Pleasant View
Christian School
Handbook

“Reaching the World for Christ...

One Child at a Time.”

(School Address: 6289 E. 200 N., Montgomery, IN 47558) ~ (Phone and Fax: (812) 486 – 3855)

(Email: pvschool@rtccom.net) ~ (Website: www.pvchristianschool.org)
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**Admissions Procedure:**

1. Visit school.
2. Read handbook thoroughly.
3. Administration will call for an interview of both parents and pupil with the Principal. (This applies to first-time students only.)
4. Parents will be notified of Administration’s decision.
5. Submit medical form.
7. Diagnostic testing for transfer students.

**Summary of Faith and Practice:**

We believe that Jesus Christ was born to the virgin Mary, that He was both God and man, that He made atonement for the sins of man by giving His life and blood on the cross, that He was bodily raised from the dead on the third day, that He ascended into heaven, and that He will soon gather His people to be with Him for all time.

As a conservative Mennonite school we affirm the following guidelines and Scriptural teachings:

1. Separation from the world in obedience to Scripture. (Romans 12:1-2; I John 2:15-17)
2. Upholding standards of simplicity, modesty, and neatness in appearance and dress. (I Timothy 2:8-9; I Peter 3:3-4)
3. Wearing of the veiling by Christian women, accompanied by uncut hair. (I Corinthians 11:1-16)
4. Avoiding the wearing of jewelry and unnatural cosmetics. (I Timothy 2:8-9; I Peter 3:3-4)
5. Following the example of Christ in turning the other cheek and therefore refusing participation in any military program. (Matthew 5:38-48; I Peter 2:18-25)

**Standards of Conduct:**

Since the school is designed to accommodate all ages of students, it is imperative that older students set Christian-like examples for the younger students in courtesy, kindness, language, morality, and honesty. It is also imperative that younger students
refrain from aggravating the older students. In the same way that God designed the Christian home to function smoothly with all ages, the school—with proper incentives, controls, and discipline—will function.

With the help of the Holy Spirit, the people of God should lead pure lives, free from bad habits, in gratitude to God for His redemptive work and in order that our witness not be hindered. The world must see Christ through us.

**Conduct which is not acceptable for Christians:**

1. Foul or profane language.
2. Griping or gossiping.
3. Disrespect for the authority of the Supervisor(s), and/or Monitor(s).
4. Deliberate disregard for school policies and standards.
5. Fighting and quarreling.
6. Destruction to school property. (Damage must be repaired or replaced at offending student’s expense.)
7. Theft.
8. Jokes which may be injurious.
9. Indecent or impure behavior.
10. Carelessness in boy-girl contact.
11. Dishonesty.

**School Approved Fashions:**

Proper grooming must be taught along with other rules of manner and morals, and the school supports the emphasis of the Christian home in matters of modesty of dress, hair styles, and good grooming.

The school promotes dress conducive to good study habits for all students. The school makes no apology for the fact that it seeks to use every means at its disposal, including dress, to encourage students to think and act like ladies and gentlemen.

Dress standards apply for all school functions, regardless of where or when the activity is held.
“What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God’s.” (I Corinthians 6:19-20)

**Boy’s dress standard:**

1. Only modest shirts and T-shirts must be worn. (NO tank tops, sleeveless shirts, etc.)
2. No holes or rips in pants.
3. Hair must not hang below eyebrows, the tops of the ears, or the shirt collar.
4. Jewelry shall not be worn.
5. Shorts shall not be worn.

**Girl’s dress standard:**

1. Dresses or skirts should be long enough to cover the knees well in all points. Dresses or skirts that have a slit, the top of the slit is considered to be the length of the dress even if it covers the knees will not be permitted.
2. No sleeveless dresses or sleeveless blouses should be worn.
3. The arrangement of hair should be modest.
4. Jewelry should not be worn.
5. Cosmetics which alter the natural appearance should not be worn. (For example: eye shadow, lip stick, colored nail polish.)
6. No pants or shorts will be permitted.

**Discipline:**

The Christian school is not intended to be a corrective institution or a reform center for problems arising beyond those usually encountered in average school children, but rather to work with the home, but not to take the place of parents who are having difficulty in fulfilling their role. When the child does not respond properly to instruction, his Supervisor will be compelled to reprove him.
Children will not be accepted who smoke, swear, use drugs, alcohol, or have continual arrogant attitudes toward authority. A child who is uncontrollable in the home will not be accepted in the school. If in the case School Staff/Board is suspicious of any of the aforementioned use of drugs, the student may be asked to submit to a drug test at any time. A minimum of 1 week suspension will be given to those who violate things mentioned previously in this paragraph. After 1 week then it will be up to the School Board for acceptance back into the school, depending on students’ attitude.

If your child does come home complaining about policy or discipline, please follow this procedure:

1. Give the school the benefit of the doubt.
2. Realize that his reporting is emotionally biased without all the information and wisdom that comes with maturity.
3. Realize that the School Board has reasons for all rules and that they are enforced without favoritism.
4. Support the administration and call them for facts.

When a child’s attitude cannot be reconciled to school policies, both parents will need to be contacted for a conference. If there is no change of attitude the student may have to be put on probation or dismissed.

We believe that all things should “be done decently and in order,” and that our students should be taught to accept their God-given responsibility to walk honorably with all men. While the student is at school, the Supervisor(s) and/or Monitor(s) are in the place of the parent, under God. Remember, the school is an extension of the home. We must work together!

Students are reminded that the Lord Jesus expects us to be disciplined in all of life:

“Whom the Lord loveth he chasteneth.” (Hebrews 12:6)

“Children obey your parents in all things; for this is well pleasing unto the Lord.” (Colossians 3:20)

“Obey them that have the rule over you.” (Hebrews 13:17a)

As a school we are honored that you have asked our Staff to assist you in training your child for Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. We appreciate your confidence in our program. To carry out your wishes for total character development, we be-
lieve it is necessary to follow Scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures. When warranted, corporal correction will be exercised under the following guidelines:

1. The offense will be clearly discussed with your child.

2. A staff member will discuss Spiritual applications and pray with your child.

3. A reasonable number of firm strokes, not to exceed 5, will be administered by a staff member of the same sex as your child, using a simple flat paddle.

4. A staff witness of the same sex as your child will be present.

5. Your child will not be physically restrained. (If he or she refuses to submit to paddling, you will be asked to come discuss the matter; and if it is believed to be the best interest of the school, the child will be withdrawn from the church-school.)

6. After administering the strokes, the staff member will pray with your child, assuring him (or her) of their love.

7. A written report will be made of the date, offense, number of strokes, and name of correcting staff member and witness. A copy will be sent to you.

**Positive Control:**

**Merits:** The use of positive incentive is helpful in motivating and controlling students. One positive incentive is the use of merits.

Students may earn merits (a slip of paper shaped like a ticket, with an identification mark) for various academic and behavioral achievements such as completing goals at school or for receiving no demerits for the day or week. Students accumulate merits and cash them in periodically at the Merit Store for items such as pencils, erasers, plaques, or etc.

**Negative Control:**

**Demerits:** Training children to take responsibility for their actions means teaching them that they are accountable for committing misdeeds or for omitting required actions. Students who violate Learning Center procedures should be corrected and given an appropriate penalty as soon as possible. Demerits are marked on the Goal Check Report, which is designed for quick assessment. Each demerit received will result in an extra 5 minutes of study time during recess.

**Detentions:** When a student receives his/her third demerit in a day, a Detention Slip or Corrective Action Notice will be issued to notify student and parents of unaccept-
able behavior and that the student must serve a detention. Detention Slips or Corrective Action Notices will be presented to the student privately and are taken home by the student for his/her parents’ signatures. The next morning he/she places it in a specified location, the Supervisor/Monitor should not have to request it. Detention time is served after school in the student’s office. If a student receives a third detention in a one week time period, the parents will be contacted by the Supervisor.

**Suspension:** Suspension will result in a period of 1 – 3 days out of school (Supervisor may choose “in school” suspension) during which the student is still expected to complete a given amount of school work, unless parents make arrangements with the staff for the student to perform physical labor for the purpose of discipline.

**Expulsion:** Expulsion is the most serious discipline measure available to the school and goes on the student’s permanent record.

As recommended by A.C.E., the school will follow this sequence on leading up to dismissal:

1. Issue demerits for violations of school policy.
2. Assign detentions.
3. Talk with the student, listing specific steps he must take to remain in school.
4. Confer with the parents about specific behavior.
5. Suspend the student (usually 1-3 days).
6. Suggest to the parents that they withdraw the student and transfer him/her to another school.
7. Expel the student.

“See to it, brothers, that none of you has a sinful, unbelieving heart that turns away from the living God. But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin’s deceitfulness.” (Hebrews 3:12-13)

**Homework:**

The individualized study system of Accelerated Christian Education (A.C.E.) places more of the educational accomplishment on the student than does a conventional system. This means that the student must give special attention to careful reading and understanding, scoring, setting of goals, completion of goals, and above all, honesty in all procedures. Experience has proven that when a student wants to, he can easily and adequately complete his daily requirements. However, the tendency is for
the student to “slide by”. This results in frustration for students, teachers, and parents, and the learning process suffers. As a legitimate educational institution and as a church concerned with glorifying God in all we do, we will take specific steps to prevent this motivational slump, including both positive and negative incentives.

That parents support their children in completion of daily goals is essential. For this reason, homework slips will be sent home with students who have not completed their daily goals. A parent should set aside time in the evening for the student to complete his work, and then sign the slip, which should be returned in the morning with the homework. Whether or not the student has completed the work, a parent must sign the slip to indicate that he/she is aware of the situation and send a note to explain the situation.

For students who begin to develop a pattern of disregarding homework, special measures will be applied. A student may be asked to stay after school. We expect parental cooperation in these matters. **Note:** We do acknowledge that a few students will have learning difficulties and that occasionally homework may be too difficult to complete without Supervisor help.

Parents and students both must understand that graduating in twelve years is not automatic. Minimum requirements must be met, and they cannot all be met in the last month of the “senior” year. If a student continually refuses to complete his goals, he will not graduate in twelve years. The purpose of the individualized study is to allow a student to work at a pace that matches his ability; the purpose is **not** to award a diploma to a student who attempts to complete his work at the last minute. Students who have not completely completed their work will not be permitted the privilege of graduating.

**Attendance:**

The Christian school will endeavor to work in obedience to the laws of the state and in cooperation with the local county authorities regarding attendance regulations. All patrons will be expected to conscientiously respect and obey the laws of the state.

That this school uses an independent study program is no reason for absences to be taken lightly. Without a disciplined environment, most students will not accomplish what needs to be done.

Absences will be excused for the following reasons:

1. Genuine sickness verified by parents.
2. Medical appointments verified by a statement from the Doctor.
3. Death in family or similar emergency.
4. Any other reason only if Supervisor is asked in advance and only if student is not behind in any of his subjects.

Tardiness will be excused for the following reasons:

1. Delays which could not be planned for in advance. (For example: flat tire)

2. Excessively bad weather.

Parents/student drivers who develop a pattern of arriving late may be asked to make other transportation arrangements.

Absence and tardy slips will be sent home for parents to fill out and sign, unless parent has already had contact with the Supervisor concerning the reason for the absence. These forms must be signed by a parent and returned the following day.

Two unexcused absences will be permitted per quarter. Every third unexcused absence will result in a reduction of each PACE score for the quarter by 2%. (Scores will not be taken below an 80 %.) Two unexcused tardies equal one unexcused absence. Total number of absences/tardies will be recorded on report card and on permanent record.

Students will not be allowed to leave school without parent’s written permission.

Time breakdown for absences/tardies:

8:30 a.m. – 10:30 a.m. – Arriving during this time = tardy; Leaving during this time = full absence.

10:31 a.m. – 1:00 p.m. – Arriving during this time = ½ day absence; Leaving during this time = ½ day absence.

**Athletics:**

Athletics are an integral part of a well-rounded education and a valuable component to help students make an impact for Christ. The purpose of our athletic program is to foster physical development and athletic skills while teaching values of self-discipline, teamwork, servant leadership, commitment, Christ-like humility, hard work, and a desire to do one’s best. Our teams participate in a way that honors God and conveys a positive witness to those around us. We strive for excellence in all we do, including athletic endeavors; but, the win-loss record is not the primary measure of excellence. Winning means more than outscoring the opponent. It means doing everything in a way that honors the Lord and doing everything heartily, as unto the Lord.
(Colossians 3:23). With the humility that comes through putting Christ first, we strive to win without arrogance, greed, or malice. We can be gracious in defeat and modest in victory. We can carry high our banner with dignity and honor. Athletes are expected to attend school. **Athletes absent from school will not be allowed to participate in a practice or contest on the day of the absence. Exceptions to this rule must be approved by the coaching staff and school board.**

**Telephone Use:**

The school phone is provided primarily for school business. Students will not be permitted to use the phone except in cases of emergency as made known to the supervisor. Parents should recognize that the ringing of the phone is a disruption to study and should call only when absolutely necessary, preferably during a “break” period.

**Internet Use:**

The internet is available for use to the students. Internet usage is monitored by teachers and equipped with a content “filter” from the internet service provider, RTC Communications.

**Cell Phone/Electronic Device Use:**

Due to students driving or riding a van route to and from school and the after school activities that students are involved in, cell-phones, MP3 players, portable radio/CD players, and electronic games will be allowed, but **only after 3:00 pm.** Use of a cell phone or electronic device is prohibited before this time and must be turned off and stored away to ensure a good educational climate.

Any violation of this rule will result in the student giving up the phone or electronic device to the school for 24 hours. Subsequent violations will be: second violation—72 hours, third violation—7 days, and any violations beyond this will be dealt with as deemed appropriate by the school administration.

**Minimum Immunization Requirements:**

The Indiana State Department of Health minimum immunization requirements for school age children can be found on their website (a link is provided on the school website: www.pvchristianschool.org). If for any reason you decline to have your child/ren receive the prescribed immunizations, please sign and date the Immunization Requirements Release form and give to a teacher.
Statement for Parents/Legal Guardians:

We understand the policies and standards of Pleasant View Christian School and pledge our support of the school and its administration as written in this handbook.

1. The school has full discretion for placing my child in the proper grade, regardless of the grade completed prior to transfer to this school.

2. I’ve read and agree to support the church-school in its policy of corporal punishment without reservation and personally pledge my support to the Scriptural approach to discipline. (Refer to pages 3-4)

3. My participation is needed in lending practical help and prayer support in a mutual effort to train our children.

4. The school reserves the right to suspend or dismiss a student who does not cooperate with the educational process.

5. The school is not responsible for financial compensation in the event of accident or physical injury involving your child.

Signature of Father: ______________________________ Date: __________

Signature of Mother: ______________________________ Date: __________

If Applicable:

Signature of Legal Guardian (male): ______________________________ Date: __________

Signature of Legal Guardian (female): ______________________________ Date: __________