

# Welcome

*Thank you for choosing  
Parkview Christian  
School!*

*Your search for quality Christian education requires a sacrifice  
of time and money – two important commodities in today’s economy.  
We are honored by the trust you have placed in Parkview Christian School  
as we partner together to love and nurture your child  
while providing a sound and solid core of instruction  
in academic and Biblical principles.  
Thank you for allowing us to be a part of your lives.*

*Ken Senes  
Principal*

*608 S. Eufaula Ave.  
Eufaula, AL 36027  
Office: 334.687.4449  
Fax: 334.232.7102  
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Website: [pcseagles.com](http://pcseagles.com)*

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## Mission Statement

*“Building Christian Character While Achieving Academic Excellence”*

## Purpose

The purpose of Parkview Christian School is to provide a God-centered, academically sound atmosphere that nurtures and ministers to the academic, emotional, and spiritual needs of our students and their families.

## Goal

The goal of Parkview Christian School is 3-fold:

- Lead a child to Christ
- Build up (train) a child in Christ
- Equip a child to serve Christ

## Affiliation

Parkview Christian School is a ministry and outreach of Parkview Baptist Church. Parents and students are encouraged to strengthen their faith and family through Bible study and through regular attendance in a church that follows the teachings outlined in the Bible and embraces the Christian faith.

## Governance

Parkview Christian School is governed by the Parkview Christian School Board. The Parkview Christian School Board and the Parkview Baptist Church School Board are one in the same. **Members of this board are comprised of Parkview Baptist Church members only.**

The Pastor of Parkview Baptist church is the Shepherd of the total ministry of the church which includes Parkview Christian School. The Principal of the school is the administrator of the school and is accountable to the School Board and Pastor. In turn, the School Staff is accountable to the Principal.

## Christian Patriotism

Parkview Christian School emphasizes the greatness of America’s Godly heritage and the sacrifices of her heroes. We help children learn self-discipline, respect for authority, obedience to law, and love of flag and country.

## Curriculum

The A Beka Curriculum is recognized as a leader in providing quality education from a Christian perspective. Parkview Christian School is pleased to offer your child such an advanced program. Each subject is taught in the light of God’s Word and has been written by Christian men and women with many years of experience.

## **Parkview Christian School Statement of Faith**

### 1. **The Bible**

We believe that the Bible, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. We believe the Bible sets forth absolute truth by which Christians are to live. For purposes of Parkview Christian School's faith, doctrine, practice, policy, and discipline, the Pastor of Parkview Baptist Church in conjunction with the School Board of Parkview Christian School is the final interpretive authority on the Bible's meaning and application.

### 2. **The Trinity**

We believe that there is one God, existing in three persons: God the Father, God the Son, and God the Holy Spirit.

### 3. **Jesus Christ**

We believe in the deity of Jesus Christ as proven by His virgin birth (Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His death, resurrection, and ascension to the right hand of the Father (1 Corinthians 15: 3-4; Mark 16:19), and His coming return in power, glory, and majesty (Revelation 19:11).

### 4. **Salvation**

We believe and teach that the salvation of sinners is an absolute necessity and comes only by grace through faith in Jesus Christ upon the confession and repentance of sin.

### 5. **The Holy Spirit**

We believe that God's Holy Spirit dwells within each believer – equipping them with God's power to be a witness for the Lord Jesus Christ, to be victorious over Satan, and to walk in the light of His Word and overcome the darkness of this world.

### 6. **Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition of life from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

### 7. **Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in the Bible (Genesis 2:18-25; 1 Corinthians 6:18-20; 7:2-5; Hebrews 13:4).

We believe that any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-11).

We believe that in order to preserve the function and integrity of Parkview Christian School, and to provide a biblical role model to the students of Parkview Christian School and the community, it is imperative that all persons who are employed by Parkview Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

## 8. **Forgiveness**

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 John 1:9).

## 9. **Respect**

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual or group of people are to be repudiated and are not in accord with the Bible nor the doctrines of Parkview Christian School.

## **Code of Conduct**

Parkview Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinctly Christian environment. We strive to work with parents and guardians to train Christian young men and women to be salt and light in their communities.

Parkview Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Parkview Christian School expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs.

In relying on the teachings of Scripture, Parkview Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman.

On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality, practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

## Admission/Registration

Parkview Christian School does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its educational policies, admission policy, or other school-administered programs. Parkview Christian School reserves the right to refuse admittance based on behavior, discipline, or specific learning disabilities.

Registration priority is given to currently enrolled students with other registration applications being based on the date of the application and payment. Enrollment dates are released by letter to current students and media outlets for the public.

A non-refundable registration fee is required to insure a position is available for your child (See Tuition Schedule, p. 5).

The minimum age requirement for admission to any class is determined by the student's age on **September 1**. Beginning with the 3-year-old class, students must be toilet trained.

It is requested that both parents, if possible, attend the application process so that all questions can be answered.

### **Items required for admission/registration:**

- Birth Certificate
- Social Security Card
- Immunization Record
- School Enrollment Form
- Registration Fee (Non-refundable)
- Request for Academic Records

New students are enrolled on temporary academic probation. Testing of an applicant may be required to determine placement or to determine if the school can meet the child's needs (Fee applies).

Once all registration requirements are completed, parents will be asked to sign the Contract Agreement contained in the registration packet. Parents and students are asked to sign the Handbook Agreement form after having read the Parent/Student Handbook.

## Withdrawal

Parents are to notify the school office prior to the last day of attendance and complete a written withdrawal form. The registration fee is non-refundable. The student's account will be checked and **any money due must be paid immediately. No records will be released until all accounts are paid in full.**

## Re-Enrollment

Current students are required to re-enroll each spring for the following school year. A student will be officially enrolled upon acceptance of the registration fee. A former student of Parkview Christian School wishing to re-enroll will be allowed to do so if there are no academic, behavioral, or disciplinary restriction issues. The administration reserves the right to deny re-enrollment to any student whose academic or financial obligation has not been met as determined by school policy.

## Financial Responsibility

Payment of tuition and fees is to be made in accordance with the terms specified in writing and supplied to the parents.

All payments are due by the first (1<sup>st</sup>) of each month and are considered delinquent after the tenth (10<sup>th</sup>) of the month. A late fee of twenty-five (\$25.00) is charged on the tuition account for payments received after the tenth (10<sup>th</sup>) of each month. For your convenience, we accept debit cards and most major credit cards. A three percent (3%) processing fee applies.

Parkview Christian School mails financial statements to delinquent accounts only by the fifteenth (15<sup>th</sup>) of the month. **If an account becomes 30 days past due (after the 10<sup>th</sup> of the following month), the student is unable to return to school until the account is made current unless prior arrangements have been made with the Principal. After the second delinquent cycle in a year occurs, a pre-paid situation will be in effect before the student can return.**

## Tuition Schedule for 2018-2019

Half Day = 7:45 a.m. to 11:30 a.m.

Full Day = 7:45 a.m. to 3:00 p.m.

<u>Grade</u>	<u>Registration</u>	<u>Annual</u>	<u>10 Month (7/1 – 4/1)</u>	
P2	Half	\$100.00	\$2,000.00	\$200.00
	Full	\$100.00	\$3,200.00	\$320.00
P3	Half	\$111.00	\$1,668.53	\$166.86
	Full	\$144.00	\$3,121.63	\$312.17
P4	Half	\$111.00	\$1,668.53	\$166.86
	Full	\$144.00	\$3,121.63	\$312.17
Kindergarten, 1 <sup>st</sup> – 4 <sup>th</sup>		\$300.00	\$3,441.35	\$344.14

Tuition Discounts:

1. 4% discount for full tuition payment by June 1
2. Multiple children discount:
  - A. 1<sup>st</sup> Child – entire amount
  - B. 2<sup>nd</sup> Child – 10%
  - C. 3<sup>rd</sup> Child or more – 20%

**Discounts given for multiple children will be revoked should accounts become late two times within the school year. Full tuition rates will apply after the second (2<sup>nd</sup>) delinquency.**

A late fee of \$25.00 per child will be charged after the 10<sup>th</sup> of the month. Please note that if the 10<sup>th</sup> falls on a week-end or holiday, you must make arrangements for our office to receive payment prior to the 10<sup>th</sup>.

## Fees

A list of fees for extra supplies/activities is found below: \*\*\*\*

Preschool.....	\$15.00
Kindergarten.....	\$26.00 (magazine & graduation)
1 <sup>st</sup> Grade.....	\$15.00 (magazine, journal, sketch pad, etc.)
2 <sup>nd</sup> Grade.....	\$15.00 (magazine, journal, etc.)
3 <sup>rd</sup> Grade.....	\$25.00 (magazine, music, science, etc.)

\*\*\*\*Field trip fees vary depending upon venue. An estimate of \$15/trip (2/year) in addition to transportation and food is reasonable.

## Extended Day Care (Registered Students Only)

We offer **Before-School Care from 7:15 to 7:45 a.m.** for \$1.00/day. No registration fee required.

### **After-School Care (known as Extended Day):**

Registration Fee.....	\$35.00 Annually
3 PM – 5:30 PM	
2, 3, & 4 years old.....	\$40.00 Weekly
Kindergarten & up.....	\$30.00 Weekly

### Drop-Ins:

Registration Fee.....	\$35.00 Annually
11:30 – 3:00 .....	\$15.00 daily
11:30 – 5:30 .....	\$25.00 daily
3:00 – 5:30 .....	\$15.00 daily

### Extended Day Late Charges:

These prices are in effect **after 5:30 p.m. by our clock.**

1. Up to 15 minutes .....\$1.00/minute
2. Over 15 and up to 30 minutes....\$2.00/minute
3. Over 30 minutes .....\$45.00 plus \$3.00/minute over 30 minutes

**2018-20179 ENROLLMENT / REGISTRATION FORM**

PARKVIEW CHRISTIAN SCHOOL – 608 S. Eufaula Ave. – Eufaula, AL 36027

Date \_\_\_\_\_ Time \_\_\_\_\_ Referred by: \_\_\_\_\_

**Student Information**

Name \_\_\_\_\_ Name Used \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Social Security # \_\_\_\_\_ M / F  
Grade to Enter\* \_\_\_\_\_ Birthdate\*\* \_\_\_\_\_ Present Age \_\_\_\_\_  
Siblings at P.C.S. \_\_\_\_\_ Grade Level \_\_\_\_\_  
\_\_\_\_\_ Grade Level \_\_\_\_\_

**Guardian Information**

<b>Father/Guardian</b>	<b>Mother/Guardian</b>
Address _____	Address _____
Employer _____	Employer _____
Phone: Home _____	Phone: Home _____
Cellular _____	Cellular _____
Work _____	Work _____
E-Mail _____	E-Mail _____

**My Child May Be Dismissed (in addition to parents):**

\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Information**

**Doctor to call in case of an emergency:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency Contacts**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Miscellaneous**

- \* I will bring all medications and administer to my child \_\_\_\_\_
  - \*The school may administer medications I provide as prescribed (i.e. Tylenol, Tums, allergy, etc.)
  - \*List any medical conditions or other issues we need to know to better care for your child.
- \_\_\_\_\_

**Church Family attends:** \_\_\_\_\_

**All accounts must be current and remain current to guarantee a classroom space.**

**\*Grade to enter is finalized after review of grades and attendance records.**

**\*\*Students entering 1<sup>st</sup> Grade must be 6 years old by September 1<sup>st</sup>.**

(Please sign and return pages 8 & 9)

# **Parkview Christian School Financial Contract**

I/We understand and agree that my/our obligation to pay tuition/fees for the full academic year, or portion thereof after the date of enrollment, is **unconditional**. I/We understand that the full amount is due even if I/We withdraw my/our child(ren) or if the student(s) is dismissed by Parkview Christian School for disciplinary issues.

By signing this contract, I/We obligate myself for the entire tuition/fees applicable for each child as specified below. I/We understand that no records will be released until the account(s) are paid in full.

I/We agree to accept the rules, regulations, and policies of Parkview Christian School, and to support the educational philosophy, morals, dress, attendance, disciplinary, and other standards of Parkview Christian School.

I/We affirm that I/We am/are the parent(s) or legal guardian(s) of the child(ren) listed below. I/We agree to furnish a copy of all legal papers that pertain to the welfare of the child(ren).

I/We understand as the parent(s) or legal guardian(s) of the child(ren) listed below that I/We am/are responsible for the fulfillment of any financial obligations, even though another individual is providing payment or partial payment for the tuition.

\_\_\_\_\_  
Parent(s) or Guardian(s) Signature(s)

\_\_\_\_\_  
Signature of other financially responsible party(ties)

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
SS number(s) of responsible party(ties)

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Contact Number(s)

Date \_\_\_\_\_

For Office Only: \_\_\_\_\_  
Accepted By Date

Student Names:

Tuition Amount:

Child #1 \_\_\_\_\_

\_\_\_\_\_

Child #2 \_\_\_\_\_

\_\_\_\_\_

Child #3 \_\_\_\_\_

\_\_\_\_\_

List other children/notes:

\_\_\_\_\_  
\_\_\_\_\_

**Parkview Christian School admits students of any race, color, national or ethnic origin**  
608 S. Eufaula Ave., Eufaula, AL 36027; (334)687-4449; Fax: (334)232-7102  
Email: [pcsoffice@eufaula.rr.com](mailto:pcsoffice@eufaula.rr.com); Website: [www.pcseagles.com](http://www.pcseagles.com)

**EXTENDED DAY REGISTRATION FORM**

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

**Student Information**

Name \_\_\_\_\_ Name Used \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Grade \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Mother \_\_\_\_\_ Father \_\_\_\_\_

List any allergies or medical conditions that we should know about in order to care for your child:

\_\_\_\_\_  
\_\_\_\_\_

List all names, relationships, and phone numbers to contact, regarding your child, in the order in which they need to be called:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

List all names that your child can be dismissed with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of an emergency, list the Doctor to call and any other emergency contact information (including your information).

\_\_\_\_\_

PLEASE BRING A PILLOW AND LIGHT COVER FOR NAP TIME.

## Hours of Operation

Early Morning Drop-Off .....	7:15 a.m. – 7:45 a.m.
Office .....	7:30 a.m. – 3:30 p.m.
Preschool (Half Day).....	7:45 a.m. – 11:30 a.m.
Preschool (Full Day).....	7:45 a.m. – 3:00 p.m.
Kindergarten – 8 <sup>th</sup> Grade.....	7:45 a.m. – 3:00 p.m.
Extended Day.....	3:00 p.m. – 5:30 p.m.

## Office Procedures

Parkview Christian School is committed to maintaining the confidentiality of student records and information. The office maintains a separate file on each student containing health records, grades, standardized test scores, and other necessary information. These files are locked and access is limited. Personal information concerning students and/or parents is not released. Personal issues that arise with students are handled as discreetly as possible.

It is imperative that our school have current information and contact numbers for parents/guardians. Please update the office when information changes (such as a change of address or telephone number).

Checking students in or out of school is completed through the school office. Teachers are to be given prior notice whenever possible. Parents/Guardians are to communicate with students through the school office. This should be done on a limited basis. Please do not attempt to communicate with students through personal electronic devices. Our office staff will gladly relay messages.

Due to the large volume of activity and the small area available, please limit office visits to **Business Only**.

## Print and Social Media

Most of our teachers have Facebook accounts and enjoy sharing special moments from their classroom on such media that may include student pictures. If you've not already done so, you may wish to send a "friend request" to your child's teacher so that you can share in these special times. Also, from time to time our school sends pictures of special events (such as a field trip, etc.) to print media such as newspapers and magazines, that may include your child. We have found that parents, grandparents, and of course the children themselves, enjoy seeing their picture and name in such publications. If, for some reason you prefer that your child not be included in any of the above, it will be necessary to submit a handwritten note to the school office with your signature indicating that you do not wish for your child to be included. Otherwise, your signature on **page 26** of this handbook (indicating your having read and being in agreement with the policies of Parkview Christian School) serves as permission for your child's picture and name to be included in media publications Parkview Christian School chooses.

## **Health/Illness**

An Alabama Certificate of Immunization and a Certificate of Second MMR from a physician, health department, or former school must be on file **before** the student can attend class. A child's immunizations must remain current according to Health Department Guidelines.

All student medication must be kept in the school office and administered by PCS staff. Medication for students must contain an explanation, time to be taken, and amount to be administered. Parents should sign in the appropriate place on the registration form if giving permission for school staff to administer over-the-counter medication (i.e. antacids, pain-or-fever reducing drugs, etc.)

First aid is administered by school staff only for minor injuries. Parents will be notified of any action taken. If a medical emergency arises that requires professional care, the parents will be contacted to determine the next course of action. Should parents be unavailable, the school staff will use information provided on the emergency information card to make necessary decisions. **For critical emergencies, 911 will be contacted FIRST.**

Normal, childhood illnesses such as colds and viruses are to be expected; however, sick children do not belong at school. They need to rest and give their bodies time to recover. **If your child is showing symptoms of illness such as vomiting, diarrhea, lethargy, etc. or a temperature higher than 98.6° F, please make arrangements to keep them home. Please do not give fever-reducing medication to your child and then send them to school. A child should be fever-free and symptom-free without medication for 24 hours before returning to school.** If a doctor prescribes antibiotics, the child should be on the medication a minimum of 24 hours prior to returning to school.

Parents of **students who become ill at school or have a fever of 100° F or above, by our thermometer**, will be notified to pick-up their child in the school office.

Parkview Christian School reserves the right to prohibit a student's attendance due to a contagious illness or condition that could affect other students. Due to close environmental conditions, children with critically contagious conditions cannot be enrolled at PCS.

## **Food Program**

Parkview Christian School does not offer a prepared lunch program. Students bring sack lunches or parents may deliver one. The school periodically provides the opportunity for students to order lunch from area businesses. Notice is given of these times.

We invite parents to eat lunch with their children when possible. Please register with the school office for these visits before going to the lunchroom.

Snacks may be purchased in Grades 1- 4 for break time. Snacks for Preschool (P2, P3, P4, and Kindergarten) are provided by the school.

## Attendance

It is important that students, parents, teachers, and administration work to promote regular and prompt attendance at school including participation in school-sanctioned field trips and other school activities that are a part of the instructional program.

For purposes of Perfect Attendance Awards, students checking in after 11:30 a.m. or checking out before 11:30 a.m. are considered absent for that school day. Students arriving to school after 8:00 a.m. are tardy. Parents are required to check the student in. Five (5) unexcused tardies excludes a student from perfect attendance awards.

### Excused Absences/Tardies

Illness, injury, medical/health appointments, and family emergencies such as illness or death are examples of excused absences and tardies. A doctor's excuse is required for medical/health absences and a parental note is required for other absences upon the student's return to school. The Principal has final authority in determining if an absence or tardy is excused or unexcused.

An unexcused absence or tardy may result in the student receiving a failing grade for the day or for the class that is missed. This includes homework or participation grades missed as a result of the unexcused absence or tardy.

### Accumulating 10 or more unexcused absences during a semester (18 weeks) may result in retention or removal from Parkview Christian School.

A Parent-Teacher-Principal conference will be required should a pattern of excessive absences or tardies develop. Extended absences due to educational travel or family concerns should be approved by the Principal prior to the date.

It is the responsibility of the student and/or parent to obtain assignments for work missed due to absences or tardies. Upon returning to school, a student will have three (3) days to complete any missed assignments or tests.

## Student Evaluation

The formal evaluation of students is an ongoing process for the school staff. Progress reports, report cards, and Parent-Teacher-Principal Conferences are the means through which our school communicates student progress and can be scheduled by any of the parties involved upon request. Unless there is an emergency situation, please **schedule** appointments to talk with your child's teacher to avoid detracting the teacher from their assigned duties.

The dates for issuing progress reports and report cards are listed on the school calendar (pp. 27-28). Honors Chapel is held after each quarter to recognize the achievements of students for each nine weeks of school.

**The standard ten (10)-point grading scale is used.**

<b>A</b>	<b>90-100</b>	<b>C</b>	<b>70-79</b>	<b>F</b>	<b>below 60</b>
<b>B</b>	<b>80-89</b>	<b>D</b>	<b>60-69</b>		

Promotion to the next grade level is dependent upon the child's satisfactory completion of the current grade level expectations and teacher recommendation. Retention is a decision that will be rendered out of concern for the success of the child, the demands upon teachers, and the integrity of the school.

## **Parent-School Relations**

Communication is the key to good relationships. Parkview Christian School attempts to keep parents informed on all aspects of their child's behavior and progress and any conditions that have direct bearing on the well-being of their child.

Parents receive information through their child's Monday folder, letters, *Facebook*, and **remind.com** text messages. **\*Please remain alert for these notices\***

Parents are to make appointments to speak with a teacher. Please refrain from lengthy, unscheduled discussions upon arrival to school or during the day that interfere with a teacher's duties. A private conference, convenient to all concerned parties, is the appropriate way to handle these matters.

## **Dress Code**

The following rules apply in Kindergarten through 4<sup>th</sup> Grade:

- 1. Modesty at all times in all situations is a priority.**
2. Attention to personal appearance is required. This should include clean clothing, daily bathing and use of deodorant, proper oral hygiene, plus washed and groomed hair. Unusual or distracting hairstyles/adornments are prohibited.
3. Appropriate undergarments are to be worn at all times. Undergarments should not be visible.
4. Shorts/skirts/dresses for girls and shorts for boys must be of appropriate length – no shorter than 2 inches above the knee. Girls should wear biker shorts or similar garments underneath these items.
5. All tops must have sleeves and cover the upper body including the chest and midsection.
6. Pants, jeans, or shorts with intentionally frayed edges or holes are not allowed. These items should be worn at waist height and not allowed to sag.
7. Clothing that is too tight and emphasizes the body's shape is not allowed.
8. Clothing with inappropriate/suggestive/offensive wording or design is not allowed.
9. No visible body piercings or tattoos. Boys are not allowed to wear earrings. Girls may wear earrings no longer than one inch below the ear. Jewelry that is noisy or distracting is not allowed.
10. Hats and sunglasses are not allowed at school (including PE) except for special functions as announced by the administration.
11. Sandals are allowed but the school is not responsible for discomfort or injuries as a result of wearing sandals.
12. Parkview Christian School is the final authority in all dress code matters.

## **Discipline**

Parkview Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. It is our belief that “all things should be done decently and in order” and that our students “walk honorably before all men”.

Discipline is a cooperative effort between home and school. The school staff does not attempt to replace the role of parents; however, we do work with parents to teach students to accept responsibility for their own behavior and choices including the consequences that result from that behavior or choice.

Our staff maintains standards of behavior in the classroom using kindness, love, and genuine regard for the students; however, required disciplinary action is firmly administered with good judgment and understanding.

Socially acceptable rules of proper behavior and etiquette apply even if not stated. For example, no gum chewing, no running in the building, no hands or feet on the walls, and proper verbal recognition (yes/no sir, excuse me, please and thank you, etc.).

**Parkview Christian School does not accept students with a history of behavioral or disciplinary problems.**

Parkview Christian School believes that the punishment for misbehavior should be designed to correct the problem behavior at the lowest level with the help of both parents and staff.

Each teacher has several non-formal techniques used for the reward or praise of students who show the proper attitude and behavior. These steps hopefully encourage others to perform in a positive manner prior to any formal measures being needed.

The following pages classify violations of school policy and their resulting consequences into three (3) categories – Minor, Intermediate, and Major Offenses. Other incidents not included in this policy will be classified by the Principal at the time of occurrence.

## **Minor Offenses**

– include but are not limited to:

1. Excessive distraction/disruption in or out of the classroom
2. Intimidation – to threaten/create fear in another (minor action)
3. Unintentional/non-directed use of profane/obscene language
4. Inappropriate public displays of affection – i.e. embracing, kissing, and inappropriate touching
5. Excessive, unauthorized, and unexcused absenteeism and tardiness
6. Intentionally providing false information to the school or its employees or representatives to include concealing information directly related to school business
7. Refusal to complete assignments at school or home
8. Failure to follow instructions of school faculty or staff
9. Unauthorized use or possession of school property or personal property to include cell phones, computers, and other electronic devices
10. Possession of knives, lighters, matches, and other incendiary devices
11. Littering or defacing school property
12. Disrespect of students, faculty, or staff through words or actions
13. Cheating/Plagiarism – copying another person’s work, having work completed by someone else, or allowing personal work to be copied
14. Violation of the school dress code
15. Any incident not listed which will reasonably fall in the minor category as determined by the Principal

## **Minor Offense Consequences:**

Punishment includes, but is not limited to, one or more of the following based on the violation, frequency, and past behavior:

- Loss of recess or physical education time
- Extra homework or written assignments
- Parental notification
- Conduct cuts (based on severity and number of incidents)
- Principal-Student Conference
- Parent-Teacher Conference

## **Intermediate Offenses**

– include but are not limited to:

- 16.** Defiance – verbal or nonverbal refusal to comply with a lawful direction or instruction given by a school employee or school representative
- 17.** Threats – verbal, written, and physical gestures
- 18.** Simple Assault – intentional and unlawful threat by word or act to do violence to the person of another, coupled with the ability to do so or the performance of an act that creates a well-founded fear in another
- 19.** Fighting – threatening to fight or do bodily harm to another including striking, pushing, and verbal threats
- 20.** Vandalism – misuse, defacement, physical damage or destruction of any school property to include use of school computers and equipment for non-school or non-educational purposes
- 21.** Stealing – unauthorized procurement or possession of school property or property of another person
- 22.** Unauthorized Area – presence in an area where student access is prohibited or leaving the classroom without permission either before, during, or after school.
- 23.** Intentional/Directed use of obscene language, materials, clothing, racial remarks, and/or provoking students by using written or verbal language or gestures directed towards an individual or group
- 24.** Forgery of school documents, parental signatures, doctor excuses, etc.
- 25.** Sexual Harassment – request of sexual favors; use of offensive, vulgar, or sexually explicit language, written comments, pictures, or drawings
- 26.** Gang Affiliation – display or wearing of colors, clothing, gestures, language, or chanting that suggests a gang affiliation whether actual or pretense
- 27.** Any other offense which may be deemed reasonable to fall within this category after careful consideration of the circumstances

## **Intermediate Offense Consequences**

Punishment includes, but is not limited to, any sanctions of the minor offenses plus one or more of the following based on the violation, frequency, and past behavior:

- Loss of extracurricular activities
- Loss of field trip privileges
- Required Principal-Student Conference
- Required Parental notification
- One grade letter loss on Conduct Grade

## **Major Offenses**

– include but are not limited to:

28. Drugs – possession of (on person, in personal belongs, or housed by the student on school or church property) or attempt to sell/transfer to another person any illegal narcotic, prescription drug, alcohol, or any intoxicant or inhalant
29. Arson – willful and malicious burning or starting of a fire while on school or church property
30. Battery/Assault – touching or striking anyone intentionally causing or attempting to cause bodily injury
31. Aggravated Battery – assault intentionally to cause serious bodily injury; attempted assault with a weapon; attack by several individuals on another person
32. Robbery/Stealing – taking of another’s property with or without force without the owner’s permission
33. Gambling – participation or organization of gambling while on school grounds which includes, but is not limited to, cards, dice, chance sheets, sports betting, etc.
34. Criminal Mischief – willful and malicious injury or the damage of property with a monetary cost
35. Weapons – possession of a weapon or devise that can be used as a weapon which includes, but is not limited to, firearms, bow & arrow, air or BB gun, realistic replicas of weapons, knives, explosive devices (fireworks, etc.), num-chucks, and any object that could be used to injure someone
36. Bomb Threats – any communication expressing the intent (whether factual or false) to destroy school property, other property, or disruption of the operation of the school
37. Sexual Misconduct – any physical, sexual act between two individuals with or without mutual consent or any overt sexual action committed by a student
38. Defiance (Blatant) – verbal or nonverbal **aggressive** refusal to comply with the lawful directions or instructions given by a PCS employee or PCS representative
39. All serious offenses that require a more severe punishment deemed necessary by the School Board or Principal

**All incidents in violation of city, county, state, or federal laws will be reported to the proper authorities**

## **Major Offense Consequences:**

Punishment includes, but is not limited to, any of the minor or intermediate sanctions plus one or more of the following based on the violation, frequency, and past behavior:

- Required Parent/Principal conference
- Restitution if applicable
- Suspension
- Expulsion
- Prosecution by the proper authorities where laws are violated

## **Student Protection Policy**

### **General Purpose Statement:**

Parkview Christian School seeks to provide a safe and secure environment for the students who participate in our programs and activities. By implementing the below practices, our goal is to protect the students of Parkview Christian School from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

### **Definitions:**

For the purposes of this policy, the term “student”, “students”, “child”, or “children” include all persons under the age of eighteen (18) years.

In this policy, the use of the term PCS refers to Parkview Christian School.

The term “employee” refers to person(s) hired by Parkview Christian School on either a salaried and/or hourly basis.

The term “volunteer” refers to person(s) who agree to provide services to Parkview Christian School with no thought or expectation of compensation, monetary or otherwise.

### **Selection of Workers:**

**Employees** – All employees who desire to work with the students participating in PCS programs and activities will be screened. This screening includes:

#### **A. Written Application**

1. All persons seeking to work with PCS students must complete and sign a written application to be supplied by the school. The application will request basic information from the applicant and will inquire into educational background, previous experience with children, references and employment information, as well as disclosure of any previous criminal convictions or current criminal investigations.
2. The applicant must give a written testimony of his/her own personal faith in Jesus Christ to be attached to the written application. This testimony should include, but is not limited to, when and how the applicant came to the saving knowledge of Jesus Christ, how the relationship has grown, and what evidences exist to substantiate God’s current working in his/her life. The difference in the applicant’s life before and after Christ should be a part of this testimony.

#### **B. Personal Interview**

1. Upon completion of the application, a face-to face interview may be scheduled with the applicant to discuss his/her suitability for the position.

#### **C. Reference Checks**

1. Before an applicant is offered a contract of employment with PCS, at least two of the applicant’s references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past.
2. A letter of recommendation and PCS Evidence of Faith questionnaire, completed by the pastor of the applicant’s most recent church affiliation, must be on file with the application.
3. A transcript(s) from all colleges or universities attended, verifying coursework and/or degrees earned by the applicant, must be on file for employment as well as a copy of any/all certification pertinent to the position for which the applicant is applying.

#### D. Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and for the following categories of employees:

- \*Those involved in the day-to-day operation of Parkview Christian School
- \*Those involved in overnight activities with minors
- \*Those counseling minors
- \*Those involved in one-on-one mentorship of minors
- \*Those having occasional one-on-one contact with minors (i.e. chaperones and vehicle drivers.)

Prospective workers will be asked to sign an authorization giving PCS permission to conduct the check with an agency chosen by PCS. Individuals declining to sign the authorization will be denied employment with PCS.

Disqualifying background offenses will be determined by Parkview Christian School Board on a case-by-case basis in light of all the surrounding circumstances. In general, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to the mission of PCS will preclude employment. Failure to disclose a criminal conviction on the application form will also be a disqualifying offense.

The background check authorization and results will be maintained in confidence on file at Parkview Christian School. All information required for employment with PCS will be kept in confidence on file at Parkview Christian School.

**Volunteers** – PCS requires all volunteers, including parents who act as chaperones or give instructional support, to follow the same standard of conduct required of teachers and other employees. Volunteers not meeting the standards will not be permitted to serve. The school reserves the right to require background checks on any and all volunteers requesting to act as chaperones.

#### **Open Door Policy:**

Doors to classrooms should remain open. Should noise inside or outside the classroom become an issue, the door may be closed if there is a glass partition in the door for viewing. Minors are not allowed to be alone with one adult on school premises or in any school sponsored activity unless in a counseling situation. Doors should never be locked while persons are inside the room.

#### **Responding to Allegations of Child Abuse:**

For purposes of this policy, “child abuse” is any action (or lack of action) which endangers or harms a the physical, psychological, emotional, or spiritual health and development of a child. Child abuse includes the following:

- \* Physical Abuse- Any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting
- \* Emotional Abuse- Emotional injury resulting from when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.
- \* Sexual Abuse- Any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- \* Neglect – Depriving a child of their essential needs, such as adequate food, water, shelter, medical care, and educational training.

A PCS employee may become aware of the abuse or neglect of students under his/her care. In the event that an individual involved in the care of children at Parkview Christian School suspects abuse or neglect of that child, that person should make a report immediately to the principal or other trusted employee for further action including reporting to authorities as may be mandated by Alabama State Law.

### **Responding to Allegations of Child Abuse by PCS Employees or Volunteers:**

In the event that an incident of abuse or neglect is alleged to have occurred at Parkview Christian School before, during, or after school hours or during PCS sponsored programs or activities by an employee or volunteer of the school, the following procedures shall be followed:

1. Persons to be notified:
  - a) PCS Administration
  - b) Parent or guardian of the student
  - c) Proper legal authorities as mandated by Alabama State Law
  - d) PCS Board Chairman
  - e) Pastor of Parkview Baptist Church
2. The employee alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from PCS, with pay, pending an investigation.

Volunteers alleged to be the perpetrator of abuse or misconduct will not be allowed to participate in school activities or be on the PCS campus, pending the outcome of an investigation.

3. PCS will comply with the State of Alabama requirements regarding mandatory reporting of abuse as required by currently existing laws.
4. The insurance company for PCS will be notified and an incident report will be completed.
5. PCS will cooperate with any investigation of the incident by local, state, or federal authorities. In the event there is no investigation of the incident by local, state, or federal authorities, the Parkview Christian School Board will appoint a team to investigate the circumstances of the incident. The team should act only in consultation with the PCS Board, our insurance company, and /or attorney.
6. The employment of any person who is not found innocent of the alleged abuse or misconduct, as a result of any local, state, federal, or internal investigation, will be determined by the Parkview Christian School Board in conjunction with any investigative authorities and current laws as mandated by the State of Alabama.
7. A representative chosen by the Parkview Christian School Board will be the media contact person concerning incidents of abuse or neglect. In most cases, that person will be the Principal of Parkview Christian School, unless he or she is alleged to be involved. All other employees will refrain from speaking to the media.
8. On-site counseling may be offered by the ministerial staff of Parkview Baptist Church or from other resources as determined by the Parkview Christian School Board.

**CONTROL OF PEDICULOSIS**  
**Head Lice Policy, Procedures, and Instructions**  
**(Adopted March 17, 2015)**

Anyone can get head lice. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice; however, it is important that steps be taken to treat and control any outbreaks and to avoid direct head to head contact with carriers. Although a nuisance and expensive to treat, head lice have not been shown to spread disease.

An effective plan to manage a lice outbreak requires support from PCS personnel and PCS families in three areas – **I. Screening/ Identification**

**II. Education of PCS staff, families, and students**

**III. Treatment**

The Parkview Christian School Board has adopted the following guidelines concerning the effective control of head lice:

**I. Screening/Identification**

1. A child suspected of head lice will be sent to the office to be checked by the school designee. This will be done in a manner that provides the **utmost privacy and confidentiality of the child.**

2. **A. Nits Only**

If nits are found but there are no live (crawling) lice on the hair, parents will be notified by phone that nits are present and that the child's hair and environment should be inspected and treated. **Children with nits only are not required to leave school early.** Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

- B. Live Lice**

If live (crawling) lice are found on the hair, the child will be sent home. The parents of the child will be notified by phone that their child is being sent home due to an active case of head lice. They will also receive instructions for inspecting and treating the infestation. **A child with live (crawling) lice is not allowed to remain at school unless parents cannot be contacted.**

Should parents of children with nits (eggs) or live (crawling) lice be unavailable for notification, an approved letter will be sent home with the child. The letter will include an attachment from the principal explaining the head lice policy of PCS concerning the treatment of lice, the removal of nits, and when to return to school.

## II. Education

3. Parents of children with nits (eggs) or live lice will talk with school personnel privately and discuss treatment. Special emphasis will be placed on using a pesticide treatment rather than hair care products. The importance of following the pesticide product instructions/warnings **exactly** will also be addressed. The parents will be provided with information on head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits.

No pediculicide kills 100% of eggs (nits); therefore, we recommend that all eggs (nits) be removed (combing) to decrease the risk of re-infestation and/or confusion concerning re-infestation.

4. The school designee can demonstrate how to screen for head lice. The school designee should encourage examination of all household members but **advise against** treating family members who are not infested. **Infants MUST NOT** be treated with commercial products. A doctor should be consulted concerning head lice treatment for infants. **NOTE:** Pets cannot become infected with human head lice.
5. Parents will be asked to verify treatment as soon as possible after notification. The child will be then be allowed to return to school following proper treatment.
6. Parents will be informed that their child will be re-examined 7-10 days after treatment to determine if a second treatment is necessary. Parents will be notified should a 2<sup>nd</sup> treatment be required.
7. Once lice are identified in a child, a screening will be done of all students in the affected classroom or with whom that child has close contact. Parents of those children will be notified in writing of a suspected or confirmed case of head lice in order that they may inspect their children, also, and treat as needed. Again, head lice are transmitted through direct head to head contact or items with which a child's head may come in contact.
8. Parents will be advised to notify frequent visitors to their home or other activity sites (sports, gymnastics, dance, etc.) of the possibility of head lice infestation.
9. School personnel will remain sensitive to children and parents who have never encountered this problem or who are unusually concerned about this problem. Angry and/or upset parents should be referred to the principal. If unavailable, the principal will contact those parents as quickly as possible.

## III. Treatment

Parkview Christian School recommends that families follow the treatment guidelines as outlined by the Centers for Disease Control and Prevention (CDC). **A copy of those guidelines may be obtained in the school office.**

## **RETURNING TO SCHOOL**

Upon completion of treatment, any student diagnosed with nits and/or active head lice may return to school. Those students will be rechecked in 7-10 days to ensure that the treatment has been successful.

No more than three (3) consecutive absences will be excused because of head lice. After three (3) consecutive absences, absences will be considered unexcused.

## **PLEDGES**

### **American Flag**

**I pledge allegiance to the flag  
of the United States of America,  
And to the republic for which it stands,  
One nation under God, indivisible,  
With liberty and justice for all**

### **Christian Flag**

**I pledge allegiance to the Christian flag,  
And to the Savior for which it stands,  
One Savior, crucified, risen, and coming again  
With life and liberty to all who believe**

### **The Bible**

**I pledge allegiance to the Bible,  
God's Holy Word;  
I will make it a lamp unto my feet,  
A light unto my path,  
And will hide its Word in my heart  
That I might not sin against God**

### **The Lord's Prayer**

**Our Father which art in Heaven,  
Hallowed be thy name.  
Thy kingdom come.  
Thy will be done in earth,  
As it is in heaven.  
Give us this day our daily bread.  
And forgive us our debts,  
as we forgive our debtors.  
And lead us not into temptation  
but deliver us from evil:  
For thine is the kingdom,  
and the power,  
and the glory, forever.  
Amen**

**Matthew 6: 9-13**

# Parkview Christian School

## 2018-2019 Calendar

*School Hours: 8:00 AM – 3:00 PM*

**August 2018**

- 6, 7, 8.....Staff Workdays
- 7.....Open House 6 PM
- 9.....School Begins (½ Day)
- 10.....Pre-School Meet & Greet
- 13.....Pre-School begins

**September 2018**

- 3.....Labor Day Holiday
- 10.....Progress Reports

**October 2018**

- 8.....Columbus Day Holiday
- 10.....1<sup>st</sup> Quarter Ends
- 15.....Report Cards
- 17.....Honors Chapel

**November 2018**

- 12.....Veterans' Day Holiday
- 13.....Progress Reports
- 19-23.....Thanksgiving Holidays

**December 2018**

- 18.....2<sup>nd</sup> Quarter/1<sup>st</sup> Semester Ends
- 18.....Christmas Chapel & Parties (½ Day)
- 12/19-01/04.....Christmas Holidays

**1<sup>st</sup> Semester**

- 1st Quarter = 43 days
- 2<sup>nd</sup> Quarter = 43 days

**January 2019**

- 7.....Teachers, Staff, & Students Return
- 7.....Report Cards
- 9.....Honors Chapel
- 21.....MLK Holiday

**February 2019**

- 11.....Progress Reports
- 18.....Presidents' Day Holiday

**March 2019**

- 12.....3<sup>rd</sup> Quarter Ends
- 18.....Report Cards
- 20.....Honors Chapel
- 25 – 29.....Spring Break

**April 2019**

- 9 – 11 .....Iowa Assessments Testing
- 18.....Easter Chapel & Program
- 19.....Good Friday
- 22.....Easter Monday
- 23.....Progress Reports

**May 2019**

- 10.....Pre-School Last Day
- 16.....Kindergarten Last Day (½ Day)
- 23.....4<sup>th</sup> Quarter/2<sup>nd</sup> Semester Ends  
Honors Chapel (½ Day)  
**Last Day of School**

**2<sup>nd</sup> Semester**

- 3<sup>rd</sup> Quarter = 46 days
- 4<sup>th</sup> Quarter = 45 days

**TOTAL INSTRUCTIONAL DAYS = 177 Days**

## **Parkview Christian School Handbook Agreement**

**Parents: Please read the following statements carefully and sign below.**

I hereby affirm that I have read the Parkview Christian School Parent/Student Handbook and have discussed all applicable policies outlined with my child. I certify that I consent to and will submit to all governing policies of Parkview Christian School, including all applicable policies in the Parent/Student Handbook.

I understand that the standards of Parkview Christian School do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school or its representatives, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Parkview Christian School and is subject to change without notice by decision of the Parkview Christian School Board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Date

**Students (1<sup>st</sup> grade - 4<sup>th</sup> grade): Please read and sign below.**

I hereby affirm that I have read the Parent/Student Handbook or it has been read and explained to me. I certify that I consent to and will submit to all governing policies (rules) of Parkview Christian School, including all applicable policies (rules) in the Parent/Student Handbook.

I understand that this Handbook does not contractually bind Parkview Christian and is subject to change without notice by decision of Parkview Christian School Board (the rules may change if the school decides).

I understand that the way I talk and the way I act is important, and that admission to the school is a privilege, not a right. Furthermore, any behavior not consistent with the school's standards (either on or off campus), could result in the loss of that privilege (i.e., attending Parkview Christian School).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## Postscript

### *OUR PLEDGE TO YOU*

*The faculty and staff of Parkview Christian School take the education and training of children very seriously.*

*We meet together daily to pray for each other, our students, and their families.*

*Our desire is that our students will gain knowledge and skills commensurate with their grade level, come to a saving knowledge of the Lord Jesus Christ, and grow in maturity.*

*We pledge to do our utmost to be the best and most effective role model for our students and your children.*

*We request your prayers as we undertake this very important task.*

*Thank You!*

*The Faculty & Staff of Parkview Christian School*

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