

# Pleasant View School

---

1888 N. Bartlett Rd., Memphis, TN 38134  
(901) 380-0122 ■ E-mail: [admin@pleasantviewschool.com](mailto:admin@pleasantviewschool.com)

## Parent/Student Handbook 2017-2018



**Pleasant View School**

*Excellence in Education with Islam*

1888 N. Bartlett Rd.  
Memphis, TN 38134

## Mission Statement

**Our Mission** is to prepare generations of scholars with a strong Islamic identity, leadership, and academic excellence who make a positive contribution to the global community.

# Table of Content

<b>Introduction</b> .....	4
<b>Enrollment &amp; Admissions</b> .....	4
Nondiscriminatory Policy for Students .....	4
Admission Objective.....	4
Waiting List Policy .....	4
Requirements for Admission .....	5
Transfer Policy .....	6
<b>Curriculum</b> .....	6
Common Core Standards .....	6
Language Arts.....	6
Math.....	7
Science .....	7
Social Studies .....	8
Religious Studies Program.....	8
Arabic Language.....	8
Islamic Studies.....	9
Qur’anic Studies.....	9
Additional Activities and Subject Areas .....	9
Technology .....	10
Physical Education.....	10
The Daily Schedule .....	10
Student Performance and Evaluation .....	10
Homework Policy .....	10
The High School Curriculum .....	11
Passing Grade .....	12
Student Clubs and Activities.....	12
<b>Tuition and Fees</b> .....	14
Tuition Schedule .....	14
Additional Fees .....	14
Smart Tuition Program .....	15
<b>Attendance Policy</b> .....	17
Excused Absence .....	17
Unexcused Absence .....	17
Extended Absence Period.....	18
Tardy Policy .....	18
Early Dismissal .....	18
<b>Student Withdrawal Policy</b> .....	18
<b>Arrival and Dismissal Procedures</b> .....	19
<b>Traffic Rules</b> .....	20
<b>Discipline Policy</b> .....	21
Responsibilities .....	21
Expectations for student behavior .....	22
<b>Offenses and Consequences</b> .....	24
<b>Suspension and Detention</b> .....	28
<b>Behavior Management Plans</b> .....	29
Corporal Punishment .....	29
<b>Uniform Policy</b> .....	29
Girl’s Uniform: .....	29

Boy's Uniform:.....	30
Physical Education (PE) Uniform .....	31
<b>Lunch Policy</b> .....	<b>31</b>
<b>Library Policies</b> .....	<b>31</b>
<b>Health and Safety Policies</b> .....	<b>32</b>
Illness .....	32
Communicable Diseases .....	33
Dismissal to Others .....	33
Injury .....	33
Medicine .....	33
First Aid.....	33
Emergency Numbers .....	34
Immunizations.....	34
Hearing and Vision Screenings.....	34
<b>Emergency Procedures</b> .....	<b>34</b>
Emergency Closing Notice .....	34
Fire and Severe Weather Drills .....	34
<b>Volunteer Procedures</b> .....	<b>34</b>
<b>Communication</b> .....	<b>35</b>
<b>Grievance Procedures</b> .....	<b>35</b>
<b>Student Records</b> .....	<b>36</b>
<b>Other Important Policies</b> .....	<b>36</b>
State Compliance.....	36
Field Trips .....	36
Pictures.....	37
Search Policy .....	37
Visitors .....	37
Class Parties.....	37
<b>Student/Parent Handbook</b> .....	<b>38</b>

## **Introduction**

It is our pleasure to welcome you to Pleasant View School (PVS). The PVS staff is dedicated to providing its students with an enriched, challenging academic program with high standards and expectations in a highly moral and ethical Islamic environment. Our ability to successfully achieve this goal will depend on parental involvement and support. Working as a team, we believe we can achieve the shared objective of helping your child meet his/her greatest potential in terms of their academic, character and leadership development.

This handbook will inform you about Pleasant View School. Please review it with your child(ren) and keep it for reference throughout the year. We always welcome your suggestions, support and encouragement. Please do not hesitate to contact the office should you have any questions or need further information. Please sign the Parent Acceptance of Handbook and School Rules (last page) and return it to the administrative office. Your signature is required to complete your child's registration.

## **Enrollment & Admissions**

### **Nondiscriminatory Policy for Students**

Pleasant View School does not discriminate against students on the basis of race, creed, color, national origin, religion, gender, age, ancestry, medical condition or physical handicap.

### **Admission Objective**

Pleasant View School is committed to educate students who are capable and interested in academic excellence in an Islamic environment. Our academic program is geared to prepare our students for college admissions and is intended to be challenging. Pleasant View School does not have the proper facilities or the specialized staff to meet the needs of students requiring special behavioral or educational services.

### **Waiting List Policy**

Anyone who is not a current student at PVS but wants to reserve a spot in the next year's class can be placed on the PVS waiting list. A student can be placed on the waiting list beginning on October 1 of the year preceding the year the student wants to enroll at PVS. Those on the waiting list need to submit the student's name and birth-date as well as a contact phone number and address. It is the responsibility of the parent to ensure that the contact information remains updated. In January, a registration packet will be sent to all those on the PVS waiting list. All the material in the packet must be completed and the registration fee must be submitted by January 15. Students on the waiting list must fulfill all the other requirements for admission before being formally admitted into PVS.

## **Requirements for Admission**

To be admitted to PVS, students must meet the following requirements:

1. Submission of records and completed application forms
  - a. Complete the Application for Admission
  - b. Submit standardized test scores (applicants whose testing is inconclusive or incomplete will have to take an entrance examination.)
  - c. Submit copies of the last two report cards
  - d. Submit transfer records from previous schools
  - e. Submit immunization records
  - f. Provide a copy of the birth certificate
  - g. Provide the student's social security number
  - h. Submit a doctor's statement and parent acknowledgement for Pre-K and Kindergarten students
2. Pay the required Registration and Book Fees
3. Transfer students seeking admission to grades 1 through 5, must have an average of 70% in all graded areas. Transfer students seeking admission to 6<sup>th</sup> grade and up must have an average of 80% in all graded areas.
4. All Kindergarten students must pass a kindergarten admission exam. Those in higher grades whose standardized test scores are incomplete must also pass a grade specific entrance examination.
5. Students must meet the required age limits. Students applying for Kindergarten must be 5-years-old by August 15<sup>th</sup> of the applicable academic year.
6. Students entering middle and high school need to make an appointment for a student interview.
7. New Enrollee Probation – all new enrollees are on probation for their first full marking period with PVS and may be dismissed from the school at any time therein for valid academic or disciplinary reasons as determined by PVS.

Students will be admitted to PVS based on the above requirements, according to available seats, and in accordance with the following priorities:

1. Current students promoted and completing the pre-registration process in January.
2. The children of new staff members.
3. The siblings of current students who complete all the requirements of registration during the month of January.
4. Waiting List students who complete all the requirements for registration during the month of January.
5. Any remaining open positions after February 1 will be given to either current or new students on a first-come/first-serve basis until all the open positions have been filled.

## **Transfer Policy**

Pleasant View School accepts transfer students who meet all the academic and behavioral requirements of the school. However, PVS will not accept any student charged by any law enforcement agency for misdemeanor offenses or otherwise, any student who has been assigned to an alternative school by any previous school, or any student whose report card or student file shows negative behavior. The previous school records of all transfer students will be evaluated prior to enrollment and all transfer students will be subject to placement testing. PVS reserves the right to place a transferring student in a grade lower than the stated transfer grade dependent upon academic performance. All transfer students will remain on probation until they have completed one complete grading cycle.

## **Curriculum**

Pleasant View School dedicates itself to providing its students with a quality academic education in an Islamic environment. We understand and take very seriously our role in shaping our students' identity, expanding their knowledge base, and providing them with the skills, motivation and interest needed for lifelong learning. We also recognize the important role schools can play in developing leadership skills in young students and have made imparting these skills to our students a fundamental part of our mission.

Pleasant View School provides its students with a challenging and meaningful academic program that incorporates independent and critical thinking, problem solving and higher order thinking skills with a strong foundation in fundamental concepts in a manner that empowers them with the tools and skills needed to become successful. We also integrate moral and ethical Qur'anic principles into all of our academic programs to provide our students with a firm grounding and strong belief in Islam. We believe strongly in the process of engaging students with the goal of making the learning process relevant and meaningful to their lives. Our academic program is student-centered and it looks at the whole child and directs his/her intellectual, social, emotional, spiritual, and physical development.

## **Common Core Standards**

Our school curriculum uses the Common Core Standards as a base upon which we build a more rigorous and academically challenging program. Our curriculum provides learners with a solid educational foundation in the language arts (reading, spelling, writing, and English grammar), mathematics, science, social studies, Arabic language, Islamic studies, Qur'an, computer/technology and physical education.

## **Language Arts**

A fundamental goal of Pleasant View School's Language Arts program is to provide its students with strong communication and writing skills as well as the ability to decipher and comprehend difficult text.

- The PVS Pre-Kindergarten provides students with a rigorous phonics program that enables them to become confident readers at a young age.
- In the elementary and middle school, the teaching of listening, speaking, reading and writing skills are integrated through age-appropriate literature and basic skills instruction augmented with vocabulary and grammar enrichment. From a young age, students are taught important writing traits and are encouraged to express themselves through writing.
- In middle and high school, a strong focus is put on research, writing, and presentation skills in addition to the building of critical thinking skills through deep analysis and discussion of relevant literature. Students are expected to take two college-level English classes before their high school graduation.

### **Math**

The math curriculum emphasizes a strong grounding in fundamental computation skills alongside a deep understanding of mathematical concepts. The Singapore math methodology has been adopted in the elementary grades as a means of ensuring a strong conceptual understanding of mathematical concepts while fostering critical thinking and analytical skills through math study.

- In the lower grades, a hands-on, activity based program with the extensive use of math manipulatives is used to provide students with mastery over the understanding and practice of the basic math facts that they need for problem solving and higher math skills.
- In the upper elementary grades, a strong focus is placed on problem solving skills as the students formulate strategies to solve increasingly complex math problems.
- In the middle school, students are provided with an accelerated math program focusing on Pre-Algebra and Algebra.
- The high school program is college preparatory in nature enabling students to graduate with at least one college-level Math class.

### **Science**

In science, Pleasant View School's goal is to foster an understanding and appreciation of the scientific method.

- In Pre-K and the Elementary grades, an inquiry-based scientific program that provides students with a hands-on, experimental approach is used with the aim of giving students a deep understanding of scientific principles as well as an appreciation of the use of science in a way that makes science a fun and engaging project.
- In the upper elementary grades, a strong emphasis is placed on conducting individual science projects as well as group laboratory work.
- In the middle school, students are able to explore an in depth analysis of earth, life and physical sciences.
- The high school program is college preparatory in nature with courses in Biology, Chemistry and Physics. Students are expected to graduate with one or two college-level science credits.

## **Social Studies**

Pleasant View School's social studies program is based on an approach that recognizes the critical importance of understanding identity and community in providing students with strong self-esteem and confidence. Students are provided a strong grounding in map and research skills, are made aware of the importance of geography and history, and are geared toward an appreciation of diversity, tolerance and good citizenship.

- In the lower grades, students study human interactions in family and community and are provided opportunities to practice higher order thinking skills.
- In the upper elementary grades, students are encouraged to go beyond traditional textbooks in exploring and discussing relevant topics.
- In the middle and high school, social studies is used to teach critical thinking and advanced research skills. There is a strong focus on conducting research using primary sources and presenting quality research results, on current events and on civics. Students are expected to graduate from high school with 3 to 4 college credits in social studies.

## **Religious Studies Program**

We also provide extensive daily instruction in Arabic Language, Islamic Studies, and Qur'anic Studies with the goal of developing in each child a love for and understanding of Islam and helping each of them become confident, faithful practicing Muslims. In addition to the regular classes, all students in Kindergarten and up attend a daily morning assembly and all students in 2<sup>nd</sup> Grade and up pray Dhuhhr during the school day.

## **Arabic Language**

Arabic is stressed as a core subject of study from the earliest grades with the goal of making our students proficient in the use of the language.

- In the Pre-Kindergarten program, students are spoken to in Arabic and are made to feel comfortable understanding and speaking simple everyday conversational Arabic. Stress is placed on correct pronunciation of the letters and words.
- In Kindergarten and 1<sup>st</sup> Grade, students are introduced to the alphabet and become accustomed to reading and writing in Arabic.
- In the upper elementary grades, students are introduced to a large vocabulary of conversational Arabic and they become increasingly able to understand, speak, read, and write Arabic in complex situations.
- In the Middle School, stress is placed on understanding Qur'anic Arabic vocabulary and usage.
- In the High School, students take University Level Arabic courses and are provided the skills to read and interpret Arabic language resources for research and learning purposes.



## **Islamic Studies**

A strong foundation in Islamic Studies is at the heart of Pleasant View School's mission. Our approach to the teaching of Islamic Studies is based on the belief that students should come to love Islam, learn Islam and live Islam.

- In the pre-Kindergarten and lower elementary grades, students learn what it means to fully live a practicing Islamic lifestyle and the manner of teaching is done in a way that aims at ensuring that they will want to live such a lifestyle.
- In the upper elementary grades, students come to have an in depth understanding of the Seerah of Prophet Muhammad (peace be upon him) as well as the history of the other Prophets (peace be upon all of them) and the Companions and early generations of Muslims in a way that introduces them as role models to emulate.
- In the Middle School, the students are taught more detailed rules of Hadith, Fiqh, and Aqeedah.
- The High School program is aimed at having students come to understand Islam as a mission that guides their lives and provides them with important responsibilities toward their families, communities and society at large.

## **Qur'anic Studies**

Qur'anic studies are an important element of our curriculum from the earliest grades.

- In Pre-Kindergarten, students begin memorizing many of the short chapters of the Qur'an and are taught to understand the wisdom, beauty, and magnificence of the Book.
- In the elementary grades, students continue memorizing chapters as they also study the meanings and learn extensive Qur'anic vocabulary. A strong focus is placed on helping the students understand the relevance of the Qur'an to their lives by helping them understand its meanings and the principles and values that it promotes. Focus is also placed from a very young age on the correct pronunciation and reading of the Qur'an.
- In middle and high school, students continue memorizing and studying the meanings of selected Qur'an passages while perfecting their reading and pronunciation skills.

## **Additional Activities and Subject Areas**

Pleasant View School offers a variety of enrichment activities to supplement the main core of our academic program including

- frequent field trips,
- an annual science fair,
- an annual history day program,
- an annual reading fair,
- history bee, spelling bee and geography bee competitions,
- Hadith and Qur'an competitions,
- book fairs,
- life and leadership skills workshops.

We place special emphasis on technology and physical education and consider them a fundamental part of our regular program.

### **Technology**

To ensure our students acquire a strong foundation in computer and technology skills, Pleasant View School incorporates technology into all aspects of our academic program. Students are made to feel comfortable using computers from a young age and technology instruction is integrated into all content areas. In addition to the integrated use of computers for other academic areas, specific computer lab time is used to teach students important computer skills including word processing, spreadsheet development, database design, graphic/website design, and programming.

### **Physical Education**

Physical education classes are used to increase the physical competence, health-related fitness and self-esteem of our students. Through such classes, students are provided with the opportunity to gain leadership and team building skills and gain a lifelong appreciation for the promotion of a healthy lifestyle. Students are given the tools and motivation to remain physically active both inside and outside of school. In addition to the regular physical education classes, extracurricular activities are provided in tennis, basketball, soccer, volleyball and karate. In addition to the obvious health benefits, research has shown that physically active lifestyles improve the academic achievements of students and our physical education classes are thus given importance in the overall school curriculum.

### **The Daily Schedule**

The daily schedules will differ based on grade level and teacher. Parents can obtain a class schedule from the teacher during the Meet and Greet sessions or from the office. In addition to the academic courses, all children will have daily outdoor time (as the weather permits) for recess and physical education. All Pre-K students will also have daily nap or rest time.

### **Student Performance and Evaluation**

The elementary and middle school levels follow a quarterly system in which the academic year is divided into four reporting periods of approximately nine weeks each. The High School follows a semester system in which the grades of the two quarters within each semester are given equal weight and a semester final is worth 15% of the semester grade.

### **Homework Policy**

Homework is an integral part of the learning process. It should be expected that students will have some homework at all grade levels and parental support is needed to provide the proper environment for the successful completion of the homework. It is essential that parents be involved in their child's learning and

give priority to their children’s homework assignments. Homework may involve such things as test preparation; practice exercises to reinforce skills learned in class, previewing assignments for subsequent lessons to ensure that class time is used productively and efficiently, extension assignments that require critical thought in applying learned skills or concepts to new situations or extensive research that is needed for the completion of projects.

The time required to complete assignments will vary with each student’s study habits, academic skills, and course load. If your child is spending an inordinate amount of time doing homework, you should contact your child’s teachers. A guideline for what is a normal amount of time that should be spent on homework is:

Kind. – 2 <sup>nd</sup> Grade	30 – 60 minutes nightly
3 <sup>rd</sup> – 5 <sup>th</sup> Grade	one to two hours nightly
Middle/High School	two to four hours nightly

Parents are encouraged to help their students complete their homework by:

- Setting a regular, uninterrupted study time each day.
- Establishing a quiet, well-lit study area for each child.
- Monitoring the assignments and helping students with their organizational skills to ensure that all assignments are completed.
- Helping students understand the importance of working hard and encouraging the learning process.
- Being supportive when students get frustrated with difficult assignments.
- Maintaining strong communication with teachers to remain well-informed about the child’s learning process.

### **The High School Curriculum**

Pleasant View School has adopted a rigorous College-Preparatory curriculum for all of its High School students. All state testing standards for graduation purposes must be met or completed prior to graduation.

Students have the option of choosing between two graduation programs: Advanced and Distinguished.

### **Advanced High School Graduation Program**

*Exceeds the basic graduation requirements of Tennessee public schools*

#### **Pleasant View School Advanced High School Graduation Requirements**

<b>Subject Area</b>	<b>Required Number of Credits</b>
ENGLISH	4 Credits
MATH	4 Credits
SCIENCE	4 Credits
SOCIAL STUDIES	4 Credits

FINE ARTS	1 Credit
FOREIGN LANGUAGE	3 Credits
CULTURAL HUMANITIES – ISLAMIC STUDIES	3 Credits
PHYSICAL EDUCATION	1 Credit
TOTAL	24 Credits

### **Distinguished Achievement High School Graduation Program**

This is the highest graduation program at Pleasant View School.

### **Pleasant View School Distinguished Achievement High School Graduation Requirements**

<b>Subject Area</b>	<b>Required Number of Credits</b>
ENGLISH	4 Credits
MATH	4 Credits
SCIENCE	4 Credits
SOCIAL STUDIES	4 Credits
FINE ARTS	1 Credit
COMPUTER TECHNOLOGY APPLICATIONS	1 Credit
FOREIGN LANGUAGE	4 Credits
CULTURAL HUMANITIES – ISLAMIC STUDIES	4 Credits
PHYSICAL EDUCATION	1 Credit
ELECTIVES	1 Credit
TOTAL	28 Credits

Students in PVS’s High School Program may have to acquire some of their graduation credits after 10<sup>th</sup> Grade from colleges outside of PVS.

To graduate from PVS, High School students must also perform 50 hours of documented community service by February of their graduating year.

### **Passing Grade**

Students require a 65 or better to get a passing grade in each of their classes. Middle School students who do not obtain a 65 on any class may be asked to attend summer school. At the conclusion of the summer, students may be promoted to the next grade if they get a passing grade on a Pleasant View School administered test. High School students who obtain less than 65% in any class will not obtain credit for that class and must make arrangements to make up their missing credit.

### **Student Clubs and Activities**

Co-curricular and extracurricular activities are considered vital components of Pleasant View School’s overall program of education. These activities enable students to gain valuable experiences that would not otherwise be provided by a

strictly academic program. Students are encouraged to participate in several clubs and activities each year.

**Establishing a new Student Club:** Any group of students wishing to form a student club at Pleasant View School should:

- Identify at least three students interested and ready to join the club.
- Identify a full-time faculty member agreeing to sign up as the advisor for the student club.
- Obtain approval of the principal after stating the purpose, planned activities and rules of the club.

Note: Student groups wishing to meet for short-term activities without establishing a club may do so with approval of the principal.

**Existing Club:** Existing clubs in good standing should submit names of student officers and the faculty advisor to the principal within the first month of a new academic year. Failure to do so will change club status to inactive.

**Club reports:** All approved clubs should submit a quarterly club activity report to the principal's office. The report should include all club income and expenses for the quarter.

**After-School Building Use:** Approved student clubs can use designated rooms in the school for after-school activities with permission from the school office. To reserve a room, the club should submit an application to the office. This application should be signed by the faculty advisor of the student club and it should provide the intended schedule, a brief description of the activity, a list of attendees and any special arrangements needed and/or planned.

**Fund-Raising:** Approved student clubs are allowed to undertake in-school fundraising activities with permission from the school office. The application for fund-raising permission should be signed by the faculty advisor of the club and it should provide a description of the intended fund usage and target. A calendar of such fund-raising is kept in the school office. Pleasant View School policy prohibits out-of-school sales or any other out-of-school fund-raising by student clubs. All excess club funds should be deposited in the school activity account at the end of the academic year.

**Eligibility:** To participate in student clubs, students must meet certain eligibility guidelines, including maintaining a B average. Eligibility is determined for each quarter by examining the student's grades from the previous quarter. Lower than a B average in any single quarter will make a student ineligible for participation in the following quarter and they cannot participate in student clubs until both the immediately preceding grade point average as well as the student's overall grade point average for the past year is a B or higher. Extracurricular activities that are closely related to identifiable academic programs such as theatrical, journalistic, linguistic, and other similar academic extracurricular activities may be excluded from this policy. In all cases, a student with behavioral problems can be recommended for ineligibility from all extracurricular activities by the principal.

**Communications:** Student clubs can publish newsletters and post notices on designated notice board with approval of the faculty advisor. The clubs can also maintain websites on school intranet for all school students with permission of the Principal. No internet websites or press releases by clubs are permitted.

## **Tuition and Fees**

### **Tuition Schedule**

Tuition fees can either be paid annually at the beginning of the year or in 10 monthly installments. Those who decide to pay monthly are required to enroll in the Smart Tuition program through the website [enrollwithsmart.com](http://enrollwithsmart.com). Smart Tuition enables parents to make their tuition payments online, over the phone, or by mail. While setting up an account, parents are given the option of receiving paper or email invoice reminders. Customer support for Smart Tuition is available 24 hours a day at the number 888-868-8828. If there are any questions about the Smart Tuition program please call the school office.

The updated tuition fees can be found on the Pleasant View School website ([www.pleasantviewschool.org](http://www.pleasantviewschool.org)). There is a discounted fee (of \$250 a year) for families with more than one child in the school – though there are no discounts for children in Pre-Kindergarten. For those who pay monthly, the monthly tuition payment is due in advance on the 14<sup>th</sup> day of each month from July until April. The tuition will be considered late if not received by the 14<sup>th</sup> of each month. A student can be dismissed from the school if payment is more than 35 days delinquent. In the event a payment fails, a \$30 Bank Fee will be posted to the Smart Tuition account.

NOTE: Tuition is due in full for each month regardless of the number of days your child attends school. If your child is sick and does not attend, the payment will not be reduced and no compensation will be made for hours or days missed. The tuition will remain the same for months in which there are long holidays. If there is enough interest, PVS may have a daycare program during long holidays (Ramadan, Eid al-Adha, Winter Break) for additional fees. PVS reserves the right to alter the calendar or school times at any time throughout the year. Such alterations do not change the parental requirement to pay full tuition.

### **Additional Fees**

Other annual fees in addition to the regular tuition fees include:

Registration Fee:	(Due with Registration Application)
Activity & Supply Fee	(Due on July 14 with the first tuition payment)
Book Fees	(Due on July 14 with the first tuition payment)
Security Fee	(Due on August 14 with the second tuition payment)

The Book Usage Fees differ based on grade level.

Students are required to take care of the books and return them at the end of the year. Parents will be assessed additional fees if the books are not returned or if they are returned in less than satisfactory condition.

### **Smart Tuition Program**

The following is a brief overview of how your account will be handled using Smart Tuition.

#### **PRIMARY ACCOUNT HOLDER**

One parent or guardian must be listed as the primary account holder. The person named will be issued a username and password to access their account on Smart Tuition's secure website. This person will be responsible for paying the student(s) charges. The primary account holder may allow for an additional authorized person to access the account in order to view information, make payments, or make account changes.

#### **PAYMENT METHOD OPTIONS**

On the enrollment form, there are two options available for you to choose from.

1. Automatic Debit from your checking or savings account, or from your credit card. Mastercard, Discover, or American Express cards are accepted. A 2.65% convenience fee will be assessed for all credit/debit card transactions.
2. Payment by mail to Smart Tuition (checks or money order payable to Smart Tuition).

#### **ADDITIONAL METHODS TO MAKE PAYMENT**

1. A payment can be made through the Smart Tuition secure website.
2. A payment can be made over the phone by calling Smart Tuition's toll free customer service line.
3. Online payment initiated from your bank or financial institution. Please note that your financial institution does not electronically transfer the payment over to Smart Tuition. They will mail a check to Smart Tuition. To ensure your payment is received on time, please set up your online bill pay to occur 7-10 days before your due date.

#### **BILLING**

If the primary account holder elects to make payments through the mail, Smart Tuition will mail the invoice approximately 20 days before your due date. If an automatic debit from a checking, savings, or credit card account has been selected, you will receive a welcome letter at the beginning of the school year and reminder email each month. These emails are sent

approximately 10 days before your scheduled due date and will contain the debit amount. Your complete billing information will be available online.

### **SWITCHING PAYMENT METHOD**

Your payment method may be changed by contacting Smart Tuition, your school's business office or on Smart Tuition secure website. A minimum of 3 business days is required to make changes or updates to a payment method.

### **DELINQUENT PAYMENTS**

Smart Tuition will contact the primary account holder by telephone and email if a payment is not received in full by the due date selected. A fee may access to your account if your account is not made current.

### ***BANK FEES***

In the event that your payment fails a \$30 Bank Fee will be posted to your account.

### **Financial Aid**

Pleasant View School offers financial assistance towards the tuition fees of students whose parents are in need of financial assistance. Based on the availability of funds, students may get a discount of between 10% and 50% of the annual tuition fees. Parents are required to pay the remaining tuition amount. The financial aid committee will use the following criteria to determine the level of financial assistance provided to students:

- Parent financial status. Proof of all income is required to make a fair determination of the need. All financial records will be kept confidential and only be used for review by the Financial Aid Committee.
- Student's academic performance, behavior and attendance. Parents must submit a copy of the student's report card with the financial aid application. All financial aid recipients must maintain an average grade of 70% or better and have no major behavior infractions to be considered for continued financial aid.

Parents who want their children to be considered for financial assistance must submit a "Financial Aid Application" with all required information and documentation. Parents are required to check with the office for announced deadlines. Late applications are subject to denial of aid.

Financial assistance is available for students enrolled in Kindergarten and up. PVS does not offer financial aid to students enrolled in any Pre-Kindergarten or pre-School program.

Applications and instructions are available from the school office.



NOTE: Before submitting an application to PVS, parents are required to first apply with MOST, a local agency that provides financial assistance to students attending private schools. Please contact the school office for further assistance.

## **Attendance Policy**

The Tennessee State Compulsory Attendance Law requires that students attend school (ages six through seventeen years) regularly. There is a direct and positive connection between good school attendance and academic success. Therefore, students are expected to be on time and in attendance every day of the school year. Absences should be reserved for illnesses and emergencies.

School begins at 7:45 a.m. with the morning assembly. Any student arriving after 8:00 a.m. will be tardy and must report to the office to obtain a tardy pass. Chronic tardiness will result in disciplinary action.

If a student is absent 18 days or more within a school year, the student's attendance record is reviewed by the principal and homeroom teacher and the student may be subject to retention. This will occur whether the absences are excused or unexcused.

If your child is absent from school, please call the school before 8:00 a.m. to report the absence and the reason for the absence. You need to report:

- the name of your child
- the grade level
- the name of the teacher
- the date(s) of the absence
- the reason for the absence
- your name

When your child returns to school, you must send a note to your child's homeroom teacher explaining the absence and the date(s) of the absence.

### **Excused Absence**

A student's absence will be considered excused if the student is absent but has provided an acceptable excuse through a written note. Consideration for an excused absence could be but is not limited to the following:

- illness
- accident resulting in injury
- immediate family crisis

### **Unexcused Absence**

A student's absence will be considered unexcused if the student is absent and has not provided an acceptable excuse through a written note.

### **Extended Absence Period**

We encourage families to plan vacations in the summer or around regularly scheduled breaks. If for any reason, a family must go on an extended vacation during regular school time, it is important for the parents to work closely with the school to ensure the best interests of the student are preserved. Written notice should be submitted to the office when a family determines that a student is going to be absent for an extended period of time. The tuition for the extended period must be paid in full and should be paid in advance. An Absence Consequence Contract must be received prior to the absence time. This is necessary in order to determine the consequences of the absences and to allow for considerations to be made by the teachers in the case that such an extended absence period is to be considered excused. If the stated days are exceeded, the contract will require revision by the principal. Parents should report to the principal immediately upon the student's return if this happens.

### **Tardy Policy**

Punctuality is an essential element of a good work ethic. To fully benefit from the instructional program, students are expected to be on time to school. "Tardy" means the student is not in his/her class by 8:00 a.m. Students who come to class late miss out on important instructional material as well as disturb and take time from the rest of the class. An adult must accompany any student who arrives after 8:00 a.m. to the office where the student needs to pick up a tardy pass before being admitted to class. Students who are tardy more than 4 (four) times to any class during a reporting period will have to stay for a Saturday detention or three lunch detentions.

### **Early Dismissal**

Students should not be picked up early unless there is a compelling reason (such as a doctor appointment) and this should take place rarely. PVS cannot make accommodations for a student to be regularly picked up early. When a student is to be picked up early, parents must inform both the student's teacher and the office. The student will then be brought to the office at the time designated by the parent. The parents can pick up the child from the office. Parents should never go directly to a classroom to pick up their child.

## **Student Withdrawal Policy**

In the event that a parent desires to withdraw a student from Pleasant View School, the following procedures must be followed:

- **Withdrawal Form** – A withdrawal form must be completed by one of the parents.
- **Textbooks** – Each textbook must be submitted to the appropriate teacher who will sign off on the withdrawal form.

- **Balance** – All outstanding balances must be paid in full to the accounting department.
- **Principal Sign Off** – The principal's signature must be obtained before unexcused absences will stop being counted, records may be released, and applicable family accounts closed.

In case of withdrawal from the school at any time during the semester, the parents/legal guardians are responsible for the full semester tuition as well as the full annual registration, book fees and activity fees.

### **Arrival and Dismissal Procedures**

- Students should arrive on the school grounds at 7:45 a.m. (A staff member will be on duty to receive students from 7:30 to 7:55 a.m. Parents should not leave their child at school before 7:30 a.m. and a parent/guardian should accompany any student who arrives after 7:55 to the office.)
- Parents should drop off students in grades Kindergarten and up to the designated drop-off area.
- Pre-Kindergarten students are to be dropped off and picked up from their classrooms; they must be signed in and out by parents. Parents must indicate all those with the authority to sign-out their children. Those picking up a Pre-K child must be at least 16 years old. If there is an emergency and someone other than those listed needs to pick up a child, the authorization must be given by fax or email. We cannot take such authorization over the phone.
- Students should be picked up at 3:35 p.m. from the designated pick-up section. During pick-up time, parents should remain in their cars. Students will be brought to the car. If parents want to come into the school to pick up their child, they should wait until after 3:55 p.m. To ensure the process runs smoothly, we kindly request that only parents of PreK children enter the school from 3:30 to 3:55.
- Students who have not been picked up 25 minutes after the designated pick-up time must go to extended care. Parents will be charged for this service. Parents need to make accommodations for their children to be picked up if they don't want them sent to extended care.
- If a student participates in an after school activity, he/she must be picked up at the scheduled time, otherwise the activity coordinator will send the student to extended care. Students may not be left unattended waiting while their siblings are busy in after school activities. Parents must make accommodations for siblings or enroll them for extended care on activity days.
- Students shall not be released from school at times other than regular dismissal hours except with office approval and sign-out procedures. Only

those authorized by the parents are allowed to pick up students. All early releases must receive dismissal approval through the office.

## Traffic Rules

To help with the **after-school pickup**, please abide by the following guidelines:

- There is an entrance lane and an exit lane. Make sure to always enter and leave the school campus from the correct lane.
- Once you enter the school to pick up your child, remain in line. There is one line for pickup. Parents should remain in that line and the student will be brought to the car as fast as possible.
- Don't cut in line. Please go to the back of the line when you arrive.
- To get to the back of the line, you should drive all the way back to the parking lot in the far soccer field before turning around. [It is too congested to try to turn around in the parking lot behind the school.]
- Only the parents of preschool and PreK children should enter the parking lot in front of the school. Preschool and PreK parents can park their car and leave to get their children. All other parents should patiently wait in the car line rather than parking and picking up your child. [If you feel more comfortable entering the school to pick up your child, please wait until after 3:55 p.m. To ensure that we can get all the students safely and efficiently out of the building after school, we request that no parents enter the school and stand in the hallways between 3:30 and 3:55 p.m.]
- Never leave your car unattended while you are in line. If, for any reason a parent of a child in Kindergarten through High School has to get out of their car, they should park in one of the two parking lots behind the school.
- The office will provide you with a card that has your child's name and grade level on it. Please place that card on the passenger side dashboard to make the pick-up process work more efficiently.
- Teachers are monitoring children and helping them get to their cars after school. Please do not use this time to talk to a teacher. If you need to discuss something with a teacher, please arrange a time to meet with them. Teachers should not be meeting any parents from 3:30 to 4:00 p.m.
- To make sure the pickup process works as smoothly as possible, we need the inside of the building to be clear. We are requesting that parents do not enter the gym under any circumstances and that they do not stand and talk in the hallways.
- Parents should never go directly to their child's class to pick up their children or to take children out of line if they are walking to the gym.
- Drive slowly in the parking lot at all times (speed limit is 10 mph). (Smile and be patient – please expect up to 15 minutes to pick up your child.)

**For the morning drop-off**, it is also important to drive slowly and observe the following rules:

- Make sure to always enter the leave the school from the correct lane. When entering the campus never use the exit lane and when departing never use the entrance lane.
- Remain in line while dropping off your child – even if your child has already left your car, remain in line and wait until the car in front of you moves. Do not move into another lane to try to leave early.
- If you have several young children and need extra time to unload, please be considerate of the time of others and park in the parking lot either in front or in the back of the school.
- Under no circumstances should anyone leave their car on the side of the street going to the back of the building. If you need to park and get out of your car, please park in a regular parking spot.
- Only park in the handicap parking spots if you have a disabled persons placard or license plate issued by the Department of Motor Vehicles.

## **Discipline Policy**

Discipline is considered a direct consequence of a personal choice on the part of the individual. Students are taught that they have the ultimate responsibility for controlling their behavior and they should always consider carefully the consequences before they act. Students know clearly that they will be held accountable for their actions at all times. The ability to act responsibly, independent of adult direction, is considered the greatest achievement.

Courtesy, self-control, and personal development are the desired goals of good discipline. In addition, good discipline will establish a classroom situation conducive for learning. Discipline is considered to be an aspect of moral guidance and not a form of punishment.

At Pleasant View School, we believe in a positive discipline approach in which expectations are discussed and reviewed with the students. Our primary expectation is respect for all involved: staff, students, and parents.

### **Responsibilities**

#### **The Parents' Responsibilities:**

- Reviewing school rules with students to ensure that everyone is familiar with the standards that are expected by the school.
- Reinforcing appropriate behavior by students in the home.

- Maintaining an interest in the student’s academic and behavioral progress in school.

**The Students’ Responsibilities:**

- Behaving in the classroom and in the school in a manner that does not disturb or interfere with the rights of others.
- Respecting the authority of teachers and other school personnel to enforce school policies and rules.
- Respecting school property and the property of other individuals.

**The Teachers’ Responsibilities:**

- Establishing “Classroom Rules and Consequences” and a classroom management plan that encourages proper behavior and gives each student the chance to learn.
- Assisting in the development and enforcement of school rules.
- Providing adequate supervision of all the students in their care.
- Communicating with parents and students regarding student academic and behavioral performance, recognizing excellence and generating possible solutions when required.

**The Administrations’ Responsibilities:**

- Enforcing the discipline policy within the existing school policies and state and federal laws.
- Supporting teachers by holding conferences with disruptive students and, when necessary, with their parents to obtain commitments to improve behavior.
- Advising students and parents of possible consequences for continued violations of school rules and policies.
- Ensuring that the due process rights of students are observed.

**Expectations for student behavior**

**General**

1. Show respect and follow directions given by all members of the staff.
2. Keep hands, feet, and objects to self.
3. Use appropriate language at all times. Teasing or name-calling is inappropriate. Screaming is inappropriate.
4. Show respect for school property; littering or defacing school property is not allowed.
5. Never bring gum to school.
6. Do not bring toys or any electronic equipment (cell phones, iPods, electronic games, etc.) to school without the teacher’s permission.
7. Follow all the uniform guidelines.

## **Playground**

1. All activity on the playground **MUST** be supervised by a Pleasant View School staff member or other adult who has been trained on the playground rules and has signed a form to that effect.
2. Only play on age-appropriate equipment.
3. The playground should be kept clean and trash should never be thrown anywhere on the premises. Food and drink should not be taken into the playground area.
4. Shoes **MUST** be worn at **ALL** times.
5. There is no rough or rowdy play. Students should keep their hands and feet to themselves and sticks, rocks, and other objects should never be thrown.
6. Playground equipment should be used for the purpose it was designed – students should not climb the wrong direction, run up slides or jump off ladders. When using the slide, students should slide down feet first, sitting up.
7. Students should stay out of trees and bushes and stay away from the parking lot.
8. Students should be good sports and treat everyone with respect and kindness.
9. Students should show respect for others; wait their turn and not disturb others who are playing.
10. Students should check out and return all equipment.
11. Students should not leave the play area without the permission of a teacher.

## **Lunchtime**

1. Students must sit for 10 minutes before being excused.
2. Do not throw food or other objects.
3. Students must clean their lunch area before being allowed to go play.
4. Students should not run or play around those eating lunch.

## **Prayer Hall Rules**

1. Students should have Wudu before entering the Prayer Hall.
2. Enter and leave the prayer hall quietly and respectfully.
3. Remain quiet in the prayer hall – either praying Sunna or sitting. There should be no running or playing.
4. Keep hands, feet and objects to self.
5. Concentrate on your prayers.

## **Hallways**

1. Keep voices to a whisper in the hallways.
2. Walk at all times in the hallways.
3. Use hall passes at all times except during class transition times.

4. Do not eat in the hallways.
5. Stay to the right when passing in the hallways.

### **Vehicles**

1. Follow directions of driver.
2. Stay in your seat and wear your seat belt at all times.
3. Keep all parts of your body and objects inside the vehicle.
4. Talk in a low voice when inside any vehicle.

### **Classrooms**

1. Students should follow the rules established by each teacher in the classroom.
2. Students should never enter a classroom when the teacher is not present.

### **Extended Care Room**

1. All school rules are to be followed.
2. Students must sign in and out with the person on duty.

### **General Classroom Rules**

1. Be prepared and on time for class.
2. Treat others the way you want to be treated.
3. No hurtful words.
4. Keep hands, feet, and other objects to self.
5. Follow directions the first time they are given.
6. Raise your hand and wait for permission to speak.
7. Listen when others are speaking.
8. Work and play in a safe manner.

## **Offenses and Consequences**

The rules and discipline procedures at Pleasant View School have been established for the protection of all students. Students are expected to respect the rules as well as the people responsible for carrying them out. Our goal is for each student to learn to be responsible for his/her own actions.

School-wide rules at Pleasant View School are divided into three (3) categories.

1. Minor Offenses
2. Major Offenses
3. Severe Offenses

Students are disciplined in a progressive manner according to the seriousness of the offense and the frequency and number of referrals to the office. Teachers normally handle minor offenses. Major and severe offenses will be referred to the office. Referrals will specify the action which took place and prior efforts at



correction. Parents will be notified whenever students have been referred to the office.

The Pleasant View School Offenses and Consequences Matrix outlines the consequences for various infractions. For minor infractions, repeating the same offense within a nine-week grading period leads to the second and subsequent consequences. For major and severe infractions, repeating the same offense at any time during the academic year leads to the second and subsequent consequences.

### **Pleasant View School Offenses and Consequences Matrix**

**Minor Infractions**

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Violating General Classroom or School Rules (running in hallways, chewing gum, passing notes etc.)	Infraction Recorded in RenWeb	Student Conference	Loss of Recess	Parent Conference	Saturday Detention
Disruptive Behavior	Infraction recorded in RenWeb	Student Conference	Loss of Recess	Parent Conference	Saturday Detention
Not following directions or listening to teacher	Infraction recorded in RenWeb	Student Conference	Loss of Recess	Parent Conference	Saturday Detention
Being in an area that is off limits/ Playing or loitering in bathrooms	Infraction recorded in RenWeb	Student Conference	Loss of Recess	Parent Conference	Saturday Detention
Tardiness	Recorded in Attendance Folder	Call to Parents	Loss of Recess	Parent Conference	Saturday Detention every 5 <sup>th</sup> Tardy
Uniform Violations	Infraction recorded in RenWeb	Call to Parents	Parents requested to bring proper uniform	Parent Conference	Saturday Detention
Littering	Infraction recorded in RenWeb, Campus beautification duty	Student Conference	Loss of Recess	Parent Conference	Saturday Detention
Bringing Electronic Device to school or misuse of Cell Phone	Infraction recorded in RenWeb, Parents asked to pick up device.	Parent Conference. Device confiscated till end of	Saturday Detention		

		year.			
Selling or Distributing Items without permission	Infraction recorded in RenWeb, Call to Parents, Parents asked to pick up items	Parent Conference, Items confiscated.	Saturday Detention		

Major Infractions:

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Reckless Endangerment (although not necessarily intending to cause harm, places others in jeopardy of injury)	Student Conference, Letter or Call to Parents/ Recorded in RenWeb	Loss of Recess, In School Suspension	Parent Conference	Saturday Detention
Using profanity, cursing, or using inappropriate hand or body gestures	Student Conference, Loss of recess, Letter or Call to Parents/ Recorded in RenWeb	Parent Conference, In School Suspension	Saturday Detention	
Failure to Serve Detention	Loss of Recess until Detention is served/ Recorded in Renweb	Parent Conference	1-3 Days Suspension	5 Days Suspension, referral for expulsion
Excessive Distraction of Class	Referral to Office, Student Conference, Letter or Call to Parents/ Recorded in RenWeb	Loss of Recess, In School Suspension	Parent Conference	Saturday Detention
Inappropriate use of computers	Student Conference, Letter or Call to Parents/ Recorded in RenWeb	Loss of Recess, In School Suspension	Parent Conference	Saturday Detention
Academic Misconduct	Student Conference, Letter or Call to Parents, Automatic 0 on assignment in question/ Recorded in RenWeb	Loss of Recess, In School Suspension	Parent Conference	Saturday Detention
Making insulting or ridiculing remarks	Student Conference, Letter or Call to Parents/ Recorded in RenWeb	Loss of Recess, In School Suspension	Parent Conference	Saturday Detention
Lying or Altering Official Documents	Student Conference, Letter or Call to Parents	Loss of Recess, In School Suspension	Parent Conference	Saturday Detention
Damage or Destruction of	Restitution of Cost, Student	Loss of Recess, In	Parent	Saturday

School Property	Conference, Letter or Call to Parents/ Recorded in RenWeb	School Suspension	Conference	Detention
-----------------	---	-------------------	------------	-----------

Severe Infractions

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Insubordination or Defiance of School Personnel	In School Suspension, Parent Conference/ Recorded in RenWeb	Saturday Detention	1-3 Days Suspension	
Fighting	1 Day Suspension, Parent Conference/ Recorded in RenWeb	1-2 days Suspension, Saturday Detention	2-3 Days Suspension, Referral for Expulsion	
Theft	Parent Conference, Saturday Detention/ Recorded in RenWeb	1-10 Days Suspension, Referral for Expulsion		
Gambling	Parent Conference, Saturday Detention/ Recorded in RenWeb	1-10 Days Suspension, Referral for Expulsion		
Physical Threats or Intimidation	In School Suspension, Parent Conference/ Recorded in RenWeb	1-3 Days Suspension, Saturday Detention	Open Suspension, Referral for Expulsion	
Truancy	Parent Conference, Saturday Detention/ Recorded in RenWeb	Loss of Recess for five days, Saturday Detention	Referral for Expulsion	
Bullying	In School Suspension, Parent Conference/ Recorded in RenWeb	Saturday Detention	1-3 Days Suspension	
Public Displays of Affection	Parent Conference, Saturday Detention/ Recorded in RenWeb	1-10 Days Suspension, Referral for Expulsion		
Possession of controlled substances, cigarettes, or weapons	Parent Conference, 1-10 Days Suspension, Referral for Expulsion/ Recorded in RenWeb			

## **In-School Suspension Program (ISS), After School Detention, and Out-of-School Suspension**

Suspension and Detention are methods used to remove students from their regular classroom in order to modify behavior to meet school goals. This program is used for students who do not respond to normal techniques of classroom management.

The primary goals of suspension and detention are:

- To reduce major offences.
- To provide an opportunity for students to learn how to demonstrate appropriate behavior.
- To isolate the disruptive student from the regularly assigned classroom.

### **In School Suspension (ISS)**

A referral to ISS is made by the teacher after all other discipline techniques have been used. The student will be removed from class and sent to a calm and quiet area where they will reflect upon their behavior choices. The student may remain in the ISS program from one class period until the end of the day depending on the offence. In the case of serious offenses, students may be assigned a full day of ISS which will be held from 8:00 a.m. to 3:30 p.m. In the case of such a suspension, students will be responsible for securing assignments from their teachers the day before the ISS and will receive credit for the work completed. ISS days do not count as student absences.

### **Detention**

A referral for a detention is written by the teacher who then passes the written referral to the Administration. The Administration then makes the final decision to implement either After School Detention (for up to two hours), or Saturday Detention. The records of any student who receives 5 detentions in one semester will be studied for possible expulsion.

### **Out of School Suspension**

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, the student is not allowed to attend classes, extra-curricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the first suspension. Students will be permitted to make up quizzes and tests from their first out-of-school suspension. However, no make-up work is permitted for subsequent suspensions.

## **Guidelines for Persistent Inappropriate Behavior**

Persistent inappropriate behavior is any behavior that continues after the progressive guidance steps have been used; any behavior that threatens the health or safety of other students or staff; or a continuous inability to follow the rules and guidelines of our program. If a student exhibits such behavior, Pleasant View School reserves the right to expel that student from the school.

## **Behavior Management Plans**

In addition to the Offenses and Consequences Matrix, teachers working individually or in teams can institute behavior management plans that aim at ensuring students adhere to the behavioral expectations of the school. Such plans may involve merit/demerit systems, clip chart programs, responsible student reward programs, accountability charts or any similar program. Any such program that is instituted in a class or grade, receives approval from the office, and is communicated to students and parents becomes official school policy and must be adhered to by students at all times.

## **Corporal Punishment**

Pleasant View School teachers, staff, volunteers, etc. will not use or condone corporal punishment under any circumstances. This includes hitting, pushing, pinching, etc. If you feel your child has been abused, please contact the office immediately. PVS feels that physical punishment only reinforces bad behavior.

## **Uniform Policy**

To ensure modesty and a disciplined academic environment, all students should acquire and wear the necessary uniform items appropriate for their grade level. The required uniforms are as follows:

### **Girl's Uniform:**

#### **Pre-K – 5<sup>th</sup> Grade Girls:**

- Red, white, navy, and light blue plaid jumper with school emblem (must be purchased from Parker School Uniform)
- Short or long sleeved light blue polo or dress shirt.
- Dark navy slacks: (PreK and Kindergarten students have the option of wearing tights)
- Closed shoes (no sandals and no heels). Shoes can be either sneakers or dress shoes.

#### **6<sup>th</sup> – 8<sup>th</sup> Grade Girls:**

- Red, white, navy, and light blue plaid jumper with school emblem (must be purchased from Parker School Uniform)
- Long sleeved white dress shirt/long sleeve crew t-shirt.
- Loose-fitting dark navy/black slacks (No tights/leggings)
- Closed shoes (no sandals and no heels). Shoes can be either sneakers or dress shoes.
- Solid White or Black head scarf
- [Instead of the jumper, shirt and pant set, girls in 6<sup>th</sup> grade and up have the option of wearing a black abaya that is plain with no ornamentation or colorful embroidery. Black or navy blue pants and a shirt must be worn underneath.]
- No makeup or nail polish is allowed.

### **High School Girls**

- Same as Middle School with added options:
  - High School girls have the option of wearing solid white, black, blue or brown hijabs.

### **Boy's Uniform:**

#### **Pre-K – 5<sup>th</sup> Grade Boys:**

- Navy blue dress pants. [Pants must be dress pants, no blue jeans or denim material will be permitted.]
- Light blue polo or dress shirt with school emblem (must be purchased from Parker School Uniforms).
- Closed shoes (no sandals). Shoes can be either sneakers or dress shoes.

#### **6<sup>th</sup> – 8<sup>th</sup> Grade Boys:**

- Khaki dress pants. [Pants must be dress pants, no blue jeans or denim material will be permitted.]
- Navy Blue polo shirt or white button-down dress shirt.
- Closed shoes (no sandals). Shoes can be either sneakers or dress shoes.

### **High School Boys**

- Same as Middle School boys with added options:
  - High School boys have the option of wearing Khaki or Navy Blue dress pants.
  - High School boys have the option of wearing white, black, or blue polo shirts or white, black or blue button-down shirts.

Parents of any student not conforming to the uniform policy will be called and asked to bring a suitable uniform to the school. Failure to observe the school uniform may result in exclusion from the school.

Most of these items can be purchased from Parker School Uniforms, 1658 Appling Rd., #105, Cordova, TN 38016-4924, (901) 386-6278.

### **Physical Education (PE) Uniform**

On PE days, students have the option of wearing loose-fitting black athletic pants (no tights or leggings) and a PVS PE shirt.

## **Lunch Policy**

Pleasant View School will usually arrange for special catered hot lunches for purchase by the students. In such cases, parents should pre-order their purchase. Students should not expect to be able to purchase same day hot lunches.

Parents who supply their child's daily lunch and snack are encouraged to send nutritious food.

- Parents should avoid sending sugarcoated food and sugar added drinks.
- Candy and soda are not allowed at any time.
- Canned drinks or snack packs with metal tops are discouraged for safety reasons.
- If parents want to bring food or sweets to school to share with their child's class they must receive prior authorization.

Note: Students may or may not have access to a microwave to prepare or heat food.

## **Library Policies**

The Pleasant View School library is intended to provide students and staff important services in a pleasant atmosphere. The Library's chief objective is to help engender a love of reading in our students and this objective will best be met when students follow all school rules while in the library. Books and other materials may be checked out of the library in accordance with our check out policies.

- Books and videos are due 7 days (one week) from the day that they are checked out. Books may be renewed for an additional 7 days as long as they are not overdue. All books and videos must be returned at the end of each semester.
- All returned books and videos must be returned to the librarian's desk or a designated book drop off place. They should not be returned to the shelf.
- Students who have overdue books or videos cannot check out additional books or videos until all the overdue material has been returned to the library. Books are considered lost (and must be paid for in full) if they are

more than two weeks overdue or if they have not been turned in at the end of the semester.

- Library fines are 5 cents per day for each book or video that is late. Fines only accumulate on school days.
- Any damaged book or video should be reported to the librarian. If the damage is minor it might be repaired in the library. If it cannot be repaired, the student will be responsible for replacing or repairing the damaged item.
- Each student is issued a library card. They must bring the card with them to check out or renew library materials. Students may not use another student's library card.
- Lost library cards can be replaced. Once a replacement is issued the old card will no longer be valid and will not be able to be used to check out library material.

## **Health and Safety Policies**

### **Illness**

Students who are ill should remain home until becoming well. If a student develops symptoms of illness during school hours, parents will be notified and asked to pick up their child as soon as possible.

Students will be sent home because of a health need if he/she:

- has a fever,
- has diarrhea,
- vomits,
- appears ill and is unable to do class work,
- is suspected of having a contagious condition,
- sustains an injury which needs medical attention, or
- has active head lice.

An ill child shall be isolated and parents or guardians will be notified. Appropriate care will be given until parent, guardian, or a designated representative arrives.

If a child is ill and the parents cannot be reached or if the illness or injury is serious, Pleasant View School will call 911 for emergency care.

A child may NOT attend school with:

- a fever of 100 degrees or higher and
- Must be fever free for at least 24 hours before returning to school.

Students who have been ill for more than a week may require a doctor's statement for re-admittance to school.



### **Communicable Diseases**

In cases where children develop or are exposed to communicable diseases such as chicken pox, measles, mumps, or hepatitis, we ask parents to notify the school immediately. Before any student may return to school after recuperating from a communicable disease, the school must receive a doctor's statement certifying the child's health.

The school will notify the parents and guardians of children who are suspected of having been exposed by others to a communicable disease.

### **Dismissal to Others**

Any court documents such as restraining orders, custody agreements, etc. need to be on file in the school office if your child is NOT to be dismissed to others.

Any arrangements made by students to leave school together must be made among the parents. A signed note or phone call must be given/made to the office prior to dismissal to indicate that students are to go home with another student or family.

### **Injury**

While we do everything we can to avoid injuries, accidents do happen. If a child is hurt while at Pleasant View School an incident report will be filled out with a copy being sent to the parents. If the injury is serious and the parents and emergency contacts cannot be reached, Pleasant View School reserves the right to refer the student to emergency care.

### **Medicine**

If at all possible, a child should be given any medication outside of school hours. If it becomes necessary for the student to take medicine during school, the student will be administered physician-prescribed medication only upon the written request of the student's parents or guardians. The written request should include the name of the child and teacher, the name of the medicine (which must be in its original container and include all original labels), the dosage and the time to be administered. All medicine should be taken to the office. Students will not be allowed to keep their own medicine. The school is not responsible for failure to provide requested prescription medication or for adverse reactions which are caused by the administration of such prescription medication. The school will not administer non-prescription medication unless it is accompanied by a physician's request. The only exception will be for children's Tylenol or similar pain relievers which can be administered only with special requests and written permission from the parents.

### **First Aid**

The school will give appropriate first aid to a hurt child. A parent or guardian will be contacted if the staff feels that immediate medical attention is necessary. If the staff feels that the injury is of an emergency nature, paramedics will be called to the school and a parent or guardian will be contacted.

### **Emergency Numbers**

All students are required to have up-to-date emergency information on file in the main office and this information must be kept current. If there are emergency number changes, the school's main office should be notified immediately. It is the parents' responsibility to keep these numbers current.

### **Immunizations**

All enrolled students are required to have updated immunizations in accordance with standards required by the State of Tennessee. The student's current immunization record must be on file in the office prior to admittance to class. It is the parent's responsibility to ensure that the student's immunization record is updated when needed. Parents must also provide the school with a doctor's statement for any child under five verifying that the enrolling student is physically able to take part in the activities of the school.

### **Hearing and Vision Screenings**

Pleasant View School will attempt to provide hearing and vision screenings for our students every school year. Parents will be notified if the screening produces evidence of a possible problem with a student's hearing or vision. Parents are responsible for following up with any possible problems by having their child further checked by a medical professional and taking any required steps needed to meet their child's hearing and visual needs.

## **Emergency Procedures**

### **Emergency Closing Notice**

Pleasant View School will close if there are extreme weather conditions. PVS will normally follow the lead of the local public schools. If the local schools close due to weather conditions, Pleasant View School will most likely close as well though PVS reserves the right to take decisions different from the local public schools. The local school decisions are widely announced on television and on websites. PVS will also announce any school closure through various means (SchoolReach, email, school website).

### **Fire and Severe Weather Drills**

Pleasant View School will conduct monthly fire drills as well as other severe weather drills as needed throughout the year.

## **Volunteer Procedures**

We greatly appreciate parents and community members who generously donate their time to assist Pleasant View School in the many areas where help is needed including but not limited to working with the Pleasant View School Parent Teacher Organization (PTO), serving as a homeroom volunteer, reading or math parents, assisting with arrival or dismissal, assisting with lunchtime monitoring,

making copies for teachers, judging in the Science Fair, helping with Field Day, helping organize creative arts projects etc. Please note that all volunteers serving Pleasant View School outside of PTO activities must complete a Volunteer Agreement with the school office.

## **Communication**

Maintaining strong lines of communication between the school and parents is an important factor that will aid in the success of students. RenWeb is the main tool of communication used by Pleasant View School and parents should obtain their RenWeb password and frequently check RenWeb for their children's gradebook, upcoming lessons, homework assignments, school and class announcements, and attendance records. RenWeb is also used to send frequent emails to the parents and most school-to-home communication will take place through email. Parents are responsible for ensuring that the school has an updated email address and for informing the school if, for any reason, they do not have regular internet or email access. A number of other methods are utilized to keep parents informed about their children's progress in school. These methods include:

- sending home (or emailing) daily or weekly folders,
- issuing report cards at the end of each quarter,
- the printing of periodic newsletters from the school office,
- school organized parent-teacher conferences held at the end of the first nine weeks for all students
- parent-teacher conferences at the end of the second and third nine week quarter for students who are failing, doing poor work, continuing to have poor behavior or study habits or have had a great change in their work or behavior,
- Spring and Fall parent-board meetings and
- PTO meetings and events.

In addition, teachers and parents are encouraged to have open communication at all times and parents are encouraged to frequently meet with teachers and discuss their children's progress.

Parents should call the school office to set up appointments with teachers.

Parents are always welcome at Pleasant View School. We encourage you to visit the school, be aware of what is happening in your child's life, and become involved in the educational process. When the school and the parents work together, a child's potential for success is greatly multiplied. If you ever have a question or concern with which we can help, please call the school office at (901) 380-0122.

## **Grievance Procedures**

Parents are strongly encouraged to discuss any concerns they have about their child's education, social and emotional development and behavior with their child's teacher. In most cases, effective communication between parents and the teacher can resolve the issues at hand. If the issue is not resolved with the teacher, parents should then bring their concern to the attention of the principal. Parents are encouraged to review and discuss with the principal any questions or concerns about the general policies and procedures that have been adopted by Pleasant View School. If parents are not satisfied with the results of their discussion with the principal, they are encouraged to take their concerns to the school board. Effective communication and following the proper organizational structure of the school will help to expedite and clarify situations so that they do not linger and create further misunderstanding. The school expects all parties involved to conduct themselves according to the highest ethical standards.

### **Student Records**

The school considers student records confidential and they may not be viewed except by school-authorized personnel. Records will not be provided to non-school personnel except by written request from the parents/guardian of the student or in accordance with applicable privacy laws. Requests for records must be delivered to the school by mail or in person. Parents may request a copy of all or some parts of the student's record. The office requires notice of two working days to process the request.

Student records will be shared with custodial as well as non-custodial parents unless we have a court order on file to the contrary.

### **Other Important Policies**

#### **State Compliance**

Pleasant View School complies with all the standards and requirements established by the State of Tennessee.

#### **Field Trips**

Pleasant View School will conduct field trips for our students. Parents will be notified at least one week before the field trip of the day, times, destination, lunch information, cost, etc. The parent must sign and return the notification in order for the child to go on the trip. The cost of the trip must also be paid at that time.

Parents may be asked to act as a chaperone on field trips. The parent chaperone will be responsible for 5-10 students. It is the chaperone's responsibility to maintain discipline in their group and to keep their group with him/her at all times. The chaperone is not permitted to bring other adults or children with him/her. The chaperone may be asked to pay required charges.

## **Pictures**

Professional photographers will photograph all Pleasant View School students on a designated picture day. Those photos will be used in the PVS yearbook and will be made available to parents for purchase. Throughout the year, other photos will be taken for inclusion in the yearbook or for promotional activities. Teachers may post photos of the students on bulletin boards or use them in other ways for class activities. If parents have any objection to their child's photo being taken or being used in any of the above ways they should contact the school office to make that objection known.

## **Search Policy**

The Pleasant View School administration reserves the right to undertake random searches of student lockers, backpacks, desks, jackets or other property. Students should under no circumstance bring any prohibited items to school and should expect that they may be subject to random searches.

## **Visitors**

Pleasant View School welcomes parental visits to the school. Visitors are required to first sign in at that office before going anywhere in the school. Parents should not disrupt classes to drop off forgotten items or talk to their children without first getting permission and obtaining a visitor's pass from the office.

Parents wishing to visit and observe their child's class should arrange it at least one day in advance with the teacher and the school office. Parents who make such arrangements can obtain a Visitor's Permit and must bring that permit to the class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any student without the teacher's permission.

- A parent may not bring children or other adults with him/her except when the child is a prospective student.
- Parents may not send other children to school to spend the day or any part of it with their enrolled child.

## **Class Parties**

Pleasant View School will organize classroom parties in celebration of Eid al-Fitr and Eid al-Adha. Teachers may organize other classroom parties to celebrate academic or other accomplishments. PVS will not allow for any parent-initiated parties for any non-school related event. Birthday parties will not be allowed on the PVS campus and students should not hand out invitations to such parties while on the campus.

*These policies and procedures are subject to change as deemed necessary by the administration of Pleasant View School. Parents will be notified in writing of any changes that take place.*

# **Student/Parent Handbook**

## **Parent Acceptance of Handbook and School Rules**

**Dear Parents:**

**Assalamu Alaykum. Each family is requested to thoroughly review the Pleasant View School policies and procedures in this handbook and to discuss them with your enrolled children.**

I have read and understand all of the following policies and procedures:

- Enrollment and Admissions Requirements
- Transfer Policy
- Tuition Fees/Registration Fee/Activity Fee
- Late Fee Policy
- Returned Check Fee Policy
- That full monthly tuition is due regardless of number of days attended
- Attendance Policies
- Tardy Policy
- Arrival and Dismissal Procedures
- Sign-In and Sign-Out Procedures for Pre-K students
- Late Pick Up Policy and Fees
- Discipline and Student Behavior Policies
- Uniform Policies
- Policies concerning children with illnesses or contagious conditions
- Medicine Policy
- Immunization Policy
- Inclement Weather Days
- Volunteer Procedures
- Grievance Procedures
- Picture Policy
- Visitor Policy

**We have read this handbook and reviewed the school rules with our child (children). We will abide by the school rules and all the provisions of the Student/Parent Handbook and we will impress upon our child (children) the necessity to follow the rules.**

**Name of Student (Please Print):** \_\_\_\_\_

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

**PLEASE SIGN THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE**