

PDS
Student/Parent
Handbook
2018-2019

603 Smythe Street
Kosciusko, MS 39090
662-289-3322
pdkosy.org

**Student / Parent Handbook
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Dear Parents,

Welcome to Presbyterian Day School. Our handbook includes information vital to the operation of our school. Please read it carefully and discuss the contents with your child/children.

Commitment to these policies and procedures by students, parents, and staff enables the school to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe in training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way to encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this handbook is to allow parents, students, and teachers to be "of one mind" in the great privilege we have of training children to honor God with their whole lives.

The School Board, which approves all major policies and procedures of the school, reviews policies as needed. Your written suggestions and input are invited. Please submit your written requests or recommendations to the PDS Administrator.

We are thankful to have you in the PDS Family and will do all that we can to make this school year a very rewarding and pleasant experience for our students and parents. Should you have questions or concerns, please call the school office at 662-289-3322.

Terry Cox, Administrator
Presbyterian Day School

Presbyterian Day School Goals

"A Christ-Centered Education"

In all its levels, programs, and teaching, PDS seeks to:

- A. Teach all subjects as parts of an integrated whole with Christ at the center (II Timothy 3:16-17);
- B. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40);
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20 and Matthew 19: 13-15).

HISTORY OF PRESBYTERIAN DAY SCHOOL

In 1984 with the completion of the new First Presbyterian Church on Smythe Street, a committee was formed to organize a kindergarten as a part of the outreach of this church. Much thought, prayer and research went into its organization. The kindergarten began with a 5 year old kindergarten and a 3 and 4 year old pre-kindergarten with approximately 30 children. Today with the kindergarten being part of the Day School, this school offers 4 and 3 year old preschool, 2 and 1 year old Mother's Morning Out and after school care with approximately 100 children.

This Kindergarten program of First Presbyterian Church has been providing excellence in academics and moral training to students for over 25 years. As a result of several studies, much dialogue, and even more prayer, on April 19, 1998, our congregation voted to move forward with an expansion of our Christ-centered, Bible teaching school. Grades one through six began with thirty-two students in our existing Sunday School building in the Fall of 1998. Primarily through word-of-mouth, the school grew quickly.

As the school continued to expand in size and scope, we added a new multipurpose building which houses additional classrooms, office space, and a gymnasium. At all levels of the school, the math, reading, science, English, and other disciplines in the program are continuously reviewed and upgraded to qualitatively increase the learning of the students.

PDS is governed by a Board of Directors who submit to the authority of the Session of First Presbyterian Church of Kosciusko. Many of our board members, both present and past, have been actively involved since the "idea" stage; one had been praying for the establishment of a Christian school for our community since she read about such a school in an issue of Table Talk magazine – eight years prior to the beginning of PDS!

The PDS Board of Directors, FPC Session, and the administration are planning and praying toward further growth of the school as more families become convinced of the necessity and advantages of a Christ-centered education.

EDUCATIONAL PHILOSOPHY OF PDS

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they enroll their child(ren). Therefore, below are the most important philosophical elements that we at PDS believe distinguish our approach to education.

1. We believe that the Bible clearly instructs *parents*, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matthew 28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Ephesians 6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a Godly home environment.
2. We believe that God's character is revealed not only in His Word, but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles.
5. We currently offer Pre K (1 year old – K4) and a K5 through 6th grade program. We believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained biblically. (Deuteronomy 6:6-7; Proverbs 22:6).

Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ's love at Presbyterian Day School.

THE PRESBYTERIAN DAY SCHOOL VISION

Students:

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God.

*We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former.

*We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it.

*We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world.

*We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion in form only and that they possess the former, knowing and loving the Lord Jesus Christ.

*And all these we desire them to possess with humility and gratitude to God.

Staff:

We likewise aim to cultivate these same qualities in our staff.

*We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects.

*We desire they clearly understand Christian education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed.

*We desire to see them coach and nurture new staff and to serve as academic mentor to students.

*We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

Parents:

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our Christ centered approach.

*We desire them to grow with the school, involved in and excited about the journey.

*We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Community:

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community.

We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

All of our chapel presenters agree with and adhere to this...

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His present rule as Head of the Church and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class differences.

MISSION STATEMENT

Knowing that "the chief end of man is to glorify God and enjoy Him forever," our school is dedicated to equipping students with the knowledge, ability, and motivation to reflect God's glory in every area of life. (I Corinthians 10:31)

We acknowledge that all education is religious in nature, proceeding from the convictions of our faith. Presbyterian Day School exists to help its students grow spiritually, emotionally, physically, and academically in a manner pleasing to the God we worship. "For from Him and through Him and to Him are all things. To Him be the glory forever! Amen." (Romans 11:36)

PDS PRE K / PDS SCHOOL BOARD MEMBERS

Chairman – Dr. Don Smith
Mrs. Gina Develin
Mrs. Jean Briscoe
Mrs. Beth Hammack

Pastor Phillip Palmertree
Mr. Allen Warrington
Mr. Kerry Hudgins
Mr. Holland Myers

STAFF MEMBERS

Administrator
Business Administrator
PDS Pre K Coordinator/Administrative Assistant
One Year Olds
Two Year Olds
One Year Olds Assistant
Two Year Olds Assistant
PreK Assistant
K3 Teacher
K3 Teacher
K3 Teacher
K4 Teacher
K5 Teacher
K5 Assistants
First Grade Teacher
First Grade Assistant
Second Grade Teacher
Second Grade Assistant
Third Grade Teacher
Third Grade Assistant
Fourth Grade Teacher
Fifth Grade Teacher
Sixth Grade Teacher
Fourth, Fifth, Sixth Grade Bible Teachers
Fourth/Fifth/Sixth Grade History Teacher
Fourth/Fifth/Sixth Grade Spanish Teacher
Librarian
Resource
Physical Education
Pre K Music
PDS Music
PDS Art
After School Care Workers

Mr. Terry Cox
Mrs. Sonja Adams
Mrs. Deborah Templeton
Mrs. Misty Spears
Mrs. Melinda Ellard
Mrs. Connie Brunt
Mrs. Nicole Roberson
Miss Nicole Gortney
Mrs. Kim Woodard
Mrs. Amy Cook
Mrs. Hope Smith
Mrs. Glenda Middleton
Mrs. Anne Land
Mrs. Anna Pickle & Mrs. Margaret Barron
Mrs. Jennifer McMillon
Mrs. Connie Threet
Mrs. Sandra Howard
Mrs. Lisa Sprayberry
Mrs. Beth Ramage
Mrs. DeAnna Dunn
Mrs. Kristin Moore
Mrs. Debbie Horn
Mrs. Teresa Montague
Mrs. Anna Pickle / Mrs. Margaret Barron
Mrs. Kristin Moore
Mrs. Shelia Pickle
Mrs. Jennifer Landrum
Mrs. Kathy Cox
Mrs. DeAnna Dunn
Mrs. Drew Myers
Mrs. Jo Vaughn
Mrs. Deanna Dunn
Mrs. Brittney Renfroe
Mrs. Misty Spears
Mr. Rodney Putt

**Elementary
2018-2019**

August	6	Monday	Teacher In-Service
	6	Monday	Open House 6:00 p.m.
	7	Tuesday	Teacher In-Service
	8	Wednesday	First Day for Students
September	3	Monday	Labor Day Holiday
	7	Friday	1 st Progress Reports
	14	Friday	Grandparent's Day
	28	Friday	School Picnic
October	5	Friday	End of 1 st Quarter
	8	Monday	Columbus Day – No School
	9-12	Tuesday – Friday	Spirit Week
	12	Friday	Harvest Carnival
	12	Friday	1 st Report Cards
November	9	Friday	2 nd Progress Reports
	16	Friday	Thanksgiving Program at 11:30 - Dismiss After Program
	19-23	Monday – Friday	Thanksgiving Holidays
December	19	Wednesday	End of 2 nd Quarter
	19	Wednesday	Christmas Parties - Dismiss at 12:00
	20-Jan 4		Christmas Holidays
January	7	Monday	Return to School
	11	Friday	2 nd Report Cards
	21	Monday	Holiday
	22	Tuesday	100 th Day of School
February	6	Wednesday	3 rd Progress Reports
	18	Monday	President's Day – No School
March	8	Friday	End of Third Quarter
	11-15	Monday-Friday	Spring Break
	22	Friday	3 rd Report Cards
April	5	Friday	School Picnic
	12	Friday	4 th Progress Report
	19	Friday	Good Friday Holiday
	22	Monday	Easter Holiday
May	2	Thursday	National Day of Prayer
	16, 17, 20, 21		Achievement Test - Tentative
	21	Tuesday	4 th Report Cards
			Art Show 10:00-11:00
			Volunteer Appreciation Brunch 10:00-11:00
		Awards Program 11:00-12:00	
		Dismiss after Program	
	22	Wednesday	Field Day - Last Day of School Dismiss @ 11:00

**PDS Preschool
2018-2019**

August	6	Monday	Teacher In-Service
	6	Monday	Open House 6:00 p.m.
	7	Tuesday	Teacher In-Service
	8	Wednesday	First Day for Students
September	3	Monday	Labor Day Holiday
October	8	Monday	Columbus Day – No School
	9-12	Tuesday – Friday	Spirit Week
	12	Friday	Harvest Carnival
November	19-23	Monday –Friday	Thanksgiving Holidays
December	20 - Jan 4		Christmas Holidays
January	7	Monday	Return to School
	21	Monday	Holiday
February	18	Monday	President’s Day – No School
March	11-15	Monday-Friday	Spring Break
April	19	Friday	Good Friday – No School
	22	Monday	School Holiday
May	2	Thursday	National Day of Prayer
	22	Wednesday	Field Day
	22	Wednesday	Last Day of School

Principles of Good Practice for MAIS Member Schools

Independent School Trustees (Individual Board Member): The following principles of good practice are set forth to provide a common perspective on the responsibilities of individual members of private/independent schools:

1. A Trustee actively supports and promotes the school's mission.
2. A Trustee is knowledgeable about the school's mission and goals as well as current operation and issues.
3. A Trustee attends meetings well prepared and participates fully in all matters.
4. The Board sets policy; the Administration implements policy. An individual Trustee does not become involved in specific management, personnel, or curricular issues.
5. A Trustee accepts and supports Board decisions and respects Board confidentiality.
6. A Trustee guards against conflict of interest, whether business-related or personal. The Trustee takes care to separate the interests of the school from the specific needs of a particular child or constituency.
7. A Trustee has the responsibility to support the school and its Head and to demonstrate that support within the community.
8. Authority is vested in the Board as a whole. A Trustee who learns of an issue, has the obligation to bring it to the Head of the School or to the Board Chair, and must not deal with the situation individually.
9. A Trustee contributes to the development of the school, including financial support and active involvement in annual and capital giving.
10. Each Trustee, as well as the treasurer and the finance committee, has fiduciary responsibility to the school for sound financial management.

Principles of Good Practice for MAIS Member Schools

Board of Trustees: The Board is guardian of the school's mission. It is the Board's responsibility to ensure that the mission is appropriate, relevant, and vital to the community it serves. The Board monitors the success of the school in fulfilling its mission. The following principles of good practice are set forth to provide a common perspective on the responsibilities of private/independent school boards. The Board and the Head work in partnership in fulfilling the following principles:

1. The Board prepares a clear statement of the school's mission and objectives.
2. The Board reviews and maintains bylaws and established policies and plans consistent with the mission.
3. The Board is accountable for the financial well-being of the school, including capital assets, operating budgets, fund-raising, and endowments.
4. The Board selects, supports, and nurtures the Head.
5. The Board, or a committee of the Board, conducts a written annual evaluation of the performance of the Head and works with the Head to establish goals for the following year.
6. The Board evaluates itself annually and establishes goals for the following year.
7. The Board keeps full and accurate records of meetings, committees, and policies.
8. The Board works to ensure all its members are actively involved in the work of the Board and its committees.
9. The composition of the Board reflects balance of expertise and perspectives needed to achieve the mission of the school.
10. The Board develops itself through new Trustee orientation, ongoing education, and leadership in succession planning.
11. The Board assures compliance with applicable laws and regulations and minimizes exposure to legal action.

Principles of Good Practice for MAIS Member Schools

Heads: The Head of a private/independent school, as educational and moral leader, is responsible for enabling the school community to achieve the school's mission. Although MAIS acknowledges differences in styles of leadership and school operation, it nevertheless offers the following principles of good practice to provide a common perspective on this responsibility:

1. The Head, with the Board of Trustees, shapes and upholds the school's mission, goals, and standards and articulates them to the school's constituencies and to the wider community.
2. The Head is responsible for attracting well-qualified faculty and staff members and for retaining them through equitable compensation plans, sound staff development and evaluation programs, and concern for their status within the school and in the larger community.
3. The Head works with the staff to determine the needs of students and to put in place programs and policies that meet those needs.
4. The Head, ultimately responsible for all administrative decisions and actions, regularly involves members of the administration and faculty in decision-making and evaluations.
5. The Head is accessible, within reason, and responsible to all constituencies—faculty, parents, students, and graduates – and in particular ensures that parents are kept informed about the school's policies, programs, and the progress of their children.
6. The Head identifies ways to serve graduates and to retain their loyalty as advocates of the school and as contributors to its financial strength and well-being.
7. The Head oversees the well-being of the entire school, rather than of any individual constituency, and works to help all constituencies to see the school as part of a network of local, state, regional, and national organizations concerned with educational issues and excellence.
8. The Head, as steward of the school's resources, is responsible for prudent budgeting and financial management, maintenance of the physical plant, review and long-range planning, and fund-raising.
9. The Head is alert to changing patterns in the local community, especially those that may affect enrollment or diversity within the school, and ensures that admission and hiring policies adhere to the school's written policies on nondiscrimination and due process.
10. The Head asks the Trustees for an annual evaluation. As part of Board development, the Head ensures that Trustees evaluate the school periodically on its operation in relation to stated goals and mission and that they review their own functioning as a Board.
11. The Head finds ways to become part of a network of peers who can provide personal support and professional assistance.
12. The Head cooperates with Heads of other private/independent schools to ensure that good relations among schools are protected, especially in the four sensitive areas of admission, marketing, faculty recruitment, and fundraising.

ADMISSIONS

ADMISSIONS POLICY

We are excited that you are interested in the application process for PDS and encourage all perspective families to schedule a campus visit so you will have the opportunity to meet our administration and faculty as well as get a glimpse into what student life is like at PDS. Our admissions procedure resembles the application process used in many other private schools and colleges. Our procedure allows the school to more accurately identify and admit families who have clearly expressed convictions that are similar to the school's regarding the education of children.

The selection and make-up of the school's student body is second only to staff selection in the impact it has upon the school's mission. The family-like atmosphere PDS seeks to foster and currently enjoys is due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. Students of PDS will receive instruction in the Christian faith, including instruction in the Bible. The school will teach its students a biblical world and life view, by which the school itself will endeavor to be guided in all its programs and activities.

The steps for application are as follows:

Step 1: Complete and submit the following to the school:

- Student Application (K3 and K4 students must be 3 or 4 years of age respectively before September 1st; K5 and 1st grade students must be 5 or 6 years of age respectively before September 1st). Application must be submitted with a \$100 per elementary family registration fee and/or \$50 preschool registration fee.
- Withdrawal form from current school, if applicable. The student's academic success and behavioral good standing from the former school(s) must be evident.
- Copy of birth certificate, social security card and immunizations records. (K3 and up) must be turned in to the school office.

Step 2: (K5 – 6th grades) Schedule an appointment for an assessment to determine appropriate placement for your child. Testing must indicate potential success in our academic environment.

Step 3: Meet with Administrator and teacher for a family interview. This allows us to get to know you and your child and understand your personal educational needs. It also gives you the opportunity to ask and have answered any questions you may have. Please prepare for the interview by reading and becoming familiar with our Student Handbook.

Completion of the application process does not assure final enrollment but provides information upon which the final decision regarding acceptance will be based. Please do not hesitate to contact us with any questions you may have.

STUDENTS WITH LEARNING DISABILITIES OR DISORDERS

K5 through Sixth Grades

Presbyterian Day School may not be able to meet all of the particular needs of students with physical disabilities, disorders or learning disabilities. If a student is accepted with a known disability or disorder, he/she will be on probation status with the provision that the child is able to excel without consistent interruption to the classroom learning environment or without special instruction or assistance that we cannot offer for the disability or disorder. Parents of a child with any known disability or disorder should make known any and all educationally related recommendations made by a professional and should provide all necessary documentation. Parents of a child with a disability or disorder should meet with the child's teacher at the beginning of each school year and periodically as needed.

FINANCIAL POLICY

Pre K Only:

Registration Fee (non-refundable) due with application	\$50
Supply Fee – due by May 15 th	\$75

PDS K5 – Sixth Grades

Registration Fee (non-refundable)	\$300.00 per family if paid by July 31 st
	\$400.00 per family if paid after July 31 st

Book Fee (non-refundable)

\$250.00 per student (Grades 1-6) if paid by July 31st; \$300.00 if paid after July 31st .
\$100.00 per student (Kindergarten) if paid by July 31st; \$150.00 if paid after July 31st .

Tuition for PDS Pre K through Sixth Grade:

PDS school policy is not to issue books or any other educational materials to parents upon withdrawal or at the end of the school year.

Full tuition is charged for the oldest child. The second child receives a 10% discount, the third child receives a 20% discount, and the fourth child receives a 30% discount.

This applies to part-time and full-time students. Effective August 1, 2014, lowest tuition amount will be discounted the most.

If you have a child(ren) in elementary and a child(ren) in daycare, you will receive a 10%, 20%, etc discount off of the daycare student. (Lunches excluded). The lowest tuition amount will be discounted the most.

There will also be a \$35 fee charged for all returned checks.

\$100.00 is due with application for elementary students. This will be applied to the elementary registration fee. The balance of \$200 must be paid by July 31st.

The book fee is due by July 31st. This can be made in payments as long as it is paid in full by July 31st.

\$50 is due with the application for preschool students.

TUITION ASSISTANCE

Tuition Assistance forms are available in the school office. All aid is based upon need and availability of funds. A student must be accepted for admission before applying for financial aid.

STUDENT WITHDRAWAL

1. Students are registered for the length of the contract; therefore, tuition is non-refundable and non-transferrable.
2. Release of student records is contingent upon satisfaction of financial obligations and upon an exit interview.
3. Any unused funds will be calculated and acknowledged with a gift receipt to the donor.

DELINQUENT ACCOUNTS

Students whose records indicate past due tuition, after care fees, school lunch fees, or other late fees are considered delinquent. Final report cards, Achievement Test scores, cumulative records, and letters of good standing will be withheld on delinquent accounts. The School Board reserves the right to dismiss students whose records indicate repeated delinquency.

ATTENDANCE

DAILY ARRIVAL PROCEDURES:

- **7:00 a.m.-7:30 a.m.** “Early care” may be available on a year-to-year basis, based on staffing. There is a daily fee for this service. Enter at the church office doors, turn left, and bring student to the one- and two-year-old room (first door on the right).
- **7:30 a.m.-7:50 a.m.** *[See map on page 35.]*
 - **One- and two-year-olds** enter with their parents through the church office.
 - **Transition and K3** students enter with their parents through the preschool office doors. Parents must accompany them to their early morning classroom.
 - **K4-Sixth grade** will be dropped off under the north portico. Cars will enter at the south entrance to the church on Smythe Street (nearest the sanctuary) and come through the back parking lot to Calvary Street. Make a quick right into the first entrance in front of the PDS office and continue to the portico. **Do NOT enter on Calvary Street in order to cut across traffic. Do NOT allow students to exit vehicle and cross in front of traffic.** No food, drink, or toys, are allowed in the Fellowship Hall during this time. PDS Elementary parents are not allowed to walk their child to their classroom.
- **7:50 a.m.-8:00 a.m.** Portico doors will be locked at 7:50 a.m. Any student arriving after 7:50 must enter through designated office doors.
- **After 8:00 a.m.** See “*TARDY POLICY*” below.

DAILY DISMISSAL PROCEDURES:

- **Any student who needs to be picked up before 2:50 p.m. must be signed out in the office.**
- **K5 (staying after noon) through Sixth grade** will be dismissed at 2:50 p.m. Please be prompt in picking up your child under the north portico using the same procedures for drop-off. If you are not on time in picking up your child, he/she will be sent to after school care. You will be billed for the service.
- **All children not picked up by 3:15 will be sent to after-care program.** You will be charged a daily late fee for this accommodation if your child is not enrolled in the after-care program. See “*AFTER-CARE PROGRAM*” on page 28.

TARDY POLICY

Families are encouraged to develop and maintain routines that foster and prioritize attendance and timely arrival at school. Students in K5 through Sixth grade arriving after 8:00 a.m. are considered tardy and must sign in at the office and present a written explanation from a parent of the reason for the tardy. A tardy will be classified as excused or unexcused.

Examples of EXCUSED tardies include:

- Doctor or dentist appointments (note required)
- Dangerous weather conditions,
- Wrecks,
- Automobile failures,
- Other unavoidable delays caused by emergencies.

Examples of UNEXCUSED tardies include:

- Oversleeping,
- Getting to bed late the night before,
- Hair cut appointments,
- No note or explanation given.

The School Administrator has the final decision on whether a tardy is EXCUSED or UNEXCUSED. A child who is tardy repeatedly for the same excuse/reason may not necessarily continue to be excused. A note from a parent does not guarantee an EXCUSED tardy. A maximum of five (5) parent notes are allowed each semester, regardless of whether the tardies are excused or unexcused. After the fifth parent note, only a doctor’s excuse will be accepted for an excused tardy. **Every three (3) UNEXCUSED tardies per nine weeks equals one (1) UNEXCUSED ABSENCE which will count against the 20 total absences. Work missed due to UNEXCUSED tardies cannot be made up and will result in a grade of zero.**

ABSENCES (K5 through Sixth Grade)

Because school attendance is vital to educational success, parents are expected to make school attendance a priority. PDS Attendance policies comply with the Mississippi Truancy Law and MAIS guidelines.¹ An absence is defined as a child's non-attendance in school or non-participation in field trips or assigned school activities. All absences are classified on a child's permanent cumulative record.

THINGS PARENTS NEED TO KNOW ABOUT ABSENCES:

All Students: In order to ensure safety and well being for all our students,

- **Parents of Pre-K students MUST notify the preschool teacher or preschool coordinator if their child is going to be absent on any given school day.**
- Parents of K5/Elementary students SHOULD call the elementary office if their child is going to absent on any given school day.

K5 through Sixth Grade:

- An elementary student who is absent for more than twenty (20) days shall not be promoted to the next grade, as stated below in MAIS Guidelines.
- **A note from the parent or physician is required regarding all absences, including early dismissals. A note from the parent does not guarantee an excused absence.**
- EXCUSED absences include: personal illness or injury, serious family illness, death in the family, a family wedding, or special circumstances approved by administration.
- For example, if you feel it is important that your child be absent in order to go out of town, this should have a **five school day advance approval** in order to be considered an excused absence. Request should be made in writing. Forms may be found in office.
- UNEXCUSED absences are those in which no note of explanation was given and/or no approval was given by an administrator when required.
- **Work missed due to unexcused absences cannot be made up and will result in a zero.** For more information on excused absences and makeup work for all grades, please see makeup work policy on page 17.
- **Both excused and unexcused absences count toward the 20-day absence limit.**
- **Please do not contact the teacher regarding absences.**

5-Year-Old Kindergarten:

- K5 students attending 8:00 until 12:00 (4 hours) will be considered present for that school day. A K5 student attending two (2) hours before noon will be assessed a half-day absence.

¹ Attendance policies are in accordance with the Mississippi Truancy Law.

“School day: means not less than five (5) and not more than eight (8) hours of accrual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.

Rules for excessive absences will follow the following MAIS Guidelines:

2c-Member schools must set a maximum number of days absent during the school year (not to exceed 20 days) after which an elementary student may not be promoted.

3b-Member schools must set a maximum number of absences during the school year after which a student cannot receive course credit. The maximum number of absences allowed by a member school may not exceed 20 days during the school year, or 10 days from single semester/half-credit courses. A student who accumulates more than 20 absences in a year-long course or more than 10 absences in a semester course will forfeit credit for the class. The Board of Directors may waive this standard if, and only if, it is determined that the absence resulted from unusual circumstances or extended illness, and if the academic objectives missed during the absences are mastered as verified by the course instructor.

First through Third Grades:

- A student attending less than five (5) hours a day will be assessed a half-day absence.
- Any student who attends one (1) hour a day will be assessed no more than one half-day absence. A student attending five (5) hours or more will be considered present for that school day.

Fourth through Sixth Grades:

- A student's attendance will be assessed by each course (class).
- To receive course credit, absences cannot exceed 20 days per course.

MEDICAL RELATED ABSENCE (applies to all students)

To minimize the spread of germs, please be sure your child is free of fever and stomach-related illnesses for 24 hours before returning to school. School policy states, upon recommendation from a pediatric physician, fever of 100.4 or more requires your child be picked up from school. Student should not return until free of fever for 24 hours.

SCHOOL ACTIVITIES DURING THE SCHOOL DAY

A student away from campus but on a school sponsored trip or activity is not considered absent.

EARLY DISMISSAL

A note should be sent by the parent the morning of a known early dismissal. Parents must come to the school office to pick up a child for an early dismissal. Children will be called to the office upon parent's arrival. Allow five minutes for a student to gather his things and arrive in the office for dismissal. **Please do not call ahead for a student to wait in the office unless it is an unforeseen emergency.** Early dismissals and late arrivals are classified as either EXCUSED or UNEXCUSED, using the same criteria as absences.

A child may have an excused dismissal or late arrival for a medical appointment, family wedding, family funeral, sickness, or special circumstances (such as a trip) approved by the administration. A haircut appointment does not qualify. Dismissal or late arrival for other reasons must have administrative approval (submit in writing).

Remembering that classroom time is vitally important, please model this for your child by using late arrival and early dismissal privileges with discretion, which in turn also helps keep classroom disruptions to a minimum. A dismissal or late arrival without a parental letter of explanation and administrative approval where required is considered unexcused.

PICK-UP CHANGES

For your child's protection, we ask that you send a written notice to the teacher of any change in the pick-up procedure.

MAKEUP WORK

Students returning from an excused absence have the same number of days to turn in make-up work that they were absent. Students absent due to a pre-approved absence are responsible to obtain their work from teachers ahead of time and hand in completed work when they return. Missed work due to an unexcused absence or late arrival is due the next school day.

Procedures for Requesting Makeup Work

To request that a student's assignments be available to pick up at the school office or sent home with another student, parents should call the school office by 9:00 a.m. in order to give the teachers adequate time to gather assignments without interrupting instructional time. **Please do not call and ask for assignments to be ready before 2:30 p.m.** The teachers' planning periods will be the best time for them to gather everything needed and will be available by 2:30 p.m.

Homework assignments will also be posted daily on Ren-Web. Parents can access attendance, homework, progress reports, and the school calendar through our RenWeb program. RenWeb's core features offer a host of options for parents to keep up with their child's progress in the classroom.

CLASS ATTENDANCE INDEX AWARD

Each term the class in K5 through Sixth grade with the lowest attendance index (total number of tardies plus total number of absences plus total number of checkouts divided by the total number of students in the class) will receive an award.

This reward will be each student in that class receiving a one day no uniform pass. This pass should be used within the next term and fourth term pass will be used the last week of school.

The class with the lowest yearly index will be award a special reward to be determined and given the last week of school.

ACADEMICS

CURRICULUM

Curriculum is carefully selected for content, age appropriateness, biblical truth, and teachability. Curriculum changes are made with great thought in order to progress PDS in its quest for excellence for all of our students.

GRADING SYSTEM

Report cards will be issued to students 4 times a year at intervals of nine weeks. The grading system for evaluation of academic progress is as follows:

A	93 - 100
B	85 – 92
C	77 – 84
D	70 – 76
F	Below 70

Note: Pluses (+) and minuses (-) will not be given in grades 1 – 6.

Kindergarten students will be graded on the following scale:

S	Satisfactory
N	Needs improvement
U	Unsatisfactory

PDS K3 & K4 evaluation with the parents will be held in April of each year.

HONORS AND AWARDS

Presbyterian Day School has established a system of formal honors and awards for several reasons:

1. The recognition of good work is endorsed in the Scriptures from the writings of Solomon (Proverbs) to those of Paul (Romans, Ephesians, I Timothy, etc.) Therefore, we seek to publically recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor.
2. We hope to encourage the motivation to good work among all the students by demonstration to them that such work is not overlooked or taken for granted, but rather it is noticed and commended.
3. We want to draw public attention to the high-quality of work being done by our students to the glory of God and their parents.

Accomplishment

All A's in a 9 week period and must have an outstanding or satisfactory in conduct

A's and B's in a 9 week period and must have an outstanding or satisfactory in conduct

Honor/Award Given

Placement on Administrator's List

Placement on Honor Roll

End-of-Year Awards for each grade

1. Highest Academic Average Award
2. Most Improved Award
3. Perfect Attendance

These awards will be presented at the End-of-Year Program.

TUTORING

Every effort will be made by your child's classroom teacher to offer your child the opportunity for success. He or she may work with your child one on one during school, but if your child falls behind or does not grasp a concept, tutoring may be recommended. In instances of imminent failure, tutoring may be required. If a child needs tutoring and the parent is unwilling, the child may fall behind and not be able to complete the required course work, resulting in failure or dismissal. You may call the school office if you need help finding a tutor.

HOMEWORK

Homework is an integral part of your child's education. Homework serves as practice, review, and/or reinforcement of a concept previously taught and allows the parent to more easily monitor their child's grasp of concepts taught in school. It is our desire that homework be minimal on Wednesday nights to encourage families to attend Wednesday night services at their church. Students should rarely have assignments over the weekend in order to foster family time. Homework expectations increase as students get older.

PROMOTION

A general guide for promotion is that the student must pass all Mathematics, Reading, and English courses; have no more than two F's as final grades on a report card; and have no more than 20 days of the school year in absences. However, many factors other than passing grades contribute to your child's promotion to the next grade level. Mastery of current grade level objectives, achievement test scores, readiness for course work in the next grade level, and the child's maturity are all factors to be considered. If your child is struggling academically, or continues to bring home C's, D's, or F's, please keep in open communication with the teacher. Promotion of each child must have the final approval of the Administrator.

GARY HOLDINESS MEMORIAL LIBRARY

MISSION STATEMENT

Our mission is to grow a love for reading in every PDS student in a school environment that is dedicated to equipping students to reflect God's glory in every area of life.

OBJECTIVES

1. To teach students to access, evaluate, and use information.
2. To maintain a well-balanced collection of media appropriate to the needs of the school.
3. To provide assistance in locating and using instructional materials
4. To promote instruction in information literacy to students and faculty.
5. To provide instructional materials that will simulate growth in factual knowledge and literary appreciation.
6. To manage a planned program and welcoming environment.

LIBRARY MEDIA CENTER HOURS OF OPERATION

The GHML will be opened from 8:00 a.m. until 3:00 p.m. every school day. Students must be accompanied by their teacher at the time designated for their class. Faculty members will be allowed to check out up to 20 books per week for their classroom.

STUDENT CONDUCT

Student patrons of the library media center must follow the established rules of the acceptable behavior listed below. Failure to comply will result in the following consequences.

Rules

1. Use a quiet voice so as not to disturb other media center patrons.
2. Take care of all library media center materials.
3. Keep hands, feet, and objects to self.
4. Leave food and drink outside the library media center.
5. Listen and follow directions from all library media center staff/faculty staff.

Consequences

1. Verbal warning from a media center staff member/faculty staff.
2. If a student continues misbehavior, the student will be asked to return to class and the administrator may be notified.
3. If misbehavior is severe, the student will be asked to return immediately to class or be sent to the office.

SCHEDULING

Elementary Students

Kindergarten thru 6th grade classes have a bi-weekly fixed time to visit the library media center for 30 minutes. The students may checkout 3 books for a period of two weeks. Students may not exceed their 3 book limit. Special permission for more materials may be granted when necessary for an assignment. Students may visit the library at other times if a faculty member is available to accompany them.

OVERDUES AND FINES

Overdue slips and fine notices will be printed out and distributed to students at school. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned. Students will be fined \$0.25 for each school day a book is late after 3 days.

LOST AND DAMAGED BOOKS

If a book lost or damaged, the book must be paid for before additional books can be checked out. Payment for a lost book is reimbursed should the book be found and returned in good condition. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned and/or paid for upon withdrawal. The cost for a lost book is \$25.00; damaged books will be assessed and determined by the library faculty.

REQUEST FOR MEDIA CENTER PURCHASES

Because the media center strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.

ACCELERATED READER CONTRACT

Student Name: _____

Book Level: _____

Teacher: _____

Student: I, the student, understand that it is my responsibility to reach my AR goal. In order to do that, I must:

- Choose “good fit” books
- Take my library book(s) home each week
- Read picture books at least 2 times and once aloud to another person/adult
- Take AR tests on a regular basis (at least one test a week)
- Take AR tests at appropriate times (first thing each morning, after class work, during study hall)
- I understand that I must meet the AR Goal my teacher has set by the date set by my teacher in order to receive my tardy/absent pass.

student signature: _____ date: _____

Parent: I, the parent, understand that it is my privilege to assist my student to reach his/her AR goal. In order to do that I can:

- Read with my student and ask questions about the book that has been read (questions about the characters, setting, problem, who, what, when, where, why, how, etc)
- Help my student choose “good fit” books that are appropriate for his/her reading level
- Understand how to use www.arbookfind.com to look up available AR books
- I understand that my child must meet the AR goal his/her teacher has set and by the date set by teacher In order to receive the tardy/absent pass.

parent signature: _____ date: _____

Teacher: I, the teacher, understand that it is my privilege & responsibility to assist my student to reach his/her AR goal. In order to do that, I will:

- Guide, support, encourage and remind all students to read and take AR tests.
- Send home students’ points each week.
- Make test taking available to every student each day.

teacher signature: _____ date: _____

CONDUCT AND APPEARANCE

DISCIPLINE POLICY *Hebrews 12:7-12*

One of the chief components of discipline at Presbyterian Day School is the understanding that the school is not the primary discipline provider of its students. The parents are the primary discipline provider, as they are the primary spiritual provider of the student. However, by attending Presbyterian Day School and agreeing to uphold its philosophy, mission, and policies, each student has placed himself/herself under the school's authority, rules, and policies. It is the goal of PDS for its teachers to come alongside parents when there is any persistent discipline issue so that together they may bring the child along in conformity to the school's high standard of conduct. More importantly, it is our hope that teacher and parent together may bring the child in conformity to the image of Christ. *Romans 13:1-2*

When a situation arises that calls for disciplinary action, the administration, faculty, and staff are to evaluate the situation and act based on the four principles and groups of people outlined in the book of Proverbs:

1. **Those who seek wisdom.** These are individuals who cherish wisdom and honor those whom God has placed over them. Counsel usually takes care of the situation, and the offense does not recur.

Listen to advice and accept instruction, and in the end you will be wise. Proverbs 19:20

2. **The naïve.** These are individuals who do not respond to counsel and must face stronger discipline, though motives are not malicious. The offense does not recur.

A simple man believes anything but a prudent man gives thought to the upright. Proverbs 14:15

3. **The foolish.** These are individuals who know what they are doing is wrong, but who continue to do it anyway. Discipline in this situation requires two facets: first punishment, and secondly, discipline to restore them back into fellowship. Many times it is a recurrence of an offense.

Fools mock at making amends for sins, but goodwill is found among the upright. Proverbs 14:9

4. **The mocker.** These are individuals who show no repentance and have an unteachable spirit. They will be dismissed from PDS.

A mocker resents correction; he will not consult the wise. Proverbs 15:12

Drive out the mocker, and out goes the strife; quarrels and insults are ended. Proverbs 22:10

STATEMENT OF CONFLICT RESOLUTION

Presbyterian Day School holds closely the teaching of Matthew 18:15-20 as a means of conflict resolution, promoting individuals meeting together to resolve issues in a timely manner rather than allowing them to fester or be discussed among others. As professed Christians, parents are also expected to adhere to the Matthew 18 principle, if conflict arises.

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary, the administrator. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies, appropriate punishment, restoration of fellowship, no lingering attitudes, etc.

The vast majority of discipline problems are to be dealt with at the classroom level and may include spanking by the teacher or spanking by the parent in the presence of the teacher. Love and forgiveness will be an integral part of the discipline of a student.

Office Visits:

The following misbehaviors will be dealt with first by the teacher and, if not heeded by the student, then taken to the administrator in accordance with Matthew 18:15-16.

Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.

Dishonesty in any situation while at school, including lying, cheating, and stealing.

Rebellion, i.e. outright disobedience in response to instructions

Fighting, i.e. striking in anger with the intention to harm the other student(s).

Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

During the visit with the administrator, the administrator will determine the nature of the discipline. The administrator may require restitution, spanking, parental attendance during the school day with the student, or other measures consistent with biblical guidelines that may be appropriate.

If for any of the above or other reasons, a student receives discipline from the administrator, the following accounting will be observed within either semester of the school year:

A. The first time a student is sent to the administrator for discipline from the administrator the student's parents will be contacted and given details of the visit. The parent's assistance and support in averting further problems will be sought.

B. The second office visit will be followed by a meeting with the student's parents, teacher, and administrator.

Expulsion: The PDS School Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the student will be expelled.

A Discipline Report Form (sample on next page) will be sent home when needed for kindergarten through sixth grades. The parents should sign this form and return it to school the following day.

Presbyterian Day School Parent Notification Report

Student _____
Teacher _____

Date _____
Grade _____

Infractions

- | | |
|--|---|
| <input type="checkbox"/> Talking out of turn | <input type="checkbox"/> Arguing with others |
| <input type="checkbox"/> Disrespect to teacher | <input type="checkbox"/> Putting hands on other students |
| <input type="checkbox"/> Refusing to obey clear instructions | <input type="checkbox"/> Not focused on work |
| <input type="checkbox"/> Defacing school property | <input type="checkbox"/> Interrupting others |
| <input type="checkbox"/> Disruption of class | <input type="checkbox"/> Not respecting other people's property |
| <input type="checkbox"/> Disrespect to another student | <input type="checkbox"/> Disturbing or distracting other students |
| <input type="checkbox"/> Throwing an object | <input type="checkbox"/> Cheating |
| <input type="checkbox"/> Speaking in an inappropriate manner | <input type="checkbox"/> Disobeying teacher |
| <input type="checkbox"/> Being unkind & not including everyone | <input type="checkbox"/> Hitting another student |
| <input type="checkbox"/> Unorganized/without supplies | <input type="checkbox"/> Homework left at home |
| <input type="checkbox"/> Saying unkind words to others | <input type="checkbox"/> Homework not attempted |
| <input type="checkbox"/> Uncontrollable temper | <input type="checkbox"/> Homework incomplete |
| <input type="checkbox"/> Uncontrollable crying | <input type="checkbox"/> Lying |
| <input type="checkbox"/> Failure to follow hall rules | <input type="checkbox"/> Other |
| <input type="checkbox"/> Misconduct in lunchroom | |
| <input type="checkbox"/> Name-calling | |

Teacher Comment: _____

Action Taken:

- Student conference with teacher
- Student conference with administrator
- Student suffered loss of privileges
- Student was paddled by teacher
- Student was paddled by administrator
- Student apologized for action; forgiveness requested and accepted
- Prayed with student

Parent: _____ There is no need for you to call for a conference, unless you so desire.
 _____ We just wanted you to be aware of the problem(s).
 _____ Please call the school tomorrow to set up a conference.

Student Signature _____
Parent Signature _____ **Comment:** _____

Please return this report the next school day after receiving it.

ADDITIONAL DISCIPLINE POLICIES:

- The teacher is the authority in the classroom and will develop his/her own classroom rules.
- Students are to maintain their teacher's high standard of conduct in the classroom, as well as in the cafeteria, in the halls, in the bathrooms, on the playground, in chapel, and in enrichment classes and everywhere they go on and off campus.
- Students are ambassadors of Christ and PDS while on and off campus and are charged with acting according to Christlike principles befitting such an ambassador.
- Students may be disciplined for conduct outside of school that negatively affects PDS or its atmosphere of learning.
- Students are expected to conduct themselves in attitude, speech, and deed in a Christlike manner.
- Students may not bring electronic devices, including games, cell phone or pagers, on campus.
- Students may not bring toys or personal sports equipment to school for pleasure. The only exception will be for "Show and Tell" time. The toy or equipment may not be used at anytime during the day except for the time allotted for show and tell in the classroom.
- Honesty and integrity are expected in class participation, assignments, projects, testing, and all academic work. Students should perform all of their own work unless specifically instructed otherwise. Students should cite sources when quoting or paraphrasing someone else's work. Academic dishonesty is gaining an unfair advantage in any variety of means and is misrepresenting oneself in any variety of means. Academic dishonesty is cheating and is considered a serious offense.
- The school board has reserved the right to use corporal punishment by the faculty or administration as a means of discipline.
- Abuse of property, profanity or vulgarity, fighting, and cheating are among serious offenses.
- Gum chewing will not be allowed.
- Following discipline policies are only excused if a documented doctor's excuse is on file in the office:
 - Fidget spinners are not allowed in the classroom.
 - Drinks, including water bottles, are not allowed in the classroom.

DRESS CODE

Uniform Dress Code does not apply to PDS Pre K.

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Extremes in dress, jewelry, and hairstyles will not be permitted.

It is the parent's responsibility to see to it that the student is dressed modestly, neatly, and appropriately. Final judgment in whether or not a student is in compliance with the PDS Dress Code rests with the Administrator. **Parents will be contacted in cases of violation of the PDS Dress Code.** The Administrator/Board will make clarifications as needed.

The Board recognizes that dress is an important issue for young people, especially for students in higher grades who are beginning to find their identity amidst peer-pressure and parent-prodding. For younger children, lifetime habits of taste and self-image are greatly affected by their childhood dressing patterns. The Board has tried to keep these principles in mind in choosing a dress code.

GENERAL GUIDELINES FOR BOYS AND GIRLS

- All PDS students should exhibit modest, neat, and developmentally appropriate dress.
- Hats are not to be worn inside the building.
- Excessively tight fitting or baggy clothing is not permitted.
- Body piercing is not permitted (single ear piercing for a girl is permitted).
- Tattoos are not permitted.

SPECIFIC GUIDELINES FOR GIRLS

- Single ear piercing is permitted.
- Simple jewelry is permitted. Excessive jewelry, such as large hoop earrings, nose rings, excessive hand rings, necklaces, bracelets or extra earrings, is NOT permitted.
- Excessive make-up is NOT permitted.
- Unnaturally colored hair is NOT permitted.
- Bloomer shorts/modesty shorts must be worn under all skirts and dresses.
- All skirts, shorts, and skirts must come to the top of the knee.

SPECIFIC GUIDELINES FOR BOYS

- Hair is expected to be clean and of modest length. Extreme design, unnaturally colored, sculpting, shaving and spiking are not permitted.
- Boys may not have piercing jewelry.

UNIFORM DRESS CODE (*applies to K5-6th grade; does not apply to PDS Pre-K*)...

- Students must stay in school uniform until dismissal is complete.
- On days when uniforms are not required, blue jean shorts are not permitted.

Land's End is the primary supplier for PDS; however, you may buy your uniforms at other stores. All tops or shirts must be monogrammed with our PDS logo.

Girls Grades K5 – 6th Everyday but chapel day

Tops – White, gray, or navy short sleeve or long sleeve polo

Bottoms – Plaid, navy or khaki skort, navy or khaki shorts, or navy or khaki slacks

Chapel attire may be worn any day.

Chapel Attire may be purchased at Land's End.

Girls Chapel Attire/Special Occasions - K5 – 6th

1. Plaid jumper with white Peter Pan blouse **OR**

2. Plaid skirt or skort with white blouse or Peter Pan blouse

Monkey bar shorts are required under skirts.

Leggings may be worn but must be white, gray, or navy. (Solid --- no designs or patterns.)

Boys Grades K5 – 6th Everyday but chapel day

Tops – White, navy or gray short sleeve or long sleeve polo or white oxford shirt

Bottoms – Navy or khaki pants or shorts

Boys Chapel Attire/Special Occasions

Tops - White oxford or polo

Bottoms – Navy pants or shorts

Jackets: Any jacket may be worn to school but must be removed inside the building and left in the room. If an outer garment is worn inside for warmth, it must be a uniform garment. It must be navy blue with our logo on it.

Outerwear Options from Land's End:

- Insulated vest
- Half zip jacket
- Button front cardigan

Shoes: Character or light up shoes are not allowed.

On Fridays only, students may wear PDS t-shirts with khaki/navy shorts or slacks. PDS t-shirts include any that have been purchased through PDS.

TECHNOLOGY ACCEPTABLE USE POLICIES

The following policies are intended to further define how technology (any electronic communication tool) may be used by students, faculty, and staff (referred to collectively as "users") within the Presbyterian Day School (PDS) community both on and off campus.

1. Users assume complete responsibility for what they publish, transmit, and possess.
2. Users should have no expectation of privacy with regard to use of PDS technology. PDS may view or delete any information stored or created on PDS technology at any time.
3. Users should safeguard passwords and personal information.
4. Users may not use technology to break any law or any school policy, to bully, violate confidentiality, harass, or mistreat another PDS user.
5. Users may not use PDS technology to view, possess, or transmit any inappropriate material.
6. Users may not install hardware or software of any kind to any PDS system without the permission of the technology administrator. Users may not misuse any PDS hardware or software.
7. Users may not access the account of another, log onto a computer fraudulently, or use a PDS computer for which they are not authorized.
8. Users may not disguise the origin of information by forging or manipulating headers or other identifiers.
9. Users may not use personal websites or profile directories (such as Facebook, etc.) while at school. Such sites may not be used at any time to mistreat another user. PDS does not monitor off campus technology usage in a formal manner, but should personal use of such sites negatively impact the school day or a member of the PDS community, PDS reserves the right to penalize as it deems appropriate.
10. Users may not use PDS technology to utilize IP forwarding, bridging, tunneling, peer-to-peer software, or any similarly enabling technology.
11. Users may not disrupt system performance or circumvent or obstruct firewalls or filters designed to protect all users. PDS intends to offer "safe" internet usage but recognizes that exceptions may arise. The user is to immediately report any questionable content.
12. Users should use all PDS technology carefully, as intended, in such a manner that is befitting the PDS community and glorifying to Christ

PROCEDURES

FIELD TRIPS

Permission slips are required for each field trip. If the students are going to the library, National Day of Prayer or caroling in the neighborhoods or nursing homes, the blanket field trip permission slip that you signed at the beginning of the school year will be acceptable. For all field trips outside Kosciusko, permission slips are required for each trip. Expenses for field trips are per trip and paid by parents. All drivers must have a valid driver's license and a current automobile tag. Children must wear a seat belt, may never be double buckled, and may not sit in the front seat (with or without air bags). DVD's may not be shown while in route. Parents not driving on a field trip but who have children requiring a booster seat should bring the seat to the school. Child safety laws are stringent and must be adhered to.

VISITORS

All visitors must check in at the school office. Our visitor policy is one that is designed to ensure your child's safety, as well as to protect his/her instructional time. Visitors may not go directly to a classroom. Classroom visits by a pet must be scheduled with the teacher in advance: this includes cats, dogs, lizards, frogs, etc.

If no one is in the office when you come in, please wait patiently and someone will be back as soon as possible. Please do not go to the classroom without securing permission first.

HEALTH / ILLNESS

If your child is sick, please do not send him/her to school.

No staff member will be permitted to administer any medicine to students without parent's authorization. A blanket form will be sent home authorizing your child's teacher or the school office staff to administer medicines.

Students need to be fever free, without the aid of Tylenol, for 24 hours before returning to school.

PERSONAL HYGIENE

Occasionally, head lice are found in our school. When notified, the parent or guardian will be asked to come to the school and get the child. To be readmitted to school, the student shall report to the school office with the box top from the product or the bottle and the dated sales receipt, showing proof of purchase. Follow-up treatment should be according to the product label directions, usually 7 to 10 days following the first treatment. A note stating the type of treatment and date of second treatment will be sent to the school office. The student must report to the school office with the required information, after both first and second treatments for readmission to school. The 1997 Legislature passed a law that states 3 occurrences of head lice in one school year, the child will be referred to the health department for further education and treatment.

ACCIDENTS

If a minor accident occurs, first aid will be administered by a member of the school staff. No care beyond simple first aid will be given. If an emergency occurs requiring more extensive medical attention, every effort will be made to contact parents. If the parents or emergency contacts you have listed cannot be reached, appropriate medical attention will be secured.

LUNCH

Students may purchase lunches for any number of days on a monthly basis or bring their lunches. School lunches will offer limited choices and include lemonade or water to drink. Parents sending a lunch for a student should include a beverage. Also note that there are a limited number of microwaves available. Because of food safety concerns, we do not have refrigerators for the student's use. If the lunch requires refrigeration, make sure you have an ice pack in the lunch box. Our school is a peanut free school. Please do not send any food item that contains peanuts. Should your child bring an item with peanuts (peanut butter), he/she will be given a snack/lunch from school and the parent will be billed for the food item.

Students who forget their lunch and have not ordered lunch for that day will be given an emergency lunch ticket, and parents will be billed. Students will receive the lunch that is listed on the menu for the day.

Emergency lunches cost slightly more.

Students will not be allowed to call home requesting a lunch.

Lunch menus are sent home once a month. Menus are due back in the office with payment by 3:00 p.m. by the due date listed. This does not apply to PDS Pre K as their lunches are included in tuition. There are no exceptions to this policy. Menus submitted without payment cannot be accepted.

CALLING HOME

In the case of student illness, the school office will notify parents. Plan ahead who will be picking your child up in the afternoons. No phone calls will be made for "sleepovers" or "play dates".

SCHOOL PARTIES

Five school parties/events will be held during the year – Fall party, Christmas, Valentine's Day, Easter, and Field day. In planning food for said parties, remember that we are a peanut free facility.

All mothers/fathers will be asked to help with one party. Room mothers will coordinate these parties.

We observe student birthday celebrations as "Special Parties" at school, but with no gifts. If desired, parents may provide a simple "birthday celebration snack" for the entire class to be eaten during regular snack time. We ask that parents talk with the teacher ahead of time to set up the date for the celebration.

No birthday party invitations will be given out at school unless the entire class or all the boys or all the girls are invited. In that case, the invitations are to be given out shortly before class is dismissed for the day. Students will not be permitted to give out invitations to a limited number of students when others are left out.

Parents are asked to handle this outside of school by phone or mail. Because of the disruptive nature of balloon or gift deliveries, these cannot be permitted during school hours.

INTRUDER ALERT POLICY

Lockdown procedures will be discussed with faculty during in-service training. Drills will be conducted each semester.

AFTER- CARE PROGRAM – ELEMENTARY ONLY

At PDS, we are ready to accommodate the need for delayed pick-up of your student(s) with an active after-care program in our gymnasium. For a charge of \$75 per month (if pre-paid at the beginning of the month) your child(ren) may stay until 5:15 p.m. If you need drop-in care, the cost is \$10 per day per student.

If you have a child enrolled in our morning only Kindergarten class and you wish for him to stay as a drop-in until 3:00, the cost is \$10. You will need to provide him a lunch or let us know first thing that morning if you would like for him to eat hot lunch for an additional cost.

A \$25.00 late fee will be charged per child if picked up after 5:30 p.m.

FUNDRAISING

Throughout the course of the year, we will have several fundraisers. The Harvest Carnival has been a crowd pleaser, as well as intramural basketball games. The school board has a fundraising committee which determines the fundraisers that we have each year.

Any outside fundraising for other schools/events will not be allowed.

INCLEMENT WEATHER

The closing of the school due to inclement weather will be announced as soon as possible. Listen for this directive from our local radio station announcing school closings. You will also receive a call from our call-em-all program, provided we have internet connection during the inclement weather. Should the weather become hazardous during the day, especially in an ice storm, you should stay in touch with news reports and you will receive a call-em-all, provided we have internet connection.

Please do not call the school office or home numbers of school representatives, as these people need to be in contact with other officials at these crucial times.

Note that it would be unusual for us to end school early in the day for inclement weather. Factors that influence this decision are: our very thorough and well-rehearsed emergency plans; our structure is safer than being on the road; and unlike some schools, we do not have to consider students of driving age.

Should the school close for inclement weather and there is a need to make up these days, make up days will be Martin Luther King Day and Easter Monday.

PDS uses a web-based "Call-Em-All" Program for important announcements regarding weather. You will be asked at the beginning of the school year to provide the best phone number to call in case of an emergency. The computer system will then call all parents within a matter of minutes to announce any news. If your phone number changes please contact the school.

FIRE AND TORNADO DRILLS

PDS has carefully planned emergency procedures. We will conduct regular drills with and without announcement at various times during the school day throughout the year.

SCHEDULING TEACHER CONFERENCES

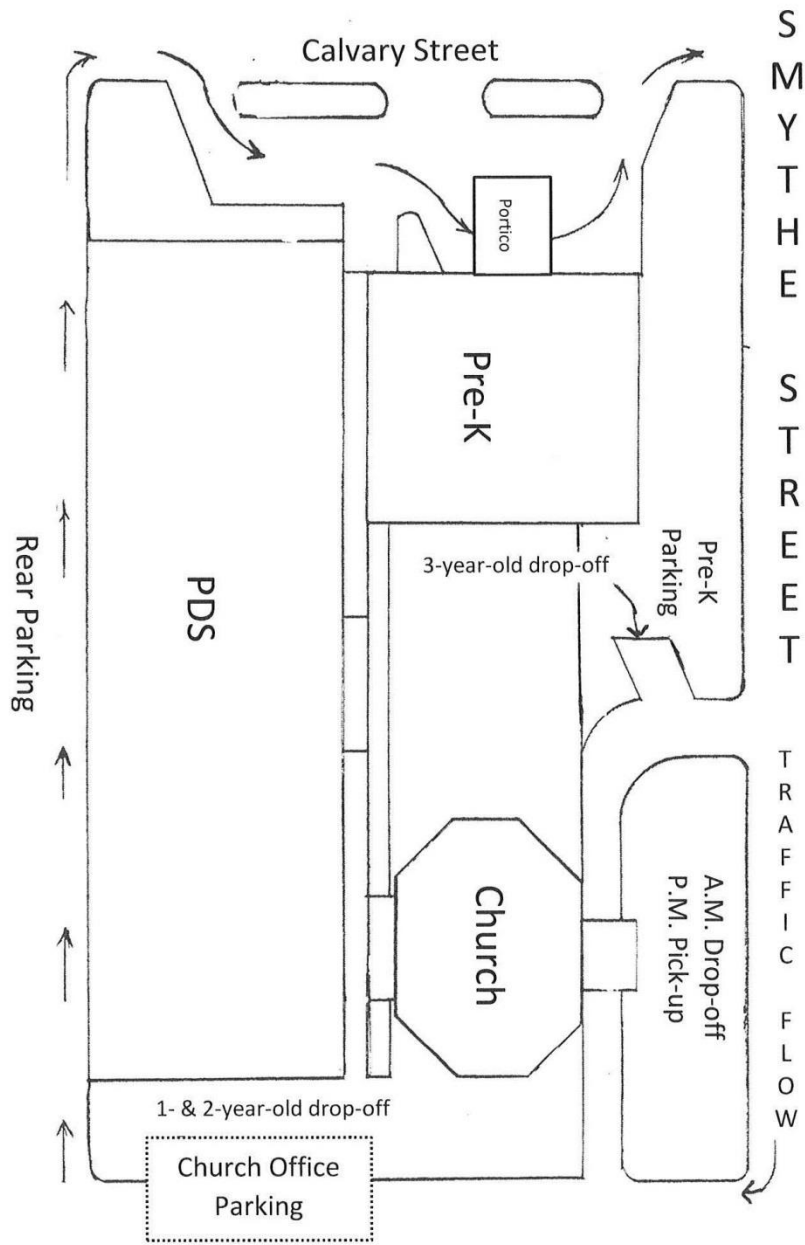
Please call the school office to set up an appointment to talk with your child's teacher. Parents should not conference with a teacher while in drop-off or pick-up line or in the hall. Please do not escort your child to the classroom in order to speak with the teacher. Conferences should only take place after an appointment is made through the office.

COMPLAINTS OR PROBLEM PROCEDURE

Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved.

The School Board has adopted a set policy for these situations, and complaints or problems will be considered in no other way than prescribed below (Matthew 18:15-17), unless they involve a specific disciplinary action taken by the Board itself:

1. All questions, problems, or complaints should be brought directly to the teacher **first, in private**, before anyone else is involved. Under no circumstance should problems or complaints concerning the school be discussed on social networks. This will be reason for expulsion and no refund of fees for the current year. Also, it will result in non-renewal of contract.
2. If the situation is not cleared up at this level through direct contact, (95% of them are, if given a chance) it should be brought to the Administrator for his/her consideration.
3. Finally, but only when the above two steps have been taken in order and without satisfactory resolution, does the problem find its way to the School Board through the administration.
Please do not contact individual board members and expect one of them to present the matter before the board. One board member has no authority to act on his own and should not be expected to present the matter adequately before the rest of the board.



We are thankful and blessed to have you as a part of the PDS family. It is our prayer that the Lord will bless your time with us and that we can all work together in order to grow spiritually ourselves and to train the students who the Lord has entrusted to our care. What an awesome responsibility and gift - to have the opportunity to make a difference in both the spiritual and academic life of a child!

Please sign below and return this form to the office by the end of the first week of school.

I have read the PDS Student/Parent Handbook in order to familiarize myself with the rules and expectations set forth for our students.

My signature signifies that I agree to abide by the directives and suggestions given in the PDS Student/Parent Handbook.

Signature

Date