



**PRESBYTERIAN CHRISTIAN SCHOOL**  
**Elementary School Parent/Student Handbook**  
**2021-2022**

Presbyterian Christian School INC. (PCS), is a Mississippi 501(c)3 non-profit corporation, and operates under the control and direction of a self-perpetuating Board of Directors which is responsible for all decisions as to faculty, programming, admissions, and all other decisions necessary to the operation of the school.

PCS is fully accredited and its teachers are certified by the Midsouth Association of Independent Schools (MAIS) and COGNIA.

PCS seeks to admit students of any race, color, national or ethnic origin, and grants them all of the rights, privileges, programs, and activities generally accorded or made available to full time students in the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, scholarships and loan programs, athletic, and other school-administered programs. However, the Board of Directors reserves the right to deny admission to any student where it is reasonably calculated that such an admission might create adversity, conflict, or opposition to the school's adopted 'Articles of Faith,' 'Statement of Education Philosophy,' or 'Christian World Life View Goals.'

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**PRESBYTERIAN CHRISTIAN SCHOOL  
BOARD OF DIRECTORS**

Mr. William Stanway - President

Mr. Mike Smith - Vice President

Mr. Bobby Sellers - Secretary

Mrs. Ali Stayer

Mr. Bo Pennebaker

Mr. William McIntosh

Dr. John Kosko

Mr. Lee Parish

Mrs. Amber Hatten

Mr. Jim Johnson

PCS operates under the control and direction of a self-perpetuating Board of Directors. The school is administered by Presbyterian Christian School, Inc., a Mississippi non-profit corporation, which is responsible for all decisions as to faculty, programming, admissions, and all other decisions necessary to the operation of the school.

**PCS PTO EXECUTIVE BOARD**

**President**

**Melissa Lyman**

Treasurer

Bethany McNease

Secretary

Shelly Russum

Homeroom Mom Coordinator

Elizabeth Parish

& Candace Oliver

## PCS ELEMENTARY FACULTY/STAFF 2020-21

Dr. Seth Parrish, B.S., M.S., EdD.....	Head of School
Mr. Scott Griffith, B.S., M.Ed.....	Elementary School Principal
Ms. Jamie Tice, B.S., B.A.....	Financial Manager
Mr. Terry Walker, B.S., M.S.....	Technology Director
Mrs. Kami Bonner, B.A., M.A.....	Communications Director
Mrs. April Selman.....	Admissions
Mrs. Kay Ficken, B.S.....	Administrative Assistant
Lauren Bahm, B.S., R.N.....	School Nurse
Mr. John Bailey.....	Facilities Director
Mrs. Jaime Griffin, B.A.....	Administrative Assistant
Mrs. Whitney Hinton, B.B.A.....	Marketing & Recruitment
Mrs. Mary Feagans, B.A., M.P.H., M.P.A.S.....	Special Projects Manager
Ms. Laura Felsher, B.A.....	Kindergarten
Mrs. Katie Kennedy, B.S.....	Kindergarten
Mrs. Kathryn McIntosh, B.S.....	Kindergarten
Mrs. Abbie Sinclair, B.S., M.S.....	Kindergarten
Mrs. Ann Hunter Whitehead, B.S.....	Kindergarten
Mrs. Logan Smithers, B.A., M.Ed., CALT.....	T-1
Mrs. Patty Anderson, B.S.....	1 <sup>st</sup> Grade
Mrs. Kim Bonner, B.S.....	1 <sup>st</sup> Grade
Mrs. Sharon Davis, B. S., M.Ed.....	1 <sup>st</sup> Grade
Mrs. Lauren Long, B.S.....	2 <sup>nd</sup> Grad
Mrs. Suzan Newman, B.A.....	2 <sup>nd</sup> Grade
Mrs. Lynn Tedford, B.S.,M.Ed.....	2 <sup>nd</sup> Grade
Mrs. Natalie Gibson, B.S.....	3 <sup>rd</sup> Grade
Mrs. Brandi Harper, B.S.....	3 <sup>rd</sup> Grade
Mrs. Traci Scott, B.S.....	3 <sup>rd</sup> Grade
Ms. Shannon Braswell, B.S.....	4 <sup>th</sup> Grade
Ms. Beth Ann Schultze, B.S.....	4 <sup>th</sup> Grade
Mrs. Susan Smith, B.A.....	4 <sup>th</sup> Grade
Mrs. Carrie Burks, B.S.....	5 <sup>th</sup> & 6 <sup>th</sup> Grade History
Mrs. Tanya Choina, B.S.....	5 <sup>th</sup> & 6 <sup>th</sup> Grade Reading/English
Mrs. Ginny Graham, B.S.....	6 <sup>th</sup> Grade Reading

Mrs. Presley Walters, B.S., M.Ed.....5<sup>th</sup> Grade Reading / 5<sup>th</sup> Math  
 Ms. Kathi Sutton, B.S.....5<sup>th</sup> & 6<sup>th</sup> Grade Science/5<sup>th</sup> Grade English  
 Mr. Davis Johnson, B.S.....5<sup>th</sup> & 6<sup>th</sup> Grade Math  
 Mrs. Laura Young, B.S.....5<sup>th</sup> & 6<sup>th</sup> Grade Bible  
 Mrs. Whitney Vance, B.A., M.S.....5<sup>th</sup> Grade English  
 Mrs. Katie Dice, B.A.....Computer  
 Ms. Angelia Burnham, B.S., M.Ed., CAMT, CALT.....Student Academic Services (SAS)  
 Mrs. Anne Cameron, B.S., M.Ed., CA.....Student Academic Services (SAS) Dyslexia Therapist  
 Mrs. Andrea Reynolds, B.S., M.Ed.....Librarian  
 Mrs. Amy Nobles, A.A.....Art  
 Mrs. Amy Pearce.....Music  
 Mr. Randy Martin, B.S., M.Ed.....P.E./Coach  
 Mr. Jacob Morgan, B.S.....P.E.  
 Mrs. Metha Wood.....Extended Care Director

# **PRESBYTERIAN CHRISTIAN SCHOOL, INC.**

## **MISSION STATEMENT OF THE SCHOOL**

The mission of PCS is to provide a comprehensive college preparatory education distinguished by a biblical worldview to equip students with the moral integrity, intellectual capacity, and social conscience to impact the world for Christ.

## **ARTICLES OF FAITH**

We believe that the proper purpose of all human endeavor is to glorify God and to enjoy Him forever; that God reveals to men how to glorify and enjoy Him in His holy and infallible Word, the Bible, which He has given by the inspiration of His Holy Spirit in order that men may certainly know what they are to believe concerning Him and what He requires of them.

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

We believe that God created the heavens and the earth and all that exists in them.

We believe that God created man, male and female, in His own image, in knowledge, righteousness, and holiness, with dominion over all creation.

We believe that the first man, Adam, willfully sinned against God, bringing down upon himself and all his descendants the awful consequences of the fall, which include: God's just anger and condemnation, the corruption of his whole person, spiritual death, and liability to all the miseries of sinful human existence.

We believe that God did not leave the world to perish in sin, but out of His great love and mercy purposed to deliver from the consequences of the fall a multitude which no man can number and with them the creation itself.

We believe that God has accomplished this redemption through Jesus Christ, who, though He was and ever continues to be the eternal Son of God, yet became fully man, obeyed the law of God perfectly, suffered the full penalty for sin on behalf of His people, died, was buried, and rose again from the dead on the third day. He ascended to the right hand of the Father where He now makes continual intercession for His people and governs the whole world as head over all things for His Church.

We believe that all who truly repent of their sins and put their whole trust in Christ only are saved by the merit of His life and death alone and are received into the number and have a right to all the privileges of the children of God.

We believe that those who belong to Christ will strive by the power of the Holy Spirit, faithfully to perform all the duties laid upon them by the holy law of God, ever reflecting in life and conduct the perfect example set before them by Christ Himself. We believe that God has established His church in the world and endowed it with the ministry of the Word and the holy ordinances of His kingdom as a means of making the gospel known to the world and of communicating, through His Spirit, the benefits of redemption to His people.

We believe that as Jesus Christ came once in grace, so He shall come a second time in glory to judge the world in righteousness, assigning to each man his eternal reward and consummating His kingdom by the establishment of a new heaven and new earth wherein His people will reign with Him and serve Him in glory forever.

## **STATEMENT OF EDUCATIONAL PHILOSOPHY**

The doctrine of creation teaches that God made the world complete and good yet capable of infinitely rich development. God, moreover, made man in His own image, able to know and develop the creation, and charged him with the privilege and duty of subduing and ruling it to God's glory.

From this creation mandate springs the whole human culture, including the arts, sciences, and the humanities, together with all attendant categories of research and learning.

God charges parents with the responsibility of equipping their children for fruitful service in the Kingdom of God and human society by nurturing in them a respect for and mastery of the knowledge, skills, and values that constitute their cultural inheritance.

Philosophically and historically parents have often found it appropriate to delegate certain aspects of this responsibility to other individuals or institutions uniquely suited to aid in the task of education. The traditional institution has been the community school.

The doctrine of the fall teaches that man and every aspect of his being and culture has been corrupted by sin. Apart from the preserving and restraining effects of God's grace, fallen man's understanding of God, of himself, and of the world would be so darkened that all of his cultural endeavors would produce only error and falsehood.

The doctrine of redemption teaches that God is at work redeeming the whole of His creation through the salvation in Christ of new humanity, the church. To convert, sanctify, and govern His church, God has given His holy and inspired Word, which is preserved in the Scriptures of the Old and New Testaments. This Word of Truth is the only infallible rule of faith and practice for God's people.

To man's original task of preserving and developing culture, has now been added the duty of defending truth and refuting falsehood. Thus, God's people are bound in obedience to Him to conform every aspect of their life and being to Biblical principles. In the cultural sphere, this requires the establishment and maintenance of schools that are distinctly Christian, seeking to suffuse every facet of the educational experience with an understanding of the world and of life that is consciously Biblical. Despite the struggle against falsehood, the Christian school's primary task remains that of preserving and developing the cultural inheritance. God in His mercy has been pleased to restrain sin in the world, by His common grace, even among the ungodly, so that He showers the blessings of insight and knowledge of His creation, like the rain, upon the righteous and the wicked alike.



It is the duty, therefore, of Christian educators to assimilate the best of human learning from whatever source, purge it of ungodliness, incorporate it into the body of Christian knowledge, and teach it faithfully to their students.

Based upon the foregoing statement of educational philosophy, Presbyterian Christian School, Inc. is fully committed to the following:

The mission of PCS is to provide a comprehensive college preparatory education distinguished by a biblical worldview to equip students with the moral integrity, intellectual capacity, and social conscience to impact the world for Christ.

### **BRIEF HISTORY OF PRESBYTERIAN CHRISTIAN SCHOOL**

Presbyterian Christian School began in the minds and hearts of several men at Bay Street Presbyterian Church in 1975. The primary objective was to build an elementary school of grades one through six in Hattiesburg that would be able to educate children from a distinctively Biblical perspective. After a year in the planning stages, the Bay Street Presbyterian Christian Day School opened its doors in September of 1976 at Bay Street Presbyterian Church with 23 students in kindergarten through grade two.

By Christmas of 1978, the enrollment had grown to approximately 55 students in kindergarten through grade four, and space became a problem. At the invitation of the Woodland Presbyterian Church Session, the Board of Directors chose to move the school to the newly completed building which was built to house Woodland Presbyterian Church on Lincoln Road. At this time, the name of the school was changed to Presbyterian Christian School and the effort became the joint venture of both churches.

In the years since these beginnings, many changes have taken place at PCS. The school now serves a student population over 950 in grades K-3 through 12 and employs a faculty and staff of over 95. In January of 2000, grades 7-12 moved into the first phase of the new High School campus on Bonhomie Rd. A new gym, cafetorium, additional classroom wings, and athletic fields were added in the next few years.

In the summer of 2012, the elementary campus moved into its new facility at 103 WSF Tatum Drive, adjacent to the high school.

Although growth has taken place and physical changes have occurred, PCS remains committed to the original goals of teaching sound academics in a Christian context and from a perspective that openly acknowledges God's place as Creator and Sustainer of all reality. We continue to exist to assist parents in providing a thorough educational experience for their children in an environment that seeks to build Christian character.

## **CHRISTIAN WORLD LIFE VIEW GOALS**

### **Language Arts - Reading, Writing, Spelling, Language**

Students will be taught to recognize and appreciate language as a unique, God-given gift reflective of God's image stamped upon man. As God is a communicative being, so also, is man who is made in God's image. God has spoken. God has written. He gives these gifts to man also to aid him in his tasks of subduing and ruling as God's representatives on earth. God has given this gift of communication as a gift of His common grace to all mankind, not merely to Christians. However, only Christians who have come to know God through Jesus Christ can truly begin to appreciate this gift. Therefore, we work to be precise in grammar, creative and interesting in style, efficient and effective in oral and written communication, and thankful to God in the enjoyment of His gift of language.

### **Science**

Students will also begin to view science in its true, God-related perspective as the study of God's natural revelation to man. Through study of scientific principles and subjects detailed appropriately for each grade level, the student should be led to a greater understanding of and appreciation for God's creative and maintaining power in the universe around us.

The beginning of the universe and all its life will be viewed as creation from nothing by the spoken word of God in the space of six days with God's pronouncement of good upon it.

### **Mathematics**

In addition, students will also view math as a demonstration of God's orderliness, creativity, and precision in creation and will become proficient in the use of math as a tool given by God to aid man in subduing and ruling the earth as God's representatives.

### **Social Studies/History**

Students will learn to view all of life's events--past, present, and future--as the outworking of God's eternal decree in time and space.

Most importantly, our students will gain a Biblical understanding of man's task upon earth--to subdue and rule all of creation for God's glory. Man's willful rebellion against God occurred, radically affecting man's ability to accomplish this God-given mandate.

Nevertheless, the task remains, and history records for us the story of how sinful man through the ages has approached this task. The Christian student should be challenged to view history from

this Biblical, God-centered perspective and approach society's current complex problems as responsible people still striving to rule God's world as His Godly representatives.

*"For from Him and through Him and to Him are all things.  
To Him be the glory forever! Amen.*

# **POLICIES**

## **ADMISSIONS POLICY**

Presbyterian Christian School seeks to admit students of any race, color, national and ethnic origin, and grants to them all of the rights, privileges, programs and activities generally accorded or made available to full time students in the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, scholarships and loan programs, athletic, and other school-administered programs. However, the Board of Directors reserves the right to deny admission to any student where it is reasonably calculated that such an admission might create adversity, conflict or opposition to the school's adopted "Articles of Faith", "Statement of Education Philosophy," or "Christian World Life View Goals".

At Presbyterian Christian School, our goal is to glorify God by assisting the Christian family in the discipleship, education, and nurture of its children. Our partnership with parents begins with the admission process.

Students applying for grades K-6 will be selected through a process that may include a review of previous school performance, teacher recommendations, admissions testing if deemed necessary, and a successful parent/guardian and student interview with the elementary school principal as well as a separate meeting with the PCS Business Director. If previous school records do not provide a clear assessment of the student's ability to be successful at Presbyterian Christian, the school may require additional testing. A nine-week probationary period that will include parent-teacher conference(s), academic evaluations, disciplinary review, and appropriate recommendations may be required. Admission to Presbyterian Christian School is at the sole discretion of the school.

### **Priority of Admission**

Priority of admission to the grade school will be granted to currently enrolled students, siblings of currently enrolled students, and children of members of the supporting churches (Bay Street, Woodland, and First Presbyterian Churches).

Priority of admission to the kindergarten will also be granted to students enrolled in First Presbyterian Church Kindergarten's four-year-old program.

To receive consideration, applications must be submitted on or before the priority deadline preceding the academic year for which enrollment is sought.

### **Age Admission Requirements**

PCS policy states that students must have reached age 5 on or before September 1 in order to enter kindergarten and/or must have reached 6 on or before September 1 to enter 1<sup>st</sup> grade.

### **Learning Differences**

It is our policy to admit students with a broad range of ability levels. However, to ensure our ability to meet adequately the needs of all our students, including those with learning differences or other unique

needs, the number of students that will be admitted may be limited. Enrollment is contingent on a review of previous school performance, teacher recommendations, other specialized testing as deemed appropriate by the administration and a successful parent/guardian interview with the Head of School or a school principal. Admission to Presbyterian Christian School is at the sole discretion of the school.

### **Part-time / Home-Schoolers**

- Spots limited to 5<sup>th</sup> & 6<sup>th</sup> graders.
- Class size: maximum of 25 students per class.
- Incoming full-time students will always be given priority for class spots currently used by part-time students. In the event that a home-schooled student has to give up his spot for an incoming full-time student, the home-schooled student would be given the option of becoming a full-time student. If he chooses not to, he would be allowed to stay in the class until the end of the current nine-week term.
- School administered testing may be necessary to determine proper grade placement.
- Part-time students are excluded from achievement testing.
- Lunch program, library privileges, and field trip privileges are extended to part-time students.
- Part time students may not remain on PCS campus at any other than authorized class time or at the special request of a teacher.

PCS reserves the right to add other stipulations as the need arises. We have attempted to cover all pertinent areas. We look forward to working together now and in the future as we both seek to serve our Lord and to be obedient to Him in rearing our children.

## **Drug Policy**

### **Forbidden and Prohibitive Use**

The use, possession or distribution of any drug or like paraphernalia, not properly approved under this policy, is expressly forbidden on the campus and at school sponsored activities and events. Alcohol is always forbidden. Students who use, possess, distribute, or who are under any influence of drugs and/or alcohol shall be suspended immediately for no less than five (5) days and will be required to appear, with parent/guardian present, for a hearing prior to re-entry, and for possible expulsion or additional suspension terms.

Off-campus use, possession and distribution of forbidden and prohibited products is serious to PCS. The school reserves the right to investigate reasonable suspicions of such and take whatever actions it deems necessary regarding a student's future attendance, including expulsion, suspension, or denial of enrollment resultant from its investigation.

To assist in the enforcement of this policy, PCS reserves the right to search lockers, backpacks, purses, or other personal belongings and/or to have the student tested for the presence of illegal or controlled substances or alcohol as it deems reasonably fit so as to eliminate any suspicion of use, possession, or distribution of forbidden and prohibited products.

## Approved Use

For properly approved use, possession, or distribution under this policy, the student and parent/guardian shall follow these guidelines:

- Any and all medicines must be medically necessary.
- New and temporary prescriptions for use on campus for students of any grade should be sent to the office with instructions for administering.
- Long-term prescriptions are to be indicated on Enrollment Application and distributed as noted above.
- A student should bring only enough medication for his required dosage.
- Non-prescription pain relievers (Tylenol, Tums) may only be obtained at the school office.
- As above, failure to follow these guidelines could result in days of suspension or expulsion.

## Drug Testing

Students at PCS may be subject to random drug/alcohol testing. The use of illegal drugs is against the laws of the State of Mississippi. No student may bring illegal drugs onto school property at any time. Student use of illegal drugs will not be permitted on school property. No one may come onto school property under the influence or in possession of drugs. A student violating this rule is subject to expulsion. This policy applies to any function on or off campus in which PCS is a participant, and at any MAIS function or school activity. PCS reserves the right to require a drug/alcohol test on an individual student if it is believed that a reasonable suspicion exists. All new applicants to PCS may be required to undergo a drug test at family expense.

## Search/Seizure Policy

The school recognizes that each student has an expectation of privacy at school. However, if at any time the administration has reasonable suspicion that an individual has in his possession a weapon or contraband, that individual or property will be subject to search and seizure.

## Personal Electronic Devices on Campus

Cell phones, cameras, radios, kindles, iPads, iPods, and other electronic devices are not allowed on campus during school hours without special permission. Any electronic device that can receive messages and/or connects to Wi-Fi (smart watches, Gizmo watches, Fitbits, etc.) are not allowed. Violations of this policy will result in the following:

- 1<sup>st</sup> offense during the school year - confiscation of item and discipline warning slip issued. All others during the school year - confiscation of item and detention

Only parents may retrieve confiscated items from the school office. If special circumstances require an elementary student to have a cell phone for after school use, the phone should be brought to the office upon arrival at school. It may be picked up by the student after dismissal. Please note that students will not be allowed to use any electronic device during carline unless given permission by their teacher.

## FINANCIAL POLICY

- Students are considered to be registered for the entire school year.
- If a student is registered and voluntarily withdraws or transfers from PCS after May 1<sup>st</sup> prior to the school year, the total tuition and fees shall be due and payable.

All assessed tuition and fees are to be paid on or before the due date. **\$25.00 LATE FEES** will be assessed on all tuition payments unpaid after the 15th of each month. Thereafter, payments on a delinquent account shall first be credited to arrearages, and the remainder to the applicable account(s). **A \$30.00 NSF fee will be assessed for each returned transaction.**

PCS uses FACTS Billing for all tuition and fees. The parent's FACTS account is established during enrollment and will be used for tuition, building fund, student academic services (SAS), and incidental charges throughout the year. Incidental charges will be added as incurred. The financially responsible party will be notified of due date beforehand via the communication chosen during enrollment.

## SCHEDULE OF FEES



### PRESBYTERIAN CHRISTIAN SCHOOL

#### Schedule of Fees 2021 - 2022 School Year

<b>REGISTRATION:</b>	Preschool			\$180.00
<i>For existing students only: A \$100 Late Fee per child occurs if re-enrolled after the 2/1 deadline. This does not apply to new students.</i>	Kindergarten			\$250.00
	(T1-6th)			\$300.00
	(7th-12th)			\$400.00
<b>BUILDING FEE:</b>	Per Family/Grades K-12th, annual fee			\$600.00
<b>TUITION + TECH:</b>			<b>11-Months (Jul-May)</b>	<b>YEARLY AMOUNT</b>
PRESCHOOL	K-3 (3 day includes annual materials fee)		\$205.00	\$2,255
	K-3 + K-4 (5-day includes annual materials fee)		\$240.00	\$2,640
<b>*Monthly tuition K-12th is calculated over 12 MONTHS for Elementary &amp; Secondary School and runs from June-May.</b>			<b>MONTHLY FEES</b>	<b>YEARLY AMOUNT</b>
KINDERGARTEN	Full Day		\$565.00	\$6,780.00
	T-1		\$630.00	\$7,560.00
FIRST CHILD	(1st - 6th)		\$630.00	\$7,560.00
	(7th - 12th)		\$660.00	\$7,920.00
SECOND CHILD	(1st - 6th)		\$590.00	\$7,080.00
	(7th - 12th)		\$620.00	\$7,440.00
THIRD CHILD	(1st - 6th)		\$560.00	\$6,720.00
	(7th - 12th)		\$590.00	\$7,080.00
FOURTH CHILD FREE	<b>(Not including Preschool or Kindergarten)</b>			
<b>EXTENDED CARE:</b>	Regular		Drop-in	
<i>Extended care is a program offered at the Elementary Campus to students in grades K-6th who need before and after school care. The hours are 7:15--7:45 A.M. and 2:30 to--5:30 P.M.</i>	\$75/wk (3-5 Days, 3hrs)			
	\$25/day (1-2 days, 3hrs)		\$30/day (3 hrs)	
	\$30/day (PCS half day-6 hrs)		\$35/day	
	<i>An additional \$10.00 Fee will be charged for each 15 minutes after 5:30 P.M.</i>			
<b>TUITION PAYMENT BY BANK DRAFT</b>				
All payments will be processed through our FACTS Tuition once enrolled. <b>Drafts will occur monthly, semiannually, or annually depending on the plan selected.</b> The first draft for the new school year will begin in June for grades K-12. Preschool drafts begin in July.				

In order for a student to commence his/her fall classes until building fund fees, and the June and July tuition charges are paid in full. Any considerations otherwise must be agreed upon by the Financial Manager.

- Senior accounts must be paid in full for the year by May 1<sup>st</sup> in order to take final exams, participate in commencement, and receive his/her diploma.
- Students in grades 7-12 whose accounts are not current on December 1<sup>st</sup> or May 15<sup>th</sup> will not be allowed to take exams and FACTS/Canvas will be disabled until said accounts are current. Any considerations otherwise must be agreed upon by the Financial Manager and Head of School. Homework or assignments will need to be obtained from the teacher by the student apart from FACTS/Canvas.
- Students in grades K-12 whose accounts are not current and do not have approved written arrangements through the Financial Manager and Head of School will not receive midterm or final grades and FACTS/Canvas will be disabled. The student will not be allowed to return to school the next semester until the account is current or written arrangements have been made through the Financial Manager and the Head of School.

## **FINANCIAL AID**

Limited (need-based) financial aid is available for students who have enrolled and been accepted to PCS. Assignment of financial aid is made by the School and FACTS and will be communicated to the parent once the application has been received and processed. For up-to-date information and details regarding our financial aid process, please go to [www.pcsk12.org](http://www.pcsk12.org) and refer to Admissions, then Financial Assistance.

## **OPERATIONAL PROCEDURES**

### **ATTENDANCE**

The PCS board, administration, and faculty take the position that regular and sustained attendance in the classroom is essential for the student's normal academic development and that regular attendance is also necessary in order that superior instruction be dispensed.

An additional consideration has to do with our accrediting agency, the MAIS. Our rating and integrity provide a required amount of instructional days per year.

PCS policy states that a student must attend class a minimum of 155 days to receive credit for the grade unless extenuating circumstances exist. Students are expected to be on time and present for every class. Absences resulting from personal illness, serious illness in the family, death in the family, previously arranged family trips (see below) or other extraordinary circumstances will be considered "excused." A pupil is permitted to MAKE UP WORK MISSED during an excused absence if he presents a WRITTEN excuse from the parent on the day he returns to class. The excuse should contain the pupil's name, the date of each day he has been absent, and the reason for the absence. The excuse should be signed by the parent.

## **ARRIVAL AND DISMISSAL**

Teachers will be in the carline at 7:45 A.M. each morning. PCS discourages the arrival of any students prior to 15 minutes before school begins because there will be no supervision of the children on the playground.

Students may not arrive before 7:15 A.M. All students arriving prior to 7:45 A.M. but no earlier than 7:15 A.M. should go the Cafeteria where they will be supervised until the Morning Duty Teacher arrives. Kindergarten students will be taken to their classrooms at 8:00 A.M.

### Class Times:

Kindergarten - 4 <sup>th</sup> grade	8:00 - 2:50
Grades 5-6	8:00 - 3:05
Extended Care	7:30 - 8:00 and 2:50 - 5:30

### Tardiness:

8:00 A.M. - first morning bell sounds

8:05 A.M. - tardy bell sounds

Every effort should be made to have students in class on time each day. Arrivals to class after 8:05 A.M. will be considered tardy. If tardiness occurs, students should go to the office to obtain a classroom admittance slip. Three tardies will be allowed each nine-week period. Every tardy after the 3<sup>rd</sup> one will be considered UNEXCUSED and will result in a 30-minute detention to be served at recess or P.E. If a student comes in after 8:05 A.M. the student MUST sign in at the office.

Parents who need to pick up a student before regular dismissal should come by the office and sign the student out. No checkouts after 2:00 p.m. Please do not go directly to your child's room for early dismissal. Also, do not wait outside your child's room at 2:30 P.M. Under no circumstances should a student leave school without proper notification. Please help your child and us by determining not to take your child from school before regular dismissal unless absolutely necessary. Again, we know that some early dismissals are unavoidable, but patterns should not develop.

Students must remain in the designated, supervised areas when they arrive at school and until they are picked up in the afternoon. They may cross the parking lot to cars only if they are supervised by a parent or other adult. Parents should call the school office if there is any delay in the afternoon pick-up of children.

**NOTE:** 5<sup>th</sup> & 6<sup>th</sup> graders who are late to class during the day will serve a 30- minute tardy detention during their next P.E. class.

**NOTE: PCS discourages early checkout or late arrival of students for viewing sibling events such as home athletic events, music programs, classroom presentations, pep rallies, etc. Students may not be checked out of class to view sibling presentations in other PCS elementary classrooms.**

Occasionally early check-outs are necessary and unavoidable for out of town events. We understand these family necessities. Please attempt to keep these to a minimum.



## **Late Pick-Ups**

Children may not remain on the school campus to play after school because of the lack of supervision. Children who have not been picked up after the duty teacher leaves the outside pickup area in the afternoon (3:30) will be taken to the afternoon extended care, and parents will be billed at the regular extended care rates.

**NOTE:** Some 2:50 dismissal students ride in carpools with older students who are dismissed at 3:05. These younger students will be allowed to wait for carpools in a supervised area of the playground and will not be sent to extended care until 3:30 if necessary.

## **EXTENDED CARE**

Extended Care is a program offered at the Elementary Campus to students in grades K-6<sup>th</sup>. The hours are 7:15a - 7:45a (early care - no charge) and 2:50p - 5:30p (see pg. 16 for Extended Care costs).

## **ABSENCES**

Absences for a full year should not exceed 20, even if they are considered "excused." Exceptions to this requirement can only be made in the event of extended personal illness verified by a physician.

PCS heartily discourages unnecessary student absences. The school calendar affords ample vacation days during the year. Please make every effort to arrange family trips during those regular vacation days and not during the school days. Nevertheless, we realize that there are times when out-of-town family trips during school time are unavoidable. When this occurs, please remember to notify the office in advance in order to have the absences "excused." Teachers should also be notified in advance in order to assign advance class work and homework. However, this should be the exception rather than the rule.

Excuses for planned family trips or other absences not associated with illness or emergencies must be submitted in writing in advance in order to be excused. If the principal is not available to receive the excuse, it may be left with the school secretary.

Absences will be excused for the following reasons when accompanied by a written excuse from the parents on the date of return to class:

- Personal Illness
- Doctor or dental appointment, verified
- Death of relative
- Family trip with prior written notice provided by parent
- Any school-sponsored activity approved by the principal. These absences will not be counted against student's attendance requirements.
- Extenuating circumstances approved by the principal.

## **FEVER POLICY**

Students with over one degree of fever should go home as soon as possible and should not return until they have been free of fever for at least 24 hours. Parents will be called if students develop fever of **100.4** or above during the day.

## **LICE POLICY**

In an environment where children are in close interaction with one another, head lice can often be a nuisance. When they are detected, we will notify you and ask you to check your child. If you find head lice, please treat your child and notify the school. Please do not send infected children back to school until treatment has had time to kill all lice and prevent further infection.

## **MAKE UP WORK**

Tests missed during an unexcused absence must be taken on the day the student returns to class. Tests missed during an excused absence may be made up within a number of days equal to the number of days missed.

### **1<sup>st</sup> - 4<sup>th</sup> Grades:**

If you would like to pick up assignments for a sick child, please call the office as early as possible (preferably by 8:30).

### **5<sup>th</sup> - 6<sup>th</sup> Grades:**

Assignments for absent 5<sup>th</sup> and 6<sup>th</sup> graders will be on FACTS.

## **FIELD TRIPS**

Selected field trips will be taken by the various classes during the year to enrich the educational experience of the children. These trips will be announced in advance, and no child will be permitted to participate without permission of the parents.

School policies on dress, behavior, absences, and make-up work will apply on school-sponsored field trips unless the student is notified of a change.

Student safety is most important. Seat belts will be required of all students and chaperones. The number of students in each vehicle will be limited to the number of seat belts available.

## **VOLUNTEERS/CHAPERONES**

PCS appreciates the many parent and community volunteers working at PCS as well as chaperones who make it possible for students to attend and participate in a wide variety of off-campus events. Students at PCS are required to dress appropriately at school and while attending these off-campus activities, and we ask our volunteers/chaperones to do the same.

Since teachers count on parents chaperoning class trips to be active helpers, we ask that younger siblings not be brought on field trips.

Anyone volunteering for an extended period of time should be approved by the elementary office.

Parents chaperoning field trips will be told by the homeroom teachers where to park and meet students and where to drop students off when returning.

## **SCHOOL VISITS**

Please clear any visits through our office. Classes are not to be interrupted without permission of the school office. Any visitor to the campus must sign in and obtain a visitor's pass from the school office. Parents should not go past the sign in the foyer without a visitor's pass.

## **FIRE & WEATHER PROCEDURES**

PCS has an emergency procedure for the evacuation and safety of the students in case of fire or bad weather. These procedures are practiced several times during the school year. Should extreme weather conditions make it necessary to alter the school schedule occur (*or emergencies/changes that we feel it important for you to be aware of immediately*), the administration will send out a Parent Alert text. To opt into your Parent Alert text account, please text "START" to the number 22383 from your mobile device. If parents/guardians check their child out of school during a severe weather warning, they must sign a release form.

## **HOLIDAY OBSERVANCES**

PCS observes most traditional holidays in mostly traditional ways. During religious holiday seasons such as Christmas and Easter, emphasis is centered on the birth, death, and resurrection of the Lord Jesus Christ. Traditional secular customs such as the Christmas tree, gift giving, and singing of Christmas carols, both secular and religious, are observed. Some secular holiday characters, such as Santa Claus and the Easter Bunny, are omitted in school celebrations, leaving decisions in these areas to individual Christian families. In cases where omissions occur, attention is not drawn to the omission but rather to other aspects of the celebration. In similar fashion, Halloween is also omitted as a school celebration.

## **PARTY GUIDELINES**

Party time at PCS should always be a fun time. However, if your child notices that other students across the hall are getting something very different from his/her own class, there is a damper on everyone's fun. To avoid this situation, a few party guidelines have been drawn up for the school.

## **SCHOOL WIDE GUIDELINES APPLYING TO ALL PARTIES**

- All parties should be held the same day and during the last 30 minutes of the day.
- No purchase (i.e. party favors) should be made for the class with plans for reimbursement by other parents.
- If a parent chooses the help of a bakery or caterer over home-style preparation, the parent assumes this financial responsibility.
- Personal/holiday gifts should not be exchanged among the students while at school.
- To keep the Christmas emphasis on giving instead of receiving, each class will choose a philanthropic project approved by the principal. Teachers will give more information about their

projects. Students will be asked to donate at least \$5.00 for this project. This project should take the place of student gift exchanges.

- There will be NO Halloween parties.
- Avoid secular themes (Santa Claus, Reindeer, Elves, etc.) at Christmas.
- While all teacher gifts are appreciated, notice of class wide gifts (i.e. gift certificates) will be communicated and money collected by the elementary coordinator via mail or phone call. Because this is usually a “surprise”, the teacher should be EXCLUDED as the agent to pass out notes or collect funds!

### **Guidelines for Grades 1-4**

- Party planning is the responsibility of the Homeroom Grade Contact and Class Homeroom Parents as guided by the teachers.
- A few weeks before each party, the Elementary Coordinator will communicate with the Grade Contact and the Homeroom Parents to determine plans and needs. The Homeroom Parents will then communicate with the parents that signed up at registration as party volunteers, via note or phone call. Each volunteer will be contacted.
- The Elementary Coordinator and the Grade Contact are responsible for ensuring that the quality of the parties and favors are EQUAL for that particular grade.
- The Homeroom Parents will communicate with parental volunteers that assist with parties, field trips and other class needs.
- All spending for party items (food, drinks, paper products and favors) should stay below a \$10.00 range per party volunteer. Parents who volunteer are responsible for the expense.

### **Guidelines for Grades 5 and 6**

- Party planning is the responsibility of the Elementary Coordinator, Grade Contact and Homeroom Parents. 5<sup>th</sup> & 6<sup>th</sup> grade teachers will guide these volunteers in what is needed.
- The Homeroom Parents are responsible for organizing party food and transportation, if necessary, for the Christmas project and other field trips.
- Party food should be simple.
- NO party favors. Instead, donate money for the Christmas philanthropic project.
- Each student is encouraged to donate at least \$5.00 for the Christmas project. Participation is optional. Some may choose to give more. This is left up to individual discretion.
- All parties should be held at the same day during the last 30 minutes of that day.
- NO “boyfriend/girlfriend” gift exchanges may be made at school.
- Invite friends in other classes via mail or phone call.

**NOTE:** Private Party Invitations should NOT be distributed at the school unless the WHOLE class is included. Private Invitations for “all girls” or “all boys” in your class or grade are acceptable.

**Please Remember:** These guidelines were set up to help make our PCS parties a pleasant experience for EVERYONE!

## **SPECIAL DELIVERIES**

Please **DO NOT** send special gift arrangements of balloons, flowers, etc. to PCS to be delivered to students during the school day. Such deliveries can be numerous and distracting to the school environment.

## **TOYS**

Toys brought from home can often cause unintended distractions at school. Unless special permission is granted, PCS asks that toys, with the exception of basketballs, footballs, soccer balls, etc... be left at home.

# **ACADEMICS**

## **CURRICULUM**

The curriculum at PCS will be selected in such a way as to develop the skills needed by all students. The curriculum will be flexible enough to help our students develop their individual talents and abilities. The ultimate goal for and the guiding principle of our curriculum, will be to educate the whole person in accordance with our philosophy of education. Our students will be exposed to any material deemed necessary to fit the whole person for God's service in and through human society as we know it today. Subjects taught in our curriculum shall include but are not limited to the following: language arts, social studies, science, mathematics, Bible, physical education, art, music, computer science and foreign languages.

## **ACADEMIC PERFORMANCE**

At the end of each nine weeks term, the teacher will give an appraisal of your student's progress in several areas. The purpose of this report is to help you as a parent to evaluate your child's progress academically, personally, and socially, insofar as we are able to measure. These written reports are necessarily very brief; we urge you, therefore, to schedule a conference with the teacher whenever necessary for a more comprehensive evaluation.

Desirable work habits and attitudes are important in the education of your child and are closely related to achievement in school subjects. Please observe carefully the portion of the report card entitled "Work and Study Habits."

## **Grading System**

The grading system for evaluation of academic progress will be as follows:

A+	99-100	C+	83-84
A	97-98	C	77-82
A-	95-96	C-	75-76
B+	93-94	D+	74
B	87-92	D	72-73
B-	85-86	D-	70-71
	F		Below 70

Conduct and selected classes such as music, art, computer and physical education, etc. are graded as follows:

- E- Excellent
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

Kindergarten students will not be given standard report cards on the nine weeks basis; however, a periodic checklist of readiness areas and weekly papers will be sent home to the parents who will thereby be kept aware of the student's progress.

### **Achievement Testing**

Achievement testing is given to all students in grades K - 6<sup>th</sup> each spring. Kindergarten takes the School Readiness Test, also. Parents will be notified the week before these tests are administered. When the results are in, a conference may be scheduled to share them with you.

Since testing of any kind is limited in what it can show, caution must be exercised by all concerned in interpreting test results. At PCS, we believe that a child's education includes much more than letters on a report card or numbers on a graph. Spiritual, character, and emotional growth are just three of the many important aspects of growth that testing cannot measure. As teachers and parents, we must all remember this. However, we thankfully acknowledge that God continues to bless our academic efforts. We believe that this is a reflection of the dedication of our faculty to present to your child a thorough picture of God's truth in God's world. We also believe that it is a reflection of your interest as parents in seeing that your children study and learn. But above all our efforts, we must heartily acknowledge God's grace in the progress of our children. Without His grace, we labor in vain.

### **PARENT-TEACHER COMMUNICATION**

PCS encourages regular parent-teacher communication. Weekly take-home papers, progress reports, and report cards are a part of this process. Occasionally, more communication may be necessary. Feel free to contact teachers whenever necessary for any reason. However, please respect the family time of our teachers at night, on weekends, and at social events. When at all possible, limit parent-teacher conferences to immediate after-school hours, scheduled appointments, and teachers' "off duty" periods. Also, teachers have mailboxes in the school office. Messages may be left any time during the school day.

Two parent-teacher conferences are required each year - one in the fall and one in the spring. You will be notified during the year by your child's teacher when the conference will occur.

### **CUMULATIVE RECORDS**

Student school records may be transferred to another school only upon the written request from that school. Parental permission is not required. Before permanent records are forwarded to another school or final report cards given to a student, all tuition, fees and/or fines must be paid, and all books (including library books) must be returned.

## **ACCOMMODATIONS/MODIFICATIONS POLICY**

Our staff of responsible and caring educators is prepared to provide accommodations or modifications for students. Students who have current testing on file administered by a physician, or licensed psychologist or psychometrist may be eligible for appropriate and reasonable classroom accommodations as determined by the PCS administration. Parental consent must be given, and the student's report card, cumulative record and transcript must reflect the areas in which modification was made. Parents will be responsible for the cost of accommodations or modifications that come outside the classroom.

Due to lack of specialized programs, the school may be unable to serve students with severe learning or behavior difficulties that require more extreme accommodations or modifications.

PCS reserves the right to monitor and assess both incoming and current students before any accommodations or modifications are made. Attendance, class participation and work habits are among the areas that will be evaluated.

## **ACADEMIC SERVICES**

The PCS Student Academic Services (SAS) is located on the elementary campus and serves as an educational resource that provides academic services by certified staff members throughout the school week. At the center, therapy and tutoring are available for students in grades K - 6 in the areas of reading, language, mathematics, and speech. Both of our instructors are Certified Academic Language Therapists (CALT).

## **THE LIBRARY**

The Doris Brown Memorial Library's mission is to provide resources that support and enhance classroom curriculum units and to provide an environment which promotes information literacy skills and the love of reading. Kindergarten - grade 4 classes visit the library each week. 5<sup>th</sup> & 6<sup>th</sup> grade students visit on an as needed basis.

The library assesses no monetary fines for overdue library books. Instead, report cards are held at the end of each semester for those students who have unreturned library books or unpaid charges for lost or damaged books. Students who lose books or return damaged books will be charged the replacement cost for a hardcover copy. Students will be notified by note if they fall into this category.

# **ENHANCED TECHNOLOGY INITIATIVE**

## **Computer Use and Conduct**

The primary goal of the Presbyterian Christian School's available technology is to enrich the learning that takes place in and out of classrooms. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any use of the computer or other media equipment.

The following is a list of rules and guidelines that govern the use of PCS computers and network resources. Network Resources, in this document, refers to all aspects of the school's owned or leased equipment; including computers, printers, scanners and other peripherals; as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

### **Students will:**

- Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others. This includes **no cyberbullying**.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Return the laptops to the PCS Tech Center at the end of the school year for system updates and re-imaging of the device.

### **Students may not use network resources:**

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit.
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations. This does not include iTunes.
- To send file attachments through the school's email system that are greater than 25MB in size (the transfer process can hinder network speed and access to others. If you need to transfer large files, please contact the PCS Tech Center to make special arrangements.
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use.
- To conduct any commercial business that is not directly related to a class.
- To conduct any illegal activity (this includes adhering to copyright laws).
- To access the data or account of another user (altering files of another user is considered vandalism).
- To install any software onto PCS computers.
- To copy PCS school software (copying school owned software programs is considered theft).

### **In addition, students may not:**

- Bring in their own laptops from home to use at school.
- Attempt to change any PCS network or server configuration or the configuration of the laptop.
- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a



few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.

- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes:
  - webcams and laptops
  - cameras
  - cell phones
  - or any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- I.M. (instant message) or chat during class unless relative to academic related expectations.

### **Disclaimer:**

Presbyterian Christian School is and will continue to do everything possible to keep students safe when using technology. However, the PCS does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the PCS. While PCS 's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. PCS expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, PCS account holders take full responsibility for their access to the network resources and the Internet. Specifically, PCS makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred because of access to school network resources or the Internet. Any consequences of service interruptions.

### **Device Care Guide**

This document is an important addendum to the Device User Agreement and the Acceptable Use Policy. You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned device. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Listed below are several steps that you should utilize to maximize the life of your Device. "Device" refers to all hardware and software including but not limited to: Laptop, iPad, power adapter, case, and other accessories.

#### **1. Your Responsibilities:**

- Devices issued by Presbyterian Christian School (PCS) are for use solely by the assigned user.
- Bring the Device to school every day with a fully charged battery.
- If you forget your Device, a loaner Device **will NOT** be provided.

- Keep your Device in a secure location within your sight always. Keep the Device stored in a secure place when you cannot directly monitor it.
- Do not leave your Device in public areas unattended.
- Do not let anyone use the Device other than you and/or School Staff.
- Never share passwords.
- Back up your data daily via Google Drive.
- Adhere to policies outlined in the Device User Agreement and the Acceptable Use Policy.

## 2. Handling technical problems:

- Should anything go wrong with your computer try restarting it first.
- If you have an issue that you are unable to resolve, please submit a support ticket through the PCS ticketing portal. In the event, you are unable to submit a ticket through PCS ticketing portal, please have a teacher or administrator submit a ticket on your behalf.

## 3. General Care

- Operate the Device on a safe and stable environment. Do not place the Device on an uneven or unstable work surface. Keep the Device centered on your desk. It should not hang off the edge. Placing the Device on the floor where it can be stepped on or kicked should also be avoided.
- **Keep all liquids away from the Device.** Spilled liquids will damage the internal components and will cause the Device to become inoperable.
- **Keep food away from the Device.**
- Always have clean hands when using the Device.
- Do not remove or change the physical structure of the Device.  
This includes, but is not limited to, removing the case, keys, screws.
- Do not alter the physical appearance of the Device. This includes, but is not limited to, drawing on, writing on, or applying stickers, skins, or additional labels to the Device.
- Do not remove or damage any identification labels that are on the Device. This includes the name label and the PCS asset tag.
- When cleaning the Device, shut the Device down and then use a dry, microfiber cloth.

## 4. Handling

- **Protect the display and body of the Device.**
- Do not place or drop objects on top of the Device.
- Do not insert any foreign object(s) into the Device.
- When closing the Device, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display when shut.

### 4.1 MacBook

- All students are required to purchase an adequate computer bag (backpack, shoulder bag, messenger bag, etc.) that will adequately provide padding and protection for portability.
- When transporting the MacBook, use the Device section of the student purchased bag.
- **Do NOT pick up the MacBook by the display.** Completely close the lid before moving the device.
- Do not remove the MacBook from the protective case.
- Do not over pack your bag. The pressure can damage the display of the MacBook.
- To prevent physical damage to the MacBook, do **not** throw or toss the bag containing the Device.

### 4.2 iPad

- All students are required to purchase an adequate computer bag (backpack, shoulder bag, messenger bag, etc.) that will adequately provide padding and protection for portability.
- When transporting the iPad, ensure case is fully closed and held securely.
- **Do not pick up the iPad by the attached keyboard.**
- Always keep the iPad in its case with the keyboard attached.
- If applicable, do not over pack your bag. The pressure can damage the display of the iPad.
- To prevent physical damage to the iPad, do not throw or toss the bag containing the Device.

## **5. Power Management**

- A battery takes between 2 and 3 hours to fully charge.
- Apple has developed intelligent charging on the devices; thus, allowing them to charge overnight will not pose any issues to the battery nor the device.
- The battery in the Device can last for up to 7 hours with careful use.
- Check the battery level indicator for the status of the battery.
- It is never recommended to shut down the device as you transport, but allow the device to sleep (closing the lid of the MacBook or Cover for iPad).
- Restart (turn off and back on) the Device at least once a week.
- Never manually hold the power button to shut down a device: always use the proper ways to restart or shutdown a device.
- Battery conservation tips:
  - Close the lid or case of the Device and allow it to enter sleep mode when not in use.
  - Reduce the brightness of the screen.
  - Minimize processor intensive operations such as video/picture editing, streaming, etc. while operating on battery.

## **6. Personal Health and Safety**

- Avoid extended use of the Device resting directly on your lap. The Device can generate significant heat that can cause injury.
- Avoid using the Device for extensive amounts of time. Take frequent breaks and alter your physical position to minimize discomfort.
- When charging the Device, be sure to use the PCS-issued Apple branded charger. DO NOT use a third-party charger for a PCS Device.

## **7. Care Tips**

- Do not leave your Device in a car
- Be careful with your charger. Keep your charger in a separate area from your Device.
- Do not place your Device on a pillow or other soft material when it's on, because this may cause the device to overheat.
- When using your Device or charging the battery, it is normal for the bottom of the case to get warm.
- For extended use, place the computer on a hard, flat surface. Be sure to unplug your Device if there is an electrical storm.

## Device User Agreement

This agreement is made effective upon receipt of Device, between Presbyterian Christian School ("PCS") and the individual receiving a device ("Student"). The Student, in consideration of being provided with a device, software, and related materials (the "Device") for use while the Student is enrolled at PCS, hereby agree as follows:

### 1. EQUIPMENT

#### 1.1 Ownership

PCS retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, PCS administrative staff retains the right to collect, monitor, and/or inspect the Device at any time. This includes electronic remote access to alter, add, or delete installed software and/or content. If the student is not enrolled by the 1<sup>st</sup> of May of the current school year for the following year the device will need to be returned. The device will be held until either the registration process is complete or withdrawn to perform the next steps on the device.

#### 1.2 Substitution of Equipment

In the event a laptop is inoperable, PCS has a limited number of spare devices (loaners) for use while the Device is repaired or replaced. In the event an iPad is inoperable, PCS will issue a replacement device. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage.

If the Student forgets to bring his/her operable Device or a power adapter to school, a substitute **will not** be provided.

#### 1. Responsibility for Electronic Data

It is the sole responsibility of the Student to backup all data as necessary. PCS does not accept responsibility for loss of any such data or for the Student's own software/music/photos, etc. PCS recommends that the student perform regular (daily) backups of data to Google Drive.

The Student is prohibited:

- From covering, removing or altering the asset tags that are placed on the Device.
- From removing or altering the provided protective case.
- From adding, removing, or altering system critical files on the assigned Device.  
Note: The software originally installed by PCS must remain on the Device always.
- From altering the physical appearance of the Device (i.e., stickers, skins, drawings, etc.).
- From attempting to circumvent the operating system, antivirus, content filtering, mobile device manager, profiles or any modifications for successful management, monitoring and updating the Student's device.

The Student is permitted:

- To install applications on the assigned Device through the Self-Service application.
- To request additional software needed for educational purposes through the PCS ticketing portal.

### **3. DAMAGE OR LOSS OF EQUIPMENT**

#### 3.1 Warranty for Equipment Defects:

PCS has purchased a three-year manufacturer's warranty (AppleCare+) covering parts, labor, and manufacturer defects. Manufacturer defects **DO NOT** include liquid and accidental damages (liquid spill, cracked screen, dropped machine, excessive abuse, etc.).

#### 3.2 Device Insurance Plan:

Included in the coverage is: accidental damage, theft (police report in 5-7 business days), robbery, burglary, drops, falls, collisions, cracked screens, liquid spills, submersion, power surge, vandalism, flood, and fire. Not included in the coverage is: accessories (plugs, chargers, cases), corrosion and rust, cosmetic damage, electrical breakdown, intentional acts, mechanical breakdown, fair wear and tear.

#### 3.3 Responsibility for Damage:

The Student is responsible for maintaining a fully working Device always. Refer to the Device Care Guide for a description of expected care. These policies apply regardless of where the damage occurs - either on campus or off campus. If the repair requires a fee from the Student, a letter will be sent to the Business Office and relayed to the parents of the Student. Unpaid fees will result in exams and/or report card being held until the fee is paid.

#### 3.4 Repair Procedure:

Under no circumstance should the Student take the Device to a third-party repair location, including the Apple Store. If the Student requires any technical support, the Student will need to enter a support ticket into the PCS ticketing portal. The Device will be assessed, and if further repair is required, a loaner or a replacement Device will be issued to the Student.

#### 3.5 Excessive Abuse / Negligence:

PCS reserves the right to charge the Student/Parent the full cost for repair or replacement when damage occurs due to excessive abuse and/or negligence. All incidents deemed as excessive abuse and/or negligence will be investigated and fined accordingly by the Technology department. The findings will be presented to the Business Office and the parents.

#### 3.6 Responsibility for Stolen/Lost Devices:

In the event the Device is stolen or lost, the Student must notify their school's administrator(s) and follow the procedures below:

- If a Device is **stolen**, the student must notify authorities and submit a copy of the police report to their school's Administrator(s) and/or Technology department. Once a police report is on file, the Student may or may not incur any further damage deductible. With the insurance plan, the police report would be required to be presented to the policy holder and PCS Technology department for the claim and process.
- In the event the Device is **lost**; the Student may be assessed replacement costs. A Student who has a device lost or stolen may no longer be allowed to take their device off campus, at the discretion of the Director of Technology and Head of School.

### 3.7 Responsibility for Device Return:

The Device, charger, and all accessories, issued to the Student for use while enrolled in PCS, is the property of PCS. All items are to be returned to the school office within 5 business days of the Student's withdrawal date, or if the Student has not completed the re-enrollment process, must be returned by the final day of school. By signing this form, the parent/guardian is taking responsibility for this device and will be held liable in the event the device is not returned. Failure to do so will be deemed as Embezzlement of Borrowed Property, pursuant to statute 97-23-27 of the Mississippi Code. The willful refusal to return property will result in criminal prosecution.

## Acceptable Use Policy

The student acceptable use policy is posted on the PCS website and should be reviewed in accordance with the student handbook. By signing you indicate that you have read this document, the acceptable use policy and hereby agree, accept and will adhere to its stated conditions. The following link will take you to the acceptable use policy: <https://www.pcsk12.org/academics/technology/acceptable-use-policy/student-acceptable-use-policy>

## Disclaimer

The Internet is a global network of computers with no central organizational structure or control. It provides a gateway to millions of local, national, and international sources of information. While the Internet generally provides access to a wealth of information that is valuable and enlightening, the user may find information that is controversial, offensive, disturbing, erroneous, or illegal. It is the responsibility of the user to determine the appropriateness, accuracy, and usefulness of the information accessed through the Internet.

The provision of access to electronic information by PCS does not imply sponsorship or endorsement of the information. Some sites may provide links to other Internet sites. PCS is not responsible for the availability or content of these external sites, nor does PCS endorse, warrant or guarantee the products, services or information described or offered at these other Internet sites.

# CONDUCT

## GENERAL CONDUCT

Children at PCS will conduct themselves at all times as young ladies and gentlemen. The great commandment which Jesus gave (Matthew 23:37-40) tells us to love first and foremost God and secondly our neighbors. Each of us is to obey God and to respect and care for those with whom we have contact each day. Such are the guidelines for acceptable and appropriate conduct for all of us at PCS.

## Guidelines Further Explained

- Conversations are not to infringe on the rights of others, and they are to relate constructively to the time and place - especially in the classroom. In a class discussion, a student may speak when he has been properly recognized and "has the floor." At other times, he should remain quiet as he attentively and respectfully listens to the contributions others are making.
- Conversations, private or public, are expected to be positive, constructive, and respectful. Foul, dirty or suggestive language or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down, even done in fun, are examples of conduct which are unacceptable at PCS.
- Unnecessary and abusive bodily contact is not acceptable conduct at school.
- Students who desire to leave class at unauthorized times are to secure permission from the teacher supervising the activity. Students who desire to leave school at unauthorized times are to secure permission in advance from the principal.
- All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student or students responsible. Each student is personally responsible for cleaning up after using a table or student area.
- To promote the goals and purposes of the school, students are asked to leave all electronic devices, games, questionable books or magazines, or weapons of any kind at home.
- Special tapes, CD's and videos, DVDs may be brought on occasion if permission is secured in advance from the teacher.
- Each student is expected to come to class prepared. Such preparedness includes possession of pencil or pen, paper, appropriate textbooks, and completed homework.
- A student who counteracts the goals and purposes of the school (by indifference or overt action) or intentionally damages the reputation of the school may be asked to seek his education elsewhere.

## CORRECTION

Correction or chastening is mandated by God through Scripture for conduct which is unacceptable according to set standards. The ultimate goal of PCS is self-correction by the student as he is truly committed to do the will of the Father. This would include true sorrow for the misconduct and genuine desire, through God's strength, to redirect his actions.

In cases when there is little or no evidence of self-correction, the teacher is called upon to assist the student in this redirection process. This could include anything from a word of warning or being excused from class to being expelled from school. The form of the correction depends on the nature of the misconduct. Emphasis is placed on the student being personally responsible for his actions. Restoration to his proper place should come after there is a heart or an attitude commitment to obey and to submit to the desire of God and those placed in authority over him.

A teacher has the authority to suspend a student from class. The principal or his appointed designee has the authority to spank the student. The principal has the authority to suspend the student. The PCS Board has the authority to expel the student.

Teachers are expected to handle normal discipline situations with a "sanctified common sense." Taking away recess privileges, giving work to be done at recess, and other similar procedures are acceptable forms of discipline for minor offenses. When minor offenses persist and patterns develop, parents will be contacted and a trip to the principal may be in order.

WITH NORMAL DISCIPLINE CASES, THE FOLLOWING STEPS WILL USUALLY BE FOLLOWED:

1. VERBAL CORRECTION
2. SPECIFIC TEACHER DISCIPLINE
3. FIRST TRIP TO OFFICE (USUALLY "WARNING" GIVEN)
4. NOTICE TO PARENTS CONCERNING CONTINUING PROBLEM
5. SECOND TRIP TO OFFICE (PADDLING IF NECESSARY)

Obviously, some discipline situations demand more prompt and direct attention and would almost certainly require a paddling without going through the procedure listed above. Listed below are examples of some of these offenses:

- unnecessary fighting or physical abuse
- leaving campus without approval
- bad language of any kind - cursing, dirty jokes, etc.
- cheating
- disrespectfulness to teacher
- possession or use of tobacco products

Discipline procedures for grades 5 & 6 will normally take a slightly different approach from those outlined above for younger children. A detention system requires time spent during PE for offenses committed. Detentions are normally given by classroom teachers for disruptive classroom behavior or other conduct that in the teacher's opinion is unruly or disrespectful. A detention notice will be sent home for parents to sign and return to school. If detentions add up during any one nine-week term, the possibility exists of suspension or eventual expulsion.

Discipline "warnings" are often issued by teachers for persistent or habitual minor offenses. Full "detentions" may be issued for more serious offenses. Three "warnings" in one 9-week period add up to one "detention".



The system works as follows:

- 1<sup>st</sup> discipline "warning" - this is noted in the office and parent is notified via FACTS.
- 2<sup>nd</sup> discipline - 25 sentences written during break and/or PE and parent is notified via FACTS.
- 3<sup>rd</sup> discipline - 100 sentences written during break and/or PE and parent is notified by FACTS.  
\*The 3<sup>rd</sup> warning in any nine weeks period constitutes a full detention. Any discipline warnings received after the third in the same 9 weeks will also result in a detention and 100 more sentences. (In other words, 6 warnings in one 9-week period will normally result in a one-day suspension.)
- 4<sup>th</sup> discipline - 2<sup>nd</sup> detention - 100 more sentences
- 5<sup>th</sup> discipline - 3<sup>rd</sup> detention - 100 more sentences
- 6<sup>th</sup> discipline - 4<sup>th</sup> detention - 1-day suspension

Patterns of unruly behaviors, even habitual minor ones, will not be allowed to continue and could result in eventual expulsion. Good behavior is expected from all PCS students.

Students will receive academic penalties for work missed during suspension absences. Ordinarily this would be an automatic 2-point deduction in each subject for the nine-week period per day of suspension. Corporal punishment may also be administered in addition to detentions if warranted by the situation. This system does not exclude the possibility of immediate suspension or even expulsion for more serious offenses. Those judgments will be made by the administration or PCS Board. **NOTE:** Thirty-minute tardy detentions do not count toward suspensions.

## **Corporal Punishment Policy**

**We believe that corporal punishment is a legitimate, Biblical means of correction; but one that should be used carefully. It is a parental decision. We will always obtain parental permission before it is administered.** Corporal punishment may be administered to students K - 6th for discipline in the areas of disrespect and disobedience, or as a last resort for repeated offenses. In each case the punishment will be administered by the principal. This will always be witnessed by a teacher or another administrator.

## **Discipline Regarding Technology**

Any infractions for technology will be measured on an academic year. Parents will be notified with each event.

Level 1 Infraction (Examples, but not limited to these listed.)

- Responsibility: Leaving device in classrooms, hallways and/or unaccounted for
- Responsibility: Device not charged
- Responsibility: Missing case or iPad
- Responsibility: Device not at school

Disciplinary Action for Level 1 Infractions

- 1<sup>st</sup> Offense: Administrative Warning issued: Administrative warning and/or infraction determines appropriate discipline warning. Parents notified.
- 2<sup>nd</sup> Offense: Next break and/or PE spent in the office - 25 sentences. Parents notified.
- 3<sup>rd</sup> Offense: Next break and/or PE spent in the office - 50 sentences. Parents notified.
- 4<sup>th</sup> Offense: Next break and/or PE spent in the office - 100 sentences. Parents notified.
- 5<sup>th</sup> Offense: Next break and/or PE spent in the office - 100 sentences. Parents notified.
- 6<sup>th</sup> Offense: Administrative warning and device removed from student. Parents notified.

### Level 2 Infraction (Examples, but not limited to these listed.)

- Abuse, misuse, or negligence that leads to damage of technology equipment.
- Installing unauthorized software that may cause disruption.
- Disrupting class by not following explicit instructions of the teacher where technology is concerned.
- Playing games, creating inappropriate content on educational websites (quizlet, etc.), performing internet searches on non-educational items.
- Excessive emails to other students creating distraction, airdropping (images, files, apps) without being instructed by a teacher and/or administrator.

### Disciplinary Action for Level 2 Infractions

- 1<sup>st</sup> Offense: Administrative warning and/or infraction determines appropriate disciplinary action.
- 2<sup>nd</sup> Offense: Next break and/or PE spent in the office - 25 sentences. Parents notified.
- 3<sup>rd</sup> Offense: Next break and/or PE spent in the office - 50 sentences. Parents notified.
- 4<sup>th</sup> Offense: Next break and/or PE spent in the office - 100 sentences. Parents notified.
- 5<sup>th</sup> Offense: Administrative warning and internet blocked for time to be determined by administration. Parents notified.
- 6<sup>th</sup> Offense: Administrative warning and device removed from student.

### Level 3 Infraction (Examples, but not limited to these listed.)

- Circumventing or breaking administrative settings on the Computer or Device.
- Participating in any activity to gain access to additional Network Resources that are not given to the user by the Technology Department.
- Excessive and/or repeated device damage due to abuse or neglect.
- Developing websites, apps or any tools to circumvent PCS protection and privacy standards.

### Disciplinary Action for Level 3 Infractions

- 1<sup>st</sup> Offense: Administrative warning.
- 2<sup>nd</sup> Offense: Parent conference and in-school suspension (1 day).
- 3<sup>rd</sup> Offense: Parent conference and in-school suspension (2 days).
- 4<sup>th</sup> Offense: Administrative warning, parent conference and in-school suspension (3 days).
- 5<sup>th</sup> Offense: Student loses device privileges.

#### Level 4 Infraction (Examples, but not limited to these listed.)

- Possession of pornographic material or pursuing of inappropriate content.
- Breaking into unauthorized Network Resources.
- Cyberbullying/Harassment.

#### Disciplinary Action for Level 4 Infractions

- Each case will be reviewed by the appropriate administrative official and may result in out-of-school suspension and further sanctions as determined by the administration.

## **STUDENT DRESS CODE**

### **GENERAL UNIFORM GUIDELINES**

This information contains the specific details from PCS and Dennis School Uniforms regarding the purchase and wearing of all parts of the school uniforms. These uniform guidelines are primarily designed to promote neatness, modesty, and a classic, distinctive look. The school administration reserves the right to make changes and adjustments to these guidelines as needed. Thank you for abiding by these policies with a proper Christian mindset and attitude.

All uniform items, with the exception of shoes, socks, tights, belts, and hair accessories, must be purchased from Dennis School Uniforms.

Certain days will be designated by the administration as special dress or school spirit days. The specifics of these days will be announced by the administration prior to the day.

*Violations of the uniform policy may result in a "uniform warning" being issued to the student. A detention will be served during PE for the third warning. Parents will be notified through FACTS when any warnings are issued.*

### **Uniform Guidelines for K - 6<sup>th</sup> Grade**

1. All garments must be properly fitted and hemmed.
2. Pant, shorts, skirts, and skorts must be worn above the hips and may not be rolled at the waist.
3. Belts must be worn with all pants / shorts that have loops or that are designed to be worn with a belt. They may be purchased from Dennis School Uniforms or from any place of your choosing. Belts may be braided or solid, and must be black, navy, or brown. (Exception: Belt is not required for pants/shorts that have an elastic waist and belt loops. This style is intended for young boys.)
4. Turtlenecks must be tucked in at all times and may not be worn under any short sleeve blouses/shirts. Turtlenecks may not be worn alone.
5. Only solid white short sleeved tee shirts may be worn under shirts. Short sleeved tee shirt sleeves should be no longer than uniform shirtsleeves. Tee shirts must be tucked in. Exception: For colder weather we will allow long sleeved t-shirts to be worn underneath regular uniform polos. These t-shirts must be the same color as the uniform polo. (White on white/royal on royal) No writing on sleeves.

6. All shoes must conform to the shoe guidelines.

7. Hats, caps, bandanas, and sunglasses may not be worn except on previously approved days or field trips.

8. Approved outerwear (jackets, sweaters, sweatshirts) must have a uniform shirt underneath with collar showing (Exception: The collar does not have to show under approved hooded PCS team/group sweatshirts). Hoods may not be pulled up to cover head during school day.

Note: On extremely cold mornings, other heavier coats may be worn. This outerwear should only be worn when students are outside and not in the classroom. Please do not substitute "North Face" type jackets as PCS approved outerwear.

9. Any clothing items, outerwear, shoes, jewelry, hair accessories or styles drawing undue attention or causing a distraction will be dealt with at the discretion of the administration.

### **Girls:**

1. Jumpers, skirts, skorts, and shorts may be no more than 5" above the bend in the back of the knee.

Jumpers, skirts, skorts, and shorts must have the manufacturer's original hem or, if hemmed, be no more than 5" above the bend in the back of the knee.

2. Skirts, skorts, and shorts may not be rolled at the waist.

3. The white sailor middie blouse should not be worn with the plaid jumper (K-3<sup>rd</sup> grade).

4. Girls shirts may not be altered except the length of the sleeves on the long sleeve button up blouse.

5. Girls are allowed to wear jewelry as long as it is determined not to be a distraction or draw undue attention to itself.

6. Hair accessories should be in PCS school colors - royal/navy, white, black, or gray.

7. Black, navy, royal blue, gray or white socks or tights (with and without feet) must be worn at all times.

Tights without feet must extend to the top of the ankle. Socks must be visible above the top of the shoe.

**Athletic knee socks and "PCS" socks are permitted.**

### **Boys:**

1. Shirts must be tucked in (grades 5 & 6), with both front and back of the belt visible.

2. Black, royal blue, brown, navy, gray or white socks must be worn at all times. Socks must be visible above the top of the shoe. **Athletic knee socks and "PCS" socks are permitted.**

### **Outerwear**

Jackets, sweaters, sweatshirts or any outerwear worn in the school buildings must be from Dennis School Uniforms or be approved PCS outerwear. Examples of approved PCS outerwear are: PTO purchased jackets or any other PCS team or club jacket/sweatshirt. These outerwear options must be in school colors, complement our uniforms, and be approved by administration before they will become approved PCS outerwear.

**Extreme weather outerwear** - On days of wet weather or very cold temperatures, additional (non-uniform) outerwear may be worn over uniform outerwear while students are outside. Once inside the school building, however, only uniform outerwear may be worn.

Please help your child comply willingly with these guidelines. Parents will be called if students are judged to be out of school uniform guidelines. Students will not be allowed to leave campus to get a change of clothes.

## **Footwear**

Footwear for all grades (K-12) may be purchased from the source of your choice according to the following guidelines:

### **General Guidelines About Footwear**

1. All shoes must have low heels (not to exceed 2 inches high), with no spike or stiletto heels allowed.
2. Shoes may have Velcro straps instead of shoelaces.
3. No "fashion"/ wild colored shoelaces allowed. Shoelaces should be black, royal, navy, gray, white or brown.
4. All lace up shoes must be laced and tied.
5. Bright trim colors are permissible, but should not overpower the main color of the shoe.

Athletic shoes - allowable for both girls and boys; non-cleated, closed toe and closed heel. Colors and designs must complement the school uniform. Colors of athletic shoes and laces may only be black, royal/navy, white, gray or a combination of these colors;

Shoes for girls - Type: closed toe and closed heel; suede, cloth or leather.

Style: any of the following styles: Athletic/Running Shoes, Loafers, Wallaby, Merrill, Mary Jane, Saddle Oxford.

Color: royal, navy, gray, white, black or brown (note this also applies to shoelaces)

Shoes for boys - Type: closed toe and closed heel; suede, cloth or leather.

Style: any of the following styles: Athletic/Running Shoes, Loafers, Wallaby, Merrill, Topsider, Oxford.

Color: royal, navy, gray, white, black or brown (note this also applies to Shoelaces)

Boots - Allowable for both boys girls. Boots may be worn between Thanksgiving and Spring Break. Cowboy Style boots may be worn by boys with long pants any time of the year.

Color: solid black, solid white, solid navy, solid gray, solid royal blue or solid brown; may be worn only with long pants (un-tucked).

## **HAIR**

Hair should be kept clean and neatly trimmed. In general, hair should not hang below the collar in the back, the eyebrows in the front, or the bottom of the ears on the sides. Hair styles that border on the extreme (shaving certain portions) or that simply calls attention are unacceptable. If a student is asked to cut his hair by a school administrator, the parent will receive a FACTS notice. This should be accomplished

within 72 hours. If a student continues not to comply with the policy, a dress code violation will be issued for each day the student is non-compliant.

### **ELEMENTARY LUNCH PROGRAM**

The lunch program at PCS is run by MMI, Inc. Details on ordering, prices, etc. will be available at orientation or from MMI.

### **SACK LUNCHES**

Your child will be allowed to bring a sack lunch to school. Microwaves are available for your convenience.

## **PARENTAL ACKNOWLEDGEMENT SHEET**

*A new parental acknowledgement sheet must be collected from each student at the beginning of the school year. This form must be signed by a parent/guardian to indicate that this handbook has been reviewed and all rules and guidelines are acknowledged. The form is located on the following page.*

## **PARENTAL ACKNOWLEDGEMENT OF THE PCS PARENT-STUDENT HANDBOOK ELEMENTARY HANDBOOK 2021-2022**

Please sign an acknowledgement form for each student enrolled. **Every student must return a signed form to his/her homeroom teacher.**

Signing this form verifies that, as parents or legal guardian of a student at Presbyterian Christian School, we have read and understand the Presbyterian Christian School Handbook. We are aware of the rules and regulations governing students during the regular school day and at all school-sponsored functions. Furthermore, we understand that these rules and regulations have been approved by the Presbyterian Christian School Board of Directors.

I further verify that I agree to allow my child use of the internet in the computer lab and classrooms for educational purposes while under adult supervision.

As parents, we realize that it is our responsibility to see that our child abides by these rules and regulations while a student at Presbyterian Christian School.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Parent or Legal Guardian)

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_