



2017-2018
Student
Handbook

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Acknowledgement

The contents of this guide book are presented as a matter of information only. The language in this guide book is not intended to create, nor is it to be construed to constitute, a contract between Parkview Baptist School and any or all of its students. No student handbook can anticipate every circumstance or question about policy and procedure. Thus, Parkview Baptist School reserves the right to deviate from this handbook as circumstances may warrant and reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein, in whole or in part, at any time with or without notice. Notwithstanding any provision to the contrary, Parkview Baptist School administration shall have final authority in any and all matters related to Parkview Baptist School, which matters involve students (potential, current, and former) and their respective parents/guardians, including but not limited to, student enrollment, re-enrollment, discipline, dismissal, extracurricular activities, athletics, academic affairs, parental involvement, financial affairs, and adherence to policy.

Notice of non-discriminatory admissions policy

Parkview Baptist School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Code of Student Conduct

The goal of Parkview Baptist School is to provide and maintain an outstanding school environment within the framework of our mission statement. Students who accept the privilege of attending PBS agree to the responsibility of appropriate behavior at all times and are expected to uphold the context of the mission statement both on and off the campus.

PARKVIEW BAPTIST SCHOOL HONOR CODE

As a student of Parkview Baptist School,
I will Honor God in word and deed,
Be truthful, never steal or cheat,
Respect myself and others,
And live to glorify Jesus Christ.

PARENT RESPONSIBILITY REGARDING BEHAVIOR

Parkview Baptist School recognizes parental responsibility for student supervision, and expects parents to set standards of behavior consistent with the school's mission statement and Code of Conduct during non-school related events while under their direct supervision. Parkview Baptist School reserves the right to take appropriate disciplinary action in response to the misbehavior of its students on or off campus during school or non-school related events, especially in serious

matters that violate the well-being of the school or public, or the honor and glory of Jesus Christ. Serious violations of this Code of Conduct may result in suspension or dismissal from the school.

Parental Support

A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school or how the Administration and Staff carry out the day to day functions of the school, may be dismissed from the school at the Division Head or Superintendent's discretion.

Philosophy of Discipline

- The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Parkview Baptist School does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents appointed and authorized representative in the child's training process. Parkview Baptist School has attempted to align themselves as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly.
- It is our belief that God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within God's family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents.
- Parkview Baptist School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.
- During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness, and in the same spirit that should be present under biblical standards when they respond to their parents or guardians. Any failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action which is appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential.
- The home, church, and school partnership can only succeed when there is clear communication and agreement regarding student behavior. The goal of this section is to outline and highlight Parkview Baptist School's expectations in student behavior. Our standard of behavior is based on the pillars of Christian Character, Mutual Respect and Common Courtesy.
- PBS has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. Considering these goals, lifestyle is an

important consideration. Along with the scriptural guidelines of liberty found in 1 Corinthians 8-10 and Romans 14, immorality, homosexuality and the use of tobacco, alcohol and drug-related substances, both on and off school property, are unacceptable. A Christian lifestyle simply cannot confine itself to the school day.

- It must be a consistent lifestyle in practice. Because student's lifestyles reflect on the reputation of the school, as well as the home, PBS will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the School. Disciplinary action, including dismissal/expulsion, may be taken by the school regardless of where the event occurs. Standards of conduct and character extend to all activities, regardless if they are school related.

DRESS CODE

The purpose of the dress code is to encourage students to dress as Christian ladies and gentlemen, representing both Parkview Baptist School and Christ. In addition, uniforms are a safety factor for our school so that strangers cannot come on campus unnoticed. The school uniform is to be worn as designed by the manufacturer. The principal or designee shall interpret uniform infractions for their division. The list outlines the article of clothing required for attendance. These items may be purchased at the *Eagles' Nest*, *Inka's S'coolwear* or *School Time*.

We respectfully ask parents to assist the school by:

- Purchasing only regulation apparel;
- Maintaining an adequate supply of laundered uniforms;
- Insisting that the student come to school with the required apparel, including rain gear during inclement weather.

If a student's attire does not comply with this policy, his/her parent/guardian may be requested to bring regulation apparel to school or keep the student at home until the violation has been corrected and meets administrative approval. Absences due to dress code and haircut violations are unexcused.

General Guidelines for All Divisions

- The Division Head is the final interpreter of the uniform policy.
- All non-banded shirts must be tucked in.
- Uniform shirts/blouses must be worn under the sweatshirt.
- Hats may not be worn during the school day.
- No blankets allowed in school.
- All divisions may wear PBS Spirit Shirts with Daily Uniform Bottoms.
- Pants and Shorts should not be rolled up.

Lanyards

- All students in grades 5th-12th will have in their possession at all times an unaltered PBS ID on a lanyard. Students should be prepared to show this ID if requested to do so.

Hair

- Hairstyles that are extreme or attention-seeking, such as Mohawks or outlandish and/or unnatural hair coloring are not permitted.
- Boy's hair should be well-groomed, and it should not be excessively long, (i.e. in general over the collar, ears, or eyebrows.) A student will have 48 hours to take care of hair if written up.
- The administration may require that a student cut his hair.

Make-Up

- Girls in grade 7 and up may wear appropriate make-up.

Jewelry

- Visible body piercing and tattoos are prohibited. Jewelry must be appropriate and not excessive. Males may not wear earrings.
- Students may not have nose rings.
- Students may not have tongue piercings.
- Students may not wear gauge earrings.

All Uniforms must be purchased from one of our official uniform providers – School Time or Inka's.



INKAS
11626 Sherwood Forest Ct
225-922-9495
www.inkas-uniforms.com



SCHOOL TIME
7745 Jefferson Hwy
225-926-5371
www.schooltimeuniforms.com

EARLY CHILDHOOD TK & K and ELEMENTARY (1st-4th Grade)

*Uniform optional for PreK

DAILY UNIFORM TOPS

BOYS AND GIRLS

- White or Red Polo with **P** logo (long or short sleeve, banded or non-banded)
- May wear plain white undershirt (long or short sleeve, no writing that shows through)
- White Oxford Shirt with **P** logo (long or short sleeve)

GIRLS

- Plaid Jumper (may wear by itself or with White Blouse with Peter Pan Collar and **P** logo)
- Plaid “smock” dress with **P** logo on Peter Pan collar
- All jumpers and skirts must be no shorter than 3” above the knee *standing* or 5” above the knee *kneeling*.

DAILY UNIFORM BOTTOMS

BOYS AND GIRLS:

- Navy Shorts or Pants purchased from Inka’s or School Time
- All shorts must be no shorter than 3” above the knee *standing* or 5” above the knee *kneeling*.
- All shorts and pants must have the **P** logo on them.

GIRLS

- Plaid Shorts, Skirt or Skort (Straight or pleated) from Inka’s or School Time
- All shorts, skirts and skorts must be no shorter than 3” above the knee *standing* or 5” above the knee *kneeling*.

SOCKS, SHOES, ACCESSORIES

BOYS AND GIRLS

- Any Tennis Shoes
- Navy, White or Black Socks

GIRLS: Navy or Black footed tights or ankle length leggings

BOYS: Navy, black or brown belt

OUTERWEAR

BOYS AND GIRLS

- *Navy, Black, or Red* PBS Crewneck Eagle’s Nest Sweatshirt
- Fleece with **P** Logo
- Any jackets outside; no jackets inside the buildings
- Sweatpants under jumpers/skirts for EC and Elementary only

GIRLS (OPTIONAL): Red or navy V-Neck Sweater or cardigan with **P** logo

BOYS (OPTIONAL): Navy V-Neck Vest with **P** logo

NO DRESS CHAPEL FOR EARLY CHILDHOOD and ELEMENTARY

ON FRIDAYS, ALL DIVISIONS may wear PBS Spirit Shirts with Daily Uniform Bottoms

Middle School (5th-8th) and High School (9th-12th)

DAILY UNIFORM TOPS

BOYS AND GIRLS:

- White or Red Polo with **P** logo (long or short sleeve, banded or non-banded)
- May wear plain white undershirt (long or short sleeve, no writing that shows through)
- White Oxford Shirt with **P** logo (long or short sleeve)

DAILY UNIFORM BOTTOMS

BOYS AND GIRLS:

- Navy Shorts or Navy Pants (Purchased from Inka's or School Time)
- All shorts must be no shorter than 3" above the knee *standing* or 5" above the knee *kneeling*.
- All shorts and pants must have the **P** logo on them.

GIRLS - (All plaid must be purchased from Inka's or School Time)

- Plaid Jumper with or without Oxford blouse underneath
- Plaid Shorts, Plaid Skirt or Plaid Skort (straight or pleated)
- All shorts, skirts, jumpers and skorts must be no shorter than 3" above the knee *standing* or 5" above the knee *kneeling*.

DRESS CHAPEL

(EVERY TUESDAY FOR HIGH SCHOOL, EVERY THURSDAY FOR MIDDLE SCHOOL)

GIRLS:

- White Oxford Shirt (Long or Short Sleeve) with **P** logo
- Plaid Jumper, Skirt or Skort (straight or pleated)
- All shorts, skirts and skorts must be no shorter than 3" above the knee *standing* or 5" above the knee *kneeling*.

SHOES

- Tennis Shoes & Socks for 5th & 6th Grade
- Dress Shoes for 7th-12th Grade (Girls ½" or lower heel)

BOYS:

- White Oxford Shirt (Long or Short Sleeve) with **P** logo
- Navy Pants (Purchased from Inka's or School Time) with the **P** logo on them.
- Tie or Bowtie required for High School only (PBS ties available for purchase in Eagle's Nest, not required)
- Must wear a belt with shorts and pants.

OUTERWEAR

BOYS AND GIRLS

- PBS sweatshirt or jackets will be allowed.
- Non-PBS jackets may not be worn during school hours (but can wear outside on excessively cold or rainy days).

GIRLS (OPTIONAL)

- Red or navy V-Neck Sweater with **P** logo
- Red or navy cardigan with **P** logo

BOYS (OPTIONAL)

- Navy V-Neck Sweater Vest with **P** logo

SOCKS, SHOES, ACCESSORIES

BOYS AND GIRLS

- Any Tennis Shoes (5th-12th) or Closed Toe/Closed Heel Non-Distracting Shoe (7th-12th)
- Non-distracting socks

GIRLS: Navy or Black footed tights or ankle length leggings

BOYS: Must wear a belt with shorts and pants.

Attendance

ATTENDANCE POLICY

Regular attendance is required by Louisiana law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise specified through notification or special events. Attendance at school becomes a permanent part of the student's record. We believe that regular attendance in class is essential to the success of a student's school experience.

The school policy concerning student participation in extracurricular activities (i.e. athletics, spirit groups, choir, band, club, etc.) requires attendance in four class periods (or in Middle School, at least four hours) on the day of participation. Extenuating circumstances must be approved by the division head.

ABSENCES

Reporting Back to School after an Absence

Students should report to the office upon return to school from an absence with an appropriate note or documentation. There is no separate accounting of **excused** or **unexcused** absences for purpose of determining whether a student has reached the threshold number of ten (10) absences per semester. Any class missed counts as an absence which is accumulated over the semester. This includes: doctor appointments, illnesses, retreats (other than school), and absences requested by a parent with prior notification to the administration. If a student misses a class, for any reason, this counts as an absence. Students will be considered absent from any class to which they are more than 15 minutes late.

Students may have pre-arranged parental discretion absences for anything besides illnesses. **Students absent to get their driver's license may be excused ONLY IF pre-arranged.**

In the event of an absence, to receive credit for missed work and for the absence to be considered medically excused, the note must be written by a doctor currently treating the student for the illness indicated on the absence and who specializes in the appropriate area. A parent may also provide a hand-written note (a maximum of 2 parent notes per quarter) for illnesses.

Acceptable Excused Absences

- **Personal Illness:** excused by a doctor's note and/or parent's note. Please note that students are allowed only two (2) parent handwritten notes per nine weeks for illnesses only.
- **Quarantine** in the home;
- **Death** of an immediate family member;

- Scheduled for a **doctor's/dentist appointment**. Parents should schedule appointments after school hours if possible. All doctor, dentist, and parent notes should be turned into the office within 24 hours (or one day) from the time the student returns to school to change the absence from unexcused to excused.

[CLICK HERE TO ACCESS THE 2016-2017 ONLINE REQUEST FOR PRE-APPROVED ABSENCE/ONLINE EXCUSE FOR PREVIOUS ABSENCE](#)

Pre-Arranged Absences

A pre-arranged absence gives the school advance notice that the student will be absent. For these absences, a parent/guardian must submit, by filling out the absence request form online on the "Parents" tab on the website, a request for the absence to the Dean of Students or Division Head in that division.

Students will be allowed four (4) pre-arranged days per school year in which the request for absence can be excused. A minimum of three (3) days written notice is required for the prearranged absence to be excused. No pre-arranged request for absence will be excused during mid-term and final exam weeks.

When the pre-arranged request is submitted, it will be considered approved unless you are contacted by administration. Please see "Make-up Work Following an Absence" section for more information.

MIDDLE and HIGH SCHOOL ATTENDANCE

Attendance Codes

- "P" = present in class
- "T" = unexcused tardy to class
- "ET" = excused tardy to class
- "A" = unexcused absence
- "EA" = excused absence
- "PA" = pre-arranged absence
- "ME" = medical excused absence
- "SR" = school related absence (does not count against total accumulated absences)
- "CV" = college visit (Juniors and Seniors allowed 3 per year, and does not count against total accumulated absences)
- "ISS" = in-school suspension
- "S" = out-of-school suspension

Excessive Absences

Attendance will be taken during each class period. A student may be in jeopardy of failing a class if they have more than 10 absences per semester (which includes excused, medical excused or unexcused absences). This policy is in alignment with the Louisiana Bulletin 741. A student, who

has accumulated more than ten (10) absences per semester due to prolonged illness or other similar long-term reasons, will need to have medical documentation to support these absences. These absences will then be reviewed by the Division Head for determining approval. Any student that exceeds 10 absences in any semester will be reviewed by the administration and consequences may apply.

TRUANCY

Truancy is described as a juvenile student that is habitually tardy or absent from school. It is the responsibility of the parent or legal guardian to ensure their student is at school on time to avoid disciplinary consequences as set forth in the PBS student handbook. In cases where truancy continues, the violation may be reported to authorities and subject to legal sanctions under Louisiana Revised Statute 14:92.2.

Make Up Work Following an Absence

- If an absence or tardy is unexcused, up to ½ credit will be recorded for any missed work or test.
- A student who has an absence must make arrangements with his/her teacher(s) for any make-up work. It is the student's responsibility to make-up these assignments.
- Students shall be allowed at least the same number of days for make-up work as the number of days absent unless the assignment was assigned prior to the absence.
- If a student is late making up the work, the Late Work Policy will apply.
- Excessive unexcused absences may preclude students from make-up work. Excessive would be more than ten (10) absences per semester without a doctor's note.

Late Work Policy (Middle School)

If a student turns in work late, 10% will be deducted from the grade earned per day up to 50% of the grade earned. This includes making up work or tests for an excused or approved absence.

Late Work Policy (High School)

The Late Work Policy will be determined by the teacher and/or the Department Chair, and will also be determined by the nature of the assignment (homework, projects, research papers, etc.). Such penalties can include a percentage taken off the assignment, or an assignment may not be accepted, etc. This includes making up work or tests for an excused or approved absence.

College Visitation Days (High School)

Three (3) documented college visitation days will be allowed for juniors and seniors per school year. Students must complete missed work per the make-up policy. Documentation by the college admissions office must be submitted upon return to school. College visits do not count against the total accumulated absences.

Administrative Review for Excessive Absences

A student who has ten (10) or more absences per semester or twenty (20) or more absences for the school year may present documentation to the designated Division Head for waiver. The administrative review of a student's absences will occur under the following circumstances:

- A licensed physician shall document absences for extended illnesses or hospitalization with a certification of illness for the specific days of absence.
- Chronic illness requires an annual verification by a licensed physician.

The designated Division Head shall review the documentation, render a decision to waive the absences, and notify the student, parent(s) and teacher(s). If proper documentation is not presented, and the student exceeds 10 days for a semester/20 days for the school year a student may be in jeopardy of failing that class.

Checking In and Out

Doctor or dental appointments, personal or family illness, death in the family, religious holidays, and pre-arranged absences are considered excused absences; all others are unexcused. Detailed records for students will be kept in the office regarding signing in and out of school. Students too young to drive will NOT be released to anyone other than the student's parent(s) or legal guardian except when parents have given permission for another person to pick the student up.

Elementary

Elementary parents must sign the check in/out form in the elementary office/receptionist desk when checking children in/out during the day. A student may not check out after 2:45pm.

Middle School

Middle school parents must sign the check in/out form in the middle school reception area when checking children in/out during the day. Middle School students may not check out after 2:45pm.

If a student checks out and returns the same day, the student must present a doctor or dentist excuse for the classes missed or a parent must accompany the student to the middle school office and meet with the Dean of Students or Division Head.

High School

All students are required to check in/out through the office. Students who know in advance that they will be checking out of school early for a doctor/dentist appointment, should either bring a signed note from home or the parent can call the office personnel stating the reason for the early departure.

If a student checks in after 7:45am or checks out and returns the same day, the student must present a doctor/dentist excuse for the classes missed and check in through the office upon arrival.

TARDINESS

Punctuality is a matter of primary importance in the education process. Students, when tardy, or unprepared, disrupt the educational process and jeopardize their own academic achievement. Students must be in the classroom when the tardy bell rings with the necessary materials. 7th-12th grade students must be in the classroom by 7:30 and 5th/6th grade students must be in the classroom by 7:45. The Director of Educational Operations (under advisement of Division Heads) will determine excused tardiness based on traffic and weather related issues.

Elementary

Students are expected to be in their classrooms and ready for the school day at 8:00 a.m. To be on time, students should be dropped off no later than 7:50 a.m. Students coming into the building after 8:00 a.m. must be accompanied by a parent to sign in with the receptionist. Excused tardies will include doctor/dental visits, illness and traffic situations that result in many students being late. All other tardies will be considered unexcused. In the event of excessive tardies, an administrator will notify the parents.

A tardy to elementary school will be handled in the following manner and tallied per quarter:

- 4th Tardy -- \$25 fee
- 8th Tardy -- \$25 fee
- 10th Tardy -- \$25 fee and meeting with principal

Middle School

A tardy to class (or to school if arriving between periods) will be handled in the following manner and tallied per quarter:

- 3rd Tardy – Detention
- 4th Tardy – Detention
- 5th Tardy – Workday (1 hour) and \$15 fee
- 6th Tardy – Workday (2 hours) and \$20 fee
- 7th-8th Tardy – In School Suspension
- 9th Tardy – Out of School Suspension and Parent must confer with Dean of Students and/or Division Head
- 10th Tardy – Suspension/Expulsion

If a student checks into school late, without a note, the student will receive an unexcused absence for the classes missed and a tardy to school. Two parental notes submitted on the website per quarter will be accepted.

High School

Students who check in between 7:30-7:45am without an excused note will receive a tardy to first hour.

Students who check in after 7:45am without an excused note will receive an unexcused absence for first hour.

For 2nd-7th periods, a student will be considered tardy during the first 15 minutes of class, and absent after the first fifteen minutes.

A tardy to class (or to school if arriving between periods) will be handled in the following manner and tallied per quarter:

Tardy to School (without a note)

- 3rd Tardy – Detention (morning ~~or after school~~)
- 4th Tardy – Detention (morning ~~or after school~~)
- 5th Tardy – Workday (2 hours) and \$20 fee
- 6th Tardy – Workday (4 hours) and \$30 fee
- 7th-8th Tardy – In School Suspension
- 9th Tardy – Out of School Suspension and Parent must confer with Dean of Students and/or Division Head
- 10th Tardy – Suspension/Expulsion

BEHAVIOR GUIDELINES AND Disciplinary Process

Warnings

Students are given warnings when they do not obey the rules. They are spoken to when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

Middle School

Demerit System (Grades 5-8)

A demerit system will be used as a consequence for not following the ELI Way (see appendix). Demerits are earned for being disrespectful, irresponsible and dishonest. After school detention, will be earned with the accumulation of 10 demerits. (ex: 12 total demerits = 1 detention with 2 demerits earned toward the next detention) When a student earns 20 demerits they will receive a one day in-school suspension. When a student earns 30 Demerits they will

receive a one day out of school suspension and the student will be placed on disciplinary probation. A disciplinary probation meeting will be held with the student, parents and administration.

Teachers will have students sign a demerit form and turn them in to the office at the end of each day. Administration will enter the demerit into the computer and email the parent and teacher.

High School

Each teacher is responsible for their classroom management. If behavior continues, teacher may issue a discipline referral.

WHEN A STUDENT RECEIVES A DISCIPLINE REFERRAL FROM A TEACHER AT ANY TIME:

Level 1: 1-2 points per infraction

Examples of Level 1 infractions

- Non-behavior infractions including dress code, facial hair, shaving, hair, chewing gum, etc.
- Inappropriate Technology Use
 - Playing games, surfing the web during class
 - Download, stream or listen to internet-based music not required for school work while on campus, as this slows down the network for all users

Level 2: 3-5 points per infraction

Examples of Level 2 infractions – will result in points assessed and immediate consequence

1st Offense Detention

2nd Offense Workday

3rd Offense In-school suspension

- Classroom distraction/disturbance, Disobedience, Talking in class/talking out of turn, Not following classroom policy, PDA, Inattentive / Off-task / Unprepared for class, Sleeping in class, Disrespect of other students, Inappropriate language, Unauthorized presence in restricted areas, Certain forms of self-expression or protest, etc.
- Disrespect of a teacher/faculty member, Intimidation / bullying, Clinic/detention violations, Lying, Destruction of property (intentional), Skipping class / Leaving class without permission, Profanity, Inappropriate Social Media, Cheating on homework or classroom assignments
- Inappropriate Technology Use
 - Disconnect from PBS network during school hours and connect to a different network system. Students may not provide their own internet via a mi-fi, hotspot or external source.
 - Access any proxy websites
 - Copy PBS software
 - Install unapproved software on PBS computers
 - Sharing passwords with other students

- Installation and/or use of any internet-based file-sharing tool is strictly prohibited. Illegal sharing of copyrighted material is prohibited (like BitTorrent, Limewire, Kazaa, Acquisition, Frostwire, PirateBay and others).

Level 3: 6-9 points per infraction

Examples of Level 3 infractions – will result in points assessed and immediate consequence

1st Offense 4-hour workday

2nd Offense Discipline will be determined by point total

- Tobacco use any time, Fighting, Continued bullying / cyberbullying, Threatening another student or teacher, Cheating / Academic Dishonesty on projects, papers, tests, quizzes
- Inappropriate Tech Use (major technology infraction)
 - Create, send, access or download material that is abusive, hateful, harassing or sexually explicit
 - Accessing network resources that are not permitted for use. This includes modifying other student's files.

Level 4: 10 or more points per infraction

1st Offense 2 day out-of-school suspension

2nd Offense Review for possible dismissal / expulsion

- Alcohol use on campus, Sexual Harassment, Bringing a weapon to school, Possession or involvement in pornography, Criminal Activity
- Note: Major offenses may result in immediate dismissal/expulsion, regardless if it is the first or second offense.

POINT LEVELS OF DISCIPLINE INTERVENTION – Per semester

Accumulation of 3 demerit points will result in

- One detention

Accumulation of 10 demerit points will result in

- Two detentions

Accumulation of 15 demerit points will result in

- Four-hour workday

Accumulation of 20 demerit points will result in

- One day In School Suspension
- Meeting/conference call with parent/guardian by an administrator
- Student placed on Discipline Probation for the remainder of the semester
- Removal from Leadership positions, removal from overnight trips

Accumulation of 25 demerit points will result in

- One out-of-school suspension

- Parent/Guardian conference with administrator
- Removal from Leadership positions, removal from overnight trips, suspended from extra-curricular activities.

Accumulation of 30 demerit points will result in

- Student will receive an out-of-school suspension (# of days to be determined) and administration team will review the status of the student continuing at PBS
- Meeting with Principal and Dean of Students

SPECIAL NOTES TO PARENTS AND STUDENTS

1. Each semester allows a student to start fresh with a clean slate with minor offenses, unless the student is on Behavior Probation from the previous semester is still in effect. Prior discipline events will still be posted and may be used in determining future judgments.
2. The use of “profanity” may be regarded as “disrespect”. This will be determined by the teacher and the Dean of Students.
3. It is impossible to list all the minor offenses. The PBS Administration retains the right to determine levels of offense on a case by case basis.
4. Note that some infractions may result in demerit points and an immediate consequence.
5. Although the point system is accumulated per semester, if a student accumulates 45 total points in a school year, the student’s status will be reviewed by Administration along with a meeting with the Principal and Dean of Students.
6. Any student receiving 3 out-of-school suspensions during the school year may be in jeopardy of being dismissed from PBS.

Disciplinary Intervention Plans

Intervention Plans are invoked by the administration when it becomes apparent that a student has or may be headed toward a serious problem. It gives the student the opportunity to correct him/her direction and to assume the responsibilities involved in a more mature and appropriate manner.

Intervention Plans may be put in place for the following reasons:

- A. **Attitude:** A rebellious spirit which is unchanged after an effort by the teachers, faculty, administration, or a continued negative or uncooperative attitude and negative influence upon other students.
- B. **Misconduct:** Continued deliberate disobedience to a teacher or of school rules and policy, committing a serious breach of conduct in or out of school which has an adverse effect upon the student’s or schools’ Christian testimony.

Cell Phone Policy

No Cell phones (including but not limited to other electronic devices including smart watches) are allowed at any time during the school day. Phones should not be seen, heard, or in use, and will be confiscated regardless of owner. If a student is caught with their cell phone during a quiz/test, the student will automatically receive a zero for the assignment, regardless of the intent to cheat.

- **First Offense:** Phone will be turned into the office. The student can either pay \$25 (and can collect their phone from the office at the end of the school day) or have Administration hold the phone overnight (and can collect their phone from the office at the end of the next school day).
- **Second Offense:** Phone turned into the office. Phone will be confiscated overnight and student will be fined \$50.
- **Third Offense:** Phone turned in to office. Parent meeting. \$75 fine and Workday.
- **Subsequent cell phone offenses:** Phone turned in to the office; Parent meeting; \$100 fine; In-school suspension.

Other Basic Behavior Restrictions

- Students are to respect teachers and faculty members at all times as representatives of God's authority on campus. Incidents of disrespect or defiance will result in school disciplinary actions. Any threatening behavior, act of violence or threatened violence against a teacher or other school personnel will result in immediate dismissal.
- Students are not allowed to go to their vehicles or hang out in the parking lot during the school day, unless they have permission from the office to retrieve something from their vehicle.
- Chewing gum is not allowed on campus.
- Students are not allowed in school buildings or on campus after hours unless accompanied by a school personnel.
- The public showing of physical affection is not permitted on campus or at school events.
- There are times when PBS depends upon the services of substitute teachers. **Regular disciplinary rules apply for a substitute; however, consequences will be more severe.**
- Students involved in extra-curricular activities must be present in school for at least four class periods (for middle school at least four hours). Students who have a doctor/dentist appointment on the day of an event/practice must also attend school for at least four periods.

Re-occurring Minor Offenses: Students who continue to have re-occurring minor offenses will be subject to further disciplinary action and be placed on Behavior Probation.

MAJOR OFFENSES

Major infractions or behavioral issues will be dealt with on a case by case basis. Our discipline policy is 24/7 (on or off campus).

1. **Alcohol:** Drinking alcohol or under the influence at school or during any school function may result in dismissal. Any student who uses alcohol off campus will be subject to disciplinary

action at the school (including, but not limited to, three-day suspension, service hours, counseling). The student will be placed on Behavior Probation. Any student that provides alcohol on or off campus may be subject to dismissal. Please refer to Alcohol Use and Possession section of the handbook. **Note: A second offense involving alcohol on or off campus will result in dismissal.**

2. **Drugs:** The sale, purchase, possession, consumption, etc. of illegal drugs at any time (on or off campus) will result in expulsion and the necessary notification of proper authorities. All students and employees are subject to random drug tests. See procedures for testing for illegal substances.
3. **Tobacco:** The use of any form of tobacco on or off campus will result in a suspension. This includes vaping or similar inhalants. The student will be placed on Behavior Probation. Repeated offenses will result in dismissal.
4. **Other Substances:** Any synthetic inhalant, chemical or mind/mood altering substance or non-prescribed substance (including but not limited to bath salts or other substances) are strictly prohibited at school or during any school function (on or off campus). Any student using or has possession of these substances will be subject to disciplinary action at school (including a three-day suspension, service hours, and counseling). The student will be placed on Behavior Probation. A second offense involving these products will result in dismissal.
5. **Fighting:** Students who engage in fighting will be subject to disciplinary action (suspended or dismissal) and be placed on Behavior Probation.
6. **Harassment or Bullying:** Every student at PBS has the right to his/her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing, bullying or demeaning another student(s), either verbally or by social media means will be subject to disciplinary action (placed on Behavior Probation, suspended or dismissed). Racial insults, ethnic insults, sexual innuendos or prejudicial behavior will not be tolerated.

One of the primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community, so all student can focus on their work and do their best. To achieve this goal, we must acknowledge that bullying can occur within our community and that it is harmful to everyone involved (the victim, perpetrator and bystanders alike).

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of this kind of behavior to excuse cruel behavior to one another.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.

- Bullying can involve cutting someone off from essential relationships. Bullying can include isolating the victim by making them feel rejected by their peers or the community.
 - Bullying is malicious gossip and rumor spreading.
 - Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred at school. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school.
7. **Threats:** A threat is considered an assault under the Louisiana Criminal Code R.S. 14:36. PBS maintains a no-tolerance policy toward any kind of threat (i.e. verbal, written, gesture, picture or otherwise). Any student making such a threat will be subject to disciplinary action (suspended and placed on Behavior Probation) or immediately dismissed. Local authorities will be contacted and consequences determined in a meeting attended by the offending student, parents, school personnel and police officer.
 8. **Weapons:** Bringing or threatening to bring a weapon to school is against PBS policy and is also a violation of state law (La. Revised Statute Title 14-95.2). In addition to immediate suspension or expulsion, the offending student may be subject to consequences as mandated by law. Before the offending student can return to school, the student must be assessed with a psychiatric evaluation in which the documentation states the student does not pose a risk to self or others. The student will be placed on Behavior Probation.
 9. **Academic Dishonesty:** Dishonesty, cheating, plagiarism on homework assignments, test, quizzes, papers, or other classroom assignments will result in a zero on the assignment, as well as a disciplinary consequence and demerit points. If more than one student is involved in the dishonesty, all students will receive the consequence. If a student is caught with their cell phones during a test or quiz, the student will automatically receive a zero for the assignment. The student will be placed on Behavior Probation.
 10. **Vandalism:** Any student caught vandalizing the school campus, school property (including school issued laptops) or intentionally defacing school property will be subject to disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.
 11. **Theft:** Theft is a violation of fundamental commandments. Incidents of theft, once proven, will result in disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.
 12. **Skipping School:** Students are not to leave class or campus without permission from the high school office. Parental permission by itself will not be sufficient. To do so exposes the school to unacceptable risk and contributes to poor academic performance. Any student leaving campus during the school day, skipping school, or leaving class without permission of the high

school office will be subject to disciplinary action (including but not limited to suspension and placed on Behavior Probation). Repeated incidents will result in dismissal.

13. **Tuancy:** Any student who is consistently absent from school without authorization will be subject to disciplinary action including but not limited to suspension or dismissal.

A student involved in a major offense will be suspended and placed on Behavior Probation, or is subject to dismissal/expulsion, at the discretion of the School Administration. An individual involved in repeated minor offenses will be considered for dismissal/expulsion, at the discretion of the School Administration. There may be other incidents not listed that the Administration reserves the right to consider a major offense.

It is impossible to include all details of appropriate conduct in the Handbook. In general, a Parkview Baptist School student is to conduct him/herself in a Christ-like manner. When a student's behavior falls outside the realm of what is generally expected, appropriate disciplinary action will be administered. It is our responsibility to ensure that our students live and learn together in a community that is built on respect, caring and support for one another. Anything short of that cannot and will not be accepted.

Alcohol and Drug Use

POLICY FOR TESTING FOR ILLEGAL SUBSTANCES

PBS reserves the right to randomly drug test students that attend. This arrangement is agreed to upon enrollment as a student.

- **Students will have the opportunity to inform the Administration, prior to testing, if they believe they will have a positive test. If the student confidentially admits to using drugs prior to testing, the student will not be tested. They will be placed on Behavior Probation for 90 days as well as being provided an Action Plan to help guide the student. The Action Plan will include requiring the student to see an outside counselor, community service, etc.**

Action Plan for a Positive Drug Test

- The student will be placed on Behavior Probation for 90 days.
- The student will be drug tested again at the end of the 90-day probation period. A second positive test at the end of this period will result in dismissal. Subsequent positive tests at any time during the remaining tenure of a student will also result in dismissal.
- **Students caught cheating on a drug test will result in dismissal.**

Drug Possession or Usage on Campus

- The possession / usage of drugs on campus will result in the following actions:

- The Dean of Student's office will immediately inform the Superintendent, Principal and parents.
- Parents will be contacted and informed to come to school immediately.
- As required by Louisiana State Law, law enforcement will be contacted. Any arrest will be solely determined by the investigating officer assigned.
- The student(s) in possession and/or have been proven to have had possession of an illegal drug on campus will be dismissed from school.
- The possession of drugs and or usage of drugs off campus will result in the student receiving the same consequences of a positive drug test.

Alcohol Use and Possession

Students in possession of or responsible for bringing alcohol on campus will be subject to suspension or dismissal from PBS. It should be noted that this applies to all PBS sanctioned events such as Homecoming events, Prom, athletic events, extra-curricular activities, etc. A student in possession of alcohol on or off campus will be placed on Behavior Probation, student will be subject to disciplinary action including but not limited to suspension for up to three days. A second offense involving alcohol on or off campus will result in immediate dismissal.

Middle School Behavior Consequences

AFTER SCHOOL DETENTION

Detentions will be assigned to students with regarding class discipline issues and minor offenses. Detentions will be on Tuesday and Thursday (3:00-4:30). Tardy to detentions will be considered a failure to attend. Failure to attend will result in additional day of detention on top of the detention(s) the student is serving. Missing detention twice will result in workday.

IN-SCHOOL SUSPENSION

School work will be completed during the in-school suspension.

OUT-OF-SCHOOL SUSPENSION

School work missed must be made up on time, or the day the student returns to school. Students will receive 10% off the work for that day.

High School Behavior Consequences

MORNING DETENTION

Detentions will be assigned to students with regarding class discipline issues and minor offenses. Detentions will be on Wednesday and Friday mornings (6:40am-7:20am). They will be working detentions (i.e. cleaning campus, etc.). Tardy to detentions will be considered a failure to attend.

Failure to attend will result in additional day of detention on top of the detention(s) the student is serving. Missing detention twice will result in an in-school suspension.

SATURDAY WORKDAY

A Saturday Workday may be 2-4 hours depending on the infraction. There will be a workday fee assessed. Any workday missed or late, will receive an in-school suspension.

IN-SCHOOL SUSPENSION

An in-school suspension is a full academic day in length. The student will be placed in the school office supervised by faculty and/or administrator for the entire school day. The student will be allowed to work on assignments given out that day and any other work deemed appropriate by an administrator. Work not completed will receive zero credit. Students will receive 10% off the work that is due for that day. A suspended student can participate in extracurricular activities after school.

OUT-OF-SCHOOL SUSPENSION

School work missed must be made up on time, or the day the student returns to school. 10% taken off work that is due for the day.



Cooperation with Law Enforcement

Parkview Baptist School cooperates with law enforcement. When law enforcement comes on the Parkview Baptist School campus the initial point of contact is the Director of Educational Operations who will then notify the Division Head or Assistant.

If a student needs to be questioned by law enforcement, parents (guardians) will be notified by Parkview Baptist School administration if the parent (guardian) is not the suspect of the investigation. Questioning will be done in the Director of Educational Operations office.

The parent (guardian) is responsible for notifying Parkview Baptist School of any charges and/or convictions that are classified as a misdemeanor or a felony. A conviction of a felony will result in expulsion from Parkview Baptist School.

Parkview Baptist School will follow the disciplinary action as defined in the Parkview Baptist School handbook when a student is convicted of a misdemeanor.

Any arrested student may not return to the Parkview Baptist School campus until:

- Administration meets with the student's parents (guardians)
- Administration meets with the Parkview Baptist School Superintendent
- Administration makes decisions on the charges

Parkview Baptist School understands that the law states that you are innocent until proven guilty. However, due to the safety and well-being of our students at large, Parkview Baptist School must treat any

allegation, criminal or not, as serious to the mission of the school. Discipline may be administered on a case by case basis upon investigation of allegations, regardless of charges, arrests, conviction, plea agreement or any other legal progress.

EXPULSION / DISMISSAL PROCESS

If a student is recommended for expulsion, the teacher/disciplinarian in charge must turn the student over to the Division Head who must follow the process outlined below. It should be noted that although this process is concise, each incident will be resolved on a case-by-case basis in a fair and reasonable manner.

- The student must be informed of the infraction(s), verbally or in writing, and the student's parent(s)/legal guardian must be contacted while the student is still in the administrator's office and no later than close of school on that same day;
- The student and his parent(s)/legal guardian must be informed of the degree of discipline, as related to the incident and is noted below;
- If the appropriate Division Head determines that multiple minor infractions have become significant enough to warrant expulsion from school, or if a major infraction has occurred while on campus or at a school event, the student's parent(s)/legal guardian will be called to school for an immediate meeting with the Division Head.
- The purpose of this meeting will be for the Division Head to inform the parent(s)/legal guardian of Parkview Baptist School Board Policy regarding the expulsion process and their right to appeal the decision of the Division Head.
- If the parent(s)/legal guardians choose to appeal, they should set up a meeting with the Superintendent to discuss their case. If the Superintendent agrees with the final decision made by the Division Head, the parent(s)/legal guardians have the right to appeal to the Superintendent in writing within fifteen (15) days of the infraction, wherein, the Superintendent will refer the appeal to the Parkview Baptist School Board President. Only parent(s)/legal guardians of the student may submit this letter and/or appeal on behalf of the student. The PBS School Board will determine if the Board will officially hear the appeal. Correspondence will then be sent to the parent(s)/legal guardian regarding a meeting or a final decision made by the PBS Board. After a hearing, the PBS Board will respond in writing within seven (7) days to the parent(s)/legal guardian.
- Any student expelled from Parkview Baptist School will be directed to the PBS Board Policy regarding the steps for appeal, outlined in the above section. Any student dismissed from Parkview Baptist School for disciplinary reasons will not be permitted to attend any school function without administrative approval.