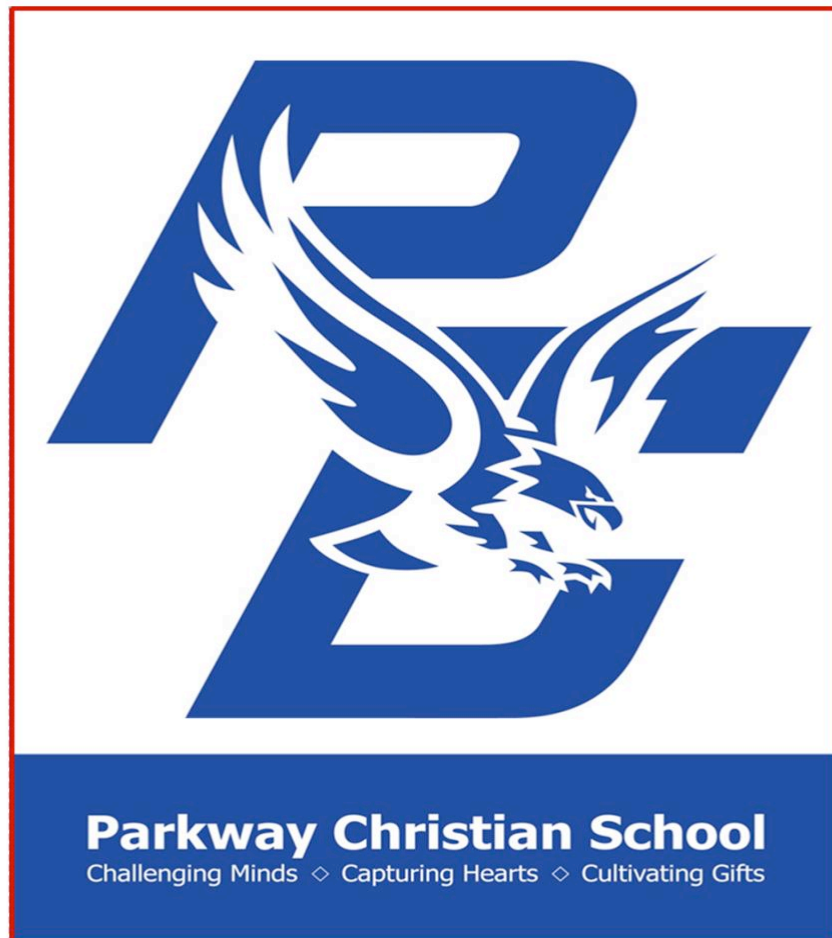


Parkway Christian School

Parent/Student Handbook

2016-17



14500 Metropolitan Parkway
Sterling Heights, MI 48312

586-446-9900
Fax 586-446-9904

www.parkwaychristian.org

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2016-17

Scripture Theme

Romans 4:20-21

Yet he did not waver through unbelief regarding the promise of God, but was strengthened in his faith and gave glory to God, being fully persuaded that God had power to do what he had promised.

Mrs. Lila Place, Head of School-----Ext. 141
Mr. Joseph DePasquale, Middle School/High School Dean-----Ext. 140
Mrs. Dawn Weber, Elementary Dean-----Ext. 154
Mr. Thomas Kocik, Athletic Director-----Ext. 145
Ms. Joy Sprang, Assistant Athletic Director-----Ext. 165
Mrs. Margaret Dikin, Financial Director-----Ext. 148
Mrs. Sheila Dryer, Resource Room Director-----Ext. 151

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Motto

Challenging Minds
Capturing Hearts
Cultivating Gifts

Vision Statement

The vision of Parkway Christian School is to develop a Christian School that challenges students to reach their highest potential academically, presents the gospel in a way that promotes a biblical worldview, and identifies and develops individual gifts and talents.

Mission Statement

In pursuit of excellence in education, the mission of Parkway Christian School is to function as an extension of the Christ-centered, Bible-believing home and church by partnering with parents in providing an education which promotes the development of the whole child: spiritually, intellectually, socially, physically, and artistically.



PCS believes that spiritual excellence is becoming like Christ and internalizing His Word as the Absolute Truth. Teaching students biblical standards develops ethical excellence. Excellence in education builds upon spiritual and ethical excellence as founded upon the teachings of scripture, and is facilitated by the integration of a biblical worldview in all subject areas.

Students who have learned to establish godly principles in their lives will perform at a high level of excellence within the context of their own God-given abilities and gifts.

Parkway Christian School serves Christian families with children in preschool through the 12th grade. Over 100 churches in Macomb, Oakland, and Wayne County are represented in the student body. Our diverse family and student population is united by the belief in the importance of educating young people for the cause of Christ.

No persons shall be denied admission to, excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of Parkway Christian School on the grounds of race, color, national origin, or socioeconomic factors.



Core Values and Operating Principles

Core Value #1 – The Bible

- PCS will acknowledge and teach that the Bible is the foundation for all knowledge and the source of all truth.
- PCS will endeavor to study every subject from the perspective of the Word of God.
- PCS will promote the concept that knowledge without the intelligence of God's Word can never become wisdom.

All scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works. II Timothy 3:16-17 KJV

Core Value # 2 – Christian Family

- PCS will promote the Biblical concept that God gives the responsibility for the education of children to the parents.
- PCS will establish the school's role as providing support to the Christ-centered home.
- PCS will promote the concept that children's education is founded on the same Biblical principles and values by which their homes should operate.

Train up a child in the way he should go, and when he is old he will not depart from it. Proverbs 22:6 KJV

Core Value # 3 – Quality Bible-based Education

- PCS will develop a curriculum that integrates strong academics with a Biblical or God-centered world-view, which is shaped by what the Bible has to say about God, creation, mankind, moral order, and purpose.
- PCS will train teachers to begin with academic knowledge and to then connect the academic to the Biblical frame of reference.
- PCS will prepare students for their future education and employment by offering opportunities for spiritual, intellectual, social, physical, emotional, and artistic training within a Biblical frame of reference.

In Him all the treasures of wisdom and knowledge are hidden. Colossians 2:3 KJV

Core Value # 4 – Christ-likeness

- PCS will teach the recognition of Christ as preeminent.
- PCS will employ and develop administrative staff and faculty whose actions and attitudes model Christ.
- PCS will train and encourage the Parkway Christian School community to apply the qualities of Christ in their own lives.
- PCS will prepare students to communicate their faith to others.

Whoever claims to live in Him must walk as Jesus did. 1 John 2:6 KJV

Core Value # 5 – Ministry

- PCS will help all students identify their spiritual/natural gifts.
- PCS will implement plans to assist students in developing their spiritual/natural gifts.
- PCS will provide opportunities for all students to utilize their spiritual/natural gifts in strengthening the local church, community, and the world.

To prepare God's people for works of service so that the body of Christ may be built up...Ephesians 4:12 KJV

Core Value # 6 – Church

- PCS will help strengthen the local church and community through the education and service of their students
- PCS will work together with church leaders to implement Biblical principles to fully prepare the next generation to fully capture the world for Christ.
- PCS will develop programs for students that teach the importance of and encourage involvement in their local church and which encourage their involvement in their church.

From him (Christ) the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work. Ephesians 4:16 NIV

Core Value # 7 – Stewardship

- PCS will provide students with the best possible education that will focus on the concept that stewardship is not just financial but, far greater, is in our response to Him, who is the giver and sustainer of life.
- PCS will train students to learn to manage the issues of life rather than allowing the issues of life to manage them.
- PCS will develop and operate within a budget that reflects Biblical principles of stewardship.

For what does it profit a man to gain the whole world and forfeit his soul? Matthew 16:26 KJV

School Honor Code

Purpose

PCS believes that the Honor Code is fundamental to the success of the school as a Christ-centered educational facility. The honor code seeks to build a community in which people develop and emulate Christ-like qualities, and respect and care for each other. People must be responsible for their own actions and must protect trust and integrity by not participating in or condoning behavior that undermines that spirit.

The Code

In choosing Parkway Christian School as a place to learn, each member of the community – student, faculty, staff, and parent – agrees to sustain an environment of honesty and integrity based on biblical principles. We will, individually and collectively, do our part to create and maintain trust and respect throughout school life by accepting responsibility for our own actions and helping to promote, where the actions of others are involved, a godly environment. We make this commitment to ensure that each of us may grow both in knowledge and in wisdom and that we may leave this school having enriched it by our presence.

Standards of Conduct

Students must recognize that their conduct is a reflection on the testimony of the Lord, Parkway Christian School, their family, and themselves. A Parkway Christian School student is expected to live within the behavior code of the school. This is a commitment to govern oneself and abide by the school code with a willing attitude both inside and outside of the school.

School Standards

The honor system is based on the belief that each student must develop a biblically based personal code of integrity and be aware of the need for Christ-like improvement in oneself, the school, and the community. Such an honor system exists only where there is mutual respect and acceptance of responsibility, implying a conscious effort to observe the school code without supervision. Consideration for others is an integral part of the honor system.

Discipline

Discipline and responsibility for one's own actions are of utmost importance to students, parents and teachers. Responsibility is a learned behavior and discipline is one of the principles necessary to maintain a strong Christ-centered approach to Christian education. Students need character development as they respond to authority, whether God's or man's.

A child's first encounter with authority is at home; thus, Parkway Christian School firmly holds to the premise that the basis for discipline and responsibility resides within the home. Parents will, therefore, be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be Godly parental follow-through. With parental support, the school can be of help to the student.

Proverbs 19:18 1 Timothy 3:4-5; 12

Discipline is maintained with firmness, consistency and justice. Our staff maintains standards of behavior in the classroom through kindness, love and genuine regard for the student. When disciplinary action becomes necessary, it is tempered by good judgment and understanding.

Students are encouraged to display Christ-like conduct by following the directions of teachers and other adults, by demonstrating courtesy to all, by exercising self-control in their behavior and by practicing biblical standards.

Prohibited Items

Problems sometimes arise because students bring non-educational articles to school. Such items include, but are not limited to: games, fireworks, and all electronic devices. iPods, MP3's, and similar devices are not to be used during school hours and will be confiscated if used.

Occasionally students have articles that are hazardous to the safety of others or interfere in some way with school procedures. If at any time students have hazardous items in their possession, in lockers, on school grounds, or in the school building, the articles will be confiscated and the proper officials notified.

These standards are taught daily to all students at Parkway. It is our desire to have each student develop an understanding of biblical standards of behavior.

Biblical Standard	
Love	What a man desires is unfailing love. Proverbs 19:22 a
	If I speak in the tongues of men and of angels, but have not love, I am only a resounding gong or a clanging cymbal. I Corinthians 13:1
	And now these three remain: faith, hope and love. But the greatest of these is love. I Corinthians 13:13
	Do not seek revenge or bear a grudge against one of your people, but love your neighbor as yourself. I am the LORD. Leviticus 19:18
Joy	You have made known to me the path of life; you will fill me with joy in your presence, with eternal pleasures at your right hand. Psalm 16:11
	May the nations be glad and sing for joy, for you rule the peoples justly and guide the nations of the earth. Selah Psalm 67:4
	When anxiety was great within me, your consolation brought joy to my soul. Psalm 94:19
	Do not grieve, for the joy of the LORD is your strength." Nehemiah 8:10 b
Peace	Live in peace with each other. I Thessalonians 5:13
	Turn from evil and do good; seek peace and pursue it. Psalm 34:14
	Consider the blameless, observe the upright; there is a future for the man of peace. Psalm 37:37
Patience	A hot-tempered man stirs up dissension, but a patient man calms a quarrel. Proverbs 15:18
	Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Colossians 3:12
	Be patient, then, brothers, until the Lord's coming. See how the farmer waits for the land to yield its valuable crop and how patient he is for the autumn and spring rains. James 5:7
Kindness	Be kind to one another, tenderhearted, forgiving one another. Ephesians 4:32

	For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. II Peter 1 :5-7
	Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Colossians 3:12
Goodness	Don't share in the sins of others. I Timothy 5:22b
	Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers. Galatians 6:10
Faithfulness	For I desire mercy, not sacrifice, and acknowledgment of God rather than burnt offerings. Hosea 6:6
	To him who knows to do good, and does not do it, to him it is sin. James 4:17
Gentleness	A gentle answer turns away wrath, but a harsh word stirs up anger. Proverbs 15:1
	Let your gentleness be evident to all. The Lord is near. Philippians 4:5
Self-control	Let all things be done decently and in order. I Corinthians 14:40
	The rod and reproof give wisdom, but an undisciplined child causes his mother shame. Proverbs 29:15
	Have nothing to do with godless myths and old wives' tales; rather, train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come. I Timothy 4: 7-8
Humility	The Lord hates...a proud look and a lying tongue. Proverbs 6:17
	A man who remains stiff-necked after many rebukes will suddenly be destroyed. Proverbs 29:1a
	Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Philippians 2:3
Honesty	Provide things honest in the sight of all men. Romans 12:17
Honesty (cont.)	The Lord hates...a proud look and a lying tongue. Proverbs 6:17
	Let him who stole, steal no more. Ephesians 4:28

	Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body. Ephesians 4:25
Excellence	I can do all things through Christ who strengthens me. Philippians 4:19
	Lazy hands make a man poor, but diligent hands bring wealth. Proverbs 10:4
	Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. I Corinthians 9:24
Integrity	A gossip betrays a confidence, but a trustworthy man keeps a secret. Proverbs 11:13
	He who walks with the wise grows wise, but a companion of fools suffers harm. Proverbs 13:20
	Avoid the appearance of evil. I Thessalonians 5:22
	The man of integrity walks securely, but he who takes crooked paths will be found out. Proverbs 10:9
Mercy	Blessed are the merciful, for they will be shown mercy. Matthew 5:7
	Do not judge, or you too will be judged. Matthew 7:1
Obedience	He who obeys instructions guards his life, but he who is contemptuous of his ways will die. Proverbs 19:15-17
	And this is love: that we walk in obedience to his commands. As you have heard from the beginning, his command is that you walk in love. II John 1:6
	The wise in heart accept commands, but a chattering fool comes to ruin. Proverbs 10:8
Perseverance	Being confident of this very thing, that He who has begun a good work in you will complete it until the day of Jesus Christ. Philippians 1:6
	Anyone who lets himself be distracted from the work I plan for him is not fit for service in the Kingdom of God. Luke 9:62
	Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Galatians 6:9
Purity	Let no corrupt (rotten) communication proceed out of your mouth Ephesians 4:29
	Keep your tongue from evil. Psalm 34:13a

	I will set nothing wicked before my eyes. Psalm 101:3
	Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity. I Timothy 4:12
Respect	Do everything without complaining or arguing. Philippians 2:14
	'Each of you must respect his mother and father, and you must observe my Sabbaths. I am the LORD your God. Leviticus 19:3
	Rise in the presence of the aged, show respect for the elderly and revere your God. I am the LORD. Leviticus 19:32
	I love the house where you live, O LORD, the place where your glory dwells. Psalm 26:8
Servant Leadership	Greed causes fighting; trusting God leads to prosperity. Proverbs 28:25
	If anyone wants to be first, he must be the very last, and the servant of all. Mark 9:35b
	Each of you should look not only to your own interests but also to the interests of others. Philippians 2:4
	Remember this: Whoever turns a sinner from the error of his way will save him from death and cover over a multitude of sins. James 5:20
Submission	Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Romans 13:1
	Therefore, it is necessary to submit to the authorities, not only because of possible punishment but also because of conscience. Romans 13:5
	Submit to one another out of reverence for Christ. Ephesians 5:21
	Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you. Hebrews 13:17

Wisdom	The fear of the Lord is the beginning of wisdom. Proverbs 1:7a
	Wisdom will save you from the ways of wicked men, from men whose words are perverse, Proverbs 2:12
	Blessed is the man who finds wisdom, the man who gains understanding, for she is more profitable than silver and yields better returns than gold. Proverbs 13:13-14

Resolving Conflicts as Christians

We realize that there will be disagreements even among Christians, but we must make sure we resolve them in a way honoring our Lord. God's Word gives certain principles to bring the restoration of a healthy relationship. *Matt 5:23-24, 18:15-17; Eph 4:17-32*

The parties in the conflict should undertake the following procedure:

- Keep the conflict limited to the parties directly affected to avoid the sin of gossip. *II Cor. 12:30*
- The parties involved (students, parents, teachers, administrators) should meet and pray for an honorable resolution and a mutual understanding and respect for each side's perspective. *James 1:5,6*
- If there is not any reconciliation of the problem, the parties are encouraged to bring the conflict to the next level of authority for counsel.
- When the problem or conflict is finally resolved, the necessary apologies should be given and efforts made to assure that future conflicts of this nature can be avoided.

Homework

General

Homework is an integral part of the school program and is assigned to aid the student in learning to be a disciplined person and to provide the student an opportunity to advance in his/her studies. The work assigned is to supplement the regular classroom work. Homework is considered both vital and necessary to meet the goal of educational excellence.

When homework is assigned, it is expected that it will be completed neatly and submitted on time. Whenever a student is absent or misses work, for whatever reason, the student is responsible for finding out what assignments were missed. Whenever a lengthy period of absences is planned, all work to be missed must be obtained in advance and turned in on the first day the student returns to class.

Purpose

- To establish the habit of studying at home and the responsibility of taking a school assignment home and bringing it to class completed
- To complete unfinished class assignments
- To practice and apply some of the skills being learned in the classroom
- To involve the parent in the work the child is doing
- To participate in activities that further challenges the abilities of the pupil
- To make up assignments missed due to absences

Parent Responsibilities

- Set a definite time and place for study
- Take an active interest in what the student is doing
- Give encouragement, but do not do the work for the student
- Give personal supervision when it is needed
- Follow teaching methods used in the school, if possible
- Discuss ideas presented in the classroom
- Confer with the teacher for specific help when needed, or when the student is spending excessive time on homework or not completing the homework
- Follow the student's progress on the Power School

General Information

Parent-Teacher Conference

Parent-Teacher conferences are held in the fall and winter. The dates are listed on the school calendar. **It is imperative for parents/guardians to attend these conferences.** If you are unable to attend, please confer with your child's teacher(s) to arrange an alternative date for the conference.

Student Records

Parents may request access to their child's file. If desired, please call the office to set up an appointment to speak to an administrator.

Counseling

Counseling regarding spiritual, academic, and social aspects of life is available for all students. The school counselor, administrators, and teachers are available to counsel with the students.

Students are encouraged to make appointments with their teachers to seek guidance to improve their class work or when assignments are not clearly understood. The school counselor provides college and career counseling for all juniors and seniors. Students and parents are encouraged to make an appointment to discuss these matters.

Grades

Report cards are issued four times a year at the end of each marking period.

Student progress can be accessed through PowerSchool. For Middle School and High School, assignments will be accessible through Google Classroom. PowerSchool usernames and passwords are sent to new families at the beginning of the school year and are also available from the school office.

Course Placement

Prior recommendation from the Department Head and approval from Parkway Administration is required for all advancement to a course.

Attendance

Regular school attendance is vital to each child's academic success. Learning goes on every day, and if there are many absences, the child will find it difficult to readjust to a regular schedule of learning. Habits are formed in early years that have lasting results. If the habit of being on time is formed early, the pattern will be carried throughout the years to come.

Because we are responsible for your child's well-being during the school day, it is essential that we be able to account for his/her whereabouts at all times. Without notification from the parent/guardian, we cannot assume that students who are absent are merely home due to illness. This is especially true for students who ride the buses, are in car pools, or who drive themselves to school.

A student must be in school for four full periods, not including lunch to participate in an athletic game or practice.

When making medical or dental appointments, or planning outings, every effort should be made to schedule them after 3:00 pm. However, if it is absolutely necessary to leave during school hours, the parent/guardian must sign the child out in the school office. The office will then excuse the student from class.

A total of 10 absences during a semester class or 20 absences in a year-long class will result in no credit being earned for the class. In order to receive full credit, a student may repeat the class or attend summer school. The student and/or family may appeal this decision to administration and the board based on extenuating circumstances or extended illness. In addition three tardies in a class equals one absence and is included when determining loss of credit for excessive absences.

Absence Procedure

- Call the school office **(586)446-9900** or email attendance@parkwaychristian.org before 8:30 am to excuse your child
- An excused absence occurs when the school office is notified by the parent/guardian with a legitimate reason for the absence
- Failure to call results in an unexcused absence
- The office should be notified in advance for any extended vacations, etc.

Excused Absences

- Personal illness of the student and/or doctor's visit
- Death or emergency within the family
- Pre-approved family trip (Vacation Approval Form required)
- All other absences will be considered unexcused

Unexcused Absences

An unexcused absence occurs when the school office is not notified by the parent/guardian with a legitimate reason for a student being absent. A grade of zero may be given for all missed work. Student attendance may be viewed on PowerSchool by parent/guardian with proper access.

Homework Make-Up

When absences occur, it is the responsibility of the parent/guardian and/or student to arrange to make up any missed work.

For a regular excused absence, there is one day to make-up work for each day absent. (Example: If a student is absent on Monday, make-up work is due on Wednesday at the beginning of class.)

For a pre-arranged vacation (excused absence), the teacher is to receive a minimum of one week advance notice so that homework can be assigned. These assignments should be completed and turned in to the teacher on the day the student returns to class. Any quizzes or tests missed will be made up on the first day the student returns. Projects and major papers should be turned in before the beginning of the vacation.

All homework requests can be made by emailing your child's teacher for elementary. For MS/HS, homework information is available online.

Tardy Policy

A student will be marked tardy if he/she comes arrives at class after the bell which signifies the start of the period.

A student who is tardy to class must have a pass from a teacher or the school office to be considered an excused tardy. An excused tardy will be given for "out of the ordinary" circumstances such as severe weather or unexpected traffic.

The following procedure will be used for excessive tardiness in Middle and High School:

- 4-9 unexcused tardies within a quarter will result in a detention for each tardy.
- The 10th unexcused tardy within a quarter will result in a Saturday morning 3 hour detention.
- Further tardies will result in additional disciplinary action including a possible suspension
- High school students who drive to school and develop a truancy problem will jeopardize their parking privileges.
- Excessive tardiness (5 absences, 15 tardies per semester or any combination thereof) results in a letter to the parents
- Every three tardies equal one absence and is included when determining loss of credit for excessive absences

Excessive tardiness in Elementary will result in a phone call and/or letter sent home to parents.

Withdrawal from School

If it becomes necessary for a student to withdraw during the school year, the following procedure must be completed:

- A one-week notice is required
- Tuition will be prorated
- Enrollment fee is non-refundable
- A withdrawal fee of \$400.00 per student is charged
- If the school dismisses the student, the one-week notice is waived, and tuition will be prorated
- A student withdrawal form must be properly completed and returned to the school office
- A meeting with an administrator is requested
- The cost of books, instruments, issued uniforms and school material not returned will be deducted from the tuition refund
- Financial obligations must be paid before records will be released

Cell Phones/Electronic Devices

Middle School and High School students are not allowed to use cell phones and other electronic devices, other than iPads, during school hours. (High School students are allowed to use cell phones during lunch). If a student needs to contact his/her parent/guardian during school hours, he/she must receive permission to use the phone in the school office. Any student not following this policy will have the cell phone/electronic device confiscated. If a parent needs to contact the student, the school office should be called and the student will be called to the office to accept the call. Please do not call or text cell phones during school hours as this a major classroom disruption and will result in the student violating the school standards.

Cell Phones/Electronic Devices Redemption Policy

1 st offense	\$ 5.00	Student may redeem at the end of the day
2 nd offense	\$ 5.00	Student may redeem at the end of the day
3 rd offense	\$ 5.00	Parents are called and student loses privilege to have a cell phone on the school premises

All Middle and High School students and parents must read and sign the Acceptable Use Policy for the use of electronic devices at Parkway Christian School.

Hall Passes

Students are required to have a pass in order to be in the hallway or restroom while class is in session. Any student without a pass provided by a teacher will be considered to be in violation of the school policy (out of assigned area). Teachers are encouraged to restrict hall passes to emergencies or situations that they deem to be of a serious nature or necessary purpose.

Health Information

Health Documents

Every student must submit a copy of an immunization record to the school office. Immunizations must be up-to-date. Students with medical or religious exemptions will be excluded from school in the event of an outbreak. Parents/guardians are asked to inform the school office of any medical condition or restriction that may impact your child(ren) while at school.

Medication

Parkway Christian School requires parents to make arrangements with the school office to administer ALL medications (including those sold over the counter) that are brought to the school. A parent must complete a Medication Request before the medicine can be administered. The secretaries or other designated personnel may give medicine. Medications are NOT to be kept with the student (e.g., in the lunch box, backpacks, etc.) to ensure the safety of all students.

Physical Education/Recess Excuse

Students may be excused from participating in PE and/or recess under the following conditions:

1. One day with a written note from his/her parent (must stay with class—excused from participation only).
2. For more than one day, parent/guardian must meet with the student's teacher in person or by phone and have administrative approval (must stay with class--excused from participation only).

The student must have a written physician's order if non-participation is requested for an extended period.

Screening

Students may be screened for vision, dental, and hearing needs. Results will be documented in the student's health file. Parents have the right to refuse any screening.

Illness Guidelines

The following conditions require that a student be excluded from school attendance and activities for 24 hours after conditions have ceased:

- Fever 100° or above
- Unidentified rash
- Productive cough
- Vomiting or diarrhea
- Head lice
- Earaches
- Any known communicable disease (including but not limited to, chicken pox, strep throat, measles, mumps, pink eye, fifth disease, ringworm)

Injury Guidelines

- If your student is injured at a school sponsored and school supervised activity, all claims should first be filed with your private insurance carrier. Any excess charges not covered by your insurance carrier may qualify for payment under the school's student insurance. Please contact the school office for appropriate forms.
- All accidents should be reported to the school office within 3 business days of the injury and claims submitted within 20 business days.

Food Allergy Policy

In an effort to follow the example of the Lord and teach our children to show love to their classmates, we are implementing the following procedure to meet the needs of those students who have food allergies. Specific classroom guidelines will be developed based on the severity of allergies in each classroom.

Lunchroom Guidelines

Peanut Table: Grades K-5 : Any student who has peanuts or peanut products for lunch will sit at the peanut table, with a friend. Lunch staff will make sure the table is sanitized, and students thoroughly wash hands after lunch. Care will be taken to make sure they do not touch doors or walls until hands are washed.

Peanut-free Table: Grades 9-12: Anyone who has an allergy to peanut products that requires isolation will sit at this table to minimize the danger.

Parent Teacher Services (PTS)

Parkway Christian School's Parent Teacher Services (PTS) is a group of parents and teachers who volunteer to raise funds through special fundraisers throughout the school year. Our Mission Statement is to be a blessing to the teachers, school, and staff at Parkway Christian School.

The Parkway Christian School Parent Teacher Services Club objectives are:

1. Advance the welfare of the children of this school through a coordinated effort of parents, teachers, and students.
2. Promote an interest in educational affairs for students and parents.
3. Raise funds by activities and donations for financial needs (as seen fit according to the PTS board) to the education of the children as a whole.
4. Provide better communication and cooperation among members, administration, and faculty.
5. Provide assistance and give service to the school in any way deemed acceptable by the Head of School or PTS liaison and with a majority vote from the PTS board.

PTS Meetings are held with all interested parents three times a year in the school auditorium. Updates of school blessings, painless fundraisers and upcoming promotions or events are discussed.

How can you help? It's easy! Encourage your child to participate in the fun, upcoming fundraising events or join us for a PTS parent meeting. Parent Teacher Services is always looking for volunteer assistance throughout the school year.

PTS Promotions are throughout the year and are fun and "painless." The various fundraisers throughout the year include: Market Day, Box Tops for Education, Campbell Labels for Education, Meijer Community Rewards, Target Reward Programs and more.

PTS also provides spiritual growth by offering Mom's In Prayer International. Join us to pray several times a month for Parkway Christian School.

The Uniform Closet is maintained by **PTS** and provides FREE gently used uniforms to those who are interested. You may also drop off any gently used items and get a tax-deduction donation form for them.

Current PTS information and updates can be found on the Parkway Christian website.

Additional questions, please contact the school office.

Transportation

PARKING LOT PROCEDURES

AM Drop-Off

1. As you enter the property from one of the two entrances off Schoenherr, please drive slowly and proceed to the circle drive/parking lot in front of the school.
2. Follow the direction of the traffic attendants that are posted at strategic locations near the school building. They have been posted there for the safety of your children.
3. Approach all intersections slowly and with caution.
4. **Pre-School and Kindergarten Students need to be walked to their classrooms.** Please park in the lot and use the crosswalks to enter the school building through the front office.
5. **All other grades** may park in the lot and use the crosswalks to enter through the glass main entrance doors to the lobby **OR** be dropped in the circle drive.
6. As you enter the circle drive in a counter clockwise direction please **pull forward to the end of the circle.** This will allow room for a larger number of cars to drop off their students. Again, observe the *"Please Pull Forward"* signs and the direction of the attendants.
7. **Do not pass another vehicle at any time while in the circle drive or the parking lot.** There are cones placed in the circle drive to indicate the proper traffic flow. Please remain in one single file lane to drop the student off along the curb then slowly approach the end of the circle and wait for the direction of the attendant.
8. **Please do not park and leave your car at any time in the circle drive.** This is a fire lane.
9. We value the services provided by our volunteer parents as traffic attendants. Courtesy is expected of each Parkway parent and student.

PM Pick-Up

1. Entry to the circle drive is the same as for AM Drop-Off (counter-clockwise)
2. There are **two** lanes open for picking up. **One lane for standing along the curb** and the other for traveling in a counter clockwise direction all the way around the clock tower until you are able to find a place **at the curb** to stop and pick up your child. (cones are placed to discourage unsafe traffic patterns)
3. **Students are not allowed to cross the circle drive to get to your car.** Large SUV's have a limited sight range and small children are difficult to see.
4. Cones are placed strategically to direct the traffic, please be respectful of their locations and follow the direction of any traffic attendants.
5. Parents and children need to use the crosswalks.
6. We value the services provided by our volunteer parents as traffic attendants. **Courtesy is expected of each Parkway parent and student.**

Requirements for Student Drivers

- All students must purchase a parking permit for \$5.00 from the High School office.
- Student parking is permitted in Lot 3.
- All student drivers must register in the High School office with the vehicle registration, license number and color of vehicle.
- All student drivers must possess a valid Michigan driver's license in order to operate any motor vehicle on the school grounds.
- Sufficient insurance coverage as provided by the laws of the State of Michigan is required on all vehicles.
- Students assume liability for damage of any property.
- All laws relating to operating a motor vehicle in the State Vehicle Code are to be obeyed.
- The use of an automobile by students is under the supervision of the administration and can be restricted or forbidden on the school campus.
- Students are expected to drive safely at all times as conditions may warrant and no faster than 15 mph on school/church property.
- Noise from car audio systems is to be confined within the vehicle on school grounds at all times.
- Once students have arrived at school, the parking area is off limits without administration permission.
- Students needing to leave school during regular class hours must receive written permission from the parent, the approval of the dean and must sign out and sign in on the office log sheet.
- The privilege of driving on campus by students can be revoked for failure to comply with safe driving rules.

Car Pool Suggestions

Two important elements of a successful car pool are communication and cooperation. Some helpful hints:

- Each student is punctual
- Students should be courteous and respectful while riding
- Call the driver ahead of time when a student will not be riding

Utica Bus Service

The Utica School District provides bus service to all residents in the Utica District. The Parkway Christian School office has application forms; however, the parents are responsible for any communication with the Utica bus garage

It is a privilege to use the bus service. Any student who does not follow the bus rules, is continually disruptive, or harasses other riders will lose the privilege to use this service. The Utica Bus Transportation office or the Parkway Christian School administrators will determine eligibility.

Campus Policies

Closed Campus Policy

Parkway Christian School operates under a closed-campus policy. All students must sign in or out in the school office. The rules governing a closed campus policy are as follows:

- Students not currently enrolled at Parkway Christian are not allowed on campus during the school day.
- Permission to leave campus may be secured from the office if a student has a note or phone call from a parent. This permission is called an “early dismissal and is given for such things as doctor’s appointments, a family emergency, etc.
- Due to the short lunch period, parents are not allowed to call students out for lunch. Also, leaving the campus with a parent during a lunch break is not allowed.
- If a student becomes ill at school, a teacher will give the student a pass to the office. If a student needs to go home, the secretary will help with the arrangements. Parental permission must be given for a student to leave before the school day ends.
- The administration has the right to deny requests that fall outside of these categories.

Campus Property

The neat appearance of the Parkway Christian School and Bethesda Christian Church campus is of great importance. We expect all students, staff, and parents to keep the facility neat, clean, clear of litter and free from vandalism.

- Cars should only park in designated areas, never on the grass.
- Cars should not park in the circle drive or on any road at any time. These are fire lanes.
- Parking for athletic events is available in the same designated areas as all other school activities.

Student Visitors

Parkway Christian School welcomes prospective students who are interested in seeing the school in operation. Arrangements should be made with the school office at least one day in advance of the visit. Dress must be appropriate.

Visitors will not be permitted on the following occasions:

- Special parties
- Last day of school prior to any vacations
- Spirit Week
- High School Retreat
- School Picnic Day
- Mid-term or Final Exam Days
- Any day not deemed appropriate by the administrator granting approval

Lockers

Students are issued lockers at the beginning of the year. Students are to keep only appropriate items in their lockers. Locker doors should be kept tightly closed at all times. Tampering with another student's locker will be considered a breach of the school code. The school is not responsible for any losses from student lockers. The school will provide locks for student use if desired.

Textbooks

Textbooks are provided for each student on a rental basis. It is the responsibility of the student to maintain his/her books in proper condition. It is recommended that students obtain and use book covers to protect the books. At the end of the year, textbooks are to be turned in with only normal wear. Any excessive wear or damage to a book (as determined by the teacher) will result in a book damage fee to the parent/guardian.

Lost & Found

All articles found on the school grounds should be turned in to the "Lost & Found" in the Social Centrum. Unclaimed articles will be donated to charity bi-monthly.

Supplies

The student is responsible for personal supplies, such as paper, pencil, notebooks, etc. A supply list is provided at the beginning of the school year through the office.

Emergency School Closing

Inclement Weather Conditions:

- An administrator will contact TV Channels 2, 4 and 7 along with radio channels AM 760 and 950
- School closings will be posted on the Detroit Free Press website **and** when possible at www.parkwaychristian.org
- Automated email, text and phone call alerts of school closing will be sent to parents via ParentsWeb. Please ensure your information is accurate via ParentsWeb.

Should an event occur that requires the closing of school during the school day, the above procedures will be followed along with using phone calls, emails and updating the school website to contact parents/guardians individually.

Lost/Damaged Library Book Policy

Students are responsible for returning library books in good condition and will be assessed fines for damages. Types of damage for which a student will be charged include, but are not limited to: water damage, pen/pencil marks, torn/ripped pages or covers, and sticky notes. All fines will be assessed according to the severity of the damage and will range from \$5.00 to the replacement cost of the book. Students will be responsible for paying for the replacement cost of library materials that are lost or damaged beyond repair. Report cards will not be distributed until all overdue books are returned and/or outstanding fees are collected.

Approved Book Policy

Students enrolled at Parkway Christian School may not read the following types of books for **required** school reading: occult (includes vampires, werewolf, zombies, witchcraft, wizards, etc.), non-Christian romance, non-Christian anime (Pokemon, Yu-Gi-Oh!, etc.)

Latchkey Services for Preschool-Grade 5

AM hours 6:30 – 8:00 PM hours 3:00– 6:00

- Prior registration necessary (forms available in office)
- Send breakfast or a snack with the student
- Homework time along with recreation time
- Students attend most home sporting events to help cheer on our PCS teams

Preschool (\$4.50 per hour and any portion thereof)

- Any student not picked up by 3:05 will be taken to the latchkey room

Grades K-5 (\$3 per hour and any portion thereof)

- Any student not picked up by 3:05 pm will be taken to the Latchkey room
- Students may not wait in the building or roam outside past 3:05 pm unless in the physical presence of a parent
- Students will be released from Latchkey when a parent/guardian arrives or sends a note requesting release to an approved supervisor. (This would be for rides home or attending a home sporting event)

After School Policy Grades 6-12

- The computer room and library will be available to students on a pre-arranged basis under the supervision of a teacher
- Students causing any type of disturbance or not following the above procedure will not be allowed this school privilege
- All 6-12 grade students waiting for transportation after school must be in the cafeteria. Any student not picked up by 5:00 pm, will be taken to latchkey. Parents will be charged \$3 per hour or any part thereof and after 6:00 pm the charge will be \$20 per hour or any part thereof.

Financial Information

Enrolling your child in a private school is an investment in his/her life. With this blessing comes the responsibility for making all payments on time and keeping your account up to date. We endeavor to be good stewards of all the blessings the Lord has given us, and that requires your cooperation in this matter.

Payment Information

Each year, the tuition schedule is available at the time of enrollment. One of the following three payment plans should be chosen:

- Paid in full by June 1 (1% discount)
- Two-payment plan due June 1 and January 3 (.5% discount)
- Monthly payment plan beginning June 10 through May 10

Installment payments are handled through FACTS via our online enrollment process.

A penalty fee of \$35 will be assessed on all checks returned by the bank for any reason. Any returned check must be replaced with cash, cashier's check or money order. If a check is returned a second time, all future payments must be made with cash or money order.

If payment is not received by the due date, a letter will be sent with the following options:

- Bring the account current
- Any exceptions approved by the Financial Office must be settled by month end
- Withdraw child(ren) from the school
- If one of these options is not taken, your child(ren) will not be allowed to attend school after the end of that month until payment is made in full. In the event that an account should remain delinquent, the school reserves the right to turn the account over to a professional agency for collection. Enrollment for the next year will not be permitted under any circumstances if the account of the previous year is not paid in full
- Students who are out of school for delinquent accounts for more than 20 school days will not be able to return

In addition to tuition, some middle school and senior high elective classes carry fees, which are required to help defray the cost of operating these special classes. The middle school and senior high school offices will provide further details. When special testing is necessary for a student, an appropriate non-refundable fee will be charged.

Parkway Christian School has tuition scholarships available who may require financial assistance. Applications are available through PSAS, which is posted on the website under Admissions.

Remember: For every enrolled family referred by you, there is a \$250 voucher that can be applied to the next school year's tuition. We encourage you to take advantage of this method to reduce tuition costs and help build our school. *Speak to our Finance Office for details.*



MIDDLE SCHOOL

AND

HIGH SCHOOL SECTION

Grading Policy

Grade Point averages are calculated using the following scale:

A+	4.3	100	C+	2.3	77-79	F	0.0	Below 60
A	4.0	93-99	C	2.0	73-76			
A-	3.7	90-92	C-	1.7	70-72			
B+	3.3	87-89	D+	1.3	67-69			
B	3.0	83-86	D	1.0	63-66			
B-	2.7	80-82	D-	0.7	60-62			

Honors and AP Courses

Students taking Honors will receive an additional .3 GPA value per course. AP courses will receive an additional .5 GPA value per course. Course offerings vary by school year.

Schedule Change – Drop and Add

The parent, teacher and an administrator must approve all schedule changes. Students who enroll late are responsible for making up missed work for that grading period. There will be a 9-day DROP and ADD period at the beginning of each semester.

Academic Probation

A student in grades 6 – 12 is placed on academic probation when his/her grade point average (GPA) is lower than 2.0 or if the student has multiple Ds and or Fs for a semester. The student will remain on academic probation until the semester grade reaches 2.0 or better. A letter will be sent home informing the parents or guardian of the probation. The student may be asked to step down from leadership activities.

Chapel

The chapel is a special time set aside once each week for the elementary, middle school, and high school to come together to worship and praise the Lord and to learn of Him. We consider this time to be an extremely vital component of the Christian education experience, and ask that every effort is made to have students present during this time.

Service Hour Requirements

High school students must complete 60 hours of approved service (outside of school activities) as a requirement for graduating. This is coordinated through Biblical Studies classes. Three different activities/projects of up to 5 hours each will fulfill this requirement.

Freshman	5 hours each of the first three marking periods (15 hours/year)
Sophomore	5 hours each of the first three marking periods (15 hours/year)
Junior	5 hours each of the first three marking periods (15 hours/year)
Seniors	5 hours each of the first three marking periods (15 hours/year)

Eligibility Determination

Eligibility for co-curricular activities is determined from the previous marking period or the semester grades. Any student participating in any extra curricular activities (sports, student government, drama, etc.) must maintain a 2.0 G.P.A. A failure in any subject will result in a 2-week probationary period from those activities.

If at the end of the two-week period the student has improved his/her grades, then participation of the activity will resume.

Co-curricular Eligibility – MHSAA Requirements

- Students must be passing 66% of their classes at the end of each semester in order to be eligible for athletic participation in the next semester. (MHSAA)
- Transfer students (grades 10-12) who have transferred to Parkway Christian, but have not met the requirements of the MHSAA transfer exceptions are ineligible to participate in sports for one semester.
- Transfer waiver exceptions will be made by the Parkway Christian Athletic Department to the MHSAA office.
- A current physical exam, signed by a physician, must be on file with the athletic director. Physical exams must be taken after April 15 for each new school year.

In addition to the MHSAA academic requirements, PCS student athletes will adhere to the following requirements:

- A quarterly GPA no lower than 2.0
- No failing grades on the most recent quarterly and/or semester report card
- Students who receive an “incomplete” on their report cards will not be eligible for participation until work is complete. (Special consideration may be given when the “incomplete” was due to illness.)
- A Biblical lifestyle both inside and outside the school.
- Pre-Concussion IMPACT testing is provided to all student athletes in grades 6-12. The results are good for two years.

The High School Dean and athletic director will determine all athletic eligibility matters. Student or parent appeals of ineligibility status will first be presented to the high school Dean, second to the administrators, with final appeal to the school board.

Athletic Probation is a designated period of time to allow the student athlete an interval to improve his/her grades. Athletes who fail to meet PCS eligibility requirements may fall into this category. Academic eligibility will be checked each Friday. A failing grade or a G.P.A of less than 2.0 will put the athlete on probation beginning the following Monday. (See below)

- Minimum of 7 calendar days to be served on probation, beginning on the following Monday after grades are checked.
- Athletes on probation may not attend practice.
- Athletes on probation may not travel with the team to away games nor sit on the bench/sidelines of away games.
- Athletes on probation must attend home games, sitting on the bench or sideline. Shirt and tie for the boys, and game day dress for the girls.
- During this probation period the student athlete will take advantage of available assistance (i.e. study hall, tutoring, etc.) to become eligible, participating a minimum of once per week.
- At the end of the one-week period, a grade assessment will be conducted. If the athlete has achieved at least a 2.0 without a failing grade in any subject, the athlete will be able to participate in both games and practices beginning the following Monday.
- An athlete who has been put on probation three times within one sports season, or has missed three weeks of games/practices as a result of academic probation will be removed from the team.

Academic Awards

Dean's List

At the end of the 3rd quarter, students who have achieved a GPA of 3.5 or higher will be eligible for the Dean's List.

Honor Roll

At the end of the 3rd quarter, students who have achieved a GPA of 3.0 – 3.49 will be eligible for the Honor Roll.

Honors Convocation

Middle School students who have been named to the Dean's List will be invited to the Honors Convocation.

High School students who have been named to the Dean's List will be invited to an Honors Convocation Banquet that will be held off site. Parents will be sent an invitation to attend. Students and their parents incur the cost of the banquet.

High School Graduation Requirements

Students are required to successfully complete the following for a total of 26 credits.

▪ English	8 semesters/4 credits
▪ Biblical Studies	8 semesters/4 credits
▪ Mathematics	8 semesters/4 credits
▪ Science	6 semesters/3 credits
▪ Social Studies	6 semesters/3 credits
▪ Foreign Language	4 semesters/2 credits
▪ Health	1 semesters/.5 credits
▪ Physical Education	1 semesters/.5 credits
▪ Visual Arts/alternative course	2 semesters/1 credits
▪ Electives	8 semesters/4 credits
▪ Online component	2 semesters/1 credit/integrated
▪ Service Hours	15 hours per year

- All students are required to take a full schedule during their freshman, sophomore, junior, and senior years.
- A junior or senior has the option of attending the Career Prep Center the first two hours of the day with administration approval.
- A senior has the option of taking an online class through Macomb Community College during school hours.
- All students are required to experience a technology-integrated component within the classroom.
- Students on discipline (school suspension) may not attend the Career Prep Center the day(s) of suspension. Attendance at the Career Prep Center is a privilege that can be revoked due to excessive disciplinary infractions.

Graduation

- Attendance is of all graduates at graduation functions is strongly encouraged.
- Standards of dress and conduct will be in effect for all graduation activities.
- The student's accounts (fees, books, lockers, etc.) must be paid in full before receiving a diploma.
- Seniors will not receive a diploma if they do not meet the requirements for graduation.
- Seniors lacking 2 or more courses needed for graduation will not be able to participate in the commencement ceremony.

Senior Awards

M. D. Beall- Christian Lifestyle - A senior who not only leads a Christian lifestyle, but also is a consistent witness to others and an example for other students to follow in both speech and behavior and who dynamically encourages others to do the same.

James Lee Beall - Leadership - A senior who has demonstrated the most Christ-like leadership ability throughout his/her high school career

Maureen Matous - Eagle Spirit - A senior who has been a strong, behind-the-scenes support as a servant leader to the class and school

Valedictorian The senior(s) achieving the highest cumulative GPA for grades 9 through 12 and having attended Parkway Christian at least 6 consecutive semesters.

Salutatorian The senior(s) achieving the second highest cumulative GPA for grades 9 through 12 and having attended Parkway Christian at least 6 consecutive semesters.

Athlete of the Year – Male and Female (Criteria on following page)

Male and Female Athlete of the Year Selection

Points are compiled from Spring sports of a student's Junior year through Winter sports of a student's Senior year. Award points are given for all three seasons from Spring of 11th grade through Winter of 12th grade. This is done because many individual awards for Spring Sports are not announced until after Parkway's graduation and thus cannot be figured into the equation.

Points	Award	Designation
10	All-State	First Team
7	All-State	2 nd , 3 rd , 4 th , 5 th Teams
5	All-State	Honorable Mention
5	All Macomb County	First Team
3	All Macomb County	Other Teams
2	All Macomb County	Honorable Mention
4	All M.I.A.C.	MVP
4	All M.I.A.C.	First Team
3	All M.I.A.C.	Second Team
1	All M.I.A.C.	Honorable Mention
3	All District	First Team
2	All District	Second Team
1	All District	Honorable Mention
4	Detroit Free Press	All – Area Teams
4	Detroit News	All – Area Teams
3	Parkway Varsity Sport	MVP
9	3 Varsity Sports	Spring 11 th – Winter 12th
6	2 Varsity Sports	Spring 11 th – Winter 12th
3	1 Varsity Sport	Spring 11 th – Winter 12th
1.5	A secondary sport in same season	Spring 11 th – Winter 12th
1	Captain of a Sports Team	Spring 11 th – Winter 12th

Spirit Week

Spirit Week is held annually in the fall. This special time is set aside each year to encourage students to develop their relationship with God and their classmates as well as developing school spirit. This is one of the highlights of the school year.

All high school students are required to participate in all Spirit Week daytime activities and are encouraged to attend all nighttime events.

Student Council

Secondary students who participate in Student Leadership institute (SLi) are eligible to be members of the student government after attending Parkway Christian for one school year prior to their running for office. Each class elects three or four students as class officers who serve as the council.

- President
- Vice-president
- Secretary
- Treasurer or Secretary/Treasurer

Students whose behavior is not appropriate for a leadership position will be asked to step down.

Special Class Trips

- **7th/8th Grade - Fall Retreat**
(cost in addition to tuition, but included in payment plan)
- **8th/9th Grade - Washington DC**
(cost in addition to tuition, but included in payment plan)
- **9th-12th - Winter Retreat**
(cost is included in tuition)
- **12th grade only - Orlando Florida** (optional)
(cost in addition to tuition and may be included in the payment plan but must be paid in full prior to the date of the trip.)

All special trips are important parts of the curriculum and therefore are mandatory and non-refundable. The senior trip is optional, but once fees have been paid, they are non-refundable.

Middle School Course Requirements

6th Grade

Biblical Studies

Science

Language Arts

Mathematics

Computers

World History

Spanish

7th Grade

Biblical Studies

Life Science

Language Arts

Mathematics

Computers

World History

Spanish

8th Grade

Biblical Studies

Physical Science

Language Arts

Mathematics

Computers

American History

Spanish

Non-Academics – Art, Band, Vocal, Physical Education

Middle School Scripture Memorization

We believe scripture memorization will reap great benefits now and throughout the student's life. Each week the student will memorize a new scripture.

Middle School Promotion

In order for a student to be promoted from 6th, 7th or 8th grade, he or she must complete the scripture requirements and show proficiency in the required classes: Biblical Studies, English, Science, Mathematics, Social Studies and Physical Education. The student may not be promoted to the next grade if –

- He/she receives an "F" grade for both semesters in any one of the core classes
- He/she fails the last semester of two or more core classes
- An accumulated year-end average is below 2.0 in academic classes

Arrangements may be made with the administration for making up failing grades in summer school.

Dress Code

The standards of dress and appearance for students at PCS are intended to encourage reverence toward the house of God, to show respect to the school and its faculty, to build school spirit, to give priority to the development of the inner self over outward appearance, and to discourage conforming to worldly fashion.

Students are expected to be well groomed and neatly dressed. The following standards are not intended to be all encompassing. Administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically.

General Dress

- Uniforms are described below
- All clothing must be plain, logos other than specified are not permitted
- All shirts must be tucked in. The shirt must be purchased long enough to remain tucked in at all times
- All students should be in dress code upon arrival at school and after 3:00 pm until they leave the building or until they are in the gym area.
- Girls' hair should be neat. No shaved portions of the head (designs (i.e. Mohawks), dyed or cut in). Colors may not be extreme and deviate from the spectrum of natural color.
- Boys' hair should be neat. No shaved portions of the head (designs, dyed or cut in) or spiked. The hair cut MUST be groomed (Washed, combed, and styled). Length can not go beyond the collar, over the ears or below the eyebrows. No pony tails are allowed. Colors may not be extreme and deviate from the spectrum of natural hair colors. Facial hair must be trimmed and neat
- Boys are not permitted to wear earrings at school or at any school events
- Field trip dress will be dictated by the activity. Students will be informed of what is acceptable dress prior to the trip
- No headwear--such as hats, visors, bandanas, sunglasses, etc.--may be worn or carried in the building during the day. When a student arrives at school, all headgear should be placed promptly in the student's locker
- Outer coats must be put in the locker upon arriving at school. Absolutely no outerwear or coats shall be worn during the school day in the class
- Sagging and low-rise pants are not acceptable, underwear should not be visible
- Jewelry that reflects a negative life-style, including wallet chains, studded belts and bracelets, is not allowed
- Only ear piercings are allowed for girls. No other visible piercings are allowed.
- Any display of cleavage is considered inappropriate

Casual Dress

Casual dress days will be as follows:

- All-school casual
- Casual for \$1.00 (twice per month)
- PCS Spirit Casual
- PTS casual

All opportunities for casual dress will be fulfilled on the assigned days for that privilege. If a student is absent or for some other reason misses the assigned day, the privilege is forfeited. Exceptions are granted through the administration only. Approval must be granted before any make-up days are awarded.

Casual Day Dress Restrictions

- Shirts may be worn un-tucked but if the midriff is exposed when the arms are lifted, the shirt must be changed
- All shirts must have at least a cap sleeve, no tank tops. Mesh tops are inappropriate
- No vulgar, obscene, disrespectful, or suggestive words, pictures, or graphics should be worn on any clothing
- Skirts and shorts must be no more than 3" above the knee, including **ALL** items worn with tights.
- Capris are allowed
- No pants with holes, patches, or threads
- Girl's jeans are not acceptable for boys
- No spandex, leggings, yoga pants or other pants/shorts that would be revealing
- Clothing that accentuates any part of the anatomy for boys or girls is unacceptable apparel
- No tight fitting or cleavage revealing attire
- No flip-flops, slides, slippers or moccasins
- For PCS Spirit casual, students **must** be in PCS logo clothing after the 1st quarter.
- **The basic rule to follow is, "If in doubt, do not wear it"**

Game Day Dress

Boys

- Collared Shirt with tie
- Dress Slacks (no jeans or casual pants)
- Black Shoes

Girls

- Dress/Skirt no shorter than mid-knee length
- Dress Pants (no jeans or casual pants)
- Blouse or top with sleeves

Violations of the dress code

- Students who are in violation of the dress code forfeit the next casual day and may be sent home **or** receive a detention at the discretion of the administration
- Students who are in violation of the casual day dress code will forfeit the next scheduled casual day **and** receive a detention
- Be aware that multiple offenses can occur in the same day
- The privilege of wearing hoodies may be forfeited for multiple violations

The administration reserves the right to declare any inappropriate dress as a violation of the dress code, and discipline will be administered accordingly, including but not limited to being sent home.

Girls – Middle School grades 6-8

- Skirt: Navy kilt
Plaid wrap kilt

Skirt length no more than 2" above mid-knee and purchased from School Blues

- Pants: Navy, Black or Khaki "Dockers style," with a black or brown belt (No skinny, low rise or cargo pocket type).
- Shirts: White or light blue oxford, button-down collar, short or long sleeve
White, red, navy – plain, polo style, and cotton knit with 2 or 3 buttons and collar, short or long sleeves

All shirts must be tucked into skirt/pants and only the top button of shirt may be open.

- Sweater: Navy cardigan, plain weave, **NO** logo
Navy crewneck pullover, plain weave, **NO** logo
Navy v-neck pullover vest, plain weave, **NO** logo, worn with oxford shirt only
- Shoes: Black leather with enclosed back and toe, NO boots, sandals, slippers, moccasins, flip-flop type shoes, platforms, or heels over 2 inches. Must be one of the school approved styles
- Socks: Navy, black or solid white knee highs or tights. **NO** leggings.

Boys – Middle School grades 6-8

- Pants: Navy, black or khaki cotton twill, "Dockers Style," straight leg, flat or pleated front, (No skinny, low rise or cargo pocket type).

Pants must be no more than one size larger than measured waist.

- Shirt: White or light blue oxford, button-down collar, short/long sleeve
White, red or navy plain, no logo, polo style, cotton knit with 2 or 3 buttons and collar, short/long sleeves

All shirts must be tucked into pants and only the top button of shirt may be open.

- Sweater: Navy cardigan, plain weave, **NO** logo
Navy crewneck pullover, plain weave, **NO** logo

- Shoes Navy v-neck pullover vest, plain weave, **NO** logo, worn with oxford shirt only
- Shoes Black leather with enclosed back and toe, **NO** athletic shoes, boots, sandals, moccasins, or flip-flop style shoes. Must be one of the school approved styles.
- Socks Navy, black, brown, or solid white socks
- Belt Black or dark brown plain leather

Girls – High School grades 9-12

- Skirt Navy kilt
Plaid wrap kilt
Khaki – kick-pleat skirt
Skirt length no more than 3” above mid-knee and purchased from School Blues.
- Pants Navy, Khaki or Black “Dockers” style, with a black or brown belt (no skinny low rise or cargo pocket type).
- Shirt White or light blue oxford, button-down collar, short or long sleeve
Navy, red or khaki polo style, short or long sleeve, **school emblem only**

All shirts must be tucked into skirt/pants and only the top shirt button may be open.

- Sweater Navy v-neck cardigan **with school emblem**
Navy v-neck pullover **with school emblem**
Navy v-neck pullover vest **with school emblem** (worn with oxford shirt only)

The sweater must be purchased from School Blues.

- Shoes Black leather with enclosed back and toe, NO boots, sandals, slippers, moccasins, flip-flop type shoes, platforms, or heels over 2 inches. Must be one of the school approved styles
- Socks Socks are required. Navy, black, khaki or white knee highs or tights. No athletic ankle or no-show socks. Navy or black leggings may be worn with dress code knee socks and appropriate skirt length.

Boys – High School grades 9-12

- Pants Navy, black or khaki cotton twill fabric, “Dockers style,” straight leg, flat or pleated front, (no skinny, low rise or cargo pocket type).

Pants must be no more than one size larger than measured waist.

- Shirts White, light blue oxford, button-down collar, short/long sleeve
Navy, red, khaki polo style, short/long sleeve, **w/school emblem**
- Sweater Navy v-neck pullover
Navy v-neck cardigan
Navy v-neck pullover vest (worn with oxford only)

Shirts, sweaters and vests must be purchased from School Blues.

All shirts must be tucked into pants and only the top shirt button may be open.

- Shoes Black leather with closed heel and toe, **NO** athletic shoes, boots, sandals, slippers, moccasins, slides, or flip-flop type. Must be one of the school approved styles
- Socks Black, navy, brown or solid white sock
- Belt Black or brown plain leather
- Tie (optional) Navy solid

Middle School and High School Administrative Discipline

Discipline at Parkway is based on the admonishment in scripture found in Proverbs 22:5-6 and Ephesians 6:4. Proverbs tells us to “Train a child in the way he should go, and when he is old he will not turn from it.” Ephesians says, “Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord.” Similar scripture makes it clear that we are to put our main emphasis on instruction, not punishment until the child has an understanding of the law of God. For most Middle School and High School students, this understanding of the basic tenets of God’s law has been achieved.

Rules are based on Biblical standards of behavior (see 12-16), and when a student disobeys a rule, he or she is reminded of the Biblical stance on that behavior by going to the Bible itself for direction. The goal is always repentance and restoration.

Punishment will occur for behavior that stems from rebellion, defiance of authority, or repeated infractions. Detention or a work detail may be assigned, or an assignment geared to further the student’s understanding of the Biblical precept may be sent home for the student to complete. Parents will be informed by phone for serious offenses and by mail for all others.

Students who do not reach repentance will be required to discuss the issues with a discipline committee, and the committee will decide on the proper course of action.

The following guidelines are established to maintain an atmosphere conducive to learning and glorifying God in the Middle School and High School. These should be seen as an extension of the standards learned daily and displayed on page 12-16 and should be followed and applied both in and out of school:

- Bullying and physical altercations are not permitted.
- The use or possession of illegal drugs, tobacco, or alcoholic beverages is not permitted.
- Students should not remain at an activity where drugs or alcohol are being consumed.
- Involvement in any sexually immoral activity is not permitted.
- Wholesome friendships are encouraged between boys and girls. Students, however, should refrain from demonstrating excessive personal affection on campus and at all school functions: i.e., prolonged embracing, kissing, etc.
- Fireworks, firecrackers, matches and other flammable materials are prohibited by law and are not permitted on campus.
- Students will not bring on campus any weapons (including pocket knives), firearms or anything that resembles a weapon or firearm.
- Profanity, vulgarity and other forms of communication or conduct unbecoming of a Christian are unacceptable, including all forms of online communications.

- Honesty is expected at all times. Cheating, lying, stealing and plagiarism are not acceptable.
- The rights and property of others are to be respected at all times.
- School facilities, books, desks, all lockers, etc., are provided for the use of the students. Damaging or defacing of such property is not acceptable.
- Students and their parents are responsible for damage incurred to school property, whether willful or accidental (including breakage of windows, damage to lockers, abuse or loss of books, instruments, etc.).
- Pride grows from a clean campus. Students are encouraged to help keep the campus clean.
- No candy, food or drinks are to be consumed outside the cafeteria.
- Permission must be given for a student to leave the class or campus.
- Permission must be given for a student to enter a faculty lounge or faculty restroom.
- Unauthorized visitors are not permitted.
- Gambling is not permitted.

Prohibited Items

Problems sometimes arise because students bring non-educational articles to school. Such items include, but are not limited to, games, fireworks, and all electronic devices. Ipod's, MP3's, and similar devices are not to be used during school hours and will be confiscated if used.

Occasionally students have articles that are hazardous to the safety of others or interfere in some way with school procedures. If at any time students have hazardous items in their possession, in lockers, on school grounds, or in the school building, the articles will be confiscated and the proper officials notified.

Classroom Behavior

Teachers are responsible for establishing a behavior plan, that maintains a positive class atmosphere conducive to quality education. Students are expected to be respectful and cooperative with their teachers.

A teacher's desk, cabinet, bookcase, etc., are regarded as personal property and not accessible by students.

When a student's behavior or attitude violates school standards, various types of discipline are applied. These include counseling, assigning of detention, work detail, probation, temporary suspension, and expulsion.

General rules have been established out of a concern for the safety of all, and out of respect for the rights of others. The purpose for discipline is to change errant behavior and teach students to be in charge of themselves. Discipline is a process that takes time and the cooperation of parents.

Teachers shall establish classroom rules concerning general student behavior and procedures that contribute to positive learning experiences. Recurring or unusual situations within the classroom will be referred to the administration.

Discipline for failure to follow the school-wide code is established by the administration and school board, and is listed below:

General Offenses – Grades 6 –12

- Presence in the halls or bathrooms during class time without written permission
- Negative references, insults and bullying of any sort
- Excessive tardies
- Dress code violations
- Violation of standards identified on pages 12 -16 and page 52-53

Consequences for General Offenses per semester

- At the first offense, the violation is discussed, the student is reminded of the correct standard of behavior, and a consequence is given as appropriate
- First, Second and Third Offenses: Parents are notified by mail and appropriate consequence will be assigned
- Additional infractions of the rules will result in more serious consequences

Detention

- When a detention is given, students are required to serve on the date assigned, which will be the next available detention date.
- Students must be punctual.

Major Offenses

- Using unacceptable language (a swear word, using God's name in vain, etc.)
- Verbal/written threats
- Bullying
- Cheating/Plagiarism
- Lying
- Using crude or obscene gestures
- Skipping class or school
- Involvement in physical altercations including dangerous or injurious horseplay
- Challenging and/or showing disrespect to authority
- Destroying/vandalizing school property
- Abusive behavior (taunting/mean-spirited teasing, bullying)
- Unauthorized accessing a teacher's desk, cabinet, bookcase, etc.

- Conduct that endangers the health, safety or welfare of students and staff or interferes with the education process (bomb threat, etc.)
- Destruction or defacement of school or church property
- Deliberate setting off of a false alarm
- Extortion
- Fighting (punches thrown)
- Possession, sale or use of fireworks
- Possession or use of prohibited substances (alcohol, drugs, tobacco products) of any form on or off campus
- Reoccurrence of offenses
- Sexual/racial harassment (off-color remarks, unwanted touching, inappropriate comments of sexual/racial nature, lewd gestures, etc.) regardless of intent
- Theft
- More than three violations of the same standard
- Violation of any of these standards online
- Other violations deemed of a severe nature by the administration

Consequences for Major Offenses (per year)

First Offense

- An administrator will call the parent, and a meeting may be held with the parent (guardian) and student if appropriate
- A suspension will be issued

Second Offense

- A conference is held with parent/guardian, student and discipline committee
- The discipline committee will meet privately to draw up a discipline contract, which will include a temporary suspension
- The parent/guardian is notified of the committee's decision
- A signed copy of the Discipline Contract will be on file with the dean of that grade

Third Offense

- The consequences listed in the Step 2 discipline contract will be applied.
- If expulsion is the action, the school board will be informed.

Additional Consequences

- Cheating – A grade of zero is given on the exam/paper/assignment (see cheating policy)
- Destruction of Property – replacement/repair is done at the student's expense
- Skipping School – A grade of zero is given for all missed work

Suspension (1 to 10 days)

Indefinite Suspension – To be used when expulsion is being considered

Suspension is used for more serious problems and for recurring offenses. A police report may be filed with the appropriate law enforcement agency.

Examples include, but are not limited to, the following:

- Immoral behavior
- Recurring incidents of fighting
- Use of, under the influence of, possession of, sale of alcohol and/or drugs on or off campus
- Possession, threat, and/or use of weapons
- Threatening physical well-being of student or staff member

Expulsion Policy

It is the responsibility of the discipline committee of Parkway Christian School to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedure will be followed:

- The student, parents, and any other involved party will meet with the discipline committee to discuss the event.
- The student, parents, and any other involved party will then be excused, at which time the discipline committee will make a final decision regarding the expulsion.
- A parent may appeal, in writing, to the school board regarding the decision of the discipline committee.

Academic Honesty

Cheating

The following infractions constitute cheating:

Testing

- Any talking or whispering among students
- Giving messages – verbal or nonverbal
- Intentionally exposing a test in such a way that answers can be seen or taking answers from an exposed test paper
- Having anything on top of the desk except the test paper and writing instrument (unless the teacher grants permission)
- Keeping, duplicating, sharing or selling copies of tests (unless the teacher grants permission)
- Using unapproved materials during a test including, but not limited to, information on the floor, skin, clothing, shoes, or any other notes, etc.

Projects

- Doing another's work and/or pressuring or paying someone to do your work.
- Submitting an old project as though it were new. (Use of previous studies may be approved by the teacher)
- Making up or inventing information
- Plagiarizing (copying any source without proper credit or use of quotation marks)
- Presenting any work to the teacher and, thereby, implying that it is your work and that you have independently completed the assignment when, in fact, it is not completely yours and/or you have not independently done the assignment
- Copying notes (unless it is a team project or the teacher grants permission)
- Copying a finished product from another student without permission from the teacher
- Letting another student copy notes or information from your work (unless the teacher grants permission)
- Writing a book report from a video or Cliff Notes type work as if the entire book were read

Homework

- Presenting any work as if it is your own when it is not
- Copying someone else's homework assignment or allowing someone to copy your work
- Having someone else do any part of your homework assignment or doing someone else's homework (Group projects, with teacher permission, may be an exception)

Plagiarism

Each teacher discusses with each class early in the year what is and what is not plagiarism and the importance of academic honesty. The following is an appropriate interpretation:

- Using the works of another student or an author without quotation marks or footnotes is academically dishonest.
- Even if a few words are changed, a student is guilty of plagiarism if, without giving proper credit, he or she uses specific ideas or material (including formats and methods or organizations) not commonly known.

Prior to each assignment of a reference paper, it is customary for the teacher again to review plagiarism in class. Students are urged to discuss with the teacher any questions that may exist over specific passages before submitting the final paper.

When a teacher detects plagiarism or cheating:

- The assignment or test receives a zero, the teacher fills out discipline report, and the teacher or dean keeps the paper or test.
- The dean contacts the student's parents and appropriate discipline is issued.



ELEMENTARY SECTION

Elementary Academics

Grading Policy

In grades K-1, the following grading system is used:

S = Satisfactory

Student demonstrates the ability to use the concept with skill and understanding

P = Shows Progress

Student is gaining understanding of the concept with minimal problems

N = Needs Help

Student needs additional help to grasp the concept

X = N/A

Concept not being evaluated at this time

In grades 2 –5, the following grading system is used:

Grade Point averages are calculated using the following scale:

A+	4.3	B+	3.3	C+	2.3	D+	1.3	F	0.0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

Academic Probation

A student in grades 4-5 is placed on academic probation when his/her grade point average (GPA) is lower than 2.0 for a semester. The student will remain on academic probation until the semester grade reaches a 2.0 or better.

A letter will be sent home informing the parents or guardian of the probation and an academic intervention plan will be implemented

Academic Awards

Awards are based upon work completed during the first three card marking periods of the school year for students in grades 2-5

a) Dean's List

To qualify for the Dean's List, students in grades 2-5 must achieve a grade point average (GPA) of 3.7-4.0 and have no letter grade lower than a C.

b) Honor Roll

To qualify for the Honor Roll, students in grades 2-5 must achieve a GPA of 3.0-3.6 and no letter grade lower than a C-.

Weekly and Monthly Awards

Weekly Awards - Students in each class who have shown the Biblical Standard Characteristic for the week

Student of the Month Award – A student from each class who has consistently displayed the Biblical Standard for the month

Special Year End Awards

Safety Patrol Member of the Year - The safety patrol member who most exemplifies leadership, respect, reliability, dependability, courtesy and judgment

Subject Area - Students in each class who have consistently displayed both ability and enthusiasm for the content area in each subject

Fruit of the Spirit - Students who have consistently demonstrated the Fruits of the Spirit throughout the year

Scripture - Those students who are diligent about memorizing the Word of God



Scripture Memorization

Kindergarten

Psalm 100
The Ten Commandments
Galatians 5:22-23/Fruit of the Spirit
The Lord's Prayer

First Grade

The Lord's Prayer
Galatians 5:22-23/Fruit of the Spirit
The Ten Commandments
I Corinthians 13:4-8a
Psalm 1
Psalm 23
Psalm 100

Second Grade

The Lord's Prayer
The Ten Commandments
Genesis 1:26-28
Psalm 23
I Corinthians 13:4-8a
Galatians 5:22-23/Fruit of the Spirit
Psalm 1
Books of the Bible

Third Grade

The Ten Commandments
I Corinthians 13:4-8a
Books of the Bible
Psalm 100
Matthew 5:3-12/The Beatitudes
Psalm 121
John 3:16 -17
Romans 3:23
Romans 6:23

Fourth Grade

Romans 1:20-22
The Ten Commandments
Galatians 5:22-23/Fruit of the Spirit
Romans 3:23
Romans 6:23
John 3:16-17
Psalm 91
Mathew 5:3-12/The Beatitudes
Ephesians 6:13-17
Psalm 121

Fifth Grade

Books of the Bible
Matthew 5:3-12/The Beatitudes
Luke 2:1-20
Galatians 5:22-23/Fruit of the Spirit
Ephesians 6:13-17
I Corinthians 13:4-8a
Romans 5:1-8
The Ten Commandments



Elementary Administrative Discipline

Elementary Administrative Discipline

Discipline at Parkway is based on the admonishment in scripture found in Proverbs 22:5-6 and Ephesians 6:4. Proverbs tells us to “Train a child in the way he should go, and when he is old he will not turn from it.” Ephesians says, “Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord.” Similar scripture makes it clear that we are to put our main emphasis on instruction, not punishment.

Rules are based on Biblical standards of behavior (see pgs. 12-16), and when a student disobeys a rule, he or she is reminded of the Biblical stance on that behavior by going to the Bible itself for direction. This is repeated as long as needed for the student to come to a full understanding of the rule involved. The goal is always repentance and restitution.

Punishment will occur for behavior that stems from rebellion, defiance of authority, or a failure to repent once understanding has occurred. The most common punishment is loss of privilege, such as no recess. In addition, a work detail may be assigned, or an assignment geared to further the student’s understanding of the Biblical precept may be sent home for the student to complete. Parents will be informed by phone for serious offenses and by mail for all others.

Prohibited Items

Problems sometimes arise because students bring non-educational articles to school. Such items include, but are not limited to, games, fireworks, and all electronic devices. Ipod’s, MP3’s, and similar devices are not to be used during school hours and will be confiscated if used.

Occasionally students have articles that are hazardous to the safety of others or interfere in some way with school procedures. If at any time students have hazardous items in their possession, in lockers, on school grounds, or in the school building, the articles will be confiscated and the proper officials notified.

Elementary Dress Code

Girls – Elementary School grades K-5

- Plaid jumper: tent **or** center pleat with slit (length to the bend of the knee)
- Pants: navy, black or khaki cotton twill fabric, “Dockers Style,” straight leg, flat or pleated front, (no skinny, low rise or cargo pocket type)

Jumpers must be purchased from School Blues.

<u>Blouse:</u>	white or red Peter Pan collar – short or long sleeve
<u>Polo:</u>	white, red or navy solid
<u>Turtleneck:</u>	white, red or navy solid
<u>Cardigan:</u>	navy, plain weave NO logo, embellishments, emblems, or tags
<u>Socks:</u>	navy, black, brown or solid white; no leggings or no-show socks
<u>Shoes:</u>	black leather with enclosed back and toe, no athletic shoes, boots, sandals, slippers, mocassins, flip-flop type shoes, platforms, or heels over 2 inches. Must be one of the school approved styles
<u>Belt:</u>	black or dark brown – plain leather

Boys – Elementary School grades K-5

- Pants: navy, black or khaki cotton twill fabric, “Dockers Style,” straight leg, flat or pleated front, **NO** skinny, low rise or cargo pocket type
- Shirts: navy, red, or white – plain, polo style, cotton knit with 2 or 3 buttons and collar, short or long sleeves, **NO** logo
- Turtleneck navy, red, white – solid
- Sweater navy cardigan– plain weave, **NO** logo
navy crewneck pullover – plain weave, **NO** logo
- Socks: navy, black, brown or solid white
- Shoes: black leather with enclosed back and toe, no athletic shoes, boots, sandals, slippers, mocassins, flip-flop type shoes. Must be one of the school approved styles
- Belt: black or dark brown – plain leather

All shirts must be tucked into pants and only the top shirt button may be open.

Dress Code

The standards of dress and appearance for students at PCS are intended to encourage reverence toward the house of God, to show respect to the school and its faculty, to build school spirit, to give priority to the development of the inner self over outward appearance, and to discourage conforming to worldly fashion.

Students are expected to be well groomed and neatly dressed. The following standards are not intended to be all encompassing. Administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically.

General Dress

- Uniforms are described above
- All clothing must be plain; logos other than specified are not permitted
- All shirts must be tucked in. The shirt must be purchased long enough to remain tucked in at all times.
- All students should be in dress code upon arrival at school and after 3:00 pm until they leave the building or until they are in the gym area.
- Girls' hair should be neat. No shaved portions of the head (designs (i.e. Mohawks), dyed or cut in). Colors may not be extreme and deviate from the spectrum of natural hair colors.
- Boys' hair should be neat. No shaved portions of the head (designs, dyed or cut in) or spiked. The hair cut MUST be groomed (Washed, combed, and styled). Length cannot go beyond the collar. No pony tails, colors may not be extreme and deviate from the spectrum of natural hair color. Facial hair must be trimmed and neat.
- Boys are not permitted to wear earrings at school or at any school events.
- Field trip dress will be dictated by the activity. Students will be informed of what is acceptable dress prior to the trip.
- No headwear-such as hats, visors, bandanas, sunglasses, etc.-may be worn or carried in the building during the day. When a student arrives at school, all headgear should be placed promptly in the student's locker
- Outer coats must be put in the locker upon arriving at school. Absolutely no outerwear or coats shall be worn during the school day in the class
- Sagging and low-rise pants are not acceptable, underwear should not be visible
- Jewelry that reflects a negative life-style, including wallet chains, studded belts and bracelets, is not allowed
- Any display of cleavage is considered inappropriate

Casual Dress

Casual dress days will be as follows:

- All-school casual
- Casual for \$1.00 (twice per month)
- PCS Spirit Casual
- PTS casual

All opportunities for casual dress will be fulfilled on the assigned days for that privilege. If a student is absent or for some other reason misses the assigned day, the privilege is forfeited. Exceptions are granted through the administration only. Approval must be granted before any make-up days are awarded.

Casual Day Restrictions

- Shirts may be worn un-tucked but if the midriff is exposed when the arms are lifted, the shirt must be changed
- All shirts must have at least a cap sleeve, no tank tops. Mesh tops are inappropriate
- No vulgar, obscene, disrespectful, or suggestive words, pictures, or graphics should be worn on any clothing
- Skirts and shorts must be no more than 3" above the knee, including **ALL** items worn with tights.
- Capris are allowed
- No pants with holes, patches, or threads,
- Girl's jeans are not acceptable for boys
- No spandex, leggings, yoga pants or other pants/shorts that would be revealing
- Clothing that accentuates any part of the anatomy for boys or girls is unacceptable apparel
- No tight fitting or cleavage revealing attire
- No slippers or moccasins
- For Spirit Day casual, students **must** be in PCS logo clothing after the first quarter.
- **The basic rule to follow is, "If in doubt, do not wear it"**

The administration reserves the right to declare any inappropriate dress as a violation of the dress code, and discipline will be administered accordingly, including but not limited to being sent home.

Elementary After-School Policy

Kindergarten

- Parents should not come to the classroom for their children before 2:45 pm. Arriving early and standing outside the classroom door disrupts the learning process.

Grades 1-5

- The teacher will walk the students to a designated section of the lobby where they will be released to their parents.

Grades K-5

- Any student not picked up by 3:05 pm will be taken to the Latchkey room. The rate is \$3.00 per hour and any portion thereof.
- Students may not wait in the building or roam outside past 3:05 pm unless in the physical presence of a parent.
- Students will be released from Latchkey when a parent/guardian arrives or sends a note requesting release to an approved supervisor. (This would be for rides home or attending a home sporting event)