



PARKVIEW CHRISTIAN ACADEMY

Parent-Student Handbook

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.

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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.

Introduction

Who We Are

Parkview Christian Academy (Parkview) exists to provide high-quality, Christ-centered education to those who desire it and whose educational needs Parkview is equipped to serve.

Affiliation

Parkview is not affiliated with any particular church or denomination.

Accreditation and Staff Requirements

Parkview is accredited by Christian Schools International (CSI) and North Central Association Commission on Accreditation and School Improvement (NCA) and registered with the Illinois State Board of Education (ISBE).

All applicants must meet high standards 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 to 12th grade staff hold degrees appropriate to their assignment, or higher, from a recognized institution of higher learning and meet the accreditation requirements for teacher certification.

Structure of Governance

Parkview is governed by the School Board (Board) and led by the Superintendent as directed by the Board. The Board usually meets once a month. Please note the Superintendent and Principal(s) are referred to as Administration in this document. Depending on the situation, they may act collectively or independently. Also, please note administrative support staff, aides, faculty, teachers, etc. are collectively referred to as staff in this document and each role is interchangeable as warranted.

Facilities

Parkview's lower campus is located in Yorkville at 201 W Center Street and Parkview's upper campus is located in Yorkville at 202 E Countryside Parkway.

Non Discrimination Statement

It is and shall be the policy and practice of Parkview, 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. Hiring of employees is subject to an agreement with the Statement of Faith, Admissions Statement, Parent-Student Handbook, and Parkview Employee Handbook.

Statement of Faith

We Believe

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), and is 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).

Admissions Statement

The document posted below is read and signed by every family yearly during the re enrollment and new enrollment process.

Parkview was founded and is governed by people who believe that children of believers must be educated according to God's Word, the Bible. This community of believers welcomes enrollment to any who desire to attend for other reasons, provided that the personal choice to enroll follows an understanding of what will be taught and accompanies an agreement to follow the guidelines set forth in the Parent-Student Handbook, as expressed in this Admissions Statement, and in accordance with the Statement of Faith. Each enrollee of this community is welcome in Christian love through a reflection of both the grace and truth of Jesus Christ (John 1:14). All families must read and sign this Admissions Statement yearly, indicating understanding of and willingness to submit to the teachings as stated below:

1. Parkview is committed by faith to be governed by, led by, and educated through spiritually mature, Christian believers as board members, educational leaders, and teaching staff.
2. Parkview 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 Jesus Christ alone.
3. Parkview is committed by faith to teach, wherever it is developmentally appropriate and in connection with subject material and all community life, that the moral law of God is the only right standard of living. This commitment includes but is not 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 belief is true even in light of the fact that each human being is corrupted by the fall into sin. This prohibits Parkview from teaching or interacting, 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: human sexuality that is limited to the intimate physical union between one woman and one man, bound in marriage by a vow. This prohibits Parkview from teaching or interacting, by action or word, as if premarital, extramarital, and same gender sexual unions; pornography of any kind; bestiality; heterosexual cohabitation without marriage; excessive or inappropriate public displays of affection; or excessive or dominating immodesty and/or indecency is acceptable in God's eyes. This also prohibits participants in the Parkview community from engaging in public displays of affection (pda), whether heterosexual or homosexual that suggest, promote, or display intimate physical union. 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 Parkview from teaching or interacting, 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 mutually responsible agreement to a set of guidelines that reflect 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. The guidelines for order at Parkview are outlined in the Parent-Student Handbook for the academic, behavioral, emotional, and spiritual growth of students at Parkview.
 - e. In summary, the mission of Parkview requires that Biblical truths, held in faith by the founding, governing, and teaching participants of Parkview, be taught

and integrated into all learning as the final and absolute authority on all matters of faith and life.

I, the undersigned, have read, understood, and agreed to submit my child(ren) to Biblical teaching at Parkview without seeking to promote or pressure any members of this community with any personal beliefs, lifestyles, or opinions that undermine or adversely influence the faith beliefs as...

- a. outlined above in the Admissions Statement;
- b. found in the Parent-Student Handbook;
- c. and listed in the Statement of Faith.

Should I become dissatisfied with the faith based teaching at Parkview or find myself no longer able to engage in mutually responsible agreement, I commit to peacefully seek an educational institution whose foundation and beliefs are not in conflict with my own beliefs.

Student Dress Standards

The clothing and grooming choices in a Christian school community are to be neat, clean, and modest. Calling unnecessary attention through manner of dress or appearance is neither helpful nor suitable in a Christian academic environment. Extreme, distracting fashions and hair styles do not have a place in a Christian academic setting.

Students who choose to dress outside of these standards, intentionally or unintentionally, will be required to call home and request a change of clothing. A staff member of the same gender will converse with the student to help them analyze and learn from clothing and presentation choices. Repeated violations of dress standards will result in further consequences as outlined in the discipline guidelines. Staff, **not students**, make final determinations on the interpretation of dress standards.

Note: Each believer has a different standard of clothing and presentation. In order to pursue unity and fellowship the principles of Romans 14:21 will be followed in cases where needed. *It is good not to...do anything that causes your brother to stumble.*

Students **should not** wear:

- Hats, hoods, caps, bandanas, sweatbands, and sunglasses in the school building during school hours (defined here as 8:00 am to 4:00 pm).
- Clothing that is overly loose and baggy.
- Clothing, backpacks, or accessories that advertise offensive content (alcohol, cigarettes, illegal drugs, controlled substances, sexual or violent images, etc.).
- Shorts, skirts, and dresses shorter than six (6) inches above the kneecap. Discretion may be given for varied student heights.
- Shirts that are low cut in front (must cover all bust and cleavage), off the shoulder, or expose the midriff (front or back).
- Shirts with spaghetti straps or clothing that allows any undergarments to be visible. Instead, shirt straps (like tank tops) must measure three (3) fingers wide.
- Clothing that is *see through* in any way. Clothing must be opaque from the shoulder to, at minimum, six (6) inches above the knee.
- Bicycle shorts and boxer type shorts.
- Spandex / stretch / form fitting pants of any kind (leggings, yoga pants, etc.) unless a shirt is worn that extends at least to mid thigh.
- Jewelry, hair styles, and other accessories that are extreme or distracting as determined by staff.
- This list is not exhaustive.

Students **should** wear:

- Clothing and presentation choices that are clean, neat, and modest.
- Shoes or sandals at all times.
- Jewelry, hair styles, and other accessories that are modest and do not draw inordinate attention.
- A mid thigh shirt when worn with leggings, yoga pants, etc.
- Hair should be worn in such a way that it appears neat and well groomed. This includes facial hair.
- Tattoos and body piercings, if extreme, distracting, or offensive (as determined by staff) must be covered throughout the school day and when attending school functions or activities.
- This list is not exhaustive.

Extreme styles are defined as any style that detracts or distracts from the learning environment, offends others, or attracts undue or inappropriate attention to a person.

Standards of Conduct and Discipline

Parkview is responsible to provide discipleship to each student that God has drawn to the school community. Discipleship does, at times, include discipline (a swift and clear response to student behaviors or attitudes that violate Biblical principles for living or school rules).

The goal of discipline is to reflect the love of Christ which is balanced in both grace and truth. The Administration and staff desire the growth of the whole child, including spiritually, behaviorally, academically, and in every other way. Parkview recognizes that in certain extreme circumstances it may be in the best interest of the student and/or school that the student does not continue studies at Parkview.

The staff makes every effort to address student discipline issues progressively recognizing that every image bearer and every set of circumstances is unique. The staff also makes every effort to address each student privately and to notify parents immediately when noting a pattern of concern. Progressive discipline involves conversations, consequences, admonition, classroom management, Administration involvement, consistent communication with parents, and where advisable outside professional services.

Under normal circumstances, this progressive approach to discipline is effective and bears fruit. However, Parkview is not obligated in all circumstances to act progressively. The Administration or Board are at liberty to consider more severe and more immediate consequences for the well being of each student involved and for the community of students at large. More severe consequences may include extended suspension and/or expulsion.

To promote spiritual health at Parkview and to maintain a positive learning environment, Parkview will follow the guidelines listed below to define student misconduct and/or apply discipline.

Misconduct

Misconduct is any activity, on or off campus, during or outside of school hours, that interferes with, disrupts, or adversely affects the school, its personnel, or other students. Misconduct will result in discipline. Misconduct includes the following and any additional conduct as designated by the Administration or Board:

- Possession, use, control, or transfer of any object that may be construed as a weapon, including lookalikes.
- Fighting, assaults, use of violence, force, coercion, threats, or other conduct that urges any person to engage in the same conduct.
- Aggressive behavior toward anyone, including targeted and repeated attention that is unwarranted, unwanted, and inappropriate (bullying). Such exhibitions are often expressed as *joking* or *kidding* - they are not considered so by Parkview.
- Attempts to intimidate or instill fear.
- Insubordination or disrespect towards staff or students, including failure to follow staff directions.
- Abuse of any kind, including but not limited to verbal, sexual, emotional, physical, or psychological abuse.
- Use of vulgar or profane language and/or gestures.
- Initiating or engaging in disruptive behavior or conduct.
- Theft, damage, and/or misuse of school's or any person's property.
- Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, lookalike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product (vaping) on school grounds or at school related events.

- The term possession includes a student who is a) aware of, b) in the proximity of or has access to, and c) fails to promptly remove himself / herself from the premises where any item listed above is present, being used, distributed, or sold.
- Inappropriate displays of affection. This includes but not limited to romantic displays of affection whether real or fake such as when a student claims to be *kidding*.
- Lying or deception, including forgery or cheating. Cheating includes the willing surrender of one's academic property to another student.
- Leaving campus without permission prior to end of day dismissal.
- Continued lack of academic preparedness.
- Displaying or demonstrating any type of gang affiliation or participating in gang, gang like, or gang related activities.
- Unauthorized possession or use of electronic devices.
- Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the internet, social media, or any other online forum.
- Violations of the student dress standards.
- Repeated incidents of misconduct, including repeated refusal to comply with school rules or staff instructions.
- Any other acts that directly or indirectly jeopardize the health, safety, or welfare of anyone in the school community.
- Any other acts that violate the law or school rules or expectations established by staff.

A student may experience consequences for misconduct that occur anywhere at anytime if that misconduct is deemed to interfere with, disrupt, or adversely affect the school facilities, culture, operations, processes, personnel, students, or any educational function. **In all cases, parents will be notified of their child's misconduct and consequences and, in all instances, Parkview will welcome parents as partners in resolving incidents and patterns of misconduct.**

Playground Expectations

Respect others at all times.

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

Stay within the boundaries.

- No playing around the building.
- No playing in or around any mud puddles.
- No playing in the snow unless wearing snow pants and boots.
- No reentering the building unless directed by staff.

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 playground behavior.

- 1st offense: Verbal warning with an explanation of the offense.
- 2nd offense: Time out.
- 3rd offense: Loss of recess for the remainder of the day.
- Patterns of concern will result in a meeting with parents, staff, and Principal.

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, writing instruments, and assignments).
3. Participate (take notes, be involved in discussions, 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 staff.
6. No eating or drinking in class. The exception is a water bottle.

Consequences Preschool to 5th Grade

Dismissal from Classroom

If the student is asked to leave the classroom for misconduct, the teacher will report the misconduct immediately, giving the time and reason for the dismissal to the parents and Principal. The student will spend the remainder of the subject with the Principal. Before the student is readmitted to the class, the student must meet with the teacher to gain their approval for reentry. If necessary, the Principal will meet with the teacher and student to facilitate reentry.

- 1st dismissal may result in normal classroom consequences.
- 2nd dismissal will result in loss of recess / choice time.
- 3rd dismissal will result in probation.

Continued instances will result in further discipline, up to and including expulsion.

Probation

Probation status means a student's status is tentative for reasons of misconduct, and as a consequence, the student will be given a specific plan to assist in remedying the repeated misconduct. This plan will be in place as a team effort between Administration, teacher, and parents on behalf of the student. The student behavior while under an individual plan will be closely monitored, both negative and positive, and there may be restrictions during the probation. A letter and/or written plan will state the specific terms of probation.

In School Suspension

A student serving an in school suspension may make up and receive credit for work missed during the in school suspension. It is the student's responsibility to make arrangements to make up missed work. The student must report to the office each day of the in school suspension. A suspended student is prohibited from being on school grounds and from attending any school functions during the suspension.

Out of School Suspension

A student may serve an out of school suspension for up to 10 school days. A longer out of school suspension may be served as determined by the Board. A student serving an out of school suspension may make up and receive credit for work missed during the out of school suspension. It is the student's responsibility to make arrangements to make up missed work. A suspended student is prohibited from being on school grounds and from attending any school functions during the suspension.

Expulsion

Upon recommendation by the Administration, a student may be expelled for misconduct. When the recommendation is made for expulsion, the student is placed on an out of school suspension until such time as the recommendation can be heard by the Board. A student who is suspended, pending expulsion, is prohibited from being on school grounds and from attending any school functions during the suspension. The student and his / her parents will be given the opportunity to meet with the Board. The decision of the Board will be considered final.

Consequences 6th to 12th Grade

Dismissal from Class

If the student is asked to leave the classroom for misconduct, the teacher will report the misconduct immediately, giving the time and reason for the dismissal to the parents and

Principal. The student will spend the remainder of the subject with the Principal. Before the student is readmitted to the class, the student must meet with the teacher to gain their approval for reentry. If necessary, the Principal will meet with the teacher and student to facilitate reentry.

- 1st dismissal from class earns 1 detention each.
- 2nd dismissal from class earns 2 detentions each.
- 3rd detention earns a Saturday School.

Continued instances will result in further discipline, up to and including expulsion.

Detentions

Detentions are typically served on Tuesday and Friday mornings from 7:30 to 8:20 am. If detentions are not served in a timely manner, the student will be assigned a Saturday School. Additionally, staff may assign and supervise before or after school detentions for students.

During detentions, students are expected to follow all school rules and must come prepared to do school related work. No talking allowed and sleeping is prohibited. Computers and tablets may be used (and will be monitored) for academic purposes only. Other personal electronic devices (cell phones, etc.) are prohibited and will be retained by staff.

Saturday School

Saturday School is from 8:00 am to 11:00 am on designated Saturdays. Students serving Saturday School are assessed a \$25 fee that **must be paid when Saturday School is served**. Students assigned to Saturday School must serve it on the next designated Saturday. If the assignment is not served then, an additional Saturday School will be assigned.

During Saturday School, students are expected to follow all school rules and must come prepared to do school related work. No talking allowed and sleeping is prohibited. Computers and tablets may be used (and will be monitored) for academic purposes only. Other personal electronic devices (cell phones, etc.) are prohibited and will be retained by staff.

Probation

Probation status means a student's status is tentative for reasons of misconduct, and as a consequence, the student will be given a specific plan to assist in remedying the repeated misconduct. This plan will be in place as a team effort between Administration, teacher, and parents on behalf of the student. The student behavior while under an individual plan will be closely monitored, both negative and positive, and there may be restrictions during the probation. A letter and/or written plan will state the specific terms of probation.

In School Suspension

A student serving an in school suspension may make up and receive credit for work missed during the in school suspension. It is the student's responsibility to make arrangements to make up missed work. The student must report to the office each day of the in school suspension. A suspended student is prohibited from being on school grounds and from attending any school functions during the suspension.

Out of School Suspension

A student may serve an out of school suspension for up to 10 school days. A longer out of school suspension may be served as determined by the Board. A student serving an out of school suspension may make up and receive credit for work missed during the out of school suspension. It is the student's responsibility to make arrangements to make up missed work. A suspended student is prohibited from being on school grounds and from attending any school functions during the suspension.

Expulsion

Upon recommendation by the Administration, a student may be expelled for misconduct. When the recommendation is made for expulsion, the student is placed on an out of school suspension until such time as the recommendation can be heard by the Board. A student who is suspended, pending expulsion, is prohibited from being on school grounds and from attending any school functions during the suspension. The student and his / her parents will be given the opportunity to meet with the Board. The decision of the Board will be considered final.

Breaking the Law

In the event that laws are broken, the appropriate authorities will be notified by Parkview.

Academic Policies

Early Childhood (preschool and kindergarten)

Grading Procedures

- The purpose of grading procedures is to establish a standard of measurement applicable to all students and subject areas with enough flexibility to accommodate the differences of individual subject areas. Basic grading procedures are as follows:
 - Parents will receive communication from the teacher when there is any concern or question regarding student progress.
 - Parents and students will receive communication and strategy suggestions from teachers whenever there is a pattern of academic concern and a student is performing outside the norm.
 - Progress reports may be viewed on ParentsWeb at any time during the school year.
 - A meeting with the parents and teacher may be requested at any time to address concerns and strategies for student success.

Grading Scales

- The purpose of grading in early childhood is to communicate growth toward mastery of objectives. These objectives are based on standards and benchmarks for student success and are designed to ensure success in the progressive succession of grade levels.

Homework

- **Philosophy:** School assigned homework is not believed to be appropriate at this age level. Teachers do on some occasions send unfinished work or unused worksheets work home - the completion of this work is a parental choice. If / when a teacher has a concern regarding the progress of a student in early childhood, the teacher will communicate this clearly to the parents and will strategize with the parents to help the child. Strategies might include additional targeted practice, but this would be based on a particular concern or particular need. If no such concern is communicated, the teacher believes the child is making healthy and appropriate progress.
- **Missing Work Policy:** Parents may call the school during the school day to request missing work when an excused absence and/or illness exceeds one (1) school day.

Retention Policy

- It will be the right of the school to retain a student in a 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 Administration. 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. The 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.

Elementary School (1st to 5th)

Grading Procedures

- The purpose of grading procedures is to establish a standard of measurement applicable to all students and subject areas with enough flexibility to accommodate the differences of individual subject areas. Basic grading procedures are as follows:
 - Parents will receive a notification from ParentsWeb when a student grade falls below a C.
 - Parents and students will receive communication and strategy suggestions from teachers whenever there is a pattern of academic concern and a student is performing outside the norm.
 - Progress reports may be viewed on ParentsWeb at any time during the school year.
 - A meeting with the parents and teacher may be requested at any time to address concerns and strategies for student success.

Grading Scales

- The purpose of grading in elementary school is to communicate mastery of academic skills and practices. Standards for academic achievement are used to ensure student readiness for continued success and are chosen by the Board.

Letter Grade	Percentages	GPA
A+	(elementary)	
A	93-100	4.00
A-	90 - 92	
B+	88 – 89	
B	83 – 87	3.00
B-	80 – 82	
C+	78 – 79	
C	73 – 77	2.00
C-	70 – 72	
D+	68 – 69	
D	63 – 67	1.00
D-	60 – 62	
F	Below 60	0.00

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. Homework is limited on Wednesday evenings to accommodate church functions.

- **Missing Work Policy:** Parents may call the school during the school day to request missing work when an excused absence and/or illness exceeds one (1) school day.
- **Level:** 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 (6 to 8) different subjects.
- **Assignment Books:** Assignment books are issued to students in 3rd to 8th grades at the beginning of the year. For students in 1st to 5th grades, 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 check either the assignment book, newsletter, 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 staff regarding any problems their student is experiencing in completing assignments on time.
- **Homework Policies:**
 - Homework assignments are due at the beginning of the period or subject in which it was assigned.
 - Excepting illness or excused absence, late work will result in a loss of credit.
 - It is the student responsibility to verify what work was missed and to hand it in as agreed.
 - Parents may call the school to request homework assignments and make arrangements for pick up.

Honor Roll

- Elementary students in 3rd to 5th grades will qualify for the Honor Roll each quarter if they have a 3.00 or higher on their report card, with no grade below a C (2.00).

Retention Policy

- It will be the right of the school to retain a student in a 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 Administration. 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. The 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.

Cheating

- All work should be original work done by the student. Any instance of cheating, including plagiarism, will result in a zero (0) for that work and, depending on the situation, could result in a failing grade for the course. See standards of conduct and discipline for more information on consequences.

Middle School (6th to 8th)

Grading Procedures

- The purpose of grading procedures is to establish a standard of measurement applicable to all students and subject areas with enough flexibility to accommodate the differences of individual subject areas. Basic grading procedures are as follows:
 - Parents will receive a notification from ParentsWeb when a student grade falls below a C.
 - Parents and students will receive communication and strategy suggestions from teachers whenever there is a pattern of academic concern and a student is performing outside the norm.

- Progress reports may be viewed on ParentsWeb at any time during the school year.
- A meeting with the parents and teacher may be requested at any time to address concerns and strategies for student success.

Grading Scales

- The purpose of grading in middle school is to communicate mastery of academic skills and practices. Standards for academic achievement are used to ensure student readiness for continued success and are chosen by the Board.

Letter Grade	Percentages	GPA
A+	(middle)	
A	93-100	4.00
A-	90 - 92	
B+	88 – 89	
B	83 – 87	3.00
B-	80 – 82	
C+	78 – 79	
C	73 – 77	2.00
C-	70 – 72	
D+	68 – 69	
D	63 – 67	1.00
D-	60 – 62	
F	Below 60	0.00

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. Homework is limited on Wednesday evenings to accommodate church functions.
- **Missing Work Policy:** Parents may call the school during the school day to request missing work when an excused absence and/or illness exceeds one (1) school day.
- **Level:** 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 (6 to 8) different subjects.
- **Assignment Books:** Assignment books are issued to students in 3rd to 8th grades at the beginning of the year. For students in 6th to 8th grades, the project and test schedule is also posted on ParentsWeb. It is expected that parents check either the assignment book 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 staff regarding any problems their student is experiencing in completing assignments on time.

- **Homework Policies:**

- Homework assignments are due at the beginning of the period or subject in which it was assigned.
- Excepting illness or excused absence, late work will result in a loss of credit.
- It is the student responsibility to verify what work was missed and to hand it in as agreed.
- Parents may call the school to request homework assignments and make arrangements for pick up.

Incomplete Grades

- I, or an incomplete grade, is given for quarter grades that are incomplete due to extenuating circumstances at the time of the issuance of the report card. The missing academic work that caused the incomplete grade must be made up. Incomplete grades will be replaced with a F if the work is not made up prior to the following semester.

Make Up Work

- Make up work is only allowed if the student has an excused absence or illness. Students are allowed one (1) make up day for each absence up to five (5) days. Special circumstances, such as a prolonged illness, bereavement, or other circumstances may require more time and may be permitted with Administration approval.

Excused Absence and Assigned Test Dates

- If a student has an excused absence the day before an assigned test date, the teacher may still require that the test be taken that day. The same policy applies to half (1/2) day absences on the test date. Note: Although teachers may require a student to take a test on the original test date, teachers may also use discretion to give students additional time if appropriate to do so.

Honor Roll

- Honor rolls are computed at the end of each quarter and are calculated using the average of each grades numerical equivalent. High Honor Roll is 3.60 and above, Honor Roll is 3.00 to 3.59.
- Honor Rolls are determined by averaging the A, B, C, D, F grade numerical equivalent.
 - High Honor Roll
 - GPA of 3.60+.
 - No single grade below a B (3.00) in any subject.
 - No incomplete grades remaining for the quarter / semester.
 - The average GPA is 3.60 or above without rounding.
 - Honor Roll
 - GPA of 3.00 to 3.59.
 - No single grade below a C (2.00) in any subject.
 - No incomplete grades remaining for the quarter / semester.
 - The average GPA is 3.00 or above without rounding.

Retention Policy

- It will be the right of the school to retain a student in a 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 Administration. 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. The 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.

Cheating

- All work should be original work done by the student. Any instance of cheating, including plagiarism, will result in a zero (0) for that work and, depending on the situation, could result in a failing grade for the course. See standards of conduct and discipline for more information on consequences.

High School (9th to 12th)

Grading Procedures

- The purpose of grading procedures is to establish a standard of measurement applicable to all students and subject areas with enough flexibility to accommodate the differences of individual subject areas. Basic grading procedures are as follows:
 - Parents will receive a notification from ParentsWeb when a student grade falls below a C.
 - Parents and students will receive communication and strategy suggestions from teachers whenever there is a pattern of academic concern and a student is performing outside the norm.
 - Progress reports may be viewed on ParentsWeb at any time during the school year.
 - A meeting with the parents and teacher may be requested at any time to address concerns and strategies for student success.

Grading Scales

- The purpose of grading in high school is to communicate mastery of academic skills and practices. Standards for academic achievement are used to ensure student readiness for continued success and are chosen by the Board.

Letter Grade	Percentages	GPA
A+	(high)	
A	93-100	4.00
A-	90 - 92	
B+	88 – 89	
B	83 – 87	3.00
B-	80 – 82	
C+	78 – 79	
C	73 – 77	2.00
C-	70 – 72	
D+	68 – 69	
D	63 – 67	1.00
D-	60 – 62	
F	Below 60	0.00

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. Homework is limited on Wednesday evenings to accommodate church functions.
- **Missing Work Policy:** Parents may call the school during the school day to request missing work when an excused absence and/or illness exceeds one (1) school day.
- **Level:** 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 (6 to 8) different subjects.
- **Assignment Books:** High school students are encouraged to use a system of tracking assignments and due dates - but are free to choose the method and instrument believed to be most suitable for them. The project and test schedule is also posted on ParentsWeb. It is expected that parents check ParentsWeb as needed (if the student is not yet fully independent in academic work) to assist the student and to hold the student accountable for completing the work each day. Parents are encouraged to contact staff regarding any problems their student is experiencing in completing assignments on time.
- **Homework Policies:**
 - Homework assignments are due at the beginning of the period or subject in which it was assigned.
 - Excepting illness or excused absence, late work will result in a loss of credit.
 - It is the student responsibility to verify what work was missed and to hand it in as agreed.
 - Parents may call the school to request homework assignments and make arrangements for pick up.

Incomplete Grades

- I, or an incomplete grade, is given for quarter grades that are incomplete due to extenuating circumstances at the time of the issuance of the report card. The missing academic work that caused the incomplete grade must be made up. Incomplete grades will be replaced with a F if the work is not made up prior to the following semester.

Make Up Work

- Make up work is only allowed if the student has an excused absence or illness. Students are allowed one (1) make up day for each absence up to five (5) days. Special circumstances, such as a prolonged illness, bereavement, or other circumstances may require more time and may be permitted with Administration approval.

Excused Absence and Assigned Test Dates

- If a student has an excused absence the day before an assigned test date, the teacher may still require that the test be taken that day. The same policy applies to half (1/2) day absences on the test date. Note: Although teachers may require a student to take a test on the original test date, teachers may also use discretion to give students additional time if appropriate to do so.

Honor Roll

- Honor rolls are computed at the end of each quarter and are calculated using the average of each grades numerical equivalent. High Honor Roll is 3.60 and above, Honor Roll is 3.00 to 3.59.
- Honor Rolls are determined by averaging the A, B, C, D, F grade numerical equivalent.
 - High Honor Roll
 - GPA of 3.60+.
 - No single grade below a B (3.00) in any subject.
 - No incomplete grades remaining for the quarter / semester.
 - The average GPA is 3.60 or above without rounding.
 - Honor Roll
 - GPA of 3.00 to 3.59.
 - No single grade below a C (2.00) in any subject.
 - No incomplete grades remaining for the quarter / semester.
 - The average GPA is 3.00 or above without rounding.

Retention Policy

- It will be the right of the school to retain a student in a 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 Administration. 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. The 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.

Valedictorian and Salutatorian

- A valedictorian and salutatorian will be chosen based on cumulative GPA with a minimum of two (2) full years completed as a student at Parkview. All valedictorian and salutatorian speeches must be approved by a teacher, a Principal, and the Superintendent and the speech must be available for review at least four (4) days prior to graduation.

Dual Credit

- Juniors and seniors meeting the following criterion will be permitted to pursue dual credit through a local community college as approved by the Administration.
 - Has a cumulative GPA of 3.20 or higher.
 - Requires math credits beyond Algebra 2, having successfully completed Algebra 2, for levels not offered at Parkview during a given year.
 - Requires english or foreign language credits for levels not offered at Parkview during a given year.
 - Requires science credits for levels not offered at Parkview during a given year.
 - Is enrolled in a minimum of four (4) class periods at Parkview.
 - May take no more than two (2) classes per semester of the senior year.
- Seniors are required to take a minimum of four (4) classes per semester. These students are required to sign out if leaving the school for work or other courses as arranged.

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.

Cheating

- All work should be original work done by the student. Any instance of cheating, including plagiarism, will result in a zero (0) for that work and, depending on the situation, could result in a failing grade for the course. See standards of conduct and discipline for more information on consequences.

College Visits

- Juniors are allowed two (2) days each year to visit college campuses. Seniors are allowed four (4) 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.

Student Drivers

- It is a privilege for students to be able to drive a car on the campuses. This privilege may be revoked for any amount of time deemed appropriate when reckless or illegal driving is observed.

Attendance and Tardy

General Policy

Attendance is the most important factor in a successful educational experience. Parents have the right to keep their child out of school, however, the school categorizes the following reasons as an excused absence:

Excused Absence

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

Unexcused Absence

- Any absence that does not fall under an excused absence.
- Family vacations that did not receive prior approval.
- Vacations taken with someone other than the student's immediate family.
- Family vacations in excess of the maximum days allowed for vacation.
- An absence for which the school did not receive parental contact.
- Out of school suspensions are unexcused absences.
- *Cutting or skipping* a class.

The penalty for unexcused absence is that work cannot be made up, including homework, tests, and other assignments that will be graded.

Daily Attendance

- Arrival is encouraged between 8:10 and 8:30 am (lower campus) and 8:00 and 8:20 am (upper campus).
- If a student arrives before 11:00 am, he / she is **present a full day**.
- If a student arrives between 11:00 am and 12:45 pm, he / she is **absent one half day**.
- If a student arrives after 12:45 pm, he / she is **absent a full day**.

Extended Absence Policy

Absences exceeding days of absence allowed by the State of Illinois require a doctor's note to verify that there are medical reasons for the excessive absences. The State of Illinois mandates reporting of truancy when assurances of medical need from a physician are not present. Parkview will notify parents if / when it appears that a truancy problem is developing in the hopes that a State report can be avoided.

Family Vacations

Families who wish to use some of their State allowed days of absence for family vacations must request a Vacation Absence Request form from the administrative support staff. The Vacation Absence Request form must be filled out, signed by a parent, and approved by the Administration at least two (2) weeks prior to the vacation so that teachers can be notified and appropriate plans made for assignments. Approved vacation days are counted towards the days allowable under State truancy law.

Tardy for the Day

Students arriving at school between 8:30 and 11:00 am (lower campus) and 8:20 and 11:00 am (upper campus) will be marked absent for one half day if the following sentence is not adhered to. In order to be counted present, but tardy, the student must sign in at either school office.

Tardy for the Period (upper campus only)

Students arriving to any class period late are counted as tardy for that class period. Penalties for ongoing tardiness are outlined below. Receiving a tardy for detention (as outlined below) automatically results in progression to the next level. Missing detention without notification will result in a doubling and the student will serve the detention missed and any additionally assigned detentions.

- 1 to 2 = warning.
- 3 = detention.
- 5 = meet w/ Principal.
- 6 = 2 detentions.
- 9+ = meeting with student / parents / Administration.

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

Other School Policies

Assemblies

Periodically, special assemblies will be called by the Administration. All students and staff 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.

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. 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.

Fundraising

Fundraisers are approved by the Board in conjunction with the Superintendent and have a designated beneficiary / purpose and financial goal. The Parent Teacher Organization (PTO) is the primary fundraising organization within the school. Fundraising plans should be submitted to the Superintendent for approval of the Board. Fundraising schedules are completed in May / June of the previous school year. Fundraising proposals should be submitted by April of the previous year in which the fundraiser is intended to occur.

Library

Students may use the library from 8:30 am to 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, Parkview must restrict donations to books that are in good condition and reference materials that are not outdated. Please contact a Principal 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 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. Reference works may not be checked out from the library.
2. Preschool to 1st grade students may check out one (1) item for one (1) week. 2nd to 5th grade students may check out two (2) items for two (2) weeks. 6th grade students and above may check out three (3) items for two (2) weeks.
3. Late fines are 10 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 late fines, lost books, or damaged books may result in a loss of 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 (outside of lockers) will be placed in the school lost and found. Lost and found items are discarded or donated at each 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.

Telephones - School and Cell

Students are permitted to use the school phone to make an emergency call 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.

Cell Phones: Students that are permitted by a parent to carry their cell phone are expected to follow the guidelines below:

- **Elementary School (Pre-K to 5th grade):** The cell phone must be in a locker **and silenced** for the entirety of the school day. In the case of emergency, the school phone will be used to contact a parent. If / when the cell phone is seen or heard during class time, the cell phone will be taken and left at reception (both campuses) for parent pickup.
- **Middle School (6th to 8th grade):** The cell phone must be in a locker **and silenced** for the entirety of the school day with the exception of lunch as noted in this paragraph. In the case of emergency, the school phone will be used to contact a parent. If / when the cell phone is seen or heard during class time, the cell phone will be taken and left at reception (both campuses) for parent pickup. The cell phone may be used during lunch only but must remain **silenced** during use.
- **High School:** The cell phone must be in a locker or backpack **and silenced** for the entirety of the school day with the exception of lunch and passing periods as noted in this paragraph. In the case of emergency, the school phone will be used to contact a parent. If / when the cell phone is seen or heard during class time, the cell phone will be taken and left at reception (both campuses) for parent pickup. The cell phone may be used during lunch and passing periods only but must remain **silenced** during use.
- **Lost or Stolen Cell Phones (or other electronic device):** It is the responsibility of the student carrying the cell phone or other electronic device to keep it safe. The cell phone or other electronic device is not a necessary instrument to the school day and may just as easily be left at home.
- **Loss of Privilege:** The use of cell phones during the designated times noted above is a privilege. If staff feels this privilege is being abused by being distracting or playing / visiting / watching inappropriate apps / videos / websites, the cell phone will be taken and left at reception (both campuses) for parent pickup. Staff alone determines if this privilege is being abused. Additional repercussions include any disciplinary measures noted in this document along with the complete and total loss of privilege for the use of cell phones for any amount of time (days, weeks, months, quarters, semesters, etc.) as determined appropriate by staff.

Lockers

- 3rd to 12th grade students are assigned a locker.
- 3rd to 5th grade students may use a lock as desired. The key and/or combination must be provided to the classroom teacher.
- 6th to 12th grade students will be assigned a lock for their locker. Students will be charged for broken or missing locks.
- In order to avoid theft or damaged property, students are advised not to leave valuable objects in an unlocked locker. The easiest way to keep objects safe is to leave them at home and/or use the lock provided.
- Parkview maintains the right to open any lock or locker if deemed necessary.

Personal Property

Students who bring personal electronic or digital devices, including bluetooth enabled, digital, and/or electronic devices to school risk damage or loss. Parkview is not responsible for any loss of any personal property.

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 recirculated 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 three (3) consecutive days due to an illness if they have a note each day from a parent. If more days than that are necessary, a note from the doctor is required. Electronic devices, including cell phones are not allowed at recess.

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.

Student Pregnancy

The Administration and Board will use discretion and Christian care when a student becomes pregnant before graduation. The school will assist the boy and/or girl to complete their education if possible, although nonphysical attendance may be a consequence of the decisions that brought about a pregnancy.

Special Events and Activities

The following guideline should be noted in all extracurricular and co curricular activities:

- 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.
- 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.
- All co curricular activities should be self supporting through fundraising, donations, participation fees, or other means approved by the Board. Such funds shall be used only for the activity for which it was designated, unless otherwise approved by the Board and accounted for through separate accounts for each activity.
- The Board reserves the right to call for an income and expense statement for any group acting in the school's name.

Field Trips and Approved Drivers

Field trips must match a stated educational objective and be approved by the Administration at least two (2) weeks prior to the trip.

If parent drivers are used as transportation to and from a field trip or sporting 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 any recent traffic violations.
- Make, model, year, license plate number, and number of working seat belts for each vehicle that could be used to transport students. As of July 2005, children eight (8) 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 expiration date.
- Signature and date of person requesting approval to drive.

A travel manifest is left in the school office (or electronically filed with administrative support staff 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 (2) weeks of a semester in 6th to 12th grade to allow ample time for review and study for examinations.

Classroom Parties

Classroom parties are only allowed at Parkview on approved holidays, unless otherwise approved by the Administration. Birthday treats for elementary (Pre-K to 5th grade) 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 five (5) dollar 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.

Prom

Each spring, a Prom is held to honor the senior class. All juniors and seniors are encouraged to participate. This event 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 as approved by the Superintendent and/or Board.
- b. Dress for the occasion may range from semiformal to formal but must be modest and in good taste. Nice dresses and suit coats with ties are acceptable.
- c. Prom dress code must be submitted to and approved by the Administration one (1) month prior to the actual event.
- d. The Student Council is responsible for overseeing the preparations and program for Prom, although the Superintendent and/or Board has final approval.

Homecoming

Each fall, a Homecoming is held. All freshmen, sophomores, juniors, and seniors are encouraged to participate. This event is primarily an activity for Parkview freshmen, sophomores, 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 as approved by the Superintendent and/or Board.
- b. Dress for the occasion may range from semiformal to formal but must be modest and in good taste. Nice dresses and suit coats with ties are acceptable.
- c. Homecoming dress code must be submitted to and approved by the Administration one (1) month prior to the actual event.
- d. The Student Council is responsible for overseeing the preparations and program for Homecoming, although the Superintendent and/or Board has final approval.

Admission and Placement

Student Placement

Students are placed to best meet the needs of all the students. Placement is determined through collaborative discussions and parent requests are given consideration along with a wide variety of factors unrelated to parent requests. Class placement by parent requests is considered, but not guaranteed. With a careful process and thoughtful consideration, Parkview trusts God to order and arrange the best placement for each uniquely created child.

Entrance Guidelines (age)

- 3 year old preschool - 3 on or before September 1 of said year.
- 4 year old preschool - 4 on or before September 1 of said year.
- Kindergarten - 5 on or before September 1 of said year.
 - In the vast majority of instances, these guidelines will be the best for students. Exceptions may be made for pressing reasons after careful consideration has been made between parents, teacher, and Administration. The final decision will be made by Administration. Modified placement based on age does not guarantee continued modified placement. If necessary, an additional year may be required. These decisions are based solely on the best interest of the student.

Student Records

The following procedures will be followed concerning student records:

- Student cumulative folders are kept in the school office in fireproof cabinets and are filed by grade level. They contain medical records such as immunizations, physical, and injury reports; testing reports; report cards; and discipline reports.
- Parents may have access to his / her child's records after a written request has been submitted to and approved by Superintendent, in accordance with Federal and State law.
- Social workers may have access to a student's records with signed parental or Superintendent approval and in accordance with State law.
- No records are to be transferred to another school until a Records Request form is complete **and** all financial obligations to the school are paid in full.
- 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.
- 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 (home school or any other school) who transfer into Parkview 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. Transfer students are placed in their grade level Bible 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. Parkview generally does not take partial quarter credits for courses that not offered. For instance, if a student transfers in during the second quarter and was taking drafting at their old school, they would forfeit any credit or partial credit because Parkview does not offer that course.

Proof of credits and grades is required upon acceptance to determine eligibility for graduation in a specific diploma program. Self produced records will be accepted from home schooled families for transcript purposes, but without reflecting a grade. These credits will be counted, but the grades will not be calculated in the GPA. Records received from objective sources outside the home are accepted for credit and grades will count toward GPA. In some subject areas, assessments will be used to determine sufficient knowledge of the subject matter to warrant enrollment in a class with prerequisites. Any course may be repeated to insure the student's success in subsequent classes.

Withdrawal

In order to properly withdraw from school, the parents / guardians 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. This 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.**

Home School Policies

Home schooled students are welcome to participate when possible and permitted by any governing bodies or membership organizations. This policy applies to athletics, extracurricular activities, and day school coursework. The following policies apply:

- Home school parents must follow the same process for participation as full time students.
- Home school fees are established by the school and may differ from full time students.
- Home school parents must purchase testing, curricular, or other materials as needed for participation.
- Home school students may participate in field trips and other special activities as part of a class in which they are enrolled.

Student Wellness and Safety

First Aid

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. Administrative support staff or the school nurse will administer emergency first aid and notify parents.

Illness During the School Day

Students that are feeling ill will be assessed and a parent will be contacted if there is any question regarding the child's need to recover at home. The following are health concerns for which students would be sent home along with guidelines for returning to school:

- **Temperatures, Fever, Vomiting, and Diarrhea:** A parent will be notified to pick up their children with a temperature of 100 degrees or more, vomiting, or having diarrhea. Children running a temperature of 100 degrees or more, vomiting, or having diarrhea in the morning before school should be kept home. Children must be free of symptoms before returning to school.
- **Conjunctivitis (pink eye):** Children who have pink eye must be treated for 24 hours before returning to school. Suspicions of pink eye will be communicated to a parent and must be checked.
- **Precautions:** Parents are asked to talk to their child about the importance of hand washing, covering their mouth when coughing or sneezing, and not sharing hats, scarves, sweaters, jackets, hair brushes, hair ties, and combs to prevent the spread of lice.

Medication Policies

- All medications (both prescription and nonprescription) must be taken to the office to be stored. The only exceptions are epipens, cough drops, and asthma inhalers prescribed to be carried by a student. A doctor's note must be kept in the school office. Students should never share their inhaler with another student due to possible serious drug interactions. A note, signed by a parent, must accompany all prescription and nonprescription medications, with name, 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. If the medication is needed at home as well as at school, the pharmacy should give duplicate labeled containers upon request.
- Nonprescription 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.

Child Abuse Reporting Policies

Duty to Report: Any person who has reason to believe that a child is a victim of abuse or neglect has a duty to immediately make a report to the Superintendent or the individual in charge of the school at the 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 is a victim of abuse or neglect. Depending upon the nature and seriousness of the allegations, 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 and/or 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.

School Investigation: Depending upon the nature and seriousness of the allegations, the Superintendent or the individual in charge of the school at the time before proceeding to investigate the report, should consult with at least one (1) of the following people: a) a Principal, b) the School Board President, or c) the school attorney. 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 school attorney before proceeding. The parents or guardians of any student who is the subject of a report of abuse or neglect may have access to any written report made by the school subsequent to the investigation by the school.

Procedures for Prevention: Procedures that should assist the school in the prevention of child abuse or neglect by staff or volunteers for student activities include the following:

- The staff and volunteers should observe the *open door* rule: unless a door has a window, the door should remain open while the room is in use.
- Volunteers should be asked prior to serving if they have been convicted of sexual or physical abuse of a child and should not volunteer to serve in any capacity involving students if they have been convicted of sexual or physical abuse of a child.
- Volunteers should be made aware of the child abuse reporting policies of the school.
- The school should not authorize staff or volunteers to spend reoccurring or unsupervised time secluded with any student without the prior consent of that student's parents or legal guardians.

Crisis Management

Parkview has developed a Crisis Management Plan to address various types of threats to student safety and it is reviewed and revised yearly. Certain details of this plan are not disclosed to the general public for obvious security reasons. Emergency drills that comply with State laws are conducted regularly. Parents are welcome at any time to review and discuss the Crisis Management Plan.

Visitors

All visitors must register at the school office. The following rules apply to all visitors:

1. All visitors must register at the school office and are subject to approval by the Administration. Procedures for noncompliance are included in the Crisis Management Plan.
2. Visitors are limited to custodial parents, legal guardians, out of town guests of enrolled students, families interested in attending Parkview, alumni (graduates) of the school, and guests invited by staff. Others may be welcome, but should be approved ahead of time with the Administration.
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.

Weather Announcements

If it becomes necessary for school to be closed on short notice due to inclement weather, an email will be sent and the local news and radio stations will be notified.

Life Threatening Allergies Policy

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

Classroom Expectations

- The procedure agreed on with the parents, Administration, and teacher must be followed.
- 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. This letter will be provided by the Administration.

Peanut Allergy Specific Expectations

- The classroom will have a *stash* of peanut and tree nut free snacks.
- The classroom will contain medical response supplies as appropriate.
- The classroom will post a *nut free zone* sign as a reminder to children and parents.
- The classroom will **never** provide, or knowingly allow to be provided, loose peanuts, tree nuts, or any derivative thereof.
- The students will wash hands and wipe surfaces before and after every lunch or snack time.
- These guidelines apply to classroom parties as well as regular classroom days.
- These guidelines cannot be modified by the teacher except as directed by the parents of the students affected.

Lunch and Snack Time Strategies:

- Lunch and snack time will have provisions for a nut free table which will be marked with a *nut free zone* sign as a reminder to all.
- During lunch and snack time, staff will **never** provide, or knowingly allow to be provided, loose peanuts, tree nuts, or any derivative thereof.
- The students will wash hands and wipe surfaces before and after every lunch or snack time.
- A separate eating area will be provided for students who are allergic to peanuts and tree nuts. Friends may eat with these children provided the friend's lunch is checked for loose peanuts, tree nuts, or any derivative thereof.

Parkview Staff Expectations

- As a precaution, Parkview will provide a marked *peanut* table in the lunchroom or classroom and wipe all tables after every meal and/or snack.
- Staff 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 lunchroom or classroom. This includes food for staff consumption.
- Staff having a peanut allergic student in the classroom will check for and substitute snacks that are sent to school (by other parents) containing peanuts or peanut products to the best of his / her ability and to the extent of his / her knowledge.

What Does Peanut Free Mean

- All parents in a given classroom are requested not to send loose peanuts, tree nuts, or any derivative thereof with their children. Parkview cannot guarantee that all parents in a given classroom will comply or that every parent or staff member will recognize everything with loose peanuts, tree nuts, or any derivative thereof being brought to school.

- As a precaution, Parkview will provide a marked *peanut* table in the lunchroom or classroom and wipe all tables after every meal and/or snack.
- Staff 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 lunchroom or classroom. This includes food for staff consumption.
- Staff having a peanut allergic student in the classroom will check for and substitute snacks that are sent to school (by other parents) containing peanuts or peanut products to the best of his / her ability and to the extent of his / her knowledge.

Athletic Policies

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 central scheduler (as appointed by the Superintendent) prior to the season and clears all schedule changes during the season with the central scheduler 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 approved drivers as defined on page 24 of this document.

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.* (1 Thessalonians 5:23).

1 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 1 Corinthians 10:31 as a Biblical base, there are three (3) basic facts that constitute the Christian philosophy of athletics.

First, athletics is a ministry. Parkview seeks to minister to others. There are a number of methods of outreach in which 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 Christ through sports.

Secondly, athletics is a method of achieving goals. Some of these goals should include showing school spirit, promoting Parkview, glorifying Christ, seeking God's best, and developing as a total person.

Thirdly, athletics is a means to an end. Each 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 1 Timothy 4:8, *bodily exercise profits little.* In other words, everyone must strive to keep athletics at Parkview 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 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 athletes to act and think like Jesus Christ. Parkview wants our athletes to possess positive Christ like character qualities, and to express them openly through athletics. Parkview is most interested in building external values in our athletes and therefore

need to stress attitudes and actions in relation to God's Word.

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 (2 Corinthians 5:20).

Academic Requirements

Parkview Eligibility Rules:

- If a student has one (1) failing class (below 60%), the student athlete will have two (2) weeks to get the grade back to passing.
- If a student has two (2) failing classes (below 60%), the student athlete will be ineligible and sitting for a week.
- The coach, teacher, student athlete, and parents should work together to make sure the student athlete is focused on maintaining their grades at appropriate levels.
- Age: A student athlete will be eligible through age 19 unless they become 20 during a sport season, in which event eligibility shall terminate on the first day of such season.

Term Limitations:

No **Boys Basketball** team representing a member school shall, in any one (1) season, participate in more than:

- 21 games and zero (0) tournaments exclusive of the IHSA series; or
- 19 games and one (1) tournament exclusive of the IHSA series; or
- 18 games and two (2) tournaments exclusive of the IHSA series; or
- 16 games and three (3) tournaments exclusive of the IHSA series.

No **Boys Basketball** team representing a member school shall play in more than five (5) different games during any given interscholastic basketball tournament.

No **Girls Volleyball** team representing a member school shall, in any one (1) season, participate in more than:

- 21 matches and zero (0) tournaments exclusive of the IHSA series; or
- 19 matches plus one (1) tournament exclusive of the IHSA series; or
- 18 matches plus two (2) tournaments exclusive of the IHSA series; or
- 16 matches plus three (3) tournaments exclusive of the IHSA series; or
- 15 matches plus four (4) tournaments, exclusive of the IHSA series.

No **Girls Volleyball** representing a member school shall play in more than five (5) different matches during any given interscholastic volleyball tournament.

Athletic Awards

Student athletes must have participated in 50% of all halves of the season to be eligible for an award. The student will be awarded an athletic certificate as appropriate.

Expectations of Athletes

Exemplary conduct is expected of athletes and those accompanying the teams.

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 (church, ymca, etc.). Parkview is a full member of the Illinois High School Association (IHSA).

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 (1) unexcused absence in a manner that he / she 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:

- Illness or death in the family is excused.
- Emergency doctor or dentist visits are excused. Regular appointments are not. Each team has several days off during which these things can be scheduled.
- Jobs, babysitting, parents benching a player, or academic and conduct ineligibility are not excused because of the impact they can have on other team members.
- 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 their 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.

Game Participation in Regard to Illness or Other Reasons:

If a student misses more than a half a day of school due to illness or other activities the day of a game, he / she may not participate in an event scheduled for that day. If a student has an excused absence from school on a Friday, he / she is eligible to participate in an event on Saturday. Absences are excused (or not) as determined by the Administration. School mandated absences will be assessed by the Administration to determine if the student may participate in the corresponding sporting event.

Curriculum

Curriculum Policy

- Parkview 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 by the Administration, after working with a committee, to the Board for final approval.

Curriculum Review

- Under normal circumstances curriculum is reviewed and adopted in four to five (4 to 5) year cycles. Concerns precipitated by test data, content, or other significant issues may result in the approval of review and adoption outside of regular cycle.

Missions, Ministry, and Service

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

All students in 9th to 12th grade are required to perform Christian service hours in order to graduate. These service hours are tracked and credited in the Bible class. 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 throughout the school year, along with a Christian Service Tracking form.

Volunteer Policies

Volunteers are a very valuable resource at Parkview, and an important way that parents can partner with Parkview in their child's education. Volunteers 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 name tag for security reasons during school hours.