



**2022-2023**  
**Early Childhood and**  
**Elementary**  
**Student Handbook**

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[www.parkviewbaptist.com](http://www.parkviewbaptist.com)



## **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.

## **Parkview Baptist School Mission Statement**

The mission of Parkview Baptist is to seek first the Kingdom of God while providing a Christ-centered, college preparatory education that guides students to grow and mature in wisdom, stature, and favor with God and man.

## **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.

## BEHAVIOR GUIDELINES/DISCIPLINE/DISCIPLESHIP

Discipline is defined as the training of the mind that produces proper conduct and obedience. At Parkview Baptist Schools, we approach discipline as discipleship based on an overarching school-wide philosophy which emphasizes the following principles:

A Positive Attitude – Philippians 2:5  
 Proper Respect – 1 Peter 2:17  
 Personal Responsibility – Psalm 139:1-4  
 A Pure Heart – Matthew 5:8

These principles form the foundation of a Biblically-based classroom management plan. Our goal in discipline is to help train the student to grow toward a Christ-like image using the Scriptures as the student's foundation. It's God's way to discipline with love. "Train up a child in the way he should go 'means' to mold character, to direct the growth of, and to point in an exact direction. Discipline is "training that corrects, molds, or perfects character."

Each student will be taught what is expected and should feel a sense of security in knowing and following the basic school procedures and rules. When it becomes necessary for a student to receive correction, it will be done prayerfully, lovingly, fairly, firmly and swiftly.

We believe that our students and their parents must know our expectations and must agree to implement and support Parkview Baptist School's discipline policies and procedures. Children must see that their parents and the administration agree on the consequences of behavior or the effectiveness of the school will be greatly diminished.

Under no circumstance is a parent ever to approach a child not their own to question them about an incident or correct them concerning a disciplinary situation. Even though a parent may feel it necessary, we do not allow this interaction. The teachers and school administration are the only ones with permission to investigate and administer correction.

## **Steps in the Disciplinary Process**

Students will learn to follow the ELI Way of Excellence, Leadership, and Integrity. Respect and responsibility will be emphasized and evaluated. Severe and/or chronic offenses will be referred to the office for further intervention.

The majority of disciplinary action will happen in the classroom, and each grade level will follow their own plan. When a student's actions are disruptive to the class, the teacher will address the situation as he or she deems appropriate. Consequences will be developmentally appropriate and it is our expectation that calling attention to student actions in a timely and constructive manner will change the behavior. A weekly conduct grade and conduct sheet that must be signed and returned is used through grade 3. Fourth grade will follow a demerit system in preparation for Middle School.

## **Progression of Discipline**

It is important that we offer clear, firm and supportive guidelines for those students who occasionally fall short of our standard. Inappropriate student behavior is divided into three categories: Level I, Level II & Level III. Types of infractions and possible consequences are listed below. This list is intended as an example and is not considered to be exhaustive. The administration will serve as the final authority on matters of discipline.

### **Level I Infractions**

The following behaviors will be handled by the classroom teacher and will result in communication with the parent. 4<sup>th</sup> grade will receive 1 demerit for these behaviors.

- Leaving the classroom without permission;
- Consistent failure to obey classroom rules;
- Continual disruption of class;
- Incidental dress code violation;

### **Level II Infractions**

The following behaviors will result in the student being sent to the office for intervention. Typically, the parent will be contacted, an apology from the student will be required and additional consequences employed such as silent lunch, recess detention, after-school detention or in-school suspension. Depending on the severity of the infraction, at-home suspension is a possible consequence. 4<sup>th</sup> grade may receive 1-3 demerits for these behaviors and/or an additional consequence.

- Consistent dress code violations.
- Inappropriate language;

- Insubordination;
- Disrespect of faculty, staff or classmates;
- Cheating;
- Theft;
- Verbal altercations with another student.

### **Level III Infractions**

The following behaviors will result in the student being sent to the office for intervention. One or more of the following steps will be taken: communication with the parent, after-school detention, in-school suspension, at-home suspension. 4<sup>th</sup> grade could receive 1-3 demerits for these behaviors and an additional consequence.

- Bullying (as defined below);
- Fighting;
- Cyber bullying;
- Swearing/foul language;
- Threatening remarks toward faculty, staff or classmates;
- Accessing inappropriate material on the computer / bringing inappropriate material to school;
- Possession of matches, fireworks, or weapon.

### **Demerit System (Grade 4)**

A demerit system will be used as a consequence in 4<sup>th</sup> grade in preparation for Middle School. The ELI Way with focus on respect and responsibility continue to be emphasized, but students will be transitioned from teacher-directed approach to a self-discipline approach in preparation for Middle School. Weekly conduct grades will be replaced by a demerit system, similar to that in our Middle School. Demerits are earned for being disrespectful, irresponsible and dishonest.

#### **Consequences for the demerit system:**

- 5 Demerits → Full recess walking ticket and loss of courtyard play
- 7 Demerits → 2 days full recess walking ticket and loss of courtyard play
- 10 Demerits → 1-week full recess walking ticket and loss of courtyard play
- 12 Demerits → Detention during auxiliary and possible in-school suspension
- 14 Demerits → 2 Recess detentions
- 21 Demerits → After school detention
- 28 Demerits → In school suspension
- 35 Demerits → Behavioral probation meeting

### **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. **Fighting:** Students who engage in fighting will be subject to disciplinary action (suspended or dismissal) and be placed on Behavior Probation.

2. **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, sexting, 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.

3. **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.
4. **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.
5. **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.

6. **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.
7. **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.
8. **Truancy:** 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.**

## **Elementary behavior consequences**

### **Silent lunch**

Student will sit quietly at a separate table for lunch. Teachers may employ this consequence and will supervise the student during the assigned lunch period.

### **Recess detention**

Student will be required to sit out for a period of time during recess and will not be allowed to engage in play activities. Alternatively, the student may be required to walk the perimeter of the playground during the assigned detention time. Recess detention will be supervised by the recess monitor and/or the teacher.

### **After school detention**

Student will be assigned to serve a detention period after school not to exceed 45 minutes. Parents will be notified in advance if after school detention is assigned. After school detention may be supervised by a classroom teacher or a member of the administration. After school detention will be conducted as a study/homework period with an enforced quiet environment.



### **In-school suspension**

Student will remain in the school office for the school day in isolation from his/her peers. 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.

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

## **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.

## COUNSELING AND CRISIS INTERVENTION

The mental health of our students is an area Parkview Baptist School considers a priority. Parkview Baptist School has certified counselors to service our students, faculty and parents. If a student expresses suicidal ideation or an intent to commit suicide and/or harm to themselves or others, the parent/guardian will be contacted. Before a student is allowed to return to school/campus he/she must be assessed by a licensed counselor, psychiatrist or psychologist. To return to school, a student must provide documentation from the assessor that indicates the student is safe to return and does not pose a risk to themselves or others.

## 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.
- All divisions may wear PBS Spirit Shirts with Daily Uniform Bottoms on designated days.
- Pants and Shorts should not be rolled up.

### 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, and above the eyebrows.) Parents will have 48 hours to take care of a student's hair once notified.
- The administration may require that a student cut his hair.

### Make-Up

- Girls may not wear make-up.

## Jewelry

- Jewelry must be appropriate and not excessive.
- Males may not wear 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)



## EARLY CHILDHOOD AND ELEMENTARY (1<sup>st</sup>-4<sup>th</sup> Grade)

### DAILY UNIFORM TOPS

#### BOYS AND GIRLS

- White or Red Polo with **P** logo (long or short sleeve, banded or non-banded)
- May wear any coordinating color undershirt (navy, white, red, or grey; 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
- Socks must be worn, but cannot be distracting in color or design.

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

### 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

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

# ATTENDANCE POLICY

## Attendance

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). If the student exceeds 10 absences in a class this equals failure.

The school policy concerning student participation in extracurricular activities (i.e. athletics, spirit groups, choir, band, club, etc.) requires attendance in four class periods 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.

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.

## 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 2022-2023 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.

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.

### **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**

- A student who has an absence should make arrangements with his/her teacher(s) for any make-up work.
- Students shall be allowed at least the same number of days for make-up work as the number of days absent only if the absence is excused.

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

### **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 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.

### **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 at the start of school with the necessary materials. The Director of Educational Operations (under advisement of Division Heads) will determine excused tardiness based on traffic and weather related issues.

Students may enter the building at 7:30 a.m. Students are expected to be in their classrooms and ready for the school day by 8:00 a.m. To be on time, students should be dropped off no later than 7:45 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

## TOYS

No personal toys should be brought to school unless requested for a specific project by a teacher. Radios, CD players, iPods, electronic games, magazines, backpack toys, key chains, computer pets, stuffed animals, and other such items are not needed at school. The school provides a selection of balls, jump ropes, and other items for recess and playground use as well as appropriate games and classroom items. Items brought to school will be collected by the teacher and sent to the office for safekeeping until a parent comes to receive the item.

## 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. Students are encouraged to keep phones in the ES office during the school day if one is necessary after school. Students should not wear smart watches to school. 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.
- **Subsequent cell phone offenses:** Phone turned in to the office; Parent meeting; \$100 fine; In-school suspension.