

# Parkview Christian School Student Handbook



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Sandi Merrill, principal

*Building Christian character while achieving academic excellence since 1975*

Parkview Christian School is a ministry of Parkview Baptist Church in the beautiful town of Eufaula, Alabama. Nestled on the shores of Lake Eufaula, the school serves families of both Alabama and Georgia. PCS is the only Christian school in the area. Parkview Christian was established in 1975 as a kindergarten with the vision of offering a Christian foundation for children in the community. Currently offering classes for two years through fifth grade, the school uses the Abeka curriculum. Structured instruction starts with the youngest class on campus. Seasoned teachers teach lessons rooted in Scripture with an emphasis on phonics. Class sizes are kept small to facilitate mastery.

Parkview's weekly chapel services are filled with energetic singing, Bible drills and encouraging lessons. Families are always invited to attend. Speakers for chapel are often from the community. Spirit Week and field days are highlights of the year. The school also has many special programs throughout the year including Veterans Day, Christmas, and Easter. Quarterly honors chapels celebrate the academic achievements of every student. Mission projects include Operation Christmas Child and the annual Gobble Fest. Parkview students participate in state-wide competitions including academic, spelling, Bible drill, art, and science fair.

We are a member of the Alabama Christian Education Association (ACEA) and American Association of Christian School (AACCS.) The school also accepts students enrolled in the CHOOSE Act.

### **Purpose**

We exist to reach a lost and dying world for Jesus. We build Christian character while achieving academic excellence. Our goals are to lead children to Christ, while training and equipping them to serve Him.

### **Affiliation**

PCS is a ministry and outreach of Parkview Baptist Church (PBC). Parents and students are encouraged to strengthen their faith and family through Bible study and through regular attendance in a church that follows the teachings outlined in the Bible and embraces the Christian faith. If you do not have a church home, we invite you to worship with us on Sundays at 10:15 a.m. We have Sunday School at 9:00, activities for all ages on Wednesdays at 6:00, as well as small groups that meet weekly.

### **Governance**

PCS is governed by the PCS Board. **Members of this board are comprised of PBC members only.** The pastor of PBC is the shepherd of the total ministry of the church, including PCS. The principal, as administrator of the school, is accountable to the school board and pastor. In turn, the school staff is accountable to the principal.

### **Christian Patriotism**

PCS emphasizes the greatness of America's godly heritage and the sacrifices of her heroes. We help children learn self-discipline, respect for authority, obedience to law, and love of flag and country.

### **Curriculum**

The Abeka Curriculum is recognized as a leader in providing quality education from a Christian perspective. PCS is pleased to offer your child this advanced program. Each subject is taught in light of God's Word and has been written by Christian men and women with many years of experience.

## **Parkview Christian School Statement of Faith**

PCS believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. PCS requires that both students and parents will support the school in its mission and in Biblical beliefs.

### **The Bible**

The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole source of all that we believe. The Bible sets forth absolute truth by which Christians are to live. The pastor of PBC, in conjunction with the PCS Board, is the final interpretive authority on the Bible's meaning and application to our school's faith, doctrine, practice, policy, and discipline.

### **The Trinity**

There is one God, in three persons: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19).

### **Jesus Christ**

Jesus Christ was God, as proven by His virgin birth (Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His death, resurrection, and ascension to the right hand of the Father (1 Corinthians 15:3-4; Mark 16:19). We also believe that He will return in power, glory, and majesty (Revelation 19:11).

### **Salvation**

The salvation of sinners is an absolute necessity and comes only by grace through faith in Jesus Christ (Ephesians 2:9-10) upon the confession and repentance of sin (Romans 10:9).

### **The Holy Spirit**

God's Holy Spirit dwells within each believer, equipping them with God's power to be a witness for the Lord Jesus Christ, to be victorious over Satan, and to walk in the light of His Word and overcome the darkness of this world (1 John 3:23-24, 4:13).

### **Sanctity of Human Life**

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every stage or condition of life from conception through natural death. We are called to defend, protect, and value all human life (Psalm 139).

### **Marriage, Gender, and Sexuality**

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in the Bible (Genesis 2:18-25; 1 Corinthians 6:18-20, 7:2-5; Hebrews 13:4).

Any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-11).

In order to preserve the function and integrity of PCS, and to provide a biblical role model to the students of PCS and the community, it is imperative that all persons who are employed by PCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

### **Forgiveness**

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 John 1:9).

## **Respect**

Every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual or group of people are to be repudiated and are not in accord with the Bible nor the doctrines of PCS.

## **Code of Conduct**

PCS is a uniquely religious, educational institution that seeks to provide a quality education in a distinctly Christian environment. We strive to work with parents and guardians to train young Christian men and women to be salt and light in their communities.

PCS believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman.

On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise not supporting the moral principles of the school.

## **Admission/Registration**

PCS does not discriminate based on race, color, nationality, or ethnic origin in the administration of its educational policies, admission practices, or other school-administered programs. Placement test scores, recommendation letters, school and behavior records will be taken into consideration at time of registration to ensure transfer student success. Beginning with 3-year-olds, students must be toilet-trained to enroll. Registration priority is given to current students with other applications prioritized by the dates of the application and payment. Registration fees are due at time of enrollment and are nonrefundable and nontransferable.

Registration opens to current students February 1st. Open enrollment starts March 1st.

**The minimum age requirement for admission is determined by the student's age on September 1.**

## **Items required for admission/registration:**

- Zero balances for all family accounts, past and present
- Birth Certificate, Social Security card, Immunization record
- School Enrollment Form, Registration Fee (Non-refundable), Request for Academic Records, Recommendation Letters

New students are enrolled on temporary academic probation. Testing of an applicant may be required to determine placement or to determine if the school can meet the child's needs (\$40 testing fee will be charged).

Once all registration requirements are completed, parents must sign the Contract Agreement contained in the enrollment packet. Parents and students must read the Student Handbook and sign the agreement form.

If your preschool child stays for the entire school day (8 a.m. – 3 p.m.) please send a mat for your child, along with their blanket, pillow, and optional sleeping mate (small stuffed animal or toy).

## **Withdrawal**

Parents are to notify the school office prior to the last day of attendance and complete a written withdrawal form. The registration fee is non-refundable. The student's account will be checked, and **any money due must be paid immediately. No records will be released until all family accounts, past and present, are paid in full.**

## **Financial Responsibility**

Accounts are invoiced on the first of the month and are late if received after 4:00 P.M. on the **10th** of the month. A late fee of \$15 will be charged on **any school account** showing a balance of \$10 or more. Students will not be admitted to class and no missed schoolwork given if payments are one month in arrears. **Any failed payments, either returned check or credit card, will result in a \$25 fee. Accounts with two failed payments will be required to pay in cash for the remainder of the year.** Students enrolled one day or more of any period will owe the **full** period's tuition. Tuition is divided into 10 equal payments. Each payment covers the school days in the respective month, which is approximately one-tenth of the total days.

All billing and communication is handled in the Bright Wheel app. Your family will receive an invitation to join at time of enrollment.

**Note: All accounts must be paid in full by May 15. Any student with outstanding accounts will not be allowed to participate in graduation. There will be NO catered lunch the last week of school.**

## **2025-2026 Tuition and Fees**

<b><u>Grade</u></b>		<b><u>Registration Fee</u></b>	<b><u>Annual</u></b>	<b><u>Monthly</u></b>
K-2/3/4	Half	\$260.00	\$3,000.00	\$300.00
K-2/3/4	Full	\$310.00	\$4,250.00	\$425.00
K5-2 <sup>nd</sup>		\$460.00	\$4,500.00	\$450.00
3 <sup>rd</sup> -6 <sup>th</sup>		\$460.00	\$4,500.00	\$450.00

Graduation fee for kindergarten and 5<sup>th</sup> or 6<sup>th</sup> grade, \$30

### **Tuition Discounts (one per child):**

1. Full tuition payment at time of enrollment – 4%
2. Each additional child – 10%
3. Each child of an ordained minister of any faith – 10%
4. Each child of active and retired military, first responders, and utility line workers – 10%
5. Active Parkview Baptist Church member– 25%

**Discounts are revoked if accounts are late twice. Full tuition applies after the second delinquency.**

### **Extended Day**

Full-time after-school students will be charged the weekly fee that applies, **except for school holidays**. This program is available **only** to students currently enrolled at PCS. Siblings and other relations of PCS students **are not** eligible. All times are by our clock. **Daily fees are applied to students that do not need full-time service, but who have not been picked up by 11:45 a.m. (half-day) or 3:30 p.m. (full day) upon each occurrence.**

<b><u>Grade</u></b>	<b><u>Time</u></b>	<b><u>Weekly</u></b>	<b><u>Daily</u></b>	<b><u>Late &lt;15 mins</u></b>	<b><u>Late&gt;15 mins</u></b>
K2-5th	3:30-5:30 pm	\$45	\$15	\$1 per min	\$2 per min
Half day	11:45 am-3:30 pm	N/A	\$15	\$1 per min	\$2 per min
Half day	11:45 am-5:30 pm	N/A	\$25	\$1 per min	\$2 per min

*There will be a \$45 fee plus an additional \$3.00 per minute for those over 30 minutes late and they will be subject to removal from the program.*

*Early morning drop-off students will not be allowed to eat breakfast at school.*

## **Office Procedures**

PCS is committed to maintaining the confidentiality of student records and information. The office maintains a separate file on each student containing health records, grades, standardized test scores, and other necessary information. These files are locked, and access is limited. Personal information concerning students and/or parents is not released. Personal issues that arise with students are handled as discreetly as possible.

It is imperative that our school have current information and contact numbers for parents/guardians. Please update the office when information changes (such as a change of address or telephone number).

Checking students in or out is completed through the office. Teachers are to be given prior notice whenever possible. Parents/Guardians are to communicate with students through the office. This should be done on a limited basis. Please do not communicate with students through electronic devices. Our staff will relay messages.

Due to the large volume of activity and the small area available, please limit office visits to ***business only***.

## **Social Media**

The school and most of our teachers have Facebook accounts and enjoy sharing special moments with your children. If you've not already done so, like the school's account and send a "friend request" to your child's teacher so that you can share in these special times. From time to time our school shares pictures of special events (such as a field trip, *etc.*) that may also include pictures of your child. If, for some reason you prefer that your child not be included in any of the above, it will be necessary to submit a handwritten note to the school office with your signature indicating that you do not wish for your child to be included. Otherwise, your signature on the last page of this handbook (indicating your having read and agree with the policies of PCS) serves as permission for your child's picture and name to be included in media publications PCS chooses.

## **Electronic Devices**

Personal electronic devices, including cell phones, tablets, smart watches, or gaming devices are not allowed on campus. If your child brings a device for use outside of school hours, please turn it in to the office for safekeeping. If you need to communicate with your child while they are at school the office is happy to pass along a message. Electronic devices found in a child's possession will be kept in the office for safekeeping and returned at dismissal.

## **Health/Illness**

An Alabama Certificate of Immunization and a Certificate of Second MMR must be on file **before** the student can attend class. Immunizations must remain current, per Health Department.

All prescribed medication must be kept in the office and administered by PCS staff. A signed medical authorization form must be on file. Medications must have a pharmacy label with instructions. The school does not administer over-the-counter medications.

First aid is administered by school staff only for minor injuries. Parents will be notified of any action taken. If a medical emergency arises that requires professional care, the parents will be contacted to determine the next course of action. Should parents be unavailable, the school staff will use information provided on the emergency information card to make necessary decisions. **For critical emergencies, 911 will be contacted FIRST.**

Normal childhood illnesses such as colds and viruses are to be expected; however, sick children do not belong at school. They need to rest and give their bodies time to recover. **If your child is showing symptoms of illness such as vomiting, diarrhea, lethargy, *etc.* or a temperature higher than 98.6° F, please keep them home. Please do not give fever-reducing medication to your child and then send them to school. A child must be fever-free and symptom-free without medication for 24 hours before returning to school.** If a doctor prescribes antibiotics, the child must be on the medication a minimum of 24 hours prior to returning to school.

Parents of **students who become ill at school or have a fever of 100.4° F or above, by our thermometer**, will be notified to pick-up their child. PCS reserves the right to prohibit attendance due to a contagious illness or condition that could affect other students. Due to close conditions, children with critically contagious conditions cannot be enrolled at PCS.

## **Food Program**

Children are not to bring breakfast with them to school. PCS does not offer a lunch program. Students bring sack lunches or parents may deliver one. Students may order lunch from area businesses every full school day. The current schedule is Monday-Chick-fil-A; Tuesday-Tisa's; Wednesday-Dominos; Thursday-El Jalisco; and Friday-Willy T's. A limited variety of items are available from each vendor. All meals are \$6.00 and include a drink and chips/cookies. Lunch order forms are posted in the Bright Wheel app on Wednesdays to be completed by Friday at 11:00 for the upcoming week. Payment may be made in the app or by check or cash in the office. Parents may eat lunch with their children when possible. Please register with the school office in advance. Mid-morning snacks are available for purchase in Grades 1- 5. All items are \$1.00 each. Payment for snacks is due at time of purchase. Snacks for Preschool and Kindergarten are provided by the school.

## **Attendance**

It is important that students, parents, teachers, and administration work to promote regular and prompt attendance at school including participation in school-sanctioned field trips and other activities. The school doors open at 7:45 each morning. Class begins at 8:00. Children enrolled in the half day preschool program are dismissed at 11:30. Full day students are dismissed at 3:00.

For purposes of Perfect Attendance Awards, students checking in after 11:30 a.m. or checking out before 11:30 a.m. are considered absent for that school day. Students arriving to school after 8:00 a.m. are tardy. Parents are required to check the student in. Five (5) unexcused tardies excludes a student from perfect attendance awards. Morning drop off and afternoon pick up car lines enter the church parking lot from Highway 431 and exit the school campus on Fair Street. A school representative will assist children with doors and backpacks as needed. Parents are also welcomed to park and walk their children to the school door in the morning or stand at the door during dismissal. Please do not walk between cars in the car line.

## **Excused Absences/Tardies**

Illness, injury, medical/health appointments, and family emergencies such as illness or death are examples of excused absences and tardies. **A doctor's excuse is required for medical/health absences and a parental note is required for other absences upon the student's return to school.** The principal has final authority in determining if an absence or tardy is excused or unexcused.

An unexcused absence or tardy may result in the student receiving a failing grade for the day or for the class that is missed. This includes homework or participation grades missed because of the unexcused absence or tardy.

### **Accumulating 5 or more unexcused absences during a semester may result in retention or removal.**

A Parent-Teacher-Principal conference is required in the event of excessive absences or tardies. Extended absences due to educational travel or family concerns must be approved by the principal prior to the date.

It is the responsibility of the student and/or parent to obtain assignments for work missed due to absences or tardies. Upon returning to school, a student will have three days to complete any missed assignments or tests.

## **Drop-off and Dismissal**

The school day starts at 7:45. Children are considered tardy after 8:00. Preschoolers enrolled in the half-day program are dismissed at 11:30. The full-day dismissal bell rings at 3:00.

The car line starts in the church parking lot. Families are asked to enter the parking lot from Highway 431.

There will be someone at the school door to assist your child with car doors and backpacks. Families that would like to walk their children to the door are asked to park in the grass lot across from the school entrance.

## **Student Evaluation**

The formal evaluation of students is an ongoing process for the school staff. Progress reports, report cards, and Parent-Teacher - Principal Conferences are the means through which our school communicates student progress and can be scheduled by any of the parties involved upon request. Unless there is an emergency, please **schedule** appointments to talk with your child's teacher to avoid detracting the teacher from their assigned duties.

The dates for issuing progress reports and report cards are listed on the school calendar. Honors Chapel is held after each quarter to recognize the achievements of students for each nine weeks of school.

**The 100-point grading scale is used:** A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: below 60

Promotion to the next grade level is dependent upon the child's satisfactory completion of the current grade level expectations and teacher recommendation. Retention is a decision that will be rendered out of concern for the success of the child, the demands upon teachers, and the integrity of the school.

Grades 1-5 take the Iowa Assessment in the spring.

## **Parent-School Relations**

Communication is the key to good relationships. PCS attempts to keep parents informed on all aspects of their child's behavior and progress and any conditions that have direct bearing on the well-being of their child.

Parents receive information through their child's Monday folder, the Brightwheel app, letters, and homework journal. School events and closures will also be posted on Facebook. In the event of an emergency parents will be notified in the Brightwheel app and a text message from the school. **\*Please remain alert for these notices\***

Parents are to make appointments to speak with a teacher. Please refrain from lengthy, unscheduled discussions upon arrival to school or during the day that interfere with a teacher's duties. A private conference, convenient to all concerned parties, is the appropriate way to handle these matters.

## **Dress Code**

- 1. Modesty at all times in all situations is a priority.**
2. Attention to personal appearance is required. This includes clean clothing, daily bathing, use of deodorant, proper oral hygiene, plus washed and groomed hair. No unusual or distracting hairstyles/adornments.
3. Appropriate undergarments are to be worn at all times. Undergarments should not be visible.
4. Shorts/skirts/dresses for girls and shorts for boys must be of appropriate length – **no shorter than 2 inches above the knee.** Girls should wear biker shorts or similar garments underneath these items.
5. All tops must have sleeves and cover the upper body including the chest and midsection.
6. No pants or shorts with intentionally frayed edges or holes. They must be worn at waist with no sag.
7. Clothing that is too tight and emphasizes the body's shape is not allowed.
8. Clothing with inappropriate/suggestive/offensive wording or design is not allowed.
9. No visible body piercings or tattoos. Boys are not allowed to wear earrings. Girls may wear earrings no longer than one inch below the ear. Jewelry that is noisy or distracting is not allowed.
10. Hats and sunglasses are not allowed at school unless announced by the administration.
11. Sandals are allowed but the school is not responsible for discomfort or injuries that result.
12. PCS is the final authority in all dress code matters.
- 13. ALL FAMILY MEMBERS MUST FOLLOW ALL DRESSCODE GUIDELINES WHILE ON CAMPUS OR DURING ANY SCHOOL ACTIVITY.**

## **Discipline**

Discipline is a cooperative effort between home and school. The school staff does not attempt to replace the role of parents; however, we do work with parents to teach students to accept responsibility for their behavior and choices, including the consequences that result from that behavior or choice.

Our staff maintains standards of behavior in the classroom using kindness, love, and genuine regard for the students; however, required disciplinary action is firmly administered with good judgment and understanding.

Socially acceptable rules of behavior apply even if not stated (*e.g.*, no gum chewing, running in the building, or touching walls, and proper verbal recognition such as "yes/no sir", "excuse me", "please" and "thank you").

PCS believes that the punishment for misbehavior should be designed to correct the problem behavior at the lowest level with the help of both parents and staff.

Each teacher has techniques used to reward or praise students who show proper attitudes and behaviors. These steps should encourage others to perform in a positive manner prior to any formal measures being needed.



## **Minor Offenses**

These include but are not limited to:

1. Excessive distraction/disruption in or out of the classroom
2. Intimidation – to threaten/create fear in another (minor action)
3. Unintentional/non-directed use of profane/obscene language
4. Inappropriate public displays of affection (*i.e.*, embracing, kissing, and inappropriate touching)
5. Excessive, unauthorized, and unexcused absenteeism or tardiness
6. Intentionally providing false information to the school or its employees or representatives to include concealing information directly related to school business
7. Refusal to complete assignments at school or home
8. Failure to follow instructions of school faculty or staff
9. Unauthorized use or possession of school property or personal property to include cell phones, computers, and other electronic devices
10. Possession of knives, lighters, matches, and other incendiary devices
11. Littering or defacing school property
12. Disrespect of students, faculty, or staff through words or actions
13. Cheating/Plagiarism-copying another's work/having work completed by others/allowing work to be copied
14. Violation of the school dress code
15. Any incident not listed which will reasonably fall in the minor category as determined by the principal

## **Minor Offense Consequences**

Punishment includes, but is not limited to, one or more of the following:

- Loss of recess or physical education time
- Extra homework or written assignments
- Parental notification
- Conduct cuts (based on severity and number of incidents)
- Principal-Student Conference
- Parent-Teacher Conference
- Detention, either in-school or after-school, to be determined by the principal

## **Intermediate Offenses**

These include but are not limited to:

1. Repeated minor offenses after parent, teacher and principal have administered consequences
2. Defiance – verbal or nonverbal refusal to comply with a lawful direction or instruction given by a school employee or school representative
3. Threats – verbal, written, and physical gestures
4. Simple Assault – intentional and unlawful threat by word or act to do violence to the person of another, coupled with the ability to do so or the performance of an act that creates a well-founded fear in another
5. Fighting – threatening to fight or do bodily harm to another including striking, pushing, and verbal threats
6. Vandalism – misuse, defacement, physical damage or destruction of any school property to include use of school computers and equipment for non-school or non-educational purposes
7. Stealing – unauthorized procurement or possession of school property or property of another person
8. Unauthorized Area – presence in an area where student access is prohibited or leaving the classroom without permission either before, during, or after school.
9. Intentional/Directed use of obscene language, materials, clothing, racial remarks, and/or provoking students by using written or verbal language or gestures directed towards an individual or group
10. Forgery of school documents, parental signatures, doctor excuses, *etc.*

11. Sexual Harassment – request of sexual favors; use of offensive, vulgar, or sexually explicit language, written comments, pictures, or drawings
12. Gang Affiliation – display or wearing of colors, clothing, gestures, language, or chanting that suggests a gang affiliation whether actual or pretense
13. Any offense deemed by the School Board or Principal to require more serious punishment.

### **Intermediate Offense Consequences**

Punishment includes, but is not limited to, any sanctions of the minor offenses plus one or more of the following based on the violation, frequency, and past behavior:

- Loss of extracurricular activities and/or field trip privileges
- Required parental notification and a Principal-Student Conference
- One grade letter loss on Conduct Grade
- Detention, either in-school or after school, to be determined by the principal

### **Major Offenses**

These include but are not limited to:

1. Drugs – possession of (on person, in belongings, or housed by the student on property) or attempt to sell/transfer to another person any illegal narcotic, prescription drug, alcohol, or any intoxicant or inhalant
2. Arson – willful and malicious burning or starting of a fire while on school or church property
3. Battery/Assault – touching or striking anyone intentionally causing or attempting to cause bodily injury
4. Aggravated Battery – assault intentionally to cause serious bodily injury; attempted assault with a weapon; attack by several individuals on another person
5. Robbery/Theft – taking of another’s property with or without force without the owner’s permission
6. Gambling – participation or organization of gambling while on school grounds which includes, but is not limited to, cards, dice, chance sheets, sports betting, *etc.*
7. Criminal Mischief – willful and malicious injury or the damage of property with a monetary cost
8. Weapons – possession of a weapon or devise that can be used as a weapon which includes, but is not limited to, firearms, bow & arrow, air or BB gun, realistic replicas of weapons, knives, explosive devices (fireworks, *etc.*), num-chucks, and any object that could be used to injure someone
9. Bomb Threats – any communication expressing the intent (whether factual or false) to destroy school property, other property, or disruption of the operation of the school
10. Sexual Misconduct – any physical, sexual act between two individuals with or without mutual consent or any overt sexual action committed by a student
11. Defiance (Blatant) – verbal or nonverbal **aggressive** refusal to comply with the lawful directions or instructions given by a PCS employee or PCS representative
12. Any offense deemed by the School Board or Principal to require more serious punishment.

### **Major Offense Consequences**

Punishment includes, but is not limited to, any of the minor or intermediate sanctions plus:

- Suspension
- Expulsion
- Restitution, if applicable
- Prosecution by the proper authorities where laws are violated

**All incidents in violation of city, county, state, or federal laws will be reported to the proper authorities.**

## **Fieldtrips**

Kindergarten through fifth grade classes take several fieldtrips a year. Parents are encouraged to attend. Siblings are not permitted to attend a fieldtrip of a class they are not enrolled in, unless specifically invited by the teacher. Permission slips are required for all fieldtrips. Slips must be submitted the day before the scheduled trip.

Parents driving on fieldtrips will be assigned students to supervise by the teacher and will be considered chaperones. Parents must submit a copy of their driver's license and insurance to the office prior to leaving for the trip. The school reserves the right to limit the number of chaperones attending the trip. It is the responsibility of the chaperone to travel with the class, remain with the group at the function, supervise the assigned group, travel back to school and assist the teacher as needed.

**Adults and children attending a fieldtrip must abide by the school dress code listed in this handbook. Those not abiding by the dress code will not be allowed to attend the fieldtrip. Behavior that reflects poorly on the witness of the person or school will forfeit attendance at future events and may be asked to leave.**

## **Student Protection Policy**

PCS seeks to provide a safe and secure environment for the students who participate in our programs and activities. By implementing the below practices, our goal is to protect the students of PCS from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

## **Definitions**

- For this policy, the term “student”, “students”, “child”, or “children” include anyone under 18 years old.
- The term “employee” refers to person(s) hired and paid by PCS.
- The term “volunteer” refers to person(s) who agree to provide services to PCS with no thought or expectation of compensation, monetary or otherwise.

## **Selection of Workers**

### **Employees**

All employees who desire to work with the students participating in PCS programs and activities will be screened. This screening includes:

#### A. Written Application

1. All persons seeking to work with PCS students must complete and sign a written application to be supplied by the school. The application will request basic information from the applicant and will inquire into educational background, previous experience with children, references and employment information, as well as disclosure of any previous criminal convictions or current criminal investigations.
2. The applicant must give a written testimony of his/her own personal faith in Jesus Christ to be attached to the written application. This testimony should include, but is not limited to, when and how the applicant came to the saving knowledge of Jesus Christ, how the relationship has grown, and what evidences exist to substantiate God’s current working in his/her life. The difference in the applicant’s life before and after Christ should be a part of this testimony.

#### B. Personal Interview

Upon completion of the application, a face-to face interview may be scheduled with the applicant to discuss his/her suitability for the position.

#### C. Reference Checks

1. Before an applicant is offered a contract of employment with PCS, at least two of the applicant’s references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past.

2. A letter of recommendation and PCS Evidence of Faith questionnaire, completed by the pastor of the applicant's most recent church affiliation, must be on file with the application.
3. A transcript(s) from all universities attended, verifying coursework or degrees earned by applicant, must be on file for employment as well as a copy of all certification pertinent to the position applied for.

#### **D. Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and for the following categories of employees:

- Those involved in the day-to-day operation of PCS
- Those involved in overnight activities, counseling, or one-on-one mentorship with minors
- Those having occasional one-on-one contact with minors (*volunteers*, chaperones and vehicle drivers.)

Prospective workers will be asked to sign an authorization giving PCS permission to conduct the check with an agency chosen by PCS. Individuals declining to sign the authorization will be denied employment.

Disqualifying background offenses will be determined by PCS Board on a case-by-case basis in light of all the surrounding circumstances. In general, convictions for offenses involving children and/or violence, dishonesty, illegal substances, indecency, and any conduct contrary to the mission of PCS will preclude employment. Failure to disclose a criminal conviction on the application form will also be a disqualifying offense.

The background check authorization and results will be maintained in confidence on file at PCS. All information required for employment with PCS will be kept in confidence on file at PCS.

### **Volunteers**

PCS requires all volunteers, including parents acting as chaperones, to follow the same standard of conduct required of teachers and other employees. Volunteers not meeting the standards will not be permitted to serve.

### **Open Door Policy**

Doors to classrooms should remain open. Should noise inside or outside the classroom become an issue, the door may be closed if there is a glass partition in the door for viewing. Minors are not allowed to be alone with one adult on school premises or in any school sponsored activity unless in a counseling situation. Doors should never be locked while people are inside the room.

### **Responding to Allegations of Child Abuse**

For purposes of this policy, "child abuse" is any action (or lack of action) which endangers or harms a the physical, psychological, emotional, or spiritual health and development of a child. Child abuse includes the following:

- \* Physical Abuse- Any injury to a child which is not accidental, such as beating, shaking, burns, and biting
- \* Emotional Abuse- Emotional injury resulting from when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.
- \* Sexual Abuse- Any sexual activity between a child and an adult or another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- \* Neglect – Depriving a child of essential needs, such as food, water, shelter, medical care, and education.

A PCS employee may become aware of the abuse or neglect of students under his/her care. In the event that an individual involved in the care of children at PCS suspects abuse or neglect of that child, that person should make a report immediately to the principal or other trusted employee for further action including reporting to authorities as may be mandated by Alabama State Law.

### **Responding to Allegations of Child Abuse by PCS Employees or Volunteers**

In the event that an incident of abuse or neglect is alleged to have occurred at PCS before, during, or after school hours or during PCS sponsored programs or activities by an employee or volunteer of the school, the following procedures shall be followed:

1. Notify PCS Administration, Board, PBC Pastor, parent/guardian, and legal authorities by state law.

2. The employee alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from PCS, with pay, pending an investigation. Volunteers will not be allowed to participate in school activities or be on the PCS campus, pending the outcome of an investigation.
3. PCS will comply with Alabama requirements regarding mandatory reporting of abuse.
4. The liability insurance carrier for PCS will be notified and an incident report will be completed.
5. PCS will cooperate with any investigation by local, state, or federal authorities. In the event there is no investigation, the PCS Board will appoint a team to investigate the circumstances of the incident. The team should act only in consultation with the PCS Board, our insurance carrier, and/or attorney.
6. The employment of any person found guilty of the alleged abuse or misconduct, as a result of any investigation, will be determined by the PCS Board in conjunction with authorities and state laws.
7. A representative chosen by the PCS Board will be the media contact person concerning incidents of abuse or neglect. In most cases, that person will be the Principal of PCS, unless he or she is alleged to be involved. All other employees will refrain from speaking to the media.
8. On-site counseling may be offered by PBC or from other resources as determined by the PCS Board.

### **Control of Pediculosis (Head lice)**

Anyone can get head lice. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice; however, it is important that steps be taken to treat and control any outbreaks and to avoid direct head-to-head contact with carriers. Although a nuisance and expensive to treat, head lice have not been shown to spread disease. An effective plan to manage lice outbreaks requires support from PCS and families in three areas:

#### **I. Screening/Identification**

1. A child suspected of head lice will be sent to the office to be checked by the school designee. This will be done in a manner that provides the **utmost privacy and confidentiality of the child**.
2. If nits are found but there are no live (crawling) lice on the hair, parents will be notified by phone that the child's hair and environment should be inspected and treated. **Children with nits only are not required to leave school early.** Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued for the following reasons:
  - Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
  - Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
  - The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
  - Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.
3. If live (crawling) lice are found on the hair, the child will be sent home. The parents of the child will be notified by phone that their child is being sent home due to an active case of head lice. They will also receive instructions for inspecting and treating the infestation. **A child with live (crawling) lice is not allowed to remain at school unless parents cannot be contacted.** Should parents of children with nits (eggs) or live (crawling) lice be unavailable for notification, an approved letter will be sent home with the child. The letter will include an attachment from the principal explaining the head lice policy of PCS concerning the treatment of lice, the removal of nits, and when to return to school.

#### **II. Education**

1. Parents of children with nits (eggs) or live lice will talk with school personnel privately and discuss treatment. Special emphasis will be placed on using a pesticide treatment rather than hair care products. The importance of following the pesticide product instructions/warnings **exactly** will also be addressed. The parents will be provided with information on head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits. No pediculicide kills 100% of eggs (nits); therefore, we recommend that all eggs (nits) be removed (combing) to decrease the risk of re-infestation and/or confusion concerning re-infestation.

2. The school designee can demonstrate how to screen for head lice. The school designee should encourage examination of all household members but **advise against** treating family members who are not infested. **Infants MUST NOT** be treated with commercial products. A doctor should be consulted concerning head lice treatment for infants. **NOTE:** Pets cannot become infected with human head lice.
3. Parents will be asked to verify treatment as soon as possible after notification. The child will be then be allowed to return to school following proper treatment.
4. Parents will be informed that their child will be re-examined 7-10 days after treatment to determine if a second treatment is necessary. Parents will be notified should a 2<sup>nd</sup> treatment be required.
5. Once lice are identified in a child, a screening will be done of all students in the affected classroom or with whom that child has close contact. Parents will be notified in writing of a suspected or confirmed case of head lice so they may inspect their children and treat as needed. Again, head lice are transmitted through direct head-to-head contact or items with which a child's head may come in contact.
6. Parents will be advised to notify frequent visitors to their home or other activity sites (sports, gymnastics, dance, *etc.*) of the possibility of head lice infestation.
7. School personnel will remain sensitive to children and parents who have never encountered this problem or who are unusually concerned about this problem. Angry and/or upset parents should be referred to the principal. If unavailable, the principal will contact those parents as quickly as possible.

### **III. Treatment**

PCS recommends that families follow the treatment guidelines as outlined by the Centers for Disease Control and Prevention (CDC). **A copy of those guidelines may be obtained in the school office.**

### **IV. Returning to School**

Upon completion of treatment, any student diagnosed with nits and/or active head lice may return to school. Those students will be rechecked in 7-10 days to ensure that the treatment has been successful. No more than three (3) consecutive absences will be excused because of head lice. After three (3) consecutive absences, absences will be considered unexcused.

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Parkview Christian School Handbook Agreement

**Parents: Please read the following statements carefully and sign below.**

I hereby affirm that I have read the PCS Handbook and have discussed all applicable policies outlined with my child. I certify that I consent to and will submit to all governing policies of PCS, including all applicable policies in the Handbook.

I understand that the standards of PCS do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school or its representatives, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind PCS and is subject to change without notice by decision of the PCS Board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

**Students (1<sup>st</sup> grade - 6<sup>th</sup> grade): Please read and sign below.**

I hereby affirm that I have read the Parent/Student Handbook or it has been read and explained to me. I certify that I consent to and will submit to all governing policies (rules) of PCS, including all applicable policies (rules) in the Parent/Student Handbook.

I understand that this Handbook does not contractually bind Parkview Christian and is subject to change without notice by decision of PCS Board (the rules may change if the school decides).

I understand that the way I talk and the way I act is important, and that admission to the school is a privilege, not a right. Furthermore, any behavior not consistent with the school’s standards (either on or off campus), could result in the loss of that privilege (*i.e.*, attending PCS).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date