

# 2012-2013 Student Handbook

Revision Date: Fall and Winter of 2012

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# Introduction

We welcome you to Parkview Christian Academy and thank God that He has led you here. We exist to help you educate your children. Our school is distinctively different because we seek to honor God in every aspect of school life. While providing a solid academic education to prepare young people for a successful future, we also encourage each child to develop a personal relationship with the Lord Jesus Christ and begin a journey to Christian maturity.

## MISSION STATEMENT

SERVING CHRIST, LOVING KIDS, AND EDUCATING STUDENTS

## PURPOSE STATEMENT

**THE PURPOSE** of *Parkview Christian Academy*, in cooperation with the home and church, is to educate our students from a Biblical worldview. With the Bible as the foundation of all instruction, Parkview seeks to equip the whole child - spiritually, intellectually, emotionally, socially, and physically - in order for them to have a godly influence on their own families, their community, and the world. We at Parkview strive to instill a Christian education that inspires students to pursue excellence and to lead them to a saving faith in Jesus Christ, encouraging them to live lives of Biblical integrity and service.

## VISION STATEMENT

Academic Accountability: Responsibility in education is an essential aspect of a Christian school. We encourage each child to grow, to learn, and to reach his or her potential as a student. As Christ is the source of all knowledge and wisdom, all subject matters are taught from a Biblical worldview.

Christian Community: While the foremost purpose of this academic institution is to provide an excellent education, the overriding motivation is to help the student experience the love of God the Father. It is our desire that each child see Christ, be drawn to Him, and ultimately make a decision to come to salvation by grace through faith in Him.

Enduring Values: In a time of conflicting world messages, we strive to help students to consider the impact of their actions upon the world around them and their ultimate accountability to God. Biblical standards of integrity and concern are essential to Christian education. Through the Holy Spirit, we work to strengthen Christian values in each school family.

## School Verse for the Year

I have no greater joy than to know that my children are walking in the truth.

III John 1:4

# Philosophy of Rules

This handbook contains information, rules, regulations, and standards of courtesy that help us achieve our mission as a Christian school. We believe that Biblical principles give three good reasons for rules.

## God's Commands

Some of our rules are based on commands found in God's Word.

Proverbs 7:1,2b – *“My son, keep my words and store up my commands within you. Keep my commands and you will live.”*

## Good Cautions

Some rules are not given in the Bible, but are made to protect us from violating biblical rules.

Proverbs 1:8 – *“Listen, my son, to your father's instruction and do not forsake your mother's teaching.”*

## Greater Community

Some rules are not necessarily moral laws but are guidelines for the good of society.

Romans 13:1-6 – gives authority to institutions to make such rules.

Proverbs 8:15 - *“By me (wisdom) kings reign and rulers make laws that are just.”*

All of our rules at Parkview can find their foundation in one of these three areas. Many of them fall into the last category in that the rules were established for the good of the greater community. These are basically procedural issues for us that benefit the greater majority of students and families. It is our prayer that by combining our efforts with the home and the church, each of our students will understand our reason for rules and that all our policies will help students in their journey to become more like Christ.

## Open Door Policy

We encourage you to call, email, or stop in to talk to the administration at any time. If you have questions, concerns, or ideas, we would like to talk to you. It is often through the input of a student or a parent that problems come to light and we, then, can work towards solving them.

We also encourage you to follow the Matthew 5 and 18 principles if you have a problem with another person. Go directly to that parent, teacher, or staff member to explain your concerns. If the issue is not resolved, go to the next step until you feel you have been heard and the problem has been solved.

Those steps, in order, would be the principal (or Dean of Students), then the superintendent, and then the chairman of school board who can bring issues to the entire board. Please submit issues to the chairman for the entire school board and not to individual school board members, as the board only acts as a collective unit.

## Statement of Faith

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life. We recognize no other revelation in writings or in life other than the Old and New Testament and Jesus Christ (2 Timothy 3:16).
2. We believe in the one almighty, unchangeable and infallible God, creator of heaven and earth, who exists in three eternal and co-equal persons: Father, Son, and Holy Spirit (Matthew 28:19-20; John 1:1; Acts 5:3-4). He is truth and love, holy and wise, omniscient, omnipresent, and omnipotent, sovereign, just, and good.
3. We believe in Jesus Christ, the only begotten of God, conceived by the Holy Spirit, born of the virgin Mary (Matthew 1:20-23), true God and true Man (John 1:1, 14; 17:3).
4. We believe that God the Holy Spirit is a personal being who convicts the world of sin, regenerates, indwells, comforts, empowers, guides, and bestows spiritual gifts on believers and that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ during this age (Romans 8:9-17). We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that man was created from dust by a direct act of God and in His image (Genesis 1:26). We believe that all human beings are born with a sinful nature. Sin incurred physical death and also brings spiritual death, which is separation from God (Genesis 2:17; 3:6; Romans 5:12) and all human beings are in need of a Savior (Romans 3:10-23).
6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, was buried, and bodily rose from the dead as a representative and substitutionary sacrifice (I Corinthians 15:1-4). We believe that all who by faith receive Him as their Savior are justified on the basis of His blood shed on Calvary. (Romans 5:8; 10:9-10)
7. We believe in "that blessed hope," the personal and imminent return of our Lord and Savior Jesus Christ (John 14:1-3; I Thessalonians 4:13-18).
8. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost (I Corinthians 15:51, 52; Revelation 20:11-15).
9. We believe that the Church, composed of all those who truly believe on the Lord Jesus Christ as their Savior, is the Body and Bride of Christ. We believe that Christ is the Head of the Body, which is the Church (Ephesians 1:22, 23); that all believers are baptized into the Body of Christ by the Holy Spirit, and thus having become members of one another, we are responsible to keep the unity of the Spirit in the bond of peace (I Corinthians 12:13; Ephesians 4:3).

# Philosophy of Christian Education

A Christian school, with a biblical worldview, is a place where every decision, individually or collectively, is based on the following principles:

- (1) The Bible is inerrant and God-inspired, the basis of all Truth and knowledge, the only authoritative Word of God, and the heart of the curriculum in Christian education.
- (2) In Christian education, there must be recognition of total depravity, human inability, and the need for the sovereign grace of God in giving life and light through a personal relationship with Jesus Christ. (Ephesians 2:4, I Corinthians 2:14) In other words, man is not innately good and, therefore, we don't expect just to tell students what they should do and expect that they will do it. We also don't believe education can save or change a person or society; only Christ can do that. Genesis 8:21 says, "man's bent is always toward evil from his earliest youth."
- (3) The purpose of education should be to glorify God and to know Him. This means acquiring a love for the Lord that encompasses the heart, MIND, and soul; being able to share the gospel with others; and equipping each person to serve Him effectively. We are to do our work, whatever it is, as unto the Lord and see each contact as a divine appointment to share the character of God and the gospel of grace with others.
- (4) This world was created and has a God-ordained order; it did not evolve. Humans, as opposed to all other creatures, were uniquely and distinctly created to have a relationship with the Creator. Some of the qualities that differentiate us from the animals are morality, reason, creativity, and self-worth.
- (5) God is the center of history and He will determine its ultimate outcome.
- (6) The Christian must derive his/her value system from that which is eternal, the Word of God, rather than that which is temporal. Therefore, a personal knowledge of the Lord Jesus Christ is valued above all things.

**In conclusion, the philosophy of Christian education must begin and end with Christ.**

## Affiliation, Accreditation, and Structure

### Affiliation

Although Parkview Christian Academy is not affiliated with any one church denomination, we are in partnership with over 100 churches across Illinois through the school families.

### Accreditation/State Recognition

Since 2011, Parkview Christian Academy has been working toward ACSI (Association of Christian School International) accreditation. This is a three-year minimum process.

We are currently working on state recognition with the Illinois State Board of Education (ISBE).

### Structure

The superintendent and administration lead the school and serve under the guidance of a school board. The board is the chief policy-making body of the school, and they usually meet once a month.

### Facilities

Parkview Christian Academy is located in Yorkville at the Parkview Foundation building located at 201 West Center Street. We are also located at Helmar Church in Newark, IL. The school board and administration are working on acquiring approval from LaSalle County to build a new facility just west of Newark.

## **Faculty Qualifications**

The administration and school board carefully screen prospective faculty and staff. All applicants must meet stringent guidelines, which are designed to assess spiritual maturity and commitment, academic qualifications, educational experience, and an obvious call to ministry in a Christian school.

All K – 12 faculty members hold a bachelor’s degree or more from a recognized institution of higher learning, or meet the requirements for teacher certification through the Association of Christian Schools International (ACSI). State licensure of teachers is preferred and encouraged.

## **Non-Discrimination Statement**

It is and shall be the policy and practice of Parkview Christian Academy School, in the admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant’s race, color, gender, nationality, ethnic origin, age, or handicap.



# **Admissions Policies And Procedures**

## **Core Policy Statement**

It is and shall be the policy and practice of PCA, in admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant's race, color, gender, national or ethnic origin, age, or handicap.

## **School Family Re-registration**

Re-registration begins late January. Current school families are to bring in their applications with the registration fee on this date and not before. Registration forms and/or money will not be accepted before this date. Current families will have a month to register current students and/or siblings who have never been enrolled. In late February, enrollment opens to new families. Please check the current calendar for specific dates.

## **Class Placement Requests**

The goal each year is to place students with the right teacher. We will do our best to work with each family to make sure that the student is connected with the correct teacher according to his/her specific needs. Many times, this is determined through having discussions with classroom teachers, administrators, and parents. *We do not* allow direct requests for your child to be in a specific teacher's classroom, but we understand that there are exceptions.

# **Academic Policies & Information**

# Academic and Character Awards

## Secondary Awards

### Parkview Christian Academy Academic Hall of Fame Honor Plaque

The purpose of this plaque is to recognize graduating seniors who have demonstrated outstanding achievement. Seniors will receive a letter and be recognized for this accomplishment. In order for a senior to have his or her name inscribed on this plaque, they must meet the following criteria:

- \*Have a GPA of 3.2 or higher for grades 9-12 in all subjects.
- \*Have been on the honor roll for six out of the eight semesters of high school at Parkview Christian.

## Adding and Dropping Secondary Classes

- a. Students may not **add** a class after the **second week** of the semester. Exceptions will be made only for transfer students or recommendations made by a faculty member or superintendent.
- b. A student may drop a class prior to the beginning of the fifth week of the semester. If the student drops the class before or by the end of the fourth week of the semester a WP (withdrew passing) will be given. If dropped anytime on or after the first day of the fifth week of the semester, a WF (withdrew failing) will be noted on the permanent record.
- c. Students may not drop a class without adding another class if doing so would:
  - Give the student more than two study halls.
  - Give the student less than five core subjects (lower in junior and senior year due to earned requirements).
- d. A request to drop a class must be initiated by the parent/guardian to the administration and have administrative approval.

## Class Ranking

PCA does not rank the students of graduating classes, except for Valedictorian and Salutatorian, because the classes are small. Ranking students would not serve any purpose and may hinder or hurt the student's opportunities for college entrance or job placement. **A student must be at Parkview for six semesters in order to be considered for Valedictorian or Salutatorian.**

## Enrichment Classes

All elementary students are scheduled to take part in the following special classes each week: computer (1<sup>st</sup> – 6<sup>th</sup>), Spanish (K-6), music (PK-6), physical education (K– 6). Times and days per week vary, depending on the age.

## Grading Procedures

The purpose of the PCA grading procedures is to establish a required grading policy with universal standards of measurement applicable to all teachers and subject areas, but with enough flexibility to accommodate the differences of the individual teacher. Basic grading procedures are as follows:

### Elementary

1. Students in 5<sup>th</sup> and 6<sup>th</sup> grade get a mid-term report (4.5 weeks) in any subject in which the student falls below a C. Some elementary teachers have chosen to send a mid-term report to all students.
2. Satisfactory (S) and Unsatisfactory (U) are used to designate quarterly grades in Kindergarten and in subjects such as music, PE, computer, and Spanish in Grades 1 – 6. A plus or minus may be added where applicable.
3. Grades in Kindergarten are not recorded on the permanent record card, but copies of the report card are placed in the student's file.
4. In grades 1 – 6, a letter-based scale is used to indicate the categories of excellent (A), good (B), average (C), poor (D), and failing (F). Letter grades are recorded on the quarterly report card and permanent record card.

### Secondary

1. The high school administrator establishes the minimum number of grades required for establishing a quarterly grade in each subject area at the 7 – 12 levels.
2. In grades 7 – 12, a semester grade is recorded on the permanent record card and the progress report. This is calculated using the first nine-week grade at 45%, second nine-week grade as 45%, and the semester exam as 10%.
3. In grades 7 – 12, a numerically based percentage system is used for establishing quarter and semester grades and is recorded on the quarterly report card.
4. In grades 7 – 12, a letter-based scale is used to indicate the categories of excellent (A), good (B), average (C), poor (D), and failing (F). Letter grades are recorded on the quarterly report card.
5. A GPA (grade point average) is used in the computation of semester and cumulative semester averages for high school level classes offered for credit

## Grading Scale

Letter Grade	Percentages	GPA (Honors GPA)
A+	100 (elementary only)	A = 4.0 (4.5)
A	93 - 100	B = 3.0 (3.5)
A-	90 - 92	C = 2.0 (2.5)
B+	88 – 89	D = 1.0 (1.5)
B	83 – 87	F = 0.0 (0.0)
B-	80 – 82	
C+	78 – 79	
C	73 – 77	
C-	70 – 72	
D+	68 – 69	
D	63 – 67	
D-	60 – 62	
F	Below 60	

## Textbooks

The following board procedures outline the purpose and intent of the PCA curriculum and textbook adoption. The scope and sequence for each subject area as well as detailed course descriptions and the forms required for textbook adoption may be found in the curriculum guide.

1. The philosophy of PCA must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.
2. PCA textbooks are provided to its students through the annual book fee. All textbooks, consumable and non-consumable, are and remain the property of the school.
3. Students are responsible for their textbooks. A misused textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the student.
4. For the purchase of new textbooks or curriculum, the superintendent will appoint a textbook adoption committee. They will screen potential textbooks to determine how closely they align with Parkview's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria. Christian textbooks are given priority over all other books. As a Christian school, it is the board's preference that Christian textbooks be used for every class and subject.
5. All curriculum development will be an outgrowth of the philosophy of PCA.
6. It is expected that teachers will strictly adhere to the subject content of their curriculum and only use materials that support the philosophy and objectives of the school. This does not mean that topics of varied interest cannot be discussed, but primary attention is to be paid to the official curriculum.
7. Normally, decisions for selecting appropriate books, magazines, and other supporting materials for the school library are made by the librarian. The superintendent and/or school board may become involved if necessary.

## Home School Policies

PCA is committed to helping and assisting home schooling parents whenever possible. The following policies apply:

1. Parents need to follow procedures outlined by the superintendent in order to apply for student admission to classes, or to participate in co-curricular activities.
2. Home school fees are established by the school board each year.
3. Parkview does not loan out testing or curriculum materials to home school parents.
4. Home school students may participate in field trips and other special activities as long as they provide the following:
  - A written permission slip for that activity
  - An emergency medical release form in the possession of the activity supervisor
  - A signed waiver of liability that will bear the cost of personal injury expense and not hold the school liable for any damages
  - The cost or fee paid for the activity
5. Some teachers may also require the student's parent to attend the field trip.

## Homework

### Philosophy

Homework is an important aspect of the educational experience. It reinforces the lessons covered in class and can bring the home and school closer together by facilitating parent understanding of topics taught at school. Homework should assist and improve learning, as well as strengthen skills and understanding gained in the classroom. It allows teachers and students to cover more content and to foster student initiative, independence, study habits, and responsibility. Tests and projects are generally weighed more heavily than a daily assignment by most teachers.

### Level of Homework

The level of homework experienced by each student obviously varies with the student's ability, personality, and motivation, as well as the variety of concepts and teaching methods being used at any one time by teachers covering six to eight different subjects. Since homework usually goes beyond the routine of daily assignments and includes such

things as research papers, major tests, outside reading, and special projects such as science fair, a level of coordination and cooperation among departments and teachers is expected.

The “rule of thumb” for homework is the grade multiplied by 10 minutes. For example, 1<sup>st</sup> grade x 10 is 10 minutes per night; 6<sup>th</sup> grade x 10 minutes is 60 minutes per night; 12<sup>th</sup> grade x 10 minutes could be 2 hours per night. In elementary classes, time is allowed in class and most students in Gr. 7 – 12 have at least one 42 minute study hall. Students are encouraged to use this time wisely to reduce the amount of work that needs to be done at home. The goal is to give the students the opportunity to learn time management at an early stage, and to become involved in the learning process. The following levels have been established by the teachers in grades 5 – 8:

5<sup>th</sup> grade: 30 – 40 minutes per night, or 2 – 3 hours per week.

6<sup>th</sup> grade: 30 – 60 minutes per night, or 3 – 5 hours per week.

7<sup>th</sup> & 8<sup>th</sup>: 75 minutes per night, or 6 hours per week

### **Monitoring**

Homework assignments are usually written on the board each day for students to copy in the assignment books issued to students in grades 5<sup>th</sup> – 8<sup>th</sup> at the beginning of the year. In elementary, the project and test schedule is usually included in the weekly newsletter to parents. It is expected that parents at all levels will check the assignment book each evening, assist the student as needed, and hold the student accountable for completing the work each day. Parents are encouraged to contact teachers regarding any problems their student is experiencing in completing assignments on time. The teacher will monitor the daily assignment books of those who have trouble completing assignments and may ask parents to sign the book on a daily basis. This process means that the teacher has made sure the student is working on the appropriate assignments, and the parent is signing to communicate that they made sure the homework was completed. In most grades, parents will be notified when a student has failed to complete three homework assignments.

### **General Homework Policies**

1. All homework assignments are due at the beginning of the period in grades 7 – 12.
2. Late work may be accepted for credit with a 10% reduction in grade per day penalty at the teacher’s discretion. In elementary, late work may also result in a mark on a student’s weekly progress report or missed recess time to complete the work.
3. If a student is absent, it is his/her responsibility to find out what he/she missed. Parents may call the school before 9 a.m. **after the second day of an absence** to request homework assignments. They will be ready for pick up **in the school office foyer** after 3:30 p.m. **They can not be delivered to a sibling or carpool friend in another classroom.**

## **Honor Roll**

### **Elementary (grades 3 – 6) Honor Roll**

Elementary students in third through sixth grade will qualify for the honor roll each quarter if they have a 3.0 or higher on their report card, with no grade below a C (2.0).

### **Secondary (grades 7 – 12) Honor Roll**

- Honor Rolls are computed at the end of each quarter and are to be turned in to the secondary administrator by the end of the third working day.
- Honor Rolls will be figured by averaging the A, B, C, D, F grade numerical equivalent.
- There is a High Honor Roll (3.6) and an Honor Roll (3.0), which are described below.

### **High Honor Roll Requirements:**

1. No grade below a B (3.0), even in subjects that are not used to figure the honor roll.
2. No incompletes remaining for the semester.
3. Average grade must be 3.6 or above (no rounding).

### **Honor Roll Requirements:**

1. No grade below a C (2.0), even in subjects that are not used to figure the honor roll.
2. No incompletes remaining for the semester.
3. Average grade must be 3.0 or above (no rounding).

## **Incomplete Grades**

"I" or an incomplete grade is given for quarter grades that are incomplete due to absences or extreme circumstances at the time of the issuance of the report card. **An incomplete grade must be made up within one week after the end of the marking period or it becomes an F on the report card.**

## **Independent Study**

- Parkview will not endorse or approve Independent Study Courses that conflict with the philosophy and objectives of the school.
- Independent Study courses may be taken to make up a deficiency in requirements for graduation, for personal interest, or for enrichment.
- Independent Study Courses may not be taken in place of the same course offered at Parkview if the student has the opportunity to take the course here at school.
- All Independent Study Courses are contracted and paid for by the student.
- Parkview sets the guidelines for length of the course, credit to meet our requirements, testing proctors, and testing site.

## **Late Assignments**

*Late work may be accepted for credit with a 10% reduction in grade per day penalty at the teacher's discretion. In elementary, late work may also result in a mark on a student's weekly progress report or missed recess time to complete the work.*

## **Make-up Work (Secondary Only)**

Make-up work is only allowed if the student has an excused absence. Students are allowed a make-up day for each absence up to five days. Special circumstances, such as a prolonged illness, may require more time. An appeal to the administration for approval is necessary.

If a student has an excused absence the day before an assigned test date, the teacher can still require him to take the test on that day. The same policy applies if a student is absent for half of the test date. For example, if the test is given in the morning and the student has an excused absence for the morning, the teacher can still require him to complete the test before the day is over.

*Note: Although teachers have the right to require a student to take a test on the original test date; teachers may use their discretion to give students additional days to take the test if the teacher sees fit to do so.*

## **Outside Jobs or Education/Training During School Hours**

Seniors are required to take a minimum of four classes per semester. Parents whose children choose to leave during the school day for work or college courses must sign a waiver available from the School Office.

## **Retention Policy**

It will be the right of the school to retain a student in a particular grade if it is determined to be in his/her best interest. Each case will be reviewed thoroughly by the student's teacher, parents, and the administrator. The superintendent may be asked to make the final decision. Factors to be weighed include standard achievement test scores; academic performance in the classroom; physical, emotional, or social development; and family relationships. Parents are to be given ample notice during the course of the year that the student's achievement and/or development are of concern. In general, retention will be considered more readily in the lower grades than in the upper grades, unless the student is transferring from another school and would not be successful without repeating the grade just completed.





## Student Records and Transcripts

The following procedures will be followed concerning student records:

1. Student cumulative folders are kept in the school office in fireproof cabinets and are filed by grade level. They contain the student application forms from each year; medical records such as immunizations, physical, and injury reports; testing reports; and discipline reports.
2. Permanent record cards are kept in a separate grade level file in front of the individual student files for that grade. These cards are used to record the student's attendance and grades at the end of each year.
3. Parents may have access to his/her child's records after a written request has been submitted to and approved by the school superintendent, in accordance with federal and state law.
4. Social workers may have access to a student's records with signed parental or superintendent approval and in accordance with state law.
5. No records are to be transferred to another school until a withdrawal form is complete **and** all financial obligations to the school are paid in full.
6. Transcripts for seniors are sent for free to colleges where a student has applied. When the student graduates, a complete transcript will be sent to the college where the student has been enrolled.
7. Any time a teacher or parent becomes aware of a change of address, phone number, work number, or other pertinent information, it should be sent to the school office as soon as possible. Current information is necessary for the care and protection of a student in an emergency.

## Transfer Students

Students (homeschool or any other school) who transfer into PCA are held to the same credit requirements as current students. The only exception is Bible class, in which past credits missed will not have to be made up, students are placed in the grade-level class and are required to take Bible until graduation.

Credit is given for any completed quarter or semester work from another school in any approved course. PCA generally does not take partial quarter credits for courses that we do not offer. For instance, if a student transfers in during the 2<sup>nd</sup> quarter and was taking Drafting at their old school, they would forfeit any credit or partial credit because we do not offer that course.

Proof of credits and grades is required upon acceptance to determine eligibility for graduation in a specific diploma program. Handwritten records will be accepted from home-schooled families unless the student's work reflects an insufficient knowledge of the subject. In that instance, a course may have to be repeated to insure the student's success in subsequent classes.

## Withdrawal from PCA

In order to properly withdraw from school, the parents/guardian should notify the administration in person, if possible, or by letter. After the school has been notified, a withdrawal form will be issued listing all textbooks, library books, and athletic uniforms that need to be turned in as well as fines, charges, and payments that have not been paid. The form also asks the reason for withdrawal. **No records will be transferred until the school bill has been paid and all school property has been returned.**

# **School Procedures**

# Arrival (Drop Off) and Dismissal (Pick-Up)

## General Traffic Rules

### Elementary

#### *Preschool students*

Please remember that all preschool students need to be physically dropped off and picked up, along with signed in and out each day in the classroom. Additionally, when your child needs to be picked up, it must be by someone on the approved pick up list and may not be released to siblings under the age of 16. All of our preschool classrooms are located on the first floor by the back door.

#### **Kindergarten - 6th Grade students**

##### Drop Off

Students may be dropped off at the school starting at 8:00 AM.\* All students need to report to the gymnasium upon entering the school. Students may be dropped off in the front or back of the school. School starts at 8:30 AM, so a student who is dropped off after 8:30 AM must come into the main office with a parent to sign in as they will be marked tardy. Please remember that Yorkville is currently undergoing some major highway construction.

\*Students that have siblings in 7th through 12th grade may be dropped off at 7:30 AM and will not be accessed a Before School Care fee.

##### Pick Up

**Kindergarten** is dismissed at 2:50 PM. These students will exit out the back door and be released by their teachers. We will be issuing parent signs that need to be placed in the pickup vehicle's window...these can be picked up at our Open House.

**1st through 6th grade** are dismissed at 3:00 PM. Just like the Kindergarten students, *1st and 2nd graders* will be dismissed out the back door into the back parking lot. We will be issuing parent signs that need to be placed in the pickup vehicle's window...these can be picked up at our Open House. 3rd through 6th graders will be dismissed out the front door and be monitored by one of our staff members. We will be issuing parent signs that need to be placed in the pickup vehicle's window...these can be picked up at our Open House.

#### **UPDATED PICK UP INFORMATION – August 2012**

We are modifying one procedure of our pick up procedures this year. If you have a child in K-2nd AND a child in 3rd-6th, you will only need to pick up your children in the FRONT of the school. We will coordinate everything inside and have your children in the correct location. Additionally, students will automatically be put into our After Care program if a parent doesn't pick up their child by 3:15 PM. Students who are in K-6th grade are welcome to wait for their sibling who is returning from Helmar free of charge. Please make sure that the classroom teacher is fully aware of this situation. Finally, please communicate with the office (630-553-5158) if there are any changes to your drop off and pick up arrangements.

As always, if there is anything that you need to modify, adjust, or change, please let us know how we can best serve.

## **Secondary**

Students are welcome to be dropped off and/or picked up at either Yorkville or Helmar. If a student is dropped off at Yorkville, they must be ready to leave school by 8:00 AM (school bus will be located in the front of the school). A student may also be dropped off at the Helmar campus if that is more convenient. Drop off begins at 8:00 AM at Helmar. Students are welcome to drive, but must pick up a *Drive to School Permission Slip* at the Open House.

Students will finish school at 3:00 PM. They may be picked up at Helmar or they will be driven to the Yorkville campus and return to the front of the school by 3:30 PM. Students who are in K-6th grade are welcome to wait for their sibling who is returning from Helmar free of charge. Please make sure that the classroom teacher is fully aware of this situation. Additionally, please communicate with the Yorkville campus (630-553-5158) if there are any changes to your drop off and pick up arrangements.

## **Assemblies**

Periodically, special assemblies will be called by the school administration. All students and faculty are required to attend. Students are not to leave school during chapel or special assemblies without prior permission; appointments should be scheduled for other days and times.

## **Attendance Policies and Extended Absence Requests**

### **General**

PCA believes attendance is vital to a successful educational experience. Parents always have the right to keep their student out of school; however, the school has the right not to excuse the reason for absence if it does not fit into the following generally accepted categories:

1. Personal illness of a student or a doctor's visit
2. Death or emergency within the family
3. A pre-approved extended absence for family vacation or college visitation for juniors and seniors
4. Adverse weather conditions

### **Daily Absence**

1. Arrival is encouraged between 8:00 – 8:25 AM.
2. If a student arrives between 11:00 – 12:45 PM, he is **absent one-half day**.
3. If a student arrives after 12:45 PM, he is **absent a full day**.
4. If a student leaves for the day before 11:00 AM, he is **absent a full day**.
5. If a student leaves after 2:00 PM, he is not counted as absent.

### **Unexcused Absences**

An unexcused absence is an absence that the school does not consider legitimate or where the school's attendance policy has not been followed. The penalty is that work cannot be made up, including homework, tests, and other assignments that will be graded. The following are examples of unexcused absences:

1. Family vacations that did not receive prior approval, are not with the student's immediate family, or exceed the maximum days allowed for vacation.
2. An absence for which the school did not receive parental contact within the specified time.
3. Out-of-school suspensions are unexcused absences.
4. "Cutting" or "skipping" a class is considered unexcused and is a serious violation of school standards.

## **Elementary**

### **Absence and Extended Absence Policy**

Elementary students may be excused for up to twenty (20) days each year without penalty for reasons of illness, vacations, or family emergencies. Three tardies also constitute one day's absence. All absences after the 20<sup>th</sup> day will be counted as unexcused unless a doctor's note verifies medical reasons or the board approves it for extraordinary reasons. Those who wish to use their allowed days for family vacations must request an Extended Absence form from the appropriate administrator if taking three or more days. (for one or two days, just notify the classroom teacher) The

Extended Absence Form must be filled out, signed by the parent, and approved by the appropriate administrator prior to the vacation so that teachers can be notified and assignments made.

### **Elementary Tardy Policy**

If an elementary student arrives between 8:30-11:00 AM, he will be considered tardy for the day.

## **Secondary**

### **Absence and Extended Absence Policy**

For those in grades 7 – 12, there is a limit of ten absences (excused or unexcused) per semester per class. Any student who misses ten (10) or more days of school per semester may not be given credit for the semester's course work. The following shows the administrative steps taken during the semester as absences are accumulated:

- 1-5 days missed – letter home on the 5<sup>th</sup> absence
- 6-7 days missed – parent contact by phone
- 8 days missed – conference with administration
- 9 days missed – conference with parents and administration
- 10 days missed – may lose credit for the class for that semester

In cases of extended illness or injury, an appeal may be made to the appropriate administrator, who will then inform the school board of any deviation from this policy. Administration will excuse the following types of absences:

1. Absence verified by medical documentation
2. Death in the immediate family (limited to 3 days absence unless approved by the appropriate administrator)
3. School-related absence (participation in a field trip or other school-related activity)
4. Court appearance (with documentation)
5. Emergency circumstances (with principal or Dean's approval)
6. In-school suspension
7. College visits (See page 51 for details)

### **Absences due to family vacation**

Those who wish to use their allowed days for family vacations must request an Extended Absence form from the appropriate administrator if the vacation will take three or more days. (For absences of one or two days, just notify teachers) The Extended Absence Form must be filled out, signed by the parent, and approved by the appropriate administrator prior to the vacation so that teachers can be notified and assignments made. Students are allowed up to six consecutive days and no more than ten days per school year for a family vacation. Vacation days are counted towards the 10-day limit on absences per semester (See Extended Absence Policy)

### **Secondary Tardy Policy**

A student who arrives at school between 8:30 – 10:45 AM will have already been marked absent for the day. In order to be counted present, the student must sign in at the office.

1. A student who arrives at class after the period begins is given a period tardy and will be noted as such in the attendance program.
2. Six tardies per quarter, for any reason, will result in a Saturday detention.
3. Penalties for tardies per quarter are as outlined below. Saturday detention begins promptly at 8:00 AM. Those who are tardy for detention automatically go to the next level. For those who miss detention without notifying the school office, the time is doubled and he/she will pay for the detention missed as well as the time served.

**3 tardies - Warning**

**5 tardies – meet w/principal or Dean**

**6 tardies – 1 hr. detention**

**7 tardies-2 hr. detention**

**Each additional tardy - 4 hr. detention**

4. Tardies will be accumulated by quarter. Every student will have a clean slate at the beginning of each quarter.
5. Parents notes **DO NOT** excuse a student from being tardy.

## Before & After Care

We are happy to offer a daily before- and after-school Extended Care program. The before-school care begins at 7:00 AM and ends at 8:00 AM when students will be dismissed to the supervised waiting area for all students arriving for the day. After-school care starts at 3:00 PM when school dismisses and ends at 6:00 PM. The extended care is for students in grades K-6. The fee for this service is \$5/hour with the charge applying to any part of an hour. All charges must be paid in full at the end of each week. No unsupervised students will be permitted in the school before 8:00 AM and after 3:20 PM. Any children at the school during those times will automatically be placed in Extended Care and the parents charged accordingly. A late fee of \$1/minute will be charged for any student picked up after 6 PM and must be paid at the time of pick up.

### Pre-K Students and Summer Camp

A summer program (camp) is offered for 3 years old to those entering and registered for Kindergarten at PCA. A fun filled summer of crafts, music, and sports will thrill your child.

## Chapel

The purpose of chapel at Parkview is to lead the students in worship, instruct them in the Word of God, and encourage their daily walk in the Christian life. Both the elementary and secondary chapels are designed to broaden, expose, and challenge students via a wide-range of speakers and a variety of experiences during the course of the year.

### Elementary Chapel (Tuesday Mornings & Afternoons & Thursday Mornings)

Each week the students in grades PreK – 6<sup>th</sup> have chapel in the gym with a speaker, music, prayer, and pledges to the American flag, Christian flag, and Bible. Currently, there are three chapel times to accommodate the various interests and attention span of the students. The Preschool meets for 20 minutes on Monday morning, Kindergarten through 2<sup>nd</sup> grade meet for 30 minutes on Tuesday AM; the 3<sup>rd</sup> graders through 6<sup>th</sup> graders meet for 30 minutes on Tuesday PM. All students must attend. The teachers in each chapel take turns planning the program and securing a speaker or other guests. Teachers sit with their class and remind students to listen attentively and respectfully. Elementary Chapel times are as follows:

K-2 <sup>nd</sup>	8:30 AM – 9:00 AM (Tuesday)
3 <sup>rd</sup> -6 <sup>th</sup>	1:00 PM – 1:30 PM (Tuesday)
Preschool	8:30 AM – 8:50 AM (Monday)

### Secondary Chapel (Monday Afternoons)

The PCA secondary school chapel meets on Monday afternoons at Helmar Church. The programs, for all Gr. 7 – 12 students, consist of a speaker, video, drama, or relevant program geared to young people. The school's worship band also leads the student body in a time of worship. All 7-12 students must attend.

## Copy/Fax Machine for Students

Typically, the copy and fax machines are for office and faculty use. Students who need to make a copy or send a fax for personal use or projects must pay fifteen cents per copy. This means one double-sided copy would cost thirty cents.

## CHILD ABUSE REPORTING PROCEDURE

- (1) **Duty to Report.** Any person who has reason to believe that a child is a victim of child abuse or neglect has a duty to immediately make a report to the superintendent of the school or the individual in charge of the school at that time. "Reason to believe" includes evidence that, if presented to individuals of similar background and training, would cause those individuals to believe that a child was a victim of abuse or neglect. Depending upon the nature of the abuse or neglect report, a report to authorities may need to be made before the school has an opportunity to conduct an investigation. The superintendent, or the individual in charge of the school at the time, who received the report of a child who may be a victim of abuse or neglect has a duty to immediately make an oral report to the local child protection agency or to the local law enforcement agency. The school may proceed with its investigation of the report in accordance with this procedure, being careful not to interfere with any investigation conducted by any governmental authorities.

- (2) **School Investigation.** Depending upon the nature and seriousness of the allegations, the superintendent, or the individual in charge of the school at that time, before proceeding to investigate the report should consult with at least one of the following persons: (a) the high school administration, (b) the chairman of the school board, or (c) the attorney for the school. If the superintendent, or the individual in charge of the school at the time, has any doubts about the steps being followed to respond to a report, he or she should consult with the attorney for the school before proceeding. The parents or legal guardians of any student who is the subject of a report of suspected child abuse or neglect may have access to any written report made by the school subsequent to the investigation by the school.
- (3) **Procedures for Prevention.** Procedures that should assist the school in the prevention of child abuse by any school staff or volunteers for student activities include the following:
- 3-1 The school staff should observe the “open door” rule: unless a door of the school has a window, the door of the school should be open when the room is in use.
  - 3-2 Adults volunteering for the school should be asked prior to serving as a volunteer if they have been convicted of sexual or physical abuse of a child and should not volunteer to serve in any school activity or program involving students if they have been convicted of child abuse.
  - 3-3 All adult volunteers selected by the school and school staff should be made aware of this child abuse reporting procedure of the school.
  - 3-4 All adult volunteers selected by the school for overnight activities sponsored by the school should be notified of this child abuse procedure of the school in advance of the school sponsored activity.
  - 3-5 The school should not authorize any adult to spend reoccurring or unsupervised time secluded with any student without the prior consent of that student’s parent(s) or legal guardian(s).

## **Emergency Plan/Drills**

An emergency plan to address various types of threats to student safety has been developed and is to be reviewed and revised each year by the administration. Certain details of this plan are not disclosed to the general public for obvious security reasons. Emergency drills that comply with state codes are to be conducted regularly, and all students are to strictly obey regulations and procedures.

Each room has signs describing the exit route to take when the fire alarm sounds and teachers will indicate where to go in the building during a tornado. Teachers go over these routes with the students before a drill, talking about it when going out to recess or traveling throughout other parts of the building. Teachers describe the sound of the bells (long for fire and short beeps for tornado) and establish who will leave the room first. There is to be no running and no talking (inside or outside the building) until the “all clear” is given.

## **Fundraising**

Fundraising is an important part of the yearly budget, and tuition would be at least 15% higher if no fundraising were done. The school acknowledges the burden this can place upon parents and students and seeks to limit the demands of fundraising upon the family.

Fundraisers by student organizations, sports teams, and other special interest groups must be scheduled with and approved by the superintendent and have a designated beneficiary/purpose and financial goal. Plans should be submitted to the superintendent at least 60 days prior to the start of the event. Promotional materials, clearly stating the purpose/beneficiary and financial goal of the fundraiser, should also be presented to the superintendent for approval at least one week prior to distribution. The school name and/or logo cannot be used in connection with a fundraiser, unless the superintendent has approved it.

## **Guns, Knives, Other Weapons, and Threats of Violence**

Guns (fake or real), knives, or other weapons may not be brought to school at anytime. Infractions will be dealt with immediately as spelled out under Assertive Discipline (Major Infractions). Any administrator, faculty member, staff member, parent, or student with knowledge of a threat, the possession of a weapon, or the actual use of a weapon on



school grounds or at a school activity should immediately report it to the appropriate administrator. Even if it sounds like a rumor or a joke, it needs to be reported. The administration may have more information and is responsible for sorting out the facts. The superintendent and his/her administrators will decide when and if to call local law enforcement and/or to have the student(s) removed from the school, pending a full investigation.

## Health Policies and Forms

### First Aid (All Students)

All serious injuries should be reported to the office for treatment, and an Injury Report form must be filled out by the staff member who witnessed the incident and/or was supervising the student at the time of the injury. Office personnel or the school nurse will administer emergency first aid and notify parents.

### Illness During the School Day

#### Elementary

If an elementary student becomes ill at school, he will be sent to the office. The school will note symptoms, treatments, and the time that any medications were administered. This helps the parent avoid overmedication. The school office will notify parents if the teacher has indicated that the student needs to go home.

#### Secondary

If a student becomes ill at school, he is to request a pass to administration. Administration will call parents if it is determined that the student needs to go home. The student is not to call home.

### General Guidelines for Specific Conditions

The following are health concerns for which students would be sent home, health guidelines for returning to school, and common sense precautionary items:

- **Temperatures, Fever, Vomiting, and Diarrhea-** Parents will be notified and expected to pick up their children when they are running a temperature of 100 degrees or more. Children running a temperature of 100 degrees or more in the morning before school should be kept at home. Children who are vomiting or have diarrhea will be sent home. Likewise, students who are vomiting or have diarrhea before school should be kept at home. These are both very contagious and can be very embarrassing. ***Students must be free of a fever, vomiting, and diarrhea for at least 24 hours before returning to school.***
- **Conjunctivitis (Pink Eye)-** Children who have “pink eye” must be treated for 24 hours before returning to school.
- **Precautions-** Parents are asked to talk to their child about the importance of hand-washing, covering their mouth when they cough or sneeze, and not sharing hats, scarves, sweaters, jackets, hairbrushes, hair ties, and combs to prevent the spread of lice.

### Medication Policies (All students)

- All medications (both prescription and non-prescription) must be taken to the office and stored in the clinic. The only exceptions are cough drops and asthma inhalers prescribed to be carried by student. A doctor’s note must be kept in the clinic or school office. Students should never share their inhaler with another student due to possible serious drug interactions. A note, signed by the parent, must accompany all prescription and non-prescription medications, with dates and times they are to be given.
- The prescription medication must be sent to the school in the original doctor’s or pharmacy’s container, labeled with the name of the medication, the amount to be given, the time of day to be taken, and expected duration that the medication is to be taken. The physician’s name and student’s name must be on the label. If parents need the medication at home as well as at school, the pharmacy will give duplicate labeled containers upon request.
- Non-prescription medications must be in the original container and also be accompanied by a note with the student’s name, amount to be given, and time of day it is to be administered.
- **If medication is sent to school and these requirements are not followed, the medication will not be given.**

## Library

Students may use the library from 8:30 AM-3:00 PM. It is a place for checking out books, hearing stories, learning library skills, reading, conducting research, and participating in serious study. Students are to take proper care of all library materials, furniture, and equipment. Improper behavior/conduct in the library will result in loss of privileges.

Book donations are a great way to expand the library. Because of limited space, PCA must restrict donations to books that are in good condition and reference materials that are not outdated. Please contact the librarian if you wish to donate materials. A monetary donation to the library allows the librarian to select needed books, including ones that teachers have requested.

The following policy statement states our position on the types of materials that will be accepted/displayed: *Parkview Christian Academy School does not necessarily endorse all the content of any book in our library from the standpoint of morals, philosophy, theology, or scientific hypothesis. We choose materials that meet certain academic standards and provide information in various fields of research and contents. The moral position of Parkview is in strict adherence to the principles taught in Scripture, while our goal is to teach students critical thinking and spiritual discernment.*

The following rules apply to those who wish to use the library:

1. No reference works may be checked out from the library.
2. PK- 1<sup>st</sup> grade students may check out one book for one week. Second through fifth graders may check out two books for two weeks. Sixth graders may check out 3 items for two weeks. The 7<sup>th</sup> – 12<sup>th</sup> graders may check out up to five books for two weeks.
3. Late book fines are ten cents per day.
4. Seriously damaged books will be assessed at the fair market value and the student charged for the replacement cost.
5. Students must also pay to replace a lost book.
6. Excesses in unpaid fines, lost books, or damaged books may result in a loss of library privileges.
7. Magazines may not be checked out from the library.

## Lost and Found

Items found around the building or left in the locker rooms will be placed in the school “lost and found.” Once a month, lost and found is cleaned out and taken to Goodwill. It is recommended that all items (shoes, gym shirts/shorts, coats, hats, book bags, lunch boxes, and other personal items) be labeled with the student’s name.

## Office Hours

The school office is open Monday through Friday from 8:00 AM until 3:00 PM from August 6-May 31. In the summer, the office is open by appointment.

## Parent Volunteers

Parent volunteers are a very valuable resource at PCA, and volunteering is an important way that parents can partner with PCA in their child’s education. Parents help in the computer lab, at lunch and recess, with sports events, in the library, as tutors, in the office, with fundraisers, and at class parties. They are asked to sign in and out at the office and wear a nametag for security reasons.

## School Colors and School Spirit

School colors are black, blue and white. The school mascot is the falcon. School spirit means good sportsmanship and should be exhibited by each and every student and parent in school, at games, and at all school activities.

## School Supply List

Supply lists that include what items are needed in each grade for the coming school year are ready in June and are available throughout the summer in the school office.

## Telephones for Student Use

### Outgoing Calls

Students are only permitted to use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from the office to use this phone. There is a three-minute limit on all outgoing calls.

### Incoming Calls

Messages will be taken and delivered through teacher mailboxes unless the caller gives specific instructions for delivery. Students and faculty will not be called out of class to take a call unless it is an emergency. In most emergencies, the office will take a number where the caller can be reached and then go get the student or faculty member. This avoids tying up the phone line and ensures that the caller is not cut off.

## Tours

Tours of the school can be arranged by calling the school office.

## Transportation Policies (Student Drivers)

It is a privilege for students to be able to drive a car on the Parkview and Helmar campuses. This privilege may be revoked for one to four weeks for any of the following reasons:

1. Disregarding the traffic pattern established for arrival and dismissal, including going the wrong way in areas designated as one-way.
2. Parking in areas for parents, visitors, or staff after being warned once.
3. Not registering the vehicle with the school office and/or displaying his/her assigned parking permit.
4. Not obeying the speed limits on campus.
5. Driving on campus in a reckless manner, including tailgating, racing, surfing, spinning or other irresponsible behavior that could endanger self or others. Drivers should act with caution and good sense at all times.
6. Driving irresponsibly on the way to and from school. There is to be no driving recklessly, tailgating, or endangering another vehicle while passing.

## Visitors

***All visitors must register at the school office.***

### Adult visitors

The following rules apply to adult visitors:

1. All adult visitors must register at the school office, and are subject to administrations approval.
2. Visitors are limited to custodial parents, legal guardians, out-of-town guests of enrolled students, families interested in attending PCA, alumni (graduates) of the school, and guests invited by a teacher or superintendent. Others may be welcome, but should be approved ahead of time with the appropriate administrator.
3. Recent alumni may visit only during the lunch period and must go directly to and from the dining area, unless otherwise approved by the administration. While they are here, they are subject to school rules and must dress appropriately. The administration reserves the right to keep an alumnus in the office area during a visit if dress is in question.

### Student Visitors (PK-12)

The following rules apply to student visitors:

1. All student visitors must register at the school office, and are subject to administrations approval.

2. Student visitors are expected to dress appropriately. The administration reserves the right to keep a student visitor in the office area during a visit if dress or appearance is in question.
3. Prospective students may visit a classroom the period before or after lunch and stay for lunch. A parent must accompany elementary students. Students in Grades 7 – 12 may be allowed to attend without a parent and may stay for a longer period of time only if approved by an administrator.

## **Weather Announcements**

If it becomes necessary for school to be closed on short notice, due to inclement weather, or while school is in session, families will be called by Blackboard Connect (our communication system). This is a computerized program that will attempt to call all families immediately after initialized. This system can leave messages if either voicemail or an answering machine is on. If Yorkville Community School District is closed due to inclement weather, *Parkview* will also be closed.

# **PCA Standards of Conduct and Discipline**

## Assertive Discipline

In order to carry out the mission of the school, Parkview operates on the concept of *en loco parentis*, meaning “in behalf of” or “in the stead of” the parent. The objective is to establish rules and department procedures that ensure the safety and security of the students and staff, and to administer discipline in a manner consistent with the Matthew 18 principle.

The school generally uses the assertive discipline method with posted/published rules and consequences, as well as positive reinforcement systems to reward consistent good choices. Most classrooms have 5 basic rules, and consequences are progressive.

If a student is intentionally and/or continuously disobedient or disrespectful, the teacher will go to the principal, dean, or superintendent for suggestions. A conference may be set up with parents to develop a plan to address the problem at home and at school. If the administration has to handle a problem, it is normally handled in the following steps:

### **Elementary (with parental notification at each step)**

1. Student conference and writing a plan and/or apology note
2. Missing noon recess, plus writing a plan and/or apology note
3. Half day in-school suspension, plus an essay
4. Conference with parents and 1 day in-school suspension
5. Out-of-school suspension for up to 5 days
6. Expulsion (immediate or after a series of steps)

### **Secondary**

1. Conference with the student and a consequence
2. Conference with parents and a consequence
3. Before or after school detention
4. Saturday detention for 1 – 4 hours
5. Suspension (in-school or out-of-school) for up to 10 days
6. Disciplinary Probation
7. Expulsion (immediate or after a series of steps)

NOTE: Any changes to these discipline policies will be published at the parent meeting in August and explained to students the first week of school. The above procedures may vary or steps may be skipped in situations of extreme actions, defiance, or rebellion. Having the student call his parent to explain the infraction is often effective. The superintendent reserves the right to immediately expel a student in any situation that warrants such action.

## **Secondary Discipline Categories**

**Minor infractions that will result in administrative intervention with a minimum of a conference with the student and parental notification and a maximum of four hours of Saturday detention include, but are not limited to, the following:**

1. Participating in public displays of affection on school grounds or at school-sponsored events
2. Creating attention-getting distractions
3. Littering
4. Invading other people’s property or violating their privacy
5. Showing disrespect to a peer or adult (words, looks, or actions)
6. Non-permanent defacing of property (student cleans and/or pays for damages)
7. Violating safety or health regulations
8. Getting 1 – 6 dress code violations
9. Eating or drinking during school hours outside of the lunchroom without teacher’s permission (class, halls, etc.) (water bottles are generally accepted, but subject to teacher/staff approval)

10. Chewing gum
11. Being tardy to school or class (See the Secondary Tardy Policy on page 31)
12. Being out of class without a pass
13. Violating hall, stairway, or dining room rules
14. First-time offenses of any kind, including a major infraction (see below)

**Major infractions that will result in a minimum one-day suspension and conference with parents or a maximum of expulsion include, but are not limited to, the following:**

1. Fighting or other rough and boisterous activities that could or do result in personal harm or property damage (Student also pays for any damage that may occur.)
2. Deliberately destroying or misusing property, including vandalism and/or malicious mischief that results in damage to church, school, or staff property (Student also pays for damages.)
3. Cheating or plagiarism
4. Lying
5. Showing continuous and flagrant disrespect to another person (peer or adult) through words, looks, or actions
6. Using abusive language
7. Using profane or obscene language or gestures; possessing or drawing obscene pictures, photos, etc.
8. Abusing, selling, or possessing drugs, including alcohol or tobacco
9. Picking locks, forcing doors, or otherwise entering a locked building or another person's locker without permission (Student also pays for damages.)
10. Repeatedly committing any infraction, or an accumulation of minor infractions that shows a spirit of rebellion against authority
11. Stealing
12. Participating in fornication
13. Violating any local, state, or federal law (setting off firecrackers, setting a fire in the building, tampering with fire alarms or extinguishers, etc).-Student also pays for damages.
14. Threatening with, possessing or using a weapon (fake or real)
15. Cutting or skipping class
16. Leaving school grounds without parental permission and signing out at the school office

## Cheating

All work should be original work done by the student and should only be submitted for one class. Any instance of cheating, including plagiarism, will result in a zero for that work and, depending on the situation, could result in a failing grade for the course. Disciplinary action will include suspension and a parent conference.

## Christian Character

The fundamental goal of Parkview is to present a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at Parkview and the staff members who work here are considered to be representatives of Parkview twenty-four hours a day, seven days a week. Therefore, the administration of this school will not hesitate to assert discipline in areas where a student or staff member practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the school, whether those activities occur on or off campus.

## Classroom Courtesy

Students are expected to display the following courtesies in the classroom:

1. Be punctual (in class and seated when the bell rings).
2. Be prepared (come to class with notebooks, textbooks, a writing instrument and assignments). Each time a student is not fully prepared with required materials, the teacher will deal with the student as stated in the individual teacher's Assertive Discipline Plan.
3. Participate (take notes, be involved in discussion, respond when called upon, etc.).
4. Have proper posture (avoid putting feet on desks or chair seats, tipping chairs, sitting on desk tops, or putting head down as if sleeping).

5. Talk in class only at the direction of the teacher.
6. No eating or drinking in class. The only exception to this rule is water bottles, which are allowed.

## **Detentions (Secondary)**

Students are assigned Saturday detention for excessive tardiness or any minor infraction of the behavioral expectations. In addition to "serving time," a five dollar fee per hour is charged to defray the cost of hiring a monitor. If a student does not show up for his assigned detention, with or without permission from parents, the time is doubled and he will pay for the detention missed as well as the time served. Students who are tardy to detention, which begins promptly at 8:00 AM, go to the next level of detention. Detentions may also be given to students by the Dean, Administrator, or classroom teacher (the staff member will assign the detention for before or after school and will monitor the child being disciplined).

## **Disciplinary Probation (Secondary)**

Students may be placed on Disciplinary Probation by the principal, dean, or superintendent to give the student an opportunity to correct the problem. The probation period may last anywhere between nine weeks and not more than one year, and results in a loss of participation in all positions of trust and responsibility or extra-curricular activities (yearbook, worship team, sports, Student Council, etc.). It begins on the Monday following the conference with parents and student. If the student does not improve to a satisfactory level, he will be expelled or asked to withdraw from the school. Some reasons for probation might be the following:

1. Continued, deliberate disobedience
2. An unchanging, rebellious spirit
3. Continual negative attitude and bad influence on other students
4. Serious breach of conduct, on or off campus, that affects the testimony of the school
5. Failure of parents to comply with disciplinary procedures of the school
6. Insufficient academic progress

## **Displays of Public Affection**

In a school where there are boys and girls, it is expected that from time to time romance will blossom with a desire to express affection. However, in consideration of others, students are to refrain from displays of affection such as hugging, kissing, holding hands, and other physical contact. Conduct should be within the bounds of good taste and moral restraint while on school property at any time of day, including after-school functions. It will be treated as a minor infraction the first time, but will result in more serious consequences if it continues in a spirit of rebellion against authority.

## **Dress Code**

### **Philosophy**

The PCA dress code is intended to reflect principles of good taste and modesty. Students should dress in a way that neither dishonors God nor draws undue attention to themselves.

The dress standards that follow are intended as expressions of those principles. They are not designed to promote legalism nor regimentation. Within the guidelines there is sufficient latitude for individual expression and taste. However, fads or extremes of any kind in dress or hairstyles are not acceptable and will require corrective action by the administration. Any writing or emblems that are offensive or antagonistic to the values and beliefs of Parkview, as determined by the administration, will not be allowed. Sloppy or "grubby" clothing will not be permitted.

It is the parents' responsibility to see that their student is dressed properly for school before leaving home each day. If a student is out of dress code, he/she will be issued temporary dress code clothing and must surrender the out-of-code clothing to the office for pick up after school.



The dress code of PCA is to be observed each day during the school year and for all participants in school programs, performances outside school, field trips, etc. unless specific permission has been given by the office.

If any staff member deems a student immodest or out of code in any way, the student will be issued a minor offense and sent to the office for correction. \*During final exams, dress code violations will result in an automatic detention.

### **All School Guidelines**

#### **General Guidelines**

*Unacceptable school attire:* sweat pants, yoga pants, board shorts, pants or shorts made of flannel, velour, terry-cloth, mesh, dazzle, etc; see-through or bare-midriff tops (no skin should be seen when arms are raised); tight-fitting clothing; halter, tank, or sleeveless tops.

Clean and neat pants or jeans may be worn. No tight fitting clothing. Undergarments should not be visible. Pants must be worn appropriately at the waist.

Offensive or suggestive clothing or clothing advertising trademarks that aggressively promote values contradictory to those of Parkview Christian (Abercrombie & Fitch, Gilly Hicks, Ruehl, Hollister) may not be worn.

Clothing displaying secular bands, skulls, skeletons, weapons, or offensive material.

Shoes must be worn at all times. Bedroom slippers and shoes with wheels may not be worn.

Students in elementary through high school should have a minimum short's length of 6" from the floor when kneeling.

No hats, raised hoodies or head wear of any kind may be worn during school.

No chains, spikes or jewelry indicating group affiliation may be worn at school or at any school function.

#### **Guidelines for Boys**

*Boys and their parents must see that hair:* • Remains out of the eyes. • Should not extend beyond bottom of the ear. • Be neatly and evenly trimmed and off the collar on the back of the neck. • Does not include mohawks, fauxhawks, spikes, or non-natural colors.

Boys' facial hair is to be neat and well groomed at all times. No shaggy or unkempt appearance will be allowed. Compliance will be determined by the administration.

Nail color, tattoos, brands, body mutilations, earrings, or body piercings (including any magnetic jewelry) are not permitted for boys. Earrings must be removed and existing tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

No sweat/headbands may be worn during school.

#### **Guidelines for Girls**

Dresses, skirts and skorts must be at modest length (no more than 4 inches from the floor when kneeling). Shorts should be worn under most dresses. Elementary and High School students should not wear sun dresses and dresses with spaghetti straps. \*Tunics worn with leggings must meet the dress length requirement.

No sleeveless, bare midriff, tight, see-through, or cleavage-revealing clothes may be worn. When girls begin to develop, foundation garments must be worn.

PE attire, including shorts length, must be modest and appropriate as determined by the PE department.

Hair should be clean, well groomed, not extreme, and away from the eyes.

Tattoos, brands, body mutilations, or body piercings (including any magnetic jewelry) other than ear piercings, are not permitted for girls. Existing tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

## Dress Code Violation Policy

Students in violation of one or more of the above rules will have their parents contacted and will be disciplined according to level of violation.

**(1) If the violation is for lack of modesty or good taste**, the student will not be permitted to return to class unless properly attired.

**(2) If the violation is for lack of neatness, cleanliness, or something that can be corrected without calling home**, the following guidelines apply:

1<sup>st</sup> violation of the year: A phone call or letter home as a warning.

2<sup>nd</sup> violation: Same as first.

3<sup>rd</sup> violation: A letter will be sent home or a call to parents and a half an hour detention.

**\*\*Students whose hair is out of dress code will be given five calendar days to comply with the standards. Students who fail to comply will be subject to disciplinary action.\*\***

## Drug Abuse

Abusing, possessing, or selling drugs may result in immediate expulsion. The proper law enforcement authorities will be contacted.

## Hall Passes

Students in Grades 7 – 12 are not allowed in the halls or by their lockers while classes are in session unless they have a hall pass signed by a teacher or authority in the school.

## Hallway/Stair Rules

The following rules apply anytime a student is not in a classroom:

1. No eating or drinking.
2. No running in the hall or on the stairs.
3. No yelling or screaming.
4. No jumping to touch door frames, ceilings, etc.
5. No bouncing or throwing balls, skateboarding, or other sports activity unless it is part of a supervised practice.
6. No pushing, tripping, sliding on the railings, or other dangerous behavior on the stairs.
7. Shoes need to be tied.

## Lockers

1. Each student in grades 2 – 12 is assigned a locker
2. Students may bring in an outside lock for their locker, but are required to provide a combination or key to the Dean of Students
3. In order to avoid theft or damaged property, students are not to leave valuable objects in their locker.
4. A time for locker clean-out will be provided during each grading period to help students maintain a neat and orderly locker.
5. The lockers remain the property of Parkview, and we maintain the right to open any lock or locker if necessary.

## Lunchroom Rules

### Elementary

1. Each class is assigned certain tables for the entire year. Children get their food and sit down.
2. Students are to remain seated at all times, talking quietly. They are not to get up and throw trash away until the lunch period is over unless instructed by aides on duty.
3. Children should raise their hands if they need assistance, or have to go to the restroom.
4. Children at each table are asked to clean the floor and table before being dismissed to dispose of trash and line up for recess.
5. Students are not to throw or flick food, grind it into the table or floor, or otherwise show disrespect.

6. Students in K–2<sup>nd</sup> are not allowed to share food because they spend too much time trading and not enough time eating. Additionally, there are a significant amount of food allergies with our students, and this prevents an accident. Microwaves are not available for K-2 students. Their lunch periods may start with a five-minute silent time as soon as everyone is seated to encourage the children to eat and not talk. This can be lifted after the first 9 weeks if the aide feels the goal has been achieved and the children realize the amount of time they have to eat.
7. The aide and parent volunteers circulate among the tables in order to provide assistance, prevent problems, quiet the tables, compliment good behavior, and be a friendly face.
8. In the winter, children should wear their snow pants and boots to lunch. Coats, mittens, and hats should be placed in the appropriate location outside of the lunch room. Students are not allowed to go back to the classroom between lunch and recess (this rule may change each year and each lunch hour due to enrollment).
9. Elementary students are not to bring or buy pop for lunch. If a student is found with pop, it will be sent home if unopened, or put in trash if it has been opened.

### **Secondary**

1. Food must be eaten at the lunch tables only.
2. Students must **clean up** their own food area.
3. Students should **stay in the lunch room** during lunch hour.

## **Music Selections**

The intent of music is to glorify God. Therefore, music played before, during, or after school, including at co-curricular and extra-curricular events, must match the educational objectives and philosophy of PCA and not violate Philippians 4:8.

## **Personal Property**

Students who bring radios, tape players, CD players, and electronic games into the school risk the possibility of damage or loss. Laptops are permitted for homework purposes; however, computer games of any kind are not allowed. Students in 7<sup>th</sup>-12<sup>th</sup> grade may carry cell phones with them, but should remain off unless given permission by the teacher.

## **Playground Rules and Guidelines**

### **Respect others at all times.**

- No throwing mud, dirt, water, stones, sticks, snowballs, or iceballs
- No contact sports, such as tackle football or rugby

### **Stay within the boundaries.**

- No play is allowed around the building.
- No playing in or around any mud puddles.
- No playing in the snow unless wearing snowsuits and boots.
- No re-entering the building unless directed by an adult.

### **Use equipment properly.**

- Go down the slide in a sitting position. No climbing up the slide.
- No jumping off any playground equipment.
- Slides or other equipment may not be used if a puddle is under them.

Consequences for inappropriate behavior:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> offense: | Verbal warning with an explanation of the offense |
| 2 <sup>nd</sup> offense: | Time out  |
| 3 <sup>rd</sup> offense: | Loss of the rest of recess                        |
| 4 <sup>th</sup> offense: | Meet with Dean of Students                        |

## **Posting or Distribution of Materials or Announcements**

Permission must be obtained from the school office prior to placing any posters in the building or distributing any written materials.

## **Recess for Elementary Students**

The staff at Parkview feels that recess is an important part of a child's day. The fresh air and activity are a needed break from the classroom. Also, the outdoor air is more humid than the heated and re-circulated indoor air. Even children with colds benefit from the humidity of outdoor air and the chance to move around and play. Therefore, the school policy is that children may stay inside for a maximum of 3 consecutive days due to an illness if they have a note each day from the parent. If more days than that are necessary, a note from the doctor is required.

## **Student Pregnancy**

The superintendent and his/her administrators will use discretion in applying appropriate discipline when a student becomes pregnant or decides to marry before graduation. The administration will also assist the boy and/or girl involved in any way possible.

## **Study Halls**

All study halls are to be active learning times and used to complete daily homework or long-range assignments, or enrichment reading. Students wishing to leave study hall must have a pass from another teacher prior to study hall. Students are not permitted to leave study hall to get needed materials or books from lockers. They should come prepared with pencils, books and paper. Students who have free time after studying are encouraged to help their school and can earn one elective credit by serving in the office, library, or as an aide to a teacher. Study hall monitors, in conjunction with the secondary principal or dean, are responsible for establishing and enforcing study hall rules and maintaining an environment conducive for quiet study.

# **Special Events and Activities**

# Board Procedures for all Activities

## The following school board procedures guide all extra-curricular and co-curricular activities:

1. All activities related to or sponsored by Parkview during school hours must be directly related to the purpose of the school, unless otherwise approved by the superintendent.
2. Events scheduled on a school night should be scheduled so the participants are home as early as possible, preferably no later than 10:30 PM.
3. All co-curricular activities should be self-supporting through fundraising, donations, participation fees, or other means approved by the school board. Such funds shall be used only for the activity for which it was designated, unless otherwise approved by the school board and accounted for through separate accounts for each activity.
4. The school board reserves the right to call for an income and expense statement for any group acting in the school's name, Parkview Christian Academy School.

## Athletics

The school seeks to maintain an emphasis on athletics for personal rejuvenation, with a healthy degree of competitiveness. Interscholastic athletics are provided for those who wish to excel in physical skills.

All athletic events are under the direct supervision of the athletic director, who provides all game and practice schedules to the superintendent prior to the season and clears all schedule changes during the season with the superintendent before publication. Students are not to be used as drivers to athletic events. Coaches, parents, and adult volunteers shall drive all buses and other vehicles, and must be on the Approved Driver List (See Field Trips).

### Christian Philosophy of Athletics

The main approach to athletics must stem directly from the school's Christian philosophy of education since it is foundational to every part of the total school program. A brief philosophical statement of athletics is "to develop the athlete spiritually, mentally, and physically so that his spirit, mind, and body are directed and controlled by the Holy Spirit." (I Thessalonians 5:23)

I Corinthians 10:31 states, "Whether, therefore, ye eat, or drink, or whatever ye do, do all to the glory of God." Therefore, the Christian athlete ought to strive for excellence because he is motivated by the desire to use his talents for "the glory of God." By using I Corinthians 10:31 as a biblical base, there are three basic facts that constitute the Christian Philosophy of Athletics.

- A. First, athletics is a ministry. Parkview Christian Academy School seeks to minister to others. There are a number of methods of outreach in which the Falcon athletes may be involved. These would include post-game entertainment, prayer, testimonies, one-on-one evangelism, and witnessing. Sportsmanship and appearance are also very important in helping the athletes realize their responsibility "to show forth Christ through sports."
- B. Secondly, athletics is a method of achieving goals. Some of these goals should include showing school spirit, promoting PCA, glorifying Christ, seeking God's best, and developing as a total person.
- C. Thirdly, athletics is a means to an end. Each individual athlete must desire to excel for the glory of God. By doing so, he/she will tell the world that a Christian is capable of being competitive in sports as well as being totally dedicated to Christ. Athletics must be used as a tool to propagate the Gospel of Christ to unbelievers.

Like everything else in the Christian life, athletics must be kept in balance. As Paul reminds us in I Timothy 4:8, "bodily exercise profiteth little." In other words, we must strive to keep athletics at Parkview Christian Academy School in the proper perspective. Athletics are to be fun and helpful in the Christian life, and also to build the character of Christ in each athlete. Jesus Christ is alive! Let's make it known through sports at Parkview Christian Academy!

## Christian Philosophy of Coaching

Coaches are stewards. They have been divinely placed in the coaching ministry to meet the spiritual, mental, and physical needs of the athlete. It is important then, that since they have been called into this position of authority and responsibility that they know how to carry out their duties biblically.

Parkview's philosophy of coaching must stem directly from its educational philosophy. The major purpose is to cause Parkview athletes to act and think like Jesus Christ. We want our athletes to possess positive Christ-like character qualities, and to express them openly through athletics. We are most interested in building external values in our athletes, and therefore need to stress attitudes and actions in relation to God's Word.

Parkview coaches will be confronted with all types of life situations where they can teach biblical perspectives, including intensity, diligence, dependability, patience, and other Christ-like qualities.

The attitude and approach of the coach is crucial in Christian athletics because Luke 6:40 states, "The pupil is not above his teacher, but everyone that is perfect shall be as his teacher." Or, in the context of athletics, "When an athlete has been fully trained he will become like his coach." A coach in a Christian school is called to an important and influential position. He is an ambassador for Christ (II Corinthians 5:20).

## Academic Requirements

### *PCA Eligibility Rules:*

- If a student has one failing class (below 60%), the student-athlete will have two weeks to get the grade back to passing.
- If a student has two failing classes (below 60%), the student-athlete will be ineligible and sitting for a week.
- The coach, teacher, student, and parent should work together to make sure that each child is focused on maintaining their grades at appropriate levels.

## Athletic Awards

Student athletes must be in grades 9 through 12 and have participated in 50% of all halves of the season. The student will be awarded an athletic letter and certificate.

## Athletic Eligibility Rules and Academic Requirements

1. **Exemplary conduct** is expected of athletes and those accompanying the teams.
2. **While involved in a sport at Parkview**, the student (**High School**) may not be involved in a league of the same sport outside of the school (Example: church, YMCA, etc.) – This rule is not in effect until PCA becomes accredited with the Illinois High School Association (IHSA).
3. **Practice Sessions** - Attendance is required at all practice sessions unless the student is ill or their parents have made a prior request. Students are encouraged to refrain from scheduling any doctor, dentist, or other appointments, etc., during practice sessions. The coach will deal with one unexcused absence or sponsor in a manner that he feels is appropriate. The second unexcused absence by the student will constitute dismissal from the team or the cheerleading squad (if one exists). The general guidelines for excusing players from practice and/or games are as follows:
  - a. Illness or death in the family is excused.
  - b. Emergency doctor or dentist visits are excused. Regular appointments are not. Each team has several days off during which these things can be scheduled.
  - c. Jobs, baby sitting, parents benching a player, academic and conduct ineligibility are not excused because of the impact they can have on other team members.
  - d. Exceptions to the above rules may be permitted. If a player or family has a legitimate reason why the athlete cannot attend a certain practice, then his coach must be notified well in advance of the practice time that will be missed (the day before does not constitute an advance warning).

Ultimately, the coach and administration (with administration having the final say) will decide if the absence is excused or unexcused.

4. **Game Participation in Regard to Illness or Other Reasons**

If a student misses more than half a day of school due to illness or other activities the day of a game, he cannot participate in an event scheduled for that day. If a student misses any school on Friday due to illness or other activities he/she is ineligible to participate in any event on Saturday. Reasons for the absence can be submitted to the administration for review. Absences must be excused as determined by the administration if the student is to participate in the game. School mandated absence will be assessed by the administration to determine if athlete can participate in that evenings sporting event.

## **All-School Special Activities**

### **Field Trips and Approved Drivers**

Field trips need to match a stated educational objective, be planned according to the procedures established by the superintendent, and be approved by the appropriate administrator at least 3 weeks prior to the trip. The preferred mode of transportation is school-owned vehicles or buses with drivers rented from local school corporations for the day.

**If private vehicles are used on a field trip or a sports event, a Volunteer Driver Application form with a valid driver's license and proof of insurance must be on file in the office for each driver. Drivers must follow all traffic rules.** The form asks for the following information:

- Explanations of recent traffic violations
- Make, model, year, license plate number, and number of working seating belts for each vehicle that could be used to transport students. As of July 2005, children eight years of age and under must be in a car seat and not transported in the front seat of vehicles with airbags.
- Name of the insurance company, policy number, and amount of liability coverage provided in the following categories (minimum coverage is listed):
  - Per person for bodily injury must be at least \$100,000
  - Per incident for bodily injury must be at least \$300,000
  - Property damage must be \$50,000 -100,000
- Signature and date of person requesting approval to drive.

A travel manifest is left in the school office (or electronically with school officials before departure showing which students are traveling in each vehicle. The staff member in charge of the field trip will have a first aid kit, set of permission forms, and a copy of the manifest with him or her.

### **Missions, Ministry and Service Projects**

Students at all levels are encouraged to participate in missions, ministry, and community service. In the elementary school this is normally designating chapel money for a particular missions project or collecting items to send to a missions project.

All students in grades 9 – 12 are required to perform 25 hours of Christian service per year in order to graduate. These hours may consist of service at church or in the community. The service must be done without pay or other compensation. Suggestions for service opportunities are given to students at the beginning of the school year, along with a Christian Service tracking form.

### **National Day of Prayer**

On the National Day of Prayer the first Thursday in May, chapels are moved to Thursday, and special speakers are invited to participate in chapel. Students spend time praying for the nation, community, and school throughout the day. Parents are encouraged to come and participate.



## Elementary Special Activities

### Book-It and Other Reading Programs

Book-It is offered through Pizza Hut and is very popular. If the child meets a certain reading goal during the month, he/she receives a certificate for a personal pan pizza. The teachers or students set the goal; some have found that counting pages is better than counting books. Some grades also participate in the Ozzie reading program where students can earn free tickets to a baseball game, usually in May, Six Flags Reading program, and Raging Waves Fitness Program.

### Elementary Field Day

During the last week of school, the elementary PE teacher plans a Field Day for students in grades Preschool – 6. Parent volunteers are welcome to assist.

### Fire Prevention Week

In October, the Yorkville Fire Department brings fire equipment and fire fighters, dressed in gear, to the school. Primary age students participate in planned activities that stress fire prevention.

### Grandparents' Day

Once a year, Parkview invites children to bring their grandparents or a special person to visit the school. Various activities are planned.

### Parties

Classroom parties are only allowed at Parkview on approved holidays, unless otherwise approved by the administration. Birthday treats for elementary (K – 6<sup>th</sup>) students or teachers may be shared during the school day. The Christmas party is held the last half day before the break. Each teacher decides their own way to handle the gift exchange but usually there is a \$5 limit and suggested gifts might be ornaments, candy, books, or small toys. Some classes have opted to buy something for the classroom or to bring items for a needy family.

## Secondary Special Activities

### College Days (*Presentations by college representatives*)

Colleges and universities are only allowed to come to Parkview if they have an evangelical or fundamental perspective unless otherwise approved by the superintendent.

### College Visitation

Juniors are allowed two (2) days each year to visit college campuses. Seniors are allowed three (3) days each year to visit college campuses. All college visit days are considered excused absences as long as the school is given at least five (5) days notice. Students are also encouraged to take advantage of other days when school is not in session (teacher convention in October, Thanksgiving, Christmas break, spring break, and in-service days).

### Junior-Senior Banquet

Each spring a Junior-Senior Banquet is held to honor the senior class. All juniors and seniors are encouraged to participate. This is primarily an activity for Parkview juniors and seniors; however, outside guests may attend. The following information may be helpful:

- a. It may be held at the school or another location.
- b. Dress for the occasion may range from semi-formal to formal, but must be modest and in good taste. Nice dresses and suit coats with ties are acceptable.
- c. Banquet dress code must be submitted to and approved by the administration one month prior to the actual event.
- d. The student council is responsible for overseeing the preparations and program for the banquet, although the superintendent has final approval.

### **National Honor Society (PCA can only have NHS once it is state accredited)**

Students in grades 11 and 12 who wish to join the Parkview chapter of the National Honor Society, known as The Timothy Chapter, must submit an application to the school advisor by September 16. The application focuses on character, scholarship, leadership, and service. There is no limit to the number of members. The Timothy Chapter's main goal during the school year is to be actively involved in the planning and implementation of a community service/ministry project. Members are also encouraged to be a service worker in the school whenever possible.

### **Senior Trip**

The purpose of the senior trip is to continue the student's educational experience in the following four areas:

1. Spiritual: Opportunities are planned for devotions, prayer, and church attendance whenever possible.
2. Social: Realizing this is the last time this group of young people will be together, it should be a time of fun. Recreation activities will be planned that are consistent with spiritual principles and Parkview standards.
3. Educational: The trip will be a continuation of the student's educational experiences.
4. Ministry: Realizing that Christians should seek to be a witness and testimony and have a positive spiritual impact on people, some type of ministry activity will be incorporated into the trip.

The key to a successful trip is balancing and blending the above elements to provide for a meaningful and memorable experience. The superintendent will plan the itinerary with the senior class sponsor, make travel arrangements, and secure the necessary number of chaperones (parents and teachers) to go on the trip. PCA is developing the Senior Trip as we celebrate our first year of high school graduates (2012).

### **Student Council**

The student council has been established to teach and model leadership to secondary students. Student council shall be made up of two students from eleventh and twelfth, one student from ninth through tenth, along with one student (voted on by student council) to represent seventh and eighth grades. The high school faculty nominates two candidates from each class and up to four candidates in 11<sup>th</sup> and 12<sup>th</sup> and through a vote by the student body (9<sup>th</sup>-12<sup>th</sup>), selects the members. All nominees that accept the opportunity must present their testimony in front of the entire student body before a final vote is taken. Student council is selected on the first Tuesday of October that school is in session. This process may be modified at any time by PCA Staff, with the blessing of administration.