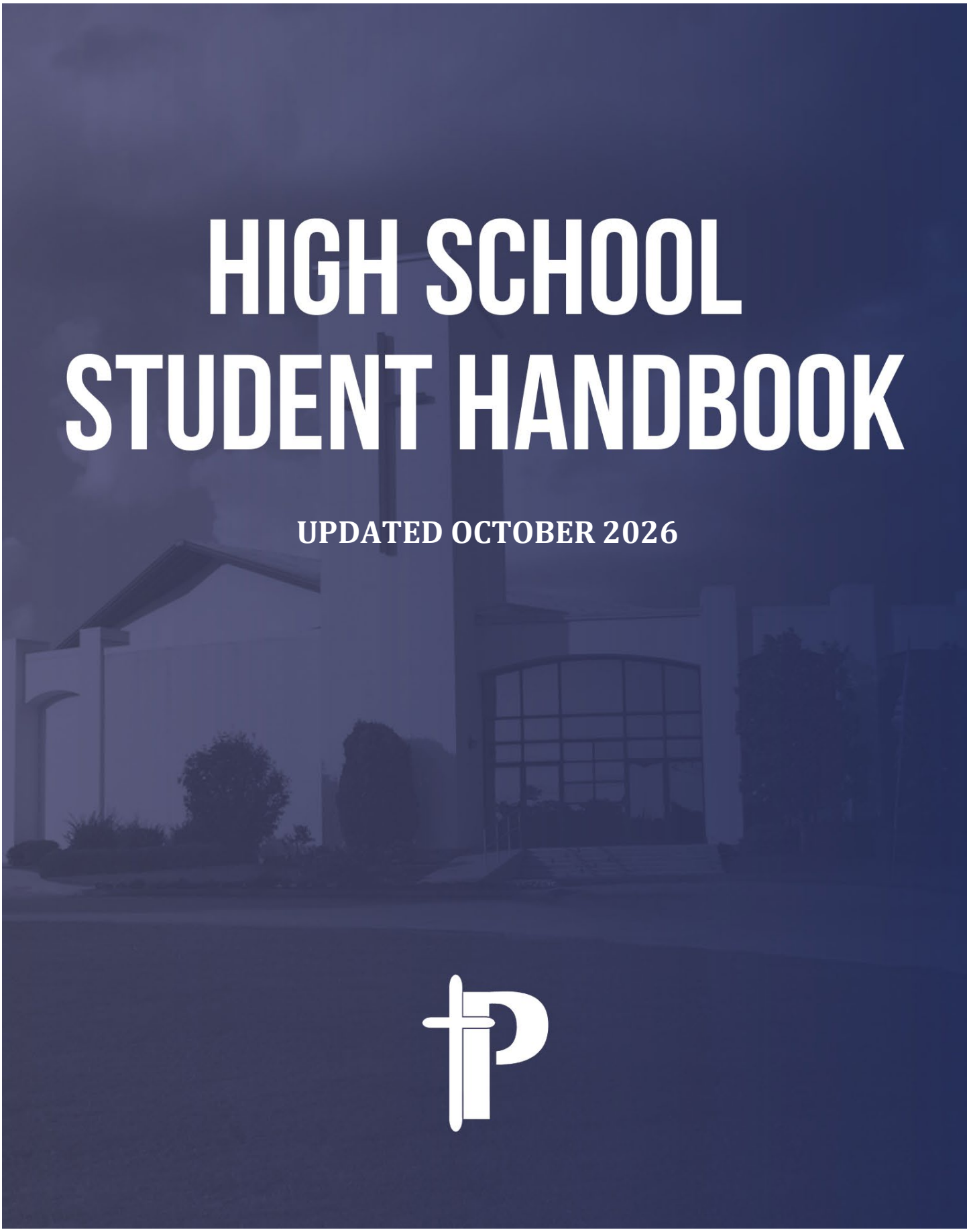
HIGH SCHOOL STUDENT HANDBOOK

UPDATED OCTOBER 2026



Acknowledgement

The contents of this guidebook are presented as a matter of information only. The language in this guidebook 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 at all times.

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 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 Biblical training 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 of 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 ones 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 division head or designee shall interpret uniform infractions for their division. The enclosed guidelines outline the articles 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 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

- The Division Head is the final interpreter of the uniform policy.
- Students can wear hooded sweatshirts, but the hood would not be worn during the school day.
- 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.
- Pants, skirts and shorts should not be rolled up.
- Shoes must have a hard sole and full back heel. No UGG Tasman slippers (or similar shoes) should be worn.
- PBS t-shirts, sweatshirts and jackets must be in Parkview approved colors (blue, red, white, grey, black).
- HS Administration has final approval of all dress code policies.
- All uniform apparel must be purchased from an approved vendor, including Inka's, School Time, Eagle's Nest, Team Sports, or authorized school clubs and organizations. Items obtained from non-approved sources are not permitted as part of the daily school uniform.

Student ID's

- All students in grades 5th-12th will always have an unaltered PBS ID in their possession. 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

PBS recognizes that there are different types of hair and that no single set of descriptions will perfectly capture the school's expectations about haircuts, but the following guidelines will keep a student in compliance with the school's expectations. These guidelines allow for some individual preferences regarding haircuts, while ensuring that hair is neat in appearance and not a distraction.

- Extreme hairstyles, hair colors (including, but not limited to unnatural hair coloring) and hair accessories are not permitted. Hairstyles that are extreme or cause a distraction are not permitted.
- 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 3-4 inches on the top and more than 1-2 inches on the sides.
- Boys and girl's 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 hair that is straighter should keep their hair at a length so that it is naturally off their ears, collar, and eyebrows. Flipping hair back to keep the hair out of eyes is not permitted.
- Boys with wavy or curly hair should keep their hair to a moderate length so that it does not get too high or extend out too far on the sides and kept neatly trimmed around the ears.
- Boys' grades 9-12 may grow facial hair if it is kept neatly groomed no longer than ½" in length. Facial hair cannot be attention-seeking. There should not be adornments or coloring done to facial hair.
- 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 may wear appropriate make-up.

Jewelry & Tattoos

- Jewelry must be appropriate and not excessive.
- Tattoos are prohibited or they must be covered by clothing or sleeves.
- 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
225-922-9495
www.inkas-uniforms.com

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

High School Uniform Guidelines

DAILY UNIFORM TOPS

BOYS AND GIRLS:

- White or Red Polo with P logo in dry-fit or cotton (long or short sleeve, banded or non-banded)
- May wear plain white undershirt (long or short sleeve, no writing that shows through the uniform polo shirt)

DAILY UNIFORM BOTTOMS

BOYS AND GIRLS:

- Navy Shorts or Navy Pants (Purchased from Inka's or School Time)
- All shorts and pants must have the P logo on them.
- All shorts must fall to at least the length of the fingertips when standing with arms at sides.

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

- Plaid Jumper
- Plaid Shorts, Plaid Skirt or Plaid Skort (straight or pleated)
- All skirts, jumpers and skorts must fall to at least the length of the fingertips when standing with arms at sides.

OUTERWEAR

BOYS AND GIRLS

- PBS sweatshirts or jackets must be in Parkview approved colors (red, 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

DRESS CODE FOR SPECIAL OCCASIONS

Girls

Academic Awards, Ring Ceremony, Senior Breakfast, Senior Chapel

- 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 and no tennis shoes (for example Toms, Converse, Vans, Keds, etc.)

Homecoming

- 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

Prom

- Dresses are to be formal dresses at least below the knee in length
- 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, which includes 2-piece outfits exposing midriffs
- No visible undergarments / No see-through or "illusion" type fabric
- No open back below bra line
- Slit in dress must be no higher than knee high (may not be pinned)

Graduation

- Dress or skirt of appropriate length (dress must not show below gown)
- No strapless, no spaghetti straps
- Thick strap (sleeveless) is approved
- Appropriate neckline, no exposed midriffs, no form fitted dresses, back of dress above bra line
- No dress pants
- Solid black dress shoe
- Girls should bring their shoes to graduation practice for approval (no open heel, sling backs are allowed, shoes should be comfortable for walking).

Any questions about an acceptable dress, please email a picture to Mrs. Madden for approval (front and back).

Boys

Academic Awards, Ring Ceremony, Senior Breakfast, Senior Chapel)

- Dress slacks / Dress Khaki's
- Button-down, long-sleeved shirt with collar (any color), tucked in
- Tie (optional) but recommended
- Belt (brown, black or other neutral-toned)
- Dress shoes with socks
- Appropriate hair length and well-groomed facial hair
- No earrings
- No jeans and no tennis shoes (No Toms, Converse, Vans, Keds, etc.)

Homecoming

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

Prom

- Dress for formal occasion (tuxedo or dress pants, shirt and tie, and jacket)
- Pants should fit appropriately and not hang below the waistline
- Shirts must remain on, buttoned, and tucked in
- Appropriate hair length
- No earrings

Boy's attire for Graduation

- Black or dark charcoal dress slacks (no Khaki pants)
- White button-down shirt
- Black socks
- Black dress shoes
- Necktie (no bowties)
- Belt
- No earrings
- Appropriate hair length and well-groomed facial hair

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.
9. No cut-off or frayed shorts

Attendance

ATTENDANCE POLICY

Regular attendance is required by Louisiana law and is necessary for good scholarship opportunities. 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.

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 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 on the day of participation. Extenuating circumstances must be approved by the division head, and it is the responsibility of the student to seek this permission.

ABSENCES

Procedures and Policies concerning absences

1. A parent should notify the school office by 8:30 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 purposes of determining whether a student has reached the threshold number of ten (10) absences per semester.
6. PBS High School Testing Policy prohibits taking any tests early for any type of absence with the exception of school-related absences. This includes quizzes, tests, or other major forms of assessment.

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

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

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.
- **School Related Absences** such as field trips, extracurricular functions, PBS class retreats, and school counseling appointments during school time will not count or accumulate as an "absence".
- **College Visits:** Sophomores may use two (2) college visits per year. Juniors and seniors may use three (3) documented college visits per school year. Students must complete missed work per the make-up policy. Documentation by the college admissions office must be submitted upon return to school. College visits do not count against the total accumulated absences.
- **Senior Shadowing:** Seniors are allowed one shadow day; they have an opportunity of shadowing someone in a profession that they are interested in pursuing.
- **Mission Trips:** Absences for Mission Trips shall be submitted for approval to the Division Head and the Director of Spiritual Development prior to scheduling.

CLICK HERE TO ACCESS THE ONLINE REQUEST FOR PRE-APPROVED ABSENCE/ONLINE EXCUSE FOR PREVIOUS ABSENCE

Pre-Arranged Absences

Students may have pre-arranged parental discretion absences for anything besides illnesses. 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. The online form must be submitted prior to the absence.
No pre-arranged request for absence will be excused during mid-term and final exam weeks, including the written exams.

- When the pre-arranged request is submitted, you will receive confirmation that the absence is approved. Please see "Make-up Work Following an Absence" section for more information.
- Students absent to get their driver's license may be excused ONLY IF they use a pre-arranged absence request.

HIGH SCHOOL ATTENDANCE

Attendance Codes

- "P" = present in class

- “T” = unexcused tardy to class
- “ET” = excused tardy to class
- “A” = unexcused absence
- “EA” = excused absence
- “PA” = pre-arranged absence
- “ME” = medical excused absence
- “SR” = school related absence (does not count against total accumulated absences)
- “CV” = college visit (Sophomores allowed 2 per year, Juniors and Seniors allowed 3 per year, and does not count against total accumulated absences)
- “ISS” = in-school suspension
- “S” = out-of-school suspension

Excessive Absences

Attendance will be taken during each class period. A student may be in jeopardy of failing a class if they have more than 10 absences per semester (which includes excused, medical excused or unexcused absences). This policy is in alignment with the Louisiana Bulletin 741. A student, who has accumulated more than ten (10) absences per semester due to prolonged illness or other similar long-term reasons will need to have medical documentation to support these absences. These absences will then be reviewed by the Division Head for determining approval. Any student that exceeds 10 absences in any semester will be reviewed by the administration and consequences may apply.

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 consideration for a 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.

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.
- 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 shall be allowed at least the same number of days make-up assignments as the number of days absent if the absence is medically excused or school related.
- Taking assessments prior to the absence will be prohibited.
- If the absence is unexcused, the student will be required to make up the work/test upon returning to school and receive 50% off the earned grade on the assignments.
- If a student is late making up the work, the Late Work Policy will apply.

Late Work Policy

If a student turns in work/test late, 10% will be deducted from the grade earned per day up. This includes making up work for an excused or approved absence. Dual Enrollment classes are subject to different late work policy set by the university.

Checking In and Out

All students should check in and out of the high school office. 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.

Students who know in advance they will be checking out of school early for a doctor/dentist appointment should either bring a signed note from home, email the high school office, or call stating the reason for the early departure.

If a student checks in without a note during first period after 8:35 a.m., the student will receive an absence for the class. If they check in prior to 8:35 a.m. they will receive a tardy to school. If a student checks in during periods 2nd-7th, the student must present a note (doctor/dentist/parent) to excuse the absence. Students that miss more than 20 minutes of a class (2nd-7th) will receive an absence for the periods missed. Students must check in through the office upon arrival.

TARDINESS

Punctuality is a matter of primary importance in the education process. Students, when tardy, or unprepared, disrupt the educational process and jeopardize their academic achievement. Students

must be in the classroom when the tardy bell rings with the necessary materials by 8:15 a.m. The Director of Educational Operations (under advisement of Division Heads) will determine excused tardiness based on traffic and weather-related issues.

Students who check in between 8:15-8:35-a.m. without an excused note will receive a tardy to first hour. Students who check in after 8:35 a.m. without an excused note will receive an unexcused absence for first hour. For 2nd-7th periods, a student will be considered tardy during the first 20 minutes of class and absent after the first twenty minutes.

A tardy to class will be handled in the following manner:

Tardiness (per quarter)

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

BEHAVIOR GUIDELINES AND DISCIPLINARY PROCESS

High School

Demerit System

Each teacher is responsible for their classroom management. If behavior continues, a teacher may discipline a student for minor behavior issues (i.e. talking, classroom distraction, not following a classroom rule, etc.) or send in a discipline referral to the office for continuing behavior or more severe behaviors.

REFERRALS

NON-BEHAVIOR VIOLATIONS Per School Year

Non-behavior infractions include: dress code, facial hair, hair length, etc.

1st Referral = Verbal Warning
2nd Referral = Detention (morning)
3rd Referral = 2 Detentions (morning)
4th Referral = Saturday Workday
5th Referral = In-School Suspension

6th Referral = Out-of-School Suspension

DEMERIT SYSTEM – Per Semester

Level 1: 1-2 points per infraction

Examples of Level 1 infractions

- Classroom distraction, classroom disturbance, disobedience, talking in class, not following classroom rules, inattentive, off-task, unprepared for class, sleeping in class, disrespect of other students
- Inappropriate technology use
    - Playing games, surfing the web during class

Level 2: 3-5 points per infraction

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

1st Offense Detention(morning)
2nd Offense Workday
3rd Offense In-school suspension

- Inappropriate language, profanity, PDA, sleeping in chapel, unauthorized presence in restricted areas, certain forms of self-expression or protest, etc.
- Disrespect of a teacher/faculty member, intimidation, bullying, clinic/detention violations, lying, destruction of property (intentional), skipping class/leaving class without permission, inappropriate social media
- Academic dishonesty, cheating on homework or classroom assignments, verbally instigating/antagonizing another student.
- Using cell phone in bathroom/locker room
- Inappropriate technology use
    - Careless treatment of laptop (plus the fee for repair)
    - Access any proxy/vpn websites
    - Install unapproved software on PBS computers
    - Sharing passwords with other students

Level 3: 6-9 points per infraction

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

1st Offense 4-hour workday
2nd Offense Discipline will be determined by point total

- Intentional pushing or shoving other students, continued bullying/cyberbullying, threatening another student or teacher, cheating/academic dishonesty/plagiarism on projects, papers, tests, quizzes
- Inappropriate social media
- Using cell phone inappropriately in bathroom/locker room
- Racial discrimination
- Leaving campus without permission
- Inappropriate tech use

- Create, send, access or download material that is abusive, hateful, harassing or sexually explicit.
- Continued carelessness with school laptop (plus the fee for repair)
- Accessing network resources that are not permitted for use. This includes modifying other student's files.

Level 4: 10 or more points per infraction

1st Offense 2 day out-of-school suspension
2nd Offense Review for possible dismissal/expulsion

- PBS 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 and safety of the school or public. This may result in a suspension, a leave of absence pending review, or dismissal from the school whether it is a first offense or second.
- Alcohol use or alcohol possession on campus, tobacco use of any kind (including but not limited to vaping, electronic cigarettes, chewing tobacco, etc.) or possession of any tobacco or nicotine products, selling or giving any of these products on campus.
- Sexual harassment, sexting, inappropriate social media, bringing a weapon to school, verbal threats referencing use of any weapon, possession or involvement in pornography, criminal activity, physical fighting.
- Hateful speech, writing or nonverbal communication that attacks, threatens, or insults a person or group based on national origin, ethnicity, color, religion, gender, disability, etc.
- Inappropriate social media including racial insults, ethnic insults, sexual innuendos or prejudicial behavior
- Major offenses listed on pages 19-22 is considered a Level 4 infraction
- Inappropriate tech use (major technology infraction)
    - Create, send, access or download material that is abusive, hateful, harassing or sexually explicit

POINT LEVELS OF DISCIPLINE INTERVENTION – Per semester

Accumulation of 3 demerit points will result in

- One detention (morning)

Accumulation of 6 demerit points will result in

- Two detentions (morning)

Accumulation of 9 demerit points will result in

- Four-hour workday

Accumulation of 12 demerit points will result in

- One day in-school suspension
- Meeting with Principal and Dean of Students

Accumulation of 15 demerit points will result in

- 1-day out-of-school suspension
- Student placed on Discipline Probation for the remainder of the semester
- Removal from leadership positions, removal from overnight trips, suspended from extra-curricular activities.

Accumulation of 20 demerit points in a semester will result in

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

SPECIAL NOTES TO STUDENTS AND PARENTS

1. Students may be considered for being placed on Behavior Probation for the following year based on prior behavior.
2. The use of "profanity" may be regarded as "disrespect." This will be determined by the teacher and the Dean of Students.
3. It is impossible to list all the minor and major offenses. The PBS Administration retains the right to determine levels of offense on a case-by-case basis.
4. Note that some infractions may result in demerit points and an immediate consequence.
5. Although the point system is accumulated per semester, if a student accumulates 30 total points in a school year, the student's status will be reviewed by Administration. The student will be informed they are not eligible to enroll for the next school year or a meeting may be scheduled with the student and parent with the Principal and Dean of Students.
6. Students not meeting the hair grooming requirements are subject to disciplinary consequence(s) per PBS policy, including corrective measures, within the deadline given by Administration.
7. Any student receiving 3 out-of-school suspensions during the school year may be in jeopardy of being dismissed from PBS.
8. Students are to respect teachers and faculty members always as representatives of God's authority on campus. Incidents of disrespect or defiance will result in school disciplinary actions. Any threatening behavior, act of violence, or threatened violence against a teacher, or other school personnel, will result in immediate dismissal.
9. Students are not allowed to go to their vehicles or hang out in the parking lot during the school day unless they have permission from the office to retrieve something from their vehicle.
10. There are no food deliveries permitted for high school students. If a student forgets to bring a lunch, there are lunch tickets available in the high school office and will be billed through FACTS. We want to limit the disruptions and traffic on campus and safety is always a priority.
11. Students should not bring pepper spray/mace on campus but can leave these items in their vehicle.

12. Students are not allowed in school buildings or on campus after hours unless accompanied by school personnel.
13. The public showing of physical affection is not permitted on campus or at school events.
14. 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.**
15. Students involved in extra-curricular activities must be present in school for at least four class periods. Students who have a doctor/dentist appointment on the day of an event/practice must also attend school for at least four periods.
16. Students who continue to have re-occurring 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 their direction and assume the responsibilities involved in a more mature and appropriate manner.

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

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

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, 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 along with a written referral. There will be a $25 cell phone fine. The student will be required to turn in their phone to the office for an additional 3 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 will be turned into the office along with a written referral. There will be a $75 cell phone fine. The student will be required to turn in their phone to the office for an additional **7** days and assigned two (2) 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.

AI Usage Policy

Artificial Intelligence (AI) tools, such as ChatGPT and other AI-powered programs, can be helpful for brainstorming ideas, understanding concepts, and improving writing. PBS recognizes that AI is an integral part of our students lives and we have the opportunity to shepherd them through this transition, helping students navigate the ethics and innovations around AI usage.

AI is not a substitute for a student's own learning, thinking, creativity, and effort. Students may only use AI for school-related assignments when a teacher has specifically given permission. Any use of AI that has not been approved by the teacher is prohibited and may result in consequences. The purpose of this policy is to ensure that technology supports learning while maintaining honesty, responsibility, and academic growth.

Student Expectations

- AI should never replace learning, critical thinking, or proper research.
- Students may not use AI to complete homework, class assignments, projects, or research without teacher permission.
- Students view AI (when applied to academic work) as an equal collaborator, which is cited (using MLA Format) when used. Citation for ChatGPT.
- Students understand that the information provided by AI must be fact checked by scholarly resources.
- Students expect that in addition to any demonstration of learning that is submitted (with or without AI), at any point, they may be asked by the teacher to provide a verbal or visual demonstration of learning. AI should never be considered a replacement for learning and/or proper research.
- To ensure data privacy and security, students should never input personal or confidential information into an AI system or tool. This includes contact information or demographics such as age or location.
- AI should never be used to create or generate false information pertaining to others. This includes creating AI generated photos and/or videos to impersonate the likeness of others.

Failure to follow teacher expectations regarding AI use may be considered a violation of the school's academic integrity policy and may result in disciplinary consequences.

MAJOR OFFENSES

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

1. **Alcohol:** Drinking alcohol or under the influence at school or during any school function may result in dismissal. Any student who uses alcohol off campus may be subject to disciplinary action at the school, including but not limited to being placed on Behavior Probation. The student will be placed on Behavior Probation. Any student that provides alcohol on or off campus may be subject to dismissal. If a student has a party involving the use of alcohol, drugs, vaping paraphernalia, whether the parent and/or student has knowledge of these activities, the student will be held responsible for contributing to the delinquency of a juvenile. 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 are subject to random drug tests. See procedures for testing for illegal substances.

3. **Tobacco**: The use and/or possession of any form of tobacco on or off campus will result in a suspension. This includes vaping or similar inhalants. The student will be placed on Behavior Probation. Repeated offenses will result in dismissal.

4. **Other Substances:** Any synthetic inhalant, chemical or mind/mood altering substance or non-prescribed substance are strictly prohibited at school or during any school function (on or off campus). Any student using or having possession of these substances will be subject to disciplinary action at school (including a three-day suspension, service hours, and counseling). The student will be placed on Behavior Probation. A second offense involving these products will result in dismissal.

5. **Fighting:** Students who engage in fighting will be subject to disciplinary action or may be dismissed form Parkview. Law enforcement may also be involved depending on the severity of the fight, as well as, being 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 other student(s) either verbally, physically, or via social media will be subject to disciplinary action. Racial insults, ethnic insults, sexual innuendos, or prejudicial behavior is considered bullying behavior.

   <u>Characteristics of Bullying</u>
   - Both boys and girls can engage in bullying behavior.
   - Bullying can be direct or indirect, blatant, or subtle.

- Bullying can be any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying can involve cutting someone off from essential relationships.
- Bullying can include isolating the victim by making them feel rejected by their peers or the community.
- Bullying can be malicious gossip or rumor spreading.
- Bullying can occur outside of the physical school grounds, yet these actions could still impact the safety and well-being of our students as if they have occurred at school.

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. **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, including, but not limited to being placed on Behavior Probation or dismissal from Parkview. Local authorities will be contacted, and consequences determined in a meeting attended by the offending student, parents, school personnel and police officer.

10. **Weapons and Contraband:** Possession of a weapon on school property is a violation of Louisiana law (La. Revised Statute 14:95.2) and PBS policy. To ensure the safety of all students and staff, PBS maintains a strict zero-tolerance policy regarding weapons and other dangerous items on campus, in vehicles on campus, and at any school-sponsored activity or event. This policy applies especially to items that are unsecured, displayed, or handled in an unsafe manner. Weapons and prohibited items include, but are not limited to, firearms, knives, fireworks, paintball equipment, pepper spray, tasers, and any object that could reasonably be

used to cause harm to another person. Any prohibited item found on school property or at a school-related event will be confiscated and will not be returned. Students found in possession of a weapon or prohibited item are subject to serious disciplinary consequences, up to and including expulsion, and may be referred to law enforcement for legal action as required by law.

11. **Academic Dishonesty:** Inappropriate academic conduct (planned or incidental) which includes, but is not limited to, unacceptable use of materials or devices, copying another student's work, cheating, plagiarism, or using Artificial Intelligence (AI) on homework assignments, tests, quizzes, papers, or other classroom assignments, using Photo Math, etc., 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 dishonesty, all students will receive discipline. If a student knowingly gives another student their work and they copy the assignment, both students will receive a zero on the assignment.

    PBS students are educated on the importance of original and creative work. There are consequences for any materials represented as the student's own ideas which have been paraphrased or copied from another source, including those online, without proper credit. To discourage plagiarism, PBS utilizes plagiarism and AI detection software.

    If a student is caught with their cell phone or smart watch during a test or quiz, the student will automatically receive a zero for the assignment, regardless of the intent to cheat. If there is evidence of cheating with the electronic device, there will be additional consequences. Smart Watches are considered the same as cell phones.

    If a student receives a 2nd offense for academic dishonesty (or any form of cheating or plagiarism) in a school or calendar year, the student will receive disciplinary consequences and be placed on Behavior Probation for the remainder of the school year as determined by the Administration.

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. **Skipping School:** Students are not to leave class or campus without permission from the high school office. Parental permission by itself will not be sufficient. To do so exposes the school to unacceptable risk and contributes to poor academic performance. Any student leaving campus during the school day, skipping school, or leaving class without permission of the high

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

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 Division Head. 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 School 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 at all times. 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. Selection of students for testing will be randomly chosen, or selected, with reasonable concern which does not have to be communicated to the student or parents. PBS employs a third party, professional drug testing company to conduct the testing and will defer all testing methods to the testing company. The type of drug tests may be one of the following methods: urine, hair, or saliva testing. This arrangement is agreed to upon enrollment as a student.

- **Students will have the opportunity to inform the Administration, prior to testing, if they believe they will have a positive test. If the student confidentially admits to using drugs prior to testing, 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 dismissal during the students' high school career.**

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 Nicotine

- If a student admits to testing positive for nicotine the following will be implemented:
  - 1st offense – Parent will be notified.
  - 2nd offense – 4-hour School Day clinic, a 5-page research paper on the negative effects of nicotine, meeting with school counselor
  - 3rd offense – Workday clinic, continue with school counselor
  - 4th offense – In-school suspension and outside counseling required
- If a student doesn't admit to testing positive for nicotine, and the results come back positive:
  - The consequence will be at the discretion of HS Administration

Action Plan for Illegal Drugs

- If the student admits to testing positive for illegal substances, they will be place 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 20 hours of community service.
- Meet with a licensed counselor in an outpatient program for a minimum of four sessions and 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 Student's 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 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.

High School Behavior Consequences

The following consequences are employed at the discretion of the High School Administration for violations of school rules and policies.

ALTERNATIVE METHOD OF DISCIPLINE

Alternate methods of discipline may include, but not limited to writing assignments, campus clean up, service hours, after school clinics, etc.

LUNCH DUTY / CLEANUP DUTY

Students will be assigned lunch duty or cleanup duty by teachers and Administrators, including the Dean of Students. These will be assigned for minor infractions.

DETENTION

Detentions may be assigned for minor infractions. Each detention lasts 60 minutes and is scheduled on Mondays and Wednesdays after school (3:30–4:30 p.m.) or on Tuesdays and Thursdays before school (7:10–8:10 a.m.). Students who arrive late to detention will have their detention rescheduled. Failure to attend a scheduled detention will result in an additional detention being assigned. Missing detention twice will result in assignment to a two-hour workday.

MAKE UP LAB

Make-Up Labs are for students to complete missed tests or quizzes due to absence. Students must coordinate with their teacher to schedule a make-up. Labs are available:

- **Monday/Wednesday** after school (3:30 – 4:30 p.m.)
- **Tuesday/Thursday** before school (7:10 – 8:10 a.m.)

If a student misses a scheduled Make-Up Lab, the **Late Work Policy** applies.

SATURDAY WORKDAY

A Saturday Workday may be 2-4 hours depending on the infraction. Students must not be late. Failure to comply will result in additional consequences. There will be a workday fee assessed. Any workday missed or late will receive an in-school suspension.

IN-SCHOOL SUSPENSION

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

DISCIPLINARY LEAVE OF ABSENCE

Students may be asked to stay home pending review and investigation by Administration.

OUT-OF-SCHOOL SUSPENSION

School work missed must be made up on time, or the day the student returns to school. 25% will be taken off work that is due for the day.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation for a selected period of time for violating certain behavior policies. The student will have his or her behavior closely monitored during this time. The student's extracurricular privileges may be removed, and the student may not be allowed to attend any school-related events or participate in any school-sponsored field trips. The student will need to focus on what needs to be done to correct his or her actions and to improve the behavior. If behavior does not improve, further disciplinary action will occur.

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 Dean of Students.

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.

Students who become involved in any grave violation of discipline and/or serious personal or public misconduct that brings discredit to the school or disruption of the learning environment could be subject to suspension, disciplinary leave of absence, or expulsion regardless if the conduct occurs on or off PBS campus. Any act that is a violation of federal, state or local criminal laws, the school administration will determine the appropriate discipline. If criminal charges are pending, the school is not required to wait until the criminal proceedings are complete and can make its own determination of appropriate discipline after conducting its own investigation of the facts and make its own decision based upon those facts. The decision is left to the sole discretion of the school administration.

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 officially hears 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 permitted to return to school or campus, they must be evaluated by a licensed counselor, psychiatrist, or psychologist. To be readmitted, the student must present documentation from the evaluator confirming that the student is safe to return and does not pose a risk to themselves or others. Additionally, upon returning to school, the parent must accompany the student and meet with an administrator while providing proper documentation for the absences.

ABUNDANT LIFE AT PARKVIEW

Serving others is at the very heart of Christian Life, for Jesus came not to be served but to serve. Jesus teaches us again and again that in encountering and serving people in need, we are meeting and loving God. Accordingly, the students, faculty, and staff work hard to create a culture of service at Parkview Baptist School. Throughout the year, students have countless opportunities to serve the community.

Community Service Requirements

Students are required to earn at least 10 documented service hours per school year. Only five hours of service can be earned/documented from helping at PBS (Service hours during school hours will not be accepted). Hours must involve helping in the community and from the approved community organizations. Purchasing items and giving them to an organization will/may not be considered for approval.

Any new community service organizations must be approved in advance by the PBS Service Hour Faculty Coordinator. Students who fail to obtain the required 10 hours for the year will be required to complete the hours and will receive a penalty of five additional hours for the next year.

Each service year begins on the third Thursday of May.

Deadlines (no exceptions):

- Service hours completed in the Summer or Fall Semester are due by the third Wednesday of December.
- Seniors must complete all service requirements by April 1 of their senior year. If the service component is not complete by this date, the senior will not officially graduate until the requirements are met.
- The remainder of service hours for 9th – 11th grade students are due by the third Wednesday of May.

Service Hour Forms should be turned in using the online service form.

The list of approved community organizations is available on the PBS website. There will be email notifications about service opportunities. It is the responsibility of each student to complete their service hours and turn in the forms.

Service obligations for other PBS clubs or groups cannot be used to fulfill the graduation service hour obligations.

Students serving on mission trips during the summer and school year may receive all 10 service hours to count towards their community service requirements.

Dress code required when volunteering for service hours is an appropriate PBS t-shirt and appropriate bottoms.

Athletes and/or team members cannot receive graduation service hours for working and helping their own sport during their season, except for camps and clinics.

Mission Trips

Parkview Baptist School offers opportunities for our students to grow with an attitude of service to their community and to the world. We offer domestic and international mission trips in partnership with Parkview Baptist Church. It is our desire that our student be exposed to, participate in, and grow from these experiences.

Worship and Biblical Integration

Part of our mission is to provide a Christian spiritual formation to all students. We seek first the Kingdom of God, while providing students with a college preparatory, Christ-centered education that allows each student to grow and mature in wisdom, in stature, and in favor with God and man. The weekly chapel services and the biblical integration in our classrooms gives our students opportunities to grow in biblical knowledge and application.

RETREATS

Retreats are scheduled as an essential part of the spiritual experiences that are meaningful, reflective, and engaging for our students. It is a time for each of the freshman, sophomore, junior and senior class to praise, worship, and fellowship with each other. Attendance for retreats is mandatory for all grade levels. Seniors must attend their senior retreat as one of the graduation requirements to participate in the Graduation Ceremony.

CARPOOL AND PARKING INSTRUCTIONS

The daily volume of car traffic on our campus necessitates a high degree of smooth traffic flow to achieve efficiency and safety. Each failure to comply with these instructions raises everyone's frustration level. All parents, students, faculty, and visitors are asked to comply with these instructions.

Carpool Procedures

Morning carpool (7:50 a.m.-8:10 a.m.) and afternoon carpool (3:35 p.m.- 3:50 p.m.) drivers should enter and exit the carpool route off the service road by Robinson Brothers Ford dealership. High School drop off is the right lane only (lane closest to the high school gym). Parents should drive parallel to the gym and drive up as far as they can to unload their child. Stopping in the curved area causes backup issues. Parents dropping off or picking up their high school child should follow the high school carpool route. Parents should NOT drop off or pick up in any other area on campus. Law enforcement help every morning and afternoon to ensure a safe and efficient carpool path. It is against Louisiana Law to use your cell phone in a school zone, and you can be charged with a moving violation. Parents and students should not park in a Fire Zone or Handicap area. Law enforcement will give out tickets for these infractions.

Student Driving Policies

- All students, all grades, will be allowed to park on campus with a valid driver's license.
- Online vehicle registration: PARKVIEW STUDENT VEHICLE REGISTRATION – Fill out form
- Vehicle permits are $25 each. Additional vehicles may be registered for $5 per vehicle.
- Students should use the high school carpool route to park using the inside (or left) lane.
- Students should not drive through the Middle School carpool line to park.
- Driving or parking without a proper permit on display is a violation of school policy.
- There will be NO SPEEDING OR RECKLESS DRIVING on campus.
- NO cell phone usage while in carpool or driving on campus.
- Students should park in the designated student parking only, unless otherwise notified.
- Students are not permitted to play excessively loud music from their cars at any time.
- Cars parked illegally may be towed at the owner's expense.
- **Automobile infractions may result in fines or the loss of driving privileges.**