



PARKVIEW  
BAPTIST SCHOOL

2019-2020  
MIDDLE SCHOOL  
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 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 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 based on 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 always 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 based on 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 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.
- Middle School division may wear PBS Spirit Shirts with Daily Uniform Bottoms on designated days. All Fridays are designated spirit days.
- Pants and Shorts should not be rolled up.

## Student ID's

- All students in grades 5<sup>th</sup>-8<sup>th</sup> will have in their possession at all times an unaltered PBS ID. 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.
- Boys should be clean-shaven.

## Make-Up

- Girls in grade 7<sup>th</sup> and 8<sup>th</sup> grade 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](http://www.inkas-uniforms.com)



**SCHOOL TIME**  
7745 Jefferson Hwy  
225-926-5371  
[www.schooltimeuniforms.com](http://www.schooltimeuniforms.com)

## MIDDLE SCHOOL 5<sup>TH</sup> – 8<sup>TH</sup> GRADES

### DAILY UNIFORM TOPS

**BOYS AND GIRLS:**

- White or Red Polo with **P** logo (long or short sleeve, banded or non-banded)
- White or Red Dri-FIT polo with **P** logo
- 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*.

### 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 or Closed Toe/Closed Heel Non-Distracting Shoe
- Non-distracting socks

**GIRLS:** Navy or Black footed tights or ankle length leggings

**BOYS:** Must wear a belt with shorts and pants.

On Fridays, students may wear PBS Spirit Shirts with Daily Uniform Bottoms

## 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.

All absences count towards the students' attendance. Per our policy, the student is allowed 10 absences per semester (which includes medical, excused, unexcused, and pre-arranged).

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.

### 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.

### 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.

**[CLICK HERE TO ACCESS THE 2019-2020 ONLINE REQUEST FOR PRE-APPROVED ABSENCE/ONLINE EXCUSE FOR PREVIOUS ABSENCE](#)**

## **MIDDLE 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
- “SE” = school related absence (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, pre-arranged or unexcused absences). This policy is in alignment with the Louisiana Bulletin 741. Any student that exceeds 10 absences in any semester will be reviewed by the administration and consequences will apply. 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 documentation from a licensed physician to support these absences. This includes hospitalization and extended illness. These absences will then be reviewed by the Division Head for determining if a waiver will be given.

Chronic illness requires an annual verification by a licensed physician.

## **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.



## **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 may have pre-arranged parental discretion absences for anything besides illnesses.

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.

If the absence is unexcused, the student will receive 50% off the earned grade. An excused absence allows the student to receive full credit on assignments missed during an absence.

If a homework check (2 points) is performed while a student is absent, it will be marked excused and not be taken as a grade when the student returns.

## **Make Up Work Following an Absence**

- 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.
- If a student is late making up the work, the Late Work Policy will apply.

## **Late Work Policy**

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.

## 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.

### 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.

## 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. 7<sup>th</sup>-12<sup>th</sup> grade students must be in the classroom by 7:30 and 5<sup>th</sup>/6<sup>th</sup> 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.

### 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.

# BEHAVIOR GUIDELINES AND DISCIPLINARY PROCESS

## Warnings

Students are given warnings when they do not obey the rules. 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.

# The Eli Way

**E**xcellence – Colossians 3:23

**L**eadership – I Thessalonians 5:11

**I**ntegrity- Proverbs 20:11

The ELI Way is a positive behavior support plan that focuses on teaching the students Biblical character and behavior traits. Eli the Eagle is our PBS mascot. The ELI Way stands for **E**xcellence, **L**eadership and **I**ntegrity. The ELI Way focuses on developing specific behaviors in our students. These behaviors are outlined in our ELI motto; Be Respectful, Be Responsible, Be Honest. Students can earn rewards and privileges for making good choices and following the “ELI Way”.

## The ELI Way is based on the following premises:

- a. Students should not be controlled but be disciplined to develop self-discipline
- b. Students have the right to a peaceful learning environment
- c. Students have the right to be safe mentally, physically and emotionally
- d. Students are expected to show respect and be obedient to ALL school personnel
- e. If a student chooses to not follow the ELI Way, the student will receive appropriate consequence. Disciplinary action will also include counseling and encouragement to improve behavior

## Positive Rewards for Good Behavior

Students can earn rewards on weekly basis. School-wide privileges students can earn include wearing jeans with their spirit shirt on Fridays and an invitation to the ELI extravaganza, a party that will be held at the end of each semester. Students who do not earn any demerits during the week (see demerits below) will be emailed a jean pass on Thursday afternoons each week. Students with six demerits or less in a semester will be invited to the ELI extravaganza. Students who earn zero demerits for a nine week grading period earn 5 Eagle Bucks (see below).

## Eagle Bucks

Students will earn Eagle Bucks for academic and behavior performance throughout the year. Students will earn Eagle Bucks based on their GPA each nine weeks (see chart below). Teachers

can recommend a student to receive Eagle Bucks for exemplifying the ELI Way character (Excellence, Leadership, Integrity, Responsibility, Respectful, and Honest).

4.0 = 15 Eagle Bucks	3.5-3.9= 10 Eagle Bucks	3.0-3.4= 8 Eagle Bucks	Increase of ½ qty. pt.= 5 Eagle Bucks
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Eagle Bucks can be “spent” to purchase a free dress day (day designated by the school), to buy back dress code violation demerits (1 Eagle Buck per demerit- no negative balances), to purchase a homework pass (used at teacher’s discretion), or at the Eagle Café during lunch (only setup on designated days).

### **Demerit System**

A demerit system will be used as a consequence for not following the ELI Way. Demerits are earned for being disrespectful, irresponsible and dishonest. 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. Demerits accumulate by semester. Consequences for demerits are as follows:

- 5 demerits = lunch detention
- 10 demerits = after school detention
- 15 demerits = four-hour workday
- 20 demerits = one-day in school suspension
- 25 demerits = one-day out of school suspension, parent conference with administrator, student placed on discipline probation for remainder of the school year, removal from leadership positions, removal from overnight trips and suspended from extra-curricular activities

### **Disciplinary Referrals**

A student will be referred to the office for behaviors including but not limited to disrespect of authority, academic dishonesty, vandalism, abusive/obscene language, bullying/harassment, inappropriate use of technology, use of tobacco or fighting. Consequences will be at the discretion of the administration but may include detention, in-school suspension, out-of-school suspension or expulsion.

## **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 an in-school suspension.

### **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.

### **SPECIAL NOTES TO PARENTS AND STUDENTS**

1. Although the point system is accumulated per semester, if a student accumulates 40 total points in a school year, the student's status will be reviewed by Administration. The student may be informed they are not eligible to enroll for the next school year or may be placed on behavioral probation to begin the year. A meeting may also be scheduled with student and parent with the Principal and Dean of Students.
2. Any student receiving 2 out-of-school suspensions during the school year may be in jeopardy of being dismissed from PBS.
3. 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 some teacher or other school personnel will result in immediate dismissal.
4. Chewing gum is not allowed on campus.
5. Students are not allowed to eat food, drink coffee, etc. in class. Student may have a clear bottle of water to drink.
6. Parents may bring lunch to students provided they eat with their student. Dropping off food to Middle School students is not allowed and will result in a consequence for the student.
7. Students are not allowed in school buildings or on campus after hours unless accompanied by a school personnel.
8. The public showing of physical affection is not permitted on campus or at school events.
9. 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.

### **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. Disciplinary plans may be coordinated with the next division as a student matriculates.

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.

## **HOMEWORK**

Homework is a vital part of education. To encourage responsibility in routine studying and test preparation, students are reminded that studying should take place on a daily basis.

Homework will be assigned to students in all grade levels. Homework should not be excessive; however, a student's ability to utilize class time, a student's strengths and weaknesses, and a student's pace will determine the length of time spent studying. As a student progresses through grade level and age, an increase in the amount of homework should be expected. Planning ahead is important to successful completion of all assignments.

### **Middle School Responsibility Clinic**

If a student's homework or assignment worth 10 points or greater is not completed on time, the student will be assigned a responsibility clinic. If three homework assignments worth less than 10 points each are missed in a nine week period a student will be assigned a responsibility clinic. Parents will be charged \$10.00 for each responsibility clinic.

### **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.

## **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:** PBS defines bullying as aggressive behavior or harmdoing which is characterized by an imbalance of power, carried out over time, is intentional, and is not an isolated incident.

Every student at PBS has the right to his/her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing, sexting, bullying, hazing or demeaning another student(s), either verbally or via social media will be subject to disciplinary action. Racial insults, ethnic insults, sexual innuendos or prejudicial behavior is considered bullying behavior.

#### Characteristics of Bullying

- Both boys and girls can engage in bullying behavior.
- Bullying can be direct or indirect, blatant or subtle.
- Bullying can be 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 can be malicious gossip or rumor spreading.
- Bullying can occur outside of the physical school grounds yet these actions could still impact the safety and well-being of our students as if they have occurred at school.

We, as a community, need to reflect Christian values and ensure a positive and safe learning climate for all students. Parkview Baptist School does not condone harassment-or bullying of any kind. If bullying is reported, PBS Administration will investigate all allegations. Students who engage in these activities may be subject to disciplinary action, included but not limited to suspension or expulsion.

7. **Inappropriate Social Media:** Inappropriate social media as it pertains to sexting, pornography, threatening/terrorizing, etc. is against PBS policy and considered illegal which may be punished by Louisiana law. The student will be subject to disciplinary action (including placed on Behavior Probation) or dismissed from Parkview.
8. **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.
9. **Weapons:** Bringing a weapon to school is a violation of state law (La. Revised Statute Title 14-95.2) and PBS policy. The offending student may be subject to consequences as mandated by law and may be expelled from school.
10. **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 knowingly gives another student their work and they copy the assignment, both students will receive a zero on the assignment.

If a student is caught with their cell phones during a test or quiz, the student will automatically receive a zero for the assignment, regardless of the intent to cheat. Smart Watches are considered the same as cell phones. The student will be placed on Behavior Probation.

11. **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.



12. **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.
13. **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.
14. **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.**

## **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.
  - The student(s) in possession and/or have been proven to have had possession of an illegal drug on campus will be dismissed from the 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.

## **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.

