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PARK CHRISTIAN SCHOOL MISSION AND CORE VALUES

THE MISSION OF PARK CHRISTIAN SCHOOL

To be a Christ-centered academic community
equipping students to think biblically, live wisely,
and serve faithfully.

OUR CORE VALUES

PARTNER WITH CHRISTIAN PARENTS

Park Christian School embraces the biblical responsibility entrusted to parents to nurture and educate their children and supports the partnership between families and their local church. (*Ephesians 6:1-4*)

ACADEMIC EXCELLENCE

Park Christian School provides an environment for students to excel in every facet of learning and holds them accountable for their efforts. (*Colossians 3:23*)

BIBLICAL WORLDVIEW

Park Christian School integrates a biblical perspective into all aspects of the school experience so that students may view life from God's frame of reference.
(*2 Corinthians 10:5, Romans 12:2*)

CHRIST-LIKE INFLUENCE

Park Christian School equips students to be leaders in every arena of life to influence our society and our world for God's glory. (*Matthew 5:13-16*)

CHRIST-LIKE CHARACTER DEVELOPMENT

Park Christian School trains both the heart and mind of students in the development of Godly wisdom so they may reflect the character of Jesus Christ in everything they do.
(*Philippians 2:5*)

PARK CHRISTIAN SCHOOL STATEMENT OF FAITH

WE BELIEVE the Bible to be the sole, inspired, only infallible, authoritative Word of God; inerrant in the original manuscripts. We believe the inerrancy of Scripture embraces not only religious truth, but also the Bible's scientific, historical and literary features. (*2 Timothy 3:16, 2 Peter 1:21*)

WE BELIEVE that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (*Genesis 1:1, Matthew 28:19, John 10:30*)

WE BELIEVE in the creation of man and all nature by the direct act of God as recorded in Genesis.

WE BELIEVE in the Deity of our Lord Jesus Christ (*John 10:33*), in His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*), in His sinless life (*Hebrews 4:15, 7:26*), in His miracles (*John 2:11*), in His vicarious and atoning death through His shed blood (*1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*), and His bodily resurrection (*John 11:25, 1 Corinthians 15:4*), in His as-cension to the right hand of the Father (*Mark 16:19*), and in His personal return in power and glory (*Acts 1:11, Revelation 19:11*).

WE BELIEVE that all mankind is lost, sinful, and in need of salvation which comes only through rebirth by the Holy Spirit. This salvation is received by grace, through faith. (*John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5*).

WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (*Romans 8:13-14, 1 Corinthians 3:16, 6:19-20; Ephesian 4:30, 5:18*).

WE BELIEVE in the resurrection of both the saved and the lost--they that are saved into the resurrection of life and they that are lost unto the resurrection of damnation. (*John 5:28-29*).

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ. (*Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28*).

PARK CHRISTIAN SCHOOL

PHILOSOPHY

Park Christian School is an inter-denominational evangelical school in its philosophy and teaching. All that is included in the educational process is based on God, who reveals himself to us through His Word, the Bible, which is the absolute authority and the basis for all truth. (*2 Timothy 3:16-17*) God also reveals Himself to us through His son, Jesus Christ, who is to be preeminent in every area of our life. (*Colossians 1:18*) God sends the Holy Spirit to guide us into all truth. (*John 16:13a*) The Holy Spirit helps each student grow into fellowship with God and develop a Biblical worldview. The process of education provides training in godly living in order that God's plan for each life might be fulfilled.

Park Christian School is commissioned to provide high quality Christian education which ministers to the whole child – body, mind and spirit. (*Luke 2:52*) states that Jesus “grew in wisdom and stature, and in favor with God and men.” This guides our school to train the whole child by addressing the intellectual, physical, spiritual and social qualities of an individual. Park Christian School is committed to providing a high quality program of academics, co-curricular and extra-curricular opportunities to prepare our students for the future. The educational process challenges students to excel in every facet of learning and holds them accountable for their efforts. All honest work, well and faithfully done, brings honor to God. (*Colossians 3:23*)

The curriculum at Park Christian School is Christ-centered and rooted in Scripture. Because the Word of God is truth and the key to all learning, a thorough knowledge of the Bible enables students to analyze all subject material from a Biblical perspective. When Biblical truth is studied and internalized, students interpret life according to God's principles. (*2 Timothy 2:15 and Romans 12:2*)

The curriculum is designed to reinforce the Biblical values and morals taught in the Christian home and church. Park Christian School embraces the Bible's teaching that God has given the family the responsibility of educating or training children. This partnership shared between parents and teachers is an essential component of the child's education. (*Deuteronomy 6:6-9*)

Christian education takes place when teachers and staff have experienced salvation and are personally committed to the Lord Jesus Christ. Therefore, born again teachers, striving to fulfill the call of God, accept the responsibility of helping young people develop both a strong academic foundation and a Biblical worldview. The latter requires a two-fold approach: to evangelize and to nurture. Every child is given opportunities to accept Jesus Christ as his/her personal Savior and is encouraged to grow in the knowledge of Him. Students leave Park Christian School well prepared to serve Christ in our community, country and world and to live and work as effective ambassadors for Christ in an ever-changing secular society. (*John 3:3 and Ephesians 2:10*)

PARK CHRISTIAN SCHOOL POLICY STATEMENTS

PARK CHRISTIAN SCHOOL is a Christ-centered, academic community equipping students to think Biblically, live wisely and serve faithfully. On occasions in which the atmosphere to conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support biblical principles of the school (*Leviticus 20:13, Romans 1:26-27, Matthew 19:4-5*).

PARK CHRISTIAN SCHOOL SOCIAL POSITION STATEMENT

Park Christian School, with the help of the Holy Spirit, seeks to walk in the truth of God's Word, the Bible. We desire to live like Jesus Christ who was full of grace and truth (*John 1:14*). We believe that God, in His mercy, spares us from what we deserve, and in His grace He blesses us with what we do not deserve.

We know that all of us are sinners (*Romans 3:23*) and as a result are in need of God's forgiveness. Furthermore, we believe that Jesus Christ's death on the cross completely paid for our sins, and His resurrection from the dead proved His victory over sin and death (*1 Corinthians 15:55-58; Romans 3:21-26*). We also believe that since Christians have not only been assured of forgiveness, but are dead to sin, we should not continue in sin so God can keep forgiving us. We who have died to sin should live in it no longer (*Romans 6:1-2*). Rather, because of God's great love in sending Jesus to die for us, we ought to live for Him (*Romans 5:8*). We have been set free from a life of sin. We are no longer slaves to sin, and we are called to not make a practice of sinning (*Romans 6:12-13, Galatians 5:1*).

It is our belief that many in the world today would seek to exchange the truth of God for a lie (*2 Timothy 4:2-4*). We need to be on guard to live in a way that is different from the world. Rather than being conformed to this world, we are called to be transformed by the renewing of our mind (*Romans 12:1-2*). Our mind is renewed when we are sanctified by the Holy Spirit and live according to God's Word, the Bible. When we sin, we are called to ask for forgiveness (*1 John 1:9*). We are called to repent (turn away) from our sins and no longer walk in them (*Acts 3:19*). We are called to live holy lives because He is holy (*1 Peter 1:14-16*). Therefore, because God's great love for us was demonstrated by Jesus when He died for us on the cross (*Romans 5:8*), we are called to live holy lives for Him (*1 Peter 2:24*).

For these reasons, PCS would like to be clear in our stance regarding several controversial social issues of today. In doing so, we are not saying that these issues, or the sins involved in them, are bigger or worse than any other sins or issues. Sin is sin; and we are called to reject all sin. We specifically address these issues because modern society has both confused and, in some cases, deliberately and intentionally misrepresented what Scripture says regarding these behaviors. Some even suggest we go against God's Word and not call certain behaviors sinful. It is important that we understand sin because we cannot fully understand God's mercy, grace, and our need for salvation until we first understand our sinful condition.

TRUTH OF SCRIPTURE

As we address all issues of life, we believe that the Bible has supreme authority in all matters of faith and conduct. We believe that "all Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness so that the man of God may be thoroughly equipped for every good work" (*2 Timothy 3:16-17*). We believe that the Bible, consisting of the sixty-six books of the Old and New Testament, is the infallible Word of God, inspired by the Holy Spirit, and without error in the original manuscripts (*2 Peter 1:21*). Because the Bible is true and the standard of truth, it is good and the standard of moral goodness (*Psalms 19:7-11*).

RELATIONSHIPS

We believe that all humans are created in the image of God and therefore each individual is highly valuable. As a result, God expects all people to be treated with respect and honor. We are called to love and encourage one another as we strive for unity (*Mark 12:29-31; 1 John 4:19-20; Ephesians 4:1-3*). This means that all bullying, whether it is physical, verbal, cyber, written, or relational is sin.

GENDER IDENTITY

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

FAMILY STRUCTURE

We believe that marriage is a covenantal relationship between one genetically defined man and one genetically defined woman (*Genesis 2:24; Matthew 19:4-5*). We believe that God created man and woman equally in His image, importance, and value, and in God's love and wisdom, they were given unique and complementary roles in marriage as a picture of Christ and the Church (*Genesis 1:27; Genesis 2:18; Ephesians 5:22-31*).

We believe that God has given the primary responsibility of discipling and teaching children to parents (*Deuteronomy 6:4-9; Ephesians 6:1-4; Proverbs 22:6; Psalm 78:1-7*). Park Christian School exists to come alongside parents in this journey to equip, strengthen, confirm, and reinforce biblical teaching at home.

SEXUAL PURITY

We believe that any sexual activity outside of the marriage bond is sin (*Hebrews 13:4*). Furthermore, because marriage is a covenantal relationship between one man and one woman, any sexual activity outside of the marriage relationship is defined by the Bible as fornication (*Matthew 19:4-5*). Fornication is sin. We believe that any form of sexual immorality that deviates from the biblical standard, such as adultery, pornography, homosexual behavior, premarital sex, bisexual conduct, bestiality, any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (*1 Corinthians 6:9-10, 13, 18-19; Exodus 20:14; Matthew 15:19; Romans 1:26-27*).

SANCTITY OF LIFE

We believe that life is a gift from God and is precious. We believe that life begins at conception (*Psalms 139:13-16; Isaiah 44:2a; Isaiah 49:5a*) and each person's days are numbered by God (*Psalms 139:16; James 4:13-15*).

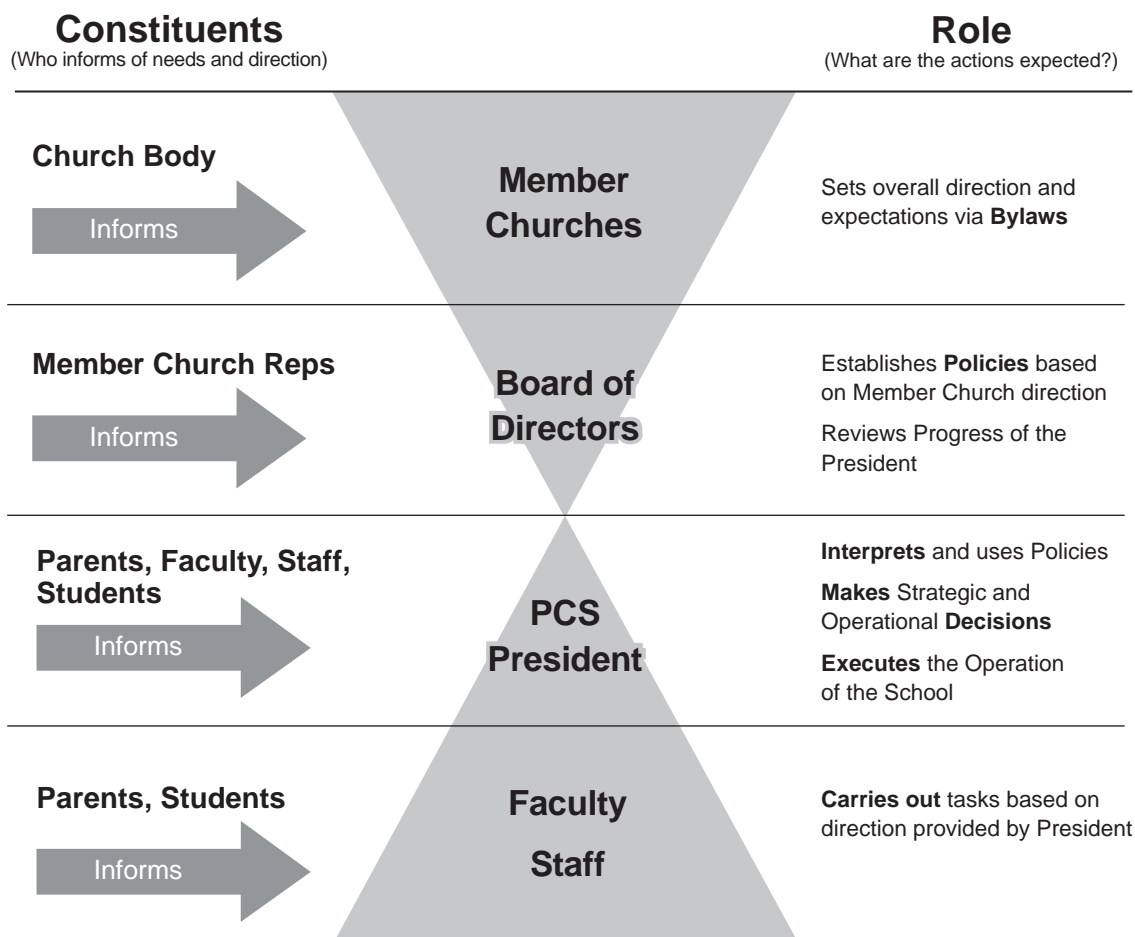
All of our behaviors (*our thoughts, our words and our deeds*) that are not consistent with the nature and character of God and His Word are sin. When we sin, we need to repent and ask for forgiveness. The Good News is that, "If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness" (*1 John 1:9*). "For the wages of sin is death, but the free gift of God is eternal life through Jesus Christ our Lord" (*Romans 6:23*). As Christians, we are called to live like Jesus to the glory of God; "Whoever claims to believe in Him must walk as Jesus did" (*1 John 2:6; 1 Corinthians 10:31; Isaiah 43:7*).

PARK CHRISTIAN SCHOOL DIVERSITY STATEMENT

Park Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, nation and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Park Christian School Governance Model



The PCS Board of Directors follows Policy Governance and are appointed by our seven member churches. Should you have any questions please reach out to the school president.

GRADUATE PROFILE

EXPECTED STUDENT OUTCOMES

As Park Christian School pursues its mission to be a Christ-centered academic community, equipping students to think Biblically, live wisely, and serve faithfully, our goal is to produce graduates who can...

1. THINK BIBLICALLY – PCS graduates love like Jesus loves with hearts aligned with God's word.

- a. **Biblical Worldview** – Their lives are rooted in scripture (knowing what they believe and why) as they put on the full armor of God (*Ephesians 6:1-10*) to defend their faith and exhibit the fruits of the spirit (*Galatians 5:22-23*).
- b. **Ministry Focused** – They have developed a Christ-like mindset as they seek God's calling for service to Him and are active participants in their congregations.
- c. **God Honoring** - They have a personal relationship with God and are committed to God-honoring choices through an active and growing faith.

2. LIVE WISELY – PCS graduates utilize knowledge and experience with discernment and integrity for the glory of God.

- a. **Well-Prepared** - They have completed a broad and comprehensive academic program with high standards.
- b. **Equipped** - They are equipped with skills to be creative, collaborative, effective communicators, critical thinkers, and good problem solvers
- c. **Called** - They willingly apply their God-given talents, gifts, and skills in the classroom, workplace, community, and/or their homes.

3. SERVE FAITHFULLY – Whether dynamic leaders or quiet presences, PCS graduates have a meaningful impact upon the world around them.

- a. **Culturally impacting** - They confidently engage with the community exhibiting leadership, a good work ethic, humility and kindness, and are respectful and law abiding.
- b. **Christ-centered ethics** - They act with confidence, seeking to love God and love others.
- c. **Commission** – They seek opportunities to live the Gospel and multiply believers in Christ.

HANDBOOK POLICY STATEMENT

The following policies and procedures cover a broad range of topics. They represent the most recent expression of Park Christian School and provide for equitable and consistent treatment of enrolled students. To assure that Park Christian School achieves and maintains the purpose of **this handbook and to assure the organization's continued ability to meet its needs and those** of its constituents under changing conditions, Park Christian School reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time. Any changes made during the school year will be published in the newsletter and/or website. Addresses and personal information listed in this handbook are not to be used for solicitation or improper use.

ACADEMICS

ACCREDITATION

Park Christian School is accredited through and meets all standards as prescribed by the Association of Christian Schools International (ACSI) and Cognia (formerly AdanceEd).

ACADEMIC DETENTION

Teachers may use academic detention whenever there are assignments that have not been completed (either when the student was present at school or the **student's** makeup work was not completed within the two-day time limit for each absent day). Academic detentions are not punishment. Rather, they are used as a tool to **encourage responsibility on the student's** part. A one-day notice will be given to parents regarding academic detention. Detention will be held Tuesdays 3:15-3:45 pm for Elementary and 3:15-4:00 pm for Jr/Sr High.

Assignments are not optional! They must be completed, whether on time or late. All assigned detentions will be served.

ACADEMIC PROBATION

All Park Christian students are expected to maintain a 2.0 cumulative grade point average (GPA). If a student falls below this standard, a parent meeting will take place identifying areas of needed academic improvement, increased study skills, increased student effort, recommendation of testing through area professionals and the public-school system and/or placed on academic probation.

If a student in grade 7-12 fails a required PCS semester class, they will be required by Park Christian School to **repeat this class for a passing grade at the family's expense**. Various options will be recommended by the PCS Administration, with parents discerning the avenue **they choose to best meet their child's needs and PCS requirements**.

All new students will serve a nine-week probationary period unless it is determined that an eighteen-week probationary period is necessary to allow time for sufficient student evaluation. **We will be concerned with progress in every area of the student's being**. Progress will be measured case-by-case and with input from the teacher(s), staff, administration, and the family.

Tuition will be paid monthly as usual. If administration terminates the student's enrollment, tuition will be retained through the end of the month of the termination.

ART CLASSES

The Visual Arts program at Park Christian School provides inspiration and instruction as students develop their creative abilities for producing art, understanding art's role in culture, making their own interpretations of art, and exploring questions about the nature and beauty of art. The ability to create and express oneself has been given to us by God, the Supreme Creator.

Art and artworks are studied through four foundational disciplines: aesthetics, art criticism, art history, and art production. Students utilize a variety of media and techniques in a balanced program including both two and three-dimensional activities to create their own works of art.

All students in grades K-2 receive Visual Arts instruction weekly, while students in grades 3-6 receive instruction every other week. Junior and senior high students have the opportunity to take Visual Arts classes as an elective.

AWARDS

High School Academic Honors recognition standards: (GPA through the 3rd quarter of current school year). Not cumulative.

| | |
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| Freshman | 3.90 GPA |
| Sophomores | 3.80 GPA |
| Juniors | 3.70 GPA |
| Seniors | 3.65 GPA |

The Dove Award is given to a senior high student(s) and the Sparrow Award is given to a junior high student(s) who has demonstrated an outstanding effort to encourage the spiritual growth of himself/herself and that of his or her peers.

The Presidential Academic Award is given to eighth grade students who maintain a cumulative 3.5 GPA at the end of the 1st Semester of their 8th grade year and achieve an 85% standardized test score in reading or math from grade 7.

BIBLE MEMORIZATION

Memorization of Bible passages is a high value at Park Christian School. Students will be required to memorize Scripture on a regular basis. The passages are organized by topic and intended for life-long application.

BIBLE TRANSLATION

At Park Christian School, elementary students will use the New International Version. Junior and senior high students may choose the translation to use or may be suggested by individual class teachers.

CHEATING | PLAGIARISM

Students are expected to conduct themselves with honesty and integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Using a cell phone in any way during a test
- Copying another student's work
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers

- Using any other method to get or give test or quiz answers
- Obtaining a test or quiz in part or in whole to use or to give to others
- Taking papers from other students, publications, or the internet
- Plagiarism
 - Theft of Words – representing other's work as one's own
 - Theft of Ideas – representing previously expressed ideas without giving credit to their creator
 - AI generated responses

Procedures for Addressing Violations

- Detection: Instructors and academic staff will monitor for signs of cheating and plagiarism using various tools, including plagiarism detection software.
- Reporting: Suspected violations should be reported to the principal.
- Investigation: The principal & teacher will investigate the reported incidents, gathering evidence and interviewing involved parties.
- Sanctions: Depending on the seriousness of the violation, prior violations, and other factors, disciplinary measures will reference the Teachers syllabus and may include:
 - Redoing the assignment or retaking the test.
 - Receiving a failing grade on the project/test.
 - Receiving a lower overall grade in the class.
 - Detention, suspension, or expulsion.

COLLEGE CREDIT OPTIONS

PCS offers AP[®] (Advanced Placement), PSEO (Post-Secondary Enrollment Option), CLEP and Dual Credit Courses. All programs are coordinated through the Student Life and Academic Specialist.

For AP[®] credit, students take the high school class during the school year. At the end of the course, an AP exam is given for an additional fee. Each college determines what AP test scores they will accept and what general education or elective criteria that AP test score may be applied to. AP credit is granted through the College Board, a national testing agency. Throughout their high school career, students will have access to AP[®] Psychology, AP[®] European History, and AP[®] Calculus.

Post-Secondary Enrollment Option (PSEO):

PCS will provide support for PSEO students coordinated through the Student Life and Academic Specialist. The student is responsible for needed equipment, books, admissions, transportation, etc. Before enrolling in PSEO, meet with the Student Life and Academic Specialist for required forms and guidelines.

- PSEO classes are available to MN residents free of charge and to ND residents for a fee.
- Juniors must have at least a 3.0 GPA. Seniors must have at least a 2.67 GPA.
- Students may only enroll in classes not currently offered at PCS (in title or content).
- PCS will accept up to 4 elective credits toward high school graduation requirements.
- Students must enroll full time at PCS and pay full tuition each year regardless of how many credits are taken through PSEO.
- **All PSEO grades become a part of a student's permanent transcript and will be used to determine GPA and honor roll.** If a student withdraws from a PSEO class within the first month, a replacement class will be scheduled to take its place. If a student withdraws after the first month, a withdrawal will be noted on their high school transcript for the course.
- For a semester course, a 4-credit college course will be equivalent to 1 high school

credit, a 3-credit course will count as 0.75 credit, a 2-credit course as a .5 credit, and a 1-credit course will count as 0.25 credit.

- 6.5 credits are required for FT status (Not including Bible Practicum and PE credits earned through sports).

More specific information about PSEO opportunities is available in the Student Life and Academic Specialist.

For Dual Credit Courses, students earn both high school and college credits while fulfilling PCS's graduation requirements. Students enroll at a reduced rate to receive college credit for classes taught by PCS teachers with a Master's degree. Both Crown College and NDSCS (North Dakota State College of Science) are partnering with PCS to offer these courses and are the granting agencies of the college credits.

NDSCS policy for enrollment in these courses include: GPA- students must have a 3.0 cumulative GPA or higher.

*Note: Students who do not meet the NDSCS requirements may still enroll in one of the NDSCS/ PCS courses without earning college credit. They will still receive the high school credit for completion of the course.

The courses we offer are:

CSCI 116: Business Use of Computers (3 credits)
HIST 104: US History since 1877 (3 credits)
MATH 103: College Algebra (3 credits)
MATH 107: Pre-Calculus (4 credits)

our Computer Apps class
our US History class
our Algebra II class
our Pre-Calculus class

College Level Examination Program – CLEP

The CLEP test gives students the opportunity to earn college credit for information they have already learned at PCS or on their own. Tests are given at the Fargo campus of NDSCS, and there is a fee for each test. Information about tests offered, what is on the tests, and what scores are accepted to earn credit by colleges can be discussed with the Student Life and Academic Specialist prior to taking the test. All CLEP tests can be scheduled with NDSCS at the student's convenience. There are 33 CLEP tests available.

COMPUTER NETWORK AND INTERNET ACCESS ACCEPTABLE USE POLICY

The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Park Christian School. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to Park's standards as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial, business, or political use. Each year, each student and parent must digitally sign the Acceptable Use Policy Form before the student will be able to use computers at PCS.

CREDITS ACCEPTED OUTSIDE OF THE PCS ENVIRONMENT

When Park Christian School finds it impossible or impractical to offer a course(s) desired by a student, the school principal may permit the student to take such a course(s) from an institution that is accredited. Credits earned outside PCS may be used toward meeting high school graduation requirements providing the school principal has approved the course(s) in advance.

Students may retake any course(s) for the purpose of improving their grade(s) or to enhance

their knowledge in the subject(s). If the retake course grade is higher or the same as the original grade, the retake course grade becomes the course grade of record on the **student's** transcript. The replacement course(s) will be noted as a replacement grade on the transcript. If the retaken course grade is lower than the original course grade, the original course remains as the course grade of record on the transcript. Thus, the **student's** GPA reflects only the highest grade earned. This policy also applies to transfer students who retake a course at PCS to replace a course taken elsewhere.

CURRICULUM

PCS meets all standards prescribed by the Association of Christian Schools International (ACSI) and Cognia. PCS offers those subjects commonly taught at kindergarten, elementary, junior high and senior high levels. Approved methods, modern textbooks, and teaching aids are used in all subjects. Bible classes and/or Bible memorization are required for all students enrolled at Park Christian School.

At Park Christian School the term “curriculum” includes more than a course textbook. It also includes the classroom teacher, outside resources, supplemental materials, technology and other inputs that make up the course being taught. The PCS curriculum gives evidence that a Biblical worldview is integrated and implemented into the instructional program and practices. Another curriculum objective is to prepare students for the next level of education. Our instructional program emanates from a curriculum guide that is based on Biblical truth and sound educational practices for each grade division, for each program that the school offers, and at every grade level.

Our curriculum and instructional program are formally evaluated on a systematic basis with the use of three evaluation committees. The selection of a curriculum textbook and publisher includes several hundred hours of committee evaluations. Park Christian School chooses **textbook curriculum series that most closely meets the committees' evaluation criteria**. As a result, our textbooks are chosen from both Christian and secular publishers.

DROP | ADD A COURSE

Junior and Senior High

A junior or senior high student may drop or add a class from their course load within the first five school days after the class has started. A new student also has five days to drop or add a class from the first day he/she attends school. Any student who wishes to drop or add a class must complete a Drop|Add Form, which is available in the Student Life and Academic Specialist's office. If class enrollment falls below 8 students, due to a withdrawal request, the request will be denied. After the class has started, the teacher of the class being dropped or added must sign the form before the change will be granted. The student and parent or guardian must also sign the form before it is brought to the Student Life and Academic Specialist.

Designated yearly courses are to be taken for the entire year unless there are extenuating circumstances as determined by the administration. Students may not add or drop a full year class at the end of a semester or a quarter. If a full year class is dropped after the five-day add or drop period, it will be graded as a Withdrawal/Failure (W/F), will be seen as W/F on the report card and transcript, and carries the same GPA weight as an “F”. It must be remembered that six- and one-half credit classes must be maintained each year. When adding a class, all previous work must be completed in order to receive a passing grade.

GRADING SCALE

In grades 2-12, the following percentages are used in determining student grades and associated grade point averages:

| Letter Grade | GPA Weight | Percentage Range | Letter Grade | GPA Weight | Percentage Range |
|--------------|------------|------------------|--------------|------------|------------------|
| A | 4.0 | 93% - 100% | C | 2.0 | 73% - 76% |
| A- | 3.7 | 90% - 92% | C- | 1.7 | 70% - 72% |
| B+ | 3.3 | 87% - 89% | D+ | 1.3 | 67% - 69% |
| B | 3.0 | 83% - 86% | D | 1.0 | 63% - 66% |
| B- | 2.7 | 80% - 82% | D- | 0.7 | 60% - 62% |
| C+ | 2.3 | 77% - 79% | F | 0.0 | 59% or below |

Incompletes must be made up within two weeks (10 school days) of the close of the marking period unless the teacher grants an extension. Failure to do so will result in the teacher submitting a "grade to date" for the final grade average with the incomplete becoming a failing grade.

HIGH SCHOOL GRADUATION REQUIREMENTS

A minimum of 26.5 Credits are required to graduate.

| | | | |
|---|-------------|------------------|-------------|
| English | 4 credits | P.E. /Health | 1.5 credits |
| Math | 3 credits | Foreign Language | 2 credits |
| Social Studies | 4 credits | Fine Arts | 1 credit |
| Bible | 2.5 credits | Speech | 0.5 credit |
| Bible Practicum | 0.5 credits | Computer Apps | 0.5 credit |
| <i>(does not count toward full time status)</i> | | Electives (min.) | 4 credits |
| Science | 3 credits | | |

Additional requirements include:

- PCS will accept up to four elective PSEO credits toward graduation requirements.
- Students graduating with a 3.65 cumulative GPA at the end of semester one of their senior year will graduate "honors" and be awarded a gold honor cord to be worn at graduation.
- The designation of Valedictorian will be awarded to students with the highest cumulative GPAs in the graduating class at the end of semester one of the senior year. (A minimum of 9 credits needs to be earned at PCS, not including PSEO.
- Account paid in full.

HONOR ROLL

Park Christian School recognizes students who have achieved high academic grades at the end of each semester. Students with a 3.7 term grade point average or greater will be included on the "A" Honor Roll; students with a 2.7-3.69 term grade point average will qualify for the "B" Honor Roll.

LIBRARY

The mission of PCS and the library is to Think Biblically, Live Wisely, and Serve Faithfully. The library is to be an information center that inspires students, staff, and families to develop a life-long love of reading while pointing to the truth of Jesus Christ. The library will reinforce biblical values, and help students develop discernment and encourage godly character by growing the ability to evaluate literature and information in the light of God's Word.

Library Goals

To help students Think Biblically, **the library will...**

- Cultivate high-quality and engaging material and books that foster a lifelong love of reading.
 - Include material that reinforces biblical values, prioritizing Christian authors when available. (Philippians 4:8)
 - Increase discovery by expanding curriculum resources and other subject-specific resources.
- Develop godly imagination by focusing on things above. (Colossians 3:2)
- Guide students to seek information and ideas in a manner that honors Jesus Christ. (Psalms 16:8)

To help students Live Wisely, **the library will...**

- Cultivate discernment and the ability to evaluate concepts, storylines, and resources for alignment with God's word while countering deviations from the Truth. (2 Corinthians 10:5)
- Align with Biblical truth instead of current culture to aid in the renewing of our minds to better know God's will. (Romans 12:2)
- Develop students' skills to locate, research, create, and share information efficiently, legally, and ethically.

To help students Serve Faithfully, **the library will...**

- Nourish a love for God and people. (Luke 10:27)
- Nurture areas of interest to help equip students for their individual calling and eternal purpose.
- Encourage godly character and excellence in all areas of life including academics, relationships, and citizenship thereby honoring God with every action. (Colossians 3:23)
- Strive to be pure and full of God's light to help students be prepared for every good work. (2 Timothy 2:21)

Park Christian School will strive to acquire resources for the student body that are consistent with the **library's** mission statement and goals.

A book is evaluated by the librarian and library committee according to the library's selection criteria, which is available from the librarian. If the book meets the criteria, it will be included in the PCS collection.

Gifts are accepted with the understanding that they may be added to the collection, sold, exchanged, given away, or discarded at the discretion of the librarian with the selection criteria in mind. Gift items added to the collection will be processed in the customary fashion and shelved with purchased materials. We cannot provide an evaluation of gifts for tax purposes. Gifted items should be in good condition. Picture books will be accepted in hardcover format only. Novels may be hardcover or paperback.

Although Park Christian School desires to provide a library full of wonderful and appropriate materials that meet the selection criteria, it is understood that if a book is found in the library that does not meet the selection criteria, the librarian may decide to remove the material or have it reviewed by the library committee to determine whether or not the material will remain on the library shelf. Families are encouraged to be actively engaged in the library choices of their son or daughter.

When students check out books, they have two weeks to return the book(s). If a student has

an overdue book at the end of each quarter, they will be assessed a replacement charge for each book that is overdue. The appropriate amount of money will be added to their monthly tuition statement unless the overdue item(s) are promptly returned.

Replacement Charges

When books are lost or damaged, they must be replaced by the student or by the student's parents. The charges assessed will be the retail value of that book plus processing fees.

MAKE UP WORK

The school and teacher(s) will not be responsible for lessons not completed or any of the work the student misses during their absence. Assignments are not optional. All homework is required to be completed. For absences due to medical reasons, students are required to make up their missed work within a proper time limit (two (2) days for every day absent). Extended preplanned absences will require makeup work to be completed voluntarily outside of class time in a timely fashion arranged with the individual teachers. In certain subjects a student may complete the work prior to the absence upon agreement between teacher and custodial parent or legal guardian. In order to catch students up on missed class work, parents may be asked to hire a tutor. Failure to turn in quality, completed work in a timely fashion may result in a student's grade being lowered, which may result in grade retention.

Assigned Work for Excused Absences

In some subjects it is very difficult for teachers to know what material will be covered during a student's upcoming absence. It is up to the teacher's discretion to determine if and what assignments will be assigned before or during an extended absence. If a student does not get an assignment before they leave on an extended absence, parents or students need to contact the teacher upon return and work out a reasonable schedule for work to be completed in a timely fashion.

Elementary Students

If a student is ill and wants to work on makeup assignments before returning to school, please allow the classroom teacher at least one full day to gather up the assignments and books.

Junior & Senior High Students

Students who are absent and want their textbooks prior to returning to school must make arrangements with parents or a friend to get the needed items from the student's locker. Make up assignments can be completed after the student returns to school. If a student wants to work on make-up assignments before returning to school, arrangements to get the assignments are to be made with the student's classmates or by accessing RenWeb/FACTS SIS. On occasion, the administration may ask the teachers to collect books or materials or write out assignments for the absent student.

Make-Up Work for Unexcused Absences

Unexcused absences may receive a lower grade or no daily credit for work missed. All work must be completed and turned in to the teacher.

Any student who returns to school after an absence without proper notification by the parent or guardian (i.e. telephone call or signed note) will receive an unexcused absence. This unexcused absence can be changed to an excused absence upon the receipt of parent notification and the reason for the absence is an excused type of absence as noted under "Excused Absences".

MID-QUARTER REPORTS

If a student is performing at a low C, D, or F level, doing work below their potential, or not turning work in on time, a mid-quarter report will be sent home to the parent(s) or guardian(s) to notify them of the situation.

MUSIC CLASSES

All Park Christian School students in grades K-4 have music twice a week. Students in grade 5 are expected to participate in choir. They have the option to also participate in band or orchestra. Students in grade 6 are expected to participate in at least one music class: band, choir, or orchestra. They can choose to be in choir and band or orchestra. Students in grades 5-6 are expected to remain in Band or Choir (or both) for the full school year. Band and choir are offered as electives to students in grades 7-12. Students are required to participate in scheduled music programs. An unexcused absence from a music event will result in a lower grade in music, choir, and/or band. Students who are absent for more than half a day (4 periods) on a performance day may not participate in the music, choir, or band program.

All students participating in the choirs and bands will wear uniforms at all their performances (school assemblies, field trips, and evening concerts) as designated by the director.

Prior Band experience is required for Jazz Band. Students in grades 9-12 may participate in jazz band alone. Jazz band does not count toward high school credit.

NATIONAL HONOR SOCIETY



The National Honor Society chapter of Park Christian School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of our school each April.

Students in grades 10, 11 or 12 are eligible for membership in the spring. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better at the end of the first semester of the current school year on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Résumé that provides the Faculty Council with information regarding the **candidate's** character, leadership and service. A history of leadership experience and participation in school or community service is also required. Our chapter of the National Honor Society has become a sponsor of the "Adopt A Highway" program and members are required to help with this project each spring and fall.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a **candidate's** service activities, character, and leadership. These forms and the Student Activity Résumé are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. The National Honor Society ceremony happens in the spring of the year, usually at 7:00 am with a parent speaker and is followed by a short reception. Once

inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings during the school year and participation in the "Adopt A Highway" chapter

service project. In-School or Out-of-School suspension will lead to dismissal from the National Honor Society.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Miss Hoven, at the school by phone at 236-0500 or by emailing jhoven@parkchristianschool.org.

PARENT-TEACHER CONFERENCES

In order for parents to know their child's progress firsthand, parent-teacher conferences will be once in the fall and once in the spring. At both times, elementary parents will have a time scheduled for them to come and discuss their child's progress with the classroom teacher. Junior & senior high parents will have an opportunity to conference with each teacher during designated hours. Parents are welcome to call the school at any time throughout the year and schedule a conference before or after school to discuss their child's work. The teachers welcome these opportunities.

PHYSICAL EDUCATION CLASSES

Physical education classes are an important part of the educational program at Park Christian School. All students are expected to participate in PE and PE events (i.e.: track & field days) unless the physical education teacher has a written note from home or a doctor's excuse. A note from home is good for three days only. After this, a doctor's excuse is required. Alternative assignments will be given to students who cannot participate in PE classes and events.

Students must wear tennis shoes in PE classes when using the gym. This is a safety precaution. Tennis shoes must be clean. Students not having tennis shoes will go to gym class but will not be permitted to take part in activities. The teacher may assign alternative gym activities. Modesty and neatness in apparel worn for PE is expected in all classes. Junior high students will be required to purchase and wear a Park Christian School PE uniform.

RENWEB/ FACTS SIS MANAGEMENT SYSTEM

PCS uses the RenWeb/FACTS SIS School Management Software system. It is an internet-based system that embraces the various needs of administration, staff, teachers, students and parents. ParentWeb is a private and secure website that will allow the parents to see complete information specific to their child, while protecting the child's information from others. Parents can view information such as: attendance, grades, progress reports, lesson plans, homework, missing assignments, staff and school directory, and access to the FACTS tuition payment program.

REPORT CARDS

The purpose of our report card is to give parents and the student an indication of the student's progress. Paper copies of report cards are sent home for students in grade K. Report cards for grades 1-12 are emailed unless a paper copy is requested.

At the end of the school year, if money is still owed for tuition, fees, lunch, juice, or milk charges, etc., report cards will not be sent home.

SUPPORTIVE SERVICES

Park Christian School offers two forms of special services for its students.

- Supportive services may be available to aid students in our school that need assistance.
- Initiating the referral process through the public-school systems.
- Provision of this service will be considered upon recommendation from the teacher and with agreement from the custodial parent(s).
- Supportive Services time will be allocated to maximize the impact on the greatest need and number of students.

STANDARDIZED TESTS

Park Christian School tests students in grades 1-9 annually using a nationally normed test. Parents receive one copy of the test results, and one copy is placed in the student's permanent file.

Sophomores take the Pre-ACT and PSAT test. Juniors take the PSAT, ASVAB, and ACT tests. Testing is coordinated through the Student Life and Academic Specialist's office.

TEACHING FOR TRANSFORMATION

Our Deep Hope

We are people of hope. And, more than just hope, people of deep hope. A teacher's deep hope is the guiding vision that shapes our calling as Christian educators. It aligns with the desires that parents have as they enroll their children in our school. It reflects the promises contained within our school's mission and vision statement and points toward our place in God's story.

Habits of Learning

Through the practices of Teaching for Transformation, all learning experiences are designed to ensure that teachers and students continuously grow as lifelong learners.

- Curious Thinking – We are curious and creative.
- Gracious Communicating - We are kind, specific, and helpful.
- Joy-filled Collaborating - We are grateful, playful, and reflective.
- Courageous Designing - We are resilient and rigorous.

Story Line

The fundamental purpose of the core practice Storyline is to connect the learning and the learners to God's story. Using language and imagery that connects both to the curriculum and the kingdom story, Storyline ensures learners see the story that invites them to be a part of how God is making all things new.

Story Board

A teacher's Story Board is the visual representation of the main Storyline of the teachers classroom that always points back to their Deep Hope.

Discipleship Habits

At Park Christian School, we care deeply about what our students will become — whether a nurse, electrician, teacher, or entrepreneur — but we care even more about who they become. Above all else, we desire that each student becomes a devoted disciple of Jesus.

That's why we're committed to nurturing 8 essential habits of discipleship — timeless practices that form the heart of a life rooted in Christ. These habits are designed to guide students in connecting their personal callings to God's greater story, so that whatever path they pursue,

they do so as faithful participants in His redemptive work.

- Image Reflecting
- God Worshipping
- Order Discovering
- Idolatry Discerning
- Servant Working
- Community Building
- Beauty Creating
- Creation Enjoying

Formational Learning Experiences (FLEx)

FLEx's are opportunities for the learner to engage in "real work that meets a real need for real people"—opportunities to practice living the kingdom story. It is through the practice of engaging in meaningful school work, school work that is kingdom work, that the learner is forming a compelling vision and desire for living within God's story.

UNPAID BALANCES

A student may not re-enroll at Park Christian School until all tuition, fees, and other charges are current.

ADMISSIONS

ADMISSIONS POLICY

Park Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

It is required that all enrolled students reside with their parent(s) or legal guardian(s). Other scenarios will be dealt with on a case-by-case basis. At least one custodial parent or legal guardian must acknowledge Jesus Christ as personal Lord and Savior and agree and be in support of our Mission Statement and Statement of Faith. Before a student will be admitted, parents shall be required to sign a statement of agreement and meet for an Educational Consultation with the President and/or principal.

On occasion, the atmosphere or conduct within a home may be in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

No parentally placed private school child with a disability has an individual right to receive some or all the special education and related services that the child would receive if enrolled in a public school. (34 C.F.R & 300.137(a))

Park Christian School reserves the right to not enroll or admit a child:

- With significant health, social, or academic concerns because of the limitation of our school.
- Based on the **school's** assessment of the **school's** ability to meet the needs of the child. An evaluation by school personnel may be required for enrollment or admission of any student.

- Who has been expelled or whose custodial parents or legal guardians have removed them from enrollment at Park Christian School.
- If satisfactory academic progress is not being made or is on academic probation.

The staff and administration of Park Christian School shall recommend grade placement, retention, or promotion based on certain criteria. Assessment will include:

- the **child's** chronological age group
- teacher assessment of academic achievement and physical, social, emotional, and behavioral development
- standardized test scores
- parental consultation

All students seeking admission to Park Christian School must submit:

- most recent school transcript and/or report card (Grades 1-12)
- immunization records (Grades K-12)
- birth certificate (Grades K-12)
- a copy of any Individual Education Plans (I.E.P.) (Grades K-12)
- a referral form provided by PCS, to be filled out by the most recent teacher, principal, counselor(Grades 1-12) if administration requests.
- \$100.00 application fee. (Grades K-12)
- Incoming students may be asked to complete informal or formal assessments.

Students must have a 2.0 cumulative GPA on their semester work preceding his or her entrance into Park Christian School in order to be considered eligible for enrollment. Students will not be accepted if **they have one or more F's on their previous semester work**. Exceptions to this will be considered on an individual basis. Students entering grades 7-12 must complete and sign a "Student Statement of Faith" form as a part of the student application process.

All new students will serve a nine-week probationary period unless it is determined that an eighteen-week probationary period is necessary to allow time for sufficient student evaluation. Progress will be measured case-by-case and with input from the teacher(s), staff, administration, and the family.

Entrance Age Requirements

- Kindergarten: All children entering kindergarten for the first time must be five years of age on or before July 31.
- First Grade: All children entering first grade for the first time must be six years of age on or before July 31 unless they have completed Kindergarten in another state.

Early Entrance Policy

Some of the following criteria may be used in decision making on early enrollment.

- The cognitive ability of the student assessed is within the very superior range (IQ 130+) as measured by a standardized individually administered test. The Stanford Binet-Fourth Edition (SB-IV), Wechsler Preschool & Primary Scale of Intelligence-Revised Form (WPPSI-R), Woodcock Johnson
- Test of Cognitive Abilities-Revised Form (WJ-R), or the Kaufman Assessment Battery for Children (K-ABC) are examples of intelligence tests that may be utilized for this purpose.
- The academic achievement assessed to be within the very superior range (standard scores 130 or above) as measured by the Woodcock-Johnson Test of Achievement (WJ-R), Peabody Individual Achievement Test-Revised (PIAT-R), or Battelle Developmental Inventory (BDI).

- The superior coordination as determined by scores, which are 2 standard deviations above the mean on the **Bruinink's-Oseretsky** Test of Motor Proficiency.
- The superior social maturity on the basis of information gathered from parent report, day care observations, and other developmental checklists as appropriate.
- The superior language development as determined by scores falling at least two standard deviations above the mean as measured by the Preschool Language Scale or the Test of Word Knowledge (TOWK).
- The completion of health forms, physicals, and required immunizations.
- The recommendation of assessment team. This team may consist of a school psychologist, an elementary principal, a special services coordinator, a kindergarten teacher, a first-grade teacher, or other staff members as deemed appropriate.

The final decision shall rest with the Admissions Committee of Park Christian School.

Admission of Home-Schooled Children (Grades 7-12) in Individual Classes

Home-schooled students in grades 7-12 may be enrolled in individual classes at PCS when there is room in the class and administration agrees. Homeschool students must follow the admissions process, pay the \$100 application fee, and sign the Continuous Enrollment contract. Special events are for full-time students only.

CONTINUOUS ENROLLMENT

A Continuous Enrollment Contract is signed when students enroll at PCS. Students are considered continuously enrolled until written notification is received by the Admissions office **stating there will be a change in the child's enrollment status. If there will be a change in a child's enrollment status for the upcoming year, notification must be made in writing to the Admissions office by the deadline.** The non-refundable classroom reservation fee is billed via FACTS annually.

After the Continuous Enrollment Deadline, if grade level capacities are reached, we implement a 'wait pool'.

PENALTY TO WITHDRAW/UN-ENROLL AFTER THE FEBRUARY CONTINUOUS ENROLLMENT DEADLINE

There is a penalty if you un-enroll after the February Continuous Enrollment deadline. The penalty to un-enroll after February 15 and throughout the school year is \$500/student or \$1,000 cap/family.

Exceptions to the un-enrollment penalty:

- Moving/relocation 50+ miles from PCS
- Administration has determined the student(s) education needs cannot be met at PCS
- Administration may take special circumstances into consideration

WITHDRAWAL FROM SCHOOL

Once a student has completed the application process and paid the classroom reservation fee or is continuously enrolled, the student is considered enrolled at Park Christian School. **Students who withdraw from school for any reason must notify the PCS Admission's office of their intent to withdraw.** No student under 18 years of age may withdraw without written consent from their parent or guardian. The above penalty will be applied.

Family Exit Interview

Each family, before leaving Park Christian School, is invited to contact the Director of Admissions for an exit interview. This interview will allow for proper direction of student records and funds. It will also allow communication for needed consumer input.

ATTENDANCE

ATTENDANCE POLICIES AND PROCEDURES

A classroom functions best when all the students are present and participating in the learning activities provided and supervised by the teacher. To optimize the learning at Park Christian School, parents are encouraged to schedule absences of choice around the school calendar and in ways that least interferes with the student's school day. Because classroom learning involves much more than reading textbooks and completing worksheets, Park Christian School emphasizes the importance of attendance throughout the school year. School is in session Monday-Friday.

For elementary students, AM sessions are from 8:05 am - 11:30 am and pm sessions are from 11:30 am – 3:10 pm. A tardy changes to an absence if the student comes to school after 9:30 am. If a student leaves before 1:30 PM, they will then be counted absent for one half day.

For junior and senior high students, classes are 46 minutes in length. If a student arrives 20 minutes late to a class, they will be counted absent.

To earn credit in a semester course a student must satisfactorily complete all course work and tests assigned and not be absent from class more than 15 times. School sponsored activities creating absences will not count as part of the 15 days.

If a student is absent from a class more than 15 times in a semester, credit for that class will be denied. The student will have the right to appeal the loss of credit and request that the credit be reinstated. The appeal shall be made to the Appeals Committee consisting of the principal, the Student Life and Academic Specialist and three teachers. During the appeal process the student is permitted to attend classes.

Parents will be notified after six absences with an email. After ten absences, an absence notification will be communicated, and a Credit Appeal form will be sent. When more than 15 absences have been reached in a class, PCS will notify you that credit has been lost and that the Credit Appeal form previously sent you will need to be completed to start the appeal process. Once the form is received, it will be reviewed by the attendance committee to approve or deny the appeal.

RETENTION | CREDIT RECOVERY

Students who have chronic attendance problems that interrupt the learning process will have a conference with administration and custodial parent or legal guardian to determine if retention is a viable option. An evaluation of each case should occur after 10 absences.

TYPES OF ABSENCES

Excused Absences

The administration will make final determination of the legitimacy of all absences. The following reasons are recognized for excused absences: extreme family emergencies i.e. funeral, medical or mental health appointments, and sickness. Other reasons that could be acknowledged are personal requests for absence made 48 hours in advance, i.e.: legal

appointments, church activities. We encourage parents to hold these requests for absence to a minimum.

Unexcused Absences

Unexcused absences include all other absences. Common unexcused absences include but are not limited to; senior pictures, after Junior & Senior Banquet, doing homework at home, missing a bus, trains, oversleeping, working at home, need for extra sleep, babysitting, employment, shopping. Parents should not request permission for absence for personal convenience reasons.

Students who miss for reasons not acceptable to school officials will be assigned detention. Referral to the proper authorities will be made if persistent unexcused absences occur.

**See MAKE-UP WORK under ACADEMICS for related information.*

Notification of Excused Absences

If a student is going to be absent for a partial or whole day, we ask that the parent or guardian notify the school office (218-236-0500) with the following information:

- **Student's** name
- Date of absence
- Reason for absence
- Any special directions regarding the **student's** return
- Signature of the parent/guardian

In elementary grades, the note should go to the classroom teacher and office. In Junior & Senior high, the student should bring the note to the **Registrar's** office.

If the school has not been notified of a **student's** absence, the student will receive an unexcused absence. An unexcused absence may be changed to an excused absence **upon the school's receipt of parent/guardian notification by telephone or signed note; and** the reason for the absence must follow the above guidelines for excused absences. If the absence is foreseeable, notification from a parent or guardian must be sent to school in advance – the same number of days as the number of days the student will be absent. In some cases of absence due to medical reasons, medical verification of the illness or injury may be requested.

Junior and senior high students must obtain a makeup slip from the **registrar's office** before a student will be admitted back into their class(es) following an absence. The student will receive one (1) makeup slip from the **registrar's** office. There will be no duplicates given. It is the responsibility of the student to get this slip filled out by their teachers with the missed assignments.

**Please note junior and senior high students are responsible to get their makeup work completed by the due date noted on the makeup slip. Failure to do so will result in a lowered or failing grade as deemed appropriate by each corresponding teacher.*

School Sanctioned Absences

School sanctioned absences (such as fieldtrips, games, off-campus concerts, etc.) do not require a makeup slip. However, students are responsible to get assignments and hand them in on time. Students must also be ready to take tests on time.

Short-term Excused Absences

Short-term absences are missed class time of three (3) school days or less. A student has the right and obligation to make up any work missed with full credit. For excused absences, a

student shall be allowed two (2) school days for each absent day to complete any work missed and receive a grade. Schoolwork not turned into the teacher within the two-day guideline will result in the assignment receiving a lower grade or no credit at all.

Extended Excused Absences

Extended absences are excused absences that are missed class time of more than three (3) school days. These absences will require makeup work to be completed voluntarily outside of class time. A teacher may require additional assignments to compensate for any loss of class discussion and lecture information. A student has the right and obligation to make up any work missed with full credit, with the exception of research papers, long-term assignments or tests that have been assigned significantly in advance of the extended absence.

Requests for Extended Absences

Students will occasionally request to be absent for an extended period of time. Requests of this nature are difficult to deal with and should be limited. In an effort to be consistent, such requests should be limited to trips with parents or guardians that are of an educational nature. If a request is made for an extended absence, a written note from a parent or guardian must be given to the principal explaining the educational nature of the trip and be given in advance.

ATTENDANCE IN SCHOOL AS IT APPLIES TO ATHLETIC/ACTIVITY PARTICIPATION

A student may miss one-half the school day (4 periods) for reasons acceptable to the activities office or principal's office and still participate.

If a student has a school excused absence from practice, he/she may be allowed to participate in a contest if it agrees with the coach's discretion. See the PCS Student Handbook for clarification of an excused absence.

If a student asks to be excused from a practice, game, or contest for an on-going school sponsored activity, a compromise should be worked out whereby the student could attend half of the activity and be at practice the other half of the time. This would not affect the amount of playing time for a student for the days they attend the other school sponsored activity.

If a student misses a practice, game, or contest because of a school sponsored activity, they will be allowed to participate in the next game.

ATTENDANCE IN SCHOOL AS IT APPLIES TO MUSIC/FINE ARTS PARTICIPATION

Students who are absent for more than half a day (4 periods) on a performance day may not participate in the music, choir, or band program.

OPEN CAMPUS – SENIOR HIGH

Open Campus is available to juniors and seniors at Park Christian School during their lunch period. Students are asked to sign out daily when they leave campus for lunch. A completed permissions form with parent and student signatures is required to be on file in the office in order to have open campus privileges.

Open Campus during assigned study halls is available to seniors at Park Christian School, except on Chapel mornings, during spiritual emphasis days, and other school related activities. Students are asked to sign out daily to leave campus for this class period as they are not assigned to a study hall for supervision. A completed permissions form with parent

and student signatures is required to be on file in the office in order to have open campus privileges.

TARDINESS

(Please read below for grade specific policies)

All K-12 Students

All students are expected to be in their classroom and ready for work at 8:05 am. Any students who arrive to class after this time will be counted tardy.

All Junior and Senior High Students

Junior and senior high students must go to the **Registrar's** office to receive a tardy slip. A record of unexcused tardies will be kept in the office. For elementary students, a tardy changes to an absence if the student comes to school after 9:30 am. The students will then be counted absent for one half day. Cases of perpetual unexcused tardiness will be reported to the administration for appropriate action. Parents are expected to write a detailed note for their student when they know they will be tardy (i.e. medical appointments).

- Each teacher, as deemed appropriate, will deal with missed work due to tardiness.
- If school buses run late, no tardiness is counted on the **student's** record.
- Students returning late from lunch will receive an unexcused tardy.

K-6 Tardiness

Each teacher, as deemed appropriate, will deal with tardiness to class. Detention can be assigned. Elementary detention will be served from 3:15–3:45 pm on Tuesdays. If a student reports late to class, the teacher will talk to the student to find out why they were late.

When a student receives their fourth tardy for the quarter, a letter will be sent home to the parents notifying them of the tardy situation. This letter will emphasize the importance of good attendance and state that if the problem persists, either the student or both the student and parent will need to meet with the grade level principal to discuss the reasons for the continued tardies. If the meeting with the principal does not correct the situation, the student will be assigned detention to make up the time missed.

Junior High Tardiness

Mid quarter of the 1st quarter is considered a "**Grace Period**" for the 7th grade students as they learn a new system as compared to elementary school. Throughout the 1st quarter, unexcused tardies will be recorded in the office (after the 1st quarter for 7th graders, and throughout the year for 8th graders). If a student receives a total of three (3) unexcused tardies in any class per semester, they will be required to serve detention and parents will be notified. Junior and Senior high detention will be served from 3:15-4:00 pm on Tuesdays. Beginning with mid quarter 1 and continuing on throughout the remainder of the year, all unexcused tardies will be recorded in the office.

After 6 tardies, students are required to serve detention, may face exclusion from extracurricular activities, and their parents will be notified. After 9 tardies, students are required to serve in-school suspension and parents will be notified.

****Please note:** The three unexcused tardies do not need to all be in one class period in order to get detention. It is a total of all tardies in all classes.

All tardy counts are set back to 0 at the beginning of the 2nd semester. If habitual tardiness

occurs, the administration reserves the right to determine additional consequences along with/instead of after-school detention. This may include:

- Loss of eligibility to participate in extra-curricular activities for a specified amount of time.
- In-school detention.
- In-school suspension.

Senior High Tardiness

Senior High tardies accumulate per semester and are reset to 0 at the beginning of the 2nd semester. These accumulate in all classes—not just one individual class. Unexcused tardies are recorded in the office.

After 3 tardies, the student is assigned after-school detention and parents are notified. After 6 tardies, the student is assigned detention, Open Campus privileges are taken away until the end of the quarter, and parents are notified. After 6 tardies, the student will meet with the Student Life and Academic Specialist or Principal warning them of possible consequences. After 9 tardies, the student is assigned in-school suspension for one day, Open Campus privileges are taken away for the semester, and parents are notified.

If habitual tardiness occurs, the administration reserves the right to determine additional consequences. This may include:

- Loss of eligibility to participate in open campus to loss of extra-curricular activities for a specified amount of time.
- In-school detention.
- In-school suspension.

TRUANCY

A student who misses a part of the day or a whole day without the consent of either the school or the parent or guardian is considered truant. If students accumulate truancy absences, a referral will be made to the proper authorities. A truant student will receive no daily credit for work missed, and In-School Suspension may be assigned.

BEHAVIOR

CONFLICT RESOLUTION

When conflict occurs between students, Matthew 18 will guide the resolution and the following principles will apply:

1. When a teacher or staff person becomes involved, they will remain with the students until the issue has been resolved.
2. A safe environment for the students will be ensured.
3. A summary of the conflict will be documented and sent to the parents when deemed appropriate by staff or administration.
4. Close with prayer.

DAMAGE TO SCHOOL PROPERTY

Students are to respect themselves, peers, staff, and others, as well as the property gifted to the school and the property of others. Students shall not misuse, damage, or destroy school or personal property of others. Destruction of such property will result in the student paying to replace the misused, damaged, or destroyed item(s). Textbooks are loaned to students. Failure to take proper care of these books will result in a book fine.

DETENTION

If your child is asked to stay after school for detention, parents will receive a detention notice at least one day in advance. If your child misses an assigned detention, detention time will be doubled. Detention is scheduled for Tuesdays. K-6 students serve detention from 3:15-3:45 pm, while Jr & Sr high students serve detention from 3:15-4:00 pm. Parents are responsible for transportation. Please pick up your child from the school office at the appropriate time.

DISCIPLINE

Discipline procedures and guidelines at Park Christian School shall be based on the Biblical example of discipline as a disciple-making process. The school recognizes the importance of **shaping lives to God's image and preparing students for service in Christ's kingdom.** In providing a framework necessary to build faith in Christ, discipline and self-discipline are essential parts in the process of becoming faithful and effective in a life lived for God. Christ prepared and trained his disciples for ministry by walking alongside them, guiding, correcting, and redirecting them as they grew.

The discipline procedures and guidelines at Park Christian School shall strive to inspire and redirect, as necessary, appropriate behavior by addressing actions and attitudes in accordance to the scriptures. In **recognition of man's fallen nature, firm, loving correction is required in light of Proverbs 23:13a and Proverbs 22:6** which state, "Do not withhold correction from a child..." and "Train up a child in the way he should go..."

All students are expected to be accountable for their own actions and handle themselves in a way that is pleasing to God. Thus, many of the rules and guidelines enforced at Park Christian School place more responsibility on the student. Disciplinary action will be handled on a case-by-case basis with all parties involved. (The individual teachers will give out other classroom specific rules to students.)

Parents, teachers, and the local church body are to model Christ's example and invest prayer, time, and instruction in Park Christian School students to further their growth as Disciples of Christ. As part of the disciple-making process, students need to see the traits of reverence, respect, and responsibility modeled as they seek to integrate these positive character traits into their lives.

Reverence: Reverence for God is the foundation of disciple making. Reverence is humble, awe-inspiring devotion to God, with love and fear for our Creator. Proverbs 1:7 states, "The fear of the Lord is the beginning of knowledge." A proper understanding of who God is helps us to understand His holiness. Matthew 22:37 says, "Love the Lord your God with all your heart, soul, and mind." Colossians 3:23 encourages, "Whatever you do, work at it with all your heart, as working for the Lord, not for men." With reverence, the desire to please self is diminished as one focuses on God and His Word.

Respect: Respect is feeling and showing esteem and honor towards God and His creation. Students need to learn to respect tangible authority on earth in order to learn respect for an intangible God. Romans 13:1 states, "...all those in authority have been established by God." These authorities include administrative personnel, faculty, and staff at Park Christian School. Respect extends to oneself as a creation of God, other students and peer groups; as well as the property gifted to the school and the property of others. 1 Peter 2:17a summarizes, "Show proper respect to everyone: Love the brotherhood of the believers, fear God."

Responsibility: Responsibility is personal accountability for one's words, attitudes, actions, and choices. Words spoken and attitudes expressed towards others are the responsibility of the

student. "...everyone should be quick to listen, slow to speak, and slow to become angry." James 1:19 Included in student's responsibilities is control of physical actions toward peers, school property, and the property of others. Completed assignments and projects are a reflection of accountability developing within each student. Colossians 3:17 admonishes with "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus..."

As children mature, they gain spiritual responsibility to be a disciple of Christ. Learning and applying Biblical principles to daily actions and words demonstrate this growth. A disciple of Christ encourages and influences others to be responsible. "As iron sharpens iron, so one man sharpens another." Proverbs 27:17

Building character is a process and will include times of struggle and conflict. When interpersonal conflicts occur, PCS promotes a peacemaking philosophy, modeling after Biblical principles and guidelines. We see conflicts as an opportunity to glorify God, serve others, and grow to be like Christ (I Corinthians 10:31-11:1). The best way to glorify God in the midst of conflict is to depend on and draw attention to his grace - the undeserved love, mercy, forgiveness, strength, and wisdom he gives to us through Jesus Christ. We understand that students will not possess all the skills necessary to effectively carry out these Biblical commands. Thus, we ask that parents partner with us in equipping our students to develop pro-social and conflict resolution skills. This entails understanding (1) where conflicts originate from (2) what the act of peacemaking entails (3) how to determine between overlooking an offense and when to attempt confrontation and reconciliation and (4) how to effectively resolve conflicts using Biblical principles of loving the Lord your God with all your heart, soul and mind and loving your neighbor as yourself (Matthew 22:37- 40).

Behavioral Expectations

All students at Park Christian School are expected to:

1. Show a reverence for God, the Bible, and Christianity.
2. Demonstrate a Christ-like example by showing a positive attitude and positive behavior, including words and actions; a wholesome language should be spoken at all times. (Eph. 4:29)
3. Obey and show respect to all teachers and supervisors—in class, at lunchtime, and during after-school activities. Backtalk and persistent complaining are not tolerated.
4. Respect one another. Ridicule and name-calling will be addressed directly with the perpetrator.
5. Respect one **another's** property; do not take or borrow someone **else's** property without first obtaining permission.
6. Remain quiet when in the hallways while classes are in session.
7. Walk, not run, in the building at all times.
8. Not chew gum while in the school building.
9. Complete assigned class work on time and according to instructions given by teacher.
10. Have textbooks covered by the end of the second week of school and maintained throughout the year.
11. Take notes and participate in class discussion.
12. Keep lockers, bathrooms, and hallways neat and clean. No backpacks or sports bags are to be kept on the floor or on top of lockers.
13. Use student planners in grades 4-12.
14. Comply with all rules established by their classroom teacher.
15. Dress, groom, and conduct themselves so they will not disrupt or distract from the academic process of the school. Footwear and shirts shall be worn at all times.

(Exceptions may be made for special educational or athletic activities, as deemed appropriate.)

16. While riding the bus, observe the established rules and regulations for their safety and for the care of the bus.
17. Play in designated playground areas and use playground equipment in a safe and proper manner.
18. Any pre-recorded music played at Park Christian School shall be Christian music. Instrumental music that is not necessarily Christian may be used if the song has never included lyrics. The areas include, but are not limited to the classroom, gym, weight room, locker rooms and commons.

All students at Park Christian School are to refrain from:

1. Carrying a backpack, messenger bag or similar item from class to class. Wearing blankets through hallways is also prohibited.
2. Intentionally threaten, harass, assault, or cause physical injury to other students, teachers, administrators, or other school personnel.
3. Use of violence, force, noise coercion, intimidation, or any other conduct that might cause injury to themselves or others, or cause disruption of the academic process or of any other school function; nor shall any student urge others to engage in any disruptive conduct.
4. Misuse, damage, or destroy school or personal property. Destruction of such property will result in the student paying to replace the misused, damaged, or destroyed item. Textbooks are loaned to students. Failure to take proper care of these books will result in a book fine.
5. Slander or use obscene, vulgar, crass, or lewd language.
6. Exhibiting public displays of affection at Park Christian School.
7. Personal listening devices during the school day (see *Cell Phones and Personal Listening Devices* in the *School Procedures* section).
8. All cell phone usage in locker rooms at all times (see *Cell Phones and Personal Listening Devices* in the *School Procedures* section).

Disciplinary Actions

Disciplinary actions typically follow a process where the consequence becomes more stringent.

1. Conference with student (warning, but not in all cases-**supervisor's discretion**).
2. Loss of privileges (recess time, etc.) which may include time spent cleaning or in detention.
3. Assignment of a special project.
4. After-school detention: If your child is asked to stay after school for detention, parents will receive a detention notice at least one day in advance. If your child misses an assigned detention, detention time may be doubled. Detention is scheduled for Tuesdays. K-6 students serve detention from 3:15-3:45 pm, while junior and senior high students serve detention from 3:15-4:00 pm. Parents are responsible for transportation. Please pick up your child from the school office at the appropriate time.
5. Conference with parent(s) or guardian; student will also receive the same consequence as noted above.
6. In-school and Out-of-school suspension. *
7. Referral to an outside agency.
8. Recommendation for expulsion from school/dismissal from school.

* Any suspension prohibits a student from participating in activities during the time of suspension (See Athletic Handbook).

Expulsion/Dismissal from School

When a **student's** attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help them correct the situation, the parents will be called for a conference. If, after such a conference, and a reasonable period of time for readjustment, the administration and teacher(s) concerned feel the **student's** presence is detrimental to the school or student body, the parents may be asked to remove the student from enrollment. The constant infraction and lack of regard concerning the conduct items listed in this handbook may result in the necessity of expulsion. Also, the following are justification for expulsion from school regardless of if they occur on or off campus:

- Profanity
- Immorality
- Cheating
- Possession, arranging sales, taking, or being under the influence of alcoholic beverages or non-prescription drugs
- Smoking/vaping
- Violence/Physical aggression
- Gambling
- **Stealing of other's personal belongings**
- Destruction of school property

A redemptive approach may be considered for a student and their family who exhibit a repentant and humble heart and if administratively determined that continued enrollment is in the best interest of the student(s) and PCS student body.

Social Position Expectation

See Policy Statements in the front of the handbook.

GRIEVANCE AND CONFLICT RESOLUTION PROCEDURE

There may be times when a parent will have a grievance against a teacher, a staff member, an administrator or a member of the Board of Directors. In all such situations, Park Christian School will observe the principles outlined by our Lord in Matthew 18:15-17 and Galatians 6:1. We ask you to observe these principles, and we agree to do the same.

"If your brother sins against you, go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and, if he refuses to listen to even the church, treat him as you would a pagan or a tax collector." (Matt. 18:15-17) **"Brothers, if a man is trapped in some sin, you who are spiritual should restore him gently. But watch yourself; you also may be tempted."** (Gal. 6:1 NIV)

Two Principles Drawn from These Scriptures:

The complaint should be settled at the lowest level of relationship possible. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, a member of the Board of Directors, or another parent. If a parent has a complaint against an administrator, the parent should go to the administrator, not the Board of Directors.

If the complaint cannot be settled at the lowest level, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to the administrator. If the

parent still does not receive satisfaction, they should go to the Board of Directors until they get a final decision.

SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel only school administrative authorities may search a student, student lockers, or student automobiles under circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. A **student's** failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Individuals and their effects are subject to being searched by school officials if a school official has reasonable cause to believe that the person is in possession of illegal, unauthorized, or contraband materials.

Personal Searches

A student's person and personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student is conducted, it must be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the approval of a school administrator, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Locker Searches

Student lockers are the property of the school and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

SERIOUS OFFENSES

Offenses that are of a more serious nature to the life of the school, such as fighting, cheating, persistent problems with authority, vandalism, truancy, etc. will be referred to the administration for disciplinary action. Park Christian School reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to issues related to pregnancy; abuse; sexual activity; pornography; inappropriate solicitation; abortion; harassment; and the

use of alcohol, tobacco, illegal drugs, etc. A redemptive approach may be considered for a student and their family who exhibit a repentant and humble heart and if administratively determined that continued enrollment is in the best interest of the student(s) and PCS student body.

The following items are serious violations of the values of this school community and cannot be permitted in any form. It is our intention that PCS be a safe place for students to work and learn. Therefore, the PCS administration reserves the right to inspect lockers, vehicles driven on to school property, book bags, and clothing at any time. Enrollment at PCS constitutes consent by all parents or guardians and the student for such inspection.

Park Christian School location is defined as: the school building and surrounding property; on any school owned vehicle or in any other school approved activities; off school property at any school approved or school sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of Park Christian School. When riding buses rented from Park Christian School, the same regulations apply.

Dangerous Objects | Weapons | Fire

No object that can kill or cause serious bodily harm shall be brought to school or school functions. Firearms, knives, martial arts weapons, lighters, matches, laser pointers, and other types of weapons or facsimiles of any of the above are strictly prohibited on school grounds and at all school activities. Any student in possession of one of these objects may be suspended for up to three days and considered for expulsion. Students who trigger false fire alarms or use or tamper with fire extinguishers in any way may be subject to the same consequences in addition to restitution for costs including fire department response or extinguisher servicing.

Three Categories of offense regarding weapons:

Category 1: Articles commonly used as weapons or designed to inflict bodily harm and intimidate other persons that are actually used by the student. Examples include, but are not limited to: firearms, whether loaded or unloaded; knives; razor blades; razor blade knives or holders; x-acto knives; clubs; metal knuckles used in threatening manner; numchucks; throwing stars; explosives, including fireworks (if illegal in MN); stun guns; ammunition; chains; pellet guns; BB guns; bows; cross bows; mace; tear gas; pepper gas; sling shots; wrist rockets; look-alike guns (except for obvious squirt guns either empty or filled with water); and other non-functioning guns that could be used to threaten others; or any flammable liquid or other device of instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. Also included in Category 1 is any firearm **including pellet guns or BB guns found to be in student's possession, whether it has been used or not.**

Category 2: Articles commonly used as weapons or designed to inflict bodily harm and intimidate other persons are in the possession of the student, but not used by the student. Examples include, but are not limited to: knives; razor blades; razor blade knives or holder; clubs; metal knuckles; numchucks; throwing stars; explosives, including fireworks (if illegal in MN); stun guns; ammunition; chains; pellet guns; BB guns; bows; cross bows; mace; tear gas; pepper gas; sling shots; wrist rockets; look-alike guns (except for obvious squirt guns either empty or filled with water); and other non-functioning guns that could be used to threaten others.

Category 3: Articles which are designed for other purposes but which are actually used to inflict bodily harm and intimidate. Examples include, but are not limited to: belts; scissors; combs; pencils or pens; metal nail files; ball bats; lighters; compasses; and letter openers.

A student who finds a Category 1 weapon on the way to school or in the school building and takes the weapon immediately to the Administration shall not be considered to possess a weapon.

The Administration or their designee shall conduct a timely investigation into any incident allegedly involving the use of a weapon. If a weapon is found to have been involved, the following sanctions shall be followed.

Sanctions:

Category 1: For students involved in any incident where weapons were found, the Administration shall have for their use all discipline alternatives available for immediate response including, but not limited to, initial suspension, confiscation of the weapon(s), and notification of parent or guardian. The Administration shall immediately notify the local Police Department when any Category 1 Weapons Violation occurs. The Administration shall immediately initiate the expulsion process. The Administration shall consider whether or not expulsion is to be recommended to the PCS President and Board of Directors in addition to the mandatory expulsion process.

Category 2: For students found to have been in possession of a weapon, the student shall be:

- immediately suspended out-of-school for up to five (5) days.
- have a date and time determined for a re-admittance conference.

If the Administration gives additional days of out-of-school suspension beyond the initial five (5) days, determination must be made as to whether or not an expulsion is warranted. The task force shall consist of administration and teachers. It shall have access to all investigative information on the student and the incident. It shall hear from the student and parent, if reasonably possible, and then make a determination about whether or not to recommend expulsion to the PCS President and Board of Directors and commence the expulsion process.

Category 3: For students having been found in possession of an instrument defined as a Category 3 weapon, no sanction shall be imposed, except that for a student found to have a Category 3 article as a weapon in violation of this policy, they shall be given the same sanctions as outlined for Category 1 weapons.

Drugs, Alcohol and Tobacco/Vaping

Drugs, alcohol and tobacco have different legal ramifications in our society, but they are all drugs and will be treated as such in PCS disciplinary procedures. Use, sale, or possession of any illegal substance at any time on or off campus may result in immediate suspension from school for up to three days, and the administration will make a recommendation whether to proceed with expulsion. Any student choosing to remain in the company of another person who is clearly involved in illegal drugs may also be considered to be in violation of this policy. Drug testing may be requested by the administration if use is suspected. Drug testing, if requested by the administration, will be at the sole discretion and frequency of the administration, including who will administer the test. Refusal to comply will constitute an admission of guilt. If drug use is confirmed and the student is allowed to return, the student must obtain a chemical dependency evaluation by a licensed Christian professional prior to returning to school. If a student has been suspended for drug use, and the circumstances are such that the students is allowed to return to school, any subsequent violation involving drugs

at any time during his or her enrollment at PCS will result in an automatic recommendation for expulsion. Tobacco use or possession is not permitted at any time. This includes all forms of tobacco, including chewing tobacco, and electronic cigarettes or Hookah pens. Student use of these substances may result in suspension and possible consideration for expulsion.

Gang Involvement and Activity

Any student who is involved with a gang (which may include belonging to a gang, using gang symbols, or wearing gang clothing) may be suspended from school. Prior to returning to school, the student must submit a detailed written plan of action describing how gang activity and involvement will be avoided in the future.

Harassment and Bullying

Harassment and Bullying is defined as deliberate, repeated, and intentional behavior directed at a person or group of people, using words or actions, intended to cause fear, intimidation, or harm. Often times bullying involves an imbalance of power, resulting in an individual experiencing distress, reluctance to attend school, a decline in work standards or problem behaviors. For our purposes, harassment and bullying takes place in the school, on school property, or on school field trips. PCS accepts that some types of bullying (such as cyberbullying) most often occur outside of school hours and not on school equipment. When this behavior impacts upon relationships in the school setting, the school will partner with parents to resolve the issues. The school's position is that parents are responsible to ensure online and electronic communications at home are monitored and to deal with issues outside the school context where there is no impact in the school setting.

Various types of bullying include, but are not limited to:

- Emotional (excluding, tormenting, hiding or taking things, threatening gestures, ridicule)
- Physical (pushing, kicking, punching, slapping, tripping, pinching, spitting)
- Sexual (touching, dirty jokes or sexual language)
- Verbal (name calling, mocking, intimidating phone calls, spreading rumors, threats)
- Racial (derogatory comments or name calling about physical, behavioral, or cultural differences)
- Intimidation (publicly challenging others to do **something they don't** want to do, playing a dirty trick, taking things, demanding money or other things)
- Electronic (text messaging, instant messaging, social networking, telephone calls, photos)
- Written (threatening or inappropriate notes or drawing)

Roles in Harassment and Bullying

Harasser-Bully:

- Has a desire to hurt
- Thrives in a power imbalance
- Operates in an unjust use of power
- Will repeat the hurtful action
- Enjoys seeing the target suffer
- Possesses a sense of the target's susceptibility
- Likes to be in charge

Target:

Passive Target:

- Quiet, sensitive, cautious, in interaction with peers
- Lacks skills of assertiveness
- Has diminished self-confidence

Provocative Target:

- Pesky behavior
- Anxious and insecure
- Continually loses the provocation
- Repeatedly initiates/provokes others

Bystander (witness):

- Empowers the bully by silence
- Feels empathy for the target, but afraid to act
- Fears becoming target if associated with target
- Afraid of causing the situation to escalate
- Seldom steps forward to defend or speak against bully
- May feel guilt
- Lacks skills and knowledge in how to deal with the situation

Differentiating between conflict and bullying:

Conflict:

Equal power between friends

Occasional

Accidental

Demonstrates concerns

Takes responsibility

Tries to problem solve

Occurs anywhere

Swaps roles with ease

Not intended to hurt

Maintains dignity

Pokes fun in lighthearted clever ways

Innocent in motive

Only part of friendship interaction

Discontinued when person teased becomes upset or objects

Teasing

Bullying:

Display of power, not in friendship

Frequent

Purposeful

Demonstrates pleasure

Blames others

No effort to resolve issue

Occurs where bully is safe

Based on an imbalance of power

Intent is to harm

Meant to humiliate, demean

Comments or acts are bigoted or cruel

Sinister in motive

Continuous action against others

Continues or increases when target becomes distressed or objects

Taunting

Harassment and Bullying Policy & Procedures:

Increasing Awareness

- PCS will conduct required in-service training for all teachers, aides and supervisors.
- At the beginning of the school year the principal will ensure that all students are informed of Harassment and Bullying Policy and Conflict Resolution procedures.
- Policy and procedures will be posted in the PCS handbook and on the school website. Incident report forms will be available in every classroom, in the Student Life and Academic Specialist's office, on the school website, and in the back of this handbook.

Reporting

- All teachers and staff members who observe or become aware of acts of bullying are required to report these acts to the school principal. All reports will be taken seriously and a clear account of the incident will be documented using the incident report form.
- Any member of the school staff receiving a suspected bullying report shall address the matter as soon as possible (within 24 hours). If the situation meets the criteria for bullying, the staff member will report the incident to the principal for investigation.
- The principal will investigate, meeting with all parties (within 1 school day of the initial report). If bullying is determined to have occurred (not all conflict constitutes bullying), the principal will inform the student that their actions are unacceptable and that they will be closely monitored and supervised until their actions demonstrate that trust has been rebuilt. The principal will determine the appropriate consequence from the list below and will provide the necessary follow-up. The principal will also ensure that the victim is closely monitored during this time and will check in with the victim to ensure that there is no

retaliation, and that restoration and relational repair is occurring. He will also inform the parents or guardians of both students of the offense and the steps that have been taken to address and resolve the issue.

- The incident report will be kept by the grade level principal.
- Retaliation is prohibited and should be reported in the same manner as the alleged harassing or bullying behavior.

Please see the reporting form at the end of this handbook.

Possible Consequences:

Warning

Time-out in classroom

Removal of recess and privileges

Community service

Time-out in principal's office

Detention

A behavior contract

In-School Suspension

Referral to counseling or therapy

Suspension

Expulsion

Law enforcement will always be notified when criminal intent is obvious

Conflict Resolution Action Steps:

If a teacher or staff member observes a conflict:

1. The teacher will verbalize their awareness of the conflict to the student(s).
2. The teacher will offer support in resolving the conflict if time is available or let the student know when time will be available to address the conflict (ex. "We need to focus on math right now, so I need you to set this aside and we will talk about it during our break."). The teacher will later check in with the student(s) to see if the offense has been overlooked or if additional assistance is needed in addressing the issue.
3. The teacher will follow-up, checking with the student(s) to see if the conflict is resolved or if a referral needs to be made to the Student Life and Academic Specialist or the Principal.
4. If a pattern of conflict is observed, the teacher will contact the principal, as the situation may be escalating beyond conflict resolution or deeper and unresolved issues may need to be addressed. Students may need additional assessment and assistance in developing prosocial skills, which will be available with a referral to the Student Life and Academic Specialist.

Parents:

We request that parents:

- Become familiar with the policies of PCS and make every effort to support implementation of the policies and procedures.
- Consistently confront inappropriate comments, jokes, and gestures.
- Model good behavior by using positive communication, anger management and conflict resolution skills.
- Help their own children learn how to express themselves in positive ways and encourage them to attempt conflict resolution on their own.
- If they are unable to resolve the conflict on their own, encourage them to seek assistance from their teacher, principal, school social worker, or Student Life and Academic Specialist to help avoid a pattern of unresolved conflict and feelings of helplessness.
- Make expectations clear.
- Help children take ownership for their own behavior.

- Empower children to report incidents of mistreatment, differentiating between reporting and gossiping.
- Immediately report incidences of inappropriate behavior to the appropriate staff person.

Sexual Immorality

The Bible has strong words warning each of us to refrain from sexual immorality (I Corinthians 6:18-20).

- Involvement in promiscuous or immoral behavior by any student may result in pregnancy.
 - Pregnancy is a normal consequence of sexual activity, but pregnancy itself is not a sin.
 - Pregnancy is one of **God's** great blessings to a family. Outside of marriage, however, pregnancy indicates sexual activity without the benefit of a strong family commitment – and God calls that sexual activity sin.
- PCS will include investigations by the proper civil authorities in any allegations of rape or incest.
- Having an abortion, or encouraging someone to have an abortion, is immoral.
- Even though our current culture is saturated with sexual suggestions and innuendo, PCS cannot allow such behavior in our school community.
 - Obscene, offensive, vulgar, crass, or pornographic materials, whether on notebooks, clothing, automobiles, or in lockers, will not be allowed
 - Verbal expressions of lewdness, most often demonstrated by double entendre, will not be allowed.

Students involved in promiscuous or immoral behavior at any time may result in:

- Immediate suspension from school for up to five days
- The administration may make a recommendation whether to proceed with expulsion
 - Married or pregnant students will be allowed to remain as members of the student body once considerations of the K-12 setting have been discussed.

SEXUAL HARASSMENT

Park Christian School is committed to providing a safe, positive learning and working environment for everyone. Therefore, Park Christian School prohibits sexual harassment and sexual violence (SHV). It will not be tolerated in any form.

It shall be a violation for any student or employee of Park Christian School to use SHV toward any other student or employee. Park Christian School will investigate all formal and informal verbal and written complaints of SHV. Any student or employee who is found to have used SHV towards any other student or employee will be disciplined.

PCS's Policy Against Religious, Racial, Sexual Orientation, National Origin, and Sexual Harassment

- Everyone at Park Christian School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual orientation, national origin, or sexual harassment and violence of any kind.
- A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sexual orientation, national origin, sex or gender.
 - name calling, joking or rumors
 - pulling on clothing; graffiti
 - notes or cartoons
 - unwelcome touching of a person or clothing

- offensive or graphic posters or book covers
- any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
- If you believe you have been the victim of any type of harassment you should report it to any school official.
- This report may be oral or you may also make a written report. It should be given to a teacher or a staff member.
- Your right to privacy will be respected as much as possible.
- The school will investigate all reports of religious, racial, sexual orientation, national origin, or sexual harassment or violence and the school will take all appropriate actions based on the report.
- The school will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.

Sanctions (consequences) for the student or adult harasser include the following, but are not limited to:

- verbal warning and reprimand
- written warning and reprimand entered into student or staff member's file
- suspension
- expulsion
- an apology to the victim
- fine paid to the county sexual assault program
- writing a paper on "Why Sexual Harassment is Wrong"
- special class required on SHV
- referral for Psychological Assessment
- a parent, student, and school administrative conference
- police involvement
- not being permitted to participate in extra-curricular activities according to Minnesota High School League's regulations
- community service
- other sanctions deemed appropriate by Park Christian School

Information concerning any SHV complaint shall be treated confidentially and consistently with Park Christian School obligations, the need to investigate, and the need to take disciplinary action if it is found that SHV has occurred.

Any person who believes they have been a victim of SHV by a student or employee of Park Christian School shall report the conduct immediately to the Administration. Any third person with knowledge or belief of conduct that may constitute SHV shall report the conduct immediately to the Administration. If the report is made verbally, the Administration shall document it in writing within 24 hours.

An investigation shall begin immediately. Within ten days, the Administration shall provide a written report of the status of the investigation to the alleged victim, the alleged perpetrator, and the PCS President and Board of Directors. A decision by a SHV Task Force will then be made as to the steps to take regarding the allegation.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone who retaliates against an individual who reports SHV will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of SHV will be disciplined.

Submission of a SHV complaint or report shall not affect the individual's employment, grades,

work assignment, etc. Every student and staff member at Park Christian School has the right to a safe learning environment, to be treated with respect and to attend a school or work that is free of discrimination and sexual harassment.

Grievance Procedure

1. Report an incident to the Administration.
2. If necessary, bring an advocate to offer support.
3. Victim shall report what happened, when and where it happened, how they felt, what (if anything) they did or said to the harasser, what alleged harasser(s) did or said next, names or witnesses.
4. The victim will be involved in solution resolution as it relates to the decision-making process.

** Suspensions become a part of the **student's** permanent record.

BUSING

Bus transportation is a privilege, not a right. The administration of Park Christian School reserves the right make final decisions regarding bus riding privileges and conduct while riding the bus.

Students living in the Moorhead Public School system boundary lines receive busing through the Moorhead School District. Moorhead families may choose a pickup or drop off point that is different than their home address (i.e. for daycare or after-school care). However, only one morning and one afternoon address may be used for the school year. Moorhead bus drivers will not take students to multiple addresses.

Fargo/West Fargo Park Christian School Family Shuttle

The Fargo/West Fargo Park Christian School Family Shuttle Program is available to all Park Christian School students. The program is the sole responsibility of the school and utilizes Park Christian School employees and buses. All questions regarding the program should be directed to the office at 218-236-0500.

Pick up Drop off locations: (Pick up and drop off times will be verified in the fall)

Horace Lutheran parking lot,
650 1st St N, Horace

Prairie Heights Community Church parking lot,
319 32nd Ave E, West Fargo

Small Wonders Preschool (PM Drop off only)
3889 51st St S, Fargo

Triumph West parking lot
3745 Sheyenne St, West Fargo

Calvary Fargo parking lot
4575 45th St S, Fargo

Bethel Church parking lot (South lot)
2702 30th Ave S, Fargo

Shepherd of the Prairie parking lot
6151 25th St S, Fargo

Buildings associated with pick up/drop off locations will not be available for family or student use.

Please stay with your children until the bus arrives.

It is imperative that children are picked up on time. Children will not be let off the bus if their ride is not at the location. Students will ride back to Park to be picked up there.

- In case of being late, please contact the school so the bus driver can be contacted.
- In case of emergency, please contact the school. The office will contact the bus driver for you.
- The office is open from 7:30 am—4:00 pm. If you need to reach the office after 4:00 pm, please contact Brook Spaulding.

Students must get off the bus each day at their assigned stop. No non-contract students will be allowed to ride the bus. It may be permitted in special circumstances, if there is room on the bus and if it is approved by the Director of Operations.

Minnesota Legislation Regarding Pupil Transportation

The 1994 Legislature made significant changes in the laws and rules governing pupil transportation. One of the most significant changes is that the new law now clearly states that riding a school bus is a privilege not a right and that privilege can be suspended when students do not comply with policies, rules, or laws. The changes include more stringent school bus driver qualifications and licensing, vehicle equipment standards, and operating standards. They also establish responsibility for both the state and school level personnel. Finally, these changes have prescribed a more formalized student safety instruction program.

If your child rides on a school bus, some items for you to note are:

- Cooperate with the bus drivers by teaching your child(ren) proper bus behavior. Students must obey the bus regulations. Violations of regulations could result in termination of riding privileges for the violator.
- If a problem develops on the bus, the school should be contacted so that it can be worked out immediately before it gets out of hand.
- If a child rides the bus but is going home with a parent or someone else, a note explaining this needs to be given to the **child's** teacher. We require this so that teachers on bus duty will know how the child is getting home. BE PUNCTUAL when coming to get your child after school so they do not become confused or frightened. If a note is not received, the child will be sent home on the bus as usual.

Bus Passes

Moorhead Transportation does not permit students to ride a bus that they are not assigned to. Please make carpool arrangements for these situations before students come to school.

The administration of Park Christian School reserves the right to make final decisions regarding shuttle bus riding passes, privileges, and conduct while riding on the bus.

Bus Rules

To ensure the safety of our students, Park Christian School has set bus behavior guidelines. It is strongly recommended that these rules be reviewed. As in society, ignorance of these rules is no excuse for non-enforcement. Students violating these rules may forfeit their bus riding privileges. The guidelines are as follows:

- **As students wait for the bus, they stay back from the road's edge so they won't accidentally slip and fall onto the roadway or distract passing motorists. They need to**

stand quietly. Students may not trespass on nearby property.

- Students should stay back and wait for the bus to come to a complete stop. They should then board the bus without delay, holding the handrail as they go up the steps. Students should take a seat quietly and stay seated until the bus comes to a complete stop and they are discharged.
- Students should follow the instructions of their driver promptly and willingly.
- Students, remember, good conduct is the first rule of safety. There is nothing wrong with quiet conversation, but loud talking and any kind of active play is not acceptable.
- Older riders should assume leadership roles by helping younger students evacuate the bus in an emergency. They should be good examples at all times.
- As in school, name-calling and putting other students down will not be permitted.
- Students should never put their head, elbows, arms, or anything else out the window.
- Students should treat the bus and seats with care and respect as you would furniture in their own house.
- Students need to help keep the bus clean! They should not leave anything on the seats or floor of the bus.
- Students should get off the bus quickly and quietly without crowding, shoving, or pushing.
- Firecrackers, knives, weapons, or items that pose a threat to the safety of those riding the bus will be confiscated. Possession of these items will result in student discipline.

Forbidden Acts While Riding the Bus

- Throwing any item inside the bus or any item outside the bus window.
- Standing while the bus is in motion.
- Riding without permission on any bus on which the individual is not normally scheduled.
- Vandalizing the bus or its equipment.
- Other acts of disrespect, disobedience or belligerence, which may create a hazard to the safe transportation of students.
- Failing to take a designated seat when specifically directed by the driver.
- Using profane, foul, and /or vulgar language.
- Screaming, shouting, or making any loud noises that may distract the driver from safely operating the vehicle.

Prior to Loading Instructions

- Be on time at the designated school bus stops to help keep the bus on time.
- Walk on the left side of the road, facing traffic, whenever possible and practical.
- Use care when approaching bus stops; be on the alert for traffic.
- Stay off the road at all times while waiting for the bus.
- Wait quietly at the bus stop; do not engage in pushing or roughhousing.

Boarding Instructions

- Form a single line. **Don't** crowd or push.
- Take steps one at a time.
- Go directly to a seat.

On the Bus

- Keep hands, arms, and head inside the bus at all times.
- Keep feet off seats.
- Speak quietly; loud talking, boisterous laughter, or unnecessary confusion diverts the **driver's** attention.
- Do not tamper with bus equipment.

- Obey the bus driver's directions promptly.
- Using profanity, indecent language, or making indecent gestures will not be permitted.
- Keep books, coats, or other objects on laps or under seats. Never put anything in the aisle.
- Do not bring materials aboard the bus that are of a dangerous, hazardous, or objectionable nature, such as guns, gas cans, or animals.
- Never throw objects around the bus or out the windows.
- Remain seated while the bus is in motion.
- Never roughhouse or fight on or near the bus.
- Never light matches or use tobacco in any form on the bus.
- In case of emergency, remain in the bus unless the driver informs passengers to evacuate the bus.

Leaving the Bus

- Never push and shove.
- Use handrail and take steps one at a time.
- Use emergency door only for emergencies.
- When necessary to cross the road, cross at least 10 feet in front of the bus, but only after looking to be certain that traffic is not approaching from either direction.
- Get off the bus only at the designated stop unless proper authorization is obtained from the parent or school official.

Bus Disciplinary Procedures

The school bus driver shall attempt to identify the offender and will then promptly notify the bus coordinator and the administrator in writing on forms provided to each driver as to the type of behavior problem being experienced.

In every reported incident (reported in writing) the bus coordinator or the administrator shall promptly discuss the matter with the student and investigate as is necessary to determine if and what disciplinary action is warranted. The administrator or bus coordinator will then, on the same report form, notify the bus driver as to the action taken and will proceed with the prescribed action.

Bus disciplinary action is as follows:

- First Offense: The student will receive a verbal warning from the bus driver. If the first offense is deemed to be of a very serious nature, disciplinary action could be the same as for the second or third offense.
- Second Offense: The student will be assigned a seat at the front of the bus and communication will be established with the parents by the bus coordinator.
- Third Offense: Communication will continue with the parents and the student will be assigned a detention that will result in a one-day bus suspension.
- Fourth Offense: Continued communication will be maintained with parents and the student will receive a five-day bus suspension.
- Fifth Offense: Bus privileges will be revoked for the remainder of the school year. Bus privileges will be reviewed for the following year.

**As a reminder—Transportation safety is always the number one concern. Therefore, disciplinary action, when necessary, may range from reprimand to warning to removal of student from riding the bus, depending upon the severity of the violation.

CHAPEL

Weekly chapels allow our student body to come together to intentionally seek God's presence and be formed through the reading and teaching of His Word, and through musical worship. Each week, we create space for meaningful encounters through worship, messages from our campus ministry director and other pastors, as well as testimonies from staff and community members. Students will be asked to participate in various aspects of chapel in order to serve the student body and develop individual talents and abilities.

Chapel is held weekly for junior and senior high, and on a rotating schedule for K-6 grades. Parents are encouraged to attend.

EXTRACURRICULAR

EXTRACURRICULAR ACTIVITIES

Park Christian School runs after-school activities during most weeks of the school year. Please refer to the PCS Athletic Handbook at the back for information pertaining to PCS Athletics. All activities are dependent on interest.

| | | |
|------------------------------|--------------|----------|
| Board Game Club | Grades 7-12 | All Year |
| Chick-fil-A Leader Academy | Grades 6-8 | All Year |
| Drama Club | Grades 7-12 | All Year |
| E Sports | Grades 9-12 | Fall |
| First® Lego® League* | Grades 4-6 | Winter |
| National Honor Society | Grades 10-12 | All Year |
| PaY – Philanthropy and Youth | Grades 9-12 | All Year |
| Student Ambassadors | Grades 7-12 | All Year |
| Student Council | Grades 7-12 | All Year |
| Yearbook | Grades 7-12 | All Year |

In the event a club/sporting team goes to a State Tournament or participates in a tournament outside the regularly scheduled program, there may be an additional fee assessed to cover the direct costs of the activity.

FINE ARTS AND CO-CURRICULAR ACTIVITIES

Co-curricular opportunities are made available to Park Christian School students. The co-curricular program includes the following activities and is dependent on interest.

| | | |
|---|-------------------|---------------|
| Band | Grades 5-12 | All Year |
| Chapel Team | Grades 7-12 | All Year |
| Choir | Grades 5-12 | All Year |
| Jazz Band | Grades 9-12 | All Year |
| Jr High Knowledge Bowl* | Grades 7-8 | Fall |
| Sr High Knowledge Bowl* | Grades 9-12 | Winter & |
| MATHCOUNTS | Grades 7-8 | Spring Winter |
| One Act | Grades 7-8 | Winter |
| Orchestra* | Grades 5-12 | All Year |
| PCS Singers | Grades 10-12 | All Year |
| Pep Band (required for grades 9-12 band students) | Grades 9-12 | Fall & Winter |
| Speech | Grades 7-12 | Winter |
| Strength and Conditioning | Grades 7-12 | All Year |
| Theater* | Grades 9-12 | Fall & Spring |
| Tri College Math | Grades 7-12 | Winter |

*The following clubs, teams, or programs will be charged an activity fee to help offset their expenses. The fees are set depending on the length of the season and costs required for that particular program, team, or club. The fee will be billed through FACTS Tuition.

| | |
|-------------------------|------------------|
| Jr. High Knowledge Bowl | \$75 |
| Sr. High Knowledge Bowl | \$150 |
| Theater | \$150 per season |
| Drama Club | Cost Varies |
| Orchestra | Cost Varies |
| First® Lego® League | Cost Varies |

Co-Curricular Lettering

Band and Choir

A “**Letter of Achievement**” in the Park Christian School Concert Band or Concert Choir recognizes a student's accomplishments and positive contributions to the group.

A letter may be awarded to a student currently participating in either PCS Concert Band or Concert Choir (or both) by fulfilling one or both of the following criteria:

1. Has had active participation in a PCS main music organization for three years, maintained at least a B- grade average, and exhibited exceptional performance in all concerts, special programs, contests, and festivals.
2. Earns 15 points from the following criteria while they are participating in a PCS main music organization for which lettering is a consideration:
 - Active participation at 5 points per school year while maintaining at least a B-grade average, and exhibiting exceptional performance in all concerts, special programs, contests, and festivals. Unexcused absences result in a 3-point reduction for that year's point score.
 - *Active participation in other PCS music ensembles.
 - *Private weekly lessons on the instrument or voice (or both) used in that organization or piano.
 - *Solo & Ensemble participation.
 - *Other:
 - Performance on instrument or voice (or both) at Chapel, church or similar events.
 - Regular participation in another approved music group.
 - Attendance at an approved music camp.
 - Audition for All-State Ensemble.
 - Participation in area Honor Ensemble.

*Point value scale on file in Music Department.

Academic Eligibility for Junior and Senior High Students

Junior and senior high students will be expected to maintain passing grades in all classes to remain eligible to participate in athletics/extra-curricular activities at Park Christian School. The following process will be used to determine eligibility:

1. The teaching staff will submit eligibility reports to Administration every two weeks—weeks 2, 4, 6, and 8 within each quarter. An email request will be sent to the teacher(s) seeking feedback for students who may be ineligible (students earning less than 60% in a class). It will be due back to Administration by the end of the school day on Tuesday of that same week.
2. If a student is declared ineligible, the student is not allowed to practice or participate in contests until the teacher(s) of the class(es) in which the student is ineligible signs off on the “**Ready to Participate**” form that states that the student is making significant progress toward passing.

3. It is the **student's** responsibility to communicate with the teacher about what the expectations are in regard to completing work that is impacting eligibility.
4. Once all work is completed, it is the **student's** responsibility to have the teacher sign the "Ready to Participate" form and turn the form into Administration.
5. Upon turning the signed "Ready to Participate" form to Administration, the student is eligible to practice and compete.

Administration will communicate the eligibility status to those students who are impacted and to the coaches of those teams that the student is a member of.

Special Circumstances

- If a student receives a first or third quarter failing grade, a new percentage of expectation for eligibility will be established for the second and fourth quarters so that a passing semester grade can be achieved and semester credit earned.
 - Example: If a student received a 45% in a class quarter one or three, the new percentage expectation for eligibility the following quarter would need to be 75%.
- A fourth quarter failing grade will not carry over any consequences to the following school year. providing the second semester was passed.
- Receiving a first semester failing grade will result in the student being ineligible to participate until mid-quarter of quarter three.
 - The first semester failing grade will need to be recovered during the summer prior to eligibility being reinstated for the following school year.
- Receiving a second semester failing grade will deem the student ineligible to participate in any activities past the last day of school.
 - A second semester failing grade will need to be recovered during the summer prior to eligibility being reinstated for the following school year.
- Failing one of the two quarters but passing the semester, a student will be eligible to participate since class credit was earned.

Other Fine Arts Activities

Lettering determinations are made by the coach of each activity.

Transportation for Fine Arts

Junior High/Senior High

1. High school students and coaches will travel to and from events by school transportation as provided. Students are expected to ride this school provided transportation.
2. When students need to travel to out-of-town events using non-school arranged transportation, the student must get written permission in advance from their parent/guardian, coach, Activities Director and Principal.
3. **Students who receive written parent/guardian and coach's permission may have an alternative ride home.**
4. A coach or advisor will tell their students when the bus will arrive home after all trips. Coaches or advisors should allow their students to call or text their parents as to an approximate time of arrival to the school or approved drop off area. Limited cell phone use will be permitted on a road trip.
5. When a team bus or school transportation is not provided, students must coordinate their own transportation to metro area events or practices. Parents are responsible for transporting or arranging for their son/daughters transportation. Under no circumstances can coaches or administration of PCS transport students or facilitate the transportation of

students to these events or practices. Supervision at these sites is the responsibility of parents until the coach staff or school personnel arrives on site.

FINANCES

FEES

New Student Registration Fee

The New Student Registration Fee is \$100.00 and is due when the student applies for enrollment. The student is not considered for enrollment until the New Student Registration Fee is paid. The New Student Registration Fee is non-refundable.

Annual Classroom Reservation Fee

The Classroom Reservation fee is \$100 per student if paid by the deadline. After the deadline the fee is \$150 per student. The non-refundable Classroom Reservation fee is collected annually via FACTS Tuition in order to assist the PCS administration in effectively planning for staffing and curriculum for the following school year. Students are not considered enrolled unless the fee is paid by the deadline.

Year End Balances

Any unpaid charges remaining at the end of the year; i.e. tuition, book damage fee, unreturned library books, milk/juice/lunch charges, etc.; will need to be paid in full before final grades will be sent to the family. Students will not be allowed to start school the next school year or participate in fall sports until these balances are paid in full.

TUITION REDUCTION ASSISTANCE

Tuition Reduction Assistance will be credited to each recipient's account at the beginning of the school year. Tuition Reduction Assistance is not awarded if a past due balance is owed.

TUITION

Tuition is handled through a 3rd party management company called FACTS. You must enroll in FACTS at the time you enroll your student in school. The enrollment materials will give you the payment options available and answer questions you may have regarding your account. Lack of payment may result in removal from the school.

Tuition does not pay for all the expenses of the school. Park Christian School relies to a sizeable degree upon gifts and donations.

Delinquency Policy

Financial obligations to PCS must be paid on or before the due date. Late charges will be applied if payment has not been received on time. If your account is 45 days delinquent, without special payment arrangements, your child will not be allowed to attend class. A mandatory meeting with parents will be held to make payment arrangements and determine if your child is able to return to class.

Enrollment after the start of the school year

If you enroll your child(ren) in to Park Christian School after the start of the school year, your total tuition will be computed as pro-rated based on a full **year's** tuition.

Early Withdrawal

If you decide to withdraw your child(ren) during the school year, tuition will be pro-rated and you will be assessed the early withdrawal penalty.

There is a penalty if you un-enroll after the February Continuous Enrollment deadline. The penalty to un-enroll after February 15 and throughout the school year is \$500/student or \$1,000 cap/family.

Exceptions to the un-enrollment penalty:

- Moving/relocation 50+ miles from PCS
- Administration has determined the student(s) education needs cannot be met at PCS
- Administration may take special circumstances into consideration

HEALTH

MEDICATION and SICK CHILDREN

School Health Service Information

IT IS VITAL THAT ALL FAMILIES HAVE COMPLETED ALL THE ONLINE FORMS VIA RENWEB/FACTS SIS.

This information is necessary for medical emergencies, allergies, medications, transportation of your child(ren) and permission to attend field trips. Instructions for completing forms are as follows:

- From www.parkchristianschool.org click on the RenWeb/FACTS SIS login button on the left side of the screen. Our school ID is PCS-MN
- Type in your email and password. (If this is your first time logging in to RenWeb/FACTS SIS click on the "create new ParentWeb account" tab to set up a RenWeb/FACTS SIS account)
- Once you are logged in to RenWeb/FACTS SIS click on School Information then Web Forms button on the left side of the screen.
- Choose Family Demographic Form and fill out six separate forms
- Choose Additional Information Form and fill out three separate forms
- PCS requests that Emergency contacts listed are local

It shall be the policy of Park Christian School to offer to students services made available through the health services of the Moorhead Public School district. Such services include immediate medical attention, medication administration, and vision and hearing screenings. Such services **may be declined by parents/guardians and put in writing to become a part of the student's medical record.**

Medical Attention:

Nursing staff and/or other designated school personnel will provide immediate medical attention to those requiring care. The Health Office staff cannot diagnose a condition but will provide basic care and communicate with parents/guardians as needed if further care is needed. Visits requiring the health office staff or other designated school personnel are documented under the Medical Events tab of Renweb. Any injury or situation deemed significant (including a hit to the head) will result with either a phone call or an email sent to parents/guardians to make them aware.

It is our policy for illness that a student must leave school for a fever greater than 100.0° or an episode of vomiting/diarrhea. A student may return to school: after he/she has been fever-free

for 24 hours without the use of fever-reducing medications, or 24 hours after a student's last episode of vomiting/diarrhea. Students being treated with an antibiotic can return to school 24 hours after receiving the first dose of antibiotics.

It is our expectation that the health information of all students is updated and correct in our records. Parents should notify the appropriate school personnel in the case of newly diagnosed allergies, conditions, etc. if there is potential that the new diagnosis could affect the student's well-being while at school.

Medication Administration:

To ensure the safety of all, prescription medications are not to be carried by or stored in the locker of any student at any time but will be stored in the Health Office and administered by the nursing staff and/or other school personnel. Exceptions to this requirement include asthma inhalers and epinephrine auto-injectors (EpiPens) as noted below. Parents must turn in any prescription medication to be taken during school hours to the Health Office at the beginning of the school year or at the time of enrollment or new prescription.

Nursing staff and/or other school personnel may administer medication under the following conditions:

OTC (non-prescription) Medications

- A Medication Request Form must be signed by one parent/guardian.
- This form includes the name/strength of the medication, the dose to be administered, the route and time that it is to be administered, and the indication for which to give the medication.
- A separate Medication Request Form must be filled out for each individual medication for each individual student.
- A secondary student (grades 7-12) may possess and use nonprescription pain relief in a manner consistent with the labeling if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke the student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

Prescription Medications

- A Medication Request Form must be signed by both the prescribing physician and a parent/guardian.
- This form includes the name/strength of the medication, the dose to be administered, the route and time that it is to be administered, and the diagnosis that the medication is treating.
- A separate Medication Request Form must be filled out for each individual medication for each individual student.
- Any change in dosage and/or medication will require a new Medication Request Form to be completed and filed in the Health Office.

Medication administration must be recorded on the Medication Distribution Sheet by the administering nurse or school personnel. Medication stored in the Health Office must come in

its original bottle, be unexpired, and have the student's name printed on the bottle. Expired medication will be sent home as we are not able to store expired medications in the Health Office. Medication must be counted and recorded on the Medication Distribution Sheet. At the end of the year, leftover medication is sent home.

Prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- PCS has received written authorization each school year from the student's parent permitting the student to self-administer the medication.
- The inhaler is properly labeled for that student and not expired.
- There is either written documentation from the prescribing professional that documents the student's knowledge and skills to safely possess and use their asthma inhaler in the school setting or this information has been assessed and verified by the school nurse.

For students with a life-threatening allergy, we encourage storing epinephrine auto-injectors (EpiPens) in the Health Office where they can be found efficiently and consistently in the case of an emergency. Students are, however, permitted to carry an unexpired EpiPen if the parent and prescribing medical professional annually inform the school in writing that the student may possess it.

Any student with an EpiPen must have an individualized written health plan developed by the student's prescribing medical professional and parents in collaboration with the school nurse/appropriate school personnel. We utilize the Food Allergy Research & Education (FARE) Food Allergy & Anaphylaxis Emergency Care Plan form for this purpose. The FARE form must be filled out by a parent or guardian and signed by both a parent/guardian and the student's healthcare provider.

Vision and Hearing Screenings:

Each fall, PCS will host a vision and hearing screening for all students in Kindergarten, 1st, 3rd, 5th, and 7th grades as well as all new students and any student whose parent/guardian and/or teacher requests a screening. If a screening for either vision or hearing indicates a referral, a letter will be sent home to a student's parents/guardians requesting further evaluation.

Guidelines For Students Going Home Due To Illness

Students who become ill during the school day should secure from their teacher a pass to the health office. If it is necessary for students to go home because of illness a school official will contact parent(s) or guardian(s).

Guidelines For Keeping Your Child Home

To prevent the spread of illness and promote sufficient and quick recovery, students should be kept home until there has been 24 hours since the last incident of vomiting, diarrhea and/or a temperature of 100 degrees F. Watch your child for symptoms of illness. When ill, keep your student home and call the school office (218-236-0500). The school needs to be notified of contagious diseases (e.g. influenza, strep throat, chicken pox, mono, pneumonia), or infestations such as lice and scabies. Prompt reporting enables us in containing contagions and preventing re-infestation. It is important to continue checking your child for three weeks for evidence of lice or nits. Students may return to school after completion of necessary treatment for infestation, when symptom-free of disease, or with a written note from the doctor.

The Moorhead School District nurse and health assistant are ready to help you with health needs. Communication and cooperation between school personnel and parents will empower this team to understand and meet your **child's** health needs. All medications administered at school **require a medication request form on file including a current doctor's signature.**

To go to school in Minnesota, students must show they've had the following immunizations or file a legal exemption with the school. To be fully immunized, your child should have had the following: *(See next page)*

The immunization dates are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records.

Are Your Kids Ready?

Minnesota K-12 Immunization Law

Students are required to receive certain vaccines for school or submit an exemption. This requirement applies for all public, private, online, and home schools in Minnesota. Look for your child's grade in the chart below and see how many total doses of each vaccine are needed for their grade.

| Required Immunizations | Kindergarten to Sixth Grade | Seventh Grade to Eleventh Grade | Twelfth Grade |
|---|-----------------------------|---------------------------------|---------------|
| Hepatitis B (Hep B) | 3 Doses | 3 Doses | 3 Doses |
| Polio (IPV) | 4 Doses | 4 Doses | 4 Doses |
| Measles, mumps, rubella (MMR) | 2 Doses | 2 Doses | 2 Doses |
| Varicella (Chickenpox) | 2 Doses | 2 Doses | 2 Doses |
| Diphtheria, tetanus, and pertussis (DTaP) | 5 Doses | 5 Doses | 5 Doses |
| Tetanus, diphtheria, and pertussis (Tdap) | | 1 Dose | 1 Dose |
| Meningococcal ACWY (MenACWY) | | 1 Dose | 2 Doses |

Note: The number of doses may be different if your child is behind schedule. If your child has fallen behind on their vaccinations it is not too late to catch-up, talk to their health care provider.

Recommended but not required for school

Influenza (flu), COVID-19, Human Papillomavirus (HPV), Meningococcal B (MenB) and other vaccines are recommended for children to ensure they are fully protected. Talk to your health care provider about when your child should receive these immunizations. For more information visit [CDC: Vaccine Schedules For You and Your Family \(www.cdc.gov/vaccines/imz-schedules/index.html\)](https://www.cdc.gov/vaccines/imz-schedules/index.html).

Tips for parents and guardians

- Make sure your child has received all of the required immunizations before their first day of school or submit an exemption.
- Submit a copy of your child's immunization record to their school. You can get a copy of their record from the clinic or find their record on [Find My Immunization Record \(www.health.state.mn.us/people/immunize/miic/records.html\)](https://www.health.state.mn.us/people/immunize/miic/records.html).
- Please complete the reverse side if your child requires an exemption for medical reasons or if you are opting for a non-medical exemption due to personal beliefs.



[Vaccines for Infants, Children, and Adolescents \(www.health.state.mn.us/people/immunize/basics/kids.html\)](https://www.health.state.mn.us/people/immunize/basics/kids.html)

SCHEDULES

SCHEDULE OF CLASSES FOR JR/SR HIGH:

| Regular Schedule | | Chapel Day Schedule | | Pep Fests | |
|------------------|-------------|--|-------------|---|------------|
| Period 1 | 8:05-8:58 | <i>The remainder of the day runs on the regular schedule</i> | | <i>The morning runs on a regular schedule</i> | |
| Period 2 | 9:01-9:47 | Period 1A | 8:05 | Period 6 | 12:46-1:17 |
| Period 3 | 9:52-10:38 | Chapel | 8:10-8:50 | Period 7 | 1:20-1:51 |
| Period 4 | 10:41-11:27 | Period 1B | 8:53-9:34 | Period 8 | 1:54-2:25 |
| Period 5 SH | 11:30-12:16 | Period 2 | 9:37-10:12 | Pep Fest | 2:30-3:10 |
| JH Lunch | 11:27-11:57 | Period 3 | 10:15-10:50 | | |
| Period 5 JH | 11:57-12:43 | Period 4 | 10:53-11:27 | | |
| SH Lunch | 12:16-12:43 | | | | |
| Period 6 | 12:46-1:32 | | | | |
| Period 7 | 1:35-2:21 | | | | |
| Period 8 | 2:24-3:10 | | | | |

2-Hour Late Start Schedule

| | |
|-------------|---|
| Period 1 | 10:05-10:37 |
| JH Lunch | 10:40-11:10 (K-2 and 6-8 lunches are flipped) |
| Period 2 SH | 10:40-11:10 |
| Period 3 | 11:13-11:43 |
| Period 4 | 11:46-12:16 |
| SH Lunch | 12:16-12:43 |
| Period 2 JH | 12:16-12:43 |
| Period 5 | 12:46-1:19 |
| Period 6 | 1:22-1:55 |
| Period 7 | 1:58-2:31 |
| Period 8 | 2:34-3:10 |

On 2 hour late start days, elementary class specials before 10:00 am will be cancelled.

SCHOOL HOURS

During the school year, the school office is open Monday through Friday from 7:30 am – 4:00 pm. During summer break, the office is open Monday through Thursday from 9:00 am – 3:00 pm and Fridays from 9:00 am – noon.

The school's starting and ending times are as follows: Grades K-12 8:05 am - 3:10 pm

All students should enter and exit the building using door 4 and door 5. Parents and visitors should enter through Door 1 and sign in at the office between the hours of 8:05 am and 3:10 pm.

Students are not permitted to enter the main hallways until dismissed. 5-12 students will be dismissed to the hallways at 7:52, and K-4 students will be dismissed to the hallways at 7:55. Students arriving earlier than 7:55 am may wait quietly in the commons area. Supervision in the commons by PCS Staff occurs from 7:35 to 7:55 am daily.

All students must be picked up no later than 15 minutes after the end of school unless they are in after-school activities. After that time (3:25), elementary students still in the building must wait in the office and junior and senior high students must wait in the commons. All elementary students should notify the office prior to leaving.

Siblings of students in after-school activities should not stay after school during practice times. Park Christian School does not have a supervised area for them to stay and the coach will not supervise other student(s).

SCHOOL PROCEDURES

ACCIDENTS AT SCHOOL

While every precaution is taken for proper supervision and the prevention of accidents at Park Christian School, accidents do happen. Help is readily available in the office. Park Christian School does not carry student accident or dental insurance covering injuries incurred during school and school activities. Parents are advised to make sure they have adequate insurance protection. As a side note, if you witness an accident on school property, please report it to the office.

AUTOMOBILES

Cars must be parked within the designated parking spaces. Parking along the sidewalk or diagonal parking across spaces is prohibited.

Vehicle Parking

Student drivers must register their vehicle by completing a student vehicle registration. Students must display the given parking permit in the left rear window of their vehicle. Students must park in the area assigned to them during school hours. Be sure to register each vehicle that your student might be driving to school. If a student receives a driver's license during the school year, please register his/her vehicle at that time.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Traffic Rules for All Drivers

- Use the utmost caution when driving in or out of the school's parking lot.
- When exiting the parking lot, be sure to STOP first at the exit, then, after checking for cross-traffic you can proceed to exit.
- Comply with all rules and regulations established by the Minnesota Department of Motor Vehicles.
- Drive below 5 mph while on school property.
- Students must park in their assigned area. Students should use only the 4th Avenue entrance-exit to the parking lot.
- Reckless driving, squealing tires, or driving that endangers pedestrians or occupants of the vehicle is absolutely forbidden.
- The school is not responsible for any theft or damage to motor vehicles while on school property. However, theft or vandalism should be reported to the Moorhead Police Department.

Visitor - Parent Parking

- Visitors and parents are welcome to park in the main lot north of the school.
- There is NO PARKING during drop-off or pick-up for visitors or parents in the west parking lot, along the school building, along the front sidewalk, or along the road in front of the buses.
- While parking in the main lot, stay within the painted lines.

Student Violations

Student violators will be subject to the following disciplinary action:

- First Offense – verbal warning
- Second Offense – written warning
- Third Offense – loss of privileges will be at the discretion of the school administration. Parents will be notified.
- Continued Violation – will result in the loss of driving privileges for the remainder of the school year.

Vehicles parked on school grounds after parking privileges have been suspended will be towed at owner's expense.

BICYCLES

Students may ride their bicycles to school, but they must be left outside. No bicycles are to be brought into or left inside the school building. It is highly recommended that bikes be secured to the bike rack. Bikes are not to be ridden by closed-campus students at any time during school hours. Bikes should be walked on sidewalks and in the bus loading area at all times. Students are not to ride bikes to a school activity during school hours.

BOOK COVERS

To help extend the life of our textbooks, we ask that you help your child make or buy book covers for their textbooks. Fees will be assessed to any damaged textbooks at the end of the school year. Please make sure that all books covers are sized appropriately (per the student supply list) as covers which are too small can damage book bindings and covers.

CARPOOL AREA GUIDELINES

- Parents are welcome to park in the main, paved lot north of the school.
- There is NO PARKING during drop-off or pick-up for parents in the west parking lot, along the school building, along the front sidewalk, or along the road in front of the buses on 17th Street.
- Junior high students who are waiting for carpool rides should wait on the sidewalk area in front of the commons.
- Students are to stand and visit quietly with each other while waiting for their rides.
- Students should not wander off to the bus loading area, go back into the school, or walk to the parking lot until they see their ride.
- Students should stay off the snow banks (in winter) and out of the landscaped areas (in spring and fall).
- Tag, tossing a ball, and other running games are not allowed.
- Backpacks, clothing, and all belongings should be kept with the student. This is not a drop off area for their belongings.

CARE OF BUILDING AND EQUIPMENT

God has blessed us with a wonderful facility, and it is our responsibility to take good care of it throughout the school year. Students are asked to show respect for school property and the property of others. Students must walk in the building at all times and clean up after

themselves. All book bags and student possessions should be stored in the classroom or student lockers during the school day. If the items do not fit in the designated areas, the items should be taken home and replaced with items that meet the space availability. Backpacks and personal belongings should not be stored in the bathrooms during the school day.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Possession of a personal electronic device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy. PCS recognizes the usefulness of devices as a means of supplementing educational instruction under staff supervision. Within direct teacher instruction, devices may be used to enhance the educational outcomes of the classroom setting. Any unauthorized use of a device will result in a consequence.

The student who possesses a device shall assume responsibility for its care. At no time shall PCS be responsible for preventing theft, loss or damage to any device brought onto its property. Absolutely no devices that have image capturing capabilities are to be used in the locker room or bathrooms. Use of a device for inappropriate photographic purposes is not allowed on PCS's campus or any school sponsored event. If these instances occur, they may be referred to local law enforcement for possible legal action.

For all students, personal electronic device usage is allowed prior to the school day, on the shuttle bus, and after school. PCS reserves the right to limit or restrict apps and games on personal devices while at PCS.

Bell-To-Bell: No Phones or Smartwatches

- From 8:05-3:10 - Phones or Smartwatches may not be used or seen without permission within our school.
 - K-8 - No Phones or Smartwatches are allowed at anytime.
 - 9-12 - No Phones or Smartwatches are allowed outside of their locker unless for the following reason:
 - Their Teacher has made a plan to use the phones in a lesson that can be seen on Renweb or Teams. Students will be notified prior and can bring their phone to that class only and returned to their locker after class.
 - 11-12th graders who are in the Senior Commons for their PSEO or Open Campus. Students in the designated area may use their phone or smartwatch.
 - Students with a Medical Exemption: Apps required to monitor the student.
 - Laptops, iPads, or Chromebooks may be brought to school by 7-12th grade students with parent permission for school purposes. Example: Science Fair paper, Dual Credit Course, etc.
- If a student is seen with their phone outside of these parameters, the student will be asked to give their phone to the teacher, staff, supervisor, or administrator. The phone will be delivered to the office and given to the appropriate grade level principal.

Consequences will be as follows:

- 1st offense - Student may come to the office to retrieve their phone or smartwatch at 3:10. An email will be sent home.
- 2nd offense - Student's phone may be picked up at 3:10. An Email will be sent home. Student will be required to deliver their phone to the office for the rest of the quarter at the start of every day.

- 3rd offense - Student's phone will only be picked up by the student's parents during school hours. An email will be sent home. The student will be required to leave their phone in the office the rest of the year.

Any offenses beyond the 3rd offense will require a meeting with the student and their parents.

Elementary

If devices are brought to school, they are required to be left 'off' in their locker or cubby all day

No "smart watch" usage during the school day

Headphones/earbuds are not permitted

Junior High

Students must leave their phones in their lockers

No "smartwatch" usage during the school day

Headphones/earbuds are not permitted

Phones are not permitted at lunch or in passing periods.

If a student uses their smart device without permission, the device will be given to the teacher for the remainder of the day

Senior High

Headphones/earbuds are not permitted in the hallways and should only be used with permission granted by the teacher

No "smartwatch" usage during the school day

Phones are not permitted at lunch or in passing periods.

If a student uses their smart device without permission, the device will be given to the teacher for the remainder of the day

Note: There may be instances throughout the year where devices are not permitted due to nature of the event or test being administered

CHILD ABUSE POLICY

It is the policy of Park Christian School to protect the children whose health or welfare may be jeopardized through physical abuse, neglect, harassment, or sexual abuse.

It is the policy of Park Christian School to comply with the law that requires the reporting of suspected physical or sexual abuse and conditions of neglect involving children. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Minnesota and North Dakota State Statutes. The Child Abuse Policy is on file in the office for your review.

CLOSED CAMPUS

(Grades K-10)

Students must remain in the Park Christian School building from the time they arrive in the morning until dismissal unless supervised by PCS staff. Written permission from a parent or guardian is necessary for a student to leave campus during the school day. Students will only be permitted to leave campus during the school day after their teacher has received a written notice from a parent or guardian giving their permission to leave with someone designated by the written notice. (This includes going to Burger Time over the noon hour). Parents taking their student out to lunch should schedule the time to coincide with the student's lunch period. This courtesy will allow teachers to maintain their daily schedule and help to ensure students are not missing important classroom time. Parents or others picking up students with permission from the parent(s) or guardian during the school day are asked to sign the student out at the front desk in the office. This is a safety and informational procedure.

Kindergarten through 10th grade students are not to leave the school grounds unless a written notice from a parent or guardian has been received and a designated person picks them up from the office.

Students returning late from lunch will receive an unexcused tardy.

DRESS CODE

Dress code guidelines at PCS strive to develop the Biblical character qualities of discernment and self-discipline as a part of the disciple-making process. As disciples of Christ, the example set by physical appearance and the effect it may have on others must be considered as we strive to be a light and blessing to those around us.

Modesty, moderation, and neatness are the principles used in the dress code at PCS. Christians are encouraged by the Word of God to observe the principles of modesty (I Timothy 2:9), glorification of God (I Corinthians 10:31), and the avoidance of showiness in their appearance (I Peter 3:3-4).

The dress code at PCS is as follows: **"Students** are expected to dress neatly, cleanly, modestly, and appropriately during the school day or a school-related function." For consistency, PCS has identified specific items for students to provide more guidance on what is acceptable and what is not. Student dress for school activities should follow the dress code guidelines established for regular school day attendance.

Examples of unacceptable school attire for any student include:

- clothing with slogans or pictures that are inconsistent with the philosophy of PCS
- pictures of weaponry or skulls
- ragged sweatshirts
- sagged pants
- overly baggy or overly tight-fitting extremes in any type of clothing, including leggings
- pajamas or swimwear
- mesh, sheer or cutoff shirts
- pants with writing across the buttocks
- clothing with holes above the knee
- full fatigues (unless in active service)
- gothic-type dress
- clothing which is specifically identified with a gang
- blankets worn around bodies through the hallways
- hats, sunglasses, bandanas, and hoods that are worn up
- fishnet nylons

Dress code requirements

- Shoes or sandals must be worn at all times.
- Hair must be a natural color. No inappropriate designs, or any words may be cut into the hair. Special provision may be shown during school sponsored events.
- PCS reserves the right to request students to cover tattoos that are anti-Christian symbols, symbols of anarchy, or that are inconsistent with the philosophy of Park Christian School.
- Underwear must be worn and completely covered.

Additional for Girls in Grades 6-12

- Leggings or yoga pants are allowed but only under a standard-length skirt, dress, or shorts **(at least 5" inseam)**.
- Shorts must be modest and be mid-thigh in length **(at least 5" inseam)**.
- Skirts, dresses, slacks and capri pants are to be modestly fitted and designed as women's apparel.

- Skirts or dresses will be considered too short if any part of the hemline is shorter than fingertips.
- Shorts must be visible under tops.
- Tops that are not permitted:
 - Spaghetti strap tops or dresses
 - Racerback tops/open back
- Girls' tops must be long enough to completely cover the midriff when the arms are fully extended above the head and must not expose a bare back, undergarments or cleavage.
- Jewelry worn in pierced body parts other than in girls' ears is not allowed.

Additional for Boys in Grades 6-12

- Shirts and pants are to be modestly fitted and designed as men's apparel.
- Boys' shirts are to be appropriately buttoned at all times.
- Tank tops may be worn with a high neckline and tight fit under the arm.
- Boys may not wear an earring at school or school events.
- Facial hair and sideburns must be neatly trimmed and kept.

Even with the specific items stated above, wide latitude for interpretation still exists. Administrators will make final decisions regarding dress code questions and consequences. The dress code applies at school and related activities unless specifically waived by the administration.

Students: keep in mind temperature for outside recess and emergency drills when dressing for the day.

In the case there is a dress code violation:

- The student will be asked if he/she has other clothing available he/she can wear.
- Parents will be requested to bring proper clothing to PCS. If parents are unable to provide proper clothing, PCS will provide clothing for the student to wear the remainder of the day.
- For repeated offenses, students will be sent home to make appropriate changes.

FALCON FLIER

Park Christian School publishes the Falcon Flier, a monthly newsletter. The newsletter is mailed to current families and may also be found on our web page at www.parkchristianschool.org.

FIELD TRIPS

Parents are required to sign and date each field trip permission slip and pay the stated admission fee if applicable (admission fees are not covered by the event fee) for their child to participate in the field trip. Any student not having a signed permission slip or not paying the admission fee will remain at the school during the field trip time. (As an additional note, completed Emergency Contact Forms for each student must be completed on RenWeb/FACTS SIS before a child may participate in a field trip).

HOT LUNCH PROGRAM

Hot lunch is served every day of the week school is in session excluding the first day of school.

Hot Lunch Counts

Hot lunch counts are taken one day in advance (**Monday's** count is taken on the previous **Friday; Tuesday's lunch count is taken on Monday, and so on.**) If a student is absent but would like to have lunch the next day, please call the office before 10:00 am and place their order. A

prepared lunch must be paid for; therefore, credit is not given to students who order a hot lunch but do not eat it. If a student is absent, parents may call the office to request their lunch be sold. If the lunch is not sold, the student's account will be charged for the uneaten lunch.

Visiting Parents Ordering Hot Lunch

Parents who are visiting our school and wish to eat hot lunch with their child(ren) also need to order a hot lunch the day before the visit. An order may be placed by calling the office by 10:00 am the day before the visit. Payment for the meal may also be handled at the main office.

Hot Lunch Purchases

There is one entrée option for all students K-12. Students in grades 4-12 can choose between a regular and double portion. Regular meals receive a single entrée and double meals receive a double entrée while the side dishes remain single serving size.

Prepay lunch account payments and balances are available through Renweb/FACTS SIS. Families will receive a courtesy FACTS notice when prepay account balances are below \$10.00. Lunch service may not be available on food service accounts that are overdrawn.

Various à la cart food items are available for purchase daily for students in grades 7-12. Please have a conversation with your student about expectations for daily/weekly purchases. PCS does not monitor items purchased for individual students. All charges will appear on your FACTS prepay lunch account.

| Meals | | Beverages | |
|---------|----------------|-------------------|------------------|
| Size | Price Per Meal | Type | Price Per Carton |
| Regular | \$5.25 | Milk | 60¢ |
| Double | \$6.50 | Apple/OrangeJuice | 60¢ |

Lunch Schedule

| | | | |
|------------|-------------|-------------|-------------|
| Grades K-2 | 10:50-11:20 | Grades 9-12 | 12:16-12:43 |
| Grades 6-8 | 11:27-11:57 | Grades 3-5 | 12:55-1:25 |

Additional Hot Lunch Information

- Park Christian School receives no state or federal subsidies for its hot lunch program.
- Milk and juice are NOT provided with the hot lunch meal. They must be purchased separately.
- The school has apple juice, orange juice, 1% milk and chocolate milk available every day for students to purchase with their noon meal and/or snack time.
- In the event of snow days, what was scheduled to be served for lunch on the first missed day, will be served on the first day returned to school, unless the missed day is a Friday, then the Monday meal will be served.

General Rules for the Lunch Period

General PCS behavior guidelines apply for the lunch period. Students should always be polite and use good manners.

Visiting Friends and Relatives During Lunch

Friends and relatives who wish to eat lunch with students at PCS can do so but must first sign in at

the office and then eat in the designated lunchroom guest area. For reasons of possible food allergies, PCS would also ask that if food is brought in, it only be provided for students that are specifically being visited.

LIMOUSINES

The state of Minnesota strongly discourages the use of limousines during school hours. Therefore, Park Christian School will not allow limousine use during school hours.

LOCKERS

Lockers are the property of Park Christian School. Use of the lockers should be considered a privilege, which can be taken away if the student is not using reasonable care with his/her locker.

Students will use an assigned locker.

The office will have a master key to open locks if a situation arises. Replacement cost for a lost lock will be \$5.

Lockers contain an individual student's personal property. The student assigned to the locker is responsible for their books and personal possessions at all times. All student-owned items must be stored in the student's assigned locker.

Students are not permitted to enter another student's locker during the school day without permission from the student who has the locker assigned to them and with supervision of a teacher or administrator. Violation of this standard may result in consequences of discipline.

Lockers should be kept in an orderly condition. Homeroom teachers will do periodic locker inspections. Students with lockers that are not neat and organized will be asked to clean them.

Students should use magnets to attach items to the locker doors or walls whenever possible. Double-stick tape may not be used. Masking tape only. If additional cleaning is needed at the end of the school year, a damaged property fee may be charged to the student.

All locker areas must remain picked up throughout the entire school day as they are a representation of Park Christian School.

MILITARY RECRUITERS

Park Christian School will release names and addresses of Junior and Senior students to military recruiters unless parents have requested in writing to not have this information released.

MONEY AND VALUABLES

Students are encouraged to not bring large amounts of money or valuables to school. If there is a specific reason for them to bring the money and valuables to school, please have them bring it to the office or classroom teacher for safekeeping.

PICKING UP A STUDENT DURING THE SCHOOL DAY

Elementary Students

If an elementary student is being picked up for an appointment or for another reason during the school day, a parent or guardian needs to send a note with their student in the morning

informing the teacher and office that they will be taking the student out of school. When picking the student up at school, the parent must come into the school office to have the student paged and sign the student out. For precautionary measures we do not allow students to wait outside or at the door for their ride. When picking up a student from school, parents should pick up the student using the north parking lot. The west parking lot and entrance is a staff and service entrance only and is not to be used by students.

Students in grades 1-6 who leave the Park Christian School campus during their noon hour with a parent or guest must turn in a note to their homeroom teacher from their parent or guardian giving them permission to leave. They also need to sign out in the main office before leaving campus.

Junior and Senior High Students

Junior and senior high students leaving for an appointment must bring a note to sign out of study hall or be released from class by the classroom teacher if they leave during an instructional class period. They must sign out in the main office before leaving campus.

Senior high students who have open campus during the noon hour are required to sign out on the appropriate "Open Campus" forms. Senior high students who do not have open campus but who leave campus with a parent or guest must turn a note in to office personnel from their parent or guardian granting them permission to leave. They must also sign out in the main office before leaving campus.

Please do not park in the No Parking Zone when coming into the building to pick up your student(s).

See *ATTENDANCE POLICIES AND PROCEDURES, CLOSED CAMPUS, HOT LUNCH PROGRAM and OPEN CAMPUS* for more information.

POSTING OF SIGNS AND ADVERTISEMENTS

Signs or advertisements to be displayed on school grounds must be initialed by the administration. Signs or advertisements will be hung by office personnel. If you have something you want displayed, please bring it to the front office for approval. If the sign or advertisement is not initialed, it will be removed.

RECESS

It is the guideline of Park Christian School to have students in grades K-6 out of doors for recess when the temperature is above 0 degrees F or the wind-chill is above -15 degrees F. Should the temperature or wind-chill drop below this, the students will be kept indoors for recess in the gym or classrooms.

Park Christian School does not have a separate supervised area for children to stay inside during the recess periods. However, if your student has a health condition or illness that prohibits your student from participating in outdoor recess, the parents or guardian need to send a note to inform the classroom teacher of this situation. In these situations, indoor accommodation will be made through the principal during the recess period. We thank you for your cooperation and understanding regarding this guideline.

- Students should use the bathroom before they go outside.
- Each student is to stay on the playground during the entire recess time unless they have the permission of their teacher to remain in the classroom under supervision. Once outside, no student is to come back into the building until the end of the recess time without permission from the supervisor.

- Tackling, kicking, or fighting is not permitted.
- Only students with permission from the supervisor may stand inside the building, but those students are not to go any further inside the building.
- Snowball throwing at any time is not permitted.
- Weather-related decisions will be made by the principal.

The recess schedule is:

Grades 4- 6 10:50-11:20

Grades K-1 12:55-1:25

Grades 2- 3 1:45-2:15

RESTRICTED MATERIALS

- **Laser Lights:** Laser lights are not permitted at Park Christian School because they can be very dangerous to the eye. They are not needed by students throughout the day and therefore, should not be brought to school. Student safety is our primary concern. If a laser light is found in a **student's** possession, it will be confiscated and brought to the school office. Parents will be contacted to pick up the laser light from the school office.
- **Role Playing Games:** Role-playing games are not permitted at Park Christian School. Because of their connection to other cultic games, we strongly discourage the use of these role-playing games by any of our students. If these games are found in the school, they will be confiscated and kept in the school office until a parent/guardian picks them up.
- **Skateboards, In-Line Skates, and Shoes with wheels:** In-line skates, skateboards, and shoes with wheels are not to be used on school property.
- **Explosives or flammable material:** Students are prohibited from bringing matches, firecrackers, gun caps, or other types of explosives or flammables to school. Disciplinary action for first and subsequent offenses shall be determined by the Park Christian School administration.

SCHOOL CLOSING

Our school schedule is dependent on the Moorhead Public School's schedule because they provide our busing. Watch your email and text messages, tune in to KFNW AM-FM, WDAY radio and television, KFGO radio or visit www.parkchristianschool.org for weather-related school announcements. PLEASE DO NOT CALL THE SCHOOL OFFICE OR THE STATIONS LISTED ABOVE. If the Moorhead Public Schools do not have school due to emergency conditions, neither will Park Christian School. If they start school two hours late, so will Park Christian School.

STUDENT ID'S

Students will receive a picture ID card in early October. This ID is **the student's** pass into all home events and for hot lunch billing. If a student needs a replacement ID printed, the cost will be \$5.00.

STUDENT SUPPLIES

Please refer to the school supply list in the office or website under Parent Resource for grade-appropriate supplies. Tennis shoes are required for all PE Classes.

SURVEILLANCE

Students and families should be advised that the school and school buses utilize video surveillance equipment and there will be instances where the images captured by this

equipment will be utilized in various capacities. Data collected is the property of PCS but may be shared with law enforcement or other entities when it is deemed prudent to do so. Data will, when necessary, be used in disciplinary situations and to determine participants in various matters. Data will not be shared in a frivolous manner with any agency or persons outside the district. FERPA policy will be followed.

SPECIAL EVENTS AND OPPORTUNITIES

COMMUNITY RELATIONS FUNDRAISING PROJECTS

Any fundraising projects must have prior approval from Administration and will be coordinated with Community Relations fundraising efforts.

Community Relations All School Fundraisers are:

- Preferred Blue Coupon Book – to supplement Tuition Reduction Assistance
- PCS Golf Scramble – to supplement Tuition Reduction Assistance

PCS is not able to facilitate individual fundraising efforts.

COUNT ME IN (CMI)

This program is designed to encourage PCS families to be involved with their children's education while helping to keep the cost of educating our children as reasonable as possible. Each two-parent family will be requested to give 20 hours service time over the entire year.

Each one parent family will be requested to give 10 hours of service over the entire year. Hours can be served by any parent or grandparent.

JUNIOR-SENIOR BANQUET

Park Christian School's Junior-Senior (JS) Banquet is to be held in the spring of each school year. The premise for providing the JS Banquet and associated evening activities each year is to promote a class celebration between juniors and seniors. It is the responsibility of the junior class parents to plan, promote and facilitate the JS Banquet. Activities should promote the involvement of all juniors and seniors and should not violate any of the policies of Park Christian School. Realizing that Park Christian School includes families throughout the evangelical spectrum, it is the desire of the school to provide an enjoyable, activity-filled evening that does not provide a stumbling block to any of its members and promotes involvement of all junior and senior students (i.e. modesty in dress, dancing, outside couples).

Junior parents may seek on an annual basis, donations to supplement the JS Banquet as pre-approved by the PCS Community Relations Office. These donations may not come in conflict with the fundraising efforts from Park Christian School's corporate sponsors or other Community Relations fundraising projects. All monies and items collected for the JS Banquet should be itemized and documented for accounting purposes. Any remaining monies or items left after the JS Banquet concludes will revert to the following year's JS Banquet committee.

As this is a junior and senior banquet, only those students with junior or senior status may attend. This is a school activity and only full-time students from Park Christian School may take part in the banquet or after-activities. It is the expectation that if a student chooses to participate in JS banquet, they will be in attendance for the entire event. All exceptions must be made prior to the event and approved by the administration.

Ladies' Dress Code

- Dresses with spaghetti straps are allowed.
- No open back dresses, with open back referring to below the middle of the thoracic spine – T6 or the top of a standard bra strap.
- Strapless dresses would not be appropriate for this occasion.
- Dresses should have a modest bodice, no open lacing
- Dress slits higher than the top of the knee would not be appropriate for this occasion.
- Dresses with cut out of the back or abdomen would not be appropriate for this occasion.
- Dress shoes are requested.
- No two-piece dresses exposing/possibility of exposing the midriff area.
- Mesh cannot replace where fabric should be.
- If a short dress is chosen, the hem should fall to the knee.

Gentlemen's Dress Code

- A jacket, or sports coat, or suit with a dress shirt and tie are requested for formal attire.
- Jeans or cargo pants would be casual wear and would not be appropriate for this occasion.
- Tennis shoes would not be appropriate; dress shoes are requested.
- Sweaters would be casual wear and would not be appropriate for this occasion.
- Hats are allowed. Other accessories are not appropriate during the grand march and dinner.

Dress for the post banquet activities will follow the regular school dress code.

Questions regarding appropriate dress should be directed to the principal. It is better to seek solutions early rather than not be able to participate at the Banquet.

PARK PREVIEW DAYS

Park Christian School offers prospective students and their parents an opportunity to visit the campus if they are considering enrolling at Park Christian School. Preview days are encouraged for students that have never attended Park Christian School or are returning after an extended period. Contact the Admissions Office at 218-236-0500 for reservations.

PARENT ASSOCIATION

The Parent Association (PA) has three main goals for this school year.

1. To serve and love our teachers as they teach and love our children.
2. To serve to enrich and unify our parent and student body through communication and fellowship.
3. To serve to defray educational costs in the classroom through fundraising opportunities.

Meetings will be held monthly. Parents are encouraged to be engaged with this entity. (See PCS Calendar for meeting dates/times)

PA Opportunities to Help the School

Park Christian School collects the following items and earns cash or purchasing points for school equipment. Some items that have been purchased in the past two years are electronic equipment (iPads and monitors), musical instruments, science equipment, and playground equipment. You may want to ask your relatives, friends, and neighbors to also help us out. While we are not trying to promote any of these businesses or products, we are using programs developed by these companies that promote education. If you know of

similar programs that might benefit our school, please make us aware of them. Thanks for your help.

Here are the ways parents/families can help support the PA:

- Support the Turkey Trot Walk-A-Thon Fundraiser in November
- Participate in Skate City and Sky Zone School Night (A portion of the proceeds from these nights are donated back to the PCS Parent Association)
- Cash Wise Labels for Education (morerewards.com and designate PCS as your organization)
- Participate in school specific Meal Nights Out (organizations donate a percentage of the proceeds towards the school for that day)
- Follow Park Christian School Parent Association on Facebook

*Watch for communication via Weekly Update Emails and Facebook for details.

SCHOOL PICTURES

Individual pictures are taken in the fall with re-takes taken in late fall.

VISITORS AND VOLUNTEERS

All visitors to Park Christian School must check in at the office. Parents are a welcomed part of school life. Parents must have a prior arrangement with the classroom teacher prior to visiting the classroom. Parents may join their child for lunch at a designated table in the lunchroom. Former students are welcome to visit the school during lunch hours. It is recommended that students who have never attended Park Christian School and are interested in enrolling visit during the regularly scheduled Preview Day(s) each year.

Park Christian School will utilize the Raptor Visitor Management System to strengthen campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times, and the Raptor system allows us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our school and provide us with a safer environment for our students and staff.

Upon entering Park Christian School, **visitors will be asked to present a Driver's License**, which can either be scanned or manually entered into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campus without our knowledge. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. **A visitor's badge will not be necessary for those who visit our school simply to drop off an item in the office or pick up paperwork.**

School programs such as sporting events, Christmas programs and grade level programs will not necessitate utilizing the Raptor system. Communication on doors to enter and procedures will be communicated accordingly.

In addition, volunteers who will have one-on-one contact with students will be required to have a full background check. The chart below delineates who is considered a volunteer and is required to complete a background check.

| ON CAMPUS VISITORS: (RAPTOR Screening Process at Door 1) <i>Population Includes, but not limited to:</i> | EMPLOYEES & VOLUNTEERS: Protect My Ministry Background Check <i>Population includes, but not limited to:</i> |
|--|--|
| Volunteers for in-classroom, on-campus activities | All Employees on Payroll |
| Weekly Bible Verse Listeners | All Off-Campus Class Field Trips |
| Vendor Building Maintenance & Repair | Volunteers who have 1 on 1 student contact |
| Class Party Helpers | All Over Night Trips: DC Trip, Mission Trips, etc. |
| Parents eating lunch with child | Volunteer Coaches |
| Board Members | Volunteer Nurses |
| Chapel Speakers | |
| Mailer Volunteers | |
| New Family Tours | |
| School Décor Volunteers | |
| Special Services (Speech/OT) | |
| Any visitor on campus who proceeds past front desk | |
| | |

PCS Harassment/Bullying Incident Report Form

Date reported: _____ Reported by: _____

Name of alleged offender(s):

Name of student victim(s):

Name of witnesses:

WHEN - Date incident happened: _____ Time of Day: _____

WHERE did incident happen?

☐ In the school building (what room) _____

- On the school playground

☐ In the school parking lot

☐ On the way to/from school

☐ Online

☐ At a school function off school property (specify)

☐ Outside of School

☐ Other:

WHAT – Describe what happened:

[illegible]

Was anyone physically injured? ☐ No ☐ Yes (describe)_____

Was there damage to anyone's personal property? ☐ No ☐ Yes (describe) _____

Have you told anyone else about this incident? ☐ parent ☐ teacher ☐ other school staff

☐ other family member ☐ someone else: _____