

MIDDLE SCHOOL STUDENT HANDBOOK

UPDATED AUGUST 2025



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.

Supplemental information can be added to the handbook and published to cover unforeseen situations at the discretion of the school during the school year.

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) / guardian(s) and/or other family member 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

- Parkview Baptist School strives to teach students to be responsible, courteous citizens who are committed to receiving a quality education within a Christian environment. Therefore, students are expected to meet the highest standards of personal, ethical, and Biblical moral conduct possible. Students are held responsible and accountable for their behavior and are liable for the consequences resulting from their choices. In the spirit of Romans 12:18 and the Mission Statement of the school, we expect our students to seek to live at peace with everyone. This is integral to a safe campus. Acts of protest, defiance, individual expression, lifestyle, and such that lead to disunity among our school community may be addressed with disciplinary action including expulsion.
- The Bible clearly indicates that parents are responsible for the discipline (that is, training or 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 parent's 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 that should reflect God's design in creation, and a Biblical pattern for daily living. Along with the fruit of the Spirit as described in Galatians, and the pattern of love in Corinthians students are expected to follow scriptural guidelines concerning the following, but not limited to, immorality, homosexuality, any attempt to change one's sex, disagreement with one's biological sex, the use of tobacco, alcohol, and drug related substances, both on and off school property. 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*.

Any student who is not properly groomed and/or not properly attired may be:

- Removed from or not allowed to be a part of the school related ceremony, event or activity
- Given consequences following our discipline procedures

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

- Middle School Administration 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 uniform items must be neat and clean.
- All divisions may wear PBS Spirit Shirts with Daily Uniform Bottoms on designated days. All Fridays are designated spirit days.
- Pants, skirts and shorts should not be rolled up.
- PBS t-shirts, sweatshirts and jackets must be in Parkview approved colors (navy blue, royal blue, red, white, grey, black).

Student ID's

- All students in grades 5th-8th 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. Students will need their ID for lunch and using school copy machines.

Hair

- Hairstyles that are extreme or attention-seeking, such as Mohawks or outlandish and/or unnatural hair coloring are not permitted. A student will have a period of time to correct his or her hair. If the hair is not corrected within this time frame, consequences will follow according to the discipline policy.
- Boy's hair may be of only moderate length, height, and thickness in the front, back, top and sides. A common guideline for length is not more than 3 inches on the top and more than 1-2 inches on the sides.
- Boys' and girls' hair should be well-groomed. Students are expected to comb, brush, style, or otherwise groom their hair before they arrive on campus.
- Boys with braided hair should not be at a length that covers eyes and must be kept at a length above the chin.
- Boy's must keep their hair at a length so that it is naturally off their ears, collar, and eyebrows.

- Boys should be clean-shaven.
- Students who come to school not in compliance with these guidelines should expect consequences.
- Administration will determine all matters of dress and grooming.

Make-Up

- Girls in grade 7th and 8th grade may wear appropriate make-up. Middle School administration will be deem what is appropriate.

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

MIDDLE SCHOOL 5TH – 8TH 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 the length of the fingertips when standing with arms at sides.
- 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 the length of the fingertips when standing with arms at sides.

OUTERWEAR

BOYS AND GIRLS

- **PBS uniform polo shirt must be worn under the PBS sweatshirt/jacket.**
- PBS sweatshirts or jackets will be allowed but must be in Parkview approved colors (red, navy blue, royal blue, white, grey, black).
- Non-PBS jackets may not be worn during school hours (but can be worn 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
- Non-distracting socks
- Navy or Black leggings under the uniform

BOYS: Must wear a belt with shorts and pants.

ON FRIDAYS, MIDDLE SCHOOL may wear PBS spirit shirts with daily uniform bottoms. PBS spirit shirts and sweatshirts must be in Parkview approved colors (red, blue, white, grey, black). Community Group t-shirts will also be approved on respective days.

DRESS CODE FOR SPECIAL OCCASIONS

Girls

Academic Awards

- Dress must fall to at least the length of the fingertips when standing with arms at sides.
- Rompers are not allowed unless the romper falls to at least the length of the fingertips when standing with arms at sides.
- No low-cut dresses (front and back of dress) – no visible cleavage
- Two-piece dresses not allowed, unless the exposed area is covered
- Back of dress must be above the bra line – middle of back
- Appropriate neckline
- No tight fitting or form-fitted dresses – should be loosely form-fitted, not hugging figure
- No exposed midriffs or front/side cutouts
- No visible undergarments/No see-through or “illusion” type fabric
- Girls may wear nice dress pants
- No jeans
- Shoes should be appropriate for the occasion

8th Grade Transitions

- Dress must fall to at least the length of the fingertips when standing with arms at sides.
- Rompers are not allowed unless the romper falls to at least the length of the fingertips when standing with arms at sides.
- No low-cut dresses (front and back of dress) – no visible cleavage
- Two-piece dresses not allowed, unless the exposed area is covered
- Back of dress must be above the bra line – middle of back
- Appropriate neckline
- No tight fitting or form-fitted dresses – should be loosely form-fitted, not hugging figure
- No exposed midriffs or front/side cutouts
- No visible undergarments/No see-through or “illusion” type fabric
- Girls may wear nice dress pants
- No jeans

Boys

Academic Awards

- Dress slacks
- Long-sleeved shirt (any color)
- Tie
- Belt
- Dress shoes with socks
- Appropriate hair length
- No earrings

- No jeans
- Shoes should be appropriate for the occasion

8th Grade Transitions

- Dress slacks
- Long-sleeved shirt (any color)
- Tie
- Belt
- Dress shoes with socks
- Appropriate hair length
- No earrings
- No jeans

Free Dress Days

Allowed:

1. Appropriate jeans, khakis, or pants (no holes above the knee).
2. Appropriate sweatpants or joggers.
3. Shorts (must fall to at least the length of the fingertips when standing with arms at sides).
4. Appropriate length dress or skirt (must fall to at least the length of the fingertips when standing with arms at sides).
5. Appropriate T-shirts and sweatshirts (graphics, images, or messages printed on garments should be school-appropriate).
6. Any Tennis Shoes or Closed Toe / Closed Heel Non-Distracting Shoe

Not Allowed:

1. No shorts or skirts that are too short.
2. No leggings/jeggings.
3. No tank tops, crop tops, crop sweatshirts, or sleeveless shirts.
4. No pajamas, slippers, or robes.
5. No flip flops, slides, crocs, or sandals.
6. No excessively fitted garments of any kind.
7. No undergarments should be exposed.
8. No hats or sunglasses may be worn indoors.

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 regular attendance in class is essential to the success of a student's school experience.

Louisiana State Law requires a student must be in attendance a minimum number of minutes in order to receive passing credit according to non-public Bulletin 741. A student who misses more than ten (10) class periods of the same subject during a semester is not eligible to receive passing credit in that class regardless of whether the absences are excused or unexcused. Only extenuating circumstances of the most serious nature will be considered in waiving the State Law. An "Extenuating Circumstance" will be determined by Administration. Reasons that are not considered an extenuating circumstance may include, but are not limited to: a doctor's visit, oversleeping, chronic illness, out-of-town trip, suspension, pre-arranged absence, etc. For chronic illness, which causes absences, it is possible that the family will be asked to withdraw their child to be considered "homebound" by East Baton Rouge Public School System.

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

Procedures and Policies concerning absences

1. A parent should notify the school office by 8:00 a.m. when a student is absent by phone, email or the online absence request.
2. Immediately upon return to school following an absence, the student must always submit a note stating the specific dates of absence and the reason for the absence. The administration will determine if the reason is excused or unexcused.
3. PBS will accept two (2) parent notes per quarter for sickness/illness. However, if the student is absent for more than three (3) days, a doctor's note must be turned in to medically excuse the absence.
4. A student is considered absent from first period class if he/she misses twenty (20) minutes or more of class time. Arriving to school less than 20 minutes late is considered being tardy.
5. 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.

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.
- **Mission Trips**: Absences for Mission Trips shall be submitted for approval to the Division Head and the Director of Spiritual Development prior to scheduling.

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 via 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 2025-2026 ONLINE REQUEST FOR PRE-APPROVED ABSENCE/ONLINE EXCUSE FOR PREVIOUS ABSENCE](#)

MIDDLE 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)
- "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, medically 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. These absences will then be reviewed by the Division Head to determine approval. Any student that exceeds 10 absences in any semester will be reviewed by the administration and consequences may apply.

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.

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.
- If no new material was provided during the absence, the student is expected to take the assessment immediately upon return.
- If new material was taught during the absence, the student should communicate with the teacher upon returning to school to schedule the assessment. This also applies to homework assignments.
- Students should make up any assessments upon their return. Taking assessments prior to the absence will be prohibited.

Late Work Policy

If a student turns in work late, 10% will be deducted from the grade earned per day up. 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. 5th-8th 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 will be handled in the following manner and tallied per quarter:

- 3rd Tardy – 2 Days Lunch Duty
- 4th Tardy – After-school Detention
- 5th Tardy – 2 Days Lunch Detention and 1 After-school Detentions
- 6th Tardy – 2 After-school Detentions
- 7th- 2 Hour Workday (\$20 fee)
- 8th Tardy _ 4 Hour Workday (\$30 fee)
- 9th Tardy – – In School Suspension and parent must conference with Dean of Students and/or Division Head placed on probation

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 DISCIPLINE PROGRESSION

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

Excellence – Colossians 3:23

Leadership – I Thessalonians 5:11

Integrity- 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, or honor code; 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 consequences. Disciplinary action will also include counseling and encouragement to improve behavior.

Positive Rewards for Good Behavior

Students can earn rewards on a weekly basis. Students can earn school-wide privileges including 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
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Eagle Bucks can be “spent” to purchase a free dress day (day designated by the school), buy back dress code violation demerits (1 Eagle Buck per demerit- no negative balances), purchase a homework pass (used at teacher’s discretion), or at the Eagle Café during lunch (only set up 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 = two-hour workday and 1 week lunch cleaning
- 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 removal from extra-curricular activities for the remainder of the semester.

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 regarding class discipline issues and minor offenses. Detentions will be on Tuesday and Thursday (3:00-4:30). Students who are tardy to detentions will be considered a failure to attend. Failure to attend will result in an 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.

AFTER-SCHOOL WORKDAY

Students will clean from 3:00-5:00pm.

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 demerit point system is accumulated per semester, if a student accumulates 30 or more total points (demerits) 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 Division Head and Dean of Students.
2. Any student receiving two (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 any teacher, student, or other school personnel will result in immediate dismissal.
4. Chewing gum is not allowed on campus.
5. Students are not allowed to have anything other than water to drink in class.
6. Students are not allowed in school buildings or on campus after hours unless accompanied by school personnel.
7. The public showing of physical affection is not permitted on campus or at school events.
8. 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.

9. Students who continue to have recurring minor offenses will be subject to further disciplinary action and be placed on Behavior Probation.

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 his/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 areas of development, 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 via Renweb/FACTS for each responsibility clinic.

Bell to Bell Cell Phone Policy

Parkview Baptist School is a "Phone Free" school. Cell phones (including but not limited to other electronic devices including smart watches) are not allowed at any time during the school day. Phones should not be seen, heard, or in use, and will be confiscated regardless of owner. This is to promote a distraction free environment for students to learn, grow and develop. To encourage more face-to-face interactions and healthy electronic boundaries. 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 in addition to the following consequences.

1. First Offense: Phone will be turned into the office and kept in the office for the remainder of the day along with a written referral for the offense. There will be a \$25 cell phone fine. The student will be required to turn in their phone to the office for an additional 2 days.
2. Second Offense: Phone turned into the office and kept there for the remainder of the day along with a written referral for the offense. There will be a \$50 cell phone fine and the student will be required to turn in their phone to the office for 5 days.
3. Third Offense: Phone turned into office and kept there for the remainder of the day along with a written referral for the offense. There will be a \$75 cell phone fine, students will be required to turn in their phone to the office for 5 days and assigned two (2) morning detentions.
4. Subsequent cell phone offenses: Phone turned into the office, a written referral, \$100 cell phone fine, student will be required to turn in the phone to the office every day for the remainder of the school year.

Failure to turn in the phone each morning will result in additional consequences, including but not limited to detention, further loss of privilege, workday, or in-school suspension.

MAJOR OFFENSES

In instances of major infractions or behavioral issues, we handle each situation individually. Our disciplinary approach is consistently applied with a goal of change in behavior. The consequences for disciplinary actions are determined progressively, taking into account factors such as the student's age, the severity of the situation, and whether it's their first, second, or third offense.

1. **Alcohol**: Drinking alcohol or being under the influence of alcohol at school or during any school function will result in expulsion. 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, and 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 smokeless tobacco, vaping, or similar inhalants. The student will be placed on Behavior Probation. Repeated offenses will result in expulsion.

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 in 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 expulsion.
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 written, via text messaging, email, or 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, emotional 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.

As a community, we 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.

Inappropriate social media, including but not limited to memes, photos, etc. that insult, embarrass, threaten, or contain any negative content towards any Parkview Baptist affiliated student, staff, family will not be tolerated. The offending student will be subject to disciplinary action.

8. **Text Messaging, Email, Social Media or Hate Speech:** Hateful speech, writing or nonverbal communication that attacks, threatens, or insults a person or group on the basis of national origin, ethnicity, color, religion, gender, disability, etc.
9. **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 up to and including immediate dismissal. Local authorities will be contacted and consequences determined in a meeting attended by the offending student, parents, school personnel, and law enforcement officials.
10. **Contraband:** Bringing a weapon on any part of the Parkview Baptist campus is a violation of state law (La. Revised Statute Title 14-95.2) and PBS policy. Weapons include, but are not limited to, firearms, knives, fireworks, pepper spray, tasers, aerosol cans of any kind, etc. (anything that can be used to harm another person). Such articles will be confiscated and not returned. The offending student shall be subject to consequences as mandated by law and may be expelled from school.
11. **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.
12. **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.

13. **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.
14. **Skiping 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 middle 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.
15. **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.

ALCOHOL, NICOTINE AND DRUG USE

POLICY FOR TESTING FOR ILLEGAL SUBSTANCES AND NICOTINE

PBS reserves the right at all times while on campus or in attendance at school-sponsored events to conduct random drug, nicotine, and alcohol testing of the students without prior notice. The tests may be administered as part of a random sample or when a student exhibits behavior or displays symptoms or signs that are related to or consistent with these substances. This arrangement is agreed 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, they will be placed on Behavior Probation as well as being provided an Action Plan to help guide the student.**

- **If a student tests positive for illegal drugs and does not confidentially admit they will test positive prior to the test, they will be dismissed.**
- **Any 2nd offense to testing positive, whether the student admits to testing positive, will result in the student's expulsion.**

PBS will also conduct random nicotine tests on students. The negative effects of nicotine from using any tobacco product is a major concern of PBS and we are committed to the health and safety of our students. Students admitting to testing positive for nicotine will follow the PBS nicotine action plan. The Action Plan is developed to help assist the student to stop using nicotine products (which includes contacting parents, meeting with the school counselor, workday, research paper, requesting the student seek professional help to stop using, etc.).

Action Plan for Illegal Drugs

- If the student admits they will test positive for illegal substances, they will be placed on Behavior Probation for the remainder of the school year.
- The student will be drug tested periodically throughout the school year at the parent's expense.
- If a student tests positive for a second time, or admits to using illegal drugs for a second time, the student will be dismissed.
- Subsequent positive tests at any time during the remaining tenure of a student will also result in dismissal.
- The student will have an additional 20 hours of community service.
- Meet with a licensed counselor in an outpatient program for a minimum of four sessions and receive clearance from the counselor at the parent expense. Meet with PBS school counselor/administrator for three sessions.
- A student providing a positive test result, providing a tampered or cold sample, or refusing to provide a sample will result in immediate 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 Students office will immediately inform the Superintendent, Division Head, 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 permanently 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; the 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.

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 immediately notify the Superintendent, and the Division Head or Assistant Division Head.

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 for their student. 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 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 of Directors 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 of Directors 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 serve 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.