



412 South Avery Avenue
Syracuse, New York 13219
Phone: (315) 468-0117

Accreditation

Parkview Junior Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a fully approved program by the National Council for Private School Accreditation and by the Middle States Association.

Parkview Faculty

Kim Kaiser; BS, MS
Teacher, Principal

Alisha Anderson; BS
Teacher

Suzanne Hayford; BS, MA
Teacher

Sonia Park; BS, MS
Teacher

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Seventh-day Adventist education was established in Syracuse in 1901. Parkview Junior Academy exists to serve the families of the local Seventh-day Adventist Churches and other families in the community who desire an exceptional Christian education.

OUR PHILOSOPHY

We exist to help our students develop a vibrant, growing relationship with Christ and to prepare them academically and socially to be effective workers for Him in today's society. The school exists to be a safe-haven for students who are interested in a genuine and positive relationship with Jesus Christ and who are committed to developing a morally upright, biblically based lifestyle. Since the legitimate Christian "walk" is not "turned on and off" upon entering and exiting school property, students are expected to uphold Christian standards and values both in and out of school. Students are requested to keep conversations focused on that which is morally uplifting. Pop culture typically does not meet this standard and should not be brought to school.

Since every child is equally precious to God, we believe that every child who is willing to uphold the standards and expectations of the school should have access to the Christ-centered atmosphere and training provided at PJA.

Fundraising to support low-income families is a high priority. By making this education accessible to as many children as possible, we will be fulfilling the mission God has given us.

OUR VISION STATEMENT

The faculty and board of Parkview Junior Academy will do all in their power to ensure that as many children as possible learn to love Jesus, commit their lives to Him and prepare for His soon return – no empty seats!

OUR MISSION STATEMENT

Parkview Junior Academy's mission is to empower students to think deeply, serve humbly, and trust God wholeheartedly.

ADMISSIONS

Parkview Junior Academy is a non-profit, private religious school that accepts and receives no state, federal or local government funds other than reimbursement for mandated services. We admit students of any race or ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the school. Since we do not receive government funding, we are not bound by various laws and regulations that apply to public schools. Our school does not discriminate on the basis of race, gender, ethnic background, or country of origin, in the

administration of its educational and financial policies. Admission of all students is based on the ability of the teachers to meet the needs of those applying. We reserve the right to restrict admission to those who will comply with our policies and regulations and most importantly, the principles of our faith.

Students with disabilities are welcomed among the student population of Parkview. We believe that all students are enriched when opportunities exist to learn from and about each other's unique gifts and challenges. Students will be admitted based on the availability of resources to meet their individual needs and Parkview Junior Academy reserves the right to refuse admission to any student whom the school determines, in its sole discretion, it cannot serve appropriately or serve in an educationally sound manner.

Children applying for admission to Pre-K must be four years of age by September 1st. A separate Pre-K handbook outlines expectations for this program.

Children applying for admission to kindergarten must be five years of age by September 1st. All children applying for admittance to kindergarten will be screened prior to acceptance.

Children applying for admission to first grade must be at least six years of age on or before September 1st of the current year.

Transfer students must present their most recent report card from their previous school and may be required to take placement tests. Transfer students must secure three letters of recommendation. Letters may be obtained from a pastor, a teacher, a mentor and/or other non-relative adult. Transfer students will be admitted for a trial period of four weeks.

New and returning students who are admitted to Parkview are enrolled in one of the following categories:

- Accepted unconditionally;
- Accepted with academic and/or behavioral concern;
- Accepted on academic and/or behavioral probation.

For students on probation, a contract with expectations will be created with a parent (and where appropriate, the student) and will be reviewed at least every two weeks until the concerns for the student are determined by the teacher to have been resolved, or the student is asked to withdraw.

Additionally, upon recommendation of the principal or teacher, students may be referred to the Admissions Committee at any time during the school year. The Admissions Committee may then choose to change the student's enrollment status.

Students who have the status of either "concern" or "probation" may have their performance reviewed monthly by the Admissions Committee and a written report made to the parent/guardian.

The Admissions Committee is a School Board level sub-committee authorized to change the student's status or to ask a student to withdraw. A parent/guardian whose child is being monitored may request a hearing before the Admissions Committee. Decisions regarding a student's enrollment or expulsion may be appealed to the full Board.

Applications for admission must be completed in full and be accompanied by:

1. a copy of the applicant's birth certificate for students entering kindergarten or first grade;
2. three letters of recommendation;
3. a copy of their most recent report card if a transfer student.

Registration

After acceptance, a student may register during any scheduled registration. At that time the parent/guardian must:

1. present an updated immunization form signed by a doctor or health care official;
2. complete an emergency contact information card;
3. sign an emergency consent to treat form;
4. complete financial arrangements as outlined in the financial policy section of this handbook.
5. sign a computer acceptable use policy, uniform policy, media release form and other documents as deemed necessary by the school; some of these documents must also be signed by students.

FINANCES

Parkview Junior Academy derives its operating funds from the following primary sources: tuition, the local constituent church, the New York Conference of Seventh-day Adventists, and fundraising.

Tuition

For current tuition charges, please refer to the insert.

Textbook Fee

Students will be charged a textbook fee at registration. This nominal fee helps defray the costs of maintaining current study materials.

Outdoor School Fee (Grades 5-8)

The New York Conference organizes an Outdoor School in which the elementary schools and junior academies participate. This is a unique opportunity for students to learn of God in His second book, nature. Students travel to Camp Cherokee, the Conference youth and family camp located in the Adirondacks, on Monday and

return to the school on Friday. The Outdoor School fee covers food, housing and learning materials for the week.

Music Festival (Grades 5-8)

The New York Conference organizes an annual Music Festival held on the campus of Union Springs Academy in Union Springs, NY. This three day event typically takes place from Thursday through Saturday afternoon. Parkview students are joined by others from around upstate New York who form a large choir, rehearsing to prepare for a concert on Saturday. Rehearsals are alternated with periods of recreation. Students stay in academy dormitory rooms supervised by staff and volunteers. A nominal fee covers the cost of food, music, and other materials.

Graduation Fee (K and Grade 8)

A graduation fee will be charged to students completing kindergarten and grade 8. This fee covers cap and gown, tassel, diploma, and other graduation expenses. *This fee will be charged in the April billing.*

School Supplies Fee

The school provides school supplies such as paper, pencils, and scissors, for use in their classroom communities. A mandatory once-per-year fee will be charged at registration to defray these costs. Parents of students in grades K-9 need only provide a backpack and water bottle and, if needed, a lunch “box,” and are discouraged from sending students to school with novelty items such as fancy pencils. Parents of Pre-K students should review the Pre-K handbook for information about school supplies.

Miscellaneous Fees

There may be other activities during the school year that may require additional charges (i.e., class trip, ice-skating, field trips, etc.).

Financial Requirements at Registration

- First Month Tuition
- Textbook Fee
- School Supply Fee
- Technology Fee (grades 2-9)
- Outdoor School Fee (Grades 5-8)
- Music Festival (grades 5-9)

For current fee charges refer to the insert.

Tuition Payment

The year’s tuition is divided into ten equal payments, which will be charged monthly from August through May. The first month’s tuition is due at registration. Twelve-

month payment plans are offered to assist parents who prefer to lower their monthly payment.

Cash Prepayment Discount

A cash prepayment discount of 5% will be given to those who prepay the entire school year's tuition charge on or before registration day.

Financial Policy

Financial information related to the Pre-K program is outlined in detail in the Pre-K handbook. The information below is related to all other students. Parkview has found that the following policies are in the best interest of the student and the school.

1. At the beginning of each month, statements will be sent by email. In the event a parent does not have email access, statements will be sent by U.S. mail. Payments are due by the 20th of the month.
2. All accounts must be current. Accounts more than 30 days in arrears will be reviewed by the Parkview Finance Committee and a reminder letter will be sent to the parent/guardian. If accounts become more than 60 days in arrears, the parent/guardian may be asked to meet with the finance committee and to provide a plan to become current. Failure to comply with an approved plan may result in parents being asked to withdraw their child(ren) from school until the account is cleared.
3. Returned payments will be subject to a fee of \$40. A history of returned payments may result in a request that payments be made by cash or money order. Second party checks are not accepted.
4. Requests for special financial arrangements may be presented to the Parkview Finance Committee.
5. Report cards and academic records will not be released until the student's account is paid in full.
6. A graduating student will not receive his/her diploma until his/her bill is paid in full.
7. A current or former student will not be allowed to register for the following year until his/her account has been cleared or satisfactory arrangements have been made with the Parkview Finance Committee.

Remittances should be made through the QuickBooks portal for which a link is found on email statements. They are also payable to Parkview Junior Academy and delivered or sent to:

Parkview Junior Academy, Treasurer
412 South Avery Avenue
Syracuse, NY 13219

ACADEMICS

Grading Periods

The school year is divided into four quarters. Progress reports are issued at the close of each quarter.

Grading System

If it is determined that, due to a disability, standard expectations are not realistic for a student, an alternative learning plan, called a MAP (Modified Action Plan), will outline expectations. A MAP may be written collaboratively between PJA staff, the student's parent(s), and if appropriate, the student him/herself. The MAP will be updated yearly and quarterly progress reports will be given when standard report cards are distributed. If a student has an IEP (Individualized Education Plan) it will be followed rather a MAP.

Grade K-2

- E - Excellent
- S - Satisfactory
- N - Needs improvement

Grades 3-9

- A - Superior
- B - Above Average
- C - Average
- D - Below Average, Needs Improvement
- F - Failure
- I - Incomplete

Honor Roll

An honor roll for Grades 3-9 will be posted on the bulletin boards at Parkview and at the constituent church at the end of each grading period. To qualify for the honor roll, students must meet the following grade point average requirements:

Principal's List	3.75 - 4.00
High Honors	3.51 - 3.74
Honors	3.26 - 3.50
Honorable Mention	3.00 - 3.25

A student earning either an I or F grade is not eligible to be placed on the Honor Roll.

Parent/Teacher Conferences

Parent/teacher conferences will be arranged by the school at the end of the first and third quarters, but parent/guardian(s) are encouraged to discuss student progress at any time, by appointment.

Daily/Weekly Updates on Student Progress

Parkview uses a web-based, data management service called Jupiter. Parents are informed on how to access the system so they can keep track of missing assignments and progress toward meeting goals.

Homework Policy

The purpose of homework is to develop study habits, to provide reinforcement, and to give opportunity for extra drill, research, and enrichment. Regular assignments not completed during school hours automatically become homework. Special projects such as research papers, and outside reading will be assigned according to age and developmental level.

Reading at Home

Research and experience have demonstrated the importance of strong reading skills for academic success. Furthermore, it is well established that for most students “practice makes perfect”. Parkview seeks to establish and maintain an educational culture that values literacy. All students are expected to read at home. Each teacher will define specific reading homework expectations.

Make-up Work/Incomplete Grades

All assignments are to be handed in on the date due. Any assignments missed due to absence or tardiness are the responsibility of the student and should be made up by the deadline set by the teacher. Incomplete portions of assigned work may be given a grade of 0%.

If a student has not completed the required course work at the end of a quarter because of certified illness or prolonged excusable absence, a grade of “I” will be recorded for that term **unless a medical note from the student’s physician is presented**. A deadline for the completion of unfinished work will be set by the teacher. After that time a grade of 0% will be given for missing items, and a grade assigned.

Promotion and Retention

Any student in grades 3-9 who receives a grade of D or F in any subject during the school year will be put on academic concern or probation and must meet with the principal, teacher, and parent/guardian. At this meeting a contract will be made with the student and parent/guardian regarding specific conditions under which the student may remain in school.

Grade 8 Eligibility for Class Office and Class Trip

To hold a class office and to be eligible to participate in the class trip, students must be current with their classwork, have no failing grades, be on regular enrollment status for behavior, and have regular attendance.

Grade 8 Graduation Requirements

1. The student must have passing grades in all subjects and/or
2. Must have met the goals of their IEP.

Participation in Extracurricular Activities

Students who stay current with academic assignments may be eligible for participation in extracurricular activities.

CURRICULUM

Parkview Junior Academy offers a curriculum in full accordance with the requirements of the Education Departments of the General Conference of Seventh-day Adventists and the State of New York.

Pre-K

Parkview offers a full-day Pre-K program Monday through Thursday with a noon dismissal on Friday. Please see the Pre-K handbook for details.

Kindergarten

Parkview offers a full-time kindergarten program Monday through Thursday and a half-day on Friday. Its purpose is to promote social skills, academic preparation, and spiritual growth. Kindergarten students receive instruction in Bible, reading and math readiness skills. They also participate in writing activities, nature study, creative play, and crafts.

Grades 1-6

Art
Bible/Community Outreach
Handwriting
Language Arts
Mathematics
Music
Phonics
Physical Education
Reading
Science/Health
Social Studies
Spelling

Grades 7 & 8

Art/Vocational Art
Bible/Community Outreach
English
Mathematics
Music
Physical Education
Reading
Science/Health
World History/Geography*
American History*

Grade 9

Art/Vocational Art
Bible/Community Outreach
Literature
Algebra I
Music
Physical Education
Biology I
World History/Geography

*Taught in alternate years

STANDARDS OF CONDUCT

It is the purpose of Parkview Junior Academy to instill in each student the desire for a rich spiritual and moral life. All students are expected to respect other people and their property and space. Behavior by students inside or outside of school, which negatively impacts the well-being of students in school, (e.g., cyber-bullying or harassment) will not be tolerated.

The following “light-skills” are taught at all grade levels. Students are expected to develop these skills and use them both in and out of school.

Trust in God: To ask God to help you become like Him and trust Him to keep His promises.

Trustworthiness: To act in a manner that makes one worthy of trust and confidence.

Truthfulness: To be honest about situations and feelings with oneself and others.

Active listening: To listen with the intention of understanding what the speaker intends to communicate.

Caring: To feel and show concern for others.

Common sense: To use good judgment.

Cooperation: To work together toward a common goal or purpose.

Courage: To act according to one’s beliefs despite fear of adverse consequences.

Curiosity: To desire to investigate and seek understanding of one’s world.

Effort: To try hard.

Encouragement: To inspire with hope and give support.

Flexibility: To be willing to alter plans when necessary.

Friendship: To make and keep a friend through mutual trust and caring.

Generosity: To share time and resources with others in need.

Grace: To forgive someone or give them what they do not deserve because Jesus has given what we do not deserve.

Initiative: To do something, of one’s own free will, because it needs to be done.

Integrity: To act according to a sense of what’s right and wrong, even when unsupervised.

Organization: To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.

Patience: To wait calmly for someone or something.

Perseverance: To persist at a task.

Personal Best: To derive satisfaction from achieving one's full potential.

Problem solving: To find or create solutions to difficult situations and everyday problems.

Punctuality: To act or arrive at the designated time.

Resourcefulness: To respond to challenges and opportunities in innovative and creative ways; to find and use available resources.

Respect: To treat others with esteem, and as one would like to be treated by others.

Responsibility: To respond when appropriate; to be accountable for one's actions.

Self-Control: To control one's feelings, desires or actions by using one's will, choosing to function under the Holy Spirit's guidance.

Sense of humor: To laugh and be playful without harming others.

Stewardship: To take care of one's own as well as others' personal belongings in a responsible manner, recognizing God's ownership of one's body, possessions, and time.

Discipline Policy

Experience has taught us that some practices cannot be permitted. These practices offend church standards, state laws, insurance regulations, health practices, or the common ethical code of right living. Offense of the following, whether at school or on a bus, will be taken seriously and will result in disciplinary action, designed to help the student learn from his/her errors and to change his/her motives, helping them to make better choices in the future:

Behavior	Possible Consequences
Possession, use, or abuse of harmful drugs, alcohol, and tobacco	Suspension, discipline committee
Gambling or betting in any form	Student researches, writes and presents a report to peers or discipline committee as to why gambling and betting are dangerous.
Dishonesty, lying, or willful deception	In-school suspension; student completes problem-solving form, form sent to parents; repeated infractions may result in suspension or expulsion.
Cheating on examinations, class work, or any phase of school work	Loss of score, if applicable; in-school suspension; student repeats the work

	without cheating, student completes problem-solving form, form sent to parents; repeated infractions may result in suspension or expulsion.
Theft	Student restores what has been stolen, loss of privileges/freedoms due to loss of trust; student completes problem-solving form, form sent to parents; repeated or serious infractions may result in suspension or expulsion.
Any attitude or behavior that is disruptive to the school program; this includes but is not limited to talking back to teachers, interrupting repeatedly, disrespecting other students, harming other students physically, emotionally, or spiritually	“Seat restriction” or in-school suspension, student completes problem-solving form, form sent to parents; repeated infractions may result in suspension or expulsion.
Using profanity, including lewd or suggestive language or gestures	Student completes problem-solving form, form sent to parents; subsequent incident- interview 3 respected adults about the effect of profanity on them or others, write a report and present it to peers, explaining why profanity and lewd gestures are damaging to self or others; repeated infractions may result in suspension or expulsion.
Improper conduct involving the opposite sex or one’s own sex	Student completes problem-solving form, form sent to parents; suspension; discipline committee.
Any form, use or endorsement of the occult (i.e. movies, conversations, books, magazines, etc.), material with references to wizards, witches, spells, vampires, etc., are considered inappropriate. Outside reading material is subject to teacher approval.	Student interviews a pastor or elder about the dangers of the occult, writes and presents a report to the discipline committee or peers as deemed appropriate by staff.
Possession of pornographic material, including the use of pornographic websites	Student completes problem-solving form, form sent to parents; suspension; possibly write and present a report to the discipline committee based on research materials provided by the school.

Cyber-bullying or harassment	Student completes problem-solving form and clearly demonstrates sincerity in righting the wrong and restoring broken relationships; discipline committee; suspension or expulsion.
Undermining the religious ideals of the school and the Seventh-day Adventist Church	Student completes problem-solving form, form sent to parents; research, write and present a report on the reasons for the related beliefs.
Chewing Gum	Student misses recess for each incident, using recess time to clean the school.
Destruction of school property	Student completes problem-solving form, form sent to parents; provide repair costs and, where possible, make the repair; discipline committee; suspension or expulsion.
Unauthorized entry, making or unlawfully possessing keys for the buildings	Student completes problem-solving form, form sent to parents; suspension; discipline committee; potential prosecution.
Conspiring to participate or participation in initiations, or committing or threatening to commit any act that intentionally injures, degrades, or disgraces a fellow student.	Student completes problem-solving form, form sent to parents; discipline committee; suspension or expulsion.
Tampering with the fire alarms, extinguishers or other safety equipment	Student completes problem-solving form, form sent to parents; replacement or repair costs; discipline committee; suspension or expulsion.
Putdowns	Student completes problem-solving form, form sent to parents; "seat restriction" or in-school suspension. Repeated offenses may result in suspension or expulsion.
Possessing knives, fireworks, explosives, firearms, or any type of weapon	Student completes problem-solving form, form sent to parents; confiscation; suspension, expulsion, and discipline committee; possible prosecution.
Hitting, kicking or other inappropriate use of the hands or feet, even in jest	Student completes problem-solving form, form sent to parents; "seat restriction," in-school suspension;

	discipline committee; suspension or expulsion.
Unauthorized use of handheld video games, cell phones, iPods and other non-approved electronic devices; audio players with earphones may be used during bus rides, students are expected to choose music consistent with Christian values	Confiscation for a day for a first offense, confiscation for a week for the second offense, confiscation for a month for a third offense, confiscation for the rest of the year for a fourth offense.

Video Surveillance

Parkview Junior Academy has video cameras positioned at the entrances/exits of the building and gymnasium, and throughout the halls. These cameras are in use for security purposes as recommended by the local police department, and to monitor student behavior in the halls. These cameras are not monitored 24/7 and, in an emergency situation, are not capable of summoning help.

Any activities detected by these cameras that constitute a violation of school policy, breach of security, or possible criminal activity will be reported immediately to the appropriate authority. Appropriate disciplinary consequences will be administered, and/or criminal charges filed consistent with school policy and procedures. Upon written request, and at the discretion of the school principal, a student's parents/guardians may view a recording if the student has been recorded and recommended for disciplinary action by the school. Parents/guardians may view only the portion of the recording that documents the student's alleged misconduct. All requests must be made directly to the principal in writing. A detailed policy guides the use of these cameras and may be viewed on the school website.

Classroom Discipline

Individual classrooms may have additional rules, which the teacher will establish and enforce.

Sexual Harassment Policy

Parkview Junior Academy values the right of all staff/students to work, study and teach in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of Parkview policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes, and the 14th Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972.

Mandated Reporting

Under New York State Law, teachers are mandated reporters, required by law to report known or suspected abuse, abandonment or neglect of minors. Failure to report can result in the teacher being fined and/or imprisoned. In order to avoid

unnecessary stress for students and their families and to help school personnel ensure the safety of children, please inform your child's teacher of the circumstances surrounding illnesses or injuries which occur outside of school.

Mandated reporters are required to report suspected child abuse or maltreatment when, in their official or professional role, they are presented with a **reasonable cause** to **suspect** child abuse or maltreatment. A person can have "reasonable cause" to suspect that a child is abused or maltreated if, considering what physical evidence s/he observes or is told about, and from his/her own training and experience, it is **POSSIBLE** that the injury or condition was caused by neglect or by non-accidental means.

DRESS AND PERSONAL APPEARANCE

The Parkview Board has adopted the following uniform for use at Parkview Junior Academy. This uniform was chosen to provide a consistent dress standard for Parkview students while giving them some choice in clothing style and color. Uniforms are to be worn to school and to all school functions unless students and parent/guardian are notified otherwise in advance.

BOYS

- Polo shirt (white, navy, light blue or maroon)
- Turtleneck (white, navy, light blue or maroon)
- Dress shirt (white, navy, light blue or maroon)
- Dress slacks (navy or khaki)
- Walking shorts (navy or khaki)
- Cardigan sweater or plain, hood-free sweatshirt (navy, light blue, white or maroon)

GIRLS

- Polo shirt (white, navy, light blue or maroon)
- Turtleneck (white, navy, light blue or maroon)
- Blouse (white, navy, light blue or maroon)
- Skirt (khaki, navy or blue plaid)
- Dress slacks (navy or khaki)
- Walking shorts (navy or khaki)
- Jumper (navy, khaki, or blue plaid)
- Cardigan sweater or plain, hood-free sweatshirt (navy, light blue, white, or maroon)

Students who do not comply with the uniform policy will be asked to call home and request that a uniform be brought to them. If the parent is unable to accommodate this request the student will be required to bring an extra uniform to keep at school for future incidents of non-compliance.

Gym Attire

Sneakers with non-marking soles are required and are the only type of shoes allowed for use in the gym.

General Guidelines

Shirts are to be tucked in and must cover the midriff at all times including when the arms are raised. Teachers may allow students to leave shirts untucked if circumstances dictate. Girls' skirts are to be worn no shorter than the bottom of the knee. No hats or hoods of any kind may be worn in the school building. Shoes must be worn at all times. Flip flops/slides are not permitted.

Hair should be neat, clean, and out of the eyes. The use of make-up, hair color, or colored nail polish that detracts from a natural appearance is inappropriate at school.

Bracelets, rings, or other jewelry are not to be worn except for medical alert identification. Students who wish to have piercings may **not** wear body piercing jewelry to school, including during the time when the site is healing.

Students must wear clothes that are neat, modest, and in good repair for a dress-down day or other event at which uniforms are not required. This does not include sweatpants, leggings, stretch pants or "skinny pants." Television or other media characters or graphics from the popular culture are not appropriate.

If, due to extenuating circumstances, a child does not have access to a school uniform, he/she must wear DRESS CLOTHES and must bring a written excuse for not wearing his/her uniform. A parent/guardian may be called and asked to bring appropriate clothing.

ATTENDANCE

In accordance with New York State law, students ages six through 16 should attend full time instruction. Students are expected to be in attendance whenever school is in session.

School Schedule

School is in session from 8:00 a.m. until 3:15 p.m. Monday through Thursday and from 8:00 a.m. until noon on Friday. The early dismissal on Friday allows the faculty and staff to collaborate in designing quality learning opportunities, and to systematically prepare to meet unique needs of students.

This school exists to develop in its students spiritual, academic and social skills to the highest standards possible. It is also attempting to form in students responsible behaviors, including punctuality. Parents who value these standards in education will assist the school by ensuring that students arrive 5-10 minutes prior to the start of the school day and that they are present throughout the entire day. Those wishing to have breakfast at school should arrive at 7:45 in order to finish breakfast

and be ready for the start of the school day. Students who arrive after 7:55 will not be served breakfast except under extenuating circumstances.

After School Care

When circumstances permit, after-school care may be provided by an independent source. Students who are on the campus after 3:15 p.m. (or noon on Friday) are expected to be in this program and to stay there until they are picked up by a parent/caregiver. When possible, after care is provided until 5:30 p.m. Monday through Thursday and until 3:00 p.m. on Friday. Parents of children who are picked up late will be charged \$20 per quarter hour (or any portion thereof) per child.

Payment is arranged between the parent and the contractor. Parents are expected to provide payment no later than the Friday before a week in which they expect to use after school childcare. Parents who have not done so, may not use after school care.

Students who need or want extra help from the classroom teacher must make prior arrangements with the teacher. Otherwise, they are expected to be in after school care at all times.

Saturday Activities

At least twice per year students provide worship services on Saturday for the Westvale Seventh-day Adventist Church. All students are expected to be present and participating unless other arrangements have been made at least three weeks in advance.

Sunday Classes

Special activities are sometimes scheduled on Sunday. These Sundays are considered regular school days, and students are expected to be present for all scheduled activities. Students from Sunday-keeping churches will be excused for worship.

Half-Days

Half-days are regular school days and **meaningful work is done**. Students are expected to be present.

Comprehensive Attendance Policy

In compliance with New York State law, the school has adopted the following Comprehensive Attendance Policy:

1. Excused Absences: In accordance with the New York State School Boards Association recommendation, student illness, illness or death in the family, impassable roads or weather, religious observance, and quarantine are considered the only legitimate excuses for absences.

2. Absences for Medical Appointments: Every effort should be made to arrange medical appointments outside of school hours. In the event this is not possible, students will be excused for the time necessary to attend the medical appointment.
3. Non-Medical Appointments: Non-medical appointments are inexcusable and should be scheduled outside of school hours.
4. Lateness to School: Student illness and extreme emergencies are the only legitimate excuses for tardiness. **Written excuses** should be sent in on the day of the tardiness. The child should present the slip when entering the classroom. The slip should be dated, written, and signed by the parent/guardian. Work missed due to an unexcused tardiness must be made up. Any student is considered tardy who is not seated in his/her classroom and ready to work at 8:00 a.m.
5. Absence from School Premises: No student shall leave the school premises at any time during the school day without a request in person or in writing from the parent, guardian, or principal.

Unacceptable attendance

1. A student shall be determined to have an unacceptable attendance record who accumulates three unexcused absences and/or six unexcused tardies for a grading period.
2. When a student reaches the criteria described above, a formal letter will be sent home by email or mail notifying parents that any additional unexcused infractions will result in the student's records being referred to the admissions committee.
3. Upon the review of the student's record, the school board admissions committee may:
 - (a) Request that the parents submit a written plan to address the problem;
 - (b) Require the parents/guardians to meet with the discipline committee to seek a solution;
 - (c) Recommend that the principal contact local truancy officers;
 - (d) Dismiss the student.
4. A student who is absent as many as seven days out of a grading period, for whatever cause, will likely find it difficult or impossible to complete a learning stage. He/she may receive incomplete or failing grades unless it is evident to the teacher that his/her work has been satisfactorily made up.
5. Exceptions may be made for extended excused absences or unusual circumstances with approval from the classroom teacher and the School Board admissions committee.

HEALTH

Physical Exams

A physical examination is required by New York State for all new students and then routinely for all children in grades Pre-k or K, 1, 3, 5, 7, and 9. The examination must be completed by a New York State licensed physician, physician assistant or nurse practitioner and a copy of the examination provided to the school within 30 days from the first date of school.

Immunizations

New York State Law mandates that all students entering school for the first time or transferring to a new school must provide documentation from a physician that the student's immunizations are up to date. This must be done within 14 days of the beginning of classes. If such documentation is not provided, the student is suspended from school until such time that immunizations are brought up to date or documentation is furnished. This is the responsibility of the parent/guardian.

Health Screening

Students receive annual hearing and vision tests throughout the school year. Scoliosis (curvature of the spine) screening is also conducted in the spring for children age eight to fifteen. Parent/guardian(s) are notified if problems are found.

Medication

School health personnel cannot legally diagnose, prescribe or treat. If it is necessary, however, for a child to receive medication during the school hours, the following steps must be followed:

1. A written order must be obtained from the physician prescribing the medication, stating the name of the medication, dosage, time to be given, and the effect of the medication.
2. Prescription medications must have a pharmacy label that displays the following:
 - a. Student name
 - b. Name and phone number of pharmacy
 - c. Licensed provider's name
 - d. Date and number of refills
 - e. Name and medication/dosage
 - f. Frequency of administration
 - g. Route of administration and other directions
3. Over the counter (OTC) medications must be in the original manufacturer's container/package with the student's name written on the container/package.

4. Parent/guardian must send a **written request** that medication be given to their child.
5. Medication must be given directly to the teacher or administrative assistant by the parent or guardian. Students are not permitted to transport medications at any time. Medications will be secured in a locked closet or safe. Students are not allowed to have medication in their possession while on school property.
6. Medication must come in the original container.

These procedures apply to over-the-counter medications as well as prescription medications. The school nurse will administer the medication only under these conditions.

Illness in school

Parent/guardian(s) are asked to keep at home a child who has a fever, a persistent cough, contagious condition, vomiting, or other symptoms of acute illness. The close conditions of a classroom make it imperative that a sick child be kept from spreading his/her illness to others.

If a child becomes ill or injured at school, the teacher will do his/her best to make the child comfortable, the nurse on call will be notified and, if necessary, arrangements will be made for the child to be sent home.

COVID and Similar/Related Illnesses

Our school follows as closely as possible guidelines published by the CDC. Students and staff are expected to follow these guidelines in order to attend school. Students who have been exposed and/or under quarantine are required to provide evidence (a picture texted to the school) of a negative COVID test taken on the morning of the school day on which they are expected to return.

Nutrition and the Brain

Modern brain and nutrition research demonstrate an irrefutable link between mind and body. Healthy food creates a healthy brain. What your children eat for breakfast and lunch will affect their entire day—positively or negatively—and will establish habits that either benefit or harm them throughout their lives. It is unrealistic to expect children to be focused and clear-headed after eating a cookie, “Pop-tart”, sugary cereal, or a rushed, greasy, drive-through breakfast on the way to school.

Better breakfast choices might include:

- fresh or frozen fruit on whole wheat waffles or pancakes
- fruit, nut muffins, and yogurt
- scrambled eggs, fruit, and whole grain toast
- oatmeal or another whole grain hot cereal with chopped apple or dried fruit, and seeds/nuts
- nut butter on whole grain bread and a banana

- breakfast smoothie with protein powder and frozen fruit
- whole grain toast with sliced tomato and avocado

School Breakfast and Lunch Programs

Parkview offers a breakfast and lunch program as funds and volunteers are available. We make every effort to provide students with the best nutrition possible, including foods that are as close to their natural form as is practical. Likewise, we will actively work to eliminate processed, artificially colored and flavored foods as well as those with high and/or hydrogenated fat and sugar content. We ask that parents invest no less effort in choosing and preparing food for their own children.

Students who bring food from home are encouraged to make vegetarian choices. Parents, please **DO NOT** send your child to school with:

- food or drinks high in sugar or high fructose corn syrup or those containing caffeine (soda is not appropriate at school);
- candy and gum
- pork or shellfish such as shrimp, lobster, clams, mussels (see Leviticus 11 regarding unclean meats).

Students who bring unacceptable items identified above will be asked to return them to their home and, if needed, will be offered a school lunch instead.

Students will be expected to return *all* uneaten food to their lunch boxes so that parents will know what has been consumed. Students are not allowed to share food for both allergy and sanitation reasons. Teachers may occasionally grant special permission to share food under unusual circumstances and at their discretion.

Breakfast will be served from 7:45 to 7:55 a.m. and the kitchen will be closed to students at 7:55 a.m. Students who arrive late should not expect to be served breakfast as they need to quickly enter class and engage with the learning already in progress.

Allergens

Parents of students with allergies are responsible for providing a medical note listing any allergy. The kitchen staff will take every possible precaution to prevent exposure. Students with multiple or severe allergies may be asked to bring food from home. Additionally, parents must monitor the lunch menu and provide alternatives on days when the menu is not appropriate for their child. Parents have the option of leaving a supply of allergy-friendly treats for special occasions.

Treats for Birthdays or Other Celebrations

Parents often wish to celebrate their child's birthday by providing treats for the whole class. We are happy to honor this wish as long as the treats comply with the nutrition standards outlined above. This means that typical store-bought cupcakes/birthday cakes or donuts will not be allowed. Some alternatives, which students will come to appreciate as their tastes adjust to more natural foods, might include:

- frozen fruit bars (please check the ingredients to ensure that they contain real fruit and juice rather than sugar or corn syrup and no artificial coloring/flavoring)
- popcorn (natural, not microwaved or GMO)
- whole grain and fruit muffins
- fruit smoothies
- frozen banana “ice cream”
- 100% fruit juice- never soda or other artificial beverages.

The same principles apply to classroom celebrations such as holiday parties.

THANK YOU for working with Parkview Junior Academy to help us achieve and maintain high standards of nutrition for our students.

GRIEVANCE PROCEDURES

The emphasis of this Grievance Policy is placed on candid and open communication between those involved. The process emphasizes the solution of problems at the level closest to their origin and is based on the premise that each party is interested in fair and just solutions to grievances.

1. The student, parent/guardian, or constituent member should first contact the individual teacher and attempt to resolve the issue directly,
2. If unresolved, the grievant shall contact the principal of the school.
3. If this does not resolve the grievance, then the grievant shall communicate with the School Board Chairperson.
4. If the above steps prove unsatisfactory and the student, patron, or parent/guardian feels that a further appeal is needed, he/she should contact the School Board Chair and ask for a full School Board review. The New York Conference Superintendent of Education and/or his/her designee must be present when teacher concerns are addressed at a meeting of the School Board.
5. If resolution is not attained, the matter should be taken to the New York Conference Board of Education. The decision of the New York Conference Board of Education will be final.

GENERAL INFORMATION

Insurance

The insurance plan designed for students of the New York Conference of Seventh-day Adventist schools is administered by Guide One. This policy provides **excess insurance** only. It is secondary to all other forms of insurance. Forms are available from the school office.

Care of Personal and School Property

Student damage to school property, including textbooks, will be the responsibility of the student and his/her parent/guardian. Willful destruction of school property will subject the student to serious disciplinary action including restitution.

The school is not responsible for money or other personal property of the student. This includes property left by a departing student.

Students share the responsibility of keeping the classrooms and school premises neat and clean. Cleaning tasks are completed by students during each school day.

Emergency School Closings

If it becomes necessary to close school because of inclement weather, poor road conditions, or other emergencies, announcements will be broadcast on the following television stations: WSTM – 3, WTVH – 5, WSYR – 9

Look for Parkview Junior Academy by name. We will usually but not necessarily, close when Syracuse City Schools close.

Jupiter

Our school information system, Jupiter, enables us to contact parents in the event of an emergency. Parents are responsible for monitoring their texts, phones or emails and may indicate their preference of method of communication.

Playground Use Before and After School

For safety reasons, students are not permitted to use the playground or gymnasium before or after school hours, unless supervised by a teacher or afterschool provider or by another responsible adult and with the permission of the principal.

Telephone/Cell Phones

The school telephone is for school use only. In an emergency, teachers may give students permission to call their parent/guardian. Under any other circumstances, students must get permission from the teacher. Please make all arrangements with your child(ren) before school. To keep classroom interruption to a minimum, parents are required to communicate through the school office. The administrative assistant will relay urgent information to the appropriate teacher or the principal. Parents should not expect responses to text messages during the school day and must not interrupt class with phone calls.

Students are permitted to bring cell phones to school. Cell phones must be turned off and kept in lockers or backpacks unless students are given permission by the teacher to have and use them during the school day. Students involved in unauthorized use of cell phones may lose the privilege of having a cell phone in school and will be asked to surrender the phone to the teacher upon arrival at school.

Transportation

Transportation is the responsibility of the parent/guardian. The school cooperates with the various school districts, which bus students from their areas of residence in accordance with state regulations.

Requests for busing for the following year are to be submitted **by April 1** directly to the school district in which the student resides. Parkview does not handle these arrangements except in the case of the Syracuse City School District. All changes in transportation after school require **written permission** from the parent/guardian with proper instructions regarding the change of destination and/or mode of transportation.

It is the parent/guardian's responsibility to call their district transportation office when their child will not be riding the bus, whether in the morning or in the afternoon. This is a matter of common courtesy. Students whose behavior does not meet the standards of Parkview Junior Academy, will be suspended from the bus for a period of 1-5 school days, at the discretion of the principal. In this event, it will be the parent's responsibility to transport the student during the time of suspension.

Visitors

Parent/guardian(s) are always welcome to visit. As a courtesy to teachers, parent/guardian(s) are asked to make prior arrangements. For the security of students, school entrances are kept locked during the school day.

Please do not request conferences with classroom teachers during school hours. We will be happy to arrange conferences outside of school hours. Staff meetings are typically held on Friday afternoons immediately after students are dismissed, so parents are encouraged to talk with teachers on other days of the school week. Please be aware that it is difficult for teachers to have lengthy or private conversations when students are arriving or when they are being dismissed.

In the interest of providing an atmosphere conducive to learning, it is requested that students do not bring their friends or relatives to school. Exceptions may be made for special circumstances, but teacher permission must be obtained in advance in these cases.

Security

We live in perilous times. The staff of Parkview are committed to doing everything in their power to protect the students in their care. The school keeps doors locked and has security cameras throughout the building. Each classroom and the library are equipped with Barracuda door barricades and students are trained to assist teachers to quickly install them. Students practice fire, lockdown and evacuation drills. Classrooms have an emergency kit in case of they are unable to leave the

premises. Parents are informed about a reunification location in the event of an emergency.

Home and School Association

All parent/guardian(s) are members of the Home and School Association. This organization directly benefits our school, churches, and home with better understanding of our programs and purposes at Parkview. Parent/guardian(s) are encouraged to become involved in the Home and School Association.

Home and School Mission Statement

The purpose of the Home and School organization is to unite the home, the school and the church through Christ-centered activities. We will help to provide needed supplies or improvements for the school by hosting fund raising activities that both promote and support our school. We will also plan activities that bring our families together for fun and to help foster a community where God is the center.

Handbook/Policy Changes

The Parkview Junior Academy School Board reserves the right to change any policies or items in this handbook at any time. Policies adopted and announced during the year are as binding as, and shall take precedence over, those published in the handbook.