



# PARKVIEW CHRISTIAN ACADEMY

## Parent-Student Handbook

### Mission Statement

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

August 2024

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## **I. Introduction**

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### **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.

Use of the word parent throughout this handbook includes parents and legal guardians.

### **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 Illinois State Board of Education (ISBE) registered and recognized nonpublic school.

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 members 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" or "employees" in this handbook and each role is interchangeable as warranted.

### **Facilities**

Parkview's primary campus is located at 7481 Mill Road, Oswego. The 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

Parkview shall comply with applicable federal and state laws prohibiting discrimination, as required for ISBE recognition, pursuant to 23 Ill. Admin. Code 425.20(a)(2)(H), consistent with its Statements of Faith.

No discrimination on the basis of age, race, color, sex, ancestry, national or ethnic origin, military status, disability, gender, marital status, citizenship, or immigration status is made in the admission of students. Parkview provides equal opportunities for student participation in academics and extracurricular activities based on the individual needs and abilities of each student free of discrimination, unlawful bias, prejudice, and harassment.

Students who believe they have not received equal opportunity for participation in academics or extracurricular activities, or individuals who believe they have not received equal employment opportunities, should report their claims, and avail themselves of the procedure outlined in the Prohibition against Bullying, Discrimination, Harassment, and Retaliation and Enforcement of the *Racism-Free Schools Act Policy*, *Godly Conflict Resolution*, and Grievance Procedure, below.

## **II. Statements of Faith**

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### **Statement of Belief**

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, cohabitation, 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.

If a student's behavior or stated beliefs consistently contradict the above statements, it could result in discontinued enrollment at Parkview Christian Academy.

### III. Admissions and Re-Enrollment

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**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).

Parents of children who are admitted must remain current in the payment of their financial obligation. The Board reserves the right to withhold attendance and/or re-enrollment for non-payment.

## **IV. Standards of Discipline and Conduct**

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. Parkview does not use corporeal punishment as a form of discipline.

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**

Appropriate clothing and good grooming are important to the well-being of every student at Parkview. Clothing that is appropriate in a formal Christian school environment should be neat, clean, and modest. Calling attention to oneself unnecessarily through manner of dress or appearance is unsuitable in a Christian academic environment. Immodest, inappropriate dress does not reflect a Christian attitude and outlook in life. Since Parkview's primary goal is the Christian education of each student, parents can help the school achieve this end by maintaining a positive standard of dress in the home before the student comes to school each day. Our goal is to help students make appropriate life decisions, which includes appearance, in a sinful, secular world. Extreme, distracting fashions do not have a place in a Christian academic setting. Students are expected to comply with the dress code standards outlined below. In general, any student dress or appearance, while not specifically outlined below, may be considered unacceptable if in violation of the neat, clean, and modest standard.

Students who choose to dress outside of these standards, intentionally or unintentionally, may 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. 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.*

Clothing is to be worn as it was designed to be worn and in compliance with the following specific guidelines:

Shirts should:

- Have straps that are at least 3-finger widths wide;
- Not expose undergarments, cleavage, or midriff (front, side, or back);
- Be long enough to completely cover the bottom (all the way around) if covering leggings;
- Not advertise offensive content.
- Clothing should not be “see through” in any way; clothing must be opaque from the shoulder to the thigh

Shorts, skirts, and skorts should:

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

Pants or jeans should:

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

Clothing, backpacks, and/or accessories that reference alcohol, illegal drugs, controlled substances, violence, or that have a sexual, inappropriate, or potentially disrespectful connotation are not allowed

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. If deemed to be, they must be covered throughout the school day and when attending school functions or activities.

Hair:

- Should not be extreme or distracting.
- Parkview does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks, or twists.
- Facial hair must be neat and well groomed.

Modesty:

- Parkview allows students to modify their athletic or team uniforms for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion, cultural values, or modesty preferences.

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 6th 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 (7th and 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 **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.
- During class, smart watches and other similar wearable devices that can connect with the internet or with other devices may not be used for web access, information storage or retrieval, messaging, and/or notifications. They may only be used as a time-keeping device. Especially during examinations, students should take care that the watch does not light up or should remove the watch so as to preclude even the appearance of academic dishonesty.
- **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 investigate 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. During 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 7 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.

- 7th to 12th grade students are assigned a locker.
- 7th to 12th grade students will be assigned a lock for their locker. Students will be charged for broken or missing locks.
- 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 desktops, or putting head down as if sleeping).

## 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.**

## Consequences Preschool to 6th 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.
5. 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 schoolwork. 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 decide regarding expulsion. The decision of the Board is final.

## Consequences 7th 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 Thursday mornings from 7:15-7:45 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 schoolwork. 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**

If 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.

## **Prohibition Against Bullying, Discrimination, Harassment, and Retaliation and *Enforcement of the Racism-Free Schools Act***

### **Purpose**

The purpose of this Policy is to identify conduct that violates human dignity and to identify the procedure for reporting and investigating such conduct so that Parkview students and employees may learn and work in an educational environment free from these offensive behaviors.

Bullying, discrimination, harassment, and physical, sexual, and emotional abuse and retaliation are contrary to God's will for his people, state law, and the policies of the Board. Such behaviors diminish students' ability to learn and Parkview's ability to educate. Preventing these harmful and disruptive behaviors is an important goal of Parkview. People are created to reflect God Himself and, therefore, are expected to treat each other with respect.

Students who engage in the misconduct identified in this Policy are subject to discipline in accordance with the student discipline policy. Employees who engage in the misconduct identified in this Policy are subject to discipline in accordance with the employee discipline policy.

### **Definitions**

1. **Bullying** includes "cyber-bullying" and is defined as any severe or pervasive physical, verbal, or visual 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:
  - a. Placing the student in reasonable fear of harm to the student's person or property.
  - b. Causing a substantially detrimental effect on the student's physical or mental health.
  - c. Substantially interfering with the student's academic performance.
  - d. 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.

2. **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 in this Section. 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 in this Policy. Cyber-bullying also includes digital self-harm.
3. **Physical abuse** means any intentional act or threat of an act that results or could result in physical pain or injury to another person.
4. **Sexual abuse** means unwanted, unwelcome advances, and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact.
5. **Emotional abuse** means any attempt to destroy another person's self-worth through harassment, threats, deprivation, and control another person's life through words, threats, and fear.
6. **Discrimination** means disparity in areas including but not limited to discipline, course assignments, participation in extracurricular activities, and other opportunities in the school setting.
7. **Harassment** means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational and work environment whether occurring on or off Parkview property. The terms "intimidating," "hostile," and "offensive" include words or conduct that have the effect of humiliation, embarrassment, or discomfort.
8. **Sexual harassment** means unwanted sexual advances, requests for sexual favors, and engaging in other verbal or physical contact of a sexual or sex-based nature that creates an intimidating, hostile, or offensive educational and work environment.
9. **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.

## Prohibitions

Bullying, discrimination, harassment, and physical, sexual, and emotional abuse and retaliation are prohibited.

Such behavior on the basis of actual or perceived race, color, national or ethnic origin, sex or gender, religion, age, disability, citizenship or immigration status, status of being homeless, association with a person or group with one or more of the aforementioned actual or perceived characteristics, any other distinguishing characteristic or any other protected status also is prohibited.

Intentionally pressuring or intimidating another employee or a student with respect to a claim of bullying, discrimination or harassment, or falsely denying, lying about, or otherwise covering up or attempting to cover up any behavior described above is prohibited conduct.

Filing a false or frivolous complaint under this Policy is prohibited. However, a complaint shall not be considered false and frivolous solely because it is not proven, provided it was made in good faith.

Retaliating against an employee or student for resisting or reporting any behavior under this Policy or for participating in an investigation or testifying regarding a claim of such is prohibited.

No student or employee shall be subjected to bullying, discrimination, harassment, and physical, sexual, and emotional abuse and retaliation 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 Parkview if the bullying causes a substantial disruption to the educational process or orderly operation of Parkview. This item (#4) applies only in cases in which a Parkview staff member receives a report that bullying through this means has occurred and does not require Parkview 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 Parkview; or
6. In any other way that has a nexus to Parkview or school activities.

## Reporting

1. School staff, students, and parents shall promptly report all incidents of bullying, discrimination, harassment, and physical, sexual, and emotional abuse and retaliation, and encourage others to report such incidents to the following Nondiscrimination Coordinator/Complaint Manager:

Dr. Ray Epperson  
202 E. Countryside Parkway, Yorkville, IL  
repperson@parkviewchristian.net  
(630) 553-5158

In an effort to reduce or remove any barriers to reporting, any report of misconduct under this Policy may be submitted verbally or in writing. Anonymous reports of bullying may be made by a telephone call or in writing to the above-listed Administrator. These reports will be investigated. Complaints will be kept confidential to the extent possible given the need to investigate subject to the additional exceptions noted below. Individuals who make good faith complaints will not be disciplined.

2. The Administrator or designee 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.
3. Individuals are encouraged first to try to resolve the matter with the individual(s) involved. If, however, that is unsuccessful or not appropriate based on the situation, the Principal or designee will attempt to resolve the matter. If that is unsuccessful or not appropriate based on the situation, the individual shall avail him or herself of Uniform Grievance/Complaint Procedures, below.

### **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 Administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Administrator 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 support 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.

See also Godly Conflict Resolution and Grievance Procedure, below.

### Corrective Measures, Outcomes, and Discipline

Following the final decision on a complaint under this Policy, the Superintendent (or the Board of Directors, if appropriate) shall take any necessary corrective measures. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Parkview will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan, as appropriate.

Anyone, regardless of position or title, found through investigation to have engaged in misconduct under this Policy will be subject to discipline up to and including discharge. Additionally, any employee accused of sexual impropriety by another employee, parent, student, or any other member of the public and who will be or is standing trial for sexual impropriety for any reason will be placed on immediate leave of absence without pay.

Individuals may contact the Illinois Department of Human Rights electronically at [dhr.illinois.gov](http://dhr.illinois.gov), by U.S. mail at 555 West Monroe Street, Suite 700, Chicago, IL 60661, or by phone at (312) 814-6200 or (866) 740-3953 (TTY) concerning violations of the *Racism-Free Schools Act*.

### Godly Conflict Resolution

In an effort to exalt Jesus Christ and to build up the body of believers, Parkview has chosen to commit to the **attitude** and **process** of Godly Conflict Resolution. In order to achieve this commitment, Parkview Christian Academy will seek to maintain the **heart attitude of love described in I Corinthians 13** and utilizing the **scriptural process of Matthew 18** in an attempt to see restoration and renewal occur.

I Corinthians 13 describes many characteristics of love that are of highest importance in the Christian community, but we specifically note *'believing the best, hoping the best, enduring all the consequences of Biblical love'* in connection with conflict resolution. *"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the*

*mouth of two or three witnesses, every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.” (Matthew 18:15-17).*

The following steps should guide conflict resolution:

1. Keep the matter confidential.
2. Be self-aware. We often enter into conflict resolution with blinders on our own eyes.
3. Keep the circle small. The first step and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face to face dialogue.
4. Be straightforward.
5. Be forgiving. Once the matter is resolved, we should wholeheartedly forgive and restore the person.
6. Although rare, a party to the conflict may refuse to meet at any point in the process. Should this occur, continue the steps, making sure to invite the other party to each meeting while continuing confidentiality, prayer, believing the best, hoping the best, and enduring all things in love.
7. Where a solution or agreement cannot be reached, the individuals should involve an Administrator, who may objectively assist the parties in reaching a solution.
8. If the Administrator is unsuccessful in assisting the individuals with a mutually-agreed upon solution, the matter should be handled pursuant to Parkview’s Grievance Procedure (see below).

## Grievance Procedure

The Board strives to offer the highest quality education in a Christian environment. The Board desires that complaints brought by students, parents, employees or community members be resolved through a fair and equitable process. Individuals are encouraged to first follow the procedures described in Matthew 18:15-17. If the matter is not resolved in that manner, the procedure outlined below should be followed to promote the effective processing of grievances. In all stages of the process, communication should be courteous, respectful, and God honoring.

## Complaints

Individuals are encouraged first to try to resolve the matter with the individual(s) involved. If, however, that is unsuccessful or not appropriate based on the situation, the complainant shall notify the Principal for assistance in resolving the matter. If, however, that is unsuccessful or not appropriate based on the situation, the complainant shall avail him or herself of this grievance procedure. If the situation involves an Administrator, teacher, parent, or student, the complainant shall notify the Principal or designee either verbally or in writing. If the situation involves the Principal or designee, the complainant shall notify the Superintendent, Board President or designee either verbally or in writing.

**Informal Resolution**

The Principal or Superintendent will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

**Filing a Formal Complaint**

The complainant who wishes to avail him or herself of this grievance procedure may do so by filing a formal complaint with the Principal or Superintendent after attempts at an informal resolution have not been successful. The Principal or Superintendent may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with the complainant. The Principal or Superintendent shall assist the complainant as needed.

**Investigation**

The Principal or Superintendent will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Principal or Superintendent will notify the parents that they may attend any investigatory meetings in which their child is involved.

The complaint and identity of the complainant will not be disclosed except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the complainant or by the complainant's parent if the complainant is under the age of 18 years. The identity of any witness may remain confidential at the discretion of the Principal or Superintendent unless required to be disclosed by law. The identity of any student witnesses will not be disclosed except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent of the student witness or by the student if the student is 18 years of age or older.

The Principal, Superintendent, or designee will endeavor to complete the investigation within a reasonable period of time (e.g., 30 school days) and will keep the Complainant apprised of the status of the investigation and any extensions required to fully investigate the complaint.

**Decision**

The Principal or Superintendent shall notify the complainant and the accused in writing of the outcome of the investigation within five calendar days of completing the investigation. The Principal or Board President also may, to the extent appropriate to do so, notify any others who have a legitimate need to know of the outcome of the investigation.

**Appeal**

If the complainant or the accused is not satisfied with the outcome of the investigation, he or she has the right to bring concerns to the Executive Committee by making a written request to the Board President within five calendar days of being notified of the outcome of the investigation by the Principal or Superintendent. The Board President shall promptly notify the Executive Committee of the appeal.

Within 30 calendar days, the Executive Committee shall make its decision to affirm, reverse, or amend the Principal or Superintendent's decision or direct the Principal or Superintendent to gather additional information. Within five calendar days of the Executive Committee's decision, the Board President shall inform the complainant or the accused of the decision.

If the complainant or the accused is not satisfied with the Executive Committee's decision, he or she has the right to bring concerns to the full Board by making a written request to the Board President within five calendar days of being notified of the Executive Committee's decision. The Board President shall promptly notify the Board of the appeal.

Within 30 calendar days, the Board shall make its decision to affirm, reverse, or amend the Executive Committee's decision or direct the Principal or Superintendent to gather additional information. Within five calendar days of the Board's decision, the Board President shall inform the complainant or the accused of the decision. The decision of the Board shall be final.

### **Confidentiality**

Complaints, information disclosed and learned during the investigation, and the decision will be kept confidential to the greatest extent possible. This generally means that the information disclosed by the complainant, the accused, and witnesses in the complaint and during an investigation will be held in confidence and will be disclosed to others only if needed to fully investigate and resolve the complaint. To the extent that it would be appropriate to do so, the Principal or designee will inform the complainant and any others who have a legitimate need to know of the investigation, the outcome of the investigation and, if there is an appeal, the decision of the Executive Committee and the Board.

## V. Academics and Student Life

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### 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 RenWeb 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 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 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 6th)

### 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 RenWeb when a student's 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 RenWeb 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 RenWeb. It is expected that parents check either the assignment book, newsletter, or RenWeb 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 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 (7th and 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 and students will receive communication and strategy suggestions from teachers whenever there is a pattern of academic concerns, and a student is performing outside the norm.
- Progress reports may be viewed on RenWeb 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 3<sup>rd</sup> to 8<sup>th</sup> grades at the beginning of the year. For students in 6<sup>th</sup> to 8<sup>th</sup> grades, the project and test schedule is also posted on RenWeb. It is expected that parents check either the assignment book or RenWeb 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 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 (9<sup>th</sup> to 12<sup>th</sup>)

### 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 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 RenWeb 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 RenWeb. It is expected that parents check RenWeb 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 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. The GPA used to determine valedictorian and salutatorian is calculated at the end of the third quarter of the students' senior year. 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 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 could 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 if 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 will only adopt 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 five to six (5 to 6) 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 year. Parkview understands that students enrolled at Parkview attend a variety of different churches, each with their own specific theological beliefs, and statements shared by speakers at chapel may not always align with those varied beliefs. Those situations provide the opportunity for the student to have conversations with their parents or pastors to discuss those differences.

### Fundraising

The purpose of Parkview's fundraising is either to help families and students engage with each other (i.e. a Bingo Night), provide enrichment (i.e. teacher grants), or expansion (i.e. improving facilities). Fundraising activities are approved by the Development Committee in conjunction with the Administration to help coordinate the timing and the groups involved in the fundraisers. All fundraising proposals should be submitted to Mrs. West who will work with the Development Committee regarding approval.

### 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.

**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.

**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.

## **VI. Attendance Policy**

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### **General Policy**

Attendance is an important factor in a successful educational experience. 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 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;

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 may 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, 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.

The School Board has established this Tuition Policy to bring greater fiscal accountability to the school's budget. The policies are designed to eliminate or control delinquent tuition balances from month to month during the school year and from one school year to the next, and to provide adequate operational revenue to maintain the school's academic program.

1. Payment plans may be arranged for 12- or 10-month payment programs. 12-month payment plans will commence on June 1st and 10-month payment plans will commence on August 1st. Other payment arrangements must be discussed and approved by the finance secretary and or Superintendent as appropriate.
2. Tuition payment programs are set up in Parkview's online ACH service. Funds may be withdrawn from a bank account on either the 5th or the 20th of the month.
3. Families falling two months behind in tuition obligations must meet with the Superintendent. It is each family's obligation to contact the Superintendent when problems arise that affect tuition.
4. Children will not be permitted to return to school at the end of the third month in which the family is behind in their tuition unless special arrangements have been made with the Finance Committee of the Board.
5. Previous years' tuition must be paid in full by the earlier of year of terminus or August 1 prior to the start of the school year unless alternate arrangements have been made with the Finance Committee.
6. Numbers 5 and 6 must be satisfied before children are permitted to start the new school year.
7. All outstanding balances must be paid before records will be transferred or students participate in graduation ceremonies and receipt of diploma.
8. Families that withdraw students during the school year are obligated to pay tuition and fees as prorated. Application fees are non-refundable.
9. Parkview Christian Academy will, after attempts to agree on a plan of consistent repayment, pass uncollected balances to a collection agency.
10. No official records will be transferred to another school until a withdrawal form is completed and all financial obligations to the school have been met.

### **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. 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 5 = warning.
- 6 = detention.
- Every 3 tardies after 6 results in an additional detention

- 10 = meeting with student / parents / Administration.

Parkview realizes families are often traveling a great distance to school. Homeroom tardies will be tallied separately from classroom tardies and we more grace will be given for tardies to home room, but continued tardies to home room will also result in detentions or other consequences. 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. 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 most 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 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. If copies are requested, parents will be charged a copying fee of \$1.00 per page unless waived by the superintendent.
- Parkview shall not grant a parent any right of access to, or inspection of the student's school records if the Superintendent, school office, or designee has been provided with a certified copy of a court order, an order of protection, or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights or prohibits access. If a student's parent is to be denied access to student records and school-related information regarding the student, it is the responsibility of the student's other parent to provide to the Parkview school office a certified copy of the court order, parenting agreement or plan, or other documentation that specifically revokes these rights or prohibits access.
- 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.
- Upon graduation, transfer, or withdrawal from Parkview, the student record will be retained for one year. Thereafter, only the student's transcript will be retained by Parkview.

## 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.

Requests for certified copies of records of students transferring into Parkview will be sent to the enrollee's former school within 14 calendar days of enrollment. 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**

To properly withdraw from school, the parents 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, extracurricular activities, and day school coursework. The following policies apply:

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

## **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, entering school in Illinois for the first time, or transferring from another school 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, or transferring from another school 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.

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, 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. Suspensions 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, hairbrushes, 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). If 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.

## Medication Administration

A school nurse/registered nurse, licensed practical nurse, school administrator, or trained staff member or administrative designee is only able to administer medication to students in compliance with applicable state laws and regulations, specifically Section 10-22.21b of the Illinois *School Code* (105 ILCS 5/10-22.21), 105 ILCS 5/22-30, and 23 Illinois Administrative Code § 1.540, pertaining to the administration of medication to students during regular school hours and during school-related activities. Only prescriptions authorized by a physician will be administered in accordance with state regulations. The physician's order is valid for one year from the date it was written. Over the counter medications will only be administered if ordered by a physician. **Absolutely no verbal orders from a physician will be accepted.**

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 be accompanied by a note with the student's name, amount to be given, and time of day it is to be administered.

## **Student 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 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, because 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 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.

Parkview and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication. Parents must sign and return an acknowledgment to Parkview that they indemnify and hold harmless Parkview and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of a student's self-administration of 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.

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's diabetes or epilepsy management during the school day are clearly set forth in the diabetes care plan or seizure action plan. The diabetes care plan must include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription, the methods of insulin administration, and a uniform record of glucometer readings and insulin administered (Illinois State Board of Education form). The seizure care plan must include the health care provider's instructions for the student's epilepsy management, as well as prescriptions for medication and instructions for administration of medication.

All school employees shall receive training in the basics of seizure recognition and first aid and appropriate emergency protocols. If at least one student at Parkview is enrolled with epilepsy, a delegated care aide will be trained to perform tasks necessary to assist the student in accordance with the seizure action plan. Any school employee who transports a student with a seizure action plan will be provided a copy of the student's seizure action plan.

## Allergy Management

School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction, including a food-allergic reaction. It is the responsibility of parents and students to notify Parkview of any and all known allergies. Parkview is committed to reasonably accommodating students' allergies and strives to reduce the risk of exposure to allergens and provide timely treatment of allergic reaction. Please direct all questions or concerns to the administration. Please schedule an appointment with the administration at the beginning of each school year to plan for management of the student's allergies. A child with a known severe and/or life-threatening allergy will not be able to attend Parkview until a plan is place.

## 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 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 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 school administrator, the student may administer the product to himself or herself.
3. A properly trained school administrator or school nurse is 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 care, after-school care, and on school transportation.

The student's parent must provide copies of both the student and designated caregivers, 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 parent 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