

# PRESBYTERIAN CHRISTIAN SCHOOL

## Secondary School Parent/Student Handbook

### 2023-2024

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.

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 Trustees.

PCS is fully accredited and its teachers are certified by the Midsouth Association of Independent Schools (MSAIS) 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 Trustees 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.'

This handbook is designed to acquaint prospective students, students already enrolled, and their parents with some of the general academic and conduct expectations of PCS. The expectations will help us accomplish our goal of helping your student reach their God given potential in every area of their life. The handbook provides a non-exclusive resource for information concerning day-to-day activities. Since education is a dynamic process, the policies and regulations of the school are subject to yearly re-evaluation by faculty, staff and administration. PCS believes these expectations are beneficial to both your student and our school as a whole and the administration reserves the right to implement, interpret and deviate from the expectations, if it deems the action necessary. Moreover, we expect all who attend PCS to enthusiastically and wholeheartedly support all our expectations. The operations of our school are extensive and all aspects of the school cannot be cover. **The administration reserves the right to make decisions on any and all matters not addressed in this document.**

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## 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 God wonderfully and immutable creates person as male or female. These two distinct complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

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.

## **ACADEMIC POLICIES AND DETAILS**

### Accommodations Policy

Our staff of responsible and caring educators is prepared to provide approved accommodations for students. Students who have current tests on file administered by a physician or licensed psychologist or psychometrist may be eligible for appropriate and reasonable classroom accommodations as determined by the administration. Parents will be responsible for paying for accommodations that come outside the normal classroom.

Due to the lack of specialized programs, the school is unable to serve students with severe learning or behavioral difficulties that require more extreme accommodations. PCS reserves the right to monitor and assess both current and incoming students before any accommodations are made. Attendance, class participation, and work habits are among the areas that will be evaluated.

### Advanced Courses in High School

PCS offers a variety of options for those students who are capable of pursuing, and desire more

challenging academic courses. These courses come in the form of Honors, Dual Credit, Dual Enrollment and Advanced Placement (AP) courses.

Honors courses, offer a more accelerated option to standard level courses and often incorporate more content in the course curriculum. Advanced Placement (AP) courses are more rigorous than Honors level courses.

The AP program is administered by the College Board. Teacher designed course syllabi are audited to ensure they adhere to established standards. AP courses are essentially college level courses designed to be taught to high school students. PCS students are required to sit for the AP exams corresponding to the AP courses in which they are enrolled. The AP exam fee is approximately \$100 per exam. These exams typically occur during the first two weeks in May. Exams are scored on a 1-5 scale, with 5 being the highest score attainable. The College Board recommends to colleges that students scoring a “3” or higher on a particular exam, are qualified in that subject. Most colleges and universities award college credit for successful completion of AP exams, though the score threshold and exact credit awarded varies from college to college. Most institutions provide detailed information regarding their AP policy on the institution’s website. Students seeking eligibility for taking honors or AP classes should demonstrate an intrinsic desire to learn more about the subject, rather than merely enhancing their academic transcripts for the sake of impressing college admission offices. Students desiring to enroll in an AP course should first consult with their present teacher in that discipline or the department chair. Students who enroll in an AP course will be expected to sign a contract that states their acknowledgement of the number of hours a day required to study per course. Students who wish to be considered for honors or AP courses should have records of high achievement in that particular discipline with demonstrated consistent commitment to embracing rigorous academic study, grappling with challenging concepts and assignments, and completing assignments and projects punctually.

Dual credit courses are those courses for which students will receive both a credit to graduate from PCS, and hours on a college transcript from [William Carey University](#). The courses that qualify for dual credit status are Calculus, College Algebra, and Chemistry. Dual credit courses are college courses taught on the PCS campus by qualified PCS teachers. It is important to note that grades earned in these courses will permanently remain on the student’s college transcript and record. Additional fees are required.

#### Dual Enrollment

Dual enrollment programs are available at local colleges for those seniors receiving permission from PCS. Students must have outstanding academic records and a minimum ACT score of 25 on file to be considered. Colleges may establish additional requirements, including higher ACT scores. Permission will be granted from PCS upon merit or need of each individual student. Dual enrollment courses are not the same as dual credit courses, therefore credits toward graduation cannot be earned in dual enrollment courses.

#### Qualifications for Honors, Advanced Placement, and Dual Credit Courses

Students who wish to enroll in an Honors, Advanced Placement, or Dual Credit course must meet the qualifications for each of these courses. Students who partially qualify may petition for inclusion. Admission to an Honors, Advanced Placement, or Dual Credit course at one level does not ensure

acceptance into the next level.

*Honors* - Honors classes receive 1.02 weighting in grade computation. No grade above 102 may be recorded on report cards and transcripts. Honors must be written on the cumulative folder for each subject receiving this weighting. Any student requesting entry in an Honors course should meet the following criteria:

- Grade of 88+ in previous coursework.
- High standardized test scores.
- Teacher recommendation from previous course in subject area.

*Note: Students who meet some areas may be considered after consultation with the counselor and principal. Students with a grade below 80 in previous coursework will not be considered for admittance.*

*Advanced Placement* - Advanced Placement classes receive 1.05 weighting in grade computation, and no grade above 105 may be recorded on report cards and transcripts. AP must be written on the cumulative folder for each subject receiving this weighting. Any student requesting entry in an Advanced Placement course should meet the following criteria:

- Grade of 88+ in previous coursework.
- High standardized test scores (ACT or PSAT)
- Teacher recommendation from previous course in subject area.

*Dual Credit* – Dual Credit classes receive 1.05 weighting in grade computation, and no grade above 105 may be recorded on report cards and transcripts. Any student requesting entry in a Dual Credit course should meet the following criteria:

Calculus: 88+ in previous coursework, ACT Math Subscore 26

Chemistry: 88+ in previous coursework, ACT composite 20

College Algebra: 88+ in previous coursework, ACT Math Subscore 20

*William Carey University requires high school students in dual credit courses to be of junior or senior status.*

*As these criteria are established by both PCS and William Carey University, a student must meet these*

*qualifications in order to take the course.*

### Credit Recovery

Students in grades 9-11 who fail an English, mathematics, science, or history/social science course during the regular school year will be required to complete a summer credit recovery course through MSAISnet or other approved summer program prior to August 1, preceding the next school year. The maximum number of courses which may be credit recovered during the summer is TWO. Students failing required courses (outside of the core courses of English, math, science, and history) must repeat those courses the following school year. Those students who fail three or more courses in a given academic year will be placed under academic probation for review, and pending the review may not be allowed to return to PCS. The maximum grade which may be awarded for credit recovery is an 80. Both the original grade as well as the credit recovery grade will be recorded on the official transcript and used for the purposes of GPA calculation.

### 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, all fees and/or fines must be paid, and all books (including library books) and school-issued electronic devices must be returned.

### Exam Exemption Policy

PCS students in grades 10-12 who meet these established criteria will have the following opportunities to be exempt from exams.

Exam exemption is granted as follows:

#### *First Semester Eligibility – Grade 12 only*

Students who meet the following criteria (\*) may be exempted from taking an exam:

- an average of 90 or higher for the first semester;
- have been absent five (5) days or fewer (\*\*) during the first semester
- have been tardy to class five (5) times or fewer during the first semester;
- have not served an extended work detail or have been suspended during the first semester.

#### *Second Semester – Grades 10-12*

Students who meet the following criteria (\*) may be exempted from taking an exam:

- an average of 90 or higher for the second semester;
- have been absent 5 days or fewer (\*\*) during the second semester;
- have been tardy 5 times or fewer during the second semester;
- have not served an extended work detail or have been suspended during the first semester.

\*Criteria based on each class. A student may meet the criteria for some classes and not for



others. Exemption will be available for those classes that a student meets the criteria.

\*\*The only absences that do not count in this total are those in which a student is representing PCS (school club event, school athletic team event, mission trips, two college visits for Seniors, etc.). Any college visit beyond two must be approved by administration.

NOTE - Ninth Grade students (beginning with the Class of 2027) are not eligible to exempt exams.

Grading System

The following system will be used to calculate GPA.

Letter Grade	Average	GPA
A+ (Honors, AP, DC)	100 - 105	4.4 *
A+, A, A-	90 - 100	4.0
B+	86 - 89	3.4
B	83 - 85	3.2
B-	80 - 82	3.0
C+	77 - 79	2.4
C	73 - 76	2.2
C-	70 - 72	2.0
F	69 and below	0.0

**Final averages are rounded up or down to the nearest whole number. Example: 89.5 is rounded to 90.**

*\*A GPA score above the standard scale is only able to be achieved in Honors, AP, and DC level classes. Students in those classes received a grade multiplier for course level weight, thus those students scoring a 100.00 or above are able to score a GPA score above a 4.0.*

Graduation Honors Recognition

As a Christian educational enterprise seeking the highest possible achievements in academic work, PCS desires to lead its academic community to glorify our Lord. To that end, our administration and faculty wish to award with appropriate honors those who excel to the highest levels.

A **Valedictorian and Salutatorian** will be named from the graduating class. The Val/Sal will be chosen based on the highest and second highest numerical average from all academic courses with **Carnegie unit credit attached from**

**grade 8 through the end of the 3rd nine-week grading period of the senior year.** Students considered for Val/Sal must be in attendance at PCS for at least their junior and senior years and must have taken their final 12 credits toward graduation from PCS. The Val/Sal must come from students who are completing the Honors Diploma track

In case of a tie, PCS will recognize Co-Val/Sal and any subsequent students will be included in the considerations. A tie is defined as a numeric difference of less than .05.

Weighted grades for honors, AP, and DC courses are included in the tabulations for Val/Sal. All other PCS courses will be computed using the grade recorded on the transcript/cumulative folders. No grade will be changed on the transcript/cumulative folders. Grades for courses outside PCS will be computed as recorded on the student's record without change from the former school, as long as they carry Carnegie units of high school credit. When the exact numerical grade is not known, letter grades (A-B-C) shall be computed at the mid-point of the PCS grading scale for that letter grade. (EX. A=95; B=85; C= 75) Classes in which E, S, N, U, or Pass and Fail are given will not be calculated.

PCS will recognize graduates maintaining excellent grades throughout their high school career during graduation services and at Senior Awards Day.

Examples of honors recognition:

- Special Honors Graduate – Students maintaining an overall 95 numeric average or above in all Carnegie unit courses.
- Honors Graduate – Students maintaining an overall 90 - 94 numeric average in all Carnegie unit courses.

A determination of academic honors (other than val and sal) will be made after all 4th nine-weeks and 2nd semester academic requirements have been completed - including senior exams. Corresponding honors regalia will not be provided until Senior Awards Day.

#### Graduation Requirements and Tracks

Students must meet all MAIS standards and the requirements set by PCS in order to be granted a diploma and participate in the graduation exercises. However, seniors who are within one credit of meeting graduation requirements and who can finish that requirement during the following summer may participate in the graduation exercises as a "summer graduate." The diploma will be granted upon successful completion of the lacking credit.

PCS awards ½ credit for a full year of participation in an athletic period. PCS awards ¼ credit per sport/activity per semester to students who are not in an athletic period, yet are involved in athletic teams/activities that require significant outside practice time outside of the school day. There is a maximum of ½ credit for these athletic/activities per year and a limit of no more than 2 athletic/activity credits counting toward graduation.

Students who retake a course at PCS will have both grades recorded on the transcript; however, only one credit may be issued for the course that is taken twice.

HONORS TRACK	COLLEGE PREP TRACK	TWO-YEAR COLLEGE TRACK
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English	4 credits	English	4 credits	English	4 credits
Math	4 credits	Math	4 credits	Math	4 credits
Science (2 labs)	4 credits	Science (2 labs)	4 credits	Science (2 labs)	4 credits
Social Studies	4 credits	Social Studies	4 credits	Social Studies	4 credits
Bible	2 credits	Bible	2 credits	Bible	2 credits
Language	2 credits	Language	2 credits	Language	2 credits
Computer	1 credit	Computer	1 credit	Computer	1 credit
Fine Arts	1 credit	Fine Arts	1 credit	Fine Arts	1 credit
Total	26+ credits	Elective to =	25 credits	Elective to =	24 credits

Note: The two units of World or Classical Language must be in the same language.

- Must take at least 10 Honors, Dual Credit, or AP level courses to qualify for Honors Track.
- The Valedictorian and Salutatorian must be Honors Track graduates.
- In math, as part of the Two-year College Track, PCS will only accept one credit of Pre-Algebra or Transition to Algebra, but not both; must have credits in Algebra 1 & 2 and Geometry.
- Mississippi Studies may be waived after 9<sup>th</sup> grade for out of state transfer students with a 9<sup>th</sup> grade social studies/history credit from their previous school.
- Students may substitute a ninth credit of math or science, or a third year of a foreign language for the fine arts requirement.
- Foreign language classes: All students transferring to PCS at the beginning of their 9<sup>th</sup>-11<sup>th</sup> grade years are required to take two units of world or classical language. The two units of instruction must be in the same language. Students beginning PCS as seniors must take at minimum one world or classical language class.
- Students who transfer to PCS after their sophomore year are required to take only one Bible class.
- In order to earn a PCS diploma, a student must be in attendance at PCS through the entirety of the senior year. Early graduation is not allowed. **\*(added these phrases about early graduation)**

\_\_ The Two-Year College Track is slated to be phased out beginning with the class of 2029 (7<sup>th</sup> grade in the 2023-2024)

### Part Time/Homeschool Students

- Spots limited to 5<sup>th</sup> grade and up.
- Incoming full-time students will always be given priority for class spots used by part time students. In the event that a homeschooler has to give up his spot for an incoming full-time student, the homeschooler would be given the option of becoming a full-time student. If he/she chooses not to do so, he/she would be allowed to stay in the class until the end of the current nine-week term.
- Part-time students may attend a maximum of 3 classes.
- Certain extra-curricular privileges are extended to part-time students. This does not include athletics and certain other activities; the Mississippi Association of Independent Schools requires a student to be taking at least 4 academic subjects at the member school in order to be eligible to participate in athletics and certain other MAIS sponsored activities.
- Part-time students will be governed by all rules and expectations generally applied to full-time students.
- 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 time other than authorized class time or at the special request of a teacher.

### Progress Reports

Because grades are available at all times in FACTS, “hard copy” progress reports will not be sent home with students at the mid-point of each grading period. An official mid-term report for each class will be posted on FACTS at the midpoint of each 9-weeks grading period. Parents are encouraged to contact the teacher or counselor any time they would like a conference.

### Promotion Policy for Grades 7-8

Students in grades 7 and 8 must pass four of their five academic subjects (math, English, science, history, Bible) to be promoted to the next grade. Students who fail a course must complete credit recovery for that course during the summer through PCS or approved provider in order to pass to the next grade. Students who fail two of their five academic subjects must repeat that grade in order to remain a student at PCS.

### Promotion Policy for Grades 9-12

The number of Carnegie units required to pass from one grade to another is as follows:

9 <sup>th</sup>	0 units
10 <sup>th</sup>	6 units
11 <sup>th</sup>	12 units
12 <sup>th</sup>	18 units

*PLEASE NOTE: Before final report cards are posted on FACTS or permanent records are sent to another school, all tuition, fees and/or fines must be paid, and all books (including library books) and school-issued technology must be returned.*

Schedule Changes

The official drop/add period is limited to the first two weeks of each year or semester if the course is a semester course. After this time period, students may not add classes to their schedule, but with approval of parents, teacher, counselor, and campus director, under extenuating circumstances, may drop courses up to the end of the fifth week of the first grading period. Courses dropped by this time will not be recorded on the student’s transcript. Under extenuating circumstances, seniors may drop, with approval of parents, teacher, counselor, and campus director, between the completion of the first semester and the end of the second week of the third term of a full-year course not required for graduation. The first semester grade will be recorded on the transcript.

Semester Exams/Semester and Yearly Averages

Semester exams will be given in December at the conclusion of the first semester and in May at the conclusion of the second semester. Semester grades will be determined according to the following formula: for credit-bearing secondary school courses each 9-weeks average counts 40%, semester exam 20%; for non-credit-bearing courses each 9-weeks average counts 45%, semester exam 10%. Final yearly grades will be determined by averaging the two semester grades.

Students who are not able to take semester exams with their regular class must make up those exams after the normal exam time is over. If permission from an administrator to reschedule an exam has not been granted prior to the regularly scheduled exam time, the student must have a doctor’s excuse to make up the exam.

Standardized Testing

Standardized testing is administered annually to students in all secondary grade levels.

<b>Grade level</b>	<b>Standardized Test @ PCS</b>
7 <sup>th</sup> – 8 <sup>th</sup>	PSAT 8/9

9 <sup>th</sup> – 11 <sup>th</sup>	PSAT/NMSQT
10 <sup>th</sup> – 12 <sup>th</sup>	ACT

Major Assessment Days and Expectations - Test Calendar

Teachers will utilize a test calendar to coordinate major assessments (tests, projects, major papers, etc.) All major assessments should be posted to the test calendar at least 5 school days in advance of the test or assignment due date. Teachers may assign minor work, quizzes, and daily grades on the day of their choosing.

Students are only obligated to complete a maximum of TWO major assignments per day. In the event that a student has three or more major assignments scheduled for the same day, the student may ask the teacher making the third (and subsequent) major assignment to reschedule, on an individual basis. The student would be required to complete the assignment on the soonest available date.

Generally speaking, major assignments will be limited to two per grade level on a given day. Students who are taking additional academic courses or who are completing classes typically completed at a different grade level from theirs, might find themselves in a situation in which they are facing more than two major assignments.

STAR Student

To be eligible for the STAR student honor, a student must be a regularly enrolled (full-time) senior in an accredited public or private high school. The student must be completing his/ her last year of work and must be eligible to receive a diploma in the current school year. The student must have an ACT score of at least 25 and an overall average of 93 or above in selected subjects in tenth, eleventh, and the first semester of twelfth grades. Guidelines are established by the STAR Students Program.

School Day Athletic Periods

If a student takes more than one athletic period in a school day, they are responsible for fulfilling all graduation requirements. Every student has a cap of two athletic credits for their entire athletic career.

Withdrawal Procedures

Students/parents should notify the business office at least one day prior to withdrawal from PCS in order to allow time for paperwork to be completed. Before release of records, all fees and/or fines must be paid and all books (including library books) and school-issued technology must be returned.

## ATTENDANCE POLICIES

### General

- The school day begins at 8:05 am and concludes at 3:15 pm. All students should report to the cafeteria upon arrival at school. Students must wait in assigned areas and must be supervised.
- Students are asked to come to school no earlier than 7:30 am. After 4:00 pm students will not be allowed in the buildings (including the gymnasium) without special permission and teacher/coach supervision.

### 2023-2024 Bell Schedules for Grades 7—8

	REGULAR SCHEDULE	ACTIVITY SCHEDULE
<b>1<sup>st</sup> Period</b>	8:05 - 9:00	8:05 - 8:55
<b>Break (Grades 7-9)</b>	9:00 - 9:15	8:55 - 9:10
<b>2<sup>nd</sup> Period</b>	9:20-10:10	9:15 - 10:00
		<b>Activity:</b> 10:05 - 10:40
<b>3<sup>rd</sup> Period</b>	10:15 - 11:05	10:45 - 11:30
<b>Lunch (Grades 7-9)</b>	11:05 - 11:30	11:30 - 11:55
<b>4<sup>th</sup> Period</b>	11:35 - 12:25	12:00 - 12:45
<b>5<sup>th</sup> Period</b>	12:30 - 1:20	12:50 - 1:35
<b>6<sup>th</sup> Period</b>	1:25 - 2:15	1 :40 - 2:25
<b>7<sup>th</sup> Period</b>	2:20 - 3:15	2:30 - 3:15

2023-2024 Bell Schedules for Grades 9—12

	<b>REGULAR SCHEDULE</b>	<b>ACTIVITY SCHEDULE</b>
<b>1<sup>st</sup> Period</b>	8:05 - 9:00	8:05 - 8:55
<b>2<sup>nd</sup> Period</b>	9:05 - 9:55	9:00 - 9:45
<b>Break (Grades 10-12)</b>	9:55 - 10:10	9:45 - 10:00
		<b>Activity: 10:05 - 10:40</b>
<b>3<sup>rd</sup> Period</b>	10:15 - 11:05	10:45 - 11:30
<b>4<sup>th</sup> Period</b>	11:10 - 12:00	11:35 - 12:20
<b>Lunch (Grades 10-12)</b>	12:00 - 12:25	12:20 - 12:45
<b>5<sup>th</sup> Period</b>	12:30 - 1:20	12:50 - 1:35
<b>6<sup>th</sup> Period</b>	1:25 - 2:15	1:40 - 2:25
<b>7<sup>th</sup> Period</b>	2:20-3:15	2:30 - 3:15



### Half Day Schedule

1 <sup>st</sup> period	8:05-8:45
2 <sup>nd</sup> period	8:50-9:20
3 <sup>rd</sup> period	9:25-9:55
4 <sup>th</sup> period	10:00-10:30
5 <sup>th</sup> period	10:35 -11:05
6 <sup>th</sup> period	11:10-11:40
7 <sup>th</sup> period	11:45-12:15

### Class Attendance and Extracurricular Participation

In order to participate in extracurricular events, a student must attend at least three full periods on the day of the game or event. In case of away games in which departure time is before the end of the school day, a student must attend at least 50% of all class time leading up to the time of departure in order to be able to play that day. Exceptions to this policy may only be made by the Secondary Campus Director, Assistant Director, or Dean of Students.

On the morning after away games, students are required to be present and on time for first period, no matter how late they returned home the night before. Exceptions to this policy may only be made by the Secondary Campus Director.

### Excessive Absences

School day attendance matters. Information about student absences (doctor's note, parent's note, or direct parent contact) should be submitted to the secondary office. Verification should be given/emailed to [khataway@pcsk12.org](mailto:khataway@pcsk12.org). All absences will be considered undocumented unless parental contact is made by note or in person. All absences, other than those due to school activities, will count toward the total number of absences. Medical absences will count toward the total allowed absences for a student.

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 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. Teachers should be notified in advance in order to assign appropriate classwork and homework. Such trips should be the exception rather than the rule.

Parents must notify the office and receive administrative approval in advance of out-of-town family trips; failure to notify the office and receive approval in advance of the trip will result in the days missed being considered undocumented, with the appropriate penalty applied.

A student is allowed only 20 absences for a year course and 10 absences for a semester course. This includes all excused and unexcused absences. A student may not be awarded credit for a course, regardless of the grade, if this number of absences is exceeded.

Exceptions to this attendance requirement can only be made in the event of extended personal illness verified by a physician or at the discretion of the administration. However, administrators may only give discretion in absence approval up to 30 for a full credit course or 15 for a half credit course. For extended illnesses that go beyond 30/15, approval to award credit may only be given by the PCS Board of Trustees. The family must provide thorough documentation of absences to the Board of Trustees.

The parents of any student whose absences exceed seven (7) days in a semester course or fourteen (14) days in a yearly course should receive an email notifying them of the number of absences and will be required to have a phone or in-person conference with the Secondary Campus Director, Assistant Director, or Dean of Students, as a warning of a potential violation of the absence policy. When a student receives ten (10) absences in a semester course or twenty (20) absences in a year course, they will be required to have a conference with the school administration to discuss the matter.

#### Make-Up Work

Students are responsible for making up all work/tests missed due to an absence. Classwork should be made up within the number of days equal to the number of days missed if the absence(s) are excused, (i.e. illness). Students who check out the day of an assessment and return to school the same day must take the assessment upon their return to campus; students may not check out to eat lunch and return to campus. Tests should be made up before or after school with the classroom teacher at a time scheduled by the teacher. In cases of extended absences, the student should see the Secondary Campus Director or Assistant Director in order to make arrangements for multiple tests. A student is required to submit all assignments which are due, and take any tests missed due to an unexcused absence (i.e. hair appointment, family vacation, etc.) on the day they return to school.

Students participating in athletics/extracurricular activities must turn in all long-term assignments (reports, essays, projects, etc.) on the due date, either on the game/performance day or the day after. Students should turn these assignments in before they leave school if they will not meet that class due to an early departure. Students participating in athletics/ extracurricular activities are required to turn in an assignment on the day after an away game, unless the assignment was announced the day of the athletic

absence. These students will have one extra day to turn in homework assigned any period on the day of an “away” game/ event. Students are responsible for getting this work turned in on time. Students participating in athletics/extracurricular activities are required to take any test missed due to early school departure on the following day, unless the student misses a review or material that other students receive. The student should arrange a time to make up the test prior to missing the test with the teacher. Students may make arrangements to take the test before school on the day they will miss the test with permission from the teacher.

For classes missed due to games/events on Fridays, it is the student’s responsibility to get all assignments which were given on Friday and be prepared for class on Monday (including preparing for any test given on Monday). This policy applies only to ‘away’ games/events. On the day or the day after a home game, all assigned work and tests are to be completed as originally assigned.

#### School-Sponsored Activity Absence

Any student who represents the school in some official capacity and who will be absent from class must follow procedure:

- Group sponsors will submit a list of students who will be absent to the main office. *No other excuse* will be required of these students if their names appear on the appropriate list from the office.

#### Tardiness

**Tardies for late arrival at school:** Students arriving at school any time after the 8:10 tardy bell or students who are late for a class must sign in at the office and receive a pass to class from the office.

If a faculty or staff member causes the student to be tardy, then that faculty/staff member must send a note with the student, who will then present that note to the next teacher. If a student is less than five minutes late to class, the teacher should simply mark “T” for tardy in FACTS, and the student should remain in class. The office will take care of classifying the tardy. If the student is more than five minutes late to class, that student should be sent to the office.

The first tardy per nine-week grading period is free, but the second-sixth tardies after that in a nine-week period will warrant a break detention each time. Should a student receive a seventh tardy in a nine-week grading period, that student will receive a work detail. Continued tardiness will be dealt with on a more severe basis.

#### Tardiness versus Absence

Students must be present in a class five (5) minutes more than  $\frac{1}{2}$  the total class period regardless of the length of the period that day in order to be counted present for that class. (Example: 30 minutes of a 50-minute class period or 20 minutes of a 30-minute class period, etc.)

#### Truancy/Cutting Class

School attendance at PCS is mandatory. Students on campus must be in an assigned class unless permission

has been obtained from the administration and teacher involved. Being unaccounted for at school or away from school is considered truancy. Being unaccountable to an adult during the school day, even during break period, athletic period, or lunch period may result in a suspension from school.

### Extracurricular/Athletic Eligibility

#### Policy Regarding Grades and Eligibility

The Midsouth Association of Independent Schools (MAIS) requires students to pass four (4) major units/credits the previous academic year in order to be eligible to participate in athletics the next school year. Eligibility for each season is established at the beginning of the season. No student will be permitted to participate in inter-scholastic contests for more than four (4) years after entrance into high school. Students are not permitted to participate in inter-scholastic contests if they have reached the age of 19 prior to August 1<sup>st</sup>.

Student averages will be checked at 4.5-week intervals and at the end of each 9-week grading period. Any student failing more than one (1) subject, at the aforementioned intervals, will be placed on academic probation. Students on probation are allowed to practice and participate in all athletic/extracurricular activities with no restrictions. Any student on probation failing more than one (1) subject will be ruled ineligible. Ineligible students are not allowed to practice, play, travel, or participate in any athletic/extracurricular activities. Eligibility may be regained if the student is not failing more than one (1) subject at the next scheduled grade check.

***Students who do not pass four (4) major units/credits at the end of the academic year will be expected to complete any credit recovery courses by July 1<sup>st</sup>. If a student has not completed his/her credit recovery by this date, he/she will not be allowed to participate in any summer practices, weight programs, camps, or performances until the course work is complete.***

## FINANCIAL POLICIES AND INFORMATION

### 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 2023-2024 School Year

ENROLLMENT FEE:	Preschool	\$ 180.00
	Kindergarten	\$ 250.00
	T1 - 6th	\$ 300.00
	7th - 12th	\$ 400.00

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BUILDING FEE:	Per Family/Grades K-12th, annually	\$ 600.00
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TUITION (includes APPLE DEVICE):

		<u>11 mos Jul-May</u>	<u>Yearly Amount</u>
PRESCHOOL	K-3 (3 day)	\$ 225.00	\$ 2,475.00
	K-3 (5 day)	\$ 260.00	\$ 2,860.00
	K-4	\$ 260.00	\$ 2,860.00
		<u>12 mos Jun-May</u>	<u>Yearly Amount</u>
KINDERGARTEN	Full Day	\$ 655.00	\$ 7,860.00
FIRST CHILD	T1 - 6th	\$ 685.00	\$ 8,220.00
	7th-8th	\$ 715.00	\$ 8,580.00
	9th-12th	\$ 730.00	\$ 8,760.00
SECOND CHILD	T1 - 6th	\$ 645.00	\$ 7,740.00
	7th-8th	\$ 675.00	\$ 8,100.00
	9th-12th	\$ 690.00	\$ 8,280.00
THIRD CHILD	T1 - 6th	\$ 615.00	\$ 7,380.00
	7th-8th	\$ 645.00	\$ 7,740.00
	9th-12th	\$ 660.00	\$ 7,920.00

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### Tuition Payment by Bank Draft

All payments will be processed through our FACTS Tuition Program once enrolled.

Drafts will occur monthly, semiannually, or annually depending on the plan selected.

The first draft for the new school year will begin in June for grades K-12.

Preschool drafts begin in July.



## Optional Services 2023-2024 School Year

**EXTENDED CARE - Elementary:**

Extended Care is a program offered to our Elementary Campus students in grades K-6th for before and after school care. The hours are 7:15-7:45am and 2:30-5:30pm. Please contact the front office at 601.268-3867 for more information.

Regular  
 \$75/wk (3-5 days, 3 hrs)  
 \$25/day (1-2 days, 3 hrs)  
 \$30/day (PCS half day - 6 hrs)

Drop-In  
 \$30/day (3 hrs)  
 \$35/day (PCS half day - 6 hrs)

An additional \$10.00 fee will be charged for each 15 minutes after 5:30pm

**STUDENT ACADEMIC SERVICES (SAS) - Secondary School and Elementary:**

SAS is a program that includes assistance from certified Dyslexia Therapists and academic tutors. This program is designed to be a commitment for the school year, not for monthly drop in and out. Please email our qualified therapists at [sas@pcsk12.org](mailto:sas@pcsk12.org) to determine how SAS can enhance your student's experience at PCS.

<u>Dyslexia Services</u>		<u>Academic Support</u>
\$2,800	Child 1	\$2,300
\$2,450	Child 2	\$2,000
\$2,100	Child 3+	\$1,725

**EXTENDED CARE - Preschool:**

Our preschool additions allow families to select options that work best for them. We offer Early Morning Care and two after school programs, Brown Bag & A.P.P.L.E. The "Brown Bag" is a structured social play and lunch program and "A.P.P.L.E." is a program that involves enrichment lessons in the arts and sciences.

Early Morning Care	PK3 and PK4	7:45am-8:45am	M-F	\$5/day	Enrollment required, cannot drop in
Brown Bag After School Care	PK3	11:45am-1:00pm	M-F	*rate varies by number of days	Enrollment required, cannot drop in
	PK4	12:00pm - 1:00pm or 12:00pm - 1:45pm	M, W, & F	*rate varies by number of days	Enrollment required, cannot drop in
A.P.P.L.E. After School Care	PK4 only	12:00pm-1:45pm	T, Th	\$80/month	Enrollment required, cannot drop in

\* please contact the Preschool Director at 601.450.0189 to discuss the various options for Brown Bag.

A student may not begin 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 a diploma.
- Students in grades 7-12 whose accounts are not current on December 1<sup>st</sup> or May 1<sup>st</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 scroll to the bottom left for Additional Resources.

## **FACILITIES AND LOGISTICS**

### Asbestos Inspection Notification

Please be informed by this notice that all of the school buildings of Presbyterian Christian School have been inspected for asbestos and have been determined to be asbestos free, or that letters of exclusion have been obtained by the manufactures; such an inspection was mandated by the EPA. All materials pertaining to the inspection may be found in the elementary school office located at 103 WSF Tatum Drive. Any interested party should feel free to stop by and see this material.

### Cafeteria Policy and Information

- There are two break periods and two lunch periods each day; individual students have one break in the morning and one lunch period.
- Students are to eat lunch during their designated lunch period.
- Students must eat lunch and break in the cafeteria, or on days that weather permits, in the courtyard area. Students are expected to abide by all lunchroom expectations including cleaning their area and using a conversational voice.
- Other than going through the lunch line and obtaining lunch supplies as needed, students should remain seated during lunch.
- Throwing food or foodservice items in the cafeteria or courtyard will result in immediate disciplinary action.

### Chapel

The chapel program is designed to sow seeds that will enable students to more fully love the Lord their



God with all their heart, soul, and strength. Our time in chapel will be relevant as we address real life issues and encourage our students to seek God's purpose and plan for their life. The objectives of the chapel program are:

- To clearly present the message of salvation through Jesus Christ.
- To address current/relevant issues and topics of today's society in a way that demonstrates God's commandments, mercy, and grace.
- To equip and train our students for ministry on and off the PCS campus. • To provide an atmosphere of worship, celebration, and hope.

### Clubs/Organizations

The following clubs and organizations are available at PCS. Students should check with the club sponsor for membership requirements, dues, and requirements for election to a club office.

Junior Beta Club  
Senior Beta Club  
Latin Honor Society  
Spanish Honor Society  
Mu Alpha Theta  
Quiz Bowl  
Math Quiz Bowl  
Junior Student Council  
Senior Student Council  
Film Club

### Emergency 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 we have extreme weather conditions (*or emergencies/changes that we feel it important for you to be made immediately aware*) that make it necessary to alter the school schedule, 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.

### **Severe Weather Protocols:**

- School phone lines must be kept clear for announcements for the Civil Defense Office. • In case of tornado warnings, it is highly recommended that parents stay off the roads and leave your children in the safety of the school buildings.
- If a student leaves school during a tornado warning, it may only be with their parent or guardian.
- Secondary school students who drive will not be allowed to leave campus during a tornado warning unless in the company of their parent or guardian.
- Students should not call or text message their parents to come get them during a tornado warning. This is in violation of the school's cell phone policy and it is very dangerous for parents to be on the

roads. Please leave your children in the safety of the school buildings.

- Should extreme weather conditions make it necessary to dismiss school, the administration will inform the radio and television stations and will place this announcement on the school's website, send a blast email, post on social media accounts, and mass text will also be sent.
- On nights and weekends when it appears severe weather is likely, parents and students should listen to local stations, check the school's website, and monitor emails and social media for information on school closings.

#### **Fire Protocols:**

- Fire Escape Plans are posted in classrooms. Students will calmly exit the nearest exterior door that leads to the front or back of the school.
- Students should remain with their supervising teacher or coach so roll can be taken and order maintained.

#### **Security and Lockdown Procedures:**

- All faculty and staff are trained in the PCS Lockdown Procedure. Students should follow the instructions of staff members.
- Students not in classrooms (cafeteria, gymnasium) during this time should find a safe area (locker room, behind stage curtain, under gym bleachers) and remain there until the lockdown is over.

#### Field Trips

Field trips, other than those required by organizations such as chorus, athletic teams, etc., should be restricted only to those initiated by the school, class sponsor, or faculty member. A member of administration must approve all field trips plans, drivers, and itineraries. All teachers must be notified of the impending student absence at least three school days in advance of the trip.

Students will be notified of the appropriate dress expectations prior to the field trip. 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. Students will be given a class grade for field trips. Students failing to attend may be given make-up work assigned by the teacher.

Field trips should be scheduled so that they are completed by the end of the 3<sup>rd</sup> nine-week grading period. Special circumstances or scheduled events that fall outside of this parameter should be approved by a member of the administration before planning. *Student safety is most important. Therefore, 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.*

#### Food on Campus

- Students are allowed to bring lunch to school. Microwaves and a refrigerator are available for student use. Late lunches brought by parents should be taken to the office. Please make sure your child's first and last name is clearly printed on the lunch.

- MMI, Inc. has the exclusive rights to the food services on the PCS campus. Therefore, food cannot be delivered to the school by any other food service group.

### Holiday Observance

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.

### Library Policies and Procedures

The library hours are 7:30 a.m. to 3:30 p.m. Proper care of all library materials, furniture and the room itself is very important. Students returning damaged books, defacing library property, or defacing the library itself will pay the necessary restitution.

All materials leaving the library must be properly checked out. Students are responsible for all materials checked out in their name. Each class is assigned a specific day and time for the class visits. The library is open to all students during regularly scheduled library hours, except when classes are visiting the library. Each student may have only two (2) books checked out at one time. Materials should be returned to the library in a timely fashion.

### Lockers

Lockers will be assigned to each student when schedules are created. Students are not to change from their assigned lockers without permission from administration. Students are responsible for the upkeep of their locker. Lockers should be neat and orderly, with doors closed, and with no objects protruding. **Books and equipment left outside lockers or in hallways may be turned in to the office.** Signs, pictures, etc. placed in or on the lockers must be approved by administration. Combination/Key locks may be placed on a student's locker, but the combination/extra key must be given to the secondary office.

Book bags are to be used to transport assigned electronic devices and class supplies from class to class. Students should not take backpacks into restrooms, the cafeteria for break/ lunch or into the gymnasium for chapel/assemblies. Athletic equipment, gym bags, etc. are to be placed inside assigned locker or in your team locker room.

### Parent Campus Visits

Parents and visitors should sign-in at the secondary office for proper authorization and to receive a visitor's pass. Lunches, books, medications, etc., brought by the parents should **NOT** be taken to the classroom.

### Phones and Electronic Devices

For grades 10-12, students may use cell phones (and other personal electronic signaling devices) during break and lunch, but not in academic hallways. Upon entering class, students in grades 9-12 should put their phones in the pocket holders hanging on each classroom wall.

Students in grades 7-8 are not permitted to use cell phones at any time during the school day; their phones should remain in their backpacks.

If 7th-8th grade students need to call parents during the school day, the office phone is available. Students may also use their own devices in the Phone Zone, located outside the main office in view of the secretary.

Violations of this policy will result in these penalties:

First offense within a school year – The offending student’s device is confiscated for the rest of the day of offense; the student will also either turn the device into the office the following day or may pay \$25 to keep the device the following day.

Second offense within a school year – The offending student receives 1 work detail and the confiscation of the phone during the school day for one week. The student will also either turn the device into the office for the next four school days or may pay \$50 to keep the device the following four days.

Third (or more) offense within a school year – The offending student 2 work details and the confiscation of the cell phone during the school day. The student will also turn the device in to the office for the next 45 school days, or the student may pay \$75.

Phone and other technology misuse that violates the school’s already assigned disciplinary policy results in additional discipline over and above that which is listed above. Devices assigned by the school (ex. MacBook) or needed for class participation (ex. calculator, camera) are allowed for use as designated for class purposes.

### Search and Seizure

PCS Administration reserves the right to conduct searches and to invite the Forrest County Counter Narcotics Team to visit at any time to search for contraband or illicit items. Searches may include the use of law enforcement officers and canines specially trained in the detection of narcotics and/or firearms and explosives. The school reserves the right to search any property, including automobiles, brought onto school premises. Any alcohol, drugs, or drug paraphernalia found in lockers, cars or other items under the student’s control constitutes possession.

The possession of prescription drugs on campus is a violation of school policy. The possession of controlled drugs, including prescribed drugs, without a valid prescription is a felony. If, during a search of the school and/or school premises, any controlled drugs are discovered, an arrest may be made pursuant to the laws of the State. Any adult student arrested during the course of a school search will be transported to the Forrest County Sheriff’s Office by an appropriate law enforcement official. Any juvenile student arrested will be transported to the Forrest County Juvenile Detention Facility by an

appropriate law enforcement official. The school has no authority to intervene with law enforcement officials.

### Help Session

Teachers will be available for tutoring/extra help each day beginning at 7:40 a.m. Students are asked, but are not required, to check with their teacher to make sure the teacher does not have a parent conference, meeting, or other obligation that would prevent them from being available.

### Vehicles on Campus

All students bringing vehicles on campus must register these vehicles with PCS and adhere to the following regulations:

- The driver must have a valid driver's license and liability insurance as required by state law. Students will also be issued a numbered parking permit which **must** be visible at all times when the vehicle is on campus. If the permit is lost, the student will be charged \$5.00 for a replacement permit.
- The speed limit on campus is 10 mph.
- The driver must adhere to safe driving rules.
- Students must exit vehicles upon arrival and may not return to them until school is dismissed.
- Students are not permitted in the parking area during the day without permission from the office.
- Students must enter campus through the access road on the North side (first entry point, closest to Elementary campus). Students must park in their assigned parking spots, or by the football practice field, and the vehicle must remain there until the student leaves school. Students may not move their vehicles to the rear of the campus until after 3:10 and may not park at the football field for practice.
- The only exit point on the Secondary campus is the third gate on the south side of campus.
- Failure to abide by these regulations shall result in the loss of privilege to bring a vehicle on campus and/or other disciplinary actions.

## GENERAL UNIFORM GUIDELINES

### Dennis School Uniforms

Dennis School Uniforms supplies all necessary items for daily school dress. These uniform guidelines are primarily designed to promote neatness, modesty, and a classic, distinctive look. **All uniform items, with the exception of shoes, socks, tights, belts, hair accessories, and approved outerwear must be purchased from Dennis School Uniforms.** Previously purchased Parker attire is allowed as long there are no issues of modesty. There will be certain days designated by the administration as assembly or school spirit days. The specifics of these days will be announced by the administration prior to the day.

### Footwear Guidelines

- All shoes must be closed-toe and closed-heel.
- All shoes must have low heels (not to exceed 2 inches high), no spike/stiletto heels allowed.
- All lace-up shoes must be laced and tied.
- No moccasin-type slippers or any footwear classified as a "slipper" or "house shoe" is allowed

- Footwear for all grades (K – 12) may be purchased from any given source, but the administration reserves the right to determine whether a shoe is within the established guidelines.
- Western boots may be worn with long pants (not with skirts/skorts, or shorts) and must follow footwear guidelines. Pants must be worn over the western boots, not tucked in. •
- Socks must be worn with all athletic shoes and boots. Socks are optional with loafers, Mary Janes, and flats.
- No fluorescents or colors that draw undue attention. Shoes should be modest in color.

#### Special Assembly Dress \*(new expectation for students)

**Every student 7-12 is expected to purchase the following items:**

This special assembly dress will include for boys:

- a long khaki Dennis pant
- a black PCS Dennis polo shirt

This special assembly dress will include for girls:

- a plaid Dennis skirt
- a black PCS Dennis polo shirt

Students will be notified a minimum of two days prior to any day in which Assembly Dress is required.

#### Additional Uniform Guidelines

Male and Female:

- A PCS polo must be worn at all times unless prior approval is given, even when PCS approved outwear is worn. PCS-approved t-shirts or other apparel may be worn on specific announced days such as spirit Fridays and Pep Rally days.
- All clothing items must be properly fitted and hemmed.
- Undershirts (short-sleeve or long-sleeve) may be worn under PCS uniform shirts. These shirts must be royal, gray, black, or white. *This rule applies to both girls and boys.*
- Hats, caps, bandanas, and sunglasses may not be worn except on previously approved days.
- Hoods may not be pulled up to cover a student's head during school day.
- Any clothing items, outerwear, shoes, jewelry, make-up, hair accessories or styles drawing undue attention or causing a distraction will be dealt with at the discretion of the administration. Hairstyles or colors that border on the extreme or that simply call attention are unacceptable. It is the student's responsibility to keep his hair within code. Students may be asked to call a parent and leave campus and not return until they comply with the hair policy. Any missed time will be counted as an unexcused absence.

#### Female:

- Skirts, shorts and skorts must be appropriate length and modest in appearance.

Administration will have the final say as to what is appropriate.

- Skirts, skorts, and shorts may not be rolled up.
- Girls are allowed to wear jewelry as long as it is determined not to be a distraction or draw undue attention to itself.
- Tights are optional for girls. If worn, tights should be solid-colored black, navy, white, or gray with no designs. Tights should not be frayed or torn. No fishnet stockings, sweatpants, or patterns with holes are allowed.

#### Boys:

- Belts must be worn with all school-approved pants and shorts.
- Shirts must be tucked in all the way around with the belt visible.
- Black, brown, navy, or white socks must be worn with all shoes. Socks must be visible above the top of the shoe.
- No earrings.
- Any facial hair must be kept neatly trimmed. It may be left to the administration to determine what is considered “neatly trimmed.”
- Hair should be kept clean and neatly trimmed. Hair (as it naturally falls) should not hang below the collar in the back, the eyebrows in the front, or the bottom of the ears on the sides. The PCS administration reserves the right to ask any student to groom hair in a manner that will not draw undue attention to the student or his/her appearance.

#### Outerwear:

- Only approved PCS outerwear may be worn during the school day. Non-PCS outerwear must remain in lockers during the school day. Jackets, sweaters, sweatshirts or any outerwear worn in the school buildings and on campus must be from Parker or Dennis School Uniforms or be approved PCS outerwear (purchased from an official PCS source). Outerwear must say *PCS* in the approved font or have an approved *PCS* logo. 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.
- Students at PCS are required to dress modestly on campus while attending school activities, both on and off-campus, and we ask our volunteers/chaperones to do the same. This includes, but is not limited to, after-school athletic practices, fine arts activities, and club/organizational events.

## CONDUCT

## Guidelines of General Conduct

We believe that all PCS students should demonstrate a God-honoring lifestyle in conformance with one's biological sex, including dating and dress; and the use of restrooms, locker rooms, and changing facilities conforming with one's biological sex. This also includes abstaining from all intimate sexual conduct outside of the marriage union of one man and one woman.

- 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/she has been properly recognized and "has the floor." At other times, he/she should remain quiet, as he/she attentively and respectfully listens to the contributions, others are making.
- Conversations, private or public, are expected to be positive, constructive, and respectful. Profane, vulgar, or suggestive language or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down, even when done in fun, are examples of conduct which are unacceptable.
- Unnecessary, unwanted, and abusive bodily contact is not acceptable conduct.
- Students who desire to leave class at unauthorized times are to secure permission from their supervising teacher. Students who desire to leave school at unauthorized times are to secure permission in advance from an administrator and should check out in the office before leaving campus.
  
- Public display of affection on school grounds is prohibited. Disregard for the "hands off" policy will result in the students' being subject to disciplinary action.
- 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. Destruction or damage to property may result in appropriate disciplinary action.
  
- 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/her education elsewhere.
- PCS reserves the right to suspend or remove a student from school for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. Misconduct during off-campus or non-PCS related activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.
  
- Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.

## Classroom Behaviors

- Students are to be in their seats when the tardy bell rings. They are not to leave their places in the



classroom without permission.

- Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, laptops, etc.
- Students are to be attentive and participate actively in all class activities assigned by the teachers. They are not to do work for another class or to read other than class materials, unless given explicit permission to do so by the instructor. Materials for another class or for non-class activities should not be on a student's desk.
- Each student is to refrain from talking without permission while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.
- Students are responsible for the cleanliness around their chairs and on their desks. Students are to clean- up around their desks at the end of each class. Conversations regarding grades or punishments administered in class are to be handled one-on-one after class.
- Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.

### Cheating

Cheating is the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as the student's own; or having prior access to specific questions that a student will be held accountable for on a test, exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless permission by the teacher has been given.

Students giving or receiving information, are subject to loss of credit for that assignment or test. The student will also receive two work details. The incident will be documented and kept on file in the administrative office. Parents will be notified of the incident. For a second offense, additional discipline shall be one day of suspension. Repeated incidents of cheating will result in multiple days of suspension or expulsion.

Furthermore, this information will be so noted on the student's academic record, may exclude him or her from all academic honorary clubs as well as membership on the Student Council, and will also require the student to take all final exams. These penalties are for a period of one year.

### A Note About Artificial Intelligence – AI

To maintain a culture of integrity and respect, generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

### Student Harassment Policy

Presbyterian Christian School believes that students should have an educational environment that is free

from humiliation, oppression, and abuse. Harassment is any persistent, willful, and deliberate action done by an individual or group to hurt, distress, upset, frighten, or threaten another person or persons. We believe that harassment should not be tolerated. Harassment may be

- *Physical*: pushing, kicking, hitting, pinching, or any use of violence.
- *Verbal*: name calling, spreading rumors, malicious gossip, and/or teasing. This includes written and/or oral communication.
- *Emotional*: deliberately excluding, tormenting (hiding books, threatening gestures, extorting money, etc.), racial taunts, graffiti.
- *Sexual*: unwanted physical contact or abusive and/or suggestive comments.

#### Process When Misconduct Occurs

- All reports of behavior, no matter how trivial, will be investigated and dealt with fairly and positively by classroom teachers. In this way, students will gain confidence that reporting of incidents will not be ignored. Incidents not reported to administration should still be recorded by the teacher in RenWeb under the "Discipline" tab for that student.
- If the incidents of misconduct are serious and persistent, the classroom teacher will immediately report it to the administration.
- The Dean of Students or other administration will find out all the facts surrounding serious incidents of misconduct by talking to all parties involved, including any witnesses. All the evidence and all views will be taken into account. If possible, all parties should be asked to give a written account.
- A record will be kept of all serious and/or repeated offenses and a copy kept in the personal notes of the administrator handling the incident. All staff in contact with the students will be required to closely monitor the students involved.
- Parents of both perpetrators and victims of any serious incidents or repeated offenses will be informed as soon as possible and asked to come to the school for a discussion of the problem and its resolution.
- For those individuals or groups found guilty of misconduct, the administration will use any of the available methods of punishment that will reflect the seriousness of the offense, such as restrictions, detention, suspension, or possibly expulsion.
- The administration will discuss with the guilty person or persons the implications and effects of their actions on the victim.

#### Sexual Harassment

PCS is committed to ensuring a school free from sexual harassment and therefore recognize the need to have and enforce a sexual harassment policy.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and any [other verbal, visual, or physical conduct of a sexual nature that meets the following criteria:

- Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures.
- Verbal conduct such as epithets; derogatory or obscene comments; slurs; sexual invitations; sexual jokes.
- Graphic, verbal commentary about an individual's body, sexual acts, or sexual deficiencies.
- Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or blocking normal movements.

- Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, gestures, or displays of suggestive objects or pictures.
- Retaliation for having reported or threatened to report sexual harassment.
- This behavior is unacceptable at PCS and at PCS functions such as athletic events, dances, plays, and field trips.

- Therefore, the following steps should be followed in reporting a sexual harassment complaint:
  - Report the incident and the complaint to a member of the administration. If reported to an administrator, it will then be reported to the Head of School.
  - All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offender will be subject to disciplinary action that is determined by the appropriate members of PCS Leadership.

*Confirmed cases of sexual harassment will lead to suspension or expulsion depending on the severity of the incident.*

## DISCIPLINE PROTOCOLS

### Discipline Warnings

- Examples (not a complete list) for which discipline warnings may be given are:
- Minor uniform violations.
  - Minor disruption in class or at a school function (chapel, pep rally, parking lot, etc.).
  - Rough housing or horseplay in the hallway, cafeteria, or classrooms.
- Failure to bring necessary materials to class.

### Break Detention/Work Detail

Break detention is a penalty for minor infractions. Students who are assigned break detention should report to the office at their appropriate break time; they should not go to the cafeteria and should turn in their cell phones during the time of the detention.

Work details are assigned times in which a student will participate in campus cleanup or other campus betterment activities. Administration reserves the right to determine the appropriate length of work detail and meeting time for work detail. Any work detail assigned after the 3<sup>rd</sup> work detail in a semester will result in the student receiving one day of in-school suspension. 37

Examples (not a complete list) for which break detention or work detail may be assigned are:

- Rude or discourteous behavior.
- Excessive tardies.
- Repeated uniform violations.
- Behavioral violations in the classroom, cafeteria, or hallway.
- Open food or beverages outside of the cafeteria.
- Failure to abide by driving procedures on campus.
- Cheating.

### Suspension

In-School Suspension (ISS): Students will report to the designated area from 8:15 a.m. - 3:15 p.m. Any in-school suspension (ISS) assigned after the 2<sup>nd</sup> in-school suspension (ISS) in a semester will result in an out-of-school suspension (OSS).

Out-of-School Suspension (OSS): Students will not report to campus for class or any extracurricular activities for the day(s) assigned.

Daily work will not be allowed to be made up during times of suspension. Major assignments may be allowed to be made up unless the offense is related to issues of cheating, stealing, or acts of blatant dishonesty.

*Note: Students who receive an in-school suspension (ISS) or out-of-school suspension (OSS) will be ineligible to practice (during school or after school) in any extracurricular activities (athletics, drama, etc.) for the time of the suspension. If a student receives a suspension (OSS) and does not miss a game/event during the time of the suspension, he/she may be required to miss the next scheduled event (game, performance) after the suspension.*

### Expulsion

Examples (not a complete list) for which a student may be removed from school are: • Repeated misconduct.

- Failure to respond positively to repeated efforts at correction by the school's personnel.
- Violations of Federal, State, or local laws.
- A serious breach of the school's code for student conduct.
- Assault.
- Possession, use, or transfer of a dangerous weapon.
- Sexual offenses.
- Arson.
- Furnishing, selling, or possessing a controlled substance (drugs, narcotics, alcohol, etc.) whether on or off campus.
- Threatening or bringing harm to the person or property of any member of the school community
- Any attitude or action not in harmony with the goals and spirit of the school.
- Any action by a parent or guardian that seriously interferes with the school's ability to accomplish its educational purposes.
- Students who are expelled or withdrawn for disciplinary reasons may not be allowed on any PCS campus for a length of time determined by PCS Administration.
- Appeal of an expulsion may be made in writing within three days of the day of expulsion. A student may not attend class during the time the request is being reviewed by the Board of Trustees. The decision of the Board of Trustees is final.

## **DRUG AND ALCOHOL POLICY**

### Forbidden and Prohibitive Use

The use, possession, or distribution of any drug or related paraphernalia, not properly approved under

this policy, is expressly forbidden on the campus and at PCS events and activities. Alcohol, illegal drugs, unprescribed medications, e-cigarettes or vaping paraphernalia, and tobacco are always forbidden. Students who use, possess, distribute, or who are under any influence of drugs and/or alcohol, shall be suspended immediately up to five (5) school days while a thorough investigation takes place and a final decision is rendered.

Off-campus use, possession, and distribution of forbidden and prohibited products is serious to Presbyterian Christian School. The school reserves the right to investigate any reasonable suspicions of such, and to take whatever actions it deems necessary regarding that student's attendance status. These actions may include suspension, expulsion, or denial of enrollment or re-enrollment, resultant from its investigation.

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

#### Approved Use of Medication

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

1. any and all medications must be medically necessary;
2. long-term prescriptions are to be noted on Enrollment Application; 3. new and temporary prescription for use on campus must be delivered to the office where the student may request the proper dosage;
4. a student should bring only enough medication for his/her daily dosage; and 5. non-prescription pain relievers can only be obtained at the school office. 6. a student is never permitted to give his prescription medication to another student.

#### Drug Prevention Policy

Purpose of the Program—

- To educate the student concerning the dangers of drug/alcohol abuse. • To help prevent any drug use or abuse by the students of PCS.
- To identify any student who may be using drugs and to identify that drug. • To see that any chronic dependency is treated and addressed properly. • To provide reasonable safeguards in order that every student who attends PCS is healthy and safe.
- To reassure parents, students, and the community that the health and academic progress of each student is the primary goal of PCS.
- To re-emphasize to the student, his/her responsibility as a positive role model and the foundation and boundaries to equip them to say "no."

#### Drug Testing Procedure

- The parents of each student, by signing their student handbook, are consenting to their child’s participation in the drug-screening program.
- A parent’s decision to refuse participation on behalf of their student in the drug-screening program may result in dismissal or denial of admittance to PCS.
  - If a student refuses a drug test, he/she shall be suspended, and his/her status as an enrollee of PCS will be closely examined.
  - Each 9th—12th grade student will be tested at least once during the school year and will be subject to random testing at any time during the school year. The administration has the discretion to test any student (7th-12th grade students) that is suspected of illegal drug use at any time.
- Any student (9-12) who enrolls in PCS after a school year starts will automatically be included in the next drug testing.
- The method of testing is a form of urinalysis or hair sample. Any positive drug result will be confirmed by immediate additional testing at a laboratory selected by PCS.
- The selection and coding of specimen samples will be executed in a manner ensuring total confidentiality and identification.
- The urine samples or hair samples will be collected and analyzed by a private laboratory using the most up-to-date methods of pathology.
- Drug screening results will be reported by the medical laboratory to the parents and the Head of School only.
- If a student tests positive for a prescription drug, the medical laboratory will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription, the test will be considered positive.

**Custody Procedures:**

- All testing procedures and the handling of the results are to be administered with the utmost confidentiality. Only the Head of School and the Secondary Campus administration will be allowed access to test results.
- Samples will be collected and sent to a laboratory designated by PCS for actual testing confirmation.
- A chain of custody form will accompany each specimen from the point of origin through the entire process in an effort to ensure complete integrity of the specimen.
- A third-party administrator will set up the collection site, customize result reporting, provide approved testing services, and other services as needed.

**Positive Result (First Incident):**

All specimens or hair samples showing a positive result will be immediately retested by the testing laboratory to assure that no error occurred. The second test will be a more specific test. If the positive result is verified and confirmed, the parent will be responsible for additional cost and the following steps will be taken:

- The student and/or parents will be contacted in a confidential manner by medical personnel from the

laboratory and instructed to contact the Head of School within 5 school days.

- The Head of School will be advised of the results by the medical laboratory. - The student will be evaluated and assessed at the expense of the parents. This professional will be determined by mutual agreement of the school and parents from one of the following: certified alcohol and drug abuse counselor, student assistance professional, licensed social worker, medical review officer, or other designated appropriate agency. Failure to go through this process will result in the student being dismissed from school.
- The student will then be required to attend a drug counseling program as recommended by the selected professional at the expense of the parents and will provide proof of counseling.
- The professional will determine the length and manner of the program best suited for the student. The student must also participate in any after-care recommendations or follow-up.
- If a parent refuses a complete counseling program for his/her child, the student will be dismissed from school.
- After a first positive test, the student is subject to testing every 90 days during their continued enrollment at PCS.
- Participation in school activities is not affected at this time if the above steps are implemented.

#### Positive Result (Second Incident):

The specimen or hair sample showing a positive result will be immediately retested by the testing laboratory to assure that no error occurred. The second test will be a more specific test. If the positive result is verified and confirmed, the parent will be responsible for the additional cost and then the following steps will be taken:

- The student and parents will be contacted in a confidential manner by the medical personnel from the laboratory and instructed to contact the Head of School within 5 school days.
- The Head of School will be advised of the results by the medical laboratory. - The student will be suspended from school and all school activities. Consideration for reinstatement will only occur after such time that he/she provides proof of successful completion of a pre-approved alcohol/drug rehab program agreed upon by the school and parents.
- Consideration of reinstatement may occur with proof of a successful drug rehabilitation program and only after negative testing prevails. In order to maintain reinstated status, the student will continue to participate in re-testing and must follow all after-care recommendations of the healthcare professional. Written documentation of participation in after-care must be provided to the school on a monthly basis for the remainder of the student's enrollment at PCS.
- If a student does not complete the approved program to the satisfaction of the school, he/she will be immediately and permanently dismissed from PCS.

#### Positive Result (Third Incident):

A third positive result regardless of the year in which it occurs will result in the immediate and

permanent dismissal of the student from PCS.

## **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 only educational purposes during school hours. This includes the use of networked printers.
- Use appropriate language and be respectful of others. This helps rule out all **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.

### **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 related to school work, as this slows the performance of the network. 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 IT Department to make special arrangements.
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned to the student.
- 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 their own laptops to 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. • 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.
- Record video of staff or students without their consent or knowledge. This includes the use of webcams or 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 it is directly related to academic work.

***In the case of any misconduct involving technology, disciplinary action may be enforced as deemed appropriate by PCS Administration.***

**Disclaimer:**

Presbyterian Christian School is and will continue to do everything possible to keep students safe when using technology. However, 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 subject to discipline.

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.

## ENHANCED TECHNOLOGY INITIATIVE: 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.

### 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. Keep the device stored in a secure place when you cannot directly monitor it.
- Do not leave your device in public areas unattended.
- Other than school staff, do not let anyone else use your device.
- 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.

### Handling Technical Problems:

- Should anything go wrong with your computer try restarting it.
- 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.

### General Care of Device

- Operate the Device in 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. Avoid placing the device on the floor where it can be stepped on or kicked.
- **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.**
- 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, or 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.

#### Handling of Device

- **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.

#### MacBook Devices

- All students are required to purchase an adequate computer bag (backpack, shoulder bag, messenger bag, etc.) that will adequately provide padding and protection. • 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 overpack 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.

#### iPad Devices

- All students are required to purchase an adequate computer bag (backpack, shoulder bag, messenger bag, etc.) that will adequately provide padding and protection. • When transporting the iPad, fully close the case and held it securely. • **Do not pick up the iPad by the attached keyboard.**
- Always keep the iPad in its case with the keyboard attached.
- Do not overpack 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.

#### Power Management

- A battery takes between 2 and 3 hours to fully charge.
- Apple developed intelligent charging on the devices, thus allowing them to charge overnight will not pose any issues to the battery nor the device.
- With careful use, the battery in the device can last for up to 7 hours.

- 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.

#### 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.

#### 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. 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.

## **CONSENT FORMS**

The following pages contain the four consent forms that parents and students must sign annually in acknowledgement of responsibility, support, and commitment to our programs and procedures. These documents must be signed digitally and are shared at the beginning of the school year. These commitments are posted below in the handbook to give easy access and a reminder of the signed

agreements.

The four documents that must be signed digitally:

1. Device User Agreement
2. Acceptable Device Use Policy
3. Parental Acknowledgement of Understanding and Support of 2023-2024 Parent/Student Handbook
4. Parent and Student Consent to Testing of Urine/Hair Samples and Authorization for Release of Information

### **Enhanced Technology Initiative: 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, the Acceptable Use Policy, and the Student Handbook. 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 school year, then the device must 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.

##### 1.3 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 data including the student’s own software/music/

photos, etc. PCS recommends that the student perform regular (daily) backups of data to Google Drive.

## 2. CUSTOMIZATIONS

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 always remain on the Device.
- 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 accidental damages (liquid spill, cracked screen, dropped machine, excessive abuse, etc.).

3.2 Device Insurance Plan:

PCS has negotiated an insurance plan with Safeware. This coverage is offered to all PCS families. The insurance plan is required and a charge of \$65.00 per enrolled student will be drafted on August 15 of each school year.

Included in the coverage is: accidental damage, theft (required 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. 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 student's device is damaged, the student will be responsible for paying for the repair or deductible regardless of the actual cost of the repair if the insurance plan was not purchased. 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 deductible. If the insurance plan is selected, a police report will be required to present to the policy holder and PCS Technology department for the claim and process.

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- In the event the Device is **lost**, the student may be assessed replacement cost. At the discretion of the Director of Technology and Head of School, a student who has a device lost or stolen may no longer be allowed to take their device off campus.

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. If the Student has not completed the re-enrollment process, they must return the device by the final day of school year. 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: [Acceptable Use Policy](#)

**Parental Acknowledgement of Understanding and Support  
of the Presbyterian Christian School 2023-2024 Parent/Student Handbook**

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

Signing this form verifies that, as parents or legal guardian of a student at Presbyterian Christian School, we have read, understand and agree to support 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 the Presbyterian Christian School Board of Trustees has approved these rules and regulations. 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.

By enrolling your children in PCS and agreeing to the provisions of the Student Handbook, the parent and/or legal guardian of the student(s) agrees on behalf of himself or herself as well as the student(s) to submit all legal claims or disputes arising out of the student(s) enrollment and against PCS and/or is board members, employees, or any other representatives to binding arbitration. This includes any and all claims or disputes held by the parent and/or legal guardian as well as the student(s). The binding arbitration shall be conducted by a mutually agreeable arbitrator and a mutually agreeable date and time. If the parties cannot agree on the mediator, the parties will each select their preferred mediator, and those two mediators will select a separate mediator to adjudicate the dispute. Unless otherwise agreed, the parties will evenly share the cost of the mediator. By agreeing to this binding arbitration, the parent and/or legal guardian of the student(s) on the behalf of himself or herself as well as the student(s) certify that they understand and agree to waive their rights to pursue a judicial remedy in a court of competent jurisdiction. Instead, all disputes will be handled through the binding arbitration referenced herein.

**Consent to Testing of Urine/Hair Samples and  
Authorization for Release of Information**

I hereby acknowledge that I have received a copy of the PCS drug/alcohol prevention policy pertaining to



students. I further acknowledge that I have read said policy, that it has been outlined to me, and that I fully understand the provisions of the program and agree to comply with the rules and regulations of PCS and this program.

I hereby consent to have a sample of my urine and/or hair collected during the school year and tested for the presence of certain drugs and substances in accordance with the provisions of the PCS drug prevention policy, and at such other times as urinalysis testing or hair testing is required under the program during the school year.

I further authorize you to make a confidential release to the Head of School, my parent(s) or legal guardian(s), and the drug-counseling program. This report may include all information and records, including test results, provisions of the drug prevention policy of PCS. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

I understand that any urine samples and/or hair samples will be sent to a laboratory designated by PCS for actual testing.

PCS and its board of directors, administrators, employees, and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form or any other liability that may arise from this program.

\_\_\_\_\_  
Printed Date Parent/Guardian

\_\_\_\_\_  
Signature Date Parent/Guardian

\_\_\_\_\_  
Student Name Printed Date

\_\_\_\_\_  
Student Signature Date

