



# **Parkview Christian Academy**

## **Student Handbook and Code of Conduct**

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**“And whatsoever ye do, do it heartily as to the Lord and not unto men.”**

**Colossians 3:23**

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*\*\*\*Parkview Christian Academy is a ministry of Parkview Baptist Church and is therefore subject to their constitution and by-laws. A copy of the Parkview Baptist Church Constitution can be obtained by contacting the school or church office. \*\**

## **INTRODUCTION**

It is our joy to have a church school ministry that provides a quality Christian education. We believe that God has a wonderful plan for every child's life. Our entire school staff is dedicated to helping each child reach his or her greatest God-given potential.

We believe that well-educated Christian youth will have a great influence on our future communities and nation.

It is our prayer that these young people will not only learn how to be successful in this world, but will come to know Jesus personally and experience the joy of serving Him.

-PCA Administration

## **OUR PHILOSOPHY**

Education is the instruction of truth. We believe that the Bible is the true revelation of God to mankind. These Bible truths of God and His son Jesus Christ must be the foundation for the education of children.

The Bible tells us that all the treasures of wisdom and knowledge are hidden in Christ (Col. 2:3), and that wisdom comes from God (James 1:5). Therefore, each child needs to know Christ, and Christ must be the primary consideration in every area of educational study. These Biblical principles and Godly values are essential for the future success of every child both in this life and in eternity.

Parents are given the ultimate responsibility for teaching their children in the ways of God (Duet.6:6-7). Our school seeks to be partners with parents to provide a quality Christian education that will encourage each child to grow academically, socially, physically, spiritually, and to reach his or her greatest potential.

## **STATEMENT OF FAITH**

### **WE BELIEVE IN THE FOLLOWING:**

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of salvation by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation; and
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous work, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.

## **EXPLICIT GOALS**

1. Be an extension of the training process of Christian families.
2. Provide role models for students by employing born again teachers.
3. Teach Christian principles for daily living through curriculum, textbooks, Bible classes, sports programs, fieldtrips, and extracurricular activities.
4. Uphold and integrate Christian values in all aspects of the school including curriculum, all classes, sports programs, fieldtrips, and extracurricular activities.
5. Provide leadership opportunities to the students.
6. Maintain an atmosphere of Christian love. Students will be encouraged to love one another and have compassion for one another.
7. Provide activities and programs to promote joyful and happy social and emotional development.
8. Lead students to trust Christ as Savior and teach them to share Christ with others.
9. Provide quality academic assistance and instruction to help students achieve their highest potential.
10. Provide opportunities for students to have a well-rounded education, including programs such as, athletics, art, and music.
11. Teach students in a loving manner to be orderly, goal oriented, and well disciplined.

12. Teach Christian citizenship in a free society with a democratic republic form of government.
13. Provide proper care of equipment and facilities to exemplify good stewardship and beauty; and to promote health and safety.
14. Develop a plan for regular evaluation and review of all program components.

### **CHRISTIAN SCHOOL BENEFITS**

There are many benefits for a child who attends Parkview Christian Academy. Throughout the tenure of PCA, parents have said, "We could never repay what the school has done for our child." Although all the benefits cannot be listed, three of the major benefits are listed below.

1. The Bible is freely taught. Children are taught to love and respect God and His Word. They learn that the Bible and Christian values relate to every area of their life. They are shown that God gives us some absolutes by which to live. They memorize portions of the Bible as a guide through life. Often children come to know Jesus as personal Savior and will therefore have eternal life.
2. Quality education is given. Students get individual attention and encouragement. The basics of reading, writing, and arithmetic are emphasized.
3. Students reach their greatest potential in social development. In a Christian atmosphere, students are free from excessive ungodly peer pressure and therefore relax and prosper spiritually and socially. In smaller schools students usually make more friends and teachers can offer one on one counseling and encouragement.

### **SCHOOL BOARD**

The school board meets once a month with the administrator to review the general operations of the school. They assist the administrator in a resource and advisory capacity in establishing and enforcing school policies. The school board is a decision making body over the finances, staffing, and direction of the school.

## **ADMISSIONS POLICY**

Parkview Christian Academy attempts to serve the entire city of Waco and closely surrounding communities, accepting those with average and above average abilities. Generally, children with learning disabilities are not accepted as we are unable to make accommodations for students with special needs. Those who have demonstrated serious conduct violations are not accepted. To be admitted to grades 1<sup>st</sup> through 8<sup>th</sup>, all students must take a diagnostic test for the grade in which he/she is enrolling for and acquire results that reflect academic success is probable. This school is an accelerated learning school, in which all students work on their own individual academic plan. Self-discipline and a healthy dose of self-motivation is necessary for success. The school admits student of any race, color, and national or ethnic origin. Each student is granted the same rights and privileges, which allows all students the same opportunity to enlist in any program or activity including educational policies, admissions policies, scholarship programs, athletics, and other school administered programs.

For grades one through twelve, the school requires that a parent and student be members of a local Christian church as evidence that the parents are also actively working toward a Christian training of the child. Students and parents are expected to attend a Bible-believing church regularly.

## **ADMISSIONS PROCEDURES**

1. Fill out the enrollment form completely.
2. Read the handbook thoroughly.
3. Bring the enrollment form, application fee, and recent grades or transcript and achievement test scores to the office. Bring an immunization record, copy of Social Security card, and birth certificate as well.
4. The parents and student make an appointment to interview with the school administrator.
5. The school board will then review all enrollment information.
6. Shortly after the interview, parents will be notified of child's approval, non-approval, or placement on the waiting list.
7. Upon notification of approval, the non-refundable, registration fee is to be paid to complete the enrollment.

## STANDARDS OF CONDUCT

Parkview Christian Academy expects students to conduct themselves properly as Christians and as good citizens at all times.

It is important for each student to be continually aware that he or she represents Parkview Christian Academy wherever he or she happens to be. This means representing his or her parents, church, and most importantly the Lord Jesus Christ.

Good citizenship includes an appreciation of American heritage, a sense of patriotism, and pride in service to the school, church, community, and family. It means having a sense of worth as an individual, showing respect for the rights and property of others, showing helpfulness and courtesy, and showing respect for a lawful society by adhering to lawful practices.

Parkview Christian Academy expects each student to strive to obey all its rules and to practice in daily life outside the classroom all that is being taught inside the classroom.

The school proposes a few very specific rules, because some guidelines are needed. When these guidelines are violated, the student will be disciplined. He or she may be disciplined for misconduct not specified in these rules because it is impossible to list all rules necessary to cover every situation. An attempt to do so would prevent the development of right decision making ability by all students.

Students are developing good citizenship and Christ-likeness when they accept counseling and disciplinary action with a sense of determination not to let the unfortunate experience occur again.

**The school also expects parents to support the school in administering its disciplinary program.** The consistent enforcement of a fair disciplinary program not only insures a better academic climate, but also helps develop a sense of responsibility in our students. The school and home work together to produce graduates who are happy and later become constructive adults. Real love for children is demonstrated by firm yet loving discipline rather than permissiveness.

Different methods of correction may be prescribed by the principal for different students who may be accountable of committing the same offense. The reason for this is that punishments are cumulative. That is, a student who has been responsible of several previous offenses will be punished more severely than one who has committed his or her

first offense. Also each offense must be evaluated as to the intent of the offender and the circumstances.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, purity, morality, and honesty.

Students should demonstrate respect for teachers, staff members, other students, parents, visitors to campus, and others at or away from school. Students must strive toward unquestionable character in dress, conduct, and attitude.

### CONDUCT RULES

1. Students of this school are expected to refrain from engaging in **cheating, stealing, swearing, smoking, using any form of tobacco, gambling, drinking alcoholic beverages, sexual immorality, and any type of drug abuse.**
2. Possession or use of alcohol or tobacco is prohibited and students will be suspended on the first offense. On the second offense, the student will be expelled.
3. Students who **use or supply drugs** or controlled substances will be expelled. If there is an indication that drugs are being concealed on the person of the student, the administrator is permitted to have the student and/or their vehicle, locker, and personal belongings searched in the presence of another witness. A student or students may be required to undergo drug testing as deemed necessary by the school administrator.
4. Students involved in sexual immorality may be expelled.
5. Romantic contact between girls and guys is not permitted on campus. This includes holding hands, walking or standing with arms around one another and kissing.
6. Possession or use of a knife or any other weapon is prohibited and may lead to expulsion or other severe disciplinary action.
7. Fighting and other acts of violence are prohibited. Students who engage in either of these activities may be suspended.
8. School and church property are to be respected. Marked on, defaced, or broken property is to be replaced at the offending student's expense. The student may also be suspended or expelled.
9. Matches, lighters, inappropriate magazines, mp3's, CD players, iPods, headphones, etc., video cameras, televisions, toys, games, pets, and gum are not permitted at



school except by special permission of the teacher and/or administrator. Violators will receive automatic Service Hours.

10. STUDENTS MAY NOT HAVE CELL PHONES, SMART WATCHES, OR TABLETS in the learning centers, computer lab, music class, bathrooms, hallways, or lunch room for any reason. Students that have any of these devices on their person without permission DURING SCHOOL HOURS (8AM- 3:30PM) will be written up and the item will be confiscated. All electronic devices brought on campus during school hours must be turned in to the teacher at 8:00am and will be returned to the student at the end of the day. Cell phones, smart watches, or tablets may only be used before 8:00 am and after 3:30 pm. Any violations of this policy may result in the cell phone being confiscated and Service Hours being issued. Confiscated phones may only be picked up by a parent or legal guardian. First time offenders will be given grace, but for each infraction to follow a monetary fee will be applied and this fee will have to be paid before the cell phone is returned. The monetary fee will start at \$10.00 and increase by \$5.00 for each infraction to follow. Repeating offenders may be assigned PCA Service hours. Service hours can only be served before and after school or on a Saturday.
11. Students are not allowed to video or photograph teachers or another student without permission from that person. Photos, videos, etc. are not to be put on the internet without written permission of the persons involved. **(See social media section below.)**
12. Vulgar or profane speech, gestures, or writing is prohibited. Disciplinary action including possible suspension will result.
13. Degrading racial statements are inconsistent with Christian values and will not be tolerated. Such offenses will be given appropriate disciplinary action by the principal.
14. There is to be no running in the halls or classrooms.
15. Students will not be allowed in the parking lot during the school day without special permission.
16. Before students are allowed to drive on campus they will be required to complete the necessary forms which can be acquired from the school office.
17. Licensed students with cars will:
  - a. Park only in designated areas.
  - b. Leave their vehicles immediately upon arrival after parking and enter assigned areas.

- c. Observe the speed limit of 10 miles per hour in the parking lot.
  - d. Realize that a teacher or administration may search any car inside and out at any time.
  - e. Violation of these rules may result in suspended driving privileges.
18. Open soft drinks and food are not permitted in lockers, hallways, or classrooms. Water bottles are permitted in the classrooms and hallways. Planned parties by the teachers will be an exception.
19. Honesty is essential for Christian character development. Dishonesty, or cheating of any kind, will not be tolerated on daily work or exams. Not scoring daily work honestly is also considered cheating. The following academic and disciplinary actions may be taken for successive offenses each year in cheating.
- a. **FIRST OFFENSE:** If cheating occurs, the student will receive a zero for that PACE or test and be required to re-do, and master, the entire PACE. The student will also receive Service Hours, and be required to write a three-page paper on “honesty” which will be due on the start of the next class day.
  - b. **SECOND OFFENSE:** The student will receive a zero for that PACE or test and be required to re-do, and master, the entire PACE. A conference will be held in the presence of parents, student, and administrator to discuss the seriousness of the problem and warned that the third offense may result in expulsion. The student may be suspended for two days.
  - c. **THIRD OFFENSE:** The student may be expelled from Parkview Christian Academy.

## **SOCIAL MEDIA**

We recognize the role and importance of social media in today’s student culture. We embrace and affirm social media’s role in helping students socialize, evangelize, encourage, and maintain friendships over distances. Unfortunately, social media outlets (Facebook, Twitter, Instagram, etc.) also provide students with unavoidable temptations. Because of these temptations, we first and foremost encourage parents to take an active role in monitoring their children’s usage and presence on social media sites.

As a secondary precaution, we ask that students adhere to the following guidelines in order to help maintain appropriate social media behavior:

1. Be responsible for your behavior and comments when communicating on social media and do not disrupt the rights of others by interfering with learning atmospheres, educational programs, or school activities.
2. Remember, you should post only what you want the world to see. Essentially, once you share something it is likely still available even after deletion
3. Be cautious when you use exaggeration, colorful language, guesswork, derogatory remarks, humor, or characterizations because it is difficult for readers to determine the seriousness of a post just by reading.
4. Students should refrain from:
  - posting inappropriate or threatening messages about or to another student, faculty member, or administrator
  - misrepresenting, criticizing, or denigrating the school or its employees in any way
  - posting explicit photographs or videos of themselves or another student.  
(be aware that posting explicit online photographs or videos may be viewed as a criminal act and subject to a police investigation.)

Students who chose to misuse social media may be given Service Hours, suspension, or expulsion for their actions. Severity of punishment will be determined by the school board.

## **ATTENDANCE**

We cannot stress too greatly the importance of your child being in school every day, on time. Regular attendance is expected of all students; however, when they are sick they should stay home from school. If a child has a temperature above normal or is vomiting, we ask that they stay home. If a child is found to have these symptoms while at school, the parents will be called to pick the child up. A child must be free of fever (without the benefit of fever reducing medication) and/or vomiting for 24 hours before returning to school. If a student is going to be absent or tardy, please call the school office as soon as possible.

We ask that every attempt is made to have students at school on time. The school day begins promptly at 8:00 am. This means students should be ready to begin class at this time, not just entering the building. Five tardies will count as one unexcused absence.

To avoid academic penalties or loss of credit, students cannot have more than 9 unexcused absences per semester. An absence is deemed excused when a doctor's note is provided to the school or when the absence has been pre-planned and approved by the administrator.

All student athletes must be in attendance the day of and the day following a game or they will be benched the first period of the next game. An exception will be made if the absences is accompanied by a doctor's note or approved by the administrator.

### **DISCIPLINE**

Each student will be disciplined as needed with firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he or she will learn to submit to God's authority in his or her own life. PCA Service Hours are the normal measures of discipline taken for behavior issues. Extra work or assignments may be given as a corrective measure. If further discipline is needed, a student would be suspended and lastly dismissed from school. A Service Hour is given when a student receives three or more warnings in a class day. An automatic Service Hour is given for deliberate disobedience, or other inappropriate behavior. Parents will be notified with a written referral slip to sign and return the next day. Service Hours must be served the next school day unless otherwise scheduled by the administrator or special permission is requested in writing or by phone by the parent the day the Service Hour is to be served. The principal must approve. In case of excessive Service Hours (10 per semester), the parents will be notified by the principal to discuss possible solutions and any corrective action required, including suspension or expulsion from school.

### **GRADING SYSTEM**

Test grades alone are used to determine nine week averages. 3 test grades for each subject are required within a 9 week period with a total of 12 PACES completed by the end of the school year. Less than 3 PACES completed within a 9 week period will result in an incomplete. Parkview Christian Academy demands mastery in all subjects. Therefore, any grade below 80% is considered failing. If a student scores less than 80% on any PACE test, he or she may be required to retake the entire PACE. Incomplete grades are considered failing in regards to athletics and any athlete with a failing grade will be suspended from play.

### **GRADING SCALE**

**This is for classes taken at PCA. Transfer credits will be accepted as reported on transcript.**

<b>A</b>	90-100%
<b>B</b>	80-89%
<b>F</b>	79% and below

## DETERMINING GRADE POINT AVERAGE

(We use the College Board Scale to determine GPA)

93-100%	4.0	83-86%	3.0	73-76%	2.0	65-66%	1.0
90-92%	3.7	80-82%	2.7	70-72%	1.7	64% and below	0.0
87-89%	3.3	77-79%	2.3	67-69%	1.3		

## DUAL CREDIT COURSES

Parkview Christian Academy and McLennan Community College have partnered together to offer our students the opportunity to gain college credit while still in high school. Students may take a total of 2 dual credit classes per semester, at their own expense. The cost per class is determined by MCC. Classes can be taken online or at the MCC campus.

The following classes are available for all qualifying students who have completed their sophomore year:

### COLLEGE COURSE HIGH SCHOOL CREDIT

ECON 2301	Economics ½ credit
ENGL 1301	English ½ credit
ENGL 1302	English ½ credit
GOVT 2305	Government ½ credit
GOVT 2306	Government ½ credit
HIST 1301	US History ½ credit
HIST 1302	US History ½ credit
MATH 1314	Algebra II 1 credit

MATH 1316	Trigonometry 1 credit
MATH 2412	Pre-Calculus 1 credit
MATH 2413	Calculus 1 credit
PSYC 2301	General Psychology
SPAN 1411	Spanish I 1 credit
SPAN 1412	Spanish II 1 credit
SPAN 2311	Spanish III 1 credit
SPAN 2312	Spanish IV 1 credit

**Other courses may be available, but student is required to meet with administration and review academic for permission to enroll.**

## PCA Dual Credit Program Guidelines for Participation with McLennan Community College

These guidelines are **in addition** to the guidelines established by MCC.

### GRADE 9 and GRADE 10

Eligibility Requirements: Parkview Christian Academy students wishing to enroll in the DUAL CREDIT program with MCC must meet the eligibility qualifications for MCC as well as the ones listed below for Parkview Christian Academy.

ACADEMIC, AAS, LEVEL 2 CERTIFICATE	LEVEL 1 CERTIFICATE (WORKFORCE COURSES)
90+ overall GPA	85 overall GPA
Current on tuition and fees for PCA	Current on tuition and fees for PCA
No record of excessive absences (more than 9 per semester)	No record of excessive absences (more than 9 per semester)

### GRADE 11 AND 12

ACADEMIC, AAS, LEVEL 2 CERTIFICATE	LEVEL 1 CERTIFICATE (WORKFORCE COURSES)
80+ overall high school GPA	75+ overall high school GPA
Current on tuition and fees for PCA	Current on tuition and fees for PCA
No record of excessive absences (more than 9 per semester)	No record of excessive absences (more than 9 per semester)

## Are you qualified for dual credit, ECHS, or early admission?

### Eligibility Requirements:

Academic, AAS, Level 2 Certificate
Dual Credit/ECHS - Fall, 9th grade <i>Grade 11 for early admission</i>
80+ overall high school GPA
Passing score/exemption/waiver for TSIA reading
Passing TSIA writing or math score/exemption/waiver if required for the desired course(s)
Meet any requirements set by the high school
Complete McLennan online dual credit orientation

Level 1 Certificate (Workforce Courses)
Dual Credit/ECHS - Fall, 9th grade <i>Grade 11 for early admission</i>
75+ overall high school GPA
Recommended: TSIA reading score of 347
Special program/course requirements must be met
Meet any requirements set by the high school
Complete McLennan online dual credit orientation

- Students must maintain a 2.0 college GPA or above to continue enrolling in Pathways courses (evaluated after completing 6 credit hours).
- Students with three or more withdrawals on the college transcript will be blocked from enrolling in Pathways courses for a minimum of one year.

## Which type of Pathways student are you?

### Level 1: Transfer Block

- The Transfer Block is designed for students seeking an AA, AS or bachelor's degree from a Texas public college/university.
- Courses within the block may be taken without college advising. However, students should review the future core curriculum/degree plan for the college they wish to attend or contact a college advisor to verify courses will transfer.
- Course maximum in the block is 18 credit hours.

Select any/all of these courses:
HIST 1301
HIST 1302
ENGL 1301
ENGL 1302
GOVT 2305
GOVT 2306

Select no more than 1 of these courses:
ARTS 1301
DRAM 1310
MUSI 1306

Future full-time McLennan students:
PSYC/EDUC 1300

Select no more than 1 of these courses*:
ECON 2301
PSYC 2301
SOCI 1301

\*Some college degree plans require one specific course from this category. Students should check the future college degree plan or seek college advising voluntarily.

### Level 2: Individual Pathways

- Level 2 includes students surpassing 18 credit hours on the college transcript OR students enrolling in courses outside of the Transfer Block.
- College advising is required each semester for Level 2 students. Contact Student Development at 254-299-8614 or [advise@mclennan.edu](mailto:advise@mclennan.edu) to make an appointment.
- Students will select an MCC program/major, if appropriate.
- PSYC 1100/1300 is recommended if the student plans to attend MCC after high school graduation or earn an MCC degree.
- Career planning is recommended. Contact Career Services at 254-299-8641.



**Instructions:**

1. For admission, students must submit an MCC general application, this form, and an official high school transcript.
2. Students become eligible to enroll in dual credit courses in fall of grade 9 and college credit only courses in grade 11.
3. Students whose test scores indicate a need for remediation are not eligible to enroll in the failed curriculum area.
4. Permission must include specific courses to be taken at MCC and all signatures requested below.
5. Permission is limited to the term indicated. A new form will be required each semester.
6. Academic/AAS/Level 2 certificate students must have an 80 or above high school GPA and be TSIA complete/waived in reading and any other TSIA test section required for the desired courses.
7. Level 1 certificate students (workforce courses) must have a 75 or above high school GPA, and a TSIA reading score of 347 is recommended.
8. Students must earn and maintain a 2.0 or above college GPA upon completion of 6 credit hours to continue eligibility for the program.
9. Students with three or more withdrawals on the college transcript will be suspended from college courses for a minimum of one year.
10. After high school graduation, students must submit a final transcript to MCC.

**TO BE COMPLETED BY THE STUDENT:**

Year: \_\_\_\_\_ Term:  Fall  Spring  Summer 1  Summer 2 Grade that term:  9  10  11  12  
 MCC ID # OR Last 4 of SSN: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I have read and understand the above instructions and authorize exchange of my educational records between MCC and my high school. I understand that college courses are more challenging than high school courses and may address controversial material.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE PARENT:**

I have read and understand the information above. I understand that college courses are more challenging than high school courses and may address controversial material. I further understand the college may not discuss student records with parents without a legal release.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE HIGH SCHOOL PRINCIPAL OR COUNSELOR:**

Name of High School: \_\_\_\_\_ ECHS:  YES  NO

MCC Course Name/Number	Section Number	Will HS credit be granted for this course?	Expected HS Graduation Date:
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

I/We certify this student has met the stated requirements and is recommended for enrollment at MCC. The awarding of dual credit will be at the discretion of the high school.

Principal/Counselor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY DESIGNATED MCC OFFICIAL:**

I certify the applicant is TSIA complete, exempt, or waived for the relevant sections of TSIA. I approve this person to enroll in the course(s) above.

GPA \_\_\_\_\_ Orient. \_\_\_\_\_  
 Reading \_\_\_\_\_ Terms \_\_\_\_\_  
 Writing \_\_\_\_\_ Advis. \_\_\_\_\_  
 Math \_\_\_\_\_ Vacc. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Parkview Christian Academy and Parkview Christian Child Care Center

## PROCEDURES-KNOWN REGISTERED SEX OFFENDERS

The Parkview Christian Academy School Board and the governing body of Parkview Christian Child Care Center are committed to the safety of students and other persons on school property. It is because of that commitment that the following policy has been put into place and added to the Parent and Student School Handbook.

To the extent that Parkview Christian Academy and/or Parkview Christian Child Care Center Administration have actual knowledge that a parent, legal guardian, or other person seeking to be present on school property or at a school sponsored activity is a registered sex offender based on an offense against a child (a person under the age of 17), **WILL NOT be permitted on the property of Parkview Christian Academy or Parkview Christian Child Care Center**. The only exception to this policy is as follows and the following procedures shall apply:

1. **Only** known registered sex offenders, based on an offense against a child, who are also **parents or legal guardians of a child or children enrolled** in Parkview Christian Academy and/or Parkview Christian Child Care Center will be permitted on school property or to be in attendance at school-sponsored activities. **No other persons** known to be registered sex offenders, based on an offense against a child, will be permitted to be present on school property or at any school-sponsored activity.
2. A parent or legal guardian to whom these procedures apply must comply with all requirements. Failure to do so generally will result in that person's losing the privilege of visiting Parkview Christian Academy and/or Parkview Christian Child Care Center or attending any school-sponsored activities, regardless of location.

### **For a parent or administrative conference, the person will:**

1. call the campus principal and schedule a meeting before coming to the school;
2. report immediately to the office upon arriving at school and obtain a visitor's badge, as required of all visitors to the school;
3. be escorted by a school employee the entire time he or she is on campus;
4. have no access to any commons area of the building, meaning cafeterias, auditoriums, breezeways, open areas for gathering on any campus, and so on;
5. have no access to any classroom where students other than his or her child are present; and
6. be escorted back to his or her vehicle by a school employee at the conclusion of the visit.

### **When dropping off or picking up a child to or from school the person will:**

1. call the campus principal and schedule the time of drop off or pick up;
2. pick up or drop off the child in the presence of the campus administrator or designee; and
3. be escorted back to his or her vehicle by a school employee after the child has been picked up or dropped off.

**Before attending any before or after school or extra-curricular event the person will:**

1. call the campus principal and state his or her intent to attend the event, no later than 24 hours before the start of the event;
2. sign in at a place designated by the campus principal upon arrival at the event;
3. sign out at a place designated by the campus principal before departing the event; and
4. be escorted to his or her vehicle by a school employee at the time of the departure from the event.

**When picking up or dropping off a student at an extra-curricular activity, on or off school property, the person will:**

1. contact the campus administrator and make arrangements for picking up or dropping off the student; and
2. remain in the vehicle while waiting on the student.

A parent or legal guardian who is subject to these procedures based on his or her identification as a registered sex offender because of an offense against a child is prohibited from transporting any student or child (other than his or her own child) to or from Parkview Christian Academy and/or Parkview Christian Child Care Center campus or school-sponsored activity without express written permission from the parent or guardian of the student. Any person subject to these procedures is also prohibited from working as a volunteer for the District, including but not limited to volunteering for school related activities such as booster clubs and class fund raisers.

*As used in this policy “**Parkview Christian Academy and/or Parkview Christian Child Care Center Property**” includes all property owned or operated by the Parkview Christian Academy and/or Parkview Christian Child Care Center including school campuses and buildings, athletic fields, parking lots, playgrounds, vehicles, school buses and any other properties owned or controlled by Parkview Christian Academy and Parkview Christian Child Care Center.*

*As used in this policy “**Parkview Christian Academy and/or Parkview Christian Child Care Center Events**” includes any field trip or function on or off campus, including sporting events or other school-related functions, whether before, during, or after school hours, that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel.*

## **VALEDICTORIAN AWARD**

The following procedures shall be used to determine the Valedictorian and Salutatorian:

1. Only core classes are used in the numeric calculation. Only courses taken on PCA campus or approved classes through MCC for dual credits qualify for consideration. Courses taken by a tutor, home school, or through correspondence will not be considered. (Exception: credits earned in a regular fall or spring session by students who transfer to PCA)
2. Transfer students must have completed 50% of core course study physically at PCA.
3. Core courses are those that fall into the categories of Bible, English, Math, Science, Foreign Language, History, Government, and Geography. All approved dual credit courses are considered core classes.
4. After the first semester the top five students with the highest numeric average will be considered for Valedictorian. Any student considered must have comprehensive conduct grades of satisfactory or above with no record of suspension or expulsion.

## **SALUTATORIAN AWARD**

The student with the second highest average will be the salutatorian following the same criteria for Valedictorian.

## **REPORT CARDS**

Report cards will go out on the Tuesday following a nine-week period. They are expected to be signed and returned to the teacher no later than the following Tuesday.

\*Academic records, report cards, or transcripts will not be released to anyone, including the student, parent, other schools, insurance companies, financial institutions, or colleges unless the student's financial account is in good standing with no delinquent or outstanding balance.

## **HOMESCHOOL AND CORRESPONDENCE COURSES**

Once a student is enrolled at PCA, home-school credit will not be accepted, except in special circumstances approved by the administrator. Summer school must be approved beforehand to ensure credit will be accepted.

## **HONOR ROLL**

Students are encouraged to do their best at all times. Those who reach the following standards will be recognized for Honor Roll each quarter.

1. An over-all average of 90% in all subjects
2. Good conduct (no more than three Service Hours for the quarter)

## **ACHIEVEMENT TESTING**

Students in odd grades (1-11) will be given the Stanford Achievement Test near the end of each year to determine his or her progress as well as scholastic strengths and weaknesses.

## **LUNCH**

Hot lunches are available for \$3.25 each or \$550.00 per year (if paid in advance). Students will not be allowed to charge their lunch for more than three days. Microwaves are available in the cafeteria for students bringing lunch from home.

**The following lunchroom policies will be observed:**

1. Students shall go directly to lunch in an orderly manner.
2. Seating areas may be assigned.
3. Food and drinks are to be consumed in the lunchroom only.
4. Students are not allowed to throw food or objects of any kind in the cafeteria.
5. Students are not allowed to leave school grounds for lunch.

## **MEDICAL HEALTH GUIDELINES**

All students must have current immunization records on file in the school office. Immunization records are audited yearly by the McLennan County Health Department and any student whose record is found to be non-compliant will face suspension until records are updated. Parents are expected to keep immunization records current.

## **DRUGS AND MEDICINES**

Staff members will not be allowed to administer ANY medications to any student for headaches, fever, or other reasons without written permission from their parents. Medication Administration Consent Forms must be completed and filed with the office before any medication will be given to the student. These forms can be obtained from the front office at any time. All medicines must be kept and administered in the school office.

## **COMMUNICABLE DISEASES**

If a child is absent from school due to a communicable disease or absent for five or more consecutive days due to illness, he should present a note of recovery from a doctor upon his return to school. Children will not be allowed to attend school if they are showing definite signs of illness, such as fever, nausea, excessive head congestion, etc. Children with symptoms will be isolated and the parents will be called to pick them up. A child must be free of fever (without the benefit of fever reducing medication) and/or vomiting for 24 hours before returning to school.

Students with contagious, life threatening diseases, such as AIDS, shall not be admitted into school. If already enrolled, such students will be asked to withdraw immediately.

## **INJURIES OCCURING DURING SCHOOL**

Minor injuries occurring during school will be treated by the office personnel or nurse with the use of first-aid materials. In the case of serious injury or illness, emergency procedures to obtain medical or hospital care will be followed and parents notified.

## **LOST AND FOUND ITEMS**

At the end of each nine weeks any items that go unclaimed in the lost and found box, located by the office, will be donated to charity.

## **EMERGENCY SCHOOL CLOSING**

In the event of an emergency closing, parents will be notified by one or all of the following methods:

1. Email to parents
2. Announcement on KWTX channel 10

In regards to **BAD WEATHER**, Parkview Christian Academy will follow what **WACO ISD** employs.

## **FIRE, STORM, and LOCK DOWN DRILLS**

At the sound of the fire alarm, students are to stand and walk out of the building in an orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. A practice fire drill will take place once a month during the school year. Each teacher will supervise. A tornado drill will be held once a year. Students should proceed (as above) to a designated location and assume a crouching position with their heads protected.

A lock down drill will be held once a year. Students will get under their desks and shield themselves with their chair in an effort to become out of sight. Teachers will cover windows, turn off lights, and lock the door.

## **PHYSICAL EDUCATION**

PE classes exist to teach skills, produce mature conditioned bodies, and provide fun group experiences. 5<sup>th</sup>- 12<sup>th</sup> students will be asked to wear a gray shirt and black knee-length athletic shorts for class. Athletic shoes will be required. To be excused from an activity a note is required from a parent. If more than three consecutive days are missed a note from the doctor will be required.

## **SPORTS**

Parkview offers the following sports as the number of participants allow:

Football	Cheerleading	Track
Volleyball	Baseball	
Basketball	Softball	

Please check with the school office to determine what sports are available for the school year. All students that participate in athletics are expected to pay an athletic fee. Parkview Christian Academy is a member of Texas Christian Athletic Fellowship (TCAF). TCAF is a competitive conference that offers regional and state championships.

## **CONDUCT DURING EXTRA-CURRICULAR ACTIVITIES**

During all extra-curricular activities, students, parents, and guests are to conduct themselves in a manner that honors God. Verbal abuse of opponents, judges, and officials, and misuse or abuse of property or facilities will not be tolerated. At all activities, Christian sportsmanship will be our first priority for all fans and opponents.

## **TRANSPORTATION**

Transportation will be provided to most extra-curricular activities outside the city. Students who ride school transportation become the responsibility of the school. Therefore, the following regulations must be observed:

1. Students are to remain seated while vehicle is in motion.
2. Students are to remain orderly at all times.
3. Students who ride to an activity with the school must return from the activity with the school. Only parents and sponsors can interrupt the round trip transportation of a student. Any other arrangements must be made in advance and in writing.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

The following criteria must be met in order for a student to participate in extra-curricular activities such as sports, choir, art, drama, and cheerleading.

1. Student must be taking at least four academic classes as an underclassman or taking the required classes as a senior which may or may not be a total of four classes.
2. Student must complete three tests within each subject every nine weeks. Students who have not done that will have an incomplete which would be considered failing until work is complete. At the end of each nine weeks, students that are failing will become ineligible for a minimum of three weeks or until the student is considered passing.

## **CLOSED CAMPUS**

Students are not allowed to leave the school grounds for lunch or any other time during school hours without permission from the principal.

## **VISITORS**

Visitors (except parents) are not permitted to visit the classrooms, lunchroom, or school grounds where classes are in session without checking with the office and getting approval from the principal. They must dress and act in a manner consistent with school policy. They are not to go on field trips or attend class parties. Students who have been dismissed or requested to transfer may be limited or restricted from visiting the campus during school hours.

## **PHONE USE**

Students may use the phone in the office during breaks, lunch, and before and after school. Students are not allowed out of class to use the phone unless it is for medical or school related business.



## **PARTIES**

There will be no parties scheduled during school hours except regularly scheduled and approved parties. If parents wish to bring a cake to celebrate a birthday, they may do so during lunch or after school.

## **SCHEDULING ACTIVITIES**

To avoid conflicts of events, all activities school related and school related groups, should be cleared and approved by the principal.

## **SENIOR RINGS**

Juniors on schedule to be a senior will be allowed to order senior rings.

## **LETTERMAN JACKETS**

Students will be eligible to purchase a letterman jacket after completing one season of a varsity sport.

## **COLLEGE VISITS**

We encourage all seniors to take advantage of college visits. Parkview allows up to 4 school days excused for such visits. Upon the return to school the student should provide a note from the college visited verifying the dates visited.

## **ELECTIONS**

Winners must have a majority of the vote.

## **LOCKERS AND LOCKS**

The school will provide lockers at the start of a school year. Students are not allowed to change locker assignments. We encourage a lock and that it is locked when not in use. It is required that the combination or spare key be kept in student file when using a lock. The school has the right to examine lockers, cars, clothing, backpacks, and purses on school grounds at any time.

## **ANNUAL AWARDS PRESENTATIONS**

Certificates, plaques, and trophies highlight the annual awards presentation held each spring. Students compete during the year to attain these honors:

Christian Character Medal (senior)	Perfect Attendance (each grade)
Beniaiah Medallion (Junior)	Highest Average Subject Awards (each grade)
Principal's trophy (each grade)	Female Athlete of the Year
Academic trophy (each grade)	Male Athlete of the Year
Citizenship Award (each grade)	Athletic awards
Honor Roll (each grade)	Music awards

## **STUDENT COMPLAINTS**

Students who have complaints about a staff member are to try to reconcile those with the staff member first. If not satisfactorily solved, then the student should bring the complaint to the principal in the presence of the staff member after school or at an appointed time.

## **COMPLAINT PROCEDURES**

The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint.

1. First and foremost, go to the Father for wisdom, insight, and guidance. Bathing the entire situation in fervent prayer is a must.
2. Express it promptly. Keeping it to your self can cause ill feeling. Jesus says that we can't properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system. Express it promptly.
3. Tell it to the right person. Complaints about the school or school policy should be expressed to the principal. Complaints about teachers should first be expressed to the individual in question, and should be expressed to the principal only if you cannot work it out between yourselves.

4. Express it clearly. Make sure the person you are expressing complaints to has a clear understanding of the details of the situation.
5. Don't broadcast it. Express your complaint only to the person who needs to hear it.
6. Pray about it. Ask God to help your complaint be for the betterment of the school and ultimately to bring Him honor and glory through the situation. Consider these passages as you pray: Ephesians 4:1-3 and Colossians 3:12-13.

### **SCHOOL TUITION PAYMENTS**

Parkview Christian Academy offers three options when it comes to payment of tuition:

1. Pay in full by August 15<sup>th</sup> (receive a 5% discount)
2. Pay in 10 monthly installments: First payment due August 1 and last payment due May 1. A payment contract must be signed for this agreement.
3. Pay in 9 monthly installments: First payment due September 1 and last payment due May 1. A payment contract must be signed for this agreement.

### **LATE FEES**

Payments are due on the 1<sup>st</sup> of each month and become late on the 11<sup>th</sup> of each month. Payments made on or after the 11<sup>th</sup> of each month will be charged a late fee of \$30.00. A student may be temporarily suspended for delinquent payments over 60 days.

\*Academic records, report cards, or transcripts will not be released to anyone, including the student, parent, other schools, insurance companies, financial institutions, or colleges unless the student's financial account is in good standing with no delinquent or outstanding balance.

### **PARKING AND DROP OFF/PICK UP ZONES**

When visiting the school for longer than 10 minutes it is required that you park in the parking lot. When dropping and picking up your student you can use the drive through lanes. The right side lane is for through traffic and quick drop and pick up. If you need to walk your student in, please park on the left side. You will be asked to move if you are there for longer than 10 minutes.

## CHAPEL SERVICES

Each of our students attends a weekly chapel service. We have two different chapel services lead by the Pastoral staff of Parkview Baptist Church. There is a High School/Junior High service (7<sup>th</sup> through 12<sup>th</sup>) and an Elementary service (1<sup>st</sup> through 6<sup>th</sup>). See Dress Code section for Chapel Dress guidelines.

## EARLY DROP OFF AND AFTERSCHOOL CARE

Students can be dropped off as early as 7:15am for no extra fee. School ends at 3:30pm. All students not picked up by 3:45pm will need to enter the afterschool program. The fee for afterschool care is \$35.00 per week, paid in advance, regardless of how many days or hours the student will be attending. All students must be picked up by 5:45pm.

## DRESS CODE

### GIRLS

**TOPS:** Polo or Oxford button down shirts (any color), but must have collar.

**BOTTOMS:** Capri's, knee length walking shorts, knee length skirts, or slacks (khaki, black, or navy in color). Yoga pants, stretch pants, tights, or any other similar style bottoms are not allowed unless worn under knee length dress or skirt.

**SHOES:** Any style of shoe is acceptable, except NO flip flops, slides, Crocs or sandals/jandals with socks.

### BOYS

**TOPS:** Polo or Oxford button down shirts (any color), but must have collar.

**BOTTOMS:** Slacks or knee length walking/cargo shorts (khaki, black or navy). Boys must wear a belt if necessary to keep undergarments covered. No sagging will be allowed.

**SHOES:** Any style of shoe is acceptable, except NO flip flops, slides, Crocs or sandals/jandals with socks.

### HATS

Hats may not be worn in the building or classroom between the hours of 7:15am & 3:30pm.

## **SPIRIT DAY/CASUAL DAY**

Friday is spirit day/ casual day. Jeans are allowed for both girls and guys, but they cannot have holes or tattered edges. They must be modest in style (stomach and back cannot be revealed when raising arms) and not tight fitting. T-SHIRTS can be worn if they are Parkview sponsored or Baylor Bear sponsored

## **JACKETS AND HOODIES**

Any jacket, sweater, or hoodie can be worn to school as long as it does not contain non-Christian themes or writings, however, only the school approved PCA sweatshirts will be allowed to be worn in the classroom. The first sweatshirt will be issued to each student free of charge. If a replacement sweatshirt is needed, the student will be charged \$20.00.

## **CHAPEL DAYS**

On Chapel days, students will be required to dress-up.

**Boys:** Dress slacks, button down dress shirt tucked in with a belt, tie and dress shoes.

**Girls:** Knee length dress or skirt with a blouse (polo shirts may be worn with skirts by 1<sup>st</sup>-4<sup>th</sup> graders) and dress shoes. No spaghetti straps. Sleeveless tops must be worn with a modest covering. Undergarments should never be visible. Dresses with sheer coverings must not reveal undergarments and the under-layer of the dress must be knee length.

## **GENERAL APPEARANCE**

Both male and female students are expected to be neat and clean in appearance each day. Clothes should be pressed and clean. Male and females should both have natural colored hair. Male's hair should be off the eyebrow, off the ear, and above the collar. Males should be clean shaven each day. Body piercing is only allowed on girls and should be in the ear only with a limit of three. Tattoos are not allowed on males or females.

## **DRESS CODE DISCIPLINE**

Any student who arrives for school in direct violation of dress code or who is offensive in dress or appearance may be sent home or asked to change.

## **STUDENT ID BADGE/SECURITY KEY CARD POLICY**

A student ID badge and electronic security key card will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID badge and key card authorizes a student to be on campus. Students must enter the building through the double doors closest to the school office. They will gain access to the building by waving their key card in front of the black card reader turning the light from red to green. If entering the building in a group, each student must wave their key card in front of the reader to ensure they are checked into the system.

EVERY student must wear their ID and key card at all times during the school day. Badges and key cards must be worn hanging from the neck on the school provided lanyard or clipped on the shirt collar. The front of the ID badge must remain plain and free of stickers, markings, other photos, etc. If the student ID/Key card is left at home, the student must report to the office for a temporary badge. After 3 occurrences, students will serve detention.

The only exception to this policy is the elementary and junior high students who turn their badges in to their teachers daily during school hours.

Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the front office. Cost for replacement is \$5.00 for a new ID card and \$25.00 for a new electronic security key. Pacer lanyards are \$2.00.

The purpose of this policy is to ensure safety and security on the Parkview Christian Academy campus for the students, staff, and faculty who are on the campus each day. ID cards will help us identify students as well as trespassers. Proper identification of staff and students is a safety issue and will not be compromised.