



Parkview Baptist Academy

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Student Handbook 2014 - 2015

PARKVIEW BAPTIST ACADEMY

HANDBOOK

Mission and Purpose

Parkview Baptist Academy is an educational institution, which strives to assist parents and Bible believing churches in the task of training young people in reaching their fullest potential spiritually, academically, socially, and physically. Parkview Baptist Academy promotes a Biblically based philosophy that guides young people in developing a personal, loving and trusting relationship with Jesus Christ which will impact an ever changing world. Our Policies are adopted to conform to that purpose.

Parkview Baptist Academy is a unique school in that we combine the traditional classroom learning and when needed an independent learning program. Each student is evaluated upon entry and placed at their grade level. Often times there are gaps in a child's learning this evaluation identifies those gaps and then place the student in the appropriate grade level. Our goal is to bring each child up to grade level as quickly as possible while making sure the gaps are bridged.

Statement of Position

Parkview Baptist Academy is a ministry of Parkview Baptist Church. The pastor of the church is the head of the overall ministry and provides leadership for the school. The principal will run the day to day matters of the school yielding to the pastor's leadership. All teachers are required to be members of Parkview Baptist Church and expected to support and follow the leadership of this ministry. Our teachers are directly in charge of their classrooms. Problems should be handled in the proper manner (see handling a problem). Please follow the proper chain of command.

Statement of Faith

1. We believe the whole Bible from Genesis 1:1 to Revelation 22:21 is the verbally inspired and infallible Word of God. II Timothy 3:16,17.

2. We believe Jesus Christ was born of Mary, the Virgin, and is the Son of God, and God the Son. Matthew 1:23
3. We believe that Jesus Christ died for our sins according to the Scriptures. I Peter 3:18
4. We believe that Jesus Christ rose from the grave the third day according to the Scriptures.
I Corinthians 15:3-4
5. We believe that Jesus Christ, only, is the great High Priest, and we need not the intercession of any man, but that Jesus Christ himself makes intercession for us. Hebrews 7:25
6. We believe that Jesus Christ will come again in person, bodily, visibly, to establish His Kingdom on the earth. Acts 1:11
7. We believe that in order to be saved, the soul must be born again. John 3:1-17.

Associations and Accreditation

Parkview Baptist Academy is not accredited by any government accreditation agency. The Armed Forces, public schools and every college that we are aware of, do accept credits from our school. Parkview Baptist Academy does not make any guarantees concerning the acceptance of our credits by any other organization. Understand they like we have the right to accept or reject credits.

First -time enrollment:

A student is admitted to Parkview Baptist Academy based on former records, an interview, space availability, and a needs assessment. Parents may register their child(ren) by contacting the office and completing an application. A student is not officially registered until the registration fee is paid and an initial interview is conducted.

The following are the steps taken to enroll a student at Parkview Baptist Academy.

1. Completed Application
2. Parent and Student interview with administration
3. Turn in the following completed forms along with the registration fee:
 - Application

- Completed Standard of Conduct and Parental Agreement form
 - Completed Student Questionnaire and recommendation forms(Grades 7-12)
 - Copy of Birth Certificate
 - Completed Emergency Cards
 - Copy of latest report card, High School transcripts and or withdrawal grades from previous school (attached to student questionnaire grades 7-12)
 - Student Physical Form
4. The office will then call for an interview with both parents and pupil.
 5. All students must have the following Immunizations: diphtheria, polio, measles, and rubella.
 6. Parent Orientation is to be attended by both parents.

Please understand that ALL students who enroll at Parkview Baptist Academy enter on a probationary period, and PBA reserves the right to ask their parents to withdraw their child from school if we do not feel they conform to the philosophy of PBA.

Re- enrollment

A student's status will be reviewed yearly and the student will be allowed to re-enroll on the basis of academic achievement, disciplinary record, and spiritual progress. Re-enrollment for current students will begin March 1st. Any student not re-enrolled by April 1st may enroll as a new student providing space is available.

Age Limit

Students must be four years old before November 1st (and potty trained) to enter K-4; five years old before November 1st to enter K-5 ; and six years old before November 1st to enter 1st grade. Any exception to this rule must be made by the Administration.

Withdrawals

The school office must handle all withdrawals from the school. A written note from the parents will initiate the process of withdrawal. **All financial obligations must be current before the transcripts can be forwarded to the new school.** Parents are asked to schedule an exit interview with the school Principal prior to withdrawal.

Transfer Students

Students that transfer to Parkview Baptist Academy will be processed in the same manner as a new enrollee. We will attempt to transfer as many credits as possible into our system. No student will receive credit for a course without official transcripts from the issuing facility. It is our policy not to accept a 12th grader after the 2nd semester begins.

Communication

Communication is very important to us at Parkview Baptist Academy. Each Tuesday envelopes go home to be reviewed and signed by a parent. The results of recent tests and quizzes, student behavior reports, and any communication notes are enclosed in this envelope. We try to direct all notes home to this day.

Attendance

Regular attendance in school is necessary for your child(ren) to achieve the best possible education. When a student is absent, he suffers academically. **We ask that parents try to schedule appointments after school hours and on weekends as much as possible.** This is one way to cut down on absenteeism. Parents are also asked **not** to remove their children from class during the following times:

- The first week of school.
- The week preceding Christmas vacation.
- The week preceding and during semester and final exams.
- The week prior to Spring Break

Teachers are administering tests during these times and missing them can only hurt , not help your child' s grades.

Excused Absences

Normally, excused absences are for sickness, family emergencies, or for unavoidable doctor's appointments. A student who has been absent from school should present a note on the day of his return to school. **The note should contain the following information:**

- Date or dates of absence
- Reason for absence
- Signature of parent

This note should be presented to the school office to receive an admit to class slip. Failure to bring a proper note may result in an unexcused absence. **If a student misses 20 or more days in a school year for any reason Parkview Baptist Academy reserves the right to retain the student at the same grade level.** A student who misses 20 class periods (10 for ½ credit classes) may not receive a high school credit for that class.

Tardiness

It is very important to teach our children to be responsible by being on time. When a student is late, it disrupts the class and causes the student to miss material.

An excused tardy will be given for sickness, doctor or dental appointments, or emergencies determined to be excusable by the administration. If a student is tardy, he/she must bring in a note within TWO days to the home room teacher explaining the reason for the tardiness. Failure to bring in a note will result in an unexcused tardy. **Tardiness should be avoided. Students are expected to be on time to school and to their classes. An unexcused tardy may result in zeros for the work missed. Four (4) unexcused tardies will result in 1 day of absents.**

Early Dismissals

All early dismissals are handled through the office. A note must be brought from the parents stating the reason and time needed for early dismissal. Students will receive an early dismissal slip to show to their teacher at the time of dismissal. **For safety reasons, we will not dismiss any student to**

someone other than his parents without written approval. We want to take every precaution in the protection of your child.

After School Care Program

Our after school depends on the number of families needing care. If the minimum number of students (determined by the Principal) is met the program is open from 3:30pm until 5:30pm. All students who are at the school after 3:30 will be sent to the after school care room. Students must leave school grounds or report to the after school care room at 3:30. The cost for this service is \$3.00 per hour per child. Hours will be rounded up to the nearest ¼ hour and totaled weekly. This will be billed by the individual performing the care and paid directly to them separately from your tuition.

Inclement Weather/School Closings

In the event of inclement weather or school Parkview Baptist Academy will contact the following radio and TV stations and post the information on the internet by 7 am. The stations to listen or watch are:

TV	CBS	Channel 2
	NBC	Channel 5
	WGN	Channel 9
	FOX	Channel 32

Internet	www.EmergencyClosings.com
	www.prkviewbc.org

Medicine

All medication brought to school by students should be brought to and kept in the office at the beginning of the school day. All medication must be taken in the presence of a faculty member. Please help us by contacting the office and alerting us in writing of any medications your child might be taking. This is a very important matter. Parkview Baptist Academy will NOT dispense medication without specific parental permission. (This includes Aspirin,

Tylenol etc.) Any medications you wish your child to take should be supplied by you. They will be kept in the school office.

Communicable Diseases

Any student with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability. Parkview Baptist Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases and sickness within the school.

Automobile Policy

Driving to school is a privilege Parkview Baptist Academy offers to students with a valid driver's license or permit. All vehicles driven to school must be registered in the office. **Upon arrival students are to exit their vehicle, lock it, and not return to it again until they are ready to leave the school property.** Students and parents are asked to observe all traffic and speed rules while entering and exiting the property for the safety of the children. Offenders run the risk of losing their privilege to drive to school. Passengers of student drivers must be pre-approved by both the passenger's and driver's parents and the school office must be notified.

Finances

Parkview Baptist Academy is a ministry of Parkview Baptist Church. It derives the majority of its income from tuition paid by the parents of the students. Fundraisers are used to offset some of the "extras" that cannot be handled through the budget. We ask that parents be prompt with their payments. All families are required to enroll in "Smart Tuition" a private company that manages our tuition payments the Smart Tuition fee is \$48 per family. The first tuition payment is due the 15th of July for the 12 month plan and the 10th of August for the 10 month plan. Payments continue on the 15th until the tuition is paid in full. Payments not received by the 15th of the month are assessed a late fee of \$35. There is a \$35 charge added to accounts in the event of a Non-Sufficient Funds (NSF) written to Parkview Baptist Academy.

A parent who allows their account to fall 60 days past due without making arrangements for payment will forfeit the privilege of their child(ren) to

attend Parkview Baptist Academy. We understand that you have made a financial sacrifice to send your child(ren) here and we want to work with you in any way we can. Please understand our staff has made financial sacrifices to work here and it is our desire to honor the Lord and pay our bills on time and provide a quality education for your children. In order to do this we need your help by making prompt and timely payments toward your financial obligations.

Registration Fee

The registration fee is a one-time fee assessed each year. The purpose of the fee is to cover the necessities of education and help with operating costs during the summer months. It is a lump sum fee rather than assessing each fee separately. **The registration fee is due at the time of enrollment and is non-refundable.** A child is not officially enrolled until the registration fee is paid in full. Returning students are offered a discounted registration fee.

Book /Administrative Fee

Each student will be charged with a book rental/administrative fee. This fee is to help us purchase books and teaching aids that your child uses here at PBA. If a student loses or destroys a book he/she will be responsible to purchase a new book at the cost of the book. For the current book fees see a copy of our Financial Information Sheet.

Fund Raising

We have established a Parents of Parkview or POP fee (see the Financial Information Sheet for fee amount and payment schedule). This is as much an obligation as tuition and book fees. This fee supplements tuition and is what we try to set aside for improvements to the building or the program of PBA. Each family can simply pay this or work it off through the various school wide fund-raisers the school will have. PBA attempts to keep fund raising at a minimum. We believe that there should be a specific goal for each fund-raiser. We ask parents to heartily participate in our fund raising programs so that we are able to reach our goal in that particular program. Please remember, fund-raisers are used to provide things that cannot be normally purchased through the tuition. Your participation in fund-raisers helps us to keep the cost of tuition down.

Telephone

The phones in the school office are not for student use. Students are restricted from using it except when necessity dictates. Students will receive demerits for excessive phone use. Socializing on the phone is not considered a necessary use. The phone does not allow incoming calls. **Students must ask permission from the office before using the phone.** A student must receive permission from the teacher's class they will be missing to come to the office.

Cell phones and other Digital Media

Students are allowed to carry cell phones while in school. However, cell phones may not be used in class without the permission of the teacher for that class. Cell phones are only allowed to be used between classes and during lunch. Online posting of inflammatory pictures or videos of teachers or students is prohibited. Unauthorized use of a cell phone or other digital device will result in the device being confiscated. **Teachers will be allowed to view any data on Cell phones brought to school.**

DRESS CODE

General

The dress code at all school events is equal to or greater than the school dress code standard.

At Parkview Baptist Academy we believe young men and ladies should act and dress in a Godly manner. Modesty is the key word.(1 Timothy 2:9) The following rules are guidelines that we believe are Christ honoring and we ask you to support us and help us in this area. We understand that you may not have the same standards in your home or church but we at Parkview Baptist Academy are going to answer to God about the direction in which we allow the school to go. If you do feel we have drawn the line too far to the right please understand it is that way on purpose. We encourage our students to have the philosophy of

“Is this right and good in God’s eyes?” rather than “What is wrong with this?”

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men:”

Colossians 3:23

“Whether therefore ye eat, of drink, or whatsoever you do, do all to the glory of God.” **Corinthians 10:31**

Except for special occasions when the dress code is announced to be different, the students must wear the school uniform. Information about purchasing school uniforms can be obtained in the school office. **Every student is required to wear a non-scuffing shoe.** Please make sure that you check the shoe before purchasing it, as there will be NO exceptions to the rule. No student should appear at any school function wearing anything that would contradict the standards of dress of the Parkview Baptist Academy. Parents are asked to adhere to the dress code when participating in any school activity or function. At Parkview Baptist Academy we believe young men and ladies should act and dress in a Godly manner.

Jackets, coats and hooded sweaters are not to be worn in the classrooms during the school day. Sweaters are permitted in the classrooms during the winter and fall months. Sweaters must be solid colors with no imprinting at all. The colors allowed are as follows: Navy blue, hunter green, white, red, and black.

Young Ladies

1. Nail polish may be worn modestly (7th – 12th grades). This privilege will be withdrawn from offenders.
2. Worldly hair styles or jewelry may not be worn.
3. Make up is permitted (grades 7-12 only and with parental permission) within reason and done modestly, in good taste. The administration reserves the right to judge what is considered modest and worldly.
4. See the uniform catalog for greater explanation of girls uniform. Girls in 5th and 6th grades may choose to wear either of the girl’s uniform options as they go through the transition years.
5. Shoes are to be white ladies keds RTW CVO style. These are available at JC Penneys. Off brands are permitted but the style must be very similar.
6. The girl’s gym clothing (grades 7-12) will be explained by the girls PE teacher.

Young Men

1. Boys should have a tapered hairstyle, neatly combed with hair off the ears, collar, and eyebrows. Extreme hairstyles must be avoided. No dying or coloring of the hair is permitted.
2. School bell style polo shirts are to be worn in navy, hunter green, white, or black. All students should have one embroidered Parkview polo shirt.
3. Boys will wear either black, navy or kaki school bell style pants with their school uniform polo style shirt.
4. Belts must be worn daily.
5. Grades PK-6th may wear tennis shoes of various types and styles. Grades 7-12 must wear brown or black shoes. All shoes must be non-scuffing.
6. We should look neat and sharp therefore shirts are to be tucked in to expose the belt all day including before and after school.
7. Outer jewelry for appropriate ages should consist of no more than a watch and limited to one ring per hand. **Boys are to refrain from wearing necklaces and earrings with the exception of medical alert information necklaces.**
8. Boys must come to school clean-shaven daily. No beards or mustaches are permitted for students.
9. The boys' gym clothing (grades 7-12) will be explained by the boy's PE teacher

CHAPEL DRESS 7TH – 12TH GRADES

In the 7th – 12th grades students who earn the privilege of dressing up for chapel must follow these guidelines.

1. All boys must wear a tie with a dress shirt.
2. No tennis shoes are to be worn on this day. On guys or girls
3. All students are encouraged to dress up more than regular school day; not to dress down. This is not a casual day it is a dress up day. Girls keep in mind length and tightness.
4. No denim allowed on chapel day for guys or girls.
5. No imprinted clothing may be worn. Clothes may not be worn in side out to hide imprinting.
6. All girl's skirts must be loose fitting and long enough to touch the floor when kneeling on both knees. Dresses and skirts may not have any slits. They may be sewn but not pinned.

7. Girls may wear their school uniform on chapel days. Boys are required to wear a shirt and a tie.

CHAPEL DRESS 1st thru 6th Grade

The boys are required to wear a white or blue dress shirt and a tie for chapel along with their black, navy or kaki pants. Girls will wear their regular school uniform.

Parkview Baptist Academy desires that every student grow in “wisdom and stature, and in favor with God and man.” (Luke 2:52) We have challenging chapel services every week. Because we believe the way we dress will display our attitude we desire that our student dress up on chapel day. Also it gets the student ready how to be dressed up for a job interview or college etc. Any student who receives two dress code violations on chapel days will forfeit the privilege of chapel dress for a period of time.

Casual Dress Standards

All dress code standards are to be followed while dressing casually. The main thing to remember it that casual is not sloppy. Students are to be clean and neat. Students who seem to have difficulty meeting the following requirements will lose their casual dress privileges in the future and willfully put the school student body at risk of losing casual dress privileges as well.

Girls

On casual dress days, denim or khaki dresses and skirts are permitted and should be loose fitting with modest tops or blouses. Sweat shirts and hoodies are acceptable. Hems and slits are to meet school standards. No jeans, slacks, Capri's or shorts are to be worn. Tops/blouses must have a modest neckline and have sleeves. Tank tops, sleeveless shirts or jumpers, or tops that show the midriff are not allowed. Imprinted clothing will be permitted however; any inappropriate pictures or wording is strictly prohibited. Casual shoes are acceptable. Flip flops are not allowed. Sandals with heel strap are permitted.

Guys

Casual dress for the guys includes jeans, t-shirts, sweatshirts/hoodies. Jeans are to be loose fitting but not extremely baggy and must be worn with a belt. Shorts are not allowed. Shirts must be tucked in. Imprinted clothing will be permitted however; any inappropriate pictures or wording is strictly prohibited. Gym shoes are okay. Flip flops or sandals are not allowed.

Honor Roll

An honor roll is compiled after each nine week's grading period (quarter) for grades 1-12 and is determined by the following qualifications:

PRINCIPAL'S ROLL: The student must have all A's

"A" HONOR ROLL: The student's grades must average to at least an A with no D's or F's.

"B" HONOR ROLL: The student's grades must average to at least a B with no D's or F's in any subject.

An "I" (incomplete) on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for that grading period. Honor Roll is figured differently for those students in the School of Tomorrow program.

Valedictorian and Salutatorian Requirements

The Valedictorian is the highest academic honor received by a PBA graduating senior. The minimum requirements are that your overall GPA 9th – 12th grade be a 3.5 or higher. You must also have attended PBA for a minimum of 3 consecutive semesters.

The Salutatorian is the second highest academic honor received by a graduating PBA senior. The minimum requirements are the same however the GPA may be 3.0 or higher.

It is customary that the valedictorian and the salutatorian address the graduating class with a speech during the graduation services.

Homework

Parkview Baptist Academy believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in advancing in his studies. We need the parents' full cooperation in seeing that assignments are completed. Parkview Baptist Academy can administer penalties for incomplete homework, but this alone will not create, in the heart of that student, the desire to get assignments done. This is the parent's responsibility. Homework assignments should be complete, neat, on time, and written clearly. Homework should never be considered as "busy work." Classroom teachers will give it for specific purposes.

Homework is assigned for various purposes:

1. **For practice:** Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
2. **For drill:** It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
3. **For reinforcement activity:** At times some students may have a weak level of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.
4. **For enrichment activity:** Many children will need to be challenged to move on to higher levels of attainment. Their own creativity will help to "spark" them on independently for reaching a broader scope of understanding in various subject fields.
5. **For special projects:** Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Up through third grade, homework assignments usually will not exceed forty-five minutes, grades four through six, one hour. Junior and senior high students should spend about up to two hours per day on homework. Of course, some students will require more time and others less.

In general, no homework assignment should take an unreasonable time for any grade level. Each student is expected to complete all homework assignments on time.

Help Classes

Students should seek extra help from their teachers if they do not understand an assignment, if work is difficult, or if they have been absent and have missed assignments and class discussions. Teachers are encouraged to set up help classes and encourage students to attend. A teacher may sometimes request that a student stay after school if it is apparent that the student is having difficulty with his or her work. This is not to be thought of as punishment, but rather as the desire of the teacher to help the student make the progress of which he or she is capable. We ask for the parents' cooperation with us on the matter.

Make up work

Students who are absent must check with the classroom teachers or a fellow classmate immediately upon returning to school in order to get all assignments missed. **THIS IS THE STUDENT'S RESPONSIBILITY.** Students are expected to make up the work as soon as possible. The general rule of thumb is twice the days they were absent. Generally all make-up tests will be given after school or in a study hall, especially in junior and senior high. **Failure to make up test in a reasonable period of time will result in a zero on that test.**

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress or lack of progress being made. Each student is evaluated in two areas: academic and conduct. The academic grade is based upon the actual work done: homework, quizzes, tests, exams, etc. the conduct grade reflects attitude and or conduct in the classroom and is an important part of the student's report card. Parents should be very concerned with low conduct scores.

Report cards are issued every nine weeks. See the school calendar for the exact date's report cards will be sent home. They are to be signed by a parent or guardian and returned within two school days to the homeroom teacher.

Parents signing report cards do not mean they approve or disapprove of the report, but that they have seen it. If your child does not bring a report card home or if the report is lacking some grades, or lost please contact the school office immediately. If a report card is lost a duplicate will be sent home for signing and a charge of \$2.00 will be applied to your bill.

Report cards will be withheld if the school account is not paid in full or if the student owes fines or dues (i.e., library fines, music lesson charges, yearbook or pictures, sport uniforms etc.)

Grade Scale

A+	99-100	C	80-81
A	96-98	C-	78-79
A-	94-95	D+	75-77
B+	90-93	D	70-74
B	87-89	D-	65-69
B-	85-86	F	64 or less
C+	82-84		

Promotion and Retention

The teacher in consultation with the principal and parents will determine the passing or failing of a grade. Retention will be based on the year average in each of the major subjects (Math, English, Bible, Science and History). The following factors will be considered:

- An F average in the major subjects
- If the year end average of all classes taken is below a 65%
- Age / maturity
- Attitude
- Degree of improvement, etc.

The administration and the teachers of the student will make final determination. The administration has the right to make an exception to the above mentioned policies.

Summer School: A student may be offered the option of taking summer school to strengthen some weak areas rather than repeating their grade.

Students who fail to finish the required number of paces during a school year are required to finish them in summer school.

Requirements for Senior High Graduation

Parkview Baptist Academy requires the successful completion of an academic program in excess of the requirements of the State of Illinois. To graduate from Parkview Baptist Academy, a student must accumulate 25 credits of high school subjects in specified areas. To earn one credit, a student must pass both semesters of a subject area. Credits are Not earned on the yearly average. Credits are earned on a semester average (1/2 credit per semester). Because this is a Christian school, each student is required to be enrolled in and pass a Bible class each year they attend PBA.

Credits Required for Graduation

Bible (one per year attending PBA)	4
English	4
History	4
Math (Algebra 1 required)	3
Science	3
Speech	.5
Electives	4.5
PE	2
Total	25

Students planing to attend college are strongly encouraged to take at least one year of a foreign language.

A unit of credit is considered filled when a student passes both semesters of a course assuming the class meets 5 times a week for a minimum of 40 minutes a day. **Students must take a minimum of 4 credits to be considered a full-time student.**

All students in grades seven through twelve should follow the course of study recommended to them by their parents and the administration. This, of course, is to insure that each student attains as much as possible academically while at

Parkview Baptist Academy. Following the recommended courses of study will also eliminate problems of meeting graduation requirements during the senior year. **A student will not begin to earn credit for any course taken until the 9th grade.**

Standards of Conduct and Discipline

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct not only for their own benefit, but for the benefit of others as well. Parkview Baptist Academy has a commitment to its school families to maintain its standards and requirements to its school families for all students. **We believe that God has commanded parents to train and educate their children therefore; the primary responsibility of discipline of the children falls to you as the parent. We believe you have the responsibility to provide for us a well disciplined child and we have a responsibility to keep you aware of behavioral problems and the actions we have taken. A child who shows a pattern of continued refusal to cooperate with the established rules and guidelines of PBA will lose the privilege of attending our school. Your support in this area is required.** Attendance at Parkview Baptist Academy is a privilege and not a right; the privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request withdrawal of any student any time, who in the opinion of the school does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love. There is, at Parkview Baptist Academy, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ.

Parkview Baptist Academy wants to see its students grow spiritually and achieve academic excellence in an atmosphere which is Christ honoring. The administration is staffed with experienced personnel. They are trained in meeting the needs of young people and desire to help our students to be found "in favor with God and man." Effective discipline for the betterment of our young people requires courage, consistency, conviction, and enthusiastic effort on the part of both the school personnel and parents who support the school. To

help in this area, Parkview Baptist Academy has adopted certain standards, which must be upheld.

1. Parkview Baptist Academy places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love to the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think on those things which are godly.
2. The administration of Parkview Baptist Academy places much confidence in the judgment and ability of a godly, Spirit-filled teacher. All parents and students should understand that the administration will support the teachers in matters of discipline. The teacher is in full control of the classroom. The teacher will handle all misconduct of a general nature.
3. Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher first before contacting the principal or pastor. It is understood that the principal or pastor will have no comment on a matter until the teacher has been contacted.
4. The possession and or use of illegal drugs (any form), tobacco (any form) or any amount of intoxicating beverages on or off campus will result in immediate expulsion.
5. Any student who commits an unlawful act may jeopardize his privilege of attendance at Parkview Baptist Academy.
6. An attitude of respect for adults is to be maintained by the student body. The terms Miss, Mrs., Mr., or Brother should be given respectfully, regardless of time or place. Students should always answer with “ma’am” when talking to ladies and “sir” when talking to men.
7. Proper Christian conduct with the opposite sex will be emphasized and observed both on and off the school campus. Romans 13: 14 teaches us that we should avoid situations that would cause us to fulfill the lusts of the flesh. Our society is a sex-oriented society. To help our students avoid this temptation, Parkview Baptist Academy does not permit displays of affection such as hand holding, walking arm-in-arm, or any other act of physical contact that is intentional. This rule is in effect during the school day and school functions.
8. Since Christians regard the name of God and Jesus as sacred and holy, profanity will not be tolerated.
9. Fighting will not be tolerated.

10. The Bible speaks harshly concerning taking things that do not belong to you. Stealing will not be tolerated and is always considered a serious matter.
11. Pornographic literature, rock music (Christian or secular), worldly magazines, dirty joke books, etc., are not allowed on the property of Parkview Baptist Academy.

Classroom Discipline

Teachers have the right to make and enforce classroom regulations consistent with the general policies of the school. As stated earlier teachers according to the seriousness and persistence of the offense will normally handle misconduct. Accepted methods of disciplining children are:

- Recommend demerits to be given
- Detention (after school)
- Loss of break times
- Lowering the conduct grade
- Conference between student and teacher
- Conference between parent, teacher, and administration
- Recommendation for suspension or expulsion
- Send student to the office

Demerits

All students and parents will be required to sign a Demerit agreement and conduct form each year. A demerit serves as a reminder of wrong behavior. Often times a teacher may give a verbal warning before a demerit is issued. Demerits are recorded and tracked. The teacher will use this record to help determine the conduct grade each quarter. If a student continues to receive a large number of demerits or they reoccur in the same area this will also alert the teacher and the administration that something else may need to be done. Note the following results of demerits received per semester. All students will have a clean slate at the beginning of each semester. A semester is defined as 2 quarters.

- 20 – One hour, in school, supervised work detention.
- 40 – Two hours, in school, supervised work detention.
- 60 – One day of in school suspension.

100 – Two days out of school suspension.

150 – Discipline Committee to determine disciplinary action

No expelled student may be readmitted until re-admittance has been approved by the principal and the discipline committee. Detention has precedent over any other school activities including sports activities. Parents are encouraged to adopt this same philosophy at home.

Demerit Offence

Demerit Amount Given

Dress Code

Girls

Improper Hair color/style	5-20
Improper dress at school events	5
Improper top	5
Improper skirt	5
Slit in skirt or dress not to the knee	5
Pants on property	5
Improper socks/shoes	2
Improper earrings	2
Improper make-up	5
Improper nail Polish	3
Improper Jewelry	3

Boys

Hair bleached or dyed	5-20
Hair cut or shave	5
Faddish hairstyle	5-15
Sideburns too long	5
Improper pants	2
Jeans	3
No belt	5
Improper shirt	5
Shirt untucked	5
Improper shoes	5
Earrings, necklace or bracelets	5

Behavior

Arguing with a teacher	10
Arguing with another student	5

Altering a report card or progress report	25
Bringing an unchecked book or magazine	10
Bad attitude	15
Cussing or use of slang	20
Cheating	Discipline committee
Unprepared for class	10
Dancing on or off campus	15
Defacing school property	15
Direct disobedience	15
Disloyalty (verbal or written)	25
Disrespect to teacher	25
Disturbance in class	5
Disturbance in lunch area	5
Disturbance in hallway	5
Drinking alcohol on or off campus	Discipline committee
Eating in auditorium	7
Eating outside the lunch room area	3
Fighting	5-25
Forgery	25
Harassment	5-25
Horseplay	7
Immorality	Discipline committee
Improper entry in a classroom	10
Improper language/conversation	10-25
Improper parking	5
In hall without permission	5
Late to class (without a note)	5-15
Littering	4
Loitering	5
Looking at a teachers grade book	5
Lying	25
Name Calling	10
Drugs on or off campus	Discipline committee
No Bible in chapel	5
Note writing or passing	5
Obscene gesture	25
Outside an assigned area	10
Physical contact (playful)	5
Physical contact (passionate)	25
Playing or singing improper music on campus	10
Pornography	Discipline committee
Possessing a dangerous weapon	Discipline committee
possessing a quiz or test key	Discipline committee
Reckless driving	20

Sacrilege (anything that dishonors God)	25-75
Sitting in a car with the opposite sex	20
Sitting on a desk or table	5
Smoking on or off campus	Discipline committee
Spitting or gleeking	10
Stealing	Discipline committee
Tampering with fire alarm	50
Forbidden item on campus	10-up
Throwing food	10
Throwing harmful objects	10
Throwing rocks	10
Throwing snow	10
Truancy	20 per day
Writing/possessing/placing names of rock groups etc on books ,notebooks, chalkboards or walls	15
Writing on a chalkboard without permission	5
Writing on non-consumable books	5

Detention

A detention is a time of isolation normally served during a student's free time or after school. A work detention may be doing physical labor around the school or doing some extra academic school work that the administration feels may benefit the child. It may include writing of sentences or essays dealing with the problems your child seems to be dealing with.

Out of School Suspension

Serious infractions of school regulations or repeated misconduct may result in suspension. A student who is suspended from school is expected to make up all work missed. Additional class work may be assigned by the teacher to help the student make up for time missed from class. Workload should not exceed the amount of time student would have been in class. Failure to complete this work on time will result in a zero for that assignment. A student will also be penalized one **a percentage point** off of their quarterly grade in each class missed per day of suspension. **A student will only be reinstated after a parent or guardian accompanies the student back to school and confers with the administration.**

In School Suspension

An in school suspension may be assigned for the same reason as an out of school suspension however the penalty is a bit lighter. A student is required to come to school and work in a confined area. They are not penalized any percentage points off of their quarterly grade.

Expulsion

The removal from school of any student is a serious matter. Situations that bring great discredit upon the school and our Savior warrant expulsion. Examples of offenses that may result in expulsion:

- Use or possession of unauthorized drugs or alcohol on or off school grounds.
- Use or possession of tobacco on or off school grounds.
- Intentionally harming others.
- Possession of a weapon or substance that can be used to harm or injure.
- Continuous misconduct resulting in several suspensions.
- Any violation of city, state or federal law.
- Any student involved in premarital sex.

Students who have been expelled may not re-enroll during the current school year, but may request enrollment for the following year by submitting a letter to the administration, explaining why they should be admitted. The letter will be acted upon by the administration. A student who is expelled from school also fail the semester.

Merits

We believe the Bible teaches a principle of merit or reward for doing that, which is right. Teachers are encouraged to institute a merit system in their classes to reward good behavior

FORBIDDEN ARTICLES

The following articles are not appropriate for our school environment and are not to be brought to school or used at school without administration's permission: chewing gum, guns of any kind (real or fake), explosives of any kind, razor blades, knives, radios, tape recorders or players, walkie-talkies, darts, caps, blank or live cartridges, alcohol, tobacco, skate boards, playing

cards, drugs, the “peace symbol” (the inverted broken cross), the ying and yang symbol and beepers. Comic books, magazines, books or other materials inappropriate for the school setting are not permitted. **Inappropriate materials will be confiscated. Some may be returned at a parent conference. Any student, who brings written or pictorial materials with profane, obscene, or vulgar content, will be suspended from school and the materials will be destroyed.**

Live pets and animals are not to be brought to school without prior permission.

Handling a Problem

When problems and disagreements arise during the school year (and they will) it is extremely important that they be dealt within a Christian manner. Based on Matthew 18:15-20, we believe in and practice the following chain of command in dealing with problems

1. Call the school to make an appointment with the teacher.
2. If you are not able to get the problem resolved, feel free to set up a conference with the principal and teacher.
1. It is never appropriate and sometimes even compounds the problem to discuss any problem with other parents before giving the school an opportunity to explain or correct the problem.

Athletic Policies

Sickness

A student must be in school all day on the day of and the day after if he expects to play. Illness is not satisfactory excuse. If one is too ill to come to school, he is too ill to participate in sports.

Travel

Athletic teams and cheerleaders will ride with the team to and from games in a vehicle provided by the school. The only exception to this rule will be to return with that student’s parents or with someone else, provided that written parental permission has been given beforehand to the coaches. The school then will not be responsible for that student.

Athletes

In order to be eligible to be a PBA athlete, one must have a good Christian testimony, maintain a 1.5 GPA and have a good attendance record and maintain academic balance. An athlete who fails to meet the standards aforementioned will be put on probation or asked to withdraw from the team. **Please note that a coach or you as a parent may choose to hold the athlete to a higher standard than we have chosen.**

Dress Code

All 7th - 12th grade athletic participants will be expected to wear “Chapel Dress” to school on the day of any game until time to change for the game.

Eligibility

Only eligible students may participate in interscholastic athletics. **A “C” average (1.5 on a four point scale) with no “F’s” must be maintained.** Any student who receives an incomplete on a report card must arrange a time to make up the work before continuing to compete in any sports events. **All students who participate in the sports program are expected to maintain “A” privilege.** Once a student becomes ineligible, he has a three-week period to qualify again. If the student has achieved satisfactory grades at or during this time period they may begin practicing with the team. If the student fails to qualify after the three-week period, they are automatically removed from the team.

MISCELLANEOUS POLICIES

Socials

Class parties and socials must be approved by the administration. A class cannot have an approved party unless the homeroom teacher attends the entire event from start to finish. This also applies to any class fund raising event as well. During school sponsored activities, all school regulations will be in effect.

Off Limits

For the safety of all concerned, students are not allowed to be behind the buildings at any time. In addition, students are not to be in the classroom without a teacher's permission. No student should be looking through another person's belongings. **The teacher's desk is always off limits.**

Visitors

It is the desire of the administration and faculty to be of service to both parents and students. Teachers welcome and encourage visits from any parents. We do urge, however, that any visit to a classroom be made by definite appointment with the school office, and that any parent-teacher conference be scheduled at a convenient after school hour. We do request that no parents be in the hallways during school hour. Please come to the School Office for assistance.

Parents who are seriously interested in enrolling their child at Parkview Baptist Academy may make arrangements through the school office for the student to visit classes. All visitors must meet Parkview Baptist Academy standards of dress and conduct.

CHANGES

The Administration reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.

Closing Thoughts

Parkview Baptist Academy is a ministry of Parkview Baptist Church. We are here to assist parents in the education of their children. We believe the Lord gave parents this responsibility and that it does not belong to the State or to the Church. We are not here to provide for a parent who neglects the plain Bible command to "Train up a child in the way he should go: " Proverbs 22:6. We are here; however, to assist parents in this responsibility. Parents need not worry that we will ever stand against their authority. If an extreme conflict of philosophy ever takes place, we will, while honoring the position of the parent, suggest privately to the parent that they seek another school who holds more to their philosophy.