

"You shall love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and your neighbor as yourself."

Luke 10:27

2026-2027

PARENT/STUDENT HANDBOOK

PARKWAY CHRISTIAN SCHOOL

CHALLENGING MINDS • CAPTURING HEARTS • CULTIVATING GIFTS

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About Parkway

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. *Last updated 9/10/2026*.

Parkway Christian School is a ministry of Bethesda Christian Church and maintains an Advisory Board to assist in giving advice and opinions for the general school operating policies.

PCS Advisory Board members as of January 1, 2026 are:
Patrick Visger, Board President
Christa Anderson
Crystal Reid
Derica Scribner
Jerry Weinzeirl
Parnell Williams

The School Board has hired the following administrative staff to operate the school:
Sarah Holmgren, Head of School & EL Dean/Principal
Eric D. VanHouten, 7-12 Dean/Principal
Sarah Davis, Business Manager
Brian Schlientz, Athletic Director

General School Information
14500 Metropolitan Parkway
Sterling Heights, MI 48312
Phone: 586-446-9000
Fax: 586-446-9904
School Hours: 8:00 AM – 3:00 PM
Office Hours: 7:30 AM - 3:30 PM

Parkway Christian School

Motto: Challenging Minds, Capturing Hearts, Cultivating Gifts

Vision: The vision of Parkway 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: 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.

Statement of Faith: At Parkway, we believe Jesus is the Son of God and that He paid for our sins with His death and rose from the dead, overcoming the grave and offering us eternal life. We believe that we must accept Christ with faith and repentance to receive the eternal life He offers. We believe Jesus Christ is alive and active in our world through the power of the Holy Spirit. Christ can and does heal sick bodies, minds, and emotions. We believe Jesus will physically and visibly return to Earth and will resurrect those who have died in Christ. We believe the Bible is the inspired Word of God. We believe in the infilling of the Holy Spirit and in utilizing the gifts He has given individuals and the Church.

Kingdom Education: Parkway Christian School will remain committed to the Kingdom Education philosophy of Education, as outlined in the following principles:

Kingdom Education is the life-long, Bible-based, Christ-centered process of leading a child into a new identity with Christ and developing him/her according to the specific abilities given to him/her by Christ so that the child will be empowered to live a life characterized by love, trust, and obedience to Christ.

Please see detailed Kingdom Education Information in the areas below:
Principles of Kingdom Education
Kingdom Education Website
Why Does Kingdom Education Matter

EDUCATION PHILOSOPHY

KINGDOM EDUCATION

Parkway Christian employs the educational philosophy of Kingdom Education, authored by Dr. Glen Shultz, seeks to unite the **family**, **church** and **school** to impart a biblical worldview in students.

Kingdom Education is based on 13 biblical principles.

HELPFUL QUESTIONS

Various questions that can help you align with Kingdom Education philosophies at home.

What influence does media have on my child at home?

How am I diligently teaching my child God's ways while they are at home?

Is **my** life characterized by love, trust and obedience to God?

Is what we teach our children at home, both in words and actions, founded on the truth of God's Word?

Would our children know that Christ is our first love by our actions?

Are our children being taught anything that will draw them away from Jesus?

Do I have a God-centered worldview?

Do those educating my children fear God and love truth?

Why do I want my child to have a good education?

How does my life reflect an eternal perspective as I live it before my children?

Do I want my children to get a good job and have a comfortable lifestyle more than I want God to use them in any way He sees fit?

THE EDUCATION OF CHILDREN AND YOUTH...

is the primary responsibility of parents.

is a 24-hours-a-day, 7-days-a-week process that must take place from birth through maturity.

must have as its goals the salvation and discipleship of the next generation.

must be based on God's Word as absolute Truth.

must hold Christ preeminent in all of life.

must not hinder the spiritual and moral development of the next generation.

if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles.

results in the formation of lifestyles or worldviews that will be patterned after the belief systems or worldviews of the teachers'.

must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.

must have a view of the future that includes the eternal perspective.

must have as its primary focus the increase in the knowledge of God.

results in performing work in fulfillment of God's will for their lives.

must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance for God's glory.

Core Values

Parkway Christian School Core Values

The Core Values of the School may not deviate from the core values of the church.

Core Value # 1 – Christian Family

- PCS promotes the biblical concept that God gives the responsibility for the education of children to the parents.
- PCS provides support, specifically, to the Christ-centered home.
- PCS promotes the concept that children's education is founded on the same Biblical principles and values by which their homes should operate.
- PCS adheres to the biblical definition of marriage as being between one biological man and one biological woman and consisting of a single, exclusive union.
- PCS promotes the biblical mandates regarding sexuality, with sexual immorality defined as any sexual activity that does not occur within the marriage union as defined above.
- PCS promotes the biblical understanding of gender, identified as male and female. These two, distinct, complementary genders reflect the image and nature of God. Any rejection of one's biological gender is a rejection of the image of God within that individual.

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 # 2 – Quality Bible-based Education

- PCS acknowledges and teaches that the Bible is the foundation for all knowledge and the source of all truth.
- PCS promotes the concept that knowledge without the intelligence of God's Word can never become wisdom.
- PCS develops a curriculum that integrates strong academics with a Biblical Worldview, which is shaped by what the Bible has to say about God, creation, mankind, moral order, purpose and Scripture.
- PCS trains teachers to understand, apply and connect the Biblical Worldview to their academic knowledge and instruction.
- PCS prepares 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.
- The Bible is the unchanging, authoritative word of God.

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 # 3 – The Local Church

- PCS, through the education and service of our students, helps strengthen the local church and community.
- PCS works together with church leaders to implement biblical principles to prepare the next generation to capture the world for Christ.
- PCS develops programs for students that teach the importance of and encourage involvement in their local church.
- PCS requires students and families to regularly attend and be involved with a local Christian 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

PCS Community Honor System

Purpose

PCS believes an Honor Code is fundamental to the success of the school as a Christ-centered educational community. The honor code seeks to build a school culture in which people develop and emulate Christ-like qualities, and respect and care for each other. Individuals must be responsible for their own actions and must protect trust and show integrity by not participating in or condoning behavior that undermines the community. In choosing Parkway Christian School as a place to learn, each member of the community-students, faculty, staff, and parents-agree to live a lifestyle 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.

Parent Code of Conduct: 24/7/365

Parents must recognize that their conduct is a reflection of the Lord, their church, Parkway Christian School, their family, and themselves. A Parkway Christian School parent is expected to live within the behavior code of the school. This is a commitment to govern oneself and abide by Christ-like attributes both inside and outside of the school, as well as sharing the commitment to partnership between school and family. Prohibited family conduct includes but is not limited to spreading gossip and false rumors (whether this be verbal or presented on social media), threatening staff or students, and demeaning behavior towards any member of the community (including, but not limited to: faculty, staff, students, coaches, and other parents). Should a pattern of inappropriate parent behavior arise, it may impact the continued attendance of a student(s) at the school.

Student Code of Conduct: 24/7/365

Students must recognize that their conduct is a reflection of the Lord, Parkway Christian School, their family, and themselves. A Parkway Christian School student is expected to live within the expected student conduct and avoid prohibited student conduct guidelines 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.

Students are expected to represent Parkway in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for

conduct occurring off-campus or during non-school hours, including weekends, holidays and summertime. Students in grades 7-12, please review this additional HS Honor Code.

The administration will deal directly with any student who violates expected standards of behavior or draws attention to Parkway in a negative manner which may result in disciplinary action or a student's dismissal from the school. A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct relating to 24/7/365.

Expected Student Conduct

Parkway believes 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. There must be mutual respect and acceptance of responsibility, implying a conscious effort to observe school policies and principles without supervision. Consideration for others is an integral part of Parkway standards.

Below is a list of character standards taught to all students at Parkway. Each one of these is rooted in Scripture, and we encourage you to read the detailed scriptural references. Students are being told who they are or who they should be from so many cultural sources. At Parkway, it is our desire to teach students their identity is found in Christ, and what we find in the truth of Scripture is how we should model our lives. We endeavor to train students to develop an understanding of biblical standards of behavior. The below list is not exhaustive, but what we choose to focus on.

Excellence	Joy	Perseverance
Faithfulness	Kindness	Purity
Gentleness	Love	Respect
Goodness	Mercy	Self-control
Honesty	Obedience	Servant Leadership
Humility	Patience	Submission
Integrity	Peace	Wisdom

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes, e-cigarettes and or vaping.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. Students who appear under the influence may be removed from the school permanently.
3. Using, possessing, distributing, purchasing, or selling:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
    b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
    c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
    d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
    e. Counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a dangerous weapon or any object which may be used to cause or threaten harm to others, including an imitation or replica weapon.
5. Using a cellular telephone, smartphone, video recording device, tablet, laptop or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs/videos in locker rooms or bathrooms, cheat, filming or photographing without consent, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, any form of pornographic material; images; or gestures, participating in electronic communication via device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the Administration, all cellular phones, smartphones and other electronic devices must be kept powered-off and in cell phone caddy, backpack or locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including but not limited to cheating, intentionally plagiarizing, wrongfully giving or receiving help during an exam/test/quiz, etc., altering report cards, utilizing artificial intelligence for content creation and wrongfully obtaining test copies or scores.
9. Bullying (for definition, see page 13), harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through social media or texting, bullying through the transmission of information from any electronic device, including but not limited to cell phones, iPad, laptops, etc.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure and sexual assault.
11. Engaging in teen dating violence.

12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; utilizing night locks or window shades for anything other than emergency use; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to assault, battery, criminal sexual conduct, arson, theft, gambling, eavesdropping, and hazing.
18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
19. Making an explicit threat verbally, digitally, or in writing against the school, a school employee, a student, or any school-related personnel. This includes the language that can be interpreted as a threat.
20. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Administration.
21. Using vulgar, offensive, inappropriate language of any kind; including but not limited to, common swear words, denigrating talk, sexually suggestive words and any words that do not reflect biblical purity.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Bullying

The school prohibits any form of bullying and seeks to prevent such behaviors. "Bullying" is to be seen as a willful, repeated pattern of behavior of exercising power or control over another; it may be physical, verbal, or psychological; bullying can also be defined as any written, verbal, or physical act, including any electronically written or verbalized communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Behavior that is determined by school leadership and/or committee to be bullying will result in disciplinary action discerned according to the general discipline guidelines described below.

General Discipline Guidelines

The school adheres to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
    1. The seriousness of the offense / harm done;
    2. The student's age, understanding, and intent of conduct;
    3. The frequency of misconduct / prior disciplinary record;
    4. The student's attitude / response to correction;
    5. The potential effect of misconduct on the school environment and general safety.
3. Minor infractions may result in disciplinary action ranging from parent notification to multiple detentions; major infractions (or repeated, unresolved minor infractions) may result in disciplinary action ranging from detentions to expulsion.
4. In assigning consequences, Parkway leadership will pursue as much wisdom and consistency/precedent as is possible to discern the most appropriate response.
5. In the ideal structure of Kingdom education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student and promote behavior consistent with a biblical worldview.

   Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students while protecting the overall safety and educational environment of Parkway. During the course of investigating actions and events concerning possible student incidents, the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events may conduct their investigation without parental notification or

attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student and communicate expectations and findings to parents in a timely manner.

Attending Parkway is a privilege that is extended on an at-will basis on the condition that students and parents accept and support school policies. The School, in its sole discretion, will make the final determination of whether there has been a violation of the honor code. If a student is suspended, expelled or withdrawn due to disciplinary actions, there may be no refund of tuition or waiver of financial obligations.

The Parkway Christian Advisory Board works in conjunction with school administration for all serious discipline offenses. In cases of possible expulsion, the Board makes final decisions. Parents and/or students may request a meeting with the Board before or after a decision has been made.

Student Discipline

School leadership is continually concerned about upholding the expected student conduct and biblical standards as well as the safety and welfare of Parkway students and staff and, therefore, will not tolerate behavior that defies those standards or creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The following list of disciplinary measures is a range of options that will not always be applicable in every case, and may not follow in sequence dependent on the magnitude of the issue.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians (for smaller/minor infractions).
2. Disciplinary conference with parents/teachers/leadership/peers.
3. Withholding of privileges including but not limited to PCS extracurricular activities.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension (for serious and/or escalated-by-frequency infractions).
7. Lunch, after-school, or Saturday detention (provided the student's parent/guardian has been notified). If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.
8. Community service or work detail (if appropriate or related to offence)
9. Seizure of contraband that may include a monetary fine per offense; confiscation and temporary retention of the personal property that was used to violate school rules.

10. Suspension of bus riding privileges if relevant.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds or school related activities.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds or school related activities.
13. Notifying local juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), counterfeits, alcohol or weapons, including threats etc.

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. This also applies to the use of social media. *II Cor. 12:20*
- The parties involved should meet and pray for an honorable resolution, a mutual understanding, and respect for each side's perspective. *James 1:5,6*
- If there is not any reconciliation, the parties are encouraged to bring the conflict to the next level of authority for counsel (teacher, administration or school board).
- 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.

Parkway Administration desires to nurture relationships in a manner that glorifies God. As such, there may be times when Parkway Administration redirects students, parents or staff back to the origin of their disagreement, so that they are best able to address the concern at hand. All parent meetings and phone calls will either be recorded or have two Parkway staff members present.

Policies and Procedures

Absence Reporting Procedure

- Call the school office (586)446-9900, use the Parkway App or email attendance@parkwaychristian.org before 8:30am.
- Failure to contact the office by 12:00 pm on the day of an unexpected absence may result in an unexcused absence. *See page 17 for additional attendance requirements*.

Accommodating Persons with Disabilities

Whenever possible, individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the respective deans if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

After School Policy

Please review detailed current year latchkey/after care pricing and information on the website.

- Preschool – 4th grade students who have reserved a spot in Latchkey will be sent at 3:15pm. If there is not room available, students will be sent to the office to call home.
- 5th-12th grade students waiting for transportation after school must be in the cafeteria area after 3:15pm; **please pick up at the back doors (cafeteria area) after 3:15pm.**
- Students causing any type of disturbance or not following the above procedure will not be allowed this school privilege.

Approved Book Policy

Our core values are adhered to in all areas of education. As such, books deemed to be in direct conflict with biblical guidelines and the core values of PCS will not be used as required reading or allowable for AR testing. Please contact our Library Services Coordinator or a Dean should you notice any book at Parkway conflicting with our core values. Additionally, Parkway may prohibit students from bringing certain books to school if deemed necessary / the content conflicts with the core values and standards of the school.

Artificial Intelligence (AI)

Parkway believes each student must develop a biblically based personal code of integrity. There must be mutual respect and acceptance of responsibility for all submitted work, implying a conscious effort to observe school policies and principles with or without supervision. Prohibited student conduct for coursework thus includes engaging in any academic dishonesty,

which does include (but is not limited to) using generative artificial intelligence (AI) for coursework. Students may not copy directly from AI for an assignment submission / claim AI-generated material as one's own, write drafts of written assignments using AI, generate solutions/answers/assignments when personal work is expected, etc. Students may use AI as a personal study tool, for research / finding information, fine-tuning thoughts, etc., but should ensure that all such uses are done only when appropriate and allowed and that all submitted work is the student's original work. Students who do not adhere to this policy may lose credit for the assignment and may receive additional disciplinary actions such as a detention or suspension.

Athletics – An updated Athletic Handbook is being created. For all athletic questions, please reach out to Athletic Director Brian Schlientz (bschlientz@parkwaychristian.org).

Attendance

School attendance is vital to academic success. Students must meet the attendance expectations described here as a requirement for earning class credit and to progress to their next grade level.

Elementary Attendance: Elementary students may not be promoted to the next grade level if the student exceeds 20 absences in the school year, *regardless of whether or not those absences were excused or unexcused*, as determined by administration and in consideration of the student's engagement in the course.

Middle and High School Attendance: Middle and High School students may not earn credit for their semester-long course if the student exceeds 10 absences in one semester, per course, *regardless of whether or not the absences were excused or unexcused*, as determined by administration and in consideration of the student's engagement in the course.

Additionally, five tardies in one class equals one absence and is to be included when determining the loss of credit for excessive absences.

Exceptions may be allowed as determined by Administration. The school may require documentation explaining the reason for the student's absence (also see Chronic Illness section on page 21). There are two types of absences for reporting and assignment policy purposes: *excused* and *unexcused*. If a parent does not contact the school (see Absence Reporting Procedures on page 16), the absence will be considered unexcused which carries additional consequences. In relation to partial-day absences, *a student must be in school for at least half of the school day (3.5 hours) to participate in an athletic game, practice, or other extracurricular.*

Approved Absences: Administration must approve pre-arranged excused absences of three or more days via the forms linked below. The appropriate form must be submitted at least two weeks prior to the requested absence / vacation. Planned vacations are still considered excused absences and will be counted against a student's absent days limit.

Elementary: The Pre-Approved Absence Request Form for elementary is linked here.

- Major projects/papers should be turned in prior to the absence unless otherwise arranged by the teacher and/or administration.
- Assignments and other work missed will be due on the day the student returns to school unless otherwise arranged by the teacher and/or administration; *it is the responsibility of the student/parent(s)/guardian(s) to arrange any make-ups beyond the day of return.*
- Approved absences / vacations still count towards the student's total absences expectations (no more than 10 per semester, 20 per year, excused or unexcused).

Middle and High School: The Pre-Approved Absence Request Form for middle and high school is linked here.

- All assignments/classwork missed should be completed prior to the absence if assigned before the absence, or will be due the day the student returns to school unless otherwise arranged by the teacher and/or administration.
- Tests/Quizzes/Assessments missed should be taken on the day the student returns to school unless otherwise arranged by the teacher and/or administration; *it is the responsibility of the student to arrange any assessment make-ups beyond the day of return.*
- Approved absences / vacations still count towards the student's total absences expectations (no more than 10 per semester, 20 per year, excused or unexcused).

Parents are encouraged to schedule vacations as best they can during scheduled school breaks. When making medical or dental appointments, every effort should be made to schedule them after 3:00pm (after the school day concludes).

Students in grade 11 and 12 will be allowed up to three excused absence days for college visits. Students may request additional days to be approved by administration. Students must obtain proof of visit from the school being visited and return it to the office at Parkway for confirmation. Confirmed college visit excused absences will be recorded as SA (School Activity) and will not be counted toward their loss-of-credit absence record in their individual courses.

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under 21.

All school rules, including the school's discipline code and dress code/Parkway dress guidelines are in effect during school-sponsored dances.

Bus Transportation Behavior Guidelines

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Parents will be liable for any defacing or damage students do to the bus.

18. Any additional expectations given by the bus driver.

Students are expected to follow all school rules when riding the school bus. Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school Parkway policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Administration deems to threaten the safe operation of the bus and/or its occupants.

Campus: Closed Campus

Parkway Christian School maintains a closed campus. All visitors must enter the building at the main entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. No student should open locked doors for anyone at any time. Doing so may result in disciplinary action. Non-Parkway Christian School guests are not allowed in the classroom or in the lunch room without prior approval from administration. PCS believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure students' and staffs' welfare. Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with Parkway policies and civil and criminal law.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm. The routine campus security measures shall include, without limitation: 1. Controlled access to campuses 2. Additional staff training 3. Increased communication to students, parents and to the community 4. Increased student and community awareness 5. Physical inspections and monitoring using various means including canine security units

Campus: Closed Campus Student 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 referred to as an early dismissal and is given for such things as doctor's appointments, a family emergency, etc. An early dismissal will count as an excused absence.
- Students are not able to leave the building during lunch with the exception of approved senior off-campus lunches.
- 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.
- Any parent who wishes to enter the building during school hours will need to enter through the school office entrance only.
- See Package Delivery Policy linked here regarding guidelines for parent/adult, food, and third-party deliveries.

Campus: Property

Parkway Christian School is housed on the property of Bethesda Christian Church. 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 be unattended 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.
- The access road to the athletic fields is only for team drop-off and pick-up only. There is no parking at any time for any reason.

Cell Phones / Electronic Devices

Parkway implements and enforces what is called an "away for the day" personal device policy for *all students* during the school day. Students and families must remember that ***all Parkway students will be required to keep cellphones and other wireless devices away for the duration of the school day*** (with exceptions only for those with medical or otherwise documented and approved reasons). Cell phones and other wireless devices must be left at home or stored in the

student's locker or other secure location not on the person.

"Wireless device" as used at Parkway and according to Michigan legislation includes any electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, or producing email. Prohibited devices include but are not limited to **cell phones, smart watches, Meta/smart glasses, video game devices, recording devices, personal computers, headphones/earbuds, *etc***.

This definition includes iPads; specific permissions for such school/required devices remain:

- HS students will need their iPad for some course materials and assignments, but **may not use them for non-school related purposes during the school day**.
- 8th grade students may be designated a school-owned device to use in-school and **only for school purposes, but may not use the device for non-school related purposes**.
- Any other student who will have appropriate access to a school device will continue to follow the handbook's code of conduct regarding device usage and care.

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. If a parent needs to contact the student, the school office should be called and the student will be called to the office. *Please do not call or text cell phones during school hours*.

If a student does not follow the "away for the day" policy and is found using their phone or another prohibited device, the cell phone / device will be confiscated. Cell phones and other electronic devices are subject to search and seizure provisions to examine texts, postings, pictures, videos, and depictions; appropriate disciplinary actions will result from improper or inappropriate material or use.

See the device policy update letter linked here.

Chapel

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

Chronic Illness

If your student has a chronic illness, please notify the school office at (586) 446-9900. A parent meeting may be arranged with the appropriate Dean to determine Parkway's ability to meet the needs of your student(s). If the illness requires frequent tardiness or absences, a doctor's note must be on file with the school office.

Citizenship Scores

Students at Parkway will receive citizenship scores each reporting period beginning in the 2026-2027 school year. Citizenship scores are intended to reflect a student's patterns of conduct and character throughout each quarter. There are three categories—*respect, responsibility,* and *work ethic*. Below is the meaning of and indicators measured within each of those categories. The scores—given on a scale of 1 through 4—are also detailed in a brief rubric below. Citizenship scores reflect both teacher observation and school records, including discipline referrals, dress code adherence, on-time completion of assigned work, etc. For upper school students who have multiple teachers, input from each teacher will be gathered separately and then averaged to the nearest score for the reported quarter.

Categories:

Respect: Demonstrates respect, kindness, and humility to peers and to teachers/staff. Indicators: Treats classmates with dignity; listens attentively when others speak and when their teacher is instructing; speaks respectfully to/of teachers and staff; speaks respectfully and encouragingly to/of their peers; avoids teasing, gossip, or ridicule; shows self-control and manages disruptive behaviors; *etc*.

Responsibility: Fulfills obligations with honesty and accountability and demonstrates reliability in following school expectations with integrity. Indicators: Follows classroom procedures and expectations; takes responsibility for mistakes; comes to class prepared; is present during instruction, not frequently tardy, asleep, *etc*.; completes assigned duties on time; demonstrates honesty, academic integrity, and accountability; follows school rules (dress code, using a hall pass, *etc*.); meets *attendance* standards; *etc*.

Work Ethic: Demonstrates effort and perseverance in behavior and in learning. Indicators: Stays on task regardless of the level of oversight; uses class time wisely and productively; attempts challenging or growth-minded work instead of taking the easiest route; shows initiative and engagement in the learning process; clearly aspires to reach their full academic and achievement potential; approaches tasks and obligations with diligence and intentionality; *etc*.

Overall Citizenship: Average of the 3 categories provide an overall score each quarter.

Scoring Rubric:

4 – Exemplary: The student consistently and exceptionally models the indicators described in this virtue and positively influences others. A 4 is a standout score, one

which uniquely indicates that the student truly excels and exemplifies the expectations and qualities set forth in this category.

3 – Consistent: The student reliably demonstrates all or most of the indicators of this virtue and only occasional reminders may be needed. *A 3 is an expected score*, one which indicates that the student meets the school's expectations consistently.

2 – Needs Improvement: The student inconsistently or unevenly reflects this virtue or models only some of the listed indicators. It is likely that reminders or corrections are often needed. A 2 indicates a need for growth and improvement in this area and/or in some of the indicators.

1 – Concern: The student regularly demonstrates behavior inconsistent with expectations. A 1 is a concerning score and indicates a significant need for growth and improvement in this area.

Citizenship scores are to be feedback for discipleship, not simple discipline records. These scores describe habits, not specific incidents, ultimately working towards character and competence in partnership; mastery of content is measured in academic grades, and the school will note and highlight other schoolday habits as well through these scores.

Although these scores will not affect a student's GPA, these scores will become integrated in the school's processes and qualifications for certain school and leadership roles and awards, like student council, honor roll, NJHS/NHS, valedictorian/salutitorian, *etc*.

Communicable Diseases

Parkway strives to keep our community as healthy as possible.

- The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. Documentation may be requested prior to a student's return to school.

Course Placement

Prior recommendation from the Department Head and approval from Parkway Administration is required for advancement to an Honors course. Please refer to course requirements.

Dress Code

Parkway students wear uniforms supplied by Tommy Hilfiger (or polos/pants provided in the same color(s) and style as listed on the Tommy Hilfiger list) with casual days offered throughout the year. Students may wear casual clothes on their birthday (or another designated day if their birthday is not on a school day). For 7-12 grade students, please request a birthday casual pass from the office for your birthday casual.

Students are expected to be well groomed, neatly dressed, and follow age and gender appropriate dress and grooming habits on special dress days and daily uniform days. 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.

Dress Code Violations: Students will be required to change into proper school dress code (or remove prohibited items) each infraction before returning to class and will receive a dress code violation notice. A second offense will result in a detention along with the requirements above; additional violations will result in escalating disciplinary action.

For full details on school dress code, please click the link: **Dress Code**

Drop Off

Depending on class sizes and building layout, PCS drop off and pick up procedures may vary year to year. Please read procedures sent via email to enrolled families for current year guidelines.

Emergency School Closings

In case of bad weather and other local emergencies, Parkway will advise the Southeast Michigan School Closing System. Notification will also take place using the RenWeb Alert system. Whenever possible, school closings will be announced by 6:00am.

If bad weather or other emergency occurs during the day, parents/guardians will be informed of any changes to school activities via the RenWeb Alert system.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Parent chaperones will need to complete a background check and driver information form prior to the field trip; please reach out to the school office

for all necessary forms. There is to be only one parent per student per field trip (e.g., not a student's mother *and* father). See full chaperone policy linked here.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

Food Allergy

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school office at (586) 446-9900. A parent meeting may be arranged with the appropriate Dean to determine Parkway's ability to meet the needs of your student(s).

Food Allergy Policy

These guidelines are for the lunch room. Specific classroom guidelines will be developed based on the severity of allergies in each classroom.

Grades K-6: Any student with an allergy will sit at an allergy awareness table and may bring one to two friends whose lunch will be checked for nuts by a dedicated staff member. If a student does not have an anaphylaxis or life threatening allergy and the family would like to approve their student sitting anywhere in the lunchroom, a doctor's note will be required.

Grades 7-12: Allergy awareness tables will be provided, but students may choose where to sit. Please reach out if a more specific plan needs to be in place for your child.

Fundraising

The Administration must approve fundraising activities by school organizations in advance. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized

tests, and potentially other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance and development levels.

Guidance & Counseling

The school provides academic advising and biblical counseling programs for students. The school's chaplains are available to those students grades K-12 who require additional assistance. Counseling regarding spiritual, academic, and social aspects of life is available for all students. Should additional outside counseling be advised, the Administration is able to make recommendations to various local Christian counseling agencies.

The advising program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of advisors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Head Lice

The school will observe CDC protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. Students with lice can go home at the end of the day, be treated, and return to class after beginning appropriate treatment.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

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 an excused absence due to illness or another approved reason, there is one day to make-up the homework for each day absent. Projects, essays, and assessments due or taken on the day of an absence should be completed on the day the

student returns to class; students/families should coordinate with their teacher should other arrangements be requested. *See "Attendance" to review the policy for pre-approved absences.*

Illness Guidelines

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

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

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to the Michigan Department of Community Health regulations. A student enrolling for the first time or enrolling in grade 7 for the first time shall submit one of the following:

1. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
2. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.
3. A completed Michigan Department of Health Immunization waiver form stating that the student has not been immunized because of religious convictions or other objection to immunization.

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 24 hours of the injury and claims submitted within 20 business days.
- School personnel will contact parents for any major injury or an injury to the neck and/or head.

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users; however, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: **(a) for the purpose of education or research** and (b) be consistent with the Parkway's educational objectives.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.
14. Cyberbullying

15. **Unauthorized use of the device outside of classwork requirements** (including but not limited to playing games, texting, airdropping, social media)
16. Changing settings including but not limited to desk top images, setting random alarms etc on a school owned device.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Anyone using the Parkway network(s) has no reasonable expectation of privacy.

No Warranties - Parkway makes no warranties of any kind, whether expressed or implied, for the service it is providing. Parkway will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Parkway specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify Parkway for any losses, costs, or damages, including reasonable attorney fees, incurred by Parkway relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Administration. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the

Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law and Parkway policy prohibit the re- publishing of text or graphics found on the web or on Parkway websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide staff with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The Parkway's email system, and its constituent software, hardware, and data files, are owned and controlled by Parkway. Parkway provides email to aid students as an education tool.

1. Parkway reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via Parkway's internet gateway carry with them an identification of the user's internet domain. This domain is a registered name and identifies the author as being with Parkway. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of Parkway. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of Parkway's email system constitutes consent to these regulations.

Latchkey Services for Preschool-Grade 4

Latchkey hours may vary year to year depending on staffing availability and family needs/usage trends. Hours are typically 3:15pm-6:00pm. Latchkey is not available on half days or over any breaks. More information:

- Prior registration is necessary (forms available in office or here)
- Preschool: $15 per hour
    - Billed on the quarter hour
- K-4: $15 per hour
    - Billed on the quarter hour
- Please send a snack with the student
- Homework time along with recreation time is provided
- Students must be signed in/out by someone over 18 listed on their childcare form.

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 closed at all times. Tampering with another student's locker will be considered a breach of the school's student code of conduct. The school is not responsible for any lost or damaged items in/from student lockers. High school students are welcome to use locks if desired.

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, and torn/ripped pages or covers. 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.

Lost & Found

All articles found on the school grounds should be turned into the "Lost & Found" in the cafeteria. Unclaimed articles will be donated on a quarterly basis.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency, regardless of the staff member's interpretation of the situation described. It is Parkway's goal to ensure the safety of our students.

Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing an "Administration of Medication Form," which can be found on the Parkway website.

No school or Parkway employee is allowed to administer medication to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed Administration of Medication Form is submitted by the student's parent/guardian. This does not include the emergency administration of an epinephrine auto-injector by a trained school or Parkway employee as provided under state law.

Self-Administration of Medication

Middle/High School students may possess an epinephrine auto-injector and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an Administration of Medication Form. Elementary students may also carry these items with Administrator approval. Parkway shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless Parkway and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Music and Dancing

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, PCS places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at PCS. It is the desire of PCS that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which

accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive does not reveal the image of God created in us. It is the desire of PCS that students refrain from choosing the types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

Parent-Teacher Conference

Parent-Teacher conferences are held in the fall for the entire school and in the winter/spring on an as needed basis. 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.

Physical Education Excuse

Students may be excused from participating in PE under the following conditions:

1. One day with a written note from his/her parents (must stay with class—excused from participation only).
2. The student must have a written physician's order if non-participation is requested for an extended period (more than one day).

Physical Restraint

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

Revisions

Revisions to the Parent/Student Handbook shall be made as needed and are approved by the Administration and/or the School Board. Revisions may be made to the handbook during the year and policy changes will be communicated electronically.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Parkway shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down

drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

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

School Lunch Program
A student may bring lunch from home or may purchase a school lunch. Lunches may be ordered in advance using RenWeb or may be purchased at the window (subject to availability). (Please see the package and delivery policy linked here for more information about delivering lunch for your student.)

Search and Seizure
In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. Administration may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable suspicion for suspecting that the particular student has violated or is violating either the law or Parkway's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Administration may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or Parkway policy. In the course of the investigation, the student may be required to unlock electronic devices and to share the content that is reported in order for Parkway to make a factual determination.

School Property and Equipment
School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student or parent. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

Administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal

drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or Parkway's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities for possible criminal investigation.

Standardized Testing

Students and parents/guardians should be aware that students in grades K-12 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success through standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Student Driving/Parking

Students may park their vehicles in the designated lots. Vehicles must be parked between the painted lines and must be driven under the speed limit while on school grounds. Vehicles should be driven safely and must yield to pedestrians. Students caught driving without due care or caution on school grounds may be subject to disciplinary action and may lose parking privileges.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. *Students park their vehicles on or near school property at their own risk.* Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students are not permitted to go to their vehicles during school hours unless they receive permission and a pass from an administrator. They would have to leave and enter the school through the main office and inform the main office that they are going to their vehicle. No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of Parkway Christian School.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

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.

Supplies

The student is responsible for personal supplies, such as paper, pencil, notebooks, etc. A supply list is posted on the school website.

Tardy Policy

Students in grades K-12 will be allowed ***five*** morning tardies *per quarter* and then a fine of *$5 per morning tardy,* per student, will be drafted from their FACTS account.

A student will be marked tardy if he/she arrives at class after the bell which signifies the start of the period. Students who arrive 10 minutes or later than the start of the class period, without a pass, will be marked Absent Unexcused (AU) for that class period.

In-school tardies (MS/HS periods two through seven; students arriving late to class) lead to different consequences than the morning / 1st period tardies. Students with more than *three in-school tardies in one week* will be given detention, with escalating discipline to follow for repeated violations / excessive tardiness.

Textbooks

Textbooks may be provided for each student on a loan 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.

Video and Audio Monitoring System

A video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Visitor Parking

The circle drive is the main point of entry for emergency vehicles/personnel. ***Vehicles may not be left unattended in the circle drive at any time. Vehicles may not be parked or located in the bus lanes or fire lanes at any time.*** Vehicles located in these locations may be ticketed and/or towed by the police. No parking or stopping on any grass. There is an extensive sprinkler system that can be damaged if driven over or parked on.

Volunteers

All volunteers will need to complete a background check form prior to their first volunteer date.

Withdrawal from School

Early Withdrawal: Should it become necessary for a student to withdraw during the school year, please submit the PCS Student Withdrawal form available under Current Families – PCS Documents on the school website. A student withdrawal form must be properly completed and returned to the school office.

- Refunds of tuition paid will be made for the months following withdrawal. Families withdrawing a student after acceptance and /or re-enrollment are responsible for all payments due through the month a withdrawal takes place. Attendance during part of a month is considered a full month for refund purposes.
- Enrollment fee is non-refundable
- A meeting with an administrator may be requested
- The cost of books, instruments, issued uniforms and school materials (including iPad rentals) not returned will be deducted from the tuition refund
- Financial obligations must be paid before records will be released

Middle School and High School Section

Academic Awards

Dean's List
At the end of the 3rd quarter, students who have achieved a GPA of 3.7 or higher in the current school year will be eligible for the Dean's List award. Additional factors like citizenship scores and disciplinary records may be considered for student eligibility.

Honor Roll
At the end of the 3rd quarter, students who have achieved a GPA of 3.3 – 3.69 in the current school year will be eligible for the Honor Roll award. Additional factors like citizenship scores and disciplinary records may be considered for student eligibility.

Honors Convocation
Students who have been named to the Dean's Lists will be invited to Honors Convocations, which are held on separate evenings for middle and high school respectively.

Academic Probation
A student in grades 5-12 is placed on academic probation when his/her cumulative grade point average (GPA) is lower than 2.0 or if the student has multiple Ds and/or Fs in a semester. The student will remain on academic probation until their GPA reaches 2.0 or better, and may be asked to withdraw if GPA does not improve within a school year. A letter may be sent home informing the parents or guardian of the probation and potential consequences or effects of the probation. The student may be asked to step down from leadership activities. Credit recovery courses for failed in-school courses should not be taken for more than one summer break; students who must take credit recovery courses after having previously done so, even for other subjects, may be asked to withdraw from the school.

5th – 8th Aftercare Policy

- Current year pricing and information can be found here on the school website.
- Reminders:
    - 6th – 12th students are allowed to go to the gym or fields to watch home games. However, an electronic permission form must be filled out by their parents.
    - Any pick up after 3:15pm is located at the back doors (cafeteria parking lot).

Athlete of the Year – Male and Female
Points are compiled from Freshman year through Winter sports of a student's Senior year. Award points are given for all three seasons from Freshman year through Winter of 12th grade according to athletic guidelines. 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. See athletic handbook [in progress] for more information.

Cell Phones / Electronic Devices
All preschool through 12th grade students are required to keep cellphones and other wireless devices (including but not limited to headphones/earbuds, smart watches, *etc*.) away for the duration of the school day (with exceptions only for those with medical or otherwise documented and approved reasons), other than what the teacher provides in class during school hours. Cell phones and other wireless devices must be left at home or stored in the student's locker or other secure location not on the person.

*Please see the full **Cell Phones / Electronic Devices** policy on pages 21-22 of this handbook*.

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 (upstairs or downstairs). If a parent needs to contact the student, the school office should be called and the student will be called to the office. *Please do not call or text cell phones during school hours*.

Violations of this policy will result in the confiscation of the device and a $5 fine with the device returned at the end of the school day. Multiple violations will result in the confiscation, fine, and further/escalating disciplinary action beginning with a detention. Other measures may be put in place (e.g., student surrenders phone to office at the beginning of the day each day) as needed.

Citizenship Scores
Students in grades MS/HS will receive citizenship scores each reporting period beginning in the 2026-2027 school year. Citizenship scores are intended to reflect a student's patterns of conduct and character throughout each quarter. There are three categories—*respect, responsibility,* and *work ethic,* each receiving a score on a scale of 1 to 4. See "Citizenship Scores" in the *Policies and Procedures* section (p. 22) for more information regarding the three categories and the meaning of each number/score.

Citizenship scores will be determined by the observations of the student's teacher—for upper school students who have multiple teachers, input from each teacher will be gathered separately and then averaged to the nearest score for the reported quarter.

Although these scores will not affect a student's GPA, these scores will become integrated into the school's processes and qualifications for certain school and leadership roles and awards, like student council, honor roll, NJHS/NHS, valedictorian and salutatorian, *etc*.

Class Rank on Transcripts

Each student's official high school transcript includes a class rank in relation to their current grade-level classmates according to their cumulative GPA (high school credits) only. This transcript information may be useful to colleges and scholarship committees as they review student academic records. However, class ranks are subject to change and do not guarantee certain awards. For example, a student with the class rank "1" may not be awarded the Valedictorian title due to additional considerations such as strength of schedule, citizenship scores record, behavioral record, etc.

Community Service Graduation Requirement

- Minimum of 60 service hours earned across 4 years of High School required
- Minimum of 10 service hours earned per year expected
- 20 or more of the 60 service hours must be earned in the community outside of Parkway or through the student's home church
- Student reflection forms must be submitted with all information completed to a high standard in order to earn hours—contacts are required to validate submitted hours

Credit for Alternative Courses and Programs

Students should not assume that alternative credit opportunities will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with the academic advisor or administrator to determine eligibility.

Alternative courses and programs include, but are not limited to, Career Prep Center, Virtual Learning, and/or Summer School.

Dual Enrollment

Parkway students have the opportunity to take college level classes through Dual Enrollment. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the parent/student.
2. Upon validation from the issuing postsecondary institution, the student's credit will be recorded on the student's high school transcript as Pass/Fail. The grade earned by the student shall not be included for any purpose in the computation of the student's grade point average or class rank.
3. Depending on the class, it may or may not count towards graduation requirements.
4. Please speak with the academic advisor for more information or if your student would like to take classes through Dual Enrollment.

Eligibility Requirements – Refer to Athletic Handbook [Link to come when available].

Grading Policy

Grade Point averages are calculated using the following scale:

Grade	Standard	Honors	AP
A+	4.3	4.6	4.8
A	4.0	4.3	4.5
A-	3.7	4.0	4.2
B+	3.3	3.6	3.8
B	3.0	3.3	3.5
B-	2.7	3.0	3.2
C+	2.3	2.6	2.8
C	2.0	2.3	2.5
C-	1.7	2.0	2.2
D+	1.3	1.6	1.8
D	1.0	1.3	1.5
D-	0.7	1.0	1.2
F	0.0	0.0	0.0

Graduation

- Seniors attendance at all graduation functions is required.
- 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 eligible to participate in the commencement ceremony.

Graduation Requirements

To graduate from Parkway Christian School with a high school diploma, all Michigan Merit Curriculum must be adhered to as well as taking Christian Studies each semester present at the school and a completion of 60 service hours.

1. All students are required to take a full schedule during their freshman, sophomore, junior, and senior years.
2. Dual enrollment is available to students through their college of choice, time will be given during the school day during Junior and Senior years depending on the schedule.
3. All students are required to experience a technology-integrated component within the classroom.
4. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
    - At least 4 credits in English language arts that are aligned with state subject area content expectations.
    - At least 3 credits in science that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics. A 3 science credit may be fulfilled by completing a department approved Computer Science program or a formal CTE program.
    - At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a course in financial literacy.
        - Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.

- At least 3 credits in social studies that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, ½ credit in economics or ½ credit in personal economics, and a civics course.
- At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
- At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
- At least 2 credits in a language other than English, based on state guidelines.
- Starting with the 2025/2026 Freshman class, all HS students will be required to complete .5 credits of Personal Finance.

5. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:
   - The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school academic advisor will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.
   - The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
   - Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the Dean.

- The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.
- Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
- The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
  - Has successfully completed the same content as 1 semester of algebra II.
  - Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
  - Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the one semester of the algebra II benchmarks assessed on the state 11th grade assessment.
  - Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.
- The social studies credit requirements may be modified as part of a personal curriculum only if all of the following are met:
  - The student has successfully completed 2 credits of the social science credits, including the civics course.
  - The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

- The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

All graduation requirements are subject to change as determined by Parkway Administration and the Michigan Department of Education.

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.

Late Work Policy

Late work policies vary by department, students turning in late work will receive points off based on grade level. Details can be found on individual class syllabi or by contacting the teacher. Also see *Homework Make Up* on page 27 of this handbook.

Middle School Promotion

In order for a student to be promoted from 5th, 6th, 7th or 8th grade, he or she must complete the 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.

Scripture Memorization

We believe Scripture memorization is vital to challenging minds and capturing hearts and will reap great benefits now and throughout the student's life. Scripture memory takes place as

school and/or homework in our Christian studies classes. The goal is to train students to walk in step with God by knowing the written scriptures. Psalms 1:2-3 provides a good model of a Christ follower rooted to God's word. "But whose delight is in the law of the Lord, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither - whatever they do prospers."

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.

Student Drivers

- All students must purchase a parking permit for $15.00 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, proof of insurance, license plate 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 to any property.
- All laws relating to operating a motor vehicle in the State Motor 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.

Senior Awards

M. D. Beall - Christian Lifestyle - A senior who leads a Christian lifestyle, is a consistent witness to others and is an example for other students to follow in both speech and behavior, someone who dynamically encourages others to do the same throughout his/her high school career.

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 throughout his/her high school career.

Valedictorian - The senior(s) achieving the highest cumulative GPA* for grades 9 through 12 and having attended Parkway Christian School at least 6 semesters. *Other considerations such as citizenship scores, strength of schedules/courses (e.g., comparative number of Honors and/or AP courses), attendance records, and discipline records will factor into the award.

Salutatorian - The senior(s) achieving the second highest cumulative GPA* for grades 9 through 12 and having attended Parkway Christian School at least 6 semesters. *Other considerations such as citizenship scores, strength of schedules/courses (e.g., comparative number of Honors and/or AP courses), attendance records, and discipline records will factor into the award.

Brightest and Best - *Brightest and Best* is WXYZ Detroit's tradition of recognizing the academic achievements of graduating seniors from high schools across metro Detroit. Each year the Administration nominates a senior for this award based on GPA, citizenship, character, *etc*.

Special Class Trips
8th 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 - Senior Trip (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.

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 with their classmates, as well as to foster 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 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 students as class officers who serve as the council the following school year via elections at the end of the current year.

President
Vice-president
Secretary/Treasurer

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

Tardy Policies

A student will be marked tardy if he/she arrives at class after the bell which signifies the start of the period. Students who arrive 10 minutes or later (regular schedule) than the start of the class period, without a pass, will be marked Absent Unexcused (AU) for that class period.

Students are allowed ***five*** morning (1st period) tardies *per quarter* and then a fine of *$5 per morning tardy,* per student, will be drafted from their FACTS account.

In-school tardies (periods two through seven; students arriving late to class) lead to different consequences than the morning / 1st period tardies. Students with more than *three in-school tardies in one week* will be given detention, with escalating discipline to follow for repeated violations / excessive tardiness.

Elementary School Section

Academic Awards
Awards are based upon work completed during the first three card marking periods of the school year for students in grades 2-4

Subject area honors will be awarded to students based on aptitude and work ethic. Generally, one student per grade will have the opportunity to be presented with the following:
Bible, Math, Science, Social Studies, Reading, Spelling, Writing, Grammar, Technology, Library, Vocal, Art, and Physical Education.

Academic Probation
Students may be placed on academic probation at the discretion of the administration.

A student in 4th grade 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.

Arrival and Dismissal
Below are the school day times for all grades:

- Full-days: 8:00 am - 3:00 pm
- Half-days: 8:00 am - 12:00 pm (Latchkey not available)

We would ask that you please refrain from picking your child up early or dropping your child off late as it affects instruction time.

Birthdays and Special Occasions
Students are not allowed to have a birthday party at school during the school day. Parents are allowed to send in small treats to school with their child. It is recommended that this is prearranged with the classroom teacher; considerations would also need to be made for the classroom food allergy guidelines when bringing in a treat or snack.

For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday.

For birthday parties outside of school, please be aware that we are a small Christian school. With smaller class sizes, inviting everyone but a couple people from a class is not God-honoring behavior. Unless all are invited, Parkway staff will not pass out birthday party invitations. We ask that you use your best judgement in holding outside birthday parties and be kind to all people.

Cell Phone / Device Policy

All preschool through 12th grade students are required to keep cellphones and other wireless devices (including but not limited to headphones/earbuds, smart watches, *etc*.) away for the duration of the school day (with exceptions only for those with medical or otherwise documented and approved reasons). Cell phones and other wireless devices must be left at home or stored in the student's locker or other secure location not on the person.

*Please see the full **Cell Phones / Electronic Devices** policy on pages 21-22 of this handbook*.

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. If a parent needs to contact the student, the school office should be called and the student will be called to the office. *Please do not call or text cell phones during school hours*.

Citizenship Scores

Students in elementary will receive citizenship scores each reporting period beginning in the 2026-2027 school year. Citizenship scores are intended to reflect a student's patterns of conduct and character throughout each quarter. There are three categories—*respect, responsibility,* and *work ethic,* each receiving a score on a scale of 1 to 4. See "Citizenship Scores" in the *Policies and Procedures* section (p. 22) for more information regarding the three categories and the meaning of each number/score.

Citizenship scores will be determined by the observations of the student's teacher. The scores will not affect a student's academic grades.

Class Parties

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- All parties are to be held on campus. Parents are welcome to attend class parties but should make child care arrangements for siblings. This will allow the focus to remain on the students in each classroom.

- Halloween: Halloween will not be observed.
- Thanksgiving: Thanksgiving is celebrated with an emphasis on thankfulness.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.
- Easter: Class parties will be planned with an emphasis on the death, burial, and resurrection of our Lord Jesus Christ.

Class Placement

It is our goal to balance each class with equal boy/girl ratios, but it is not always possible. Parental requests for specific teachers will be considered but not guaranteed. Placement of students is an administrative and teacher decision. Educational and social needs are prayerfully and closely considered when making class assignments.

Classroom Volunteer

Please know if you are volunteering in the school or classroom, you will need to provide the front office with information to perform a background check.

Double Promotions

Parkway typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally, the situation results in students experiencing difficulty in their social and/or academic development. However, if the student tests above their calendar age in development and is consistently two grade levels above their same age peers, double promotion may be prayerfully considered.

Dress Code

Students are expected to be well groomed and neatly dressed. The standards found in the link above 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.

Elementary Drop-Off/Pick-Up Policy

Detailed instructions including times and routes will be emailed to enrolled families each year.

Field Trips

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of PCS. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must be cleared by PCS to chaperone or drive on field trips, must have a background check on file, and must be licensed and must be able to demonstrate that they are properly insured. Any parent interested, please submit your name to your child's teacher to begin the approval process. There is to be only one parent per student per field trip (e.g., not a student's mother *and* father). See full chaperone policy linked here.

PCS activities are for current PCS students only. No other students are allowed to attend. Siblings are not allowed to attend. Any student on disciplinary probation may be excluded from the field trip.

School rules, regulations and policies are in effect on all field trips on or off campus.

- Parkway students must wear either their school uniform on field trips, or occasionally a spirit casual request can be approved by the Elementary Dean.
- The sponsoring teacher will communicate the dress code.
- If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
- Parent chaperones are secured in advance for all field trips and must have the completed background check and insurance information on file. Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

Guidelines for Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, PCS, our families and ourselves.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- Students are not permitted to bring cell phones with them on field trips. The staff leaders and chaperones will be responsible for making necessary phone calls. Parents will be provided with a leader's cell number in case of an emergency.

- Students are not allowed to leave early without a PCS staff member approval.

Grading Policy

In grades K-3, a standards based grading system is used, with information on grading handed out in the back to school packet from your child's teacher. K-1 use N (not present), S (satisfactory), and P (progressing). Grades 2 and 3 will be utilizing a 1-4 scale for standard mastery. In grades 4–6, the following grading system is used:

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

Homework

The primary purpose for homework is to develop responsibility, accountability and to extend learning. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time

to work on them. Homework will take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes. Please understand that each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

Missed/Late Work Policy

- The policy listed below pertains to students in 4th grade only:
- Five points will be taken off of an assignment for the first day that it is late. Five points will be taken off every day thereafter. Specials - 5 points per class period (A zero will be given after four class periods).
- After a week, a zero will be given on the assignment.
- A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.

Physical Education Participation

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent for the first day. For an extended illness, a doctor's note is required.

Promotion to Next Grade

If your student is consistently struggling academically or socially, a parent conference will be scheduled to discuss the possibility of retention for the following year. Students will not be promoted to the next grade if they have a failing yearly average in math, reading or both (failure is considered anything below a 60). Students who don't complete the required scripture by grade will not be promoted to the next grade level until they are completed. Arrangements can be made for tutoring in the summer to help the student bring grades up to acceptable ranges. The type of tutoring must be agreed upon by the Dean.

Report Cards

Parents have the ability to check their student's progress by utilizing the online grade system through FACTS. Parents with students in grades PreK-1 may attend Parent-Teacher conferences and/or reach out to your child's teacher to receive an update of their progress. Report cards are distributed quarterly.

Searches of Students
Students, their cubbies or desks shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, cubbies, desks or belongings, bookbags, purses and other cases designated to carry or that can conceal items.

Special Year End Awards
Fruit of the Spirit - Students who have consistently demonstrated the Fruit of the Spirit throughout the year.

Weekly Scripture - Those students who are diligent about memorizing the Word of God by memorizing the weekly Scripture all year.

Spiritual Leader - Awarded to a student who consistently demonstrates leadership through prayer, chapel times and Bible study during the class.

Sportsmanship Code of Conduct
All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, and students to represent PCS in a manner that is respectful of others on and off the field of play. We encourage and endorse the enthusiastic support of parents and friends. In the process, we expect ALL to uphold the same high standards that we ask of our students.

Opposing teams and their fans are to be treated as honored guests.
Students/Parents/Coaches who fail to meet these standards may face disciplinary action or be removed from athletic participation.

Fees
Fees are required for most co-curricular activities. Access to grades will be withheld for unpaid fees or items that are not returned.

Testing of Students
- All students entering grades Pre-K – 4th grade will be tested prior to admission.
- All students will be assessed using a variety of assessments periodically throughout the school year.

- Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

Textbooks

Parkway assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any school-assigned textbook.
2. Students will pay for damages done to a textbook because of abuse or misuse.
3. Students will pay for lost textbooks.
4. Report cards will be held until such fines are paid or until your Parkway account is billed.

Weekly and Monthly Awards

Weekly Awards - Students in each class who have shown the Biblical Standard Characteristics for the week are recognized during Elementary Awards Chapel.

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

Scripture Memorization

We believe Scripture memorization is vital to challenging minds and capturing hearts and will reap great benefits now and throughout the student's life. Various Scripture memorization takes place, with smaller verses as a weekly goal and longer verses as a monthly requirement. Our purpose is to train students to walk in step with God by knowing the written Scriptures. Psalms 1:2-3 provides a good model of a Christ follower rooted in God's word. "...whose delight is in the law of the Lord, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither - whatever they do prospers."