



Family Behavior & Expectations Guide

2026 – 2027

"Educating to Empower students for tomorrow by Inspiring them to Serve like Jesus today."

Parkview Adventist Academy · 4201 Martin Luther King Ave · Oklahoma City, OK 73111 · (405) 427-6525 ·
secretary@parkviewadventistacademy.org

1 · Welcome from Principal Roberts

Dear PAA Families,

Thank you for entrusting Parkview Adventist Academy with your child's education. We don't take that trust lightly. This handbook explains how PAA approaches student behavior — not as a set of rules to enforce, but as a framework for character formation grounded in our Adventist faith and our love for every student.

Our mission is simple: "Educating to Empower students for tomorrow by Inspiring them to Serve like Jesus today." Every expectation in this handbook flows from that mission. We believe discipline, when needed, should be redemptive, restorative, and corrective — pointing students back toward God, toward community, and toward their best selves.

You are our partners. Please read this guide, talk through it with your child, and reach out whenever you have questions. We're always better together.

In His service,

T.J. Roberts, M.Ed

Principal, Parkview Adventist Academy

2 · Our Approach to Discipline

PAA's approach to student behavior is built on four principles drawn from Adventist educational philosophy and Scripture:

Principle	What It Means
Redemptive	Every discipline situation is an opportunity to point a student back toward God and restored relationship.
Remedial	We correct the specific behavior and address its root cause — not just the symptom.
Restorative	We repair the harm done — to relationships, to the community, and to trust.
Corrective	We equip students with the skills to make better choices — discipline develops character, not just compliance.

"TRAIN UP A CHILD IN THE WAY HE SHOULD GO; EVEN WHEN HE IS OLD HE WILL NOT DEPART FROM IT."

Proverbs 22:6

3 · What We Expect of Your Child

PAA's four schoolwide expectations are simple, memorable, and apply everywhere — from the classroom to the cafeteria, from chapel to the school van.

Expectation	What It Looks Like
Be Respectful	• Respect God, others, property, and learning • Follow adult direction gracefully • Treat every person with dignity • Use appropriate language at all times
Be Responsible	• Complete assignments and come prepared • Be honest in all things • Accept accountability for your choices • Follow directions the first time
Be Safe	• No physical aggression of any kind • Protect others emotionally as well as physically • Use technology responsibly • Report concerns to an adult immediately
Honor God	• Reflect Christ in every interaction • Be reverent in chapel and worship • Show kindness as a spiritual practice • Represent PAA and your family with pride

4 · What Happens When Rules Are Broken

PAA uses a four-tier system to respond to student behavior. The tier determines who handles the situation and what the response looks like.

Tier 1 — Teacher Handles It

Examples: Minor disruption, talking out of turn, missing homework, first dress code reminder, gum chewing.

What you'll see: Your child's teacher handles this in the classroom. You may receive a FACTS update or phone call if it becomes a pattern. No principal involvement for first occurrences.

Tier 2 — You'll Hear From Us Today

Examples: Repeated disruption, academic dishonesty, inappropriate language, technology misuse, minor bullying.

What you'll see: Your child's teacher calls you the same day. A parent conference will be scheduled. A behavior contract may be initiated. This is us partnering with you — early and honestly.

Tier 3 — Principal Is Involved

Examples: Fighting, threats, vaping, theft, property damage, leaving school grounds.

What you'll see: Your child is sent to the principal's office immediately. You will be contacted the same day — within 2 hours of the incident. A parent conference within 24 hours is required. Suspension is possible.

Tier 4 — Discipline Committee Reviews

Examples: Weapons, drugs, serious assault, sexual misconduct, criminal activity.

What you'll see: Your child is suspended immediately. You will be called right away. A formal Discipline Committee meeting will occur within 5 school days. You will have an opportunity to share your perspective. A written decision will be given within 5 additional days.

ZERO-TOLERANCE BEHAVIORS

Weapons of any kind, drugs, alcohol, sexual misconduct, and criminal activity are zero-tolerance behaviors at PAA. These result in immediate suspension and Discipline Committee review, regardless of prior history. Law enforcement will be notified when required by law.

5 · Your Role as a Parent

PAA's discipline system works best when home and school are aligned. Here's how you can partner with us:

When This Happens...	Here Is How You Can Help
Your child brings home a behavior note or FACTS message	Read it, talk with your child about it, and follow up with the teacher if you have questions. Don't minimize it — use it as a teaching moment.
A teacher calls you about a behavioral concern	Listen openly. Ask clarifying questions. Commit to reinforcing the expectation at home. Avoid defending the behavior before understanding the full context.
A parent conference is requested	Attend. Bring your perspective genuinely. Partner with the school on a plan. Your child watches how you respond — model respectful engagement.
Your child receives a suspension	Use the time at home intentionally — not as a reward. Have the hard conversation. Be present. Contact the school with any new information.
A Discipline Committee meeting is called	You have the right to attend and speak. Bring any documentation or context that would help the committee understand your child. The committee genuinely wants to hear your perspective.

OUR PROMISE TO YOU

You will never be surprised by a significant behavioral concern at a conference or in a formal meeting. If something significant happens involving your child, you will hear from us the same day. Regular, proactive communication is our commitment.

6 · Your Right to Appeal

Every family has the right to appeal a disciplinary decision. PAA is committed to due process, fairness, and transparency. If you disagree with a disciplinary decision, here's what to do:

1. Request an Informal Meeting First

Ask for a meeting with the teacher and/or principal within 3 school days. Many concerns can be resolved through a direct, respectful conversation. Come with questions, not accusations.

2. Submit a Written Appeal to the Principal

If the informal meeting doesn't resolve your concern, submit a written appeal within 5 school days of the decision. Describe: (1) the decision you're appealing, (2) why you believe it was unfair, (3) the outcome you're seeking. The principal will respond in writing within 5 school days.

3. Discipline Committee Review (suspensions & dismissals)

For suspension or dismissal decisions, you may request a Discipline Committee hearing. The committee will meet within 10 school days. You'll have the opportunity to present your case. The committee will provide a written decision within 5 school days of the hearing.

4. School Board (expulsion only)

Expulsion recommendations may be appealed to the School Board. Contact the principal's office for the procedure.

7 · Frequently Asked Questions

What is the difference between ISS and OSS?

In-School Suspension (ISS) means your child remains at school but is removed from their regular classroom. They complete teacher-assigned work in a supervised area. Makeup work is allowed. Out-of-School Suspension (OSS) means your child is not permitted on campus for the duration of the suspension (typically 1–5 days, up to 10 school days). Missed work may not be made up. A parent re-entry meeting is required before your child returns to class.

Will my child's discipline record follow them?

Behavioral records are maintained per conference policy and applicable state law. For serious incidents, documentation is kept in the student's permanent file. PAA is committed to not defining a student by their worst moment — our goal is always growth and restoration.

What if I think the discipline was unfair?

You have the right to appeal. Begin with an informal meeting with the teacher and/or principal. If that doesn't resolve the concern, submit a written appeal. See Section 6 of this guide for the full appeals process.

My child was bullied. What does PAA do?

Report bullying to the teacher or principal immediately. Bullying is a Tier 2–3 offense depending on severity. The school will: (1) investigate promptly, (2) separate the parties during the investigation, (3) contact both families, (4) apply appropriate consequences, (5) establish a safety plan for your child, and (6) provide restorative support. Cyberbullying involving PAA students is also addressed under this policy even if it occurs off campus.

Can my child's phone be confiscated?

Yes. Cell phones must be off and stored during instructional time. A phone used without permission will be confiscated and returned to a parent or guardian (not to the student). Repeated violations result in escalating consequences including, but not limited to, fines.

What is a Behavior Contract?

A Behavior Contract is a formal written agreement between the student, parent, teacher, and principal. It states specific behavioral commitments the student agrees to make, the school's commitments to support the student, and the consequences if the contract is violated. All parties sign the contract, and a copy is kept on file.

How do I access FACTS?

FACTS is PAA's student information and communication system. You can access it at the FACTS parent portal (link provided at enrollment). To reset credentials or get help logging in, contact the school office at (405) 427-6525 or secretary@parkviewadventistacademy.org.

FACTS PARENT PORTAL

All behavioral incidents Tier 2 and above are documented in FACTS. You can log in to FACTS at any time to view your child's behavioral and academic standing. Grades 7–12 students have their own login. If you need your login credentials, contact the school office.

SCHOOL OFFICE

Monday – Thursday: 8:00 AM – 3:30 PM

(405) 427-6525 · secretary@parkviewadventistacademy.org

For urgent behavioral concerns, call the school office directly.

PAA Family Behavior & Expectations Guide — Family Acknowledgement

School Year 2026–2027 · Oklahoma City, OK

PLEASE SIGN AND RETURN

Please review this guide as a family, then sign below and return this page to the school office by Friday, August 28, 2026. One form per student, please.

By signing below, we acknowledge that we have received and read the PAA Family Behavior & Expectations Guide for 2026–2027, discussed its expectations with our child, and agree to partner with Parkview Adventist Academy in supporting these expectations at home. We understand the four-tier discipline system, the zero-tolerance policies, and our right to appeal as described in this guide.

Student Name (Print)

Grade

Parent / Guardian Name (Print)

Parent / Guardian Signature

Date

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