

PARKVIEW



Christian School

Student / Parent Handbook 2025-2026

“Take delight in the Lord, and he will give you the desires of your heart.”
Psalm 37:4

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PHILOSOPHY

Parkview Christian School (PCS) is a great place for students to learn and grow. Families intentionally seeking a relationship with our Lord and Parkview Christian are welcome.

PCS is for students who:

- are open to exploring a deeper relationship with God and support others to do the same
- are willing to conduct themselves with grace and honor toward others
- are committed to giving their best to whatever they do and bringing out the best in others
- take responsibility for their own action, words, and education
- know how to live under the authority figures God puts in their lives (parents, educators, coaches, employers, etc.) and do their best to abide by the guidelines of this handbook

PCS is for families who:

- will actively support and encourage their child's spiritual growth
- will work cooperatively with the faculty and staff of PCS
- will pay their tuition and fees in a timely manner
- will apply the level of structure, support, and discipline needed for their child to be successful at PCS
- will actively be involved in the PCS community (i.e. parent/teacher conferences, fundraising activities, volunteer opportunities, etc.)

PURPOSE OF STUDENT/PARENT HANDBOOK

Among the goals of Parkview Christian School (PCS) are to establish and maintain a culture that is conducive to learning, fosters spiritual formation and growth, encourages friendships, and promotes school spirit and community. Typically, one does not think of 'rule books' as a tool for accomplishing these goals. However, such tools are needed in order to help scores of students, families, and school staff navigate, with teamwork and unity, the many components and events of a months-long school year.

It is intended that students, parents, and staff use this handbook as a guide to the processes and expectations of Parkview Christian School. Each student and family accept responsibility for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in developing the habits and attitudes necessary for success at PCS.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The school administrator is empowered to revise the written or unwritten expectations or processes of the school at any time to assure the well-being of students and the effectiveness of the school. The administrator will be responsible for interpreting the rules meaning and application of the guidelines contained in the handbook and to communicate changes in the handbook to all school constituent groups.

PURPOSE STATEMENT

Parkview Christian School exists to fulfill the great commission (Matthew 28:19-20) by offering kingdom education to the families in and around north Lincoln. We desire to produce students who realize their identity in Christ, who are equipped for success in learning and in life, and who desire to draw others to God.

STRATEGIES

With recognition that each student has unique God-given temperaments, giftings, talents, backgrounds, and aspirations, PCS will use biblically integrated instruction, character accountability, engaging and purposeful lessons and a variety of co-curricular opportunities to give students the knowledge, experiences and mentoring needed to move forward in the opportunities provided to them by God.

WE BELIEVE

PCS is a ministry of Calvary Community Church (CCC) and shares a common statement of faith with CCC. Though PCS students represent a variety of church backgrounds, PCS students and families must agree to support the PCS statement of faith for their students to attend PCS.

MISSION STATEMENT

Parkview Christian School exists to partner with parents in moving students toward their God-given potential.

The mission statement is attained through biblical instruction, character accountability, challenging curriculum and appropriate co-curricular opportunities. Each student's God-given potential is akin to an inner calling and reflects his or her temperament, gifts, natural talents, dreams, aspirations, background and traditions.

STATEMENT OF FAITH

1. We believe the Scripture of the Old and New Testament are verbally inspired by God and inerrant in the original writing. They are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that man sinned and, thereby, incurred not only physical death, but also spiritual death which is eternal separation from God; and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, manifest themselves as sinners.
5. We believe that the Lord Jesus Christ died for our sins, as a substitutionary sacrifice; in order to reconcile us to a right relationship with God, and that all who believe in Him are justified on the ground of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as high Priest and Advocate.
7. We believe in "that blessed hope," the personal, pretribulation, and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and, thereby, become children of God.
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
10. We believe in the Genesis account of creation and that it is to be accepted literally, that man was created directly in God's own image and not through evolution.

UNITY AND TEAMWORK

All groups - whether sports teams, families, ministries, businesses or schools - are most successful when each member knows and fulfills their roles. The main groups within a school community are students, parents, and teachers. Each has a role in the learning process and the school community. Each group will understand and support the unique roles and responsibilities of other groups and work harmoniously with each other. At PCS, we view the main roles of each to include:

- Teachers – prepare and deliver quality lessons, assess student mastery of concepts, communicate effectively with students' parents, connect learning to God's character and nature, foster student spiritual growth, exemplify a vibrant relationship with Jesus
- Students – choose to be prepared, engaged, and willing to give people and tasks their best effort, maintaining a heart open to discovering more about God and His will for their lives
- Parents – promote student learning by supplying the necessary structure, encouragement and motivation; be actively involved in their student's learning and spiritual growth; participate in the school community; partner effectively with teachers

PARENTS' CODE

Placing a student at PCS constitutes an agreement by parents to fulfill each of the following practices:

1. I will pray regularly for the teachers and administration of Parkview Christian School.
2. I will cooperate fully in the educational functions of PCS, doing my best to make Christian education effective in the life of my child, that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will participate in volunteer activities (ex. fundraisers, grade level events, campus-wide initiatives, and activities involving my student).
4. I will pay all my financial obligations toward the school as detailed in the financial agreement form in full and promptly.
5. I will read the student/parent handbook and help my student to understand its content and expectations. I will help my student to abide by its guidelines with a willing heart and respectfulness toward others.
6. I will refrain from gossip and complaining and will seek to resolve any conflicts according to the biblical guidelines.
7. I will 'boast in the Lord' by telling others about how God is using PCS in my student's life.

ACADEMICS

ACADEMIC INTEGRITY

It is expected that students will complete all assignments, including tests and quizzes, with the highest level of integrity and honesty. Teachers will apply appropriate consequences to incidents of cheating in grades K-5. The guidelines below will be used for incidents in grades 6-12.

- A student cheating on daily assignments will be given a "zero" for the assignment and the assignment cannot be re-submitted. The student will receive appropriate consequences.
- A student cheating on tests/exams/papers will be given a "zero" for the exam. The student may request an opportunity to re-take the test which will be granted at the teachers' discretion. The student will only receive partial credit on the re-take.
- Cheating includes, but is not limited to doing, attempting to do, or giving the impression of doing the following: using or trying to use another work as one's own, doing work assigned to another student, plagiarism, viewing tests or quizzes prior to them being given, being in the possession of or looking at an answer key (including a teacher's textbook), using any type of electronic device during an assignment (including a test or quiz) without permission from the teacher.

CURRICULUM

PCS will make every attempt to acquire and regularly update appropriate and challenging curriculum from Christian curriculum publishers. Currently, PCS uses Abeka curriculum for Elementary subjects while Middle school/High classes use Abeka, Bob Jones and others. Teachers may supplement the school curriculum from a variety of resources while assuring its compatibility with the mission and core values of PCS and the scope and sequence of the class.

DUAL CREDIT

Parkview Christian School will grant a semester of credit for a semester of work for college classes completed by students during grades 9-12. This credit is dependent upon a transcript being supplied to the school showing the class title, earned grade, and institution. College classes intended to fulfill graduation requirements must be approved by the guidance office or principal beforehand. Credit will be applied as one full college class (3 collegiate credits per semester) as equivalent to one full high school class (5 credits per semester).

GRADE REPORTS

Report cards will be issued at the end of each semester for a student's permanent academic record. These reports will show the students' academic progress and may also indicate attendance and behavioral updates. Parents have access to the Sycamore grading system and assume freedom to monitor student grades and communicate with teachers about any grading questions throughout the year.

Teachers will update student grades on Sycamore Education every week barring any extenuating circumstance. Please contact the school office for information on creating a family account with Sycamore.

GRADING SCALE

| <u>Elementary Attributes</u> | | Grading Scale | GPA |
|------------------------------|---|-----------------|-----|
| Excellent | E | A+ = 100-95 | 4.0 |
| Satisfactory | S | A = 94-90 | 4.0 |
| Unsatisfactory | U | B+ = 89-85 | 3.0 |
| Needs Improvement | N | B = 80-84 | 3.0 |
| | | C+ = 79-75 | 2.0 |
| | | C = 70-74 | 2.0 |
| | | D+ = 69-65 | 1.0 |
| | | D = 60-64 | 1.0 |
| | | F = 59 or below | 0.0 |

Grading will be done by semester – grades do not reset at 9 week intervals.

GRADUATION REQUIREMENTS

230 credits are needed to graduate from PCS

Additional Credits Recommended by Colleges

| | | | |
|----------------------------------|----|------------------|----|
| Language Arts | 45 | Science | 10 |
| English | 40 | Social Studies | 10 |
| Speech | 5 | Mathematics | 10 |
| Science | 30 | Foreign Language | 20 |
| Social Studies | 30 | | |
| Mathematics | 30 | | |
| Performing/Visual Arts | 10 | | |
| Vocational | 15 | | |
| Physical Education/Health | 10 | | |
| *Bible (Each year attending PCS) | | | |

*Bible may be offered pastorally or for academic credit. Academic credit goes towards social studies credits beginning in 2021-2022.

*****All seniors are required to have completed all financial, service, disciplinary, and academic requirements in order to complete graduation from PCS (diploma and release of official transcripts)***

HOMEWORK

Homework is a tool that allows students opportunities to practice academic skills as well as responsibility, time management, organizational skills and will be assigned to PCS students on a regular basis. Homework is due at the start of each day (elementary) or class period (secondary). Parents have the responsibility of helping students develop homework management skills and also of checking their student's homework for completion. Take home folders will be used in the primary grades.

MISSING ASSIGNMENTS

For unplanned absences, such as illness, students will be given one school day per day missed plus one additional day, to complete and turn in missing schoolwork or to complete a missed test. It is the responsibility of secondary students to ask their teachers for missing assignments and to schedule test retakes. Elementary teachers will coordinate due dates for missed schoolwork and tests with students and their parents. When an absence is known about in advance, students are expected to complete assignments and tests prior to the absences unless specific permission has been given by the teacher to do so afterwards.

HONOR ROLL

- 1) An honor roll is compiled each semester
- 2) High Honor Roll - students who have all A's for the semester
- 3) Honor Roll – students with all A's and B's

*Honor roll includes all classes taken at PCS and all off campus classes for which PCS is awarding credit (including college, online, & dual credit classes).

ADMISSIONS

ENROLLMENT

Parkview Christian School does not discriminate on the basis of race, color, national & ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and other school-administered programs. Admissions requires the initial agreements to:

- 1 - Complete all application materials
- 2 - Agreement that students will be subject to school rules, philosophies, and beliefs
- 3 - Financial agreement. We believe a private, Christian education has value and the work, investment, and labor of our teachers and facilities should reflect financial support from our community.
- 4 - Families & Students cannot have any unresolved issues (financial, disciplinary, or service hours) existing from previous school years. Prior school year obligations must be honored in advance of enrolling for a new school year.

Documents required for enrollment: Enrollment application, birth certificate, copy of immunization records, transfer of records if applicable, enrollment fees and payment agreement.

Other forms needed:

- copy of current physical form for kindergarten, 7th grade, if coming from out of state and if playing sports (Kindergarten enrollment requires physical, current immunizations, birth certificate and vision check up. 7th grade requires current physical plus current immunizations)
- NSAA Permission form signed by parent/guardian (MS/HS)
- Sports physicals are current for calendar year after May 1st of that year
- Permission form covering receipt of Handbook, field trips, school closing procedure, computer use, photograph and or tape release, over the counter medication, discipline policy, and military and college representative visits.
- Permission to dispense prescription medication if applicable
- Behavior agreement signed by parent and student

WITHDRAWAL

Families are asked to provide at least one week's notice prior to withdrawal of a student by contacting the school office. Student withdrawal should include a request for transfer of the student's school records to the student's new school. Students not enrolled in a new school three days after withdrawal from their previous school will be considered truant.

HOMESCHOOL STUDENTS

PCS does allow secondary level homeschooled students to attend on a part-time basis. Admission fees and tuition fees will be prorated. Part-time students must enroll for at least a semester at a time and are subject to the guidelines outlined in the student/parent handbook. Homeschool students wishing to participate in activities **must be enrolled in one classroom class at PCS to be eligible according to Nebraska guidelines.**

INTERNATIONAL STUDENTS

PCS does accept international students who meet I-20 requirements and the admissions requirements of PCS. Tuition rates for international students are available from the admissions director.

ATHLETICS AND ACTIVITIES (CO-CURRICULAR ACTIVITY ELIGIBILITY)

PCS is a member of the Frontier Conference and offers a variety of secondary athletic, fine arts, and academic competitions and activities. Frontier Conference activities are governed by the NSAA (Nebraska School Activities Association). A variety of activities/clubs for elementary students are provided within PCS.

Parkview Christian activities and athletic practices will not be held on Sundays unless an exception is made by administration and those activities may not begin before 2:00pm. On all other Sundays, teams may engage in fellowship and worship but no practices, walk-throughs, rehearsals, film, or other specific and/or organized activities should take place on Sunday.

EXTRACURRICULAR ELIGIBILITY (grades 6-12)

Participation in PCS athletics/activities and school functions is a great opportunity and privilege open to all middle and secondary students who are eligible. Eligibility rules apply to all athletics, arts, academic, and recreational activities and field trips sponsored by Parkview Christian. To be eligible, students must meet the guidelines listed below:

- Be in attendance at school by 10:00am on the day of the practice/competition/activity. A student may come to school and leave for scheduled appointments when necessary. In the case of excessive absences, participation will be determined at the discretion of the school administration.
- Be in good standing behaviorally. Students who engage in behaviors that are disruptive to the academic or spiritual environment may be declared ineligible at the discretion of the administration.
- Academic eligibility will be assessed beginning the first day of the 4th week of each semester. Students failing any classes will be ruled ineligible on the first day of that week. A failing grade will be determined to be any class in which the student has less than 60% at noon on the day of an activity. Students who resolve failing grades by noon on the day of a competition will become eligible. Resolution of a failing grade will be the proactive responsibility of the student, not the teacher.
- Students with excessive detentions, absences, or academic issues may be withheld from extracurricular activities until debts, grades, and/or disciplinary issues are resolved per the discretion of administration. Students have five school days from the administration of a detention to resolve their debt or become ineligible for competition.

Students involved in academic activities or competitive sports/activities who become ineligible will not be allowed to participate in games/activities and will not miss any class time to attend contests. Ineligible students may participate in practices, though they will not be required to attend practice if they choose/need to use that time for academic support. Ineligible students are allowed to be on the team bench during contests but are not permitted to suit up.

Activity students are expected to complete the regular coursework assigned to other students in each class and to meet all assigned due dates and work quality standards. Ineligible students will not be given special assignments, extended due dates, extra credit or other special opportunities to raise their grades other than those offered to the entire class.

ADDITIONAL ELIGIBILITY GUIDELINES

- Students must have earned at least 20 credit hours the previous semester* and be enrolled in 20 hours the current semester (10 of which must be classes taken on the Parkview Christian campus). *The one exception to this NSAA rule would be freshmen entering their 1st semester of high school,
- Students may participate in a scheduled contest or practice only after a completed physical exam form and participation fee has been submitted. Students must also have a financial arrangement and other admissions material place in order to participate in competitions or contests.
- A student may be declared ineligible to participate at the sole discretion of the administrator for conduct on or off campus that is contrary to PCS core values and expectations for students.
- The PCS Cheer team will be comprised of female students only
- Activities fees in 2025-26 are \$75 per activity with a max of \$150 per student (for PCS hosted activities). Activity fees and activity fines must be resolved in advance of participating in games and competitions. Ineligible students will be restored to eligibility when fees are resolved. Students participating in a co-op sport (wrestling, baseball, softball, soccer) will be required to pay the amount required of the host school for that activity. Current fees are \$200 per student.



Activity Participant Policy

Activities provide privileged opportunities to our students outside the classroom in a unique setting of challenge, competition, and character development. Activity participants accept a role that unites competitive leadership and lifelong character development. Extra-curricular activities represent a school sponsored privilege to students and sponsors. Those participating carry a higher calling of accountability as our activities enter into the public eye and both students and sponsors assume a call to represent Parkview Christian values in the community. This policy runs from August 1 – July 31st and resets each year.

Galatians 5:22-23: “But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control.”

Activities present no higher accomplishment than teaching young people to be citizens of content and character. Those expectations include representing the values we intend to instill in our students before releasing them to the world upon graduation. In times when participants stumble or falter as school representatives, we must be willing to humbly pursue self-improvement.

Examples of conduct that would not be in line with our mission include:

- Personal misconduct penalties assessed to a team due to student behavior
 - Ex: Misconduct, Unsporting penalties, Reprimand by NSAA or governing body
- Public confrontation with coaches, officials, fans, parents, or players
- Engaging in profane, vulgar, obscene conduct in school, during school transportation, or at events
- Use of language considered abusive, profane, or obscene towards players, coaches, officials, etc.

In the event of an unfortunate incident requiring administrative intervention, a return to play protocol will be used according to the process below.

- Tier 1: Self-report infraction to administration within 24 hours. Meet to discuss.
- Tier 2: Participant will be excused from the next scheduled competition or event
 - Must also complete Tier 1 again
- Tier 3: Participant will be excused from the next two scheduled competitions or events
 - Must also complete Tier 1 again
- Tier 4 (et al): School administrator will intervene and determine steps moving forward

*Administration reserves the right to administer a higher tier consequence for egregious actions or violations. Examples include, but are not limited to: fighting, gross misconduct, inappropriate public displays, use of illegal substances, etc.

Commitment to Excellence. Every one. Every day.

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ATTENDANCE

As partners in your students' education, we strongly encourage student daily attendance. Written work and assignments can be made up, but class discussion and projects cannot be replicated. Therefore, it is important that students be at school except for reasons of illness or unusual circumstances. Communication of student absence or tardiness to school is important. A parent needs to call the school office on or before 8:30 am to report that a student will be missing school that day or be late arriving to school and state the reason for the absence. In the case of illness, specific description of the illness is required for health reports.

EXCESSIVE ABSENCES

Excessive absences are harmful to a student's educational success. Any student who accumulates ten (10) absences in a semester shall be deemed to have "excessive absences." Absences shall be determined on a per-class basis. When a student has excessive absences, the following procedures shall be implemented:

1. Parents/guardians of a student who reaches the 10th absence of the semester in a class will be notified by email and/or postal mail. This notification will serve as the official warning.
2. Parents/guardians of a student who reaches the 15th absence of the semester in a class will be contacted directly by email and/or postal mail by school administration to discuss a plan for improved attendance by the student.
3. A student who reaches the 20th absence of the semester in a class will not be guaranteed credit for that class unless extenuating circumstances exist and proper documentation submitted (i.e. medical emergency or condition preventing attendance)
4. The administration reserves the right to dismiss the student from enrollment if a determination is made that the student does not adhere to expectations and/or standards of Parkview Christian School.

*This policy may be appealed under special circumstances to the administration. Students missing school will be expected to complete all make-up work and assessments.

Excused absences: (Though labeled as 'excused', these are still recorded as being absent from school and do count toward a student's total number of absences for a semester or school year)

- parent/guardian notifies the school that a student will be late, leaving early or absent by 8:30am
- medical documentation verified by a medical professional
- military
- school activity

Unexcused absences:

- no reason is given for lateness or absence
- parent/guardian has not notified school
- skipping school, class, or other absences which the school may determine as unacceptable

Excessive absences/tardiness due to serious or chronic health issues may be excused at the discretion of administration. Written verification from a healthcare professional is required. Student recording unexcused absences will be required to make up missed time outside of school hours during scheduled detention times or times approved by the administrator. An unexcused absence from a single class will result in two detentions.

TARDINESS

Tardies are those that are 15 minutes or less for students arriving late to school or to any class period. Arrivals beyond 15 minutes but less than 2 hours will be documented as ¼ day absent for students in grades K through 5. Secondary students who miss more than 15 minutes of a class period will be counted as absent for the period. Tardiness to school may be excused due to medical appointments, weather conditions, traffic issues or unusual circumstances (as approved by administration). Running late is not considered a reason to excuse tardiness. Student tardiness to class may be excused with a pass from the office or a teacher.

Unexcused or excessive tardiness to school in grades K-12 or between class periods in grades 6-12 will result in the following actions:

- *3 tardies to each individual class will generate a 30 minute detention.
- *Elementary detentions (K-5) are served during recess
- *Secondary detentions (6-12) are served before school at 7:20 or earlier
- *Continued excessive tardies in the same class per quarter will be referred to administration. A meeting with the student and/or parent/guardian may be required to seek a resolution to this problem along with possible disciplinary action if deemed appropriate.

DEPARTURES

If a student becomes ill at school and is unable to finish the day, the school office will notify parents or relatives. Parents wishing to have students dismissed for any portion of a school day must send a written request to the school office stating the reason and time for dismissal. Parents may also call the office and speak to a secretary to give permission for their child to leave the school. No student will be excused to leave the school without a note from the parents or a phone call. Elementary students are not permitted to leave school unless in the company of their parent. Secondary students may leave school on their own with parental permission, parent notifying the school in advance, and after signing out in the office with destination and time of departure.

When picking up a student prior to the end of the school day, the parent/relative or guardian must come to the office to sign the student out and wait for the student to be called to the office. When a student arrives back on campus, he/she must report directly to the school office before reporting to the classroom.

SCHOOL CANCELLATIONS

PCS school closings will be listed on Channel 10/11-TV and Channel 8-TV and posted on social media (Twitter/Facebook). An email will also be sent out to our community.

AWARDS

PHILOSOPHY

PCS recognizes students each year who stand out in the areas of character, service, academics, and activities. Typical awards and recognitions given at PCS include those listed below, though additional awards and recognitions may be offered.

- **Parkview Christian Annual Awards**
 - The Servant's Heart Award recognizes students who go above and beyond in serving others. Students are nominated by peers and staff and chosen by a selection committee.
 - The Patriot Award is chosen by teachers, staff and administration and recognizes students who stand out as examples of PCS core values and pursue excellence in both academics and extra curricular activities.
 - Administrative Leadership Award (6-12) recognizes students who are willing to stand out (even at their own inconvenience) in servant leadership as pursuing integrity, unity, and justice in a manner that elevates the PCS community.
 - National Honor Society – 10th, 11th & 12th Grade Students – NHS recognizes students who are well rounded in each of these areas: character, leadership, service and scholarship. A cumulative GPA of 3.6 or above is required to show scholarship.
 - Valedictorian & Salutatorian (Seniors only) are chosen from highest cumulative GPA. In the event of a tie, co-valedictorians will be selected with no salutatorian. To be eligible for GPA awards, students are required to have completed two consecutive years of full time (min. 40 credits) enrollment at PCS.
 - Statewide Academics - PCS will nominate students for annual academic awards (i.e. NSAA All-State, OWH, LJS). Nominations will be based on GPA and nominees are required to have been enrolled at PCS for a minimum of one full time ((min. 40 credits) academic year.
 - Graduation Honors (Seniors only) —Highest Distinction for a cumulative GPA of 4.0 to 3.90 recognized with a Gold Cord and Distinction for a cumulative GPA of 3.89 to 3.75 recognized with a Silver Cord.
 - Royalty - To be eligible for formal royalty (court), students must be enrolled in at least their second year of attendance at PCS.
- **Athletic Awards**
 - PCS sports teams may recognize students for outstanding play, leadership, or contributions to the team.

COMMUNICATION

Parkview Christian School encourages parents to be in contact with their child's teacher, principal and school office staff as needed. Messages can be left for teachers at the school office or sent to their PCS email. Elementary classrooms may also use the student's backpack to pass messages between school and home. Thus, backpacks should be checked by parents daily.

CONTACT INFORMATION

It is important that families notify the school office promptly if their address, phone number, or email address will be changing or has changed.

SYCAMORE STUDENT MANAGEMENT SYSTEM

PCS utilizes the Sycamore Education's online information system to communicate information with families regarding their students' attendance, grades, and assignments. Sycamore will also be used to give families access to the school calendar, list of school activities, selected school documents, school and classroom news, and other information. Parents should plan on checking their Sycamore account each week. The school office will need a current email address for your family in order for you to access Sycamore.

OFFICE HOURS

School office hours during the school year are 7:30 am-3:30 pm when school is in session. The office will generally not be open when school is not in session. The school office will close at 12:15 pm on days when school is dismissed at noon. Summer office hours will be set and communicated prior to the end of each school year and will usually be from 9:00am - 1:00pm Monday through Thursday.

WEEKLY EMAIL

At least one email will be sent out by the school office each school week and will contain highlights for the coming week as well as reminders of upcoming events.

CLASSROOMS

Individual teachers may send out updates on events/news connected to their classroom, including field trips and special events. These will generally be sent via email but may also be sent in paper form with students.

CONTACTING PCS STAFF

Working in alignment and teamwork with one another requires regular and effective communication. Parents are encouraged to contact their child's teacher and coaches as needs arise. Such contacts may be in person, through notes, or by phone or email. PCS faculty/staff will make every effort to respond to messages within 24 hours and to be available to meet with parents, when needed. It is best to schedule face-to-face meeting times in advance as school personnel cannot always be available immediately before and after school or games and activities.

DISCIPLINE

PCS encourages students to grow in godliness, character, and habits that lead to success in learning and in life. Such growth will result in students developing appropriate self-awareness and self-regulation, which are needed for maturity to occur. To help students grow in these areas, the PCS discipline approach provides students the opportunity to regularly observe quality role models as well as intentional teaching and practice of good habits and character, encouragement, and correction. A primary expectation of PCS students is that they act in a way that would edify believers, attract non-believers to Jesus, and leave observers with a positive impression of the PCS student body. Students are expected to behave in a manner that exemplifies the core values of PCS and to refrain from actions, including words, that may be hurtful, harmful, dangerous, negative, divisive, or that may reflect poorly on the reputation of PCS.

When problematic behaviors occur, PCS will seek to help the student correct the behavior and, when necessary, move toward restoration in relationships. Discipline will be administered with a heart of love and respect, taking into consideration the best interests of the student(s) involved as well as those of PCS and its students and staff. The shared goal in all circumstances will be justice and restoration. The basic means of discipline for infractions will be assessment of detention. A detention will be a 30 min period of quiet time served before school at a designated location.

MINOR INFRACTIONS

Minor infractions may result in redirection or verbal correction, loss of a privilege, report to parents, or a detention. Examples of minor infractions include, but are not limited to:

1. Running, pushing, shoving, loud behavior, or inappropriate physical contact
2. Using vulgar or offensive language
3. Violation of computer, technology, cell phone acceptable use policy. Repeated or serious violations would become major infractions.
4. Displaying rude or disrespectful behavior to others
5. Distracting other students or disrupting the learning process
6. Not following reasonable instructions from a school adult
7. Skipping a class, excessive tardiness, or absences
8. Cheating, plagiarism (will also result in a grade of zero for the assignment or test)
9. Using objects (i.e. pins, scissors, pens, pencils, throwing snowballs, rocks, etc.) in a manner that could cause injury or make others feel unsafe
10. Public Display of Affection (PDA)– physical contact between students that would normally be viewed as romantically affectionate or deemed to be inappropriate in nature. This includes holding hands, hugging, leaning on, walking arm in arm, giving cards or gifts, kissing, etc..
11. Dress code violations
12. Being in an unauthorized section of the campus
13. No food or drink in unauthorized areas of the campus. Students may drink water in school, but other food and beverages are not authorized in classrooms unless a special event is held and authorized by administration. Teachers and staff should not need to police food and drink in their classrooms, so a general rule is that food and drink are not allowed in the classroom except for water.
14. Gum is not allowed during school on school premises.

MAJOR INFRACTIONS

Suspensions will be immediate from the confirmation of the incident and last up to five days, depending on the severity of the behavior. Suspensions will be assigned for inappropriate behavior that takes place at school, on school property, in school vehicles, during a school sponsored activity, or as a representative of Parkview Christian in the community (i.e. at another community school). Parents will be notified by phone and/or email in the event their student is suspended or expelled. Examples of major infractions include, but are not restricted to:

1. Fighting -- Students who participate in an assault or altercation that involves physically striking another student. Admin reserves the right to reduce a lengthy suspension if student(s) involved choose to participate in mediation.
2. Major Insubordination –Egregious or repeated or ongoing refusal to comply with reasonable requests.
3. Theft --Taking any items that belong to others. Losses exceeding \$500 to one individual or to the school will result in long-term suspension or expulsion.
4. Vandalism -- Causing or attempting to cause substantial damage to private or public property. Students will be responsible to pay damages. If damages exceed \$500 to private or public property, the student will be subject to long-term suspension or expulsion.
5. Distribution of, sale of, possession of, use of, or being under the influence of tobacco - **(including-cigarettes/vape products)**, alcoholic beverages, or illicit drugs on school property or at any school-related activity is prohibited. Any student suspected of being under the influence of alcohol or illicit drugs will be required to participate in a screening process.
6. Truancy or an unexcused absence –A plan will be put in place to make up missed time. Students failing to follow the plan put in place may receive additional consequences, including but not limited to loss of credit.
7. Forgery -- Forging the name of a parent, guardian or staff member on a note or any form of pass.
8. Vulgar language, threatening or intimidating behavior directed towards any person.
9. Harassment/Bullying- (including sexual & cyber-harassment) directed toward any person.
10. Use of any object or device causing bodily harm to any person
11. Any other behavior that interferes with teaching and/or learning

12. Inappropriate sexual activity
13. Malicious pranks
14. Derogatory comments and/or posts on the internet that are of a malicious intent or intended to harm, slander, bully, or intimidate students, staff, community members, etc.

SUSPENSIONS AND EXPULSIONS

Emergency Exclusions:

Any student may be excluded from Parkview Christian School for a period of time not to exceed five school days in the following circumstances. Provided that the exclusion/suspension is assigned under the guidelines provided by Nebraska State Law:

1. The student has a dangerous communicable disease transmissible through normal contacts.
2. The student is infected with or can be proved to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well being of the school community

Short-Term Suspensions :

Any student may be excluded from Parkview Christian School for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law:

1. The student is involved in excessive or extreme behaviors or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education.
2. The student conducts himself/herself in a way that is a clear threat to the physical safety to himself/herself, and/or to others or the student is so extremely disruptive that others cannot pursue an education.

Short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct of violation and has determined that such suspension is necessary to help the student to further school purposes, or prevent interference with school purposes.

Administration has the option to determine whether the suspension will be served in school or in home. Students serving suspension are not allowed to participate in any activities, practices, or competitions on the days of suspension.

Before such short-term suspensions shall take effect, the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/she shall have an opportunity to present his/her version of the incident.

The administrator shall, as soon as it is reasonably possible following the suspension, notify the student's parents or guardian describing the student's violation and the reason for the action taken. The administrator may request to hold a conference with the parents or guardian before or at the time the student returns to school.

The principal always has the authority to suspend a student. The length of suspension will be 1-5 days as determined by the principal. In the event that suspension does not result in corrected behavior, the principal will recommend to the school board that the student be additionally suspended or expelled. Common reasons for suspension may be, but are not limited to:

- Egregious or continued, deliberate, disobedience/disrespect displayed toward teachers, staff, administration or coaching staff
- Unreasonable hazing or harassment of students
- A serious breach of conduct on or off campus
- Failure of the student to comply with the disciplinary actions of the school
- Damage to building and school property

- Possessing, using, distributing, or being under the influence of alcohol or drugs on school grounds or at any school activity
- Possessing or using a weapon on school grounds or at any school activity
- Disrespectful behavior toward teachers, staff, administration or coaching staff.

Long-term suspensions and expulsions :

Long-term suspensions shall mean the exclusion of a student from attendance at Parkview Christian School for a period exceeding five school days but less than twenty school days.

Expulsion shall mean exclusion from attendance in all schools within the system for the remainder of the semester - unless the misconduct occurred: a) First semester--within ten days prior to the end of the first (1) semester, in which case the expulsion shall remain in effect through the second (2nd) semester; or b) Second semester--within 10 school days prior to the end of the second (2nd) semester, in which case the expulsion shall remain in effect for summer school and the first (1) semester of the following school year.

The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds, in vehicle used for school purposes, during an educational function or an event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purpose.
2. Attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self- defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
5. Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.
7. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
8. Repeating violations of any rules validly established pursuant to section 1 of this act if such violations constitute a substantial interference with school purposes.

If an administrator decides to discipline a student by long-term suspension or expulsion, the following due process procedures shall be adhered to:

On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student, the student's parents or guardian informing them of their rights established under this act. Such written notice shall include the following:

1. The rule or standard of conduct allegedly violated, and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject.
3. A statement that, before long-term suspension or expulsion for disciplinary purpose can be invoked, the student shall have a right to a hearing, upon request, or the specified charges.
4. A description of the hearing procedures provided by this act, along with the procedures for appealing any decision rendered at the hearing.

5. A statement that the principal, legal counsel for the school, the student, the student's parents, or the student's academic and disciplinary records and any affidavits to be used at the hearing considering the alleged misconduct, and the right (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
6. A method which the student, student's parents, or guardian may use to request a hearing to be signed by such parties and delivered to the principal or superintendent in person, or by registered or certified mail.
7. Nothing in this act shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
8. If a hearing shall be requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.

Make-up work when a student is on suspension:

The student will be given a form to take to his/her teachers to get assignments. The form needs to be given to the office so a copy can be made before he/she leaves on suspension. Make-up assignments will be due the day the student returns to class. Failure to meet this requirement or make up a test will result in a zero.

INVESTIGATIONS

PCS will fully cooperate with investigations and/or directives from law enforcement, child protective services, or health department officials. PCS staff are mandated by law to report conduct, comments, or evidence that suggest a student's safety is in question.

Administrators or school personnel may report unlawful conduct of students or guests to law enforcement officials. Officers may determine the necessity of conducting the interview at either the police department, school or the student's home.

Interviews at the school will be in the presence of a school administrator. The parents or guardians of the student will be contacted if possible and advised of the circumstances and consent for the interview obtained prior to the interview.

Interviews conducted at police department: The officer who determines that it is appropriate to conduct an interview with a student at the police department may contact a student to arrange a meeting after school hours.

Taking a student into custody on school premises: Arrest of student on school property should be avoided. If an administrator releases a student to an officer, the administrator shall take immediate steps to notify the parent or guardian, or responsible relative regarding pertinent information.

WEAPONS AND DANGEROUS ITEMS

Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument that is ordinarily or generally considered a weapon in school, on school grounds, or at school events. Any object that could be used to injure another person and which has no school-related purpose will be considered a weapon for the purpose of this policy.

- Weapons possession - Mandatory reporting to law enforcement.
- First Offense –Immediate suspension and consideration of expulsion
- If the weapon is a firearm, federal law requires the student to be expelled.

PROBATION

A student may be placed on probationary status due to significant academic or behavioral concerns. Such status indicates to the student and his/her parents that significant improvement is necessary in order to remain at PCS. Probationary status may include use of a contract to specify the expectations for the student. Examples resulting in probationary status may include failing three or more classes or significant/frequent behavioral issues on campus or off campus.

Probation will take place after review of the student's behavior, attitude, and/or academic performance and will include a conference with the parents, student, and administrator to give notification and explanation of the probation. A written explanation of the probation, suggestions for parental action, and expectations for the student will be given to parents with copies placed in the student's file. Probation will last for a period of nine (9) weeks following the administrator's conference with the parents and student.

BULLYING AND HARASSMENT

Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including racial prejudice, personal malice, an attempt to force someone to do or not do something or grant sexual favors, apply illegal or immoral pressure to collect something, or merely gain sadistic pleasure from making someone fearful or anxious. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Cyber-bullying is defined as any type of harassment via electronic format including social media. Such acts are often based on ethnicity, religion, gender, age, ability, appearance or any other real or perceived quality and are unacceptable at Parkview Christian School, even intended as humor. This may be based on ethnicity, religion, gender, age, or ability and may take the form of or include behavior such as:

- Derogatory name-calling
- Insults and/or racist jokes
- Practical jokes resulting in awkwardness or embarrassment
- Taunting or ridicule of any individual or group
- Unwelcome remarks or innuendos
- Physical attacks
- Exclusion because of one's race
- Racist graffiti or vandalism
- Production or distribution of hate literature
- Use of social media or internet to slander, degrade, insult, or cause harm/distress
- Unfair allocation of work and responsibilities
- Derogatory or offensive pictures and materials
- Verbal abuse, threats, and intimidation
- Exclusion from normal conversation

When an incident is reported which violates the intent of these expectations, the alleged behavior will be evaluated by considering the context of the particular circumstances including the nature, frequency, intensity, location, and duration of the questioned behavior.

Although repeated incidents generally create a stronger claim of harassment/bullying, even a serious and yet isolated incident can be sufficient to warrant investigation. The person(s) investigating the alleged harassment/bullying shall make a record of the incident including the names of the parties involved and the efforts at resolution. Every effort will be made to take steps to focus on correction and education of the parties involved. Consequences will be assigned accordingly.

DISPLAYS

All Items displayed on school property, including the outside of student lockers, must be approved by school administration. Items on the inside of student lockers do not need to be approved in advance, but must be compatible with the core values and intended culture of PCS.

DRESS CODE

****Subject to administrator discretion****

A dress code policy is provided to provide some boundaries for students and parents. It is the mission of the school to “partner with parents” in providing character accountability in moral decision-making and Godly conduct. One aspect of Godly conduct is modesty in dress. Modesty is “a respectable manner of adorning one’s body and carrying oneself, born out of a freedom from a worldly definition of beauty and worth, and motivated by a hatred of sin and a desire to draw attention to God.” Dressing modestly helps promote a more focused environment for Christian education. We believe that both modesty and mutual respect for the opposite sex are a shared responsibility among students and teachers.

General Guidelines

- Students are to be clean, well groomed, and gender appropriate. Eyes should be visible to make direct eye contact with school personnel.
- Hair and skin should be of natural tones - not adorned with unnatural or excessive colors, makeup, paint or flamboyant decoration and should not cause a disruption to the learning environment of Parkview Christian School.
- Students will not wear clothing, items, or makeup that detracts from glorifying Christ and causes distraction and attention to be drawn to the individual.
- Clothes should be clean and fit appropriately, displaying a sense of modesty and decorum.
- Clothing should always cover undergarments, including during sports practices.
- Any adornment, images, or messages that oppose accepted Biblical values and attitudes are not permitted in school or as a school representative at any school related events. Secular messages include but are not limited to messages regarding alcohol, weapons, tobacco, drugs, immorality, or violence.

Pants

- Pants and shorts cannot be excessively tight (i.e. spandex material), excessively baggy, or worn sagging in a manner that displays under garments. Shorts must have a hem. Length of shorts must be appropriate. Shorts should be below the fingertips all the way around when standing with arms relaxed at the side.
 - Bermuda-style shorts
 - Cargo-style shorts
 - Jeans, slacks, joggers, sweatpants
 - Students are allowed to wear jeans. Holes/slits are not to be excessive in number or size.)
- Leggings and spandex will not be permitted unless worn under shorts, pants, skirts. One item in the combination must reach below the fingertips all the way around when standing with arms relaxed at the side.

Shirts-Tops

- Shirts/tops must be long enough to cover the midsection when standing or raising arms and not be excessively tight or revealing.
- Boys - Sleeveless shirts and tank tops are not permissible during school, including PE
- Girls - Tank Tops or cut offs are not permitted during school, including PE. Female undergarments must be covered
- Shirts must be worn in the building at all times
- Sheer tops revealing undergarments are not acceptable covering.

Skirts – Skorts – Dresses

- Skirts, skorts and dresses should follow the same code of length as shorts (fingertip length)
- When wearing thick tights, leggings or yoga pants: skirts, shirts and dresses must be worn and be below the fingertips all the way around when standing with arms relaxed at the side.

Footwear

- K-5 students are to wear footwear ensuring safety during play and when going up and down stairs.
- Appropriate athletic footwear must be worn for PE, athletic practices, and the weight room.
- Open toed footwear (i.e. flip flops, sandals) must be worn with socks.

Additional Dress Code Guidelines

- Bandanas or hats are not to be worn during school hours.
- Hoods are not to be worn inside the school.
- Sunglasses or any other item that covers the head, eyes, or ears should not be worn during class
- Blankets are not permitted to be used or worn in school, in classes, or at indoor events
- School sponsors or personnel may require stricter guidelines when students participate at activities outside the school building.

Formalwear Guidelines - Prom, et al

- The event is for grades 11-12.
 - Students are allowed to bring another PCS student that is in grades 9-12 of the opposite gender.
 - Students must be academically eligible and in good standing with the school to attend prom.
 - Dresses must be approved by PCS staff
- Students are allowed to bring non-Parkview guests of the opposite gender.
 - Must be at least high school age
 - Must be under the age of 21
 - Must complete guest form in the school office
 - Must be approved by the Administration
- The after party is a school-sponsored event; students planning to attend must sign up.
- Parents will be contacted if students leave the after party early or if students signed up do not attend.
- The event requires formal attire. Girls' dresses should cover from the bra line to the top of the knee. Dresses must have straps. Cleavage must be covered in entirety. Dresses should be submitted for approval to a designated female staff member (notice will be sent home on approval process).
- Parkview dress code language also applies.

Consequences of Dress Code Violations

- **1st violation** – Student will be referred to the school office and may be required to meet the dress code before returning to class for a violation. The administrator may allow the student to return to class with a dress code warning without making a change for that day depending on the specific situation. An alternate clothing choice may be made available.
- **2nd violation** – Student will be referred to the school administrator, be required to meet the dress code before returning to class and be assigned a detention to review PCS dress code guidelines.
- **Continuing violations** – student referred to the school administrator, be required to meet dress code before returning to class, be assigned detention and a determination made about additional consequences per student and parent willingness to be in relationship with school expectations.

We also encourage you to read Luke Gilkerson's full article on modesty at <http://www.covenanteyes.com/2013/08/16/biblical-definition-of-modesty/>

DROP OFF/DISMISSAL

DROP OFF

PCS will receive students no earlier than 7:30am on school days. Students enter school through Door #4 on the west side of the building. All other doors remain locked for security. Guests must always sign in at the school office.

Students arriving to school after 8am must be signed in at the office by their parent. Secondary arriving after 8am must sign in at the school office before reporting to class.

(6-12) SECONDARY DISMISSAL

Secondary students may leave school via the main school entrance (door #4). Those driving themselves off campus should do so promptly. Parents picking up secondary students should park in a stall in the southwest parking lot and wait for their student to enter the vehicle, please do not drive up to where a student is standing or walking to prevent cars/students needing to occupy the same area. Students in grades 6-12 should depart from the building by 3:15 pm - or adjourn to the waiting room inside Door #4.

ELEMENTARY DISMISSAL

Elementary students will be dismissed from door #10 on the east side of the building. After passing the north end of the building, vehicles should pass under the canopy and follow the arrows which lead to the dismissal door/playground area. Students will be dismissed in the order in which vehicles are parking in line. Vehicles should move forward in line when the vehicle in front of them pulls forward. Parents may also choose to park in a stall in the east parking lot and walk to the dismissal door to pick up their student. Please be cognizant of children while driving through the parking lots!

Elementary students should be picked up by 3:15 pm. Out of respect for our staff and for the convenience of our parents, PCS reserves the discretion to refer students to after school care if they are not picked up by 3:15 pm. After school care will charge a fee of \$8 to provide care services from 3:15-5:15 pm.

Events

PCS offers a range of events for students and the greater school community. Events may have academic, social, fundraising or information purposes with some having optional participation expectations and others in which every family is expected to participate. Events in which every family is expected to participate include Parent-Teacher Conferences, fundraising activities, and events intended to uplift, promote, and inform our community.

FINANCIAL INFORMATION

Enrollment fees are non-refundable. If students are withdrawn or expelled from PCS during the school year, a portion of the tuition paid in advance will be refunded on a prorated basis. An administrative fee of 10% of the total annual tuition will be charged for early withdrawal. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of excessive absences. Refunds are not granted for students not receiving credit. Refunds are not made for international students due to costs associated for curriculum and staffing expenses on behalf of the school.

Student records are not released to other schools, colleges, or to parents and diplomas are not released until all accounts payable are current and all textbooks and school materials are returned. If situations arise which make it difficult to fulfill tuition payment obligations, *it is the responsibility of the parent or guardian to communicate with the school and request consideration for a repayment plan.*

All accounts (financial, service, discipline) must be current before enrolling for the following school year. Delinquent accounts that go unresolved may be turned over to collections.

FUNDRAISING

PCS conducts a small number of annual fundraising activities to offset the portion of the budget not fully covered by tuition, to provide needs-based scholarships, and to support the activities of selected school teams or groups. Please consult the PCS Development Director regarding any fundraising endeavors by individual organizations or people.

All families requesting or accepting financial assistance, scholarships, or tuition reduction will be required to submit a thank you letter from the student and/or family so that our development team can promote and share the impact that our financial supporters make on our community, mission, and families.

LUNCH

LUNCH TIME

PCS does not have a hot lunch program. Students may bring cold lunches from home or items that can be warmed quickly in a microwave. Elementary students will be directed where to store their lunches by their classroom teachers.

PCS will permit open campus lunch to juniors and seniors in good academic standing (no failing grades). Students must have a parental permission slip on file before being allowed to leave. Students returning late from open lunch will be subject to having the privilege suspended or revoked due to repeated offenses. The administrator reserves the right to revoke or suspend open lunch for poor weather and/or abuse of policy. Students with open lunch permission will be subject to losing the privilege if they transport students without permission off campus (i.e. taking an underclassmen or taking someone without parent permission).

Underclassmen shall stay in the boundaries of the designated lunch area (gym) during lunch time and remain under the supervision of lunch staff. Students will not eat in the locker room or other areas of the school unless special circumstances exist (i.e. clubs, meetings, etc). Students are expected to help clean tables and chairs.

MEDICAL ISSUES

MEDICATION

It is important for parents of any student taking a prescription drug to communicate this to the office staff. If your child starts a prescription drug during the school year please let office staff know. Also, if the student is allergic to any medications or has a medical history of seizures, etc. this needs to be brought to the office staff's attention. It is the policy of Parkview Christian School not to provide any nonprescription drugs: i.e. aspirin, "Tylenol", cold tablets, etc. This policy arises from the potential liability in the event of allergic reactions to certain medications.

Students should bring all prescription and nonprescription medication to the office. The office will administer the medication when necessary. Students should have a school medication form dated and filled out by their parent/guardian in order for our office staff to dispense the medication. Students will need to get the medication from the school office at the proper time. Medications will not be allowed unless in the original container with name labeled on it.

Due to liability, students are not to carry aspirin or other products and give them out to their friends. Students who violate this policy are subject to disciplinary action by the school administration.

COMMUNICABLE DISEASES

Upon having the following diseases, please check with your physician or the Health Department before returning to school:

| | | |
|-------------|----------------|----------|
| Chicken Pox | Measles | Mumps |
| Pneumonia | Whooping Cough | Pinworms |
| Scabies | Ringworm | Impetigo |
| Pink Eye | Head Lice | |

Students suspected of having a communicable disease will be sent home and may not return until they are no longer contagious as certified by their physician or the Health Department. Students with a fever of 100 plus will be sent home. If a student is home ill and has had a fever, please be sure he/she does not return to school until fever-free without the aid of medication for 24 hours.

Parents will be called when a student has a temperature of 100 degrees or higher or is vomiting. Please make arrangements to pick your child up within an hour after you have been called.

ILLNESS AND INJURIES

Any student with a chronic or severe medical condition (asthma, nut allergies, diabetes, seizures, etc) must have an emergency care plan on file in the office.

- The office will provide information about emergency care plans to all staff who have direct contact with the student
- Teachers should be familiar with symptoms and emergency guidelines
- If a child has a severe allergy, parents should speak with the office staff regarding specific school procedures

INSURANCE

Parkview carries accident insurance that covers building related accidents that occur while the student is on school property. This does not include coverage for injuries incurred because of normal intramural, recess, P.E. related athletic events, or co-curricular activities.

ALLERGIES

PCS families are expected to disclose any known student allergies at the time of admission to the school or promptly when allergies are suspected or diagnosed. PCS will make reasonable attempts to prevent student exposure to known allergens but cannot totally prevent such exposure. For student comfort, health, and safety pets are not allowed on campus outside of the owner's vehicle.

PROPERTY

Parkview Christian School is not responsible for personal property that is lost or stolen.

SCHOOL PROPERTY

Each book issued to a student will have a student number and condition rating marked on record. Loss of a textbook or library book or return of a book in a condition beyond what would be considered normal wear, will result in a fine to cover the cost of repair or replacement. In addition to books, students are responsible for the care of school property entrusted to them or used by them. Loss of school property by a student or damage to school property by a student may result in a fine for repair/replacement or disciplinary action.

Students are allowed to use PCS desks and lockers for storing school items assigned to them as well as personal property that would normally be considered appropriate for a school setting. PCS reserves the right to search its lockers and desks if there is suspicion of the presence of inappropriate items and to seize any items deemed inappropriate for a school setting. Students do not have to be present or consent for locker or desk search. PCS will not assume responsibility for the loss or damage of any individual's personal property located on its campus.

LOST AND FOUND

Lost and found items should be turned in to the office. At the end of each quarter, all items will be placed out for claiming; items remaining will be taken to a charity.

SEARCHES AND CONFISCATION OF PROPERTY

PCS reserves the right to search lockers, book bags, gym bags, automobiles, or other personal belongings. School lockers are the property of PCS. Students are given the privilege of using these lockers within guidelines set forth by the school. The principal and other staff members may conduct locker searches at any time. All searches will be conducted with care and concern for the student involved. A student's personal items will not be searched in public. Confiscated cell phones may be searched if reasonable suspicion of inappropriate or unsafe behavior is determined. Students removing the battery from their cell phone provide reasonable suspicion of inappropriate and unsafe behavior, and their cell phones may be searched. Any staff member has the right to confiscate inappropriate material from a student. This includes material that could be disruptive or distracting. Confiscated material will be given to the principal and then may be returned to the student or parents. Authorities are notified when unlawful items are taken.

PRIVACY

PICTURES

Student pictures for the school yearbook will be taken in the fall. The students may purchase these pictures. A yearbook may be purchased in the spring and will be distributed in the fall of the following year. Senior pictures for the yearbook must be a digital headshot, measuring 2

¼ "X 3¼" (billfold size) submitted by deadline determined by the Yearbook staff. Pictures taken at other times throughout the school year might be used in promoting Parkview Christian School (i.e. brochures about the school, web page, Facebook page).

STUDENT AND FAMILY RECORDS

PCS will securely maintain student academic records for a period of up to seven years after which records will be destroyed. Student and family information will not be shared by PCS without written permission from a family.

RESOLVING CONFLICT

When differences or problems arise, our goal is to arrive at a solution that satisfies all those involved. However, such solutions do not always exist. While PCS will always have the best interests of individual students in mind, there may be times in which PCS views the best solution differently than does your family. As we work through such cases, all parties involved are expected to be committed to following the heart of Matthew 18 in seeking to resolve issues or differences. At PCS, this means first making every effort to resolve the issue (with grace, honor, truth and openness) with the person most directly involved or impacted. If resolution is not achieved, the next step would be to bring the issue together to the person next in line of authority, perhaps the athletic director (for athletic issues) or the principal. If resolution is still not achieved, the issue may be appealed to the school administrator. All parties are reminded to gain knowledge of the problem, refrain from gossip or complaining, refrain from judgmental attitudes toward others, thoughtfully listen to the perspective/concerns of others involved and focus on solutions rather than blame.

Hierarchy of conflict resolution should follow:

- 1 - Direct contact and conversation with the person with whom conflict exists (i.e. coach, teacher, parent)
- 2 - Secondary contact and conversation with the person and a direct form of support (i.e. AD, counselor)
- 3 - Final contact would be with Administration (Principal/Superintendent)

Issuing public statements or using social media as a means of resolving conflict, airing grievances, or to criticize individuals, the school, or the PCS community do not align with the values of Parkview Christian. Students and parents have a right to free expression, but assume responsibility when making statements that do not align with the philosophy, mission statement, and statement of faith of Parkview Christian.

SAFETY PLAN

PCS has developed and will annually review its school safety plan, which will include fire drills, tornado drills, intruder drills, and medical emergency procedures. Tornado and intruder drills will be practiced at least twice per year and fire drills monthly.

SCHEDULES

SCHOOL HOURS

- 7:30 Earliest drop-off time
- 8:00 School begins
- 3:00 School is dismissed
- 3:15 School is locked. Students *not* involved in co-curricular activities or in a supervised area must leave the school grounds. Please plan accordingly.

If you cannot pick up your child(ren) by 3:15, please make arrangements for them to be taken home or to the home of a friend if they are not in a supervised, school-sponsored activity.

Student class schedules (secondary) are available to families through Sycamore. Elementary schedules are available from student's teachers.

School activities and events are maintained on the website (Athletic Schedules) and on the school website calendar.

SPIRITUAL FORMATION

Spiritual formation is accomplished at PCS through a variety of activities and strategies. The core of this centers around teachers who are godly role models and that regularly integrate biblical themes and principles in daily learning and interactions. Other components of spiritual formation at PCS include daily Bible classes, classroom prayer, weekly chapel programs, scripture memorization, service/outreach projects, and special events.

TECHNOLOGY POLICY

ACCEPTABLE USE

Use of technology at Parkview Christian School is a privilege extended to students in order to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with technology will provide a student with many of the job readiness skills required by our business and educational community. Other users will also improve needed skills. Each user is given the privilege of using authorized hardware and software found on school grounds in order to give students and others the opportunity to enhance their learning.

Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This prohibition includes, but is not limited to

- Items on social media sites
- Plagiarizing copyrighted material
- Transmitting or uploading videos, photos, or content filmed on school property and/or that depicts Parkview Christian students, staff, or property in an offensive manner. This includes text, photographs, music, videos and content determined to be profane, vulgar, or obscene.
- Transmitting threatening or obscene materials or accessing materials protected by trade secret or that are classified government information

Use of the technology at or through Parkview Christian School for non-education related commercial activities is not acceptable. Uses for product advertisement or non-approved political lobbying activities are also prohibited. All board policies and school regulations apply to the use of technology and the network in order to support the educational goals for this school.

When the school incurs a cost due to student or other user negligence, improper use or misuse, the student or other user will be responsible for the cost. Improper use of the computer may result in disciplinary action. Any use of technology which interferes with school purposes is prohibited. School administration may establish other rules as needed if the students and users are first made aware and the rules are posted. Anyone who has questions about the meaning or interpretation of a rule, or what conduct is prohibited should contact school administration.

With approval, students may use their individual laptops in school. Approval must be granted through the administrator. The director of technology will put proper filters on the computer to make it “school –use” friendly. Parkview Christian complies with CIPA (Children’s Internet Protection Act) and does not allow or tolerate use of the internet for any means that compromises the health or safety of our students. Any student or parent requesting use of school technology outside of school (i.e. laptops) must have a parent permission form signed before removing technology from school. The parent will assume responsibility for safeguarding any items.

CELL PHONE/AUDIO

CELL PHONES – AUDIO DEVICES

Cell phones/audio devices are permitted at school but must be turned off and/or kept in student lockers, book bags or in clothing pockets during classes and while in the office at Parkview Christian School. Cell phones may be used before school, at passing time, during lunch period and after school. Audio devices, ear plugs, headphones, etc. are to be put away and not used for listening to music/videos except before school, during lunch and after school.

Consequences for violations:

1st offense – teacher confiscates phone until the end of the class

2nd offense – phone is sent to the office until the end of the school day

3rd offense – phone will be held in the office until a parent comes to retrieve it

Continued violations will result in further disciplinary action such as suspension, loss of all phone/audio privileges, etc.

*Cell phone policy is subject to administration discretion. Repeated offenses of the cell phone policy may, at the discretion of administration, result in stricter guidelines or permanent ban of cell phone use by individuals who violate school rules.

*Elementary students are advised not to bring cell phones, audio devices or other electronic devices to school since these items are to remain in the students' book bags which hang on hooks outside the classroom.

TRANSPORTATION & CARS

Guests may park in any open stall in the upper lot near the school entrance (entrance 4). Students are not permitted to loiter in the parking lot before and after school and should promptly enter the building or leave the campus. Once at school, students are not permitted to leave campus during the school day with a non-relative without written parental permission. Speed limit on campus is 10 mph. Unsafe behavior or unsafe driving by students may result in loss of parking privileges on campus.

Students may park in the southwest parking lot - no student vehicles may be parked on the east side of the building. Students may not spend recreational or free time in vehicles on school grounds during the school day, between classes, or during lunch. Students should enter and exit vehicles in a reasonable time with the purpose of leaving or arriving on campus.

SCHOOL BUS EXPECTATIONS

Expectations of students when riding a PCS bus or van include: sitting fully in the seat facing forward, to be fully seated when the vehicle is moving or when directed by adult, fastening seat belts (if available), opening window only with permission, keeping hands and feet to self, not climbing over seats or tossing items to other passengers, keeping voices at a conversational level, keeping personal items and body parts inside the vehicle, and following the instructions of the driver or chaperone promptly. Students are expected to clear their seat area of personal items and trash when departing the bus or van.

Needs will sometimes arise in which PCS students are transported to and from school events in private vehicles. Such arrangements will always be communicated to parents in advance. All vehicles used must be licensed, insured and in good working order. Drivers are licensed and experienced.

- Students may drive themselves to school activities (i.e. practice) in city limits with parent permission.
- Students may not transport other students to school activities in city limits without written or emailed parent permission of the passenger student(s)
- No student may ever drive themselves or other students to any school related activity outside city limits
- Any parent choosing to transport their child from a school event (i.e. after competition) must submit a written document or email to head coach or administrator in advance

VISITORS AND VOLUNTEERS

SIGN IN AND SIGN OUT

All guests to PCS must sign in at the school office and sign out when leaving.

VISITING CLASSROOMS

Parent observations in a classroom are permitted at PCS. However, due to the potential distraction/disruption that is often related to having guests in a classroom, such visits are only with the teacher's permission and need to be arranged at least two school days prior to the day of the visit.

Observations should have a specific area of focus, be brief, and have a clear start and end time. It is expected that parents and teachers will conference in the days prior to the observation to review the observation goals and

again after the observation to share perspectives. All guests on campus are to stop at the school office to sign in, receive a visitor pass, and be directed to the classroom. Visitors also need to sign out from the office before leaving campus.

CHAPERONES

Adults granted permission to supervise or chaperone PCS events are expected to fully support and agree with the PCS core values and statement of faith. Volunteers will be under the supervision and authority of schoolteachers and staff.

Miscellaneous Information

USE OF SCHOOL NAME AND LOGO

Any use of the Parkview Christian School name and/or logo, or any likeness of the name and/or logo, must have written approval from the administration. School-approved vendors must be used for purchasing apparel and other products that will include the school logo.