



PRESBYTERIAN CHRISTIAN SCHOOL

Elementary School Parent/Student Handbook

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 by SAIS and COGNIA.

PCS seeks to admit students of any race, color, national or ethnic origin and grants them all rights, privileges, programs, and activities generally accorded or made available to all full-time students at the school. Similarly, PCS seeks to employ qualified individuals of any race, color, national or ethnic origin as the employment needs of the school require. While PCS does not discriminate based on race, color, national or ethnic origin in either student admission or individual employment, PCS reserves the right to deny admission to any student and/or employment to any individual when PCS, in its discretion, determines 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 covered. **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 immutably creates a 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.

OPERATIONAL PROCEDURES

Arrival and Dismissal

The school day begins at 8:00 a.m. and concludes at 3:00 p.m. for K3 through 3rd grade and 3:15 p.m. for 4th through 6th grades. Morning carline begins at 7:40 a.m. each morning. Extended Care supervision is available beginning at 7:15 a.m. for students whose parent work schedules require a drop off before 7:40 a.m.

Every effort should be made to have students in class on time each day. Arrivals to class after 8:05 a.m. will be considered tardy. If a student comes in after 8:05 a.m., they must go to the office to obtain a classroom admittance slip. Upon accumulation of 5 tardies, one absence will be issued. Absences will count towards the total number of allowed absences per semester or school year. Excessive tardies beyond 10 will result in a meeting with school administration.

Parents who need to pick up a student before regular dismissal should come by the office and sign the student out. No checkouts are allowed after 2:30 pm, except in cases of great emergency and handled accordingly with the front office. To check out a student before 2:30 p.m., parents should alert the office via the intercom at the front door, and wait for your student to come out to you. Please keep your pickup list current on FACTS. If someone other than a parent is checking out a student, please be prepared to have a photo ID available. Under no circumstances should a student leave school without proper notification.

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

5th & 6th graders who are late to a class during the school day will be entered into the discipline referral ladder.

NOTE: PCS discourages early checkout or late arrival of students for viewing sibling events such as home athletic events, music programs, classroom presentations, pep rallies, etc.

Students may not be checked out of class to view sibling presentations in other PCS elementary classrooms. Occasionally early check-outs are necessary and unavoidable for out of town events. We understand these family necessities. Please attempt to keep these to a minimum.

Late Pick-Ups

Children who have not been picked up after the duty teacher leaves the outside pickup area in the afternoon (3:40 p.m.) will be taken to the afternoon extended care, and parents will be billed at the regular extended care rates.

Some 3:00 p.m. dismissal students ride in carpools with older students who are dismissed at 3:15 p.m.. These younger students will be allowed to wait for carpools in a supervised area of the playground and will not be sent to extended care until 3:40 p.m. if necessary.

Absences

Information about student absences (doctor's note, parent's note, or direct parent contact) should be submitted to the elementary office. Verification should be given to the elementary office or emailed to mcurry@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. Excuses for planned family trips or other absences not associated with illness or emergencies **must be submitted in writing via email to the office 5 days in advance in order to be excused**. Teachers should also be notified in advance in order to assign classwork and homework that will need to be made up. However, this should be the exception rather than the rule.

A student is allowed 20 absences for a year course and 10 absences for a semester course. This includes all excused and unexcused absences. A student will receive a numeric grade drop of 5 points in the final average, if this number of absences is exceeded. If students miss more than 30 days of school, an additional 5 points will be deducted from the final average. Exceptions to this attendance requirement can only be made in the event of extended personal illness verified by a physician.

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

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

Make-Up Work

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

1st – 4th Grades:

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

5th – 6th Grades:

Assignments for absent 5th and 6th graders will be on FACTS.

Fever, Injury, Illness Policy

Students with a fever of 100.0 or higher should go home as soon as possible and should not return until he/she has been free of fever for at least 24 hours without the use of fever-reducing medication, such as Tylenol or Motrin. Students with vomiting or diarrhea should go home as soon as possible and should not return until he/she has been symptom free for 24 hours. In the event of an injury or illness, I authorize PCS to use their best judgement in treating a minor injury or illness. In the event of a major injury or illness, PCS will contact a parent or legal guardian of the student and follow his/her instructions.

In the event a parent or legal guardian of the student cannot be reached immediately, the School authorities are hereby authorized to use their best judgment in contacting a properly licensed physician or in transporting my child to the hospital or medical facility for consultation and/or treatment. Such transportation is to be done either by school provided transportation or, if the school officials deem it preferable, by ambulance.

If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint, and empower the principal or his/her designated representative to furnish on my behalf such written or oral authorization as may be so required.

Lice Policy

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

Field Trips

Selected field trips will be taken by the various classes during the year to enrich the educational experience of the children. These trips will be announced in advance, and no child will be permitted to participate without permission of the parents. School policies on dress, behavior, absences, and make-up work will apply on school-sponsored field trips unless the student is notified of a change. Student safety is most important. Seat belts will be required of all students and chaperones. The number of students in each vehicle will be limited to the number of seat belts available.

Volunteers and Chaperones

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

Since teachers count on parents chaperoning class trips to be active helpers, we ask that younger siblings not be brought on field trips. Anyone volunteering for an extended period of time should be approved by the elementary office. Parents chaperoning field trips will be told by the homeroom teachers where to park and meet students and where to drop students off when returning.

School Visits

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

Elementary Lunch Program

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

Your child will be allowed to bring a sack lunch to school. Microwaves are available for your convenience. Fast food or restaurant lunches cannot be dropped off during the day to students. Parents are welcome to bring a special lunch from a restaurant and come to eat lunch with your child on their birthday.

Emergency Weather Procedures

PCS has an emergency procedure for the evacuation and safety of the students in case of fire or bad weather. These procedures are practiced several times during the school year. Should extreme weather conditions make it necessary to dismiss school early, our

communications team will inform the radio and television stations, and contact parents directly through email, social media, email blast, and mass text alerts. Parents and students should listen to the local stations and check email for information on school closings. If a parent checks their child out of school during a severe weather warning, the parent must sign a release form.

Holiday Observances

PCS observes most traditional holidays in mostly traditional ways. During religious holiday seasons such as Christmas and Easter, emphasis is centered on the birth, death, and resurrection of the Lord Jesus Christ. Traditional secular customs such as the Christmas tree, gift giving, and singing of Christmas carols, both secular and religious, are observed. Some secular holiday characters, such as Santa Claus and the Easter Bunny, may be omitted in school celebrations, leaving decisions in these areas to individual Christian families. Since Christians may often hold different opinions on some topics, PCS may choose simply to omit certain holiday and/or cultural icons. While we will not teach a particular view of those more debatable topics, we have chosen to omit them at school, thus leaving them to individual Christian conscience. In cases where omissions occur, attention is not drawn to the omission but rather to other aspects of the celebration. In similar fashion, Halloween is also omitted as a school celebration.

Party Guidelines

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

- All parties should be held the same day and during the last 30 minutes of the day.
- No purchase (i.e. party favors) should be made for the class with plans for reimbursement by other parents.
- If a parent chooses the help of a bakery or caterer over home-style preparation, the parent assumes this financial responsibility.
- Personal/holiday gifts should not be exchanged among the students while at school.
- To keep the Christmas emphasis on giving instead of receiving, each class will choose a philanthropic project approved by the principal. Teachers will give more information about their projects. Students will be asked to donate towards this project. This project should take the place of student gift exchanges.
- There will be NO Halloween parties.
- Avoid secular themes (Santa Claus, Reindeer, Elves, etc.) at Christmas.
- While all teacher gifts are appreciated, notice of class wide gifts (i.e. gift certificates) will be communicated and money collected by the elementary coordinator via GroupMe/Remind app, email, or text message . Because this is usually a "surprise", the teacher should be EXCLUDED as the agent to pass out notes or collect funds!

Guidelines for Grades 1-4

- Party planning is the responsibility of the “Homeroom Mom” as guided by the teachers.
- A few weeks before each party, the Elementary Homeroom Mom Coordinator will communicate with the “Homeroom Mom” to determine plans and needs. The “Homeroom Mom” will then communicate with parents what items are needed.
- The Elementary Homeroom Coordinator and the “Homeroom Mom” are responsible for ensuring that the quality of the parties and favors are EQUAL for that particular grade.
- All spending for party items (food, drinks, paper products and favors) should stay below a \$10.00 range per party volunteer. Parents who volunteer are responsible for the expense.

Guidelines for Grades 5 and 6

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

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

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

Special Deliveries

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

Toys

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

Electronic Devices on Campus

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

Because of after school activities in which they may be involved, **sixth graders** may bring cellphones to school, but they must have them in the designated place in the office until dismissal time. Only parents may retrieve confiscated items from the school office. If special circumstances require an elementary student to have a cell phone for after school use, the phone should be brought to the office upon arrival at school. It may be picked up by the student after dismissal. Please note that students will not be allowed to use any electronic device during carline unless given permission by their teacher.

ACADEMICS

Curriculum

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

Academic Performance

At the end of each nine week term, the teacher will give a report of your student's progress in several areas. The purpose of this report is to help you as a parent to evaluate your child's progress academically, personally, and socially, insofar as we are able to measure. These written reports are necessarily very brief; we urge you, therefore, to schedule a conference with the teacher whenever necessary for a more comprehensive evaluation. Desirable work habits and attitudes are important in the education of your child and are closely related to achievement in school subjects. Please observe carefully the portion of the report card entitled "Work and Study Habits."

Grading System

The following system will be used to calculate grades.

Letter Grade	Average
A+	100-105
A	90-99
B+	86-89
B	83-85
B-	80-82
C+	77-79
C	73-76
C-	70-72
F	69 and below

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

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

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

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

Promotion and Retention

Retention of any student will be based upon the failure of any two subjects. If a student fails Reading, Math, or English, summer remediation will be required in order to progress to the next grade. Students can also be voluntarily retained with parent agreement that repeating that grade would benefit the student.

Achievement Testing

The Iowa Assessment and CogAT Ability Tests are given to all students in grades K–6th each spring. Kindergarten takes a First Grade Readiness Test, also. Parents will be notified the week before these tests are administered. When the results are in, a conference may be scheduled to share them with you.

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

Parent-Teacher Communication

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

Two parent-teacher conferences are encouraged each year in lower grades – one in the fall and one in the spring. You will be notified during the year by your child's teacher when a conference is needed. Parents are encouraged to request a conference if you have concerns that need to be discussed with your child's teacher.

Cumulative Records

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

Accommodations Policy

Our staff of responsible and caring educators is prepared to provide approved accommodations. Students who have current testing on file with the school that has been administered by a physician, licensed psychologist or psychometrist may receive appropriate and reasonable classroom accommodations as determined by the PCS administration. Due to lack of specialized programs, the school may be unable to serve students with severe learning or behavior difficulties that require more extreme accommodations. PCS reserves the right to monitor and assess both incoming and current students before any accommodations are made. Attendance, class participation and work habits are among the areas that will be evaluated.

The Library

The Doris Brown Memorial Library's mission is to provide resources that support and enhance classroom curriculum units and to provide an environment which promotes information literacy skills and the love of reading. Kindergarten through fourth grade classes visit the library each week. 5th & 6th grade students visit on an as needed basis. The library assesses no monetary fines for overdue library books. Instead, report cards are held at the end of each semester for those students who have unreturned library books or unpaid charges for lost or damaged books. Students who lose books or return damaged books will be charged the replacement cost for a hardcover copy. Students will be notified by note if they fall into this category.

CONDUCT

General Conduct

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

Discipline

Discipline referrals will be recorded in FACTS (to be seen only by administration and individual student's parents). Parents will receive notification when students receive referrals. Examples for which discipline referrals may be given include but are not limited to:

- Disrespect for teachers or fellow students
- Disruptions in class or at a school function
- Uniform infractions
- Technology infractions
- Other behaviors that do not reflect our general conduct guidelines

Discipline consequences will be delivered in a tiered approach. Consequences grow when behavior is not corrected and students exhibit a repeated pattern of behavior. Suspension and/or expulsion for behaviors are possible consequences applied at the discretion of the administration for behaviors that are extreme in nature including fighting, stealing, or any other major discipline issue that is inconsistent with the mission of PCS. Major assignments may be allowed to be made up unless the offense is related to issues of cheating, stealing, or acts of blatant academic dishonesty.

When addressing student discipline and school order issues, it is typically necessary to discuss circumstances with students. The school reserves the right to interview students without notifying students' parents or allowing them to be present. All students, staff, faculty, and parents are to cooperate to resolve student discipline or school order issues.

Appeal of an expulsion may be made in writing within three days of the day of expulsion and should be addressed to the Head of School. A student may not attend class during the time the request is being reviewed.

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. The confidentiality and protection of students who bring forth claims of harassment is of the utmost importance to PCS. We are committed to ensuring students are supported, respected and kept safe throughout the entire process.

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.

- 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.
- In cases where a claim is found to be false, appropriate disciplinary action will be taken against the individual responsible for making the false claim. PCS is committed to upholding the integrity of the reporting and investigation process.

Sexual Harassment

Purpose: Sexual harassment (defined below) is inconsistent with Presbyterian Christian School's Biblical values of love, dignity, purity, and respect for others, and in some cases, it may constitute unlawful conduct. As a result, we are committed to providing a Christ-centered, safe, and respectful environment for all persons associated with PCS.

Biblical Foundation: We believe all people are created in the image of God (Genesis 1:27) and are to be treated with dignity, respect, and compassion. Any form of sexual harassment contradicts the Christian principles we uphold, including purity (1 Thessalonians 4:3–7), love (1 Corinthians 13), and mutual honor (Romans 12:10).

Scope: This policy applies to all students, employees, volunteers, or others engaged in PCS related activities both on and off campus and through electronic communications.

Definition of Sexual Harassment: "Sexual Harassment" includes any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Examples include (but are not limited to):

- Inappropriate or unwanted touching.
- Sexually suggestive comments, jokes, or gestures.
- Use of sexual content in written, verbal, or digital communication.
- Display of pornographic or suggestive materials.
- Retaliation for refusal to engage in sexual conduct.

Sexual harassment can occur between any combination of students, employees, volunteers, or others engaged in PCS related activities and may be committed by either gender.

Reporting Procedures: Students may submit a written or verbal complaint of sexual harassment to a trusted teacher, school counselor, or the lead campus administrator. Employees, volunteers, or others engaged in PCS related activities may submit a written or verbal complaint of sexual harassment to the lead campus administrator or the Human Resource officer. If anyone reporting sexual harassment is unable or uncomfortable with reporting to the individuals outlined above, then a report may be made to the Head of School. If the allegations involve the Head of School, then a report may be made to the Chairman of the Board of Directors.

Investigation Process: The investigation will be fair, impartial, and thorough, and will be completed as quickly as possible. PCS will ensure that both the person making the complaint and the person accused of harassment are treated fairly. All complaints and investigations will be handled with as much confidentiality as possible. Absolute confidentiality, however, cannot be guaranteed when safety and/or legal obligations require disclosure.

Upon receiving a written or verbal complaint, the following investigation process shall occur:

1. **Initial Review:** The lead campus administrator will conduct an initial review of the allegations to determine whether a formal investigation is warranted based on the initial allegations and available facts. However, the Head of School (or the Chairman of the Board if the Head of School is involved in the allegations) has the discretion to conduct the initial review or appoint any other impartial person to conduct the initial review. While PCS will accept verbal complaints, PCS has the discretion to require a written complaint before continuing to a formal investigation. The written complaint should include dates, details, and witnesses of the alleged sexual harassment and any related documentation.
2. **Formal Investigation:** If a formal investigation is warranted, then the Head of School (or the Chairman of the Board if the Head of School is involved in the allegations) shall appoint an impartial investigator, which may be the lead campus administrator or any other impartial person, to investigate the allegations. This investigation may include, but is not limited to, interviewing all involved parties and witnesses (along with written statements) and the collection and review of all documentary evidence (texts, emails, photographs, etc.).
3. **Findings and Resolution:** Once the investigation is complete, the investigator shall report the findings to the Head of School (or the Chairman of the Board if the Head of School is involved in the allegations), and then both the complainant and alleged perpetrator shall be informed of the conclusion. If the investigator concludes that sexual harassment has occurred, then appropriate corrective action will be taken, which may include counseling, disciplinary actions, or other measures as deemed necessary. Disciplinary actions may include warnings, suspension, or expulsion for students as well as warnings, suspension, or termination for employees.
4. **Appeal:** Both the complainant and alleged perpetrator have the right to appeal within five (5) business days of a decision. Appeals should be in

writing and will be made to the Head of School (or the Chairman of the Board if the Head of School is involved in the allegations).

Retaliation Prohibited: No individual will suffer retaliation for good faith reporting of harassment or participating in an investigation. Any act of retaliation will result in disciplinary action against the retaliating actor.

False Allegations: If an investigation concludes that a false allegation was intentional or made with malicious intent, the school will consider appropriate corrective action for the complainant and any other individuals that knowingly participated in the false allegations. Corrective action may include, but is not limited to, apologies, warnings, suspensions, expulsion, or termination.

Education: The policy will be included in employee and student handbooks.

STUDENT DRESS CODE

General Uniform Guidelines

[Zoghby's 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 Zoghby's Uniforms.** Previously purchased approved uniform attire is allowed as long there are no issues of modesty. There will be certain days designated by the administration as special dress or school spirit days. The specifics of these days will be announced by the administration prior to the day.

Violations of the uniform policy may result in a dress code violation being issued to the student through the discipline referral system. Parents will be notified through FACTS when any violations are issued.

Uniform Guidelines for K–6th Grade

1. All garments must be properly fitted and hemmed.
2. Pant, shorts, skirts, and skorts must be worn above the hips and may not be rolled at the waist.
3. Only solid white short sleeved t-shirts may be worn under uniform shirts. Short sleeved t-shirt sleeves should be no longer than uniform shirtsleeves. T-shirts must be tucked in. For colder weather we will allow long sleeved t-shirts to be worn underneath regular uniform polos. These t-shirts must be the same color as the uniform polo. (Royal on royal, no writing on sleeves.)
4. All shoes must conform to the shoe guidelines.
5. Hats, caps, bandanas, and sunglasses may not be worn except on previously approved days or field trips.

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

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

Girls:

1. Please adhere to the dress code for which items can be worn at which grade levels:

- K3 - K5: Gingham dress; Polo Dress - both with bloomers or bike shorts underneath
- 1st - 2nd grade: Plaid jumper with white peter pan collar shirt with bike shorts underneath; blue polo with plaid skort
- 3rd - 6th grade: Blue polo with plaid skort

2. K3 through K5 girls may wear PCS approved cheer uniform, or black shorts or cheer uniform bottom and a spirit t-shirt on Spirit Fridays. 1st - 3rd grade girls may wear PCS approved cheer uniforms or a spirit t-shirt with uniform bottoms on Spirit Fridays. In grades 4-6, only PCS Cheer team members may wear official PCS Cheer uniforms on Spirit Fridays. All girls in grades 4-6 may wear a spirit t-shirt and uniform bottoms on Spirit Fridays.

3. Jumpers, skirts, skorts, and shorts must be of appropriate length and modest in appearance. Administration will have the final say as to what's appropriate.

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

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

6. Black, navy, royal blue, gray or white socks or tights (with and without feet) must be worn at all times. Tights without feet must extend to the top of the ankle. Socks must be visible above the top of the shoe. Athletic knee socks and "PCS" socks are permitted.

Boys:

1. Please adhere to the dress code for which items can be worn at which grade levels:

- K3 - K4: Blue polo or t-shirt with gingham shorts or pants (no khaki bottoms)
- K5 - 6th grade: Blue polo with khaki shorts or pants

2. For 4th, 5th and 6th grades, shirts must be tucked in with both front and back of the belt visible. Belts are required for boys in grades 4th, 5th and 6th. They may be purchased from Zohby's Uniforms or from any place of your choosing. Belts may be braided or solid, and must be black, navy, or brown.

2. On Spirit Days, boys may wear their spirit t-shirts untucked with uniform bottoms.

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

4. Boys are not allowed to wear earrings.

Outerwear

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

On days of wet weather or very cold temperatures, additional (non-uniform) outerwear may be worn over uniforms while students are outside. Once inside the school building, however, only uniform outerwear may be worn. Parents will be called if students are not in compliance with school uniform guidelines. Students will not be allowed to leave campus to get a change of clothes.

Footwear

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

General Guidelines About Footwear

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

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

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

Hair

Hair should be kept clean and neatly trimmed. In general, hair should not hang below the collar in the back, the eyebrows in the front, or the bottom of the ears on the sides. Hair styles that border on the extreme (shaving certain portions, dyeing unnatural colors, etc.) or that simply call attention are unacceptable. If a student is asked to cut his hair by a school administrator, the parent will receive a FACTS notice. This should be accomplished within 72 hours. If a student continues not to comply with the policy, a dress code violation through the discipline referral system will be issued for each day the student is non-compliant.

DRUG POLICY

Forbidden and Prohibited Use

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

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

To assist in the enforcement of this policy, PCS reserves the right to search lockers, backpacks, purses, or other personal belongings and/or to have the student tested for the presence of illegal or controlled substances or alcohol as it deems necessary.

Approved Use

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

- Students may not self-carry medication. The only exception to this is emergency medications (asthma inhalers, EpiPens, glucagon, etc.). All other medications, prescription and over the counter, must remain stored in the main office or nurse's office.
- Any medications for use on campus for students in any grade should be brought to the office **by the parent or guardian**. (Some over the counter medications, such as Tylenol, ibuprofen, tums, and Benadryl, are available in the office and nurse's office.)
- Medications must be in their original container. Prescriptions must have the pharmacy label affixed with the student's name, the correct dosage, and instructions. Over the counter medications must have the student's name written legibly on the bottle.
- It is the responsibility of the parent or guardian to inform the office of any medication and/or dosage changes of long-term prescriptions, in addition to providing an updated prescription container.
- A consent form to dispense medication must be signed by the parent or guardian when any medication is brought to the office.

Search/Seizure Policy

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

CAMPUS ACCESS, DISRUPTIVE CONDUCT, AND TRESPASS POLICY

Purpose

Presbyterian Christian School is committed to maintaining a safe, orderly, Christ-honoring learning environment. This policy establishes the school's authority to regulate access to campus, address disruptive conduct, and exclude individuals when necessary to protect students, staff, and school operations, consistent with Mississippi law.

Authority to Control School Property

Presbyterian Christian School reserves the right to control access to all school property including buildings, grounds, and school-sponsored events. Only authorized individuals may remain on campus.

Prohibited Conduct

Disorderly, disruptive, threatening, or abusive behavior; refusal to follow lawful directions; interference with instruction or events; or conduct violating school policy or law is prohibited.

Trespass Authority

The school may trespass any individual who is not lawfully present, disrupts operations, threatens safety, violates policy, or returns after being barred.

Trespass Notice Procedure

A trespass notice may be issued verbally or in writing by School Administration or the Director of Public Safety. The individual will be informed that they are being trespassed, are no longer authorized to remain on school property and must leave immediately.

Parents and Guardians

Parents do not have unrestricted access to campus. Access may be restricted for disruptive or unsafe conduct. Alternative communication methods will be provided when feasible.

Failure to Comply

Refusal to comply or returning after notice will result in local law enforcement being contacted, and the individual being removed from school property, and criminal charges being pursued as permitted by law.

Christian Mission Alignment

All actions under this policy will be carried out with professionalism, respect, and Biblical principles of order and peace.

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 15th 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. A \$25.00 LATE FEE 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 family's FACTS account is established during enrollment and will be used for tuition, building fund, student academic services (PAWS), and incidental charges throughout the year. Incidental charges will be added as incurred. The financially responsible party will be notified of the due date beforehand via the communication chosen during enrollment.
- 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 Business Office Manager.
- Students in grades K-12 whose FACTS and lunch accounts are not current and do not have approved written arrangements through the Business Office 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 Business Office Manager and the Head of School.

Schedule Of Fees 2026-2027 School Year

ENROLLMENT FEE:	Preschool (Half Day)	\$300.00
	Preschool (Full Day)	\$300.00
	Kindergarten	\$300.00
	1st - 6th	\$350.00
	7th - 12th	\$400.00

BUILDING FEE:	Per Family/Grades PK3-12th, annually	\$600.00
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**TUITION (includes APPLE
DEVICE):**

		12 mos Jun-May	Yearly Amount
PRESCHOOL	K-3 (½ day)	\$ 358.00	\$ 4,300.00
	K-3 (full day)	\$ 713.00	\$ 8,550.00
	K-4 (½ day)	\$ 358.00	\$ 4,300.00
	K-4 (full day)	\$ 713.00	\$8,550.00
KINDERGARTEN		\$ 738.00	\$ 8,850.00
		\$ 715.00	\$ 8,580.00
FIRST CHILD	1 - 6th	\$ 772.00	\$ 9,264.00
	7th-8th	\$ 817.00	\$ 9,804.00
	9th-12th	\$ 832.00	\$ 9,984.00
SECOND CHILD	1 - 6th	\$ 732.00	\$ 8,784.00
	7th-8th	\$ 777.00	\$ 9,324.00
	9th-12th	\$ 792.00	\$ 9,504.00
THIRD CHILD	1 - 6th	\$ 702.00	\$ 8,424.00
	7th-8th	\$ 747.00	\$ 8,964.00
	9th-12th	\$ 762.00	\$ 9,144.00
FOURTH CHILD +	1-12th	\$ 83.33	\$ 1,000.00

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 all grades.

Optional Services 2026-2027 School Year

EXTENDED CARE – Elementary:

Extended Care is a program offered to our Elementary Campus students in grades PK3-6th 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. Registration is required prior to attending.

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

PAWS (Pursuing Academics With Support) Program

The PCS PAWS (Pursuing Academics With Support) Program serves as an educational resource that provides services by certified Dyslexia Academic Language Therapists (CALT) and academic tutors throughout the school week. 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 paws@pcsk12.org to determine how PAWS can enhance your student's experience at PCS.

	<u>Dyslexia Services</u>	<u>Academic Support</u>
Child 1 –	\$3,500	\$3,000
Child 2 –	\$3,250	\$2,250
Child 3+ –	\$2,900	\$2,000

Tuition Assistance

Need-based tuition assistance is available for students who have enrolled and been accepted to PCS. Applications are reviewed by a tuition assistance committee, and awards are communicated to students and families through FACTS tuition management. For up-to-date information and details regarding our tuition assistance process, please go to www.pcsk12.org and refer to Admissions, then scroll to the bottom left for Additional Resources.

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
- Come to school with a fully charged iPad each day for academic use
- Keep passwords and personal information confidential. Student names, telephone numbers, and addresses should not be revealed over the system
- Only open and operate your iPad when you are in class, with your teacher's permission, during school hours

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"

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

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
- Backup 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 contact our IT department.

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 hold 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 2-3 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 2024-2025 Parent/Student Handbook

4. Parent and Student Consent to Testing of Urine/Hair Samples and Authorization for Release of Information

DEVICE USER AGREEMENT

This agreement is made effective upon receipt of the 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 ("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 1st 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 four-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.). For accidental damages, PCS IT department will handle the first needed repair at no cost to the student. Any subsequent damages will be the financial responsibility of the student and charged to their FACTS account. Unpaid fees will result in exams and/or report cards being held until the fee is paid.

3.2 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.

3.3 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 IT department. The findings will be presented to the Business Office and the parents.

3.4 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. 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.

3.5 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 financially liable in the event the device is not returned.

ACCEPTABLE USE POLICY

By signing the handbook, you indicate that you have read the Acceptable Use Policy and hereby agree, accept and will adhere to its stated conditions.

PARENTAL ACKNOWLEDGEMENT SHEET

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

PARENTAL ACKNOWLEDGEMENT OF THE PCS PARENT-STUDENT HANDBOOK ELEMENTARY HANDBOOK 2026-2027

Please sign an acknowledgement form for each student enrolled. Every student must return a signed form to his/her homeroom teacher. Signing this form verifies that, as parents or legal guardians of a student at Presbyterian Christian School, we have read and understand the Presbyterian Christian School Handbook. We are aware of the rules and regulations governing students during the regular school day and at all school sponsored functions. Furthermore, we understand that these rules and regulations have been approved by the Presbyterian Christian School Board of Directors.

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

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

Name of Student: _____ Grade: _____

Signature: _____ (Parent/Legal Guardian)

Date: _____