



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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I. Introduction

Who We Are

Parkview Christian Academy (Parkview) exists to provide high-quality, Christ-centered education to those who desire it and who's 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 members hold degrees appropriate to their assignment, or higher, from recognized institutions of higher learning and meet the accreditation requirements for teacher certification. All full-time teaching staff hold a bachelor's degree or higher.

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. The Superintendent and Principal(s) are referred to as "Administration" in this handbook. Depending on the situation, they may act collectively or independently. Administrative support staff, aides, teachers, etc. are collectively referred to as "staff" in this handbook 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, sex, gender, nationality, ethnic origin, ancestry, age, citizenship/immigration status (provided the individual is authorized to work in the United States), marital status, disability, or other protected status.

Parkview shall comply with applicable federal and State laws prohibiting discrimination, including, but not limited to, Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.), the Individuals with Disabilities Education Improvement Act of 2004, (20 USC 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 USC 2000d et seq., 2000e et seq.), the Americans With Disabilities Act of 1990 (42 USC 12101 et seq.), the School Code, and relevant case law; and it

complies with applicable State and federal laws, relevant case law, and State and federal rules and regulations.

To remain in compliance with the nondiscrimination requirements pursuant to 23 Ill. Admin. Code 425.20(a)(2)(H), Parkview Christian Academy provides equal opportunities for student participation in academics and extracurricular activities based on the individual needs and abilities of each student free of unlawful bias, prejudice, and harassment.

II. 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).

Statement of Belief on Marriage, Gender, and Sexuality

Parkview Christian Academy believes that the term marriage refers to the uniting of one man and one woman in a single, exclusive, lifelong union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

Parkview Christian Academy believes that God wonderfully and immutably creates each person as male or female. These two complementary genders reflect the image and nature of God (Genesis 1:26-27). We acknowledge the reality that sin has distorted the image of God in men and women, and mourn anyone's willful rejection of God's image in them.

Parkview Christian Academy believes that moral misconduct includes, but is not limited to, co-habitation, promiscuity, adultery, fornication, homosexual behavior, bisexuality, polygamy, bestiality, incest, transgender identity, gender non-conformity, non-binary gender conformity, use of pornography, or any other violation of the unique, distinct roles of male and female (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5). Parkview Christian Academy believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Parkview Christian Academy. We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking his mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Parkview Christian Academy's faith, doctrine, practice, policy, and discipline, our school board or its designee is the final interpretive authority on the Bible's meaning and application.

III. Admissions and Re-Enrollment Statement

Every family is required to read and sign the Admissions Statement upon initial enrollment and annually at the time of reenrollment. Please see *Mission Acknowledgment* form at the end of this Handbook.

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. 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 policies and guidelines set forth in the Board Policy Manual and Parent-Student Handbook. 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).

IV. Standards of Conduct and Discipline

Parkview is responsible for providing 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 that 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 individually, 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 outside professional services where advisable.

Under normal circumstances, this progressive approach to discipline is effective and bears fruit. However, Parkview is not obligated in all circumstances to impose progressive discipline. The Administration and Board are at liberty to consider more severe and more immediate consequences for the wellbeing of each student involved and for the community of students at large. More severe consequences may include exclusionary discipline, including 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.

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. These standards apply during the school day and when attending school functions or activities.

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.*

Shirts should:

- Have straps that are at least 3-finger widths wide;

- Not expose undergarments, cleavage, or midriff (front, side, or back);
- Be finger-tip length (all the way around) if covering leggings;
- Not advertise offensive content.

Shorts, skirts, and skorts should:

- Be at least finger-tip length;
- Not have skin-revealing rips above finger-tip length;
- Not be tight or form fitting.

Pants or jeans should:

- Not have skin-revealing rips above finger-tip length.

Hats, hoods and sunglasses should:

- Not be worn in the school building during school hours (between 8:00 am and 4:00 pm).

Tattoos and body piercings should:

- Not be extreme, distracting, or offensive, and must be covered throughout the school day and when attending school functions or activities.

Hair should:

- Not be extreme or distracting;
- Facial hair must be neat and well groomed.

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, as determined by the staff.

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. 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. Students are not permitted to use the recording capabilities of their device (video/camera/audio) while at school.
- **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. Students are not permitted to use the recording capabilities of their device (video/camera/audio) while at school.

- **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. Parkview is not responsible for personal devices that are lost, stolen, or damaged while at school.

Technology

This section is intended to serve as a guide to the scope of the Parkview's authority and the safe and acceptable use of Parkview's computers, mobile devices, computer network (local and wide area networks), email, and Internet access, which are collectively referred to in this Policy as the "electronic network." For more detailed information, please see Board Policy, *Acceptable Use of Electronic Networks*.

The electronic network is a part of the instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Directors or designees may promulgate additional procedures, rules, and other terms and conditions of electronic network use as may be necessary to ensure the safe, proper, and efficient use and operation of the electronic network.

Authorized Users

Authorized users of the electronic network include students, teachers, administrators, other employees of Parkview, School Board members, and other student and non-student users who have been granted access privileges who have signed and submitted an Authorization for Electronic Network Access Form and whose electronic network privileges are not suspended or revoked.

Authorization for Electronic Network Access

Each student and parent must submit a signed Authorization for Electronic Network Access Form before being granted use of the electronic network. The form is available at the end of this Handbook.

The failure to follow the terms of this policy and other rules promulgated by Parkview or designees, or the Authorization for Electronic Network Access Form will result in the loss of privileges, disciplinary action, and appropriate legal action.

Social Media Passwords

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Lockers

Students in grade 4 and above are assigned a locker at the start of the school year. Students are urged to keep all unattended personal belongings in their lockers. Students are responsible for maintaining the cleanliness of their lockers. Lockers belong to the school, and students may not deface or damage them in any way. Administrators may exercise the right to search lockers and their contents at any time at the school's sole discretion.

- 4th to 12th grade students are assigned a locker.
- 4th and 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.

Playground Expectations

1. 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.
2. 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.
3. 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.
4. 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.

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).
 - 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 the 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 any time 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.**

Bullying

Bullying Prevention

Bullying, intimidation, harassment, and physical, sexual, or emotional abuse is contrary to Illinois Law and Board policy. Such conduct diminishes a student's ability to learn and the Schools' ability to educate. Bullying is contrary to state law and the Policy of the School Board. Preventing students from engaging in these disruptive behaviors is an important goal of the Schools. This Policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article I of the Illinois Constitution.

Bullying, on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by Parkview if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying includes “cyber-bullying” and is defined as any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student’s person or property.
2. Causing a substantially detrimental effect on the student’s physical or mental health.
3. Substantially interfering with the student’s academic performance.
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including, without limitation: harassment, intimidation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, isolation, hazing or inappropriate initiation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this Policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, without limitation, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying as defined in this Policy. Cyber-bullying also includes the distribution, by electronic means, of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying as defined in this Policy.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore

relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Bullying Prevention and Response Plan

The Schools will not tolerate bullying behavior, whether verbal, physical, or visual.

No student shall be subjected to harassing, intimidating conduct, or bullying, whether verbal, physical, or visual that occurs;

1. During any school-sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the Schools if the bullying causes a substantial disruption to the educational process or orderly operation of the Schools. This item (#4) applies only in cases in which a School staff member receives a report that bullying through this means has occurred and does not require the Schools to staff or monitor any non-school-related activity, function, or program;
5. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by the Schools; or
6. In any other way that has a nexus to the Schools or school activities.

Reporting Bullying

1. School staff shall promptly report all bullying incidents and encourage students and parents to report bullying incidents to [administrator(s)]:

Dr. Ray Epperson
repperson@parkviewchristian.net
(630) 553-5158

Anonymous reports of bullying may be made by a telephone call or in writing to the above-listed administrators. These reports will be investigated.

2. The Administrators or designees will promptly inform parents of all students involved in the alleged bullying incident and discussion, to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as appropriate, of the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Investigating Bullying

When the administration receives a report of bullying, they, or a designee, will take the following steps to promptly investigate and address reports of bullying:

1. Investigate whether the reported acts of bullying are within the Schools' jurisdiction as defined by this Policy.
2. Make all reasonable efforts to complete the investigation within 10 school days after the bullying incident is reported, taking into consideration additional relevant information received during the course of the investigation.
3. Involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
4. If the administration did not receive the initial report of bullying, the bullying incident should be reported to the administration as soon as possible after the report is received.
5. Provide parents of students under investigation, to the extent permitted by federal and state laws and rules governing student privacy rights, information about the investigation and an opportunity to meet with the administrators or designees to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The administrators, or designee, shall document the following information:
 - a. type of bullying;
 - b. area of school where the bullying occurred;
 - c. impact of the bullying;
 - d. whether the bully or victim had previously been referred for interventions; and
 - e. bystander intervention and participation.

Bullying Outcomes

Students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying shall be subject to discipline.

Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the administrator or designees to determine the appropriate intervention(s). Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Parents will be advised of this referral and any action that is taken or suggested by the administration or designees.

Uniform Grievance/Complaint Procedures

A student, parent/guardian, employee, or community member should notify any Parkview School Complaint Manager, or any Parkview employee, if he or she believes that the Board of Directors, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title IX of the Education Amendments of 1972 (20 USC 1681) (excluding complaints of sexual harassment)
- Age Discrimination in Employment Act of 1967 (29 USC 621);
- Individuals with Disabilities Education Act (20 USC 1400);
- Americans with Disabilities Act of 1990 (42 USC 12101);
- Titles IV and VII of the Civil Rights Act of 1964 (42 USC 2000d);
- The Illinois Human Rights Act (775 ILCS 5); or
- Public Works Employment Discrimination Act (775 ILCS 10).

All complaints will be addressed consistent with Board Policy and federal law.

Nondiscrimination Coordinator:

Name: Dr. Ray Epperson
 Mailing Address: 202 E. Countryside Parkway, Yorkville, IL
 Email: repperson@parkviewchristian.net
 Phone: 630-553-5158

Complaint Manager:

Name: Dr. Ray Epperson
 Mailing Address: 202 E. Countryside Parkway, Yorkville, IL
 Email: repperson@parkviewchristian.net
 Phone: 630-553-5158

Complaints related to sexual harassment will be handled in compliance with federal law and Title IX. See Board policy for additional information. Complaints can be addressed to:

Title IX Coordinator:

Name: Dr. Ray Epperson
 Mailing Address: 202 E. Countryside Parkway, Yorkville, IL
 Email: repperson@parkviewchristian.net
 Phone: 630-553-5158

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.

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. Students serving an in-school suspension may not participate in extra-curricular activities or sports during the period of in-school suspension,

Out-of-School Suspension

A student may serve an out-of-school suspension for up to ten (10) school days. A longer out-of-school suspension may be served as determined by the Administration. 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.

The Superintendent or designee is authorized to suspend a student for up to ten (10) school days, pending consideration by the Administration of a recommendation for expulsion. The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference with the Superintendent or designee during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference (see #1) is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s) within one (1) school day. A written notice of the suspension shall state the reasons for the suspension, including any Board Policy or school rule that was violated. The suspension notice shall be sent to the student's parent(s) via email.
4. The student's parent(s) may request a review of the suspension, but such request will not stay the suspension. During the suspension review process, the student shall continue to serve the suspension. The parent(s)' request for review must be made within five (5) calendar days of receipt of the suspension notice. The review shall be conducted by the Superintendent or designee. At the review, the student's parent(s) may appear and discuss the suspension with the Superintendent or designee and may be accompanied by a representative of their choice at their own cost. Following the suspension review meeting, the Superintendent or designee shall make his/her decision regarding the suspension. The decision of the Superintendent or designee shall be final.

A student who is suspended may make up and receive equivalent credit for work missed during the period of suspension. It is the student's responsibility to make arrangements with the student's teachers to make up missed school work. A suspended student is prohibited from being on school grounds and attending any school functions during the suspension.

Expulsion

Upon recommendation by the Administration and approval by the Board, a student may be expelled for misconduct when other appropriate and available behavioral and disciplinary interventions have been exhausted and the presence of the student who commits an act of gross disobedience or misconduct poses a threat to the safety of other students, staff or the Parkview community or substantially disrupts, impedes, or interferes with the operation of the school. When a 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.

1. Prior to a student's expulsion, the student and his/her parent(s) shall be given notice and invited to meet with the Board. The written notice shall be sent to the student's parent(s) via email, in person, and/or other means of communication. A copy of the written request shall be given to the Superintendent and the Board. The written notice should include:
 - a. The reasons for the proposed expulsion as well as the Board Policy or school rule(s) the student is charged with violating;
 - b. The time, date, and place for the meeting;
 - c. A short description of what will happen during the meeting;
 - d. A statement indicating that the Board may expel a student for a definite period of time or indefinitely, as determined on a case by case basis; and
 - e. A request that the student or parent(s) inform the Superintendent or designee if the student will be accompanied by a representative (of their choice and at their own cost) at the meeting and, if so, the representative's name.
2. Unless the student and parent(s) indicate that they do not want a meeting or fail to appear at the designated time and place, the meeting will proceed. The meeting shall be conducted by the Board or its designee. If a designee is appointed, he/she shall report to the Board the evidence presented at the meeting.
3. During the meeting, the Board or designee shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and his/her parent(s) may be accompanied by a representative of their choice at their own cost, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the designee's report, the Board will make a decision regarding expulsion. The decision of the Board is 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 one detention each.
- 2nd dismissal from class earns two detentions each.
- 3rd detention earns a Saturday School.

Continued instances will result in further discipline.

Detention

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 is 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 is 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. Students serving an in-school suspension may not participate in extra-curricular activities or sports during the period of in-school suspension,

Out-of-School Suspension

A student may serve an out-of-school suspension for up to ten (10) school days. A longer out of school suspension may be served as determined by the Administration. 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.

The Superintendent or designee is authorized to suspend a student for up to ten (10) school days, or longer pending consideration by the Administration of a recommendation for expulsion. The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference with the Superintendent or designee during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference (see #1) is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s) within one (1) school day. A written notice of the suspension shall state the reasons for the suspension, including any Board Policy or school rule that was violated. The suspension notice shall be sent to the student's parent(s) via email.
4. The student's parent(s) may request a review of the suspension, but such request will not stay the suspension. During the suspension review process, the student shall continue to serve the suspension. The parent(s)' request for review must be made within five (5) calendar days of receipt of the suspension notice. The review shall be conducted by the Superintendent or designee. At the review, the student's parent(s) may appear and discuss the suspension with the Superintendent or designee and may be accompanied by a representative of their choice at their own cost. Following the suspension review meeting, the Superintendent or designee shall make his/her decision regarding the suspension. The decision of the Superintendent or designee shall be final.

A student who is suspended may make up and receive equivalent credit for work missed during the period of suspension. It is the student's responsibility to make arrangements with the student's teachers to make up missed school work. A suspended student is prohibited from being on school grounds and attending any school functions during the suspension.

Expulsion

Upon recommendation by the Administration and approval by the Board, a student may be expelled for misconduct. When a recommendation is made for expulsion, the student is placed on an out-of-school suspension until such time as the recommendation for expulsion 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.

1. Prior to a student's expulsion, the student and his/her parent(s) shall be given notice and invited to meet with the Board. The written notice shall be sent to the student's parent(s) via email, in person, and/or other means of communication. A copy of the

written notice shall be given to the Superintendent and the Board. The written notice should include:

- a. The reasons for the proposed expulsion as well as the Board Policy or school rule(s) the student is charged with violating;
 - b. The time, date, and place for the meeting;
 - c. A short description of what will happen during the meeting;
 - d. A statement indicating that the Board may expel a student for a definite period of time or indefinitely, as determined on a case by case basis; and
 - e. A request that the student or parent(s) inform the Superintendent or designee if the student will be accompanied by a representative (of their choice and at their own cost) at the meeting and, if so, the representative's name.
2. Unless the student and parent(s) indicate that they do not want a meeting or fail to appear at the designated time and place, the meeting will proceed. The meeting shall be conducted by the Board or its designee. If a designee is appointed, he/she shall report to the Board the evidence presented at the meeting.
 3. During the meeting, the Board or designee shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and his/her parent(s) may be accompanied by a representative of their choice at their own cost, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the designee's report, the Board will make a decision regarding expulsion. The decision of the Board is final.

Breaking the Law

In the event that laws are broken, the appropriate authorities will be notified by Parkview. This includes, but is not limited to: possession of a weapon (including a firearm or look-alike, a fixed blade knife with a blade longer than three inches or a pocket knife with a blade longer than three and one-half inches, or possession of any object used or intended to be used to inflict death or serious bodily injury), possession of illegal drugs, or any complaint of battery against a staff member.

V. Academics and Student Life

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 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
A+	(elementary)
A	93-100
A-	90 - 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 – 69
D	63 – 67
D-	60 – 62
F	Below 60

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.

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. **Students should not copy from a classmate, and students should not knowingly or carelessly make their work available for other students to copy.** Any instance of cheating, including plagiarism, **will be addressed on a case-by-case basis** and may result in a zero (0) for that work and, depending on the situation, could result in a failing grade for the course.

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
A	93-100
A-	90 - 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 – 69
D	63 – 67

D-	60 – 62
F	Below 60

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 contact 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 an 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. 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 grade's 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. **Students should not copy from a classmate, and students should not knowingly or carelessly make their work available for other students to copy.** Any instance of cheating, including plagiarism, **will be addressed on a case-by-case basis and may** result in a zero (0) for that work and, depending on the situation, could result in a failing grade for the course.

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	93 – 100	4.00
A-	90 – 92	3.70
B+	88 – 89	3.40
B	83 – 87	3.00
B-	80 – 82	2.70
C+	78 – 79	2.40
C	73 – 77	2.00
C-	70 – 72	1.70
D+	68 – 69	1.40
D	63 – 67	1.00
D-	60 – 62	0.70
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 or students should contact the student's teachers directly to obtain 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 five to seven (5 to 7) 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 are 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 an 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. 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 grade's 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 high school 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. Students should not copy from a classmate, and students should not knowingly or carelessly make their work available for other students to copy. Any instance of cheating, including plagiarism, will be addressed on a case-by-case basis and may result in a zero (0) for that work and, depending on the situation, could result in a failing grade for the course.

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.

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. 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.

Instruction shall be provided in English, in the branches of education taught to children of corresponding age and grade in the public schools, including the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health.

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.

Student Life 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.

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.

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. 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.

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.

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:

It may be held at the school or another location as approved by the Superintendent and/or Board. 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. Prom dress code must be submitted to and approved by the Administration one (1) month prior to the actual event. 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:

It may be held at the school or another location as approved by the Superintendent and/or Board. 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. Homecoming dress code must be submitted to and approved by the Administration one (1) month prior to the actual event. The Student Council is responsible for overseeing the preparations and program for Homecoming, although the Superintendent and/or Board has final approval.

VI. Attendance Policy

General Policy

Attendance is the most important factor in a successful educational experience. As a general rule, students are expected to attend school daily for the entire school term, unless an absence occurs as a result of illness or injury. Parents have the right to keep their child out of school, however, the school categorizes the following reasons as an excused absence:

Excused Absence

Absences will be excused due to:

- Student illness;
- Necessary medical appointments;
- Observance of a religious holiday;
- Death in the immediate family;
- Family emergencies;
- Other situations beyond the control of the student as approved by the Administration;
- Circumstances that cause reasonable concern for the student's health or safety;
- COVID-19 related absences (see 2021-2022 Health Plan).

A student's absence is excused if the student's parent contacts Parkview by 10:00 a.m. the day of the absence for one of the above reasons. If the student is absent on consecutive days, the student's parent must contact Parkview each morning. If the student's parent does not contact Parkview by 10:00 a.m., Parkview will contact the student's parent to inquire about the student's attendance. If the student's absence is due to a contagious or communicable illness, the parent must identify the type of illness (e.g., strep throat).

If a student arrives late to school or must leave school early and the student's parent has not contacted Parkview to excuse the student, the student must bring a note to the school office upon arriving to school or before leaving.

A parent's failure to notify Parkview of a student's absence will result in an unexcused absence.

Unexcused Absences

Student absence (other than an excused absence set forth above) without parent approval and/or the approval of the school will result in an unexcused absence in all missed classes.

As a result of the unexcused absence:

- The student will not receive credit for work missed;
- The student may be assigned a Saturday School; and
- The Principal or designee will contact the student's parent.

Excessive Absences

If a student exceeds 14 absences in one semester in any class or classes (seven absences in a quarter-long class), the student will not receive credit for that class or classes. School-sponsored absences do not count toward student absences for the purposes of this policy.

An exception may be granted to a student with a long-term illness. The student's parent must submit an appeal to the Principal requesting the extension, which must include a letter from the student's parent and a signed statement from the student's doctor.

Daily Attendance

- Morning drop-off at the upper campus begins at 7:45 am and students should be in their Homeroom by 8:00 am. Drop-off at the lower campus is from 7:55 to 8:10 am.
- 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.

Pre-Approved/Vacation Absence

Student absence for a reason other than set forth above must be pre-approved, including extended family vacations. Families who wish to take a family vacation while school is in session must complete a Vacation Absence Request form (available 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. The Administration reserves the right to deny any requested student absences.

No pre-approved or vacation absences will be allowed during semester exams.

Tuition Obligation

There is no reduction in tuition and fees due to a student's inability to attend school because of illness, vacation, bad weather, suspension, expulsion, or during any provision of remote instruction, or for any other reason. The location of instruction and student learning is at the discretion of Parkview Christian Academy.

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 student has failed to sign in at entry. 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 to 4 = detention.
- 5 = meet w/ Principal.
- 6 to 8 = 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. Parent notes **DO NOT** excuse a student for being tardy.

VII. Admission and Placement

Student Placement

Placement is determined through collaborative discussions and parent requests are given consideration along with a wide variety of additional factors. Parent requests for specific class placement 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.

All incoming Kindergarten students will be screened prior to placement in Kindergarten. Screening and/or additional testing may be requested when concerns regarding student placement are identified. Assessments may indicate areas of weakness or exceptional strengths. These assessments may affect placement in conflict with b. and c. of this policy. Placements outside of policy b. and c. are made upon the consensus and recommendation of a team of educators and in the best interest of the child. School records from accredited institutions will be honored for placement of transferring students.

Entrance Guidelines (age)

- 3 year old preschool – three years of age on or before September 1 of said year. Students must be potty-trained. Students who turn three between August 1 and September 1 may begin attending on the day after their third birthday.
- 4 year old preschool – four years of age on or before September 1 of said year.
- Kindergarten – five years of age on or before September 1 of said year.
- First Grade: six years of age 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.

Birth Certificate Requirements

Upon initial enrollment at Parkview, parents/guardians must provide the school with an original or certified copy of the student's birth certificate within 30 days of enrollment. If the school does not receive the birth certificate within 30 days, pursuant to Illinois law, the school must report the failure to provide a birth certificate to the State Police.

Student Records

Parkview respects confidential information related to students. School student records must be kept confidential. Student records are defined as any written or recorded information maintained by Parkview, by which a student may be individually identified, including, but not limited to: information pertaining to the admission, enrollment, academic progress, health, discipline, or disenrollment of a student.

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 the Superintendent, in accordance with Federal and State law.
- Certified copies of school records for students transferring out of Parkview will be sent within 10 calendar days of a signed parent request.
- Parkview will not release a certified copy of a student's records (e.g. the student's official transcript) until all outstanding fees have been paid. An unofficial record will be provided in lieu of the student's official transcript.
- 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 semester work from another school in any approved course. Parkview generally does not take partial quarter credits for courses that are 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 accredited 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 ensure 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. Parkview will provide a certified copy of the student's educational record, which includes the student's basic identifying information, academic

transcripts, attendance record, accident and health records, honors/awards received, and information regarding participation in school-sponsored activities, within 10 days of the notice of the student's transfer to a public school. An unofficial copy of the student's transcript will be sent until any outstanding fees have been paid.

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, extra-curricular 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.

Double Promotion

Double promotion is a rare professional academic recommendation. Double promotion decisions are made upon the consensus and recommendation of a team of educators and in the best interest of the child. Rationale for considering double promotion includes:

- Student giftedness;
- The absence of adequate challenge in the grade level curriculum after enriching accommodations;
- Social and psychological preparedness for working with older students;
- Substantiating data (anecdotal and standardized instrument);
- Teacher recommendations; and/or
- Parent input.

VIII. Student Wellness and Safety

Examination, Immunizations, and Exclusion of Students

Health examination, immunization, dental examination, and eye examination forms are required by the State of Illinois for all school students enrolled in certain grades and for a first-time enrollee at Parkview. Parkview requests that such documentation be submitted no later than the required due dates set forth below. The forms are available from the school office and on the Parkview website

All students entering Kindergarten or 1st grade, 6th Grade, 9th Grade, and any first-time enrollees at Parkview are required to submit proof of a health examination and proof of immunizations against, and screenings for, preventable communicable diseases no later than the first (1st) day of school. Proof of health examinations must have been completed less than one year prior to enrollment or the start of the current grade level. Students entering 6th and 12th Grade must also submit proof of immunization against meningococcal disease.

- Eye Examination: All students entering Kindergarten, 2nd Grade, 8th Grade, entering school in Illinois for the first time, transferring from another school, and as otherwise referred to do so by teachers, are required to have an eye examination and submit proof of the examination to Parkview by October 15.
- Dental Examination: All students in Kindergarten, 2nd Grade, 6th Grade, and 9th Grade are required to have a dental examination and submit proof of the examination to Parkview by May 15.
- Hearing Screening: All students in Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, transferring from another school, and as otherwise referred to do so by teachers, are required to have a hearing screening and submit proof of the screening to Parkview by May 15.

Unless an exemption or extension applies, students will be excluded from school on October 15 if the required health examination and immunization forms have not been submitted to Parkview. If a student fails to present proof of the required eye examination by October 15, Parkview may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15. If a student fails to present proof of the required dental examination by May 15, Parkview may hold the student's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15.

New students who are admitted and enrolled after October 15 of the current school year shall have thirty (30) days following registration to comply with these health examination, immunization, dental examination, and eye examination requirements, as applicable.

Exemption requests must be submitted to Parkview by October 15 of the current school year with the required health examination and immunization forms. Information regarding exemptions is available from the school nurse and the Illinois State Board of Education.

A waiver is available for the required dental and eye examinations for students who show undue burden or lack of access to a dentist or an optometrist or physician who performs eye exams. The eye examination waiver is due by October 15 of the current school year and the

dental examination waiver is due by May 15 of the current school year. The waiver forms are available from the school nurse.

Emergency Contact Information

Parents shall complete the emergency information section online at the time of registration. The emergency information provided through the online form shall include the names of the student's doctor, parent contact information, and emergency contact information if a student's parent is not available.

It is important that Parkview have current, complete, and accurate information for each student. 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.

Illness

To prevent the spread of illness, students exhibiting the following symptoms must be kept home until well:

1. Fever of 100°F or higher within the past 24 hours;
2. Severe coughing, sore throat, or difficulty swallowing;
3. Diarrhea or vomiting within the past 24 hours;
4. Undiagnosed rash (student may return to school with a doctor's note that rash is not contagious);
5. Discharge from eye (e.g., pinkeye) or ears, or profuse colored nasal discharge (student may return to school when discharge is clear or has been on antibiotics for 24-48 hours, according to doctor's instructions);
6. Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside); or
7. Evidence of a highly contagious or communicable disease.

Students with a fever, loss of taste/smell, sore throat, and/or body aches will require clearance from a medical provider before returning to school. For these specific symptoms, students vaccinated for COVID-19 may return after 24 hours without symptoms. For more information on COVID-19, please see the 2021-2022 Health Plan, available at www.pcafalcons.com.

Students with a cough, runny nose, vomiting, and/or diarrhea may return after 24 hours without symptoms. With a combination of these, or other, symptoms, parents may be contacted by the Principal for follow up and to determine if further action is required, including medical clearance to return to school.

Parents must err on the side of caution when deciding when a student who has been sick is ready to return to school. When in doubt, students should be kept home from school, in order to prevent the spread of illnesses. Parents must provide a physician's note if the student will be absent for an extended period of time due to illness.

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.

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.

Contagious and Chronic Infectious or Communicable Disease

Parkview abides by all applicable laws and regulations regarding communicable and chronic infectious diseases, and works in cooperation with State and federal government health agencies to enforce the applicable laws and regulations.

Parents must notify the school office if a student is diagnosed with a contagious or communicable disease or other contagious condition. Examples include, but are not limited to: COVID-19, strep throat, strep related diseases, chicken pox, measles, mumps, and pink eye (conjunctivitis). In the event that a student contracts an illness that is considered highly contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor to return to school. Parkview reserves the right to disclose necessary information regarding student health concerns to notify students and staff. Student identities health information will remain as confidential as possible.

For more information on Parkview's management of COVID-19, please see the 2021-2022 Health Plan, available at www.pcafalcons.com.

Medication Administration

All medications (both prescription and nonprescription) must be taken to the office to be stored. Students with allergies, asthma, diabetes or seizure disorders may be allowed to carry and self-administer emergency medication, with parent and physician approval. 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 and the student's treating medical provider, 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, and must contain the name of the medication; the prescribed dosage; and the time/circumstances for administration. 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.

Student Medication Self-Administration of Medication

A student may possess and/or self-administer medication pursuant to an asthma action plan, seizure action plan, diabetes action plan, an Individual Health Care Action Plan, or an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, prescribed for immediate use at the student's discretion. The parent/guardian must complete and sign the *Student Medication Administration Authorization Form*, provide authorization from the student's treating health care provider, and provide any other required forms. The parent must acknowledge that Parkview shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the student's self-administration of medication or the storage of any medication by school personnel. A student's parent must indemnify and hold harmless Parkview and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the student's self-carry and/or self-administration of medications, or the storage of any medication by school personnel. Students will not be allowed to self-carry or self-administer medication without parent/guardian signature acknowledging this protection.

Parkview shall work with the student's parents to develop and adopt a Seizure Action Plan, Asthma Action Plan, an Individual Health Care Action Plan, and/or an Illinois Food Allergy Emergency Action Plan for any student that appropriately notifies Parkview of his or her status and potential need for self-administered medication in accordance with 105 ILCS 5/34-18.61. Parkview will also adopt an emergency action plan for any student authorized to self-administer medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Diabetes and Epilepsy Management and Medication

Parents of students with diabetes or epilepsy must submit a *Diabetes Action Plan* or *Seizure Action Plan*, signed by a student's parent, to the school administrator. The plan is available on the school website or upon request from the school office. The plan should be updated annually, upon enrollment, as soon as possible following diagnosis, or when the student's care needs change during the school year. Parents are responsible for informing the school in a timely manner of any changes to the diabetes or seizure action plan and their emergency contact numbers.

Allergy Management

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 to 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.
- Food limitations will apply to both snacks and lunches that are eaten within the classroom.

Peanut Allergy-Specific Expectations

- The classroom will have a *supply* 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 for All Known Food Allergies:

- Students eating in the lunchroom will have access to an "allergy-aware" table which will be marked with a *nut-free zone* sign as a reminder to all. With the permission of families of students with allergies using the allergy-aware table, friends may eat with these children provided the friend's lunch is checked for loose peanuts, tree nuts, or any derivative thereof.
- During lunch and snack time, staff will **never** provide, or knowingly allow to be provided, foods containing known allergens to impacted students.
- The students will wash hands and wipe surfaces before and after every lunch or snack time.
- Staff will communicate any classroom-based food allergy restrictions to families. Families are asked to comply with these restrictions. Staff will do their best to monitor student food consumption in the classroom to decrease the likelihood of an allergen in the classroom, but cannot guarantee that a specific allergen will not be present.

Ashley's Law

A student may be administered a medical cannabis infused product under the Compassionate Use of Medical Cannabis Program Act by:

1. A parent or guardian, or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient, may request authorization to administer a medical cannabis infused product to the student on school premises or school transportation if both the student and the registered designated caregiver have been issued registry identification cards issued by the Illinois Department of Public Health under the Compassionate Use of Medical Cannabis Program Act.
2. Under direct supervision of a school nurse or administrator, the student may administer the product to himself or herself.
3. A properly-trained administrator or school nurse must be allowed to administer the product to the student while under the care of the school, including while on the school's campus, at school-sponsored events, before-school and after-school care, and on the school bus.

The student's guardian(s) must provide copies of both the student and designated caregiver's, if needed, valid registry identification cards to Parkview at least seven (7) calendar days prior to the desired start date of administration of any medical cannabis product on school premises or school transportation. The student's guardian(s) must clearly specify in writing when, where, and how any medical cannabis product is to be administered. A new request for authorization must be provided at the start of each school year.

Authorization may be denied if, in the opinion of the School Board or Administration, it would create a disruption to the school's educational environment or would cause exposure of the product to other students. No member of the school's staff may be required to administer any medical cannabis products. Storage of medical cannabis products on school premises is prohibited. If authorization is provided, the designated caregiver must promptly remove any medical cannabis products from school premises or transportation as soon as administration of the product is complete.

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. School evacuation, severe weather, lockdown, and other emergency response drills will be conducted several times each school year to comply with state and local laws, and to ensure rapid and orderly implementation for student safety. Parents are welcome at any time to review and discuss the Crisis Management Plan.

Safety and Emergency Drills

School evacuation, severe weather, and other emergency response drills will be conducted several times each school year to comply with state and local laws, and to ensure rapid and orderly implementation for student safety.

Sunscreen

A student may possess and self-apply a topical sunscreen product while on Parkview property or while attending a Parkview-sponsored activity or event without a physician's prescription or note, provided the topical sunscreen product has been approved by the United States Food and Drug Administration. Parkview staff is not responsible for the application of topical sunscreen products. Parkview is not responsible for the provision of topical sunscreen products.

IX. 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 permitted to be 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.

Students must have a current *Pre-participation Examination* form on file in order to participate in interscholastic sports. The Illinois High School Association also requires all high school athletes and families to complete a *Sports Medicine Acknowledgement and Consent Form* related to concussions.

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.

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.

Concussion Management Program

Parkview takes the safety of its students seriously and has developed a program to manage student concussions and head injuries during athletic activities. Parents/guardians are required to sign an acknowledgement that they fully understand the information on concussions and head injuries, as provided by the Illinois High School Association. Students may not participate in any covered activity, field trip athletic event, or other competition, until the parent/guardian has signed the acknowledgement form and returned it to the school. Parkview's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available from the office. If you have questions regarding concussions or Parkview's concussion management program, please contact Athletic Director Don Davidson.

X. 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.

XI. General School Policies

Volunteers

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.

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.

Sex Offenders: State law requires notification that information about sex offenders is available to the public. Parents may find the Illinois Sex Offender Registry on the Illinois State Police website at: www.isp.state.il.us/sor/. Please contact Dr. Ray Epperson at 630-553-5158 for information regarding sex offenders and school visitation.

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.

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.

Handbook Acknowledgement

I, the undersigned, acknowledge that I have read and understood the procedures as outlined in the 2021-2022 Student & Parent/Guardian Handbook. Further, I agree to abide by the Admission Statement, Statement of Faith, and Board policies.

Student Name

Date

Student Signature

Parent Signature

Date

*This form must be signed and returned to the school office by October 30, 2021. It will be maintained in the student's file.

Mission Acknowledgement

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. 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 policies and guidelines set forth in the Board Policy Manual and Parent-Student Handbook. 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).

I 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; and
- c. 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.

Parent/Guardian Name

Date

Parent/Guardian Signature

Acknowledgement of Acceptable Use

I, the undersigned, certify that I have read Board Policy, *Acceptable Use of Electronic Networks*, regarding use of Parkview Christian Academy's ("Parkview") electronic network and agree to abide by its terms and conditions. I understand that any unacceptable use shall be grounds for the suspension or revocation of electronic network use, may result in additional discipline up to and including dismissal, and may result in criminal or civil penalties. I understand that Parkview makes no warranties of any kind, whether express or implied, regarding the electronic network, and bear no responsibility for the accuracy or quality of information or services obtained from the electronic network, any loss of data suffered in connection with use of the electronic network, or inability to use the electronic network. I understand that Parkview may access and monitor my use of the electronic network, including the Internet, email, downloaded material, and any other electronic files or information, without prior notice to me. I understand that all electronic files, including electronic communications, that are created on, stored on, or sent to, from, or via the computer network are the property of the Parkview; that I do not have any privacy interest in any such electronic files; and that Parkview may access and review such files consistent with rules and regulations.

In addition, I agree to indemnify Parkview for any losses, costs, damages, charges, or fees, including, but not limited to, telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, or attorney fees, incurred by Parkview and relating to, or arising out of, my misuse of Parkview's electronic network or any violation of [insert board policy], or other rules, regulations or other terms or conditions of electronic network access promulgated by Parkview, its Board Members or designees, provided that any substantive changes in the Policy or its rules and regulations promulgated by Parkview will be communicated as soon as possible. In consideration for use of Parkview's electronic network, I hereby release Parkview Christian Academy and its individual Board members, employees, agents and assigns from any claims and damages arising from my use of, or inability to use, the electronic network.

Student Signature: _____

Parent Signature : _____

Date: _____

Volunteer Driver Form



Volunteer Driver Form

This form must be completed annually
or when a license expires or an insurance policy changes.
Copy of License and Insurance Needed

Driver Information

Name: _____ Date of Birth: _____

Address: _____

Phone: _____

Driver's License No.: _____ Expiration Date: _____

Vehicle Information

Name of Owner: _____

Address: _____

Make and Model: _____ Year: _____

License Plate Number: _____

Insurance Information

Insurance Company: _____ Phone: _____

Policy No.: _____ Exp. Date: _____

Liability Limits of Policy: _____

Driver Statement

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that in case of any type of accident, injury or vehicle damage, the school's liability insurance policy does not provide primary or direct insurance on my vehicle. The school's insurance will take effect only after my personal auto insurance limits are exhausted. (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.) I affirm that I will carefully transport students under my care, including obeying all traffic laws, and that the information given on this form is true and correct to the best of my knowledge.

Driver's Signature: _____ Date: _____