

# 2014-2015 Student Handbook – Table of Contents

Revision Date: August, 2014

2014-2015 Student Handbook – Table of Contents Revision Date: August, 2014.....	1
<b>Introduction .....</b>	<b>3</b>
<b>School Verse for the Year .....</b>	<b>3</b>
Open Door Policy.....	3
Statement of Faith.....	4
Philosophy of Christian Education .....	5
<b>Affiliation, Accreditation, and Structure .....</b>	<b>6</b>
Affiliation.....	6
Accreditation/State Recognition .....	6
Structure .....	6
Facilities .....	6
Faculty Qualifications.....	6
Admissions Policy and Statement of Agreement .....	7
<b>Academic Policies &amp; Information .....</b>	<b>8</b>
Academic and Character Awards.....	8
Class Placement Requests .....	8
Adding and Dropping Secondary Classes .....	8
Class Ranking .....	8
Grading Procedures .....	9
Grading Scale .....	9
Curriculum Adoption and Review Cycle .....	9
Home School Policies .....	10
Honor Roll .....	11
Dual Credit.....	11
Incomplete Grades .....	11
Independent Study .....	11
Make-up Work (Secondary Only) .....	12
Outside Jobs or Education/Training .....	12
During School Hours .....	12
Retention Policy .....	12
Student Records and Transcripts.....	12
Withdrawal from PCA .....	13
<b>School Procedures .....</b>	<b>13</b>
Assemblies.....	14
Attendance Policies and Extended Absence Requests .....	14
Chapel.....	15
CHILD ABUSE REPORTING PROCEDURE .....	15
Emergency Plan/Drills.....	16
Fundraising.....	16
Guns, Knives, Other Weapons, and Threats of Violence.....	16
Health Policies and Forms .....	16
General Guidelines for Specific Conditions .....	17
Medication Policies (All students) .....	17

Library.....	17
Lost and Found.....	18
Parent Volunteers .....	18
Telephones for Student Use .....	18
Outgoing Calls.....	18
Incoming Calls .....	18
Transportation Policies (Student Drivers).....	18
Visitors.....	18
Adult visitors .....	18
Student Visitors (PK-12).....	19
Weather Announcements .....	19
PCA Standards of Conduct and Discipline.....	20
Discipline and Consequences.....	20
Cheating.....	21
Christian Character .....	21
Classroom Courtesy .....	21
Detentions (Secondary).....	21
Disciplinary Probation (Secondary).....	21
Displays of Public Affection .....	22
Drug Abuse.....	23
Music Selections.....	23
Personal Property.....	23
Posting or Distribution of Materials or Announcements .....	24
Recess for Elementary Students.....	24
Student Pregnancy .....	24
<b>Special Events and Activities.....</b>	<b>24</b>
Board Procedures for All Activities .....	24
Athletics .....	24
Christian Philosophy of Athletics .....	24
Christian Philosophy of Coaching.....	25
Academic Requirements .....	25
Athletic Awards .....	25
Athletic Eligibility Rules and Academic Requirements .....	26
All-School Special Activities .....	26
Missions, Ministry and Service Projects.....	27
Elementary Special Activities .....	27
Elementary Field Day.....	27
Grandparents' Day .....	27
Parties .....	27
Secondary Special Activities.....	27
College Visitation .....	27
Junior-Senior Banquet .....	27

# Introduction

Welcome to Parkview Christian Academy, where in cooperation with the home and church, students are educated from a Biblical worldview. With the Bible as the foundation of all knowledge and wisdom, Parkview equips the whole child to serve God, family, and fellow man.

## MISSION STATEMENT

Parkview Christian Academy exists to provide a high-quality Christ-centered education rooted in Biblical Truth, training leaders who have identified God-given gifts and excel in their chosen path.

## VISION STATEMENT

*Heads grounded in Truth; Hands serving God's glory; Hearts surrendered to Christ*

Heads grounded in Truth: Educated and prepared to engage the world successfully, able to interpret all knowledge through a Biblical worldview.

Hands serving God's Glory: Excelling in service by 'doing all things as unto the Lord', exemplifying a life of worship consistent with God-given strengths.

Hearts surrendered to Christ: Enlightened in a growing relationship with Jesus Christ, trusting His faithfulness and obedient to His command.

*HEADS:HANDS:HEARTS*

## School Verse for the Year

**"He alone is my rock and my salvation; He is my fortress, I will not be shaken." Psalm 62:6**

## Open Door Policy

We encourage you to call, email, or stop in to talk to the administration at any time with questions, concerns, or ideas.

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

Parkview Christian Academy exists to educate children in the “nurture and admonition of the Lord.” Believing parents in community establish and maintain Christian schools to respond to the promises of God with respect to the children of believers. A living relationship with God, on the part of parents and school leaders, is the foundation on which private religious schools practice Christian education.

The Bible speaks of the free and sovereign grace of God and that grace is made known to those who believe in Him through Jesus Christ. These believers are reconciled and made His friends in a life of growing knowledge of His love, and accompanied by a progressive and growing love for Him. This relationship is the highest good for any human and is present wherever hearts are submitted to Christ. Hearts submitted to Christ will grow spiritually, as God maintains believers by the work of His Spirit.

To give us this highest good, the Son of God suffered and died in our flesh. The work of Christ is the way God commits Himself to save children of believing parents. As promised to Abraham in Genesis 17:7 and repeated in the first sermon preached to the church of the New Testament: "For the promise is unto you, and to your children, and to all that are afar off, even as many as the Lord our God shall call." God's promise is true and will succeed regardless of the level of understanding in the believer at the time of belief.

In making a commitment to ‘train up a child in the way that he should go’, parents are trusting on the strength of the promises of God. God promises to do gracious work among the children of believers for the glory of His name. There is nothing more important for the children of believers than to be nurtured in the grace and knowledge of the Lord Jesus Christ by parents who seek a right relationship with Him. Parents seeking this nurture engage Christian schools to partner with them in this work.

The Bible makes it clear that believing parents and their children are adopted into the family of God. The privilege that accompanies adoption into the family of God makes it necessary that we respond throughout life in increasingly meaningful ways in community, reflect increasingly on our purpose in the world, and progressively refine the relationship between our spirit life and our habits and customs. All of these things require a Christian education. In God's

time, children of believers become conscious of the treasure of adoption; the responsibility that it brings; and the thanks they owe to God.

The necessity for Christian education also follows from the requirements of God for a living and active faith. Christian education facilitates the miracle of second birth as the fabric of school life is woven by God into a spiritual tapestry through the integration of content and the application of living, relational process. Christian education leads a child step by step to seek excellence in his unique giftedness for the glory of God so that he grows to know and serve the Lord.

The Christian school prepares a child for a life of worship in the world, not a moral life of the world. In discipline the goal will be to draw children to a heart level understanding of their responsibility in the context of the fall, redemption and restoration through Jesus Christ. The goal is to send young men and women to live in the world, as friends and servants of God, transforming and restoring the world around them.

Christian educators model a living, vibrant, and growing relationship with Christ by entering into this kind of relationship with students. This relationship can be summarized in four main ideas: Christ motivates with love and not fear; He educates for freedom, not control; He molds character, not conduct; and He aims straight at the heart.

The relationship that follows God's promise was first motivated by the love of God, unearned. Students must come to know unconditional love based on their unique creation as an image-bearer God. Students must know that this love was not and cannot be earned. The need to ‘perform’ in a certain way or at a certain level to gain love has no place in the classroom. When a child requires discipline, love must be the motivation, not frustration or conformity to arbitrary standards. The teacher must build a relationship that demonstrates the love of God, so that the child's heart is prepared for a growing relationship with God, based on His love.

A relationship with Christ forged in unconditional love nurtures a life of actions freed from the bondage of a will corrupted by the fall. This is why teachers must educate for freedom and not control and it has a dramatic effect on the environment of the classroom(s) in a Christian School. Order for its own sake quickly turns to control of outward behavior and fails to enter lovingly into engagement with the child's heart. The child's heart and mind must be prepared for a life of freedom in Christ, a life that God calls believers to enjoy as they grow in their relationship with Him.

Christ also lives in relationship with believers through sanctification. He molds our character, not merely refining our conduct. In this lifelong process, the Holy Spirit brings change to the inner man. In all contacts with students, the teacher must lovingly engage the child to mold character. Christian educators lead children to the truth that it is not about what they do, but what they are (sinners) that has led to their need of a Savior. This is a process that prepares the child for a lifelong Spirit-filled path toward the likeness of Christ.

And the last, Christian education aims straight at the heart of the child. Christian teachers engage the Lord in their work through prayer, devotion, and love so that the name of God will be glorified through His greatest miracle: regeneration and rebirth in Jesus Christ. Always, prayer and work will be toward the heart.

As Christian educators we serve The Master Teacher who infuses love before time, frees from the bondage of sin, transforms the character and changes the heart of stone to living flesh. The same power that brought the earth into being, that appeared in human flesh, that lived a perfectly righteous life, that died, that rose, and that is coming again, is unleashed on children when the principles of Christian education are taught and also lived.

## **Affiliation, Accreditation, and Structure**

### **Affiliation**

Parkview Christian Academy is not affiliated with any particular church denomination, we are in partnership with many congregations and denominations through school families.

### **Accreditation/State Recognition**

Parkview Christian Academy is a member of Christian Schools International (CSI) and NCA (North Central Association Commission on Accreditation and School Improvement), along with State (ISBE) registered.

### **Structure**

The superintendent leads 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. A third location houses a pre-school on Countryside Parkway in Yorkville, IL.

### **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 particular gifts deemed necessary to meet the current needs of the student body.

All K – 12 faculty members hold a bachelor's degree or more from a recognized institution of higher learning, and meet the accreditation requirements for teacher certification. 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 Policy and Statement of Agreement

It is and shall be the policy and practice of PCA to admit applicants upon agreement to the statement below:

***Mission Statement:*** *Parkview Christian Academy exists to provide a high-quality Christ-centered education rooted in Biblical truth, training leaders who have identified God-given gifts and excel in their chosen path.*

Parents and students at PCA are primarily attending to obey God's commands about the training of their children. However, any who want to attend Parkview Christian Academy for other reasons are welcomed in Christian love provided there is understanding of, and willingness to submit to the teachings as stated below:

1. PCA is committed by faith to board members and teachers that are spiritually mature, Christian believers.
2. PCA is committed by faith to the interpretation of all subject material in light of a Biblical worldview. In broad summary: a Sovereign Creator and Law Giver, the Fall of man, and Redemption in Christ Jesus alone.
3. PCA is committed by faith to teach, wherever it is developmentally appropriate, and in connection with subject material, that the moral law of God is the only right standard of living. This includes but is not necessarily limited to:
  - a. A Biblical definition of love as: interactions that demonstrate, at all times, that each human being is of infinite value simply because they were each created in the image of God. This is true even in light of the fact that each human being is corrupted by the fall into sin. This prohibits PCA from teaching or relating, by action or word as if uncontrolled anger, hitting, bullying, ridicule, sarcasm with intent to hurt or demean, isolation, control for the sake of control, etc. is acceptable in God's eyes. This list is not exhaustive.
  - b. A Biblical definition of sexual purity as: intimate physical union between one woman and one man, bound in marriage by a vow. This prohibits PCA from teaching or relating, by action or word that pre-marital, extra-marital, and same-gender sexual unions; pornography of any kind; bestiality; heterosexual co-habitation without marriage; excessive or dominating immodesty and/or indecency is acceptable in God's eyes. This list is not exhaustive.
  - c. A Biblical definition of integrity as: interactions that demonstrate, at all times, an understanding of, and response to, God's ownership and distribution of all things whether in public or in private. This prohibits PCA from teaching or relating, by action or word that cheating, lying, stealing, sneaking, manipulation, rebellion, etc. is acceptable in God's eyes. This list is not exhaustive.
  - d. A Biblical definition of order as: a set of guidelines, agreed upon by a group, and reflecting the order and design of God's creation. This order ensures the progress of the whole child toward the peak of his or her potential. This order is outlined in the Parent-Student Handbook and in the Statement of Faith, and guides the academic, behavioral, emotional and spiritual growth of students at PCA.

In summary, the mission of PCA requires that Biblical truths be taught and integrated into all learning as the final and absolute authority on all matters of faith and life.

I have read, understand and agree to submit my child to Biblical teaching at PCA without seeking to undermine or adversely influence beliefs as outlined above; in policy; and in the statement of faith. Should I become dissatisfied with the teaching at PCA, I commit to peacefully seek an educational institution that is more in agreement with my own beliefs.

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*Signed: (Parents and/or guardians of student applying to PCA)*

# Academic Policies & Information

## Academic and Character Awards

### Class Placement Requests

The goal each year is to place students with the teacher that best meets the needs of the student. This is determined primarily by teachers through collaborative discussions with staff and administrators, and parent requests are taken into consideration given a wide variety of factors. Class placement by parental request is considered, but not guaranteed.

### 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 third 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. **Valedictorian and Salutatorian are chosen by their peers and teachers based on the following considerations:**

1. **Academic Performance**
2. **Extra-curricular involvement**
3. **Spiritual leadership**
4. **Relational engagement**
5. **Other skills and gifts**



# 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

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. Progress reports can be viewed on ParentsWeb at any time during the school year.

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

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. Progress reports can be viewed on ParentsWeb at any time during the school year.

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.

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	

## Curriculum Adoption and Review Cycle

### Parkview Christian Academy Curriculum Review Cycle and Policy

Parkview Christian Academy gives high preference to textbooks published with a Christian worldview. Text content is evaluated by reading level, format, and comprehensive content and format, and available resources. Make up or design of a book should be colorful with a well-made binding. Presentation of material from a Christian perspective is always either considered or integrated during teaching. Evaluation by colleagues at various educational institutions is sought and suggestions from these sources are given consideration. Academic standard coverage and standardized test data are also considered to determine student needs. Vendor representatives are engaged when needed. A final recommendation is presented for approval to the Education Committee, which has been formulated by a committee made up of several faculty members, an Administrator and one board representative.

Under normal circumstances curriculum is reviewed and adopted in the cycle listed below. Concerns precipitated by test data, content, or other significant issues may result in the approval of review and adoption outside of the cycle below.

## Curriculum Review Cycle

### Parkview Christian Academy Curriculum Review/Adoption Schedule

School Year Review/Adoption	Content Areas
2013/14 and 2014/15	Social Studies and History (9-12), Language Arts (K-6 focus K)
2014/15 and 2015/16	Music, Art, and Technology (K-12), Bible (7-12), Math (K-6)
2015/16 and 2016/17	Science (K-6), Science (7-12), Spanish (7-12), Pre-school all subjects
2016/17 and 2017/18	Social Studies (K-8), Math (9-12), English (7-12)
2017/18 and 2018/19	Health and P.E. (9-12), Bible (K-6),

## 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 daily assignments.

### Level of Homework

The level of homework experienced by each student 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.

### Monitoring

Assignment books are 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 also included in the weekly newsletter to parents as well as posted on ParentsWeb. It is expected that parents at all levels will check either the assignment book, letter or ParentsWeb as needed to assist the student, and to 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.

### General Homework Policies

1. All homework assignments are due at the beginning of the period or subject in which it was assigned.
2. Late work will result in a loss of credit in most cases.
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).

## Dual Credit

Seniors meeting the following criterion will be permitted to pursue dual credit through a local community college. This policy applies to senior in the year 2014-2015 and beyond.

1. Has a cumulative GPA of 3.2 or higher.
  2. Requires math credits beyond Algebra 2, having successfully completed Algebra 2, for math levels not offered at Parkview Christian Academy during a given year.
  3. Requires credits in English or Foreign Language at levels not offered at Parkview Christian Academy during a given year.
  4. Is enrolled in a minimum of 4 class periods at Parkview Christian Academy.
  5. May take no more than two (2) classes per semester of the senior year.
- Note: Dual credit is not offered in science, physical education, history, or bible.

## 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. Following that period, an F will replace the 'I' for incomplete.**

## 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.

## 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

## Life Threatening Allergies

Students with severe and/or life threatening allergies must register this information with the principal. A procedure must be in place in case an allergic reaction occurs on school property. Please schedule an appointment with the principal at the beginning of each school year to ensure that a procedure is established for your child. A child with a known severe and/or life threatening allergies will not be able to attend Parkview Christian Academy until a procedure is established.

### **Classroom Expectations:**

1. The procedure agreed on with the parent, administration and teacher must be followed.
2. A letter must be sent to all parents in the classroom of the child affected by a life-threatening allergy in order to inform and educate regarding classroom procedures. \*Letter provided by administration.

### **Peanut Allergy Specific Expectations:**

#### **Classroom Strategies:**

1. The classroom will have a 'stash' of peanut free snacks.
2. The classroom will contain medical response supplies as appropriate.
3. The classroom will post a 'peanut free zone' sign as a reminder to children and parents.
4. The classroom teacher will never provide, or knowingly allow to be provided, loose peanuts or peanut products.
5. The students will wash hands and wipe surfaces before and after every lunch or snack time.

#### **Lunchroom Strategies:**

1. The lunchroom will host a peanut free table, which will be marked with a 'peanut free zone' sign as a reminder to children and parents.
2. The lunchroom staff will never serve, or knowingly allow to be served, loose peanuts or peanut products.
3. The students will wash hands and wipe surfaces before and after every lunch period.
4. A separate eating area will be provided for students who are allergic to peanuts. Friends may eat with the allergic child provided the friend's lunch is checked for peanuts and peanut products.

### **Parkview Staff expectations:**

1. As a precaution, PCA will provide a marked 'peanut free' table in the lunchroom, and as appropriate in the classroom, and wipe all tables after every meal and/or snack.
2. PCA staff will under no circumstances knowingly bring, or allow to be brought for distribution, peanuts or peanut products into the lunch room or classroom.
3. PCA staff member(s) having a peanut allergic student in the classroom, will under no circumstances knowingly bring, or allow to be brought for distribution, peanuts or peanut products into the classroom. This includes food for the staff member's consumption.

4. PCA staff member(s) having a peanut allergic student in the classroom, will check for and substitute snacks that are sent to school containing peanuts or peanut products to the best of his/her ability and to the extent of his/her knowledge.
5. PCA, having admitted students who have peanut allergies, will under no circumstances knowingly offer for lunch or lunch related treats, sale, or distribution, any products containing peanuts or peanut products in the classroom or the lunch room or during community events.

## **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 one of the most important factors 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:

- Personal illness of a student or a doctor's visit
- Death or emergency within the family
- A pre-approved extended absence
- Adverse weather conditions

### **Daily Absence**

Arrival is encouraged between 8:00 – 8:25 AM.

If a student arrives between 11:00 – 12:45 PM, he is **absent one-half day**.

If a student arrives after 12:45 PM, he is **absent a full day**.

If a student leaves for the day before 11:00 AM, he is **absent a full day**.

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:

Family vacations that did not receive prior approval, are not with the student's immediate family, or exceed the maximum days allowed for vacation.

An absence for which the school did not receive parental contact within the specified time.

Out-of-school suspensions are unexcused absences.

"Cutting" or "skipping" a class is considered unexcused and is a serious violation of school standards.

## **Elementary and Secondary**

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

Absences exceeding 20 days per semester require a doctor's note verifying medical reasons to avoid making a mandatory report of truancy with the State of Illinois.

### **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.

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.

Penalties for tardies per quarter are as outlined below. 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.

**1-2 = warning**

**3 = detention of two hours**

**5 = meet w/principal**

**7 = 2 detentions of two hours**

**8+ = meeting with student/parent/administrator**

Tardies will be accumulated by quarter. Every student will have a clean slate at the beginning of each quarter.

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.

## 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.

## 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**

Fundraisers are approved by the school board in conjunction with the superintendent and have a designated beneficiary/purpose and financial goal. The PTO is the primary fundraising organization within the school. Plans should be submitted to the superintendent for approval of the board. Fundraising schedules are completed in May/June of the previous school year. Proposals should be submitted by April of the previous year in which the fundraiser is intended to occur.

## **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.” Lost and found items are taken to Goodwill at semester’s end. 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.

## Parent Volunteers

Parent volunteers are a very valuable resource at PCA, and 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, on committees, on PTO, and at class parties. They are asked to sign in and out at the office and wear a nametag for security reasons during school hours.

## 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.

## 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 any amount of time deemed appropriate when reckless or illegal driving is observed.

## 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

## Discipline and Consequences

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.

If a student is intentionally and/or continuously violating classroom or school guidelines, 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.

## 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. Repeated 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 detentions for excessive tardiness or any minor infraction of the behavioral expectations. If a student does not show up for his assigned detention, with or without permission from parents, the time is doubled. 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.

### STUDENT DRESS STANDARDS

It takes a strong partnership to teach students the value of modesty and decency in clothing and presentation choices. The dress standards are intended to provide guidelines that allow for individual expression without detracting, distracting or offending members of the community in or out of class. Violations of dress standards are excellent opportunities to disciple students about the effect their choices have on others and about the heart motivations that drive inappropriate choices. Please support Parkview Christian Academy in establishing high expectations in clothing and presentation.

Students who choose to dress outside of these guidelines, intentionally or unintentionally, may be required to call their parents and request a change of clothing. Whether or not a change of clothing is required, a staff member will have a loving conversation intended to help students analyze and learn from clothing and presentation choices. **Dress standard decisions are often subjective.** If you believe the school personnel have ruled in error, please **join** the error and allow your child to learn the greater lesson of submitting to authority and of careful self-analysis.

Note: Each believer has a different standard of clothing and presentation. In order to pursue unity and fellowship the principles of Romans 14:21, 22 will be followed in cases where needed. <sup>21</sup>It is good not to eat meat or drink wine or do anything that causes your brother to stumble.<sup>[a]</sup> <sup>22</sup>The faith that you have, keep between yourself and God. Blessed is the one who has no reason to pass judgment on himself for what he approves.”

- All clothing and presentation choices should be clean, neat, and modest.
- Blue jeans are allowed if they are clean and contain no holes or tears.
- Dresses and skirts (including skorts) must be at least fingertip length. Miniskirts are not permitted. Owing to the length of individual arms, some fingertip lengths may be considered too short.
- All shorts must be at least fingertip length. No cut-offs, spandex, or biker shorts are permitted. Bare midriffs are not permitted.
- Sweatpants are permitted if they are clean and contain no holes or tears.
- Sweatshirts and T-shirts are permitted if clean and free of holes, tears or cuts. Advertisements and/or language deemed inappropriate or offensive to the Christian lifestyle are not permitted.
- Shoes must be worn at all times. If shoes have provisions for laces, laces must be worn and tied. Preschool through 2<sup>nd</sup> grade students must wear closed toe shoes for safety reasons.
- No spaghetti straps or tank tops.
- Extreme styles in clothing, make up, hair color, and jewelry are not permitted. This includes, but is not limited to, baggy or low worn jeans, earrings on boys, jewelry worn in pierced body parts, unnatural hair colors. ‘Extreme styles’ is defined as any style that detracts or distracts from the learning environment; offends others; or attracts undue or inappropriate attention to one person.
- Administrative staff will have the final determination regarding the interpretation of the dress code standards.
- This list is not exhaustive of possible clothing and presentation choices which may be deemed as violating the principles of clean, neat, and modest.
- Boys may not have hair that extends to cover the eye; beyond the bottom of the ear; and onto the collar of a shirt at the back of the neck. In addition, any facial hair must be neat and well groomed.

- Tattoos, body mutilations, and body piercings are not permitted at school. Existing tattoos, body mutilations, or piercings must be covered throughout the school day and when attending school functions or activities. Ear piercings are an exception if not extreme in style.

## Drug Abuse

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

## 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
3. In order to avoid theft or damaged property, students are not to leave valuable objects in their locker
4. The lockers remain the property of Parkview, and we maintain the right to open any lock or locker if necessary.

## 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 to school, but these will be secured by staff during classroom time.

## 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 teacher and/or principal

## **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**

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

## **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 2 weeks prior to the trip. The preferred mode of transportation is school-owned vehicles or buses.

**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.

No field trips should take place in the last two weeks of a semester in 7<sup>th</sup>-12<sup>th</sup> grade to allow ample time for review and study for examinations.

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

Students at all levels are encouraged to participate in missions, ministry, and community service.

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.

## **Elementary Special Activities**

### **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.

### **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.