

# **PARKLANE ACADEMY**

**2019-2020**

## **7-12 STUDENT HANDBOOK**

*Revised 7/9/19*

**1115 Parklane Rd.**

**McComb, MS 39648**

**601-684-8113 – Business Office**

**601-684-7841 – High School**

**601-684-7842 – Elementary Office**

**Website: [www.parklaneacademy.net](http://www.parklaneacademy.net)**



**Jack Henderson, Headmaster**

**Jill Jackson, Academic Dean**

**Sid Siebert, High School Principal**

**Linda Love, Elementary Principal**

# INSTRUCTIONAL CALENDAR 2019-2020

Teachers Report.....	August 5, 2019
New Student Orientation.....	August 7, 2019
First Day of School.....	August 8, 2019
Labor Day Holiday.....	Sept. 2, 2019
Homecoming vs Brookhaven.....	Sept. 27, 2019
End of first nine weeks.....	Oct. 11, 2019
Fall Break.....	Oct. 14-15,2019
Thanksgiving Holidays.....	Nov. 25– Nov. 29, 2019
Teachers' Meeting (Student Holiday).....	Dec. 6, 2019
Semester Exams.....	Dec. 17-Dec. 20, 2019
End of second nine weeks.....	Dec.20, 2019
Christmas Break.....	Dec. 23– Jan. 3, 2020
Second Semester begins.....	Jan. 6, 2020
Dr. Martin Luther King Holiday.....	Jan. 20, 2020
End of third nine weeks.....	Mar. 6, 2020
Grandparents'/Grandpal Day.....	Mar 6, 2020
Spring Break.....	Mar. 9 – Mar. 13, 2020
Good Friday.....	Apr. 10, 2020
Easter Holiday.....	Apr 13, 2020
Senior Exams.....	May 1– May 6, 2020
Senior Class Day.....	May 8, 2020
Graduation.....	May 8, 2020
Awards Day 7-11.....	May 13, 2020
Kindergarten Graduation.....	May 12, 2020
Exams.....	May 15- May 20, 2020
6 <sup>th</sup> Grade Graduation.....	May 14, 2020
Elementary awards Day.....	May 20, 2020
Last day of school for students.....	May 20, 2020
Teachers Work Day.....	May 21, 2020

# PARKLANE ACADEMY MISSION STATEMENT

Parklane Academy, a parent-governed, college preparatory school, exists to challenge young Christian men and women to love others as themselves and to grow in knowledge and skill in order that they may serve others through their character and leadership.

## PHILOSOPHY

We, the faculty, the student body, and the community feel that each individual student is the basic responsibility of Parklane Academy. We believe that the Christian development of the child is the primary function of Parklane. However, the home, the church, the family, and the community must share in the physical, social, moral, and spiritual development of the child. Parklane Academy must, by both precept and practice, prepare our youth to become well-adjusted citizens who can make a positive contribution toward effective living in a democratic, Christian society. Parklane should recognize that each student is an individual with varying needs, interests, learning capacities, talents, and aspirations. The college preparatory curriculum should be basically sound in the requirements for all students.

The relationship between teachers and students at Parklane Academy should be a harmonious and happy one, characterized particularly by friendliness, cooperation, helpfulness, admiration, tolerance, and mutual respect. The teachers should serve as guides, advisors, and fountains of knowledge in the educational process. They should be the authority which is necessary to stabilize the student from within.

The administration and staff of Parklane Academy in grades K-12 strive to maintain an educational program which will provide experiences that teach each student personal responsibilities and obligations and that foster abilities and Christ-like attitudes essential to the most effective living in a democracy.

***“Do unto others as you would have them do unto you.”***

Luke 6:31

# NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Parklane Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Parklane does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, nor in its tuition assistance, instructional or activity programs.

## ABSENCES

A student who is absent from school for any length of time, even part of a day, is required to have a parent call or send a note explaining the tardy or absence. If a student does not provide the proper notification (or telephone call) upon return to school he/she will be given an unexcused absence until the proper notification has been received.

*Five is the maximum number of absences allowed during a nine-week period. Any student with more than five absences will need a doctor's excuse before being admitted to class.*

*Any student who misses more than 10 classes per semester or 20 in the school year may not receive credit for the class unless the absences are deemed special circumstances by the school's board of directors. If you miss 25 minutes or more of the 50 minute class, it is recorded as an absence. Students arriving 25 minutes, or more, late may be held from the class as not to disturb the class in progress.*

If possible, make arrangements through the office prior to the absence. Students are responsible for work missed due to any circumstances.

All absences will be classified as either excused or unexcused. **Excused** absences meet one or more of the following conditions:

1. Illness, death, or marriage in immediate family.
2. Absences necessitated by student representing school in athletics, band, club trips, etc.
3. Emergencies – to be cleared with office.

4. Those obtained by special permission in the office. Special permission may not be granted during term tests and/or semester exams except in emergency situations. (Death or illness)

Absences due to any other cause are considered UNEXCUSED, including errands for parents.

**To be eligible for extracurricular activities i.e. practice for game, student is to be at school for the first three periods of the day. Exceptions are approved by Administration prior to activity.**

Not only is irregular attendance considered unsatisfactory and detrimental, but it automatically lowers the scholastic rating of the student. Each unexcused absence may result in after school or Saturday detention workday and may result in suspension from extracurricular practice or games. *Students will not be allowed to make up work missed while in suspension resulting in a "0" in all work missed. Parklane does not observe a "Senior skip day"!*

Students who get an "excused absence" will not be penalized in their work provided they make up the work missed in a manner and time frame satisfactory to the teacher.

*All work must be made up within one week of the absence.* If the work is not made up within one week, a zero will be given for the work missed. It is the student's responsibility to contact each teacher about making up work. Make-up testing is on Wednesday mornings at 7:15 and Saturday mornings at 8:00.

A student who is absent from school without the knowledge of his parents SHALL BE SUSPENDED FROM SCHOOL UNTIL SUCH TIME THAT THE PARENTS COME TO THE OFFICE TO ASSURE CO-OPERATION IN THE FUTURE. ("UNEXCUSED absence" from each class missed.)

## **ANNOUNCEMENTS**

A daily bulletin will be provided by the school office. Announcements for the next day should be in the office by 8:00 each day.

The public address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

## ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

Backpacks and other materials are to be left in the classrooms during programs.  
Purses and billfolds are to be taken into the gym with you.

## ASSIGNMENTS

Assignments can be viewed on Plus Portals. Parents are encouraged to view assignments and grades on Plus Portals. Teachers upload these weekly. The office will assist in acquiring assignments and books when student is absent. Cut-off time is 11:30 a.m. to request. Pick-up time is 12:30 – 3:00 p.m. from the high school office.

Progress reports will be posted online. Report cards will be issued, must be have a parent/guardian's signature and then returned.

## CLASSROOM RULES

1. You have 3 minutes to exchange classes. When tardy bell rings teachers will close doors and begin by checking roll. If you are not in the room or do not have a valid reason for tardiness, teacher will record tardy or absence. **DO NOT SOCIALIZE BETWEEN CLASSES!**
2. Bring materials that are needed for each class to room. Return trips to lockers may be a tardy strike and are irresponsible on your part.
3. Enter the room quietly; sit in your assigned desk.
4. Read the board or be prepared for class after roll call.
5. Food, candy, gum, and drinks (other than bottled water) in rooms is prohibited.
6. Keep desk clean. Do not write on tops. Do not leave trash in desk or on floor.
7. Do not blurt out. Wait to be recognized before answering.
8. The bell does not dismiss you, the teacher does.

9. Remember: You are here to learn. Breaking rules detracts from learning. Do your part in making learning a pleasant and fun experience.
10. ABSENCES: You are responsible for any classwork missed for any reason. The amount of time needed to make-up the work will be determined by the teacher. If you are absent the day before a test which has been assigned on a previous day, you are expected to take the test as scheduled.

Students are to take backpacks to next class (inside) or to designated backpack tables, if changing buildings following their break or lunch. Leaving bags in the gym lobby, in hallways, or on top of lockers is prohibited.

Students are to take their athletic bags, cheer bags, etc. to their respective dressing rooms or designated areas before school. Backpacks/books are to be kept in lockers or in designated areas of classrooms. Do not bring backpacks to cafeteria. \*\*The bag racks are NOT a holding area for cheer/gym bags!\*\*

#### PROBLEMS:

Students with class work of such quality that they no longer have a chance to receive a passing grade for the semester/year may be dropped from the class if they in any way detract from what is being taught to the other students. Students whose behavior is sufficiently distracting in a class so that their behavior causes abnormally reduced educational opportunity for the other students may be removed from the class or receive in-school suspension for that class. If the students dropped from classes for non-achievement or for distracting behavior cannot be profitably re-assigned to some other educational activity for the remainder of the semester/year, they shall be assigned to study hall.

## CODE OF HONOR

Parklane adopts the position that honor is a personal matter for each individual, and that each individual must accept responsibility for his or her own conduct. We try to inculcate into each individual a desire for honesty in all relationships. This prohibits lying, cheating, stealing. It insures an individual's moral growth as long as he or she respects and upholds these ideals. Parklane feels that honor is a growing thing and that older students not only should feel responsibility for their own conduct, but also should establish an atmosphere of honesty for younger students. While no student can be another's conscience, he or she can influence

and go on record as creating honesty in all relationships. In accordance with the beliefs above, Parklane sets forth the following code of honor:

1. Giving or receiving help on examinations is a breach of the Honor Code.
2. Copying homework from another student's paper is a breach of the Honor Code.
3. Misrepresentation of the fact is a breach of the Honor Code.
4. Taking another's property is a breach of the Honor Code.
5. Missing a class to improve a test grade is a breach of the Honor Code.

*\*\*Subject, but not limited to:*

Cheating: "0" on work for student(s) involved

Lying: Saturday Detention or Administration discretion

Stealing: Saturday Detention or Suspension

## **DANCE POLICY**

### **DANCE DRESS AND BEHAVIOR CODE**

#### DRESS CODE:

- GIRLS: Two piece dresses that show a SLIGHT midriff will be acceptable dress code for the prom. No low-cut dresses in back to behind OR in front to show excess cleavage. If the dress has a split, whether in front, side or back, it must be right above the knee.
- BOYS: Tuxedo or suit only that compliments their date's dress. The coat may be removed, but everything under the coat must stay on the entire dance.

#### BEHAVIOR CODE:

- We are a Christian school with morals. The dance is an extracurricular activity. Our students should portray those morals on as well as off campus. Appropriate dress code ensures these morals to be expressed by our students.
- Seniors and juniors are young adults who are beginning to build their reputation for life. We as sponsors and chaperones have established and continue to build on that good-standing reputation. We intend the dance to go well for the upcoming classes at Parklane Academy. If by any reason a student(s) presents bad behavior, THIS INCLUDES ANY

SUGGESTIVE AND PROVOCATIVE DANCING, you will be escorted from the dance by staff/security.

- All students and their dates are required to check-in to the dance by 10:30 p.m..
- Once you enter the dance, you will be required to stay. If you choose to leave before 11:30 p.m., you will be required to sign out and you may not return to the grounds or the dance.
- The sponsors will be checking for the following before anyone is allowed to enter the dance:
  1. Appropriate dress code
  2. Breathalyzer test for alcohol
  3. Search of personal possessions for any controlled substance, be it alcohol, tobacco, drugs, vaping devices(including juuls and e-cigarettes), etc.
  4. Student and their date are on the list with appropriate completed papers on file.
  5. Girls have one guy date, and guys have one girl date.
  6. Students arrive with the appropriate behavior of young men and women.
  
- If these requests cannot be met, the security guard will be asked to escort the student and his/her date from the dance. The sponsors believe you can have fun and share good memories with your classmates and do what is right.
- It is the responsibility of the Parklane student to inform their non-Parklane date of the dress code and behavior code prior to the function.

Dances at Parklane Academy are social events intended for the enjoyment of Parklane students.

“Guests” must be registered in the office by noon on the day of the dance to be admitted to the dance. “Guests” may not be 21 or older. A dance form (available in high school office) must be completed and turned in prior to dance for any non-Parklane student wishing to attend. The Parklane student will be responsible for any misconduct of said guest. No one may leave the dance and expect to return unless there is an emergency and approved by the sponsor. All school rules will apply as to conduct.

## DEMERITS AND DETENTION

Demerits will be issued by teachers for classroom or handbook infractions. Demerits continue all year. The student will serve detention at break, morning, after school or Saturday work detention.

Habitual offenders may be suspended from class and/or school. *Suspended student may be penalized with an in-school suspension penalty of "0" for class work and "0" on tests missed.*

Students will be notified one day in advance to arrange transportation. Students will not be excused from detention to attend extra-curricular activities. If a student fails to attend an assigned detention, he/she is required to meet with the administration – disciplinary action may be taken plus the attendance of a Saturday detention.

## DISCIPLINE/STUDENT CONDUCT

The concept of respect is at the heart of Parklane's expectations concerning the behavior of its students. Respect for each other's rights and for our institution affirms the Christian ethic that is central to the Parklane philosophy.

It is admittedly difficult to ensure that our students achieve the true spirit of respect. We hope and intend that our policies, our caring teachers, our challenging and enriching curriculum and extra-curricular program, and indeed all of our initiatives encourage our students to respect humanity and its accomplishments. Overt behavior, as we all know, will often reveal where respect is lacking. At Parklane, each person must commit himself or herself to respect others. *Accordingly, the administration has developed penalties to discourage unacceptable behavior, and Parklane bases the relative severity of these penalties generally upon the considered degree and impact of the disrespectful actions.*

Rules are purposeful. Students must acknowledge limits of behavior for school to proceed in an orderly manner. When a student enters Parklane, he or she is responsible for learning the rules and showing them the respect they require to be effective. Systematic means exist whereby rules can be changed, but breaking rules is not one of them.

## I. METHODS OF DISCIPLINARY ACTION:

- A. **TEACHER INITIATED:** The teacher will discipline the student at the time of the infraction.
- B. **ADMINISTRATION REFERRALS:** Students may be referred to the office for a conference for repeated offenses of deliberate and willful misconduct or disrespect for fellow students and/or teachers. Parents may be contacted.

## II. PROCEDURES THAT MAY BE TAKEN -But not limited to:

- A. Break detention or Study Hall work
- B. Corporal punishment – May only be administered by the principal, the administrator, or their designee.
- C. Work detail or Saturday work detention.
- D. **IN-SCHOOL SUSPENSION** – Student will be removed from class or classes; student will receive a *grade of 0 per class affected including tests*. There may be no extracurricular activity for that day with assignments to be completed before school dismissal.
- E. **OUT-OF-SCHOOL SUSPENSION** – Student will be removed from school grounds; length of suspension from one to three days;– *0 for class work and a 0 for tests missed*. There may be no extracurricular activity on days of suspension. Student may be placed on conduct probation and a parent conference required to re-admit student after suspension. Exemptions are forfeited for each class affected.
- F. **EXPULSION** - Any student who violates the policies and rules of Parklane in such a manner that the student is uncooperative and/or a threat to the general welfare of the student body and/or faculty may be brought before the Administration and Board of Directors for expulsion. Exemptions are forfeited for each class affected.

## **DISMISSALS**

Requests for dismissal during the school day must be written requests (or a telephone call to the office) from the parent or guardian. If a student knows when he comes to school he will need a dismissal, he should bring a written request from his parents or guardian stating the exact time and reason for dismissal. A dismissal constitutes an absence and should be requested only when absolutely necessary.

**\*\*Make every effort to dismiss at end of class period.**

The principal or designee is to approve dismissals. *It is the student's responsibility before his/her dismissal time to get assignments for classes he or she will miss and for the class work for the next day - test are to be taken before leaving school. Dismissals will count as one of student's five absences for the nine-week period. Students are to present principal with their assignment sheet with the teacher's signature prior to leaving school.*

Only a parent may check out their child (following above guidelines). If several students are spending the night or traveling together, it is the responsibility of the parent of each student to call the office or send a note in advance to make arrangements. A student will not be dismissed until contact with the parent has been made.

A sign-out record of all students who secure permission to leave school is kept in the office. This record reflects the time they leave, their reason for leaving, and other information pertinent to each student's dismissal.

All students dismissed from school because of illness will be sent directly home only after parents have been notified or to a doctor in case of emergency if the parents cannot be located.

**Students may not check out to eat lunch off campus nor have food delivered. This may constitute an unexcused hour.**

Leaving the school grounds during the school day without an authorized dismissal constitutes an unexcused absence from school. Student may receive an out-of-school suspension and will be required to complete all assigned work with same penalties as a suspension. *Student may receive a "0" on classwork or tests missed.*

## **DRESS STANDARD (7-12)\*\*(revised 7/10/18)**

Parklane reserves the right to resolve any question relating to the dress and appearance of students.

Homeroom teachers (1<sup>st</sup> period) will observe and correct student dress. Questionable attire in grades 7-12 is assigned to Coach Siebert (boys) and Mrs. Jackson (girls). Violators will be sent home immediately, unless correctable at school, with unexcused tardy for each class missed. Dress code violations will be reported to parents.

Parklane Academy is an Adidas school. Patrons receive a 15% discount by using our school code. School monogrammed attire may be purchased from Parklane's online store during the first ten days of every month. ([www.parklaneacademy.net](http://www.parklaneacademy.net))

**SCHOOL COLORS ARE: RED, WHITE, ROYAL BLUE, NAVY BLUE AND GRAY**

- A. SHIRTS** – Polo or Button down dress shirts in solid school colors, short or long sleeve, are to be worn Monday – Thursday. T-shirts, short or long sleeved, are to be in solid Parklane colors (non-traditional color t-shirts) may be worn on designated days.

Typically the last day of the school week is “Denim Day”. Cost is \$1.00 to wear jeans and a school approved t-shirt. The denim money collected is used for benevolence. Jeans should fit properly and without holes. Denim day wear may be Parklane t-shirts, MAIS or Parklane sanctioned tournament t-shirts. Church or Christian camp shirts are acceptable. – All shirts must be administration approved. ALL shirts are to fit correctly. NO exposed midriffs or undergarments.

- B. Pants** –

**GIRLS:** Khaki pants, shorts, skirts, or jumpers may be worn. Shorts, skirts, and jumpers are not to exceed 4 inches above the back crease of the knee. NO skin tight leggings (jeggings) are to be worn.

**BOYS:** Khaki pants or shorts may be worn. Shorts are not to exceed 4 inches above the back crease of the knee when standing.

\* Warmups and windpants must be approved by administration. Colors acceptable are red, gray, and blue. Must be neat in appearance.

### C. Shoes

1. ALL lace-type shoes must be tied; beach flip-flops are prohibited.
2. BOYS: Sockless feet are prohibited.
3. Cleat type shoes are prohibited.

\*\* "Spirit shirts" and/or team wear may only be worn in their respective season, with Administration approval by sponsor/coach. \*\*

IMPROPER ATTIRE INCLUDES BUT IS NOT LIMITED TO:

#### Female:

- Hats/caps inside the buildings
- Any unnecessary attire, hairdo, etc. that brings undue attention to an individual or group. (vice wear, trench coats, colored hair, braids, etc.)
- Visible tattoos or piercings (only pierced ears, in moderation, are acceptable)
- Undergarments are NOT to be visible.

#### Male:

- Hats/caps in the buildings
- Visible tattoos or piercings
- Any unnecessary attire, hairdo, etc. that brings undue attention to an individual or group (vice wear, trench coats, colored/bleached hair, braids, etc.)
- Facial hair (mustaches, beards, etc. are prohibited, including one-day growth; students must shave at home or be removed from class to shave.)

ADMINISTRATION WILL MAKE FINAL DECISIONS.

### COLD WEATHER ATTIRE

Parklane Colors: Scarlet Red, White, Royal or Navy Blue, Grey and Khaki

Outerwear must be in solid school colors. Sweatshirts, sweaters and vests over a dress code shirt are acceptable, but these must be plain or Parklane logo and in solid Parklane colors.

**DRUG TESTING POLICY OF  
PIKE SCHOOL CORPORATION  
d/b/a Parklane Academy (amended 10/25/18)**

For the purposes of this policy, “student” refers to any student in grades 7-12 enrolled in Parklane Academy (sometimes referred to as “Parklane” or “the Academy”).

Students and parents/legal guardians will be made aware of the drug screening process, the steps and consequences if and when a student tests positive, and required to sign documents agreeing to submit to drug testing/screening in accordance with procedures in place at the Academy from time to time. It is important to maintain accuracy and confidentiality of the test results, including maintenance of a documented chain of specimen custody to insure the identity and integrity of the sample through the collection and testing process.

**PURPOSE.**

The purpose of the Drug Screening Policy is to aid and assist students. It is not intended to unduly interfere with student’s private life or to bring hardship, but rather to protect the student’s well-being and threat of or to others enrolled at Parklane. Specific goals of the program are as follows:

1. To reassure students, parents and the community that the health and academic progress of each of Parklane’s students is a primary goal of the Academy.
2. To develop a drug-free environment and produce students who can serve as role models to influence peers to lead healthy and responsible lives.
3. To prevent drug use and abuse by students at Parklane Academy.
4. To identify any student who may be using or abusing drugs and to determine the identity of the drug or drugs.
5. To educate any student who may be using or abusing drugs as to the possible physical and mental effects drug use may have, and its possible adverse effects, both short and long term.

6. To provide opportunities for treatment and counseling rehabilitation for any student who is determined to be using or abusing drugs.
7. To provide reasonable safeguards to help insure that every student in Parklane Academy is physically and mentally competent to attend Parklane.
8. To remove the stigma of drug use and abuse from those students who do not use or abuse drugs.

**PIKE SCHOOL CORPORATION,  
d/b/a Parklane Academy  
DRUG SCREENING PROCEDURES**

Pike School Corporation, d/b/a Parklane Academy (sometimes referred to as “Parklane” or “the Academy”), strongly believes that the use and abuse of drugs (excluding those prescribed by a physician to treat specific medical problems) can:

1. Be detrimental to the physical and mental health of students;
2. Seriously interfere with the academic, social and competitive performance of the students;
3. Be extremely dangerous to the student population; and,
4. Create an unfair and damaging stigma for those students who do not use and abuse drugs.

Because of the genuine concern for each student at Parklane Academy, as well as the obligation to assure that Parklane is operated in the best interest of all students, Parklane Academy has a program of drug education, testing and counseling/rehabilitation to assist and benefit all students.

Random drug screening is required for all students. Students and parent(s)/legal guardian(s) are required to sign a student consent/release before enrolling at the Academy. A student will be subject to disciplinary measures as set forth herein when he/she tests positive for controlled substances or adulterants (i.e. tobacco/nicotine in a vaping device), substitutes the specimen, refuses to submit to a test, fails to cooperate at any stage of drug screening or testing, or refuses to execute any required consent/release form.

The drug screening program shall be implemented in accordance with the established policy by the Administration with the advice and assistance of representatives from the medical profession. The contracting testing laboratory

shall be approved by Parklane Academy and drug testing will be conducted according to recognized standards and procedures.

## **PROCEDURES FOR TESTING.**

Quality control and confidentiality shall be assured as follows:

1. The contracting laboratory shall be responsible for collection and labeling of any sample.
2. Labels that include each student's testing number shall be used to identify samples.
3. The student's initials listed adjacent to the student's testing number shall indicate that the number is correct and matches the number affixed to the specimen bottle.
4. Specimen bottles and packaging provided by the contracting laboratory shall be utilized to properly obtain and transport samples.
5. Samples shall be analyzed for one or more of the substances specified in Parklane Academy's Drug Screening Policy by the contracted agency selected to perform the laboratory work.
6. The Administration shall assure that the drug screen policy is implemented on a fair and consistent basis for all students in Parklane Academy.
7. Required drug counseling shall be conducted by an approved agency at the student's expense.
8. The contracting laboratory shall designate a collection site where individuals may provide specimens.

## **SUBSTANCES TO BE SCREENED.**

Students will be subject to drug screening to test for any controlled substance identified in Sections 41-29-113, 115, 117, 119, and 121 of the Mississippi Code Annotated of 1972 (as amended), the possession, use and/or sale of which is expressly prohibited. Those code provisions are incorporated herein by reference. Copies of these statutes may be obtained from the Administrator.

As contents of an electronic smoking device may not be determined through causal observation or easily tested to determine if its contents are tobacco or a more dangerous controlled substance, students in possession of electronic smoking devices or components thereof will be considered under suspicion of being under the influence of a controlled substance, as would any student in

possession of anything that could be considered drug paraphernalia. Therefore, appropriate measures will be taken to drug test any such student in accordance with this policy, as well as any electronic smoking device in the student's possession or control. Such testing shall be conducted at the student's expense.

## **DRUG SCREENING.**

Drug screening shall consist of the collection of a test sample from the student by a contracting laboratory. Each specimen shall be analyzed for the presence of drugs identified previously in this document by the contracting laboratory, which shall be approved by Parklane Academy.

The laboratory shall report all results to the Parklane Administrator. The Administrator will be responsible for reviewing the test results and confirming that the individuals testing positive have used substances proscribed by this policy, adulterated the specimen, or substituted a specimen in violation of the policy. Prior to making a final decision, the Administrator may, at his discretion, provide the student an opportunity to discuss the positive test result.

The Administrator shall promptly schedule a conference between the student and the parent(s)/legal guardian(s) to discuss any positive test result.

For purposes of this policy, a positive result shall mean a test result which indicates the presence of one or more of the proscribed substances in the student's test sample, an adulterated specimen, or a substituted specimen. Refusal to provide a specimen will be considered a positive test. The student and his/her parent(s)/legal guardian(s) shall be notified when a student tests positive.

Random testing will be performed throughout the year for the proscribed substances.

## **REQUEST FOR RETEST SPECIMEN.**

A student may request a retest of the specimen within twenty four (24) hours of notification of a positive result. Such request will be submitted to the Administrator. The student will be required to pay the cost for the retest in advance.

## **RELEASE OF TEST RESULTS.**

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by Parklane through its drug screening are confidential communications and may not be used or received in evidence, obtained in Court discovery, or disclosed in any public or private proceeding except the following:

- (a) As directed by the specific, written consent of the student authorizing release of the information to an identified person;
- (b) To the school administrator;
- (c) To the student's parent(s)/legal guardian(s); or,
- (d) In response to a court order or subpoena.

## **EFFECTS OF POSITIVE RESULTS.**

### **A. First Positive.**

When the first positive result is verified and confirmed, the Parklane Administrator will notify the student's parent(s)/legal guardian(s). The student may be suspended by the Administrator and may be required to enroll in an Academy approved drug counseling program at the student's expense. Subject to successful completion of the drug counseling program, the student may reapply for admission to the Academy.

### **B. Retesting After First Positive.**

The student will be retested after completing the required counseling period. A second positive test/retest will precipitate expulsion for the remainder of the school year.

## **APPEAL PROCESS.**

A student may appeal any decision to the Parklane Academy Board of Directors with three (3) business days. The student shall have the right to have an attorney or other person present, at the student's own expense, and the right to question witnesses.

## **MISCELLANEOUS PROVISIONS.**

If any portion of this Drug Testing Policy shall be found by a court of competent jurisdiction to be unconstitutional or illegal, the remainder of the policy shall not be affected, and shall remain in full force and effect.

## **ENTRANCE SECURITY GATES**

- Front: Open 6 a.m. – 6 p.m. on school days  
24<sup>th</sup> Street: Open 6 a.m. – 9: a.m.; 2 p.m. – 6 p.m. on school days  
(Exceptions will be made for scheduled events)  
Student Pick-up begins at approximately 2:15  
\*Main Gate-pick-up for grades 4-6  
\*24<sup>th</sup> Street entrance-pick-up for grades K-3  
\*Wilson Street entrance-pick-up for grades 7-12  
\*Older siblings should help with their younger siblings.

## **ENROLLMENT**

### **A. WITHIN SCHOOL YEAR POLICY**

New students living within our school area (driving distance, etc.) desiring enrollment during the school year will not be accepted until all admission requirements have been met, including receipt and review of the student's transcript of records from the previous school. In addition, the student along with at least one parent will be interviewed for acceptance or rejection at a formal Board meeting before attending any classes. (Families moving into our school area for the first time may be accepted without attending a Board meeting.)

### **B. PRE-REGISTRATION FOR THE NEXT SCHOOL YEAR**

(Usually first two weeks in February)  
Students must pay their pre-registration fees in order to be eligible for any type of try-outs relative to the next school year. (Including spring football practice)

## **EXEMPTIONS FOR SECOND SEMESTER EXAMS**

Exemptions are privileges that are earned. The following are factors that are considered before exemption privilege is granted.

1. Maintain a class average of 90 for 2<sup>nd</sup> semester
2. No more than 10 absences for the semester.
3. No more than exceed 8 tardies for the semester.

#### 4. No suspensions

Semester courses *that are worth a ONE-HALF credit* will be able to earn exemption from the final exam for first semester. (Government/Economics, Fine Arts, Speech, Computer Applications, Computer Science, ACT Prep).

Reward for extra-curricular activities involving any championship type accomplishment will not include any interruption of the academic schedule such as exemptions from exams or days off unless prior approval of the Board of Trustees is granted.

## **EXTRA-CURRICULAR ACTIVITIES**

(Practice and/or Games)

### A. POLICIES:

1. School attendance for the first three (3) periods on the day of the activity is mandatory to be eligible for said activity that day and the day after in order to be eligible for the next activity, unless absence is deemed necessary after parental discussion with school administration. Exceptions to the above will be made by the administration only after careful evaluation and consultation with the student, parents, and sponsor of the event involved. This includes attendance for the full day after the activity.
2. Every effort should be made to avoid late evening practice sessions (after 6:15) on school nights, especially Wednesdays. Exceptions must be approved by the administration in advance.
3. Pupils shall not be taken from class periods during the school day for practice sessions, performances, or other extra class activities.
4. Parklane expects all students to be good examples of the ideals and policies of the school which they represent while attending extracurricular activities.
5. The use of either tobacco and tobacco products, vapes, juuls, e-cigarettes and or alcoholic beverages is strictly forbidden.

6. Vulgar or obscene language is strictly forbidden.
7. Parklane expects all students to be on time for and in attendance at all regular and called meetings and practices unless sponsor grants permission for tardiness or absence in advance.
8. Parklane expects all students to meet the academic and other requirements of Parklane and the MAIS. (i.e.: insurance and athletic physicals)
9. No parents, relatives, friends, or visitors shall be allowed on the playing field or court during any athletic events in which Parklane Academy participates unless deemed necessary by the head coach or Administrator because of injury to a player. They are not to visit in the dressing rooms before, during, or after any athletic events without permission.
10. Discipline of the students in any activity is the responsibility of the sponsors and their action is final unless appealed directly to the Administrator within five (5) school days of the disciplinary action for reconsideration.
11. Parklane expects its students to demonstrate good, sportsmanlike conduct at all times to each other, to visitors, to referees, etc.
12. Teams/activities may have to be limited as to the numbers (particularly travel groups).
13. Athletes will not be allowed to quit one sport in the middle of a season to start practicing another sport until the current sport has ended without the mutual agreement of all coaches and the administration.

## B. ACADEMIC REQUIREMENTS FOR PARTICIPATION

1. An over-all academic grade-point average of 75 *must* be maintained each 9 week term. A twenty (20) day probationary period will be extended to each student the first time his or her average of 75 is not met unless said student has an average below 70. If a student is failing 3 or more subjects at "grade" report (progress report or report card), student is

ineligible for participation. Reevaluation will be at 9 week term. Failure to meet this requirement will result in the ineligibility to participate.

2. Ineligible students will be evaluated by the administration, guidance counselor and each teacher (except coach/teacher) as to any exceptions. Exceptions will not be considered if said student has a below 70 average. All affected students are subject to mandatory study hall before or after school.
3. This requirement is in effect for each term whether any participation is involved.
4. This policy applies to all students who represent Parklane Academy on any squad or group as an individual basis. It also includes student council and class officers.

## **FUND-RAISING PROJECTS**

All fund raising projects related to any facet of Parklane Academy's program, be it student-, parent-, or patron-oriented, must be approved by the Board of Directors at least one month in advance of the proposed project. Projects will be carefully scrutinized by the Board of Directors because Parklane people are burdened with tuition and other school-related expenses as well as the normal family and income related problems. The Board of Directors also recognizes that Parklane patrons will respond to any financial need that the school has when that need is definitely made known.

Some fund-raising projects are necessary in order for classes, clubs and other school related organizations to carry on their activities. All fund-raising projects and any other sales promotions directly involving Parklane Academy, its name, its students, and/or its patrons, either by mail or direct sale, must have prior approval of the school administration and board of directors.

## **GRADING SCALE**

A+.....	100-98	C+.....	79-77
A.....	97-94	C.....	76-74
A-.....	93-90	C-.....	73-70
B+.....	89-87	F.....	Below 70
B.....	86-84		
B-.....	83-80		

Scale used to determine 4-point G.P.A.

A's	GPA	B's	GPA	C's	GPA
100	4.91	----	-----	----	-----
99	4.9	89	3.9	79	2.9
98	4.8	88	3.8	78	2.8
97	4.7	87	3.7	77	2.7
96	4.6	86	3.6	76	2.6
95	4.5	85	3.5	75	2.5
94	4.4	84	3.4	74	2.4
93	4.3	83	3.3	73	2.3
92	4.2	82	3.2	72	2.2
91	4.1	81	3.1	71	2.1
90	4	80	3	70	2

## PARKLANE GRADUATION REQUIREMENTS

English .....	4 units	Math .....	4 units
Social Studies .....	4 units	Comp/Key .....	1 unit
Science .....	4 units	Fine Arts .....	1 unit
		Elective .....	6 units
			(2 may be non-academic)
			TOTAL = 24 units

\*\* ACT is required for graduation.

1. Valedictorian, Salutatorian or any other academic-type award must have been a student at Parklane Academy for the final four full years of school for it to be awarded.
2. Each student should earn at least 5 1/2 credits each year. (Minimum of 5 credits must be scheduled regardless of the number previously earned in order to be classified as a full-time student, and only full-time students are eligible for extra-curricular activities.)
3. *2 credits* — maximum electives allowable as new credit from summer school or by correspondence. *No new required subjects* for credit can be taken in summer school or by correspondence without direct permission from the Administrator. *Six total credits* in summer school or by

correspondence are the maximum allowable toward meeting graduation requirements.

4. Any failed courses must be made up by summer school or correspondence course before the start of the new school year. If the course is not made up, the course must be repeated. No additional credit course can be taken with the failed course. Example: 10<sup>th</sup> English passed before 11<sup>th</sup> English taken.
5. *Special weighted scale for Honors/AP courses.(Honors-1.02; AP -1.09)*
6. *Contact the counselor for transcript request for scholarship/college admissions. Do not open sealed official transcript.*
7. *Twenty hours of community service hours are required for graduation from Parklane. MS Scholars requires 40 hours of community service.*

### C. COURSES REQUIRED FOR ADMISSION TO MS PUBLIC UNIVERSITIES

English: 4 units

Math: 4 units (Pre-Algebra, Algebra I, Geometry, Algebra II, Adv. Math, Alg. III, Pre-Cal, Calculus, Dual Credit College Algebra)

Science: 4 units (choose from Biology I, Advance Biology, I & II Chemistry, Anatomy & Physiology, Physics, Env. Science)

Social Studies: 4 units (must include American History, American Gov./Economics, Ms. Studies, World History)

Computer I & II/World Geography, Fine Arts, Music/Art Appreciation: 1 unit

Required Electives: 2 units (Foreign Language – Spanish and/or French)

## HONOR ROLL

**Administrator's List** - no grade lower than a 90 with average of at least a 92 (academic subjects only)

**Principal's List** - no grade lower than an 84 with average of at least 87 (academic subjects only)

**Honor Roll** - no grade lower than 70 with average of at least 80 (academic subjects only)

# HONESTY, INTEGRITY and PERSONAL WORK

Basic Christian values call each individual student to use his or her God-given gifts and talents honestly. Developing personal honor and integrity leaves no room for copying or offering to complete individual assignments (tests or homework) for another student. This lack of honesty results in the following:

- a failing grade for the particular test or assignment each time
- notification to parents by the teacher each time
- notification to all other teachers of the student on each offense
- placing action in student file on second offense and a mandatory parent-administration conference
- expelled on third offense
- theft of a test may result in expulsion

**2019-2020**

## **Parklane 1:1 iPad Acceptable Use Policy**

**Please read this AUP carefully. You will need to bring the last two pages (signed by Parent and Student) when you pick up your iPad.**

Parklane students in grades 6-12 will be issued an iPad on or before the first day of school. The cover provided should remain on the iPad at all times. If you would like to purchase an additional zippered case for your iPad, you may certainly do so. (This is highly recommended). If you would like to purchase a different case, contact the teach office.

Our goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, research, creativity, communication, increased productivity, and mobile learning. Use of the iPad is a privilege that carries responsibility and behavioral expectations consistent with all

school rules and policies, including but not limited to those stated in the Student Handbook.

By signing this agreement, each Parklane student agrees to use his iPad in a manner that is ethical and responsible- *as deemed appropriate by the Parklane administration*. Parklane retains sole right of possession of the iPad and related equipment. Parklane retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software.

## **Receiving Your iPad**

iPads will be distributed prior to the first day of school (except for 6<sup>th</sup> graders). Parents & students must sign and return the iPad Acceptable Use Policy and Pledge documents before the iPad can be issued. Families must have the technology fee paid before the iPad can be issued.

Failure to return the iPad will result in a theft report being filed with the Pike County Sheriff's office. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Parklane, that student will pay the replacement cost of the iPad. The student will be responsible for any deliberate damage to the iPad.

## **TAKING CARE OF YOUR IPAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

## **General Precautions**

The iPad is school property. Your fee pays for the USE of the iPad for one year and will be re-assessed each year. Students should take their iPads home every day after school, regardless of whether or not they are needed. If a student must store their iPad at school they may check it in for storage with the School Office.

## **IPads Left in Unsupervised Areas**

If an iPad is found in an unsupervised area, it will be taken to the Principal's office and the student will be subject to disciplinary action. Unsupervised areas include the school grounds and campus, unlocked classrooms, and hallways. Keep iPad in your purse, backpack, locker, or a locked classroom. If you put your iPad in your backpack, place it in a location that will not likely get stepped on. Do NOT throw your backpack with your iPad in it. Do not take ipads to the cafeteria during break or lunch. Do not place your backpack where it can be stepped on or have another bag thrown on it. Use your lockers for storage between classes.

## **Screen Care**

The iPad screens can be cracked if subjected to rough treatment. **The screens are particularly sensitive to damage from excessive heat or pressure on the screen.** Do not place anything near the iPad that could put pressure on the screen. Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type. Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen. There is a \$50 fee for a cracked iPad screen. The fine will double after each incident thereafter. Student may be responsible for the replacement cost of the iPad should the device become unusable due to damage caused while in student's possession.

## **USING YOUR IPAD AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad, **fully charged at the beginning of the day**, to all classes. Students are NOT allowed to charge their iPad in class unless specifically allowed to by that teacher. Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery will serve a Saturday detention or other disciplinary action.

## **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

## **iPad Undergoing Repair**

If possible, loaner iPads may be issued to students when their assigned iPads have been sent to the Technology Department for repair.

## **Photos/Videos**

Photo/Image storage on the iPad will be for **school projects only**. Storage of student personal photos/videos or downloaded images is not allowed. Photos/videos are not to be taken in the classroom without teacher permission. A teacher might allow students to take a snapshot of the board or film a review, but this will be with teacher permission only. Violation of this rule can result in the camera being permanently deactivated, as well as detention.

## **Sound, Music, Games, or Programs**

Music is only allowed on the iPad if provided by the teacher for educational use. Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. If earbuds are purchased on your own, they must be BUDS and not headphones. **Non-educational games are not allowed on the iPads.**

## **Printing**

Students should try to keep printing at school to a minimum. When a teacher requires something to be printed students will be allowed to use the school's printers.

## **Home Internet Access**

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

## **SOFTWARE ON IPADS**

### **Originally Installed Software**

Parklane will synchronize the iPads to contain the necessary apps for school work, including a mobile device manager profile. This will allow for Parklane to disable certain features of the iPad which might be considered a distraction. This will also allow us to add/remove apps. The software/apps originally installed by Parklane must remain on the iPad in usable condition and be easily accessible at all times.

**Inspection** - Students may be selected at random to provide their iPad for inspection. DO NOT PUT A PASSCODE ON IPAD!

## **ACCEPTABLE USE**

The use of the iPads is a privilege, not a right. The privilege of using the iPads provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

**Students Responsibilities are to:**

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Help Parklane protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Return their iPad to the Technology Department at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Parklane School for any other reason must return their individual school iPad on the date of termination.

**Student Activities Strictly Prohibited:**

- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of any Messaging services-EX: Apple iMessage, Snapchat, etc.
- Non educational games. Only educational games may be used with permission of a teacher.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Removing the MDM from iPad. Resetting your iPad is strictly prohibited and will result in a \$50 fine and suspension.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Parklane School web filter through a web proxy.

- Students are not allowed to use another student's iPad.
- iPads are not allowed in cafeteria during break or lunch.

### **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Parklane Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

### **Student Discipline**

If a student violates any part of the above policy, he/she may be subject to the appropriate disciplinary action.

1<sup>st</sup> Offense: Saturday Detention

2<sup>nd</sup> Offense: In School Suspension

3<sup>rd</sup> Offense: Possible dismissal

### **2019-2020 Parklane Student Pledge for iPad Use**

- I will use my iPad in ways that are appropriate, meet Parklane Academy expectations and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.

- I understand that my iPad is subject to inspection at any time without notice and remains the property of Parklane. I will NOT put a pass code on my iPad.
  - I will follow the policies outlined in the iPad Acceptable Use Policy and the Parklane School Handbook while at school and at home during all times.
  - I will NOT video or take pictures at school without permission from a teacher or administrator.
  - I will take good care of my iPad.
  - I will know where my iPad is at all times.
  - I will never loan out my iPad to other individuals.
  - I will not let anyone else use my iPad other than my parents or guardians.
  - I will charge my iPad's battery daily and arrive at school with my device charged.
  - I will keep food and beverages away from my iPad since they may cause damage to the device.
  - I will not disassemble any part of my iPad or attempt any repairs.
  - I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover or do anything to permanently alter the iPad in anyway.
  - I will not remove or deface the serial number or other identification on any iPad.
  - I will be responsible for all damage or loss caused by neglect or abuse.
  - I agree to return the iPad, case and power cords in good working condition at the end of the year.
-

## **LIBRARY SERVICES**

The library will be opened at 7:40 a. m. and remain open throughout the day. Students are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time TO DO RESEARCH. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his particular need. CLASSES CAN SIGN up with the librarian in advance of visit if needed. Students are responsible for material/books checked out and for returning them on time. All books and material must be returned before the final week of each semester.

## **LOCKERS/SCHOOL BAGS**

Lockers are issued to students at the beginning of the year and should not be changed without permission from the office. Each student is responsible for keeping their assigned locker clean both inside and outside. Damages will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Lockers are school property and are subject to search, without the student's knowledge and/or presence. No locks on lockers.

Constant traffic to lockers will be avoided by students carrying books for at least two class periods.

Students are to take backpacks to next class (inside) or to designated backpack tables, if changing buildings following their break or lunch. Leaving bags in the gym lobby, in hallways, or on top of lockers is prohibited.

**Students are to take their athletic bags, cheer bags, etc. to their respective dressing rooms or designated areas before school. Backpacks/books are to be kept in lockers or in designated areas of classrooms. \*\*The top of lockers is not a place for gymbags.\*\***

## **LOSS OF ADMISSION AND/OR RE-ADMISSION PRIORITY POLICY**

When a student reaches a point where Parklane Academy can no longer contribute to the educational advancement of said student, and/or said student fails to take full advantage of educational opportunities offered him or her by said Academy, the student may be referred to another school during the present year and will definitely lose his or her priority for automatic re-admission to Parklane Academy the following year.

## **MAKE-UP WORK**

Students who have an excused absence have the privilege to make up class work missed. However, it is the student's responsibility to get the assignments from the teachers. Students absent for extended periods may be given special consideration. Students receiving an incomplete on their report card must make up the work within 1 week. All incompletes after this time will be recorded as failures. *IT IS THE RESPONSIBILITY OF STUDENTS WHO ARE OUT OF CLASS DUE TO SCHOOL RELATED ACTIVITIES TO MEET WITH TEACHERS AND COMPLETE MISSED ASSIGNMENT IMMEDIATELY.* These students should also be prepared for work assigned on the days that they are returning to class (e.g. homework, tests). Failure to make up a test or any other assignment will result in receiving a zero on that particular test or assignment.

*Wednesday is make-up test day to be administered before school (7:15 – 8:00 a.m.), or Sat. 8:00 a.m. Teachers will notify you of Wed. and/or Sat. Exceptions made by administration.*

## **MARRIED STUDENT POLICY**

A married student or an unmarried pregnant female and the male student involved will not be considered for enrollment at Parklane Academy. If any student presently enrolled becomes married or pregnant, the married student or the unmarried pregnant female and the male student involved will be required to withdraw from school and will not be considered for re-admission.

# MEDICATION

Parklane will not provide over-the-counter medicine to students. (Tylenol)

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All prescription drugs must be registered with the guidance counselor and note of this made in the student's file. Any transfer of prescription drugs among students will be considered a serious violation and disciplinary actions will be taken.

## MISCONDUCT POLICY (amended 10/25/18)

The following acts shall be considered misconduct while at Parklane Academy, at a Parklane Academy sponsored activity, or while traveling to or from school or a school event, athletic or otherwise, while in or on school transportation, and may result in any of the following actions, or a combination thereof by the Administration: Exclusion from Extracurricular Activities, Suspension, Expulsion, Payment for Property Damages and/or Criminal Prosecution. Other punishment may be considered by Administration, including, but not limited to Saturday Work Detention.

1. Theft or misappropriation of, or damage to school property.
2. Theft or misappropriation of, or damage to property of others.
3. Violation of the Uniform Controlled Substances Law codified at Section 41-29-101, *et seq.*, of the Mississippi Code Annotated of 1972 (as amended). \*
4. Use, possession, distribution or sale of any tobacco product, including, but not limited to electronic cigarettes or other vaping product. \*
5. Use, possession, distribution or sale of any alcoholic beverage or product.

6. Use of profane, violent, or threatening language, spoken, written or electronically delivered to others.
7. Fighting or other violent, abusive or threatening conduct toward others.
8. Videotaping or photographing yourself or others without expressed permission from the Administration.
9. Gambling or any form of gaming or sports betting.
10. Possession of a firearm or weapon of any kind. Toy or plastic weapons are considered a weapon.
11. Possession of pornographic material.

The foregoing descriptions of conduct is NOT to be considered all inclusive when determining discipline for a given infraction. The list is cited as examples of conduct that will not be tolerated while you are enrolled as a student at Parklane Academy.

\*Parklane has a **DRUG TESTING POLICY** which should be read and considered together with any offense which involves alcohol, tobacco, vaping product or any controlled substance.

## **OVERNIGHT POLICY**

No school-sponsored student and/or teacher groups will be permitted to stay overnight after any function at school or out of town unless it is deemed absolutely necessary by the Administration.

## **PARKING LOT POLICY**

All vehicles must be “registered” with the state. Only “registered” automobiles are allowed on campus.

Students who drive an automobile to school and use the school parking facilities are expected to do so within the guidelines of SAFETY and CONCERN for pedestrians, other drivers, and all property as well as the legal limits imposed by state and local law enforcement agencies. Students will operate any vehicle in a manner which does not jeopardize the safety and well-being of another individual on school grounds or in the vicinity of Parklane. Disturbances (loud music, etc.) will not be tolerated. Disciplinary action in this area will include a parent conference, a fine imposed by the school, probation, referral to police authorities and/or withdrawal of parking/driving privileges. Students will be assigned a parking slot during first week of school. Slots are assigned according to class rank/GPA and seniority. Cars are in the jurisdiction of the school and are subject to search, without the student's knowledge and/or presence. Payment for the slot is due when you sign up. Registration stickers are to be displaced on the driver's side windshield.

Students are reminded to obtain all needed materials for school and return to the vehicle only at the end of the day—going to the parking lot during the day is prohibited unless student receives permission from the office. TO RETURN TO VEHICLE WILL BE A TARDY STRIKE.

## **PARKLANE'S EDUCATIONAL GOALS**

1. To encourage students to acquire a broad knowledge and understanding of their world.
2. To integrate all learning into a workable framework in harmony with the Christian faith.
3. To develop in students the ability to communicate meaningfully and effectively.
4. To encourage students to develop those skills and qualities essential for leadership and service.
5. To challenge and sustain students in their efforts to master the developmental tasks which promote intellectual, spiritual, emotional, social and physical growth.
6. To create and maintain an atmosphere that encourages the development of moral and ethical values.
7. To nurture in students a respect for all persons.
8. To provide and maintain an environment in which effective teaching is paramount.

SCHOOL MOTTO: "BE THE BEST"  
SCHOOL-WIDE RULES

Be Kind  
Be Neat  
Be Quiet  
Be Obedient

Be Respectful  
and  
Above All  
BE THE BEST

## **PROBATION**

"Academic Probation"—means said student is subject to dismissal if stated academic progress is not maintained.

"Conduct Probation"—means that said student is subject to expulsion from school if any other type of misconduct occurs during the remainder of said student's tenure.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Displays of affection should be reserved for areas other than the school or school grounds. PDA's will result in disciplinary action and parents so notified.

## **RESTROOM ETIQUETTE & USAGE**

Students are to use restroom/dressing facilities that are of gender noted on student's birth certificate. Students are to use the restroom as classes change not to miss class, if at all possible. Teachers may allow restroom breaks as needed by student.

## **SCHOOL PROPERTY**

The school maintains adequate janitorial service. Every effort is made to keep buildings and grounds in first class condition. The students and faculty should take

pride in our plants and equipment. Each one should do his part to keep the building and campus clean and attractive. Help by placing all paper and waste material in containers provided for this purpose. Every student should not only refrain from defacing or destroying property, but should make every possible effort to encourage his friends and fellow students to care for property. Any student causing damage to property either intentionally or through neglect on his part will be liable for such damages. Books, lockers, and other items assigned to a student are his or her responsibility and said student will be liable for any expenses related to damage, loss, theft or any other cause.

## **SCHOOL VISITATION**

Parents are to contact the office prior to visiting during the school day. Teachers will not permit students from other schools to visit without special permission slips from the office. Permission will not be granted to students within our school area. Children below school age shall not be permitted to visit school unless accompanied by their parents. Salesmen shall not be allowed to solicit teachers or students during the school day without special permission from the office.

## **STUDENT COUNCIL**

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise.

## **SUMMER SCHOOL**

Parklane Academy will not sponsor any type of summer school for new or failed REQUIRED academic subjects. Summer school for electives such as driver's education, foreign languages, computer science, remedial work, etc. will be determined by student need and teacher availability.

## TARDINESS

A student is tardy or absent if he/she arrives at any time during the day after the tardy bell. Any student who is tardy should report to the Office for a Tardy Slip before going to class. Teachers are instructed not to admit a student to class after the last bell without a Tardy Slip. Any student who is more than 25 minutes late is considered absent for that period. Students who arrive this late may be held out of class as not to disrupt the class in progress. Students may also face suspension from extra-curricular activities. Parents will be notified if tardiness becomes a problem. Three tardies are allowed per 9 weeks. Fourth constitutes a detention. Each subsequent unexcused may result in after school detention or Saturday workday detention.

### **“DOING ERRANDS FOR PARENTS IS UNEXCUSED”.**

The teachers will record any tardy student between classes. The teachers will turn in their list of tardies each day to the office. *If a teacher detains a student, he should give that student a “hall pass” to the next class.* Any student not in possession of a pass is “unexcused”.

## TELEPHONES/CELL PHONE/ ELECTRONIC DEVICES

Students should not use the office phone for personal calls except in an emergency and with office permission. In the event a student receives a call he will be called out of class only in case of an emergency. Teachers are asked not to excuse students from class to use the telephone.

No electronic devices such as cellular phones, MP3 players, Ipods, laptops, Ipads, can be used without teacher permission. Students should not leave expensive electronic devices unattended. Parklane will not assume responsibility for these expensive items. Smart watches should be removed from wrist before tests.

To accommodate parents and students, electronic devices are to be placed in “phone box” in the high school office before school, and reclaimed at the end of school day. Do not take a chance of suspicion of cheating.

With the issuance of school iPads, the use of your personal electronic device is not necessary. Leave all cell phones and personal electronic devices at home. Penalties (regardless of ownership) for using your personal device is as follows:

*1<sup>st</sup> Offense* --- Phone/device is confiscated for 24 hours and parent has a choice of \$25.00 fine or student serving Saturday detention.

*2<sup>nd</sup> Offense* --- Phone/device is confiscated for three days and parent has choice of \$50 fine or student serving 2 Saturday work detentions.

*3<sup>rd</sup> and subsequent offenses*---in-school suspension or \$100 fine and phone/device returned at end of semester or 30 days.

The act of videotaping or photographing with electronic devices is strictly prohibited. Any taping, videoing or pictures of Parklane employees or students without prior consent will be dealt with severely – may result in suspension or expulsion. Misconduct, including written or spoken profane language, violent, threatening or abusive conduct toward others, inappropriate social networking (i.e. texting, Facebook) may result in student being suspended or expelled from school. Penalties may range from Saturday detention, ISS, or OSS.

See administration for special needs.

## **TEST DAYS**

Quizzes, homework, pop tests and other graded assignments may be given at any time. However, the following days are reserved for chapter, major or section tests:

Monday - Spelling/Vocabulary/Bible/Speech

Tuesday – Science/Literature/Fine Arts

Wednesday – English/Computer

Thurs. – Math/Foreign Language

Friday – Social Studies/History/World Geography

## **TUITION & FEES**

Registration, tuition, and other fees as required by the Board of Directors do not cover the incidental expenses related to day-to-day school activities. Approximately 89% of that money is spent on teacher salaries with the remainder spent on utilities, insurance, etc. Therefore, additional fees may be required for extra-curricular activities. Students will not be eligible to participate in any extracurricular activity if tuition is more than 45 days late. These fees will be made known to the students during the first week of school and a reasonable time will be given for the fees to be paid by August 31.

## **UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

Parklane Academy meets all of the requirements of the United States Environmental Protection Agency and the Mississippi Department of Environmental Protection Agency. Parklane follows the requirements of AHERA for the control and abatement of asbestos. Members of the administration and maintenance staff have received training in fulfilling these requirements. Parklane's Management Plan is on file in the Business Office at the school and is available to the public upon request.

## TABLE OF CONTENTS

Parklane Academy Mission Statement/Philosophy	page 2
Notice of Nondiscriminatory Policy	page 3
Absences	page 3
Announcements	page 4
Assemblies	page 5
Assignments	page 5
Classroom Rules	page 5
Code of Honor	page 6
Dance Policy	page 7
Demerits and Detention	page 9
Discipline/Student Conduct	page 9
Dismissals	page 10
Dress Standard (7-12)	page 12
Drug Testing Policy	page 14
Entrance Security Gates	page 19
Enrollment	page 19
Exemptions for Second Semester Exams	page 19
Extra-Curricular Activities	page 20
Fund-Raising Projects	page 22
Grading Scale	page 22
Parklane Graduation Requirements	page 23
Honor Roll	page 24
Honesty, Integrity, and Personal Work	page 25
Parklane 1:1 iPad Acceptable Use Policy	page 25
Parklane Student Pledge for iPad Use	page 31
Library Services	page 33
Lockers/School Bags	page 33
Loss of Admission &/or Re-Admission Priority Policy	page 34
Make-Up Work	page 34
Married Student Policy	page 34
Medication	page 35
Misconduct Policy	page 35
Overnight Policy	page 36
Parking Lot Policy	page 36
Parklane's Educational Goals	page 37

<b>Probation</b>	<b>page 37</b>
<b>Public Displays of Affection (PDA)</b>	<b>page 37</b>
<b>Restroom Etiquette</b>	<b>page 37</b>
<b>School Property</b>	<b>page 37</b>
<b>School Visitation</b>	<b>page 38</b>
<b>Student Council</b>	<b>page 38</b>
<b>Summer School</b>	<b>page 38</b>
<b>Tardiness</b>	<b>page 39</b>
<b>Telephones/Cell Phones/Electronic Devices</b>	<b>page 39</b>
<b>Test Days</b>	<b>page 40</b>
<b>Tuition &amp; Fees</b>	<b>page 41</b>
<b>United States Environmental Protection Agency</b>	<b>page 41</b>