member.

2.11 HEALTH & STUDENT SERVICES

1. Florida Immunization/Health Exam

- PA requires a current DH680 Florida Health Department Immunization Form or waiver for religious purposes for all students and a DH3040 Student Entry Health Exam.
- Complete and up-to-date immunization records must be on file for all students. These include the required updates within twelve months of entry into Kindergarten and 7th grade.

2. Medication

- All medications must be brought to the office by the parents/guardians.
- All medication must be in its original container and accompanied by a Physician's Order detailing the administration of that medication.
- Students are not permitted to carry medications or store them in their backpacks, desks, etc. This includes over-the-counter medications.

3. Communicable Diseases

- The diagnosis of any serious communicable disease including, but not limited to, meningitis, strep throat, chicken pox, Fifth's disease, scarlet fever, impetigo, conjunctivitis, and Respiratory Syncytial Virus (RSV) of a child or a family member must be immediately reported to PA.
- Follow the Health Department's guidelines or your health provider's recommendations when determining what to report.
- Parents/guardians must respond promptly to a request to pick up their student.
- Students are not permitted to return to school 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, and any other condition at the discretion of school administration.
- Your medical service provider will determine when your student may return to school based on illness.
- Parents/guardians must email a physicians note to info@parkhurst.org clearing the student to return to school before the student returns.
- PA has prepared a crisis management protocol for pandemic illness, which will work in tandem with recommendations made by the Public Health Department.

4. Accommodations – Behavior and Health

- All medical conditions must be disclosed on the student's application and enrollment documentation.
- For any type of accommodation (including administration of medication), the parents/guardians must contact Student Services prior to the student attending class. Student Services will advise on the type of documentation needed.
- Student Services will generate a Student Assistance Plan or Individualized Health Plan stating the accommodations which must be signed by the parent/guardian and administration.
- 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.
- Temporary conditions (cast, crutches etc.) that will affect the student's participation in school activities or procedures must be reported to info@parkhurst.org 24 hours before the student returns to school.
- Specific illnesses and accommodations will be dealt with on a case-by-case basis.

- 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.
- Parents/guardians may be required to accompany their student on off-campus activities.
- It is the responsibility of the students and their parents/guardians to manage their allergies (i.e. wear Medic-Alert bracelet; provide EpiPen as prescribed by their physician; know their food limitations; and tell an adult if experiencing the onset of reaction). PA does not guarantee an allergen free environment for students.

2.12 LUNCH AND SNACKS

- Students either bring a packed lunch from home or participate in the Lunch Order Program.
- If your student will be buying lunch they must preorder on Campus Cuisine.
- It is important that children have a nutritious lunch. Students are permitted to bring a nutritious snack, as well.
- All students are encouraged to bring a refillable water bottle clearly labeled with the child's name to school each day.
- Soda and gum are not allowed.

2.13 TECHNOLOGY

- PA Issues a personal learning device to all students. It is the student's responsibility to care for the device and ensure it remains in good condition. Lost, broken, or damaged devices must be replaced at the family's expense.
- PA provides wired and wireless access to local area network internet resources for in-class, educational purposes.
- Parents/guardians of students are responsible for setting the standards that their students must follow when using media and information sources at home.
- Students must never post anything online that is inappropriate by biblical standards.
- Do not rely on social media privacy settings to protect confidential information.

1. Student Access to Secured Network Resources

- Students are only permitted to use technology in the classroom while under direct supervision of staff. Students are not permitted to use any staff computers and devices at any time.
- Students are responsible for behaving appropriately while using PA technology and/or internet – this includes appropriate physical care of the electronic devices as well as appropriate care/use of software, programming, and internet use.
- Educational games may be assigned by a teacher during class time. Students do not have general permission to play games.
- Students are expected to conduct themselves in a responsible, ethical and polite manner when online.
- Electronic or physical 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 technology or run any programs from removable media without permission from a school administrator.
- Students may not tamper with or change software and/or operating system settings on any PA technology, systems, or networks – i.e. screen-savers, desktop backgrounds, shortcut names, etc.

2. Student Accounts

- PA students are assigned accounts through the Parkhurst Academy Microsoft Education Community®. This includes:
    - Access to Office365
    - A PA email address
    - A Microsoft One Drive account
- All students are also assigned an account through Let's Go Learn/Edge for periodic testing and remediation/review activities.
- PA students in grades 8-12 are required to create an account with College Board for testing and college admission purposes.
- These accounts are to be used for academic purposes only. Non-academic files are not permitted and are subject to deletion. All student accounts will be deactivated when a student leaves the school.

3. Cell Phones

- Cell phones and personal technology devices, such as tablets, gaming devices, and smart watches are not permitted on campus. They will be confiscated if seen or heard.

4. Privacy Policy

- Administrators have the authority to monitor all accounts, including e-mail and other materials transmitted, received, or stored via student accounts. Users do not have any right to privacy regarding such materials.

5. Transmission and Use of Information

- Students will 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 that are contrary to biblical principles.
- Students will not violate copyright law, trade secret, or trademark laws. Students will 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 are bullying.

6. Social Media, Chat Rooms and Social Networking

- At no time are internet chat rooms, social media, or social networking sites to be used on campus. All communication over student accounts must be academic in purpose.
- Students are discouraged from using social media platforms at home.
- If used, students must exercise the utmost caution when participating in any form of social media or online communications, both within the PA community and beyond.
- Students 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.
- Actions outside of school are subject to the PA Student Code of Conduct, policies, and procedures.
- To protect the privacy of PA students and faculty, students may not, under any circumstances, create digital still or video recordings of PA community members either on campus or at off-campus PA events without permission.
- Students and parent/guardians may not use social media sites to publish disparaging or harassing remarks about PA, PA community members, athletes, or academic contest rivals, etc.

- Editorial content posted to websites or other forms of online media must not reflect poorly upon the school.
- Failure to abide by this policy may result in disciplinary action.

7. 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.

2.14 VISITORS
- All visitors and service providers must check-in at the front desk. All visitors are subject to security screening to include metal detector, bag search, and person search
- A PA issued visitor's badge will be issued. It must remain visible at all times and returned when the guest signs out to leave the campus.
- All visitors must abide by the school's Code of Conduct at all times. Those who do not, must leave the property.

2.15 VOLUNTEER PROGRAM
- The PA Volunteer Program is coordinated by the Assistant Principal.
- School personnel are assigned to supervise volunteers on individual projects/events.
- Volunteers are not compensated monetarily by the school.
- The school reserves the right to recruit volunteers only for positions in need at the school.
- Failure to abide by the requirements, guidelines, and expectations set forth in the volunteer program will result in the revocation of volunteer privileges.

1. Requirements

Applications
- A volunteer application can be found on the school's website. It must be completed by all volunteer applicants and renewed annually.

Clearance
- Volunteers with access to students must be granted fingerprint clearance through the Florida Department of Law Enforcement. A Volunteer & Employee Criminal History System (VECHS) form is available on the school's website.

Orientation/Training
- Orientation, coving school policies and procedures, is required for new and returning volunteers.
- On-the-job training is provided by supervising staff.

Reporting for Volunteer Service
- Report to the front lobby and sign in/out as required.
- Volunteers must wear the assigned badge at all times.
- The type of volunteer activity, date, and hours must be recorded by the volunteer through FACTS

(RenWeb) after the time of service.

Attendance

- Report planned absences in advance to supervising staff.
- Email info@parkhurst.org or call the school office for unforeseen absences.
- Volunteers must not come in if they are ill or symptomatic.

Attire & Conduct

- Professional dress is required, and should be guided by the volunteer activities. For instance, on days that require more physical activity, casual attire is appropriate. Casual clothing should be neat and clean and not give the appearance of excessive wear. Wind suits, and/or sweat/yoga pants are not appropriate professional dress. Do not wear tight or excessively loose clothing; modesty should always be reflected. Open toe/heel shoes are prohibited. Caps, hats, or head gear are not to be worn inside the building except to athletic events. Volunteers may not wear shorts.
- Inquire with supervising staff when unsure about specific attire.
- Individuals must also maintain professional conduct and language.

Confidentiality

- Information learned about students or staff must be held in strict confidence, including students' grades, records, and abilities.
- Failure to maintain confidentiality will result in the immediate revocation of volunteer privileges.

Mandated Reporting

- Volunteers are considered mandated reporters under Florida Statute 39.201 (1)(a): “Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Families” (DCF).
- Reports to DCF are made by calling the Florida Abuse Hotline (1-800-96ABUSE).
- Volunteers must also report to their school supervisor that they have made a report to DCF.

2. Responsibilities

Volunteers must:

- Provide support to the school.
- Have a genuine interest in students, a professional commitment to a volunteer activity, a cooperative attitude, flexibility, and a willingness to attend training sessions.
- Understand that the opportunity to volunteer is a privilege.
- Always be supervised by staff when working with students; do not supervise a classroom or give permission for a student to leave a classroom.
- Not discipline students; report discipline problems to staff.
- Report any concerns regarding students to staff.
- Not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Set an example for students by their manner, appearance, and behavior.
- Not give medication to students.
- Not provide written comments on student papers.

- Not show favoritism to particular students.
- Not compare or criticize teachers/students/staff.
- Not hold informal parent-teacher conferences or leisure conversations with staff or other volunteers during volunteer service.
- Not take photographs of students, unless permitted by a school administrator for a school project; never post any student photographs or student information on social media.
- Follow regulations regarding classroom and playground equipment.
- Notifying staff immediately in the event of an accident. Refraining from moving an injured student. Completing a written Incident Report.
- Follow procedures during emergency situations & evacuations.
- Follow any other guidelines assigned by staff.

2.16 CONFERENCES

Parent-Teacher conference links will be sent via email at the end of each grading period. Parents/guardians may request a conference with their student's teacher at any other time by emailing the teacher directly.

2.17 CONFLICT RESOLUTION / CIVIL MATTERS

PA students will exemplify the standards set forth in the Core Values and the Code of Conduct during school activities on or off-campus. The Code of Conduct applies to all activities involving PA students regardless of whether the event is school sponsored.

1. Conflict Resolution

- If a concern arises regarding a specific faculty/staff member, or student related issue (discipline matter, academic issue and the like), the parent/guardian must communicate that concern according to guidelines found in Matthew 18.
    - This involves first meeting with the faculty/staff member to discuss the matter further. If an understanding is not reached, the parent may contact an administrator. Any conflict that is not satisfactorily resolved by the school faculty and administration may be addressed in writing to the Superintendent.
    - Parents/guardians and students are required to keep the matter confidential.

2. Civil Matters

- PA will not become party to civil/domestic issues or disputes that arise between adults. School personnel will not take sides in issues involving family disputes.
- The school will follow state mandates to report when a child's well-being may be at risk.
- PA will follow any government issued orders regarding parental rights. Provision of government orders is the responsibility of the parent/guardian. PA is not liable for any information not provided to the school.

2.18 FIELD TRIPS

- Permission slips will be sent via email. They must be filled out and signed prior to the field trip. Students may not attend without a signed slip.
- Payments must be made in FACTS (RenWeb) before the field trip occurs. Certain field trips may require non-refundable payments and other payment schedules.

- If a student does not participate, an equivalent, in-class assignment will be given to complete that day.

2.19 FUNDRAISING EVENTS/PROJECT REQUESTS

- All fundraising activities and project requests must receive prior approval from the Superintendent.
- Once approved, the fundraising events and projects policy will be provided, reviewed, and then must be followed.

2.20 ELEVATORS

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

2.21 EMERGENCY CLOSING OF SCHOOL

- Emergency closing of the school will be communicated through all communication channels (email, text, etc.).
- It is possible that PA may close or return to school before or after public schools.
- PA may also close when ordered to by the Department of Education and/or the Governor.

SECTION 3 – CODE OF CONDUCT

- The primary goal of the PA Code of Conduct is to promote strong Christian character, improve behavior, and protect the welfare of all students. Differences in age, maturity, and neurodiversity are recognized in determining appropriate disciplinary action, however all students must take responsibility for their own actions. Attending PA is a privilege that is extended on the condition that students and parents/guardians adhere to all school policies, including the Code of Conduct.
- Students, parents/guardians, and staff are responsible for encouraging Christ-like and orderly student behavior. PA promotes the development of strong ethical and moral values that are guided by biblical principles.
- The basic responsibility for discipline resides within the home; therefore, parents/guardians will be informed when circumstances needing disciplinary action arise. Disciplinary efforts are only effective when the home and school work in harmony (Proverbs 19:18, I Timothy 3:4-5).
- 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.
- The Dean of Students has authority over all behavioral/disciplinary matters.
- The PA Code of Conduct will be enforced on and off campus.

3.01 GUIDING PRINCIPLES

- The attitude, repentant spirit, and cooperation of the student and/or parent/guardian involved will be considered in the imposition of sanctions and consequences.
- PA reserves the right to discipline a student for off-campus misconduct.
- Florida Statutes require PA to report violations of law to the proper authorities (FL Statute 1006.13 (4)(a)). When incidents occur that may also be violations of law, PA will have sole discretion to determine in law enforcement is to be notified. 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.

- An attempt to violate the Code of Conduct may be considered a complete violation. Accomplices may be considered violators and face similar consequences.
- The Code of Conduct is not intended to be an exhaustive list of misconduct that will subject students to discipline. PA reserves the right to discipline a student for any conduct it considers worthy of discipline, even if the specific conduct is not mentioned in this Code.

3.02 GENERAL EXPECTATIONS

Students are expected to:

- Conduct themselves in an orderly, honorable, and polite manner at all times, showing respect for others. (Romans 12:10)
- Be respectful and obedient to authority. (Philippians 2:14-15)
- Demonstrate self-discipline in all studies and activities. (2 Peter 1:5-8)
- Maintain a positive attitude and cooperate respectfully with others. (Colossians 3:12)
- 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)
- Bo be safe, respectful, and responsible.

SAFE	**RESPECTFUL**	**RESPONSIBLE**
Students are expected to promote their own health and safety, as well as that of others. Examples include, but are not limited to… • Refraining from horseplay, fighting, or running indoors. • Wear shoes that are safe for climbing stairs. • Refrain from throwing objects. • Not possessing prohibited items such alcohol, tobacco products, illegal drugs, non-prescribed medications, and/or weapons of any kind on school property or at school events.	Students are expected to respect authority and fellow students. They are expected to respect the property of others as well as their own. Examples include, but are not limited to… • Follow all teachers' classroom expectations. • Refrain from arguing with staff and other adults. • Use appropriate 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.	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… • 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.

3.03 INFRACTIONS

1. Teacher-Managed Disciplinary Infractions

- Teachers will manage behaviors within the classroom.
- Behaviors will be documented in FACTS (RenWeb).
- Some examples are, but not limited to, verbal disruptions, failure to complete assignments, apathy, and refusing to follow instructions.

2.0 Administrative-Managed Disciplinary Infractions

- Certain infractions will be managed at an administrative level.

- Behaviors will be documented in FACTS (RenWeb).
- Some examples are, but not limited to, repetitive disruptions, open defiance, disrespect, bullying, truancy, and possession of firearms/weapons, alcohol, tobacco, electronic/vapor cigarettes, illegal drugs, or non-prescribed medications.

3.0 Academic Disciplinary Infractions

- Academic infractions include, but not limited to, student apathy, plagiarism, cheating, refusing to participate, and failure to submit/complete assignments.

4.0 Sanctions to Correct Behavior

- The following steps are designed to correct a student's behavior. The administration reserves the right to start at any step.
    - Conference with teacher and parent/guardian
    - Conference with Dean and parent/guardian
    - Teacher Detention
    - Administrative Detention
    - Saturday school (will incur a cost to parent/guardian)
    - In School Suspension (will incur a cost to parent/guardian)
    - Out of School Suspension
    - Expulsion

<u>Detention</u>

- Teachers/administrators may assign detentions for minor offenses.
- Teachers/administrators may require students to complete an appropriate assignment while serving the detention.
- Unexcused absence/tardy from a detention may result in additional administrative sanctions.

<u>Suspension</u>

- Students may be suspended for a serious infraction or repeated violations of school rules.
- A list of sanctions and duration for the suspension will be provided and signed by administration.
- When a student is suspended from school, they will be excluded from all PA sponsored extracurricular activities for the term of the suspension.
- Suspensions require that a parent/guardian return to PA with the student for a conference with an administrator before the suspension is lifted.
- Restoration – administration reserves the right to require the student to enter into a behavior contract after the suspension. These behavior contracts will incur a cost to parent/guardian.

<u>Expulsion</u>

- Students may be expelled for serious infractions or repeated violations of school rules.
- Tuition will be paid in full for the month in which the student is dismissed.
- Reinstatement may be considered 12 months from the date of expulsion at the discretion of the Superintendent.

3.04 DEFINITIONS

Harassment / Bullying

Bullying is taken seriously. Any report of bullying behavior pursuant to Florida Statute 1006.147 will be investigated. The definition of bullying is 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, test 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.

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 – ACADEMIC POLICIES AND PROCEDURES

4.01 ACADEMIC ORGANIZATION

Parkhurst Academy is organized into six divisions:

- Elementary School – Grades K – 5
- Elementary Modified – Grades K-5
- Elementary Soar – Ages 5-11
- Junior and Senior High School – Grades 6 – 12
- Junior and Senior High School Modified – Grades 6 – 12
- Junior and Senior High School Soar – Ages 12-18

4.02 SOAR PROGRAM

- Soar is designed for our differently abled students, working significantly below grade level.
- Soar supports the whole student, and equips them to reach their life goals by focusing on the following areas:
    - Individualized Academic Goals
    - Spiritual Development
    - Self-Care / Independent Living Skills
    - Social Skills
    - Self-Advocacy
    - Goal Setting
    - Support Services
    - Inclusion
    - Community Experiences
    - Career Awareness, and
    - Work Experience
- Due to these individualized standards, Soar is not accredited through ACSI.

1. Students Who Benefit from This Program

- Students with learning disabilities (dyslexia, dysgraphia, ADD, ADHD, etc.).
- Students with special needs (i.e. ASD, Down Syndrome).

2. Grades Offered

- Grades 1 through 12.
- Offers a special needs graduate track with emphasis on career/work readiness.
- Students may work towards their academic goals until their 22nd birthday.

4.03 MODIFIED PROGRAM

- Students within the Modified Program follow the same course flow and meet the same graduation requirements as students in standard classrooms.
- Work is modified/shortened to help accommodate for the student's unique abilities.
- Student accommodations are provided as needed and tracked for effectiveness.

1. Students Who Benefit from This Program

- Students with learning disabilities (dyslexia, dysgraphia, ADD, ADHD, etc.).
- Students with special needs (i.e. ASD, Down Syndrome).

4.04 ACADEMIC PLACEMENT

- Considerations for placement will include ability, learning style, motivation, maturity, work habits, attention span, and social adjustment. The school reserves the right to determine placement.

4.05 GRADING SCALES

Letter Grade	Numeric Grade	GPA (Grades 9-12)
A	100.00-90.00	4.0
B	89.00-80.00	3.0
C	79.00-70.00	2.0
D	69.00-60.00	1.0
F	59.00-0.00	0.0

- AP and Dual Enrollment classes are weighted 1.0.
- Honors classes are weighted 0.5.
- For students with modified accommodations, the following grades may be used:

Letter Grade	Designation
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

4.06 PROGRESS REPORTS AND REPORT CARDS

- Progress reports are distributed to parents/guardians weekly via email.
- Report cards are issued quarterly via email. See the school calendar for dates.
- 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

4.07 HOMEWORK & MAKE-UP WORK

- Homework assignments are posted on FACTS (RenWeb) and must be checked daily.
- Students are expected to complete all their work, including homework.

- 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.
- Homework that is one day late will be deducted by 30%. Homework more than one day late will receive a zero. Deadlines may be extended in certain circumstances at the teacher's discretion.

4.08 COURSE SELECTION, ENROLLMENT, & WITHDRAWAL

- All junior high and high school students must be enrolled in eight courses at all times.
- Seniors may seek an amended schedule through Student Services.
- Course selection is thoroughly counseled and closely monitored. Scheduling occurs in descending grade level order beginning with the senior class. Many courses have prerequisites and minimum grade requirements for participation.
- Families are encouraged to familiarize themselves with courses, course flow, and the prerequisites and corequisites found in the Junior/Senior High School Course Catalog.
- Students may only add or drop a course to meet graduation requirements. This is done through Student Services.
- Most schedule change requests are not possible due to a class conflict. Unless the requested change affects the student's ability to graduate, schedule changes will not be made.
- PA reserves the right to determine if an elective course has adequate student interest to be offered during any given year.

4.09 CREDIT RECOVERY

- 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 must request an official transcript from the accredited institution in order to receive credit.

4.10 TRANSFER COURSES

- If a student transfers from another high school or elects to take a college, leadership, or other course through dual enrollment or a virtual school, the student must request a transcript be sent to PA from the issuing institution.
- These ancillary reports will become part of the student's record and will be included as PA credit and GPA.
- If additional transcripts are required for college application, scholarship programs, or other organizations, the student must request official transcripts from the issuing institution.

4.11 DUAL ENROLLMENT

- Starting in Grade 10, students have the option to enroll in college or high school dual enrollment courses at accredited local colleges or virtually.
- Options vary according to a student's eligibility, grade level, and semester.
- All requests for dual enrollment must be completed through Student Services. A minimum of 10 school days is required to process dual enrollment paperwork.
- The student is 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. The student is responsible for knowing all dates and fees associated with college attendance.

- PA awards credit for successfully completed dual enrollment courses upon receipt of the transcript from the participating college. These grades will be calculated into the PA GPA on a 5.0 scale.
- If a student withdraws from his/her dual enrollment class, the PA transcript will read dual enrollment – W (withdraw).
- The student must submit official copies of the transcript from the awarding institution to Student Services for inclusion in college admission submissions.

4.12 COMMUNUTY SERVICE

- All high school students (Grades 9-12) are required to participate in documented community service.
- Students must complete 15 hours of community service for each semester completed at PA.
- Hours completed before the completion of the Grade 8 do not count.
- Students must submit hours quarterly to their guidance counselor. Hours are recorded in FACTS (RenWeb).
- Seniors must complete 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 number of hours should continue to submit additional hours earned.

4.13 ACADEMIC HONORS

1. Honor Roll

- Honor Roll is issued at the end of each semester.
- 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 3.5 weighted overall grade point average without D's, F's or U's for each semester.

2. Class Rank

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

3. Valedictorian/Salutatorian

- The Rank of Valedictorian is awarded to the graduating senior with the highest weighted, cumulative GPA in their graduating class. The student with the second highest weighted, cumulative GPA is deemed the Salutatorian.
- These honors will be determined using the senior's 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 four continuous semesters. Recognition is contingent upon the student's continuing academic performance and good behavior.

4. National Honor Society

- Nation Honor Society membership may be earned by Junior and Senior High Students.
- 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 these requirements must then submit an application.

- The Faculty Council, selected by the Principal, reviews applications and makes selections for membership.
- Selected students are then formally inducted into the NHS at a service presented by the current members.

4.14 ACADEMIC PROBATION

- A student who has a grade below 60% in one or more classes will be placed on Academic Probation. Students on Academic Probation are subject to academic provisions and extracurricular limitations as determined by an administrator.

4.15 PROMOTION & GRADUATION REQUIREMENTS

1. Promotion Requirements

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

2. Graduation Requirements

- For diploma options and graduation requirements, please see the Junior/Senior High School Course Catalog.

4.16 TRANSCRIPT AND RECORDS REQUESTS

- All accounts must be current for these requests to be processed.
- Requests must be submitted on the school's website and require 10 business days for processing.
- Direct requests from colleges and universities will be processed within 10 business days and may incur additional fees.
- All other third-party requests will not be processed.

1. Teacher Letters of Recommendation

Requests for letters of recommendation and other related paperwork are made through Student Services.

SECTION 5 – ATHLETIC POLICIES AND PROCEDURES

5.01 EXPECTATIONS

- Athletes are expected to understand that teamwork and the maintenance of discipline are keys to the success of the sports program.
- Athletes are to be dedicated to promoting good sportsmanship, enthusiasm, and a positive winning attitude, on and off the field. Adherence to the sports program rules and regulations is vital to achieving these goals.
- Parents/guardians are responsible to pick up their student from games and practice on time or make prior arrangement with the coaches.

5.02 CODE OF ETHICS

- Ensure equal opportunity to all students.
- Emphasize the ideals of sportsmanship, ethical conduct, integrity, accountability, and fair play.

- Abide by all school and league rules.
- Show courtesy to all visiting teams, competitors, hosts, fans, and officials.
- Respect the integrity and judgment of all coaches and officials.

5.03 ELIGIBILITY

PA Athletes must:

- Abide by the Code of Ethics at all times.
- Maintain a 2.0 GPA (C or higher) in all classes at all times.
- Maintain good attendance, class performance, and teacher recommendations during the time on the team.
- Have a signed contract on file with the head coach before the first practice.
- Have a current (within the last 12 months) sports physical turned into to the coach before the first practice.

5.04 PARTICIPATION

- Participation in athletics is voluntary, not mandatory. It is a privilege, not a right, and may be revoked by school personnel when an athlete violates the rules and regulations.

1. Practices

- Athletes must arrive to practice or training sessions on time, wearing proper shoes and clothing.
- Safety is the priority.
- Cell phones and other personal electronic devices are not allowed at practice.
- Athletes will not be allowed to leave practice early, unless arrangements have been made prior to practice.

2. Games, Matches, and Tournaments

- All matches, tournaments, training sessions, meetings, and related activities scheduled by the coach are mandatory.
- At home games, athletes are required to arrive at least one hour before game time, dressed in full uniform, including shoes and socks.
- Athletes must know all the plays, and responsibilities for the game.
- Playing time is solely at the discretion of the team coach and is determined by commitment to the team and performance during practices and games.
- Socializing with friends and family during warm-up or during games is not allowed.
- Cell phones and other personal electronic devices are not allowed at games.

3. Absences

- Athletes who are absent from school may not participate in games, training, or practices that day.
- A call or email from your parent must be made in order to excuse the absence, and followed up with a signed doctor's note.
- Missing the last scheduled practice before a game or tournament will likely result in the athlete not playing during the next game or tournament match.

5.05 UNIFORMS, OTHER APPAREL, AND PERSONAL APPEARANCE

- Uniforms are to be kept in good condition and clean at all times. Uniforms ruined, lost, or stolen will be replaced by the athlete at their own expense.
- Athletic shoes must be clean and in good condition.
- No jewelry is allowed during practices, scrimmages, games or tournaments.
- Female athletes may wear make-up in moderation.

- Fingernails must be cut short and kept clean.
- Hair must be in a secured ponytail if shoulder length or below. Bangs must be out of the eyes.

5.06 TRANSPORTATION

- Transportation will be provided via school vehicles whenever possible. When necessary, private travel will be organized and parent assistance necessary.
- A written note from the parent/guardian must be turned in to the coach prior to an event if the player's original transportation plans have changed.

5.07 FINANCES

- All related fees must be paid 50% by the first week of practice, and the remaining balance paid in full by the first game.
- If a member is removed from or chooses to quit the team, they are still responsible for payment of all items ordered and associated fees.
- Fundraising opportunities are scheduled regularly, and team members are required to participate.