



PARENT/STUDENT HANDBOOK

"Reaching the world for Christ.....one child at a time."

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TABLE OF CONTENTS

Admissions Procedure	3
Summary of Faith and Practice	3
Standards of Conduct	4
Conduct which is not acceptable for Christians.....	4
School Approved Fashions	4
Boys' Dress Standards.....	5
Girls' Dress Standards.....	5
Discipline	6
Positive Control	7
Merits.....	7
Negative Control	8
Demerits.....	8
Detentions.....	8
Suspension.....	8
Expulsion.....	8
Homework	9
Attendance	10
Athletics	11
Telephone Use	12
Internet Use	12
Cell Phone/Electronic Device Use	12
Minimum Immunization Requirements	13
School Board Representative	13
Financials	13
Fundraiser Committee	14
Parent Relationships, Conferences & Meetings	14
Parent Cooperation	15

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.
6. Parent orientation.
7. Diagnostic testing for transfer students.

SUMMARY OF FAITH & 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 of 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:

- Foul or profane language.
- Gripping or gossiping.
- Disrespect for the authority of the Supervisor(s), and/or Monitor(s).
- Deliberate disregard for school policies and standards.
- Fighting and quarreling.
- Destruction to school property. (Damage must be repaired or replaced at offending student's expense.)
- Theft.
- Jokes which may be injurious.
- Indecent or impure behavior.
- Carelessness in boy – girl contact.
- 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 student 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

Boys’ Dress Standard:

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

Girls’ Dress Standard:

- Dresses or skirts should be long enough to cover the knees well in all points. For 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, it will not be permitted.
- No sleeveless dresses or sleeveless blouses should be worn.
- The arrangement of hair should be modest.
- Jewelry should not be worn.
- Cosmetics which alter the natural appearance should not be worn. (eye shadow, lipstick, colored nail polish, etc.)
- 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 one week suspension will be given to those who violate things mentioned previously in this paragraph. After one week, then it will be up to the school board for acceptance back into the school, depending on student's 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 believe it is necessary to follow Scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures. The board reserves the right to make decisions concerning appropriate punishment for offenses. We will communicate with parents prior to punishment.

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 of items such as pencils, erasers, plaques, etc.

NEGATIVE CONTROL:

Demerits – Training children to take responsibility for their actions means teaching them 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 five 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 students and parents of unacceptable behavior, and that student must serve a detention. Detention Slips or Corrective Action Notices will be presented to the student privately and are take 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 an "in school" suspension) during which the student is still expected to complete a give 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 ACE, the school will follow this sequence on leading up to dismissal:

1. Issue demerits for violations of school property.
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 they withdraw the student and transfer him/her to another student.
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 ACE (Accelerated Christian Education) 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. Therefore, 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 graduation 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:

- Genuine sickness verified by parents
- Medical appointments verified by a statement from the doctor.

- Death in family or similar emergency.
- 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:

- Delays which could not be planned for in advance. (Example: flat tire)
- 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 a 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 am – 10:30 am: Arriving during this time = tardy
 Leaving during this time = full absence
- 10:31 am – 1:00 pm: 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 no 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 the 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: 2nd violation – 72 hours, 3rd 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). 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.

SCHOOL BOARD & REPRESENTATIVE:

- The Board will consist of 3 members. It will consist of 1 member from PV Church. Every 3rd year, the nominee would be taken from PV Church. (The other 2 years there would be no PV Church Nominees.) There will be a representative from the PV Church to assist the board on the administration of the school and building, etc.
- Choosing the Board: PV Church Ministers will nominate 3 men & the board will communicate with the 3 men prior to the voting. Parents will vote on the nominees at the April Parent Meeting. Nominees will be announced at the meeting. The board members will be responsible for counting the votes.
- Board members will be responsible to visit the school and to take care of discipline issues unresolved by teachers. Board members are to have a monthly meeting and a monthly meeting with the teachers. Head board member is to initiate these meetings and the parent meetings.

FINANCIALS:

- PV Church will pay the utilities and the upkeep of the building. The school financial report will be available at the Parent Meetings.

FUNDRAISER COMMITTEE:

- The committee will be chosen for a rotating 2-year term at the Spring Parent Meeting and can be any parent. There will be a list given with all names of parents. The two couples chosen will serve as the assistants for the current committee. After serving for one year, the assistants will move up to head committee.
- The fundraiser committee will be responsible to help organize any fundraiser throughout the school year as needed. The School Board is responsible for the Business Christmas Suppers.
- Committee members are to pay all expenses for a fundraiser before turning money into the school account. Committee members are to give parents an update on results after each fundraiser.
- There will be a meeting with the fundraising committee and the school board at the beginning of the year to discuss goals for the year. The fundraising committee will be responsible to hold their own meetings at least twice a school year or as needed.

PARENT RELATIONSHIPS, CONFERENCES & MEETINGS:

- We feel it is important that parents and teachers can have a good understanding of working relationships with each other. Therefore, we would like to have a

Parent/Teacher Conference in the Fall (October) and in the Spring (February).

- Parent meetings with the school board will be in November and April. Voting will be done in April for the next year School Board Member and Fundraiser Committee couples.

PARENT COOPERATION:

By enrolling our child(ren) at Pleasant View Christian School, we understand the policies and standards. We pledge our support of the school and its administration as written in this handbook.

- The school has full discretion for placing my child in the proper grade, regardless of the grade completed prior to transfer to this school.
- My participation is needed in lending practical help and prayer support in a mutual effort to train our children.
- The school reserves the right to suspend or dismiss a student who does not cooperate with the educational process.
- The school is not responsible for financial compensation in the event of accident or physical injury involving your child.