

# **PRESBYTERIAN CHRISTIAN SCHOOL ELEMENTARY CAMPUS HANDBOOK 2009-2010**

**Elementary Campus  
3901 Lincoln Road  
Hattiesburg, Mississippi 39402  
(601) 268-3867  
K-6**

**Office Hours: 7:45-3:45**  
(Summer Hours: M – T 9:00-3:00 F 9:00-noon)

Web Site: [www.pcsk12.org](http://www.pcsk12.org)

**High School Campus  
221 Bonhomie Road  
Hattiesburg, Mississippi 39401  
(601) 582-4956  
7-12**

**Office Hours: 7:45-3:30**  
(Summer Hours: M – T 9:00-3:00 F 9:00-noon)

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

PCS is fully accredited by and its teachers are certified by the Mississippi Private School Association.

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**PRESBYTERIAN CHRISTIAN SCHOOL  
BOARD OF DIRECTORS  
2009-2010**

Mr. William Stanway, Chairman

Mrs. Mary Glenn Bradley

Mr. Jere Gunn

Dr. Randy Henderson

Mr. Chuck Young

Mr. Rob Patterson

Mr. Will Martens

Mr. Bobby Sellers

Mr. Mike Smith

Mrs. Ali Stayer

**PCS/PTO EXECUTIVE BOARD  
2009-2010**

President Lowell & Tamme Bufkin

Vice-President Joe & Vickie Phillips

Treasurer Julie Brown

Recording Secretary Wyn Motter

# FACULTY/STAFF

## 2009-2010

Mr. Allen Smithers, B.S., M.S., Ph.D. ....	Headmaster
Mr. Scott Griffith, B.S., M.Ed. ....	Elementary School Principal
Mrs. Mindy Deen, B.B.A. ....	Administrative Assistant
Mrs. Debbie Young. ....	Receptionist
Mrs. Linda Caldwell. ....	Elementary Lunch Co-Ordinator
Mrs. Jessie Welford. ....	Lunchroom Asst.
Ms. Sandra Greer, B.S., M.S., M.L.I.S. ....	Librarian
Mrs. Metha Wood. ....	Extended Care Director
Mr. Bobby Farris. ....	Maintenance
Mrs. Laura Felsher, B.A. ....	Kindergarten
Mrs. Anne McCay, B.S. ....	Kindergarten
Mrs. Terry Malone, B.S. ....	Kindergarten
Mrs. Suzan Newman, B.S. ....	Kindergarten
Mrs. Lynn Tedford, B.S., M.Ed. ....	Kindergarten
Mrs. Jacquelyn Pittman, B.S., M.S. ....	T-1
Mrs. Tori Crum, B.S. ....	1 <sup>st</sup> Grade
Mrs. Ann Schultze, B.A. ....	1 <sup>st</sup> Grade
Mrs. Patty Anderson, B.S. ....	1 <sup>st</sup> Grade
Mrs. Sherry Vinson, B.S. ....	1 <sup>st</sup> Grade
Mrs. Jenny Brock, B.S. ....	2 <sup>nd</sup> Grade
Mrs. Lauren Long, B.S. ....	2 <sup>nd</sup> Grade
Mrs. Carol Ann Yawn, B.S. ....	2 <sup>nd</sup> Grade
Ms. Shannon Braswell, B.S. ....	3 <sup>rd</sup> Grade
Mrs. Lynda Goodman, B.A. ....	3 <sup>rd</sup> Grade
Mrs. Maria Smith, B.S. ....	3 <sup>rd</sup> Grade
Mrs. Terri Carter, B.S., M.Ed. ....	4 <sup>th</sup> Grade
Mrs. Susan Smith, B.A., ....	4 <sup>th</sup> Grade
Miss Beth Ann Schultze, B.S. ....	4 <sup>th</sup> Grade
Mrs. Rene' Foster, B.S. ....	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Mr. Matthew Wiggins, B. S. ....	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Mrs. Kathy Leggett, B.S., M.Ed. ....	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Mrs. Annette Rowe, B.S. ....	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Mrs. Kathi Sutton, B.S. ....	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Mrs. Michele Henderson, B.S. ....	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Mrs. Carrie Burks, B.S. ....	5 <sup>th</sup> & 6 <sup>th</sup> Grade
Rev. Matthew Schilling, B.A., M.Div. ....	5 <sup>th</sup> Grade
Mrs. Rene' Smithers, B.S., M.Ed. ....	Computer
Mrs. Amy Pearce. ....	Music
Mrs. Melaney Hodges, B.F.A. ....	Art
Mr. Joe Welch, B.S., M.S. ....	PE
Mrs. Missy Bilderback, B.S. ....	PE
Miss Angelia Burnham, B.S., M.Ed. ....	Reading Center

## **ADMISSIONS' POLICY**

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

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

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

### **Financial Aid:**

A student must be accepted for admission before applying for financial aid. Please contact the Business Office for information regarding financial aid and other financial matters.

### **Special Needs Students:**

It is our policy to admit students with a broad range of ability levels. However, to ensure our ability to meet adequately the needs of all our students, including those with learning disabilities or other special needs, the number of students that will be admitted may be limited. Enrollment is contingent on a review of previous school performance, teacher recommendations, other specialized testing as deemed appropriate by the administration, and a successful parent/guardian interview with the headmaster or a school principal. Admission to Presbyterian Christian School is at the sole discretion of the school.

# **PRESBYTERIAN CHRISTIAN SCHOOL, INC.**

## **MISSION STATEMENT OF THE SCHOOL**

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

## **ARTICLES OF FAITH**

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

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

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

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

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

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

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

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

We believe that those who belong to Christ will strive by the power of the Holy Spirit, faithfully to perform all the duties laid upon them by the holy law of God, ever reflecting in life and conduct the perfect example set before them by Christ Himself.

We believe that God has established His church in the world and endowed it with the ministry of the Word and the holy ordinances of His kingdom as a means of making the gospel known to the world and of communicating, through His Spirit, the benefits of redemption to His people.

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

## **STATEMENT OF EDUCATIONAL PHILOSOPHY**

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

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

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

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

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

**The doctrine of redemption** teaches that God is at work redeeming the whole of His creation through the salvation in Christ of new humanity, the church. To convert, sanctify, and govern His church, God has given His holy and inspired Word, which is

preserved in the Scriptures of the Old and New Testaments. This Word of Truth is the only infallible rule of faith and practice for God's people.

To man's original task of preserving and developing culture, has now been added the duty of defending truth and refuting falsehood. Thus, God's people are bound in obedience to Him to conform every aspect of their life and being to Biblical principles. In the cultural sphere, this requires the establishment and maintenance of schools that are distinctly Christian, seeking to suffuse every facet of the educational experience with an understanding of the world and of life that is consciously Biblical.

Despite the struggle against falsehood, the Christian school's primary task remains that of preserving and developing the cultural inheritance. God in His mercy has been pleased to restrain sin in the world, by His common grace, even among the ungodly, so that He showers the blessings of insight and knowledge of His creation, like the rain, upon the righteous and the wicked alike.

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

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

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

## **CHRISTIAN WORLD LIFE VIEW GOALS**

### **LANGUAGE ARTS-Reading, Writing, Spelling, Language**

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

### **SCIENCE**

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

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

### **MATHEMATICS**

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

### **SOCIAL STUDIES/ HISTORY**

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

Most importantly, our students will gain a Biblical understanding of man's task upon earth--to subdue and rule all of creation for God's glory. Man's willful rebellion against God occurred, radically affecting man's ability to accomplish this God-given mandate. Nevertheless, the task remains, and history records for us the story of how sinful man through the ages has approached this task. The Christian student should be challenged to view history from this Biblical, God-centered perspective and approach society's current complex problems as responsible people still striving to rule God's world as His Godly representatives.

*"For from Him and through Him and to Him are all things.*

*To Him be the glory forever! Amen."*

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

Presbyterian Christian School began in the minds and hearts of several men at Bay Street Presbyterian Church in 1975. The primary objective was to build an elementary school of grades one through six in Hattiesburg that would be able to educate children from a distinctively Biblical perspective. After a year in the planning stages, the Bay Street Presbyterian Christian Day School opened its doors in September of 1976 at Bay Street Presbyterian Church with 23 students in kindergarten through grade two. By Christmas of 1978, the enrollment had grown to approximately 55 students in kindergarten through grade four, and space became a problem. At the invitation of the Woodland Presbyterian Church Session, the Board of Directors chose to move the school to the newly completed building which was built to house Woodland Presbyterian Church on Lincoln Road. At this time, the name of the school was changed to Presbyterian Christian School and the effort became the joint venture of both churches.

In the years since these beginnings, many changes have taken place at PCS. The school now serves a student population over 950 in grades K-3 through 12 and employs a faculty and staff of over 95. Physical plant facilities now include the original Woodland Presbyterian Church building, which is used almost exclusively by PCS, and two additional classroom buildings, one of which was built in 1983, and the other in 1988. In January of 2000, Phase I of the High School facility was completed. Phase 2, which included a gym and cafeteria, was completed in May 2002.

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

# **POLICIES**

## **PRIORITY OF ADMISSION**

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

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

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

## **AGE ADMISSION REQUIREMENTS**

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

## **PART-TIME / HOME-SCHOOLERS**

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

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

# **DRUG POLICY**

## **FORBIDDEN AND PROHIBITIVE USE:**

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

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

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

## **APPROVED USE:**

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

- Any and all medicines must be medically necessary.
- New and temporary prescriptions for use on campus should be sent with instructions to the student's homeroom teacher or to the office for 5<sup>th</sup> and 6<sup>th</sup> graders.
- Long-term prescriptions are to be indicated on Enrollment Application and distributed as noted above.
- A student should bring only enough medication for his required dosage.
- Non-prescription pain relievers may only be obtained at the school office.
- As above, failure to follow these guidelines could result in days of suspension or expulsion.

## **DRUG TESTING POLICY**

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

## **ELECTRONIC DEVICES ON CAMPUS**

Cell phones, cameras, radios, CD/DVD players, pagers, headsets, and other electronic devices are not allowed on campus during school hours. Violations of this policy will result in the confiscation of the electronic device and the offending student may receive a hallway or detention for repeated violations. 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.

## **SEARCH/SEIZURE POLICY**

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

# SCHEDULE OF FEES

## TUITION SCHEDULE

### 2009 – 2010 SCHOOL YEAR

GRADE	MONTHLY TUITION	ANNUAL	REGISTRATION FEE	BUILDING FEE/FAMILY	LAB FEE
HALF DAY K5	\$205.00	\$2,460.00	\$150.00	\$600.00	
FULL DAY K5	\$320.00	\$3,840.00	\$150.00	\$600.00	
GRADES T-1-6	\$385.00	\$4,620.00	\$200.00	\$600.00	
GRADES 7-12	\$415.00	\$4,980.00	\$300.00	\$600.00	\$25.00

### DISCOUNTS

FAMILIES WITH MORE THAN ONE CHILD AT PCS RECEIVE A DISCOUNT ON MONTHLY TUITION AS FOLLOWS:

NUMBER OF CHILDREN ENROLLED		GRADES T1-6	GRADES 7-12
	FIRST CHILD	\$385.00	\$415.00
	SECOND CHILD	\$345.00	\$375.00
	THIRD CHILD	\$315.00	\$345.00

## EXTENDED CARE OPTIONS

**EXTENDED CARE** is a program offered at the Lincoln Road campus to those students in grades K5 through 6 who need before school and after school care. The hours are 7:15 to 7:45 A.M. and 2:30 to 5:30 P.M.

### Extended Care Cost

- \$60.00 per week
- \$20.00 per day for drop-in. (NOTE: Drop-in's should notify the PCS office by the morning of the day in which they are planning to stay.)
- ½ day charge \$20.00
- Full day charge \$35.00

*An additional \$10.00 fee will be charged for each 15 minutes after 5:30 P.M.  
(There is no cost for 7:15 – 7:45 A.M. extended care.)*

## PAYMENT POLICY

All assessed tuition and fees are to be paid on or before the respective due dates. **\$25.00 LATE FEES** will be assessed on all tuition payments unpaid after the fifteenth of each month. Thereafter, payments on a delinquent account shall first be credited to arrearages, and the remainder to the applicable account(s). **NO POST DATED CHECKS.**

PCS uses a bank draft tuition payment plan that will debit your checking account on the 15<sup>th</sup> of each month for your tuition payment. All families new to PCS are required to use the bank draft plan if they do not plan to prepay for the year or by semesters. It is also highly recommended (and very helpful to our Business Office) for all PCS families to pay by the bank draft plan if they do not plan to prepay for the year or by semesters.

A student cannot commence his/her fall classes unless registration fees, building fund fees, and the June, July, **and** August assessments are paid in full, or an approved, written deferral payment plan has been properly signed. (See "Deferred Payment Plans"). Accounts must also be cleared in December in order for students to begin school in January.

Whenever assessed fees, tuition, and costs become delinquent, the following collection/repayment actions shall be followed:

- (A) More than **30 days delinquent**, a reminder invoice letter will be sent from the PCS finance office.
- (B) More than **45 days delinquent** and with no favorable reply to the office letter, a follow up letter will be sent to the responsible parties. The letter will give the responsible parties fifteen days to satisfy their account or have an approved, written deferred payment plan in full force and effect.
- (C) More than **60 days delinquent** and no deferred payment plan in effect with the Administration, the responsible parties shall be notified by the school board that his/her student's continued enrollment at the school is jeopardized unless immediate plans are made with PCS administration to bring all accounts current.
- (D) **Thereafter**, and with no satisfactory arrangements made or with an apparent disregard to meet the terms of the deferred payment plan, the student shall be removed from PCS by Board action.

## DEFERRED PAYMENT PLANS

PCS can appreciate the temporary setbacks to families which can adversely affect family finances from time to time. When these unexpected times occur, PCS can assist the family with a written, **deferred payment plan** for delinquent tuition, fees, and other costs associated with attending PCS. This plan is to be presented for full Board consideration. The financially affected families, **if truly in need**, should approach the principal, in person, to inquire about stretching out their delinquency over a short period of time; however, the account should never go beyond a school calendar year. When all necessary parties approve a deferred payment plan, the same shall be **put in writing** and becomes binding.

## REFUND POLICY

- |                            |  |
|----------------------------|--|
| 1) Registration Fee        | Non-refundable unless PCS is unable to provide a spot for the student                                |
| 2) Building Fund Fee       | Refundable if school has not begun and account is current on all other charges                       |
| 3) Any Summer Tuition Paid | 50% refundable when a student moves OUTSIDE the PCS service area and is current on all other charges |

## NSF

A \$30.00 NSF fee will be assessed for each returned check.

## FINANCIAL AID

Limited financial aid is available. Assignment of financial aid is made by the School Board on the basis of need as determined by the School and Student Services for Financial Aid (SSS). Financial aid applications are available at either school office and should be completed and on file no later than March 1<sup>st</sup>.

# LUNCH PROGRAM

PCS offers an optional five (5) day catered lunch program. Menus and lunch envelopes will usually be sent home on the 3<sup>rd</sup> Monday of each month for the following month. The lunch order envelope, menu, and money must be turned in to the student's homeroom teacher **NO LATER THAN 8:30 A.M. THURSDAY** of the week the menus are sent home. This is necessary in order to have an accurate and timely lunch count for the caterers. If your child forgets his money, he **WILL NOT** be permitted to call home for it as this causes disruption prior to beginning class. Money may be turned in without late charges any day from Tuesday until 8:30 A.M. Thursday. **Any orders turned in between 8:30am Thursday and 8:30am the next Thursday must be accompanied with a \$5.00 a late fee.** Orders turned in after this will not be accepted. If your child normally eats school lunches but is absent during payment week, you may come by the office on or before Thursday to fill out the menu. Please see the Director of Food Services if you have any questions.

## ORDERING

PCS orders one month's worth of meals at a time. Each student will be sent two menus on the third Monday of each month. The student chooses and circles the desired menu items and circles the days he wishes to order lunches on both copies of the menu. The student keeps one copy for his records and sends the other one back. Cash or check should be returned to your child's teacher in the envelope provided along with any charges or credit slips.

## CREDITS

Parents should call the office to cancel lunch if a child will be absent. Please call no later than 9:00 A.M. to receive credit for that day; otherwise, you will be expected to pay for that day's lunch. If you choose, you may pick up your child's lunch during regular lunch hours.

## MULTIPLE STUDENT FAMILIES

**LUNCH ORDER CHECKS MUST BE SEPARATE FOR ELEMENTARY AND HIGH SCHOOL STUDENTS.** Separate checks should be written for each student to make it easier for the Business Office and for charting purposes. Each student's marked menu must be put in the envelope provided and returned to each student's homeroom teacher.

## SACK LUNCHES

Sack lunches should be sent on days the student does not buy school lunches. Morning snacks may be sent at your discretion. **STUDENTS MAY BRING A THERMOS WITH THEIR PREFERRED DRINK IN IT; HOWEVER, GLASS BOTTLES ARE NOT ALLOWED, AND CARBONATED DRINKS ARE DISCOURAGED.** Late lunches brought

by parents should NOT be taken to the classroom but should be left on the table outside the office. Be sure that names are printed clearly on them. Students WILL NOT BE ALLOWED to call home for lunches after 10:30 A.M. but will be provided with an emergency meal for which you will be billed.

While we realize there will be times that parents will need to bring special meals to students, we ask that this be held to a minimum and done only when absolutely necessary.

**CARBONATED DRINKS ARE DISCOURAGED EVEN WITH LATE OR SPECIAL LUNCHESES.** Carbonated drinks purchased on campus will only be allowed through special permission from teachers or staff.

# OPERATIONAL PROCEDURES

## PARENTAL ACKNOWLEDGEMENT SHEET

A parental acknowledgement sheet will be distributed with the and 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 at the back of this handbook.

## ATTENDANCE

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

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

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

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

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

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

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

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

### **MAKE UP WORK**

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

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

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

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

Assignments for absent 5<sup>th</sup> and 6<sup>th</sup> graders will be placed in their lockers.

### **FEVER POLICY**

Students with over one degree of fever should go home as soon as possible and should not return until they have been free of fever for at least 24 hours.

## **ARRIVAL AND DISMISSAL**

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

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

Acceptable areas for student drop-off and pick-up are the parking lot adjacent to the flag pole and the Lincoln Road Baptist Church parking lot. Teachers are on duty in the PCS lot during

arrival and dismissal. Parents who choose to use the Lincoln Road Baptist Church lot should accompany their child across Lincoln Road to the school side. Do not leave students to cross Lincoln Road by themselves even when the crossing guard is present.

During designated arrival and dismissal times, all school traffic must enter the PCS parking lot from the east and exit going west. Similarly, traffic using the Lincoln Road Baptist Church parking lot should approach and enter from the west, and after dropping off students, continue around the back of Lincoln Road Baptist Church, and enter Lincoln Road heading east.

Between designated arrival and dismissal times and after dismissal time in the afternoon, traffic for school business may use the PCS parking lot by approaching and exiting in any safe manner. However, the east entrance should be used for entering only, and the west entrance should be used for exiting only.

The Woodland Presbyterian Church parking lot is intended for church and PCS faculty/staff use. It should not be used for student drop-off or pick up due to lack of supervision. Please use only designated areas during arrival and dismissal times.

## **TARDINESS**

8:10 A.M. - first morning bell sounds

8:15 A.M. - tardy bell sounds

Every effort should be made to have students in class on time each day. Arrivals to class after 8:15 A.M. will be considered tardy. If tardiness occurs, students should go to the office to obtain a classroom admittance slip. Three tardies will be allowed each nine-week period. Every tardy after the 3<sup>rd</sup> one will be considered UNEXCUSED and will result in a 30 minute detention to be served at recess or P.E. If a student comes in after 8:15 A.M. the student **MUST** sign in at the office.

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

## **CLASS TIMES**

K-5 (half day)	8:10 – 12:00	Grades 1-4	8:10 – 2:40
K-5 (full day)	8:10 – 2:40	Grades 5-6	8:10 – 3:05
Extended Care	7:15 – 8:00 and 2:40 – 5:30		

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

**NOTE:** Fifth and sixth graders who are late to class during the day will serve a 30- minute tardy detention during their next P.E. class.

**NOTE:** PCS discourages early checkout of students for viewing sibling events such as home athletic events, music programs, pep rallies, etc... Occasionally such occurrences are necessary and unavoidable for out of town events. We understand these family necessities. Please attempt to keep these to a minimum.

## **LATE PICK-UPS**

Children may not remain on the school campus to play after school because of the lack of supervision. Children who have not been picked up after the duty teacher leaves the outside pickup area in the afternoon (3:30) will be taken to the afternoon extended care, and parents will be billed at the regular extended care rates. (See Page 14.)

**NOTE:** Some 2:40 dismissal students ride in carpools with older students who are dismissed at 3:05. These younger students will be allowed to wait for carpools and will not be sent to extended care until 3:30 if necessary.

## **FIELD TRIPS**

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

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

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

## **VOLUNTEERS/CHAPERONES**

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

## **SCHOOL VISITS**

Parents are always welcome to visit the school. Please clear any visits through our office. Classes are not to be interrupted without permission of the school office. Lunches brought by the parents should not be taken to the classroom but should be left on the table outside the office. **Any visitor to the campus must sign in and obtain a visitor's pass from the school office.**

## **FIRE & WEATHER PROCEDURES**

PCS has an emergency procedure for the evacuation and safety of the students in case of fire or bad weather. These procedures are practiced several times during the school year. Should extreme weather conditions make it necessary to dismiss school, the principal will inform the radio and television stations. Parents and students should listen to the local stations for information on school closings.

## **ASBESTOS INSPECTION NOTIFICATION**

Please be informed by this notice that all of the school buildings of Presbyterian Christian School have been inspected for asbestos and have been determined to be asbestos free, contained, or letters of exclusion have been obtained from the manufactures. Such an inspection was mandated by the EPA.

All materials pertaining to the inspection may be found in the elementary school office located at 3901 Lincoln Road. Any interested party should feel free to stop by and see this material.

## **HOLIDAY OBSERVANCES**

PCS observes most traditional holidays in mostly traditional ways. During religious holiday seasons such as Christmas and Easter, emphasis is centered on the birth, death, and resurrection of the Lord Jesus Christ. Traditional secular customs such as the Christmas tree, gift giving, and singing of Christmas carols, both secular and religious, are observed. Some secular holiday characters, such as Santa Claus and the Easter Bunny, are omitted in school

celebrations, leaving decisions in these areas to individual Christian families. In cases where omissions occur, attention is not drawn to the omission but rather to other aspects of the celebration. In similar fashion, Halloween is also omitted as a school celebration.

## **PARTY GUIDELINES**

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

**NOTE:** PRIVATE PARTY INVITATIONS should NOT be distributed at the school unless the WHOLE class is included.

- Invite friends in other classes via mail or phone call.
- Avoid "sneaking" invitations into backpacks or lockers when all are not included.
- Invitations for "all girls" or "all boys" in your class or grade are acceptable.

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

- All parties should be held the same day and during the last 30 minutes of the day.
- No purchase (i.e. party favors) should be made for the class with plans for reimbursement by other parents.
- If a parent chooses the help of a bakery or caterer over home-style preparation, the parent assumes this financial responsibility.
- Personal/holiday gifts should not be exchanged among the students while at school.
- To keep the Christmas emphasis on giving instead of receiving, each class will choose a philanthropic project approved by the principal. Teachers will give more information about their projects. Students will be asked to donate \$5.00 for this project. This project should take the place of student gift exchanges.
- There will be NO Halloween parties.
- Avoid secular themes (Santa Claus, reindeer, elves, etc.) at Christmas.
- While all teacher gifts are appreciated, notice of class wide gifts (i.e. gift certificates) will be communicated and money collected by the elementary coordinator via mail or phone call. Because this is usually a "surprise", the teacher should be EXCLUDED as the agent to pass out notes or collect funds!

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

- Party planning is the responsibility of the Homeroom Grade Contact and Class Homeroom Parents as guided by the teachers.
- A few weeks before each party, the Elementary Coordinator will communicate with the Grade Contact and the Homeroom Parents to determine plans and needs. The

Homeroom Parents will then communicate with the parents that signed up at registration as party volunteers, via note or phone call. Each volunteer will be contacted.

- The Elementary Coordinator and the Grade Contact are responsible for insuring that the quality of the parties and favors are EQUAL for that particular grade.
- The Homeroom Parents will communicate with parental volunteers that assist with parties, field trips and other class needs.
- All spending for party items (food, drinks, paper products and favors) should stay below a \$10.00 range per party volunteer. Parents who volunteer are responsible for the expense.

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

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

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

## **TOYS**

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

# **ACADEMICS**

## **CURRICULUM**

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

### **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. T-1 and first grade classes visit the library each week. Second through sixth grade classes visit every other week on a rotating basis.

The library accesses 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.

### **THE READING CENTER**

The PCS Reading center is an educational resource that provides academic services including testing, evaluations, and speech and language therapy. The Reading Center's certified staff consists of a Psychometrist, a Speech and Language Pathologist, and a certified Language Therapist.

Tammy Jordan, B.A., M.S. – Mrs. Jordan is a licensed Speech Pathologist. She evaluates for specific language disorders and screens for speech deficits. She also provides speech and language therapy to students.

Angelia Burnham, M.Ed, Language Therapist – Miss Burnham holds a Master of Education Degree in Elementary Education and is certified with the International Multisensory Language Educational Council (IMSLEC) at the therapy level. She provides language therapy to students with diagnosed written language disorders.

## **ACHIEVEMENT TESTING**

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

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

## **ACADEMIC PERFORMANCE**

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

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

## **GRADING SYSTEM**

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

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

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

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

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

### **CUMULATIVE RECORDS**

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

## **ACCOMMODATIONS/MODIFICATIONS POLICY**

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

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

PCS reserves the right to monitor and assess any incoming student before any accommodations or modifications are made.

## **PARENT-TEACHER COMMUNICATION**

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

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

## PCS Elementary Computer Acceptable Use Policy

### Acceptable Internet Usage:

Our enthusiasm for the opportunities electronic resources have created has not in any way lessened the commitment to making sure that these resources are used for purposes related to the educational mission of Presbyterian Christian School. Accordingly, the purpose of the Internet and other electronic resources is to support the school's educational mission. Consequently, student use of these resources must be for matters directly related to one's academic or approved extra-curricular obligations at Presbyterian Christian School. *A Fortigate Filtering System has been put in place to help control the websites that are available for viewing.* While it is impossible to prevent the truly determined from accessing some questionable material, short of not providing these resources at all, we have established the following policies to make sure these resources are used appropriately:

- Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and precepts and is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies.
- Do not access or transmit material that is profane, abusive, or otherwise questionable.
- Do not download and incorporate material into your own work without properly identifying and citing the source. (Do not plagiarize.)
- Do not send material in violation of local, state, and federal laws. This includes, but is not limited to, anything that is copyrighted or threatening or obscene or covered by trade secret.
- Do not use resources for any commercial activities or any political lobbying.
- Do not tie up the use of our computers, our network, our printers, etc. with tasks that are unrelated to your Presbyterian Christian School academic obligations.

### OTHER COMPUTER LAB POLICIES:

#### 1. Students are:

- Encouraged to use the lab whenever possible
- Encouraged to ask for help in using the computers
- Encouraged to ask for help in conducting on-line research
- To return all CD's, books, and computer disks to storage
- To treat the equipment with care
- To leave the workstations as they were found
- To enjoy the lab

#### 2. Students are not permitted:

- In the computer lab without adult supervision or permission.
- To bring food drink, gum, or candy into the computer lab at any time

- To install computer programs, including games
- To delete programs
- To change the computer color schemes or the desktop arrangement
- To exit to the DOS prompt to list or manipulate file directories or to run programs
- To change any system configurations
- To remove CD's, books, or computer disks from the lab
- To rename any computer files
- To move programs or document files
- To change, move, or otherwise tamper with computer hardware or network connections

**IMPORTANT POLICY INFORMATION:**

- Any damage to computers or vandalism will result in the loss of computer lab privileges and charges for any materials and labor costs incurred to make repairs. This policy includes pranks such as unplugging network cables, etc. – no exceptions to this policy will be made!!
- Any student intentionally viewing a website that has not been approved and is inappropriate will be punished as determined by the administration.
- Personal laptop computers are not allowed on campus unless prior approval is granted from teacher or administrator.

**Disclaimer**

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

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

**CONDUCT**

**GENERAL CONDUCT**

Children at PCS will conduct themselves at all times as young ladies and gentlemen. The great commandment which Jesus gave (Matthew 23:37-40) tells us to love first and foremost

God and secondly our neighbors. Each of us is to obey God and to respect and care for those with whom we have contact each day. Such are the guidelines for acceptable and appropriate conduct for all of us at PCS.

### GUIDELINES FURTHER EXPLAINED

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

## **CORRECTION**

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

In cases when there is little or no evidence of self-correction, the teacher is called upon to assist the student in this redirection process. This could include anything from a word of warning or being excused from class to being expelled from school. The form of the

correction depends on the nature of the misconduct. Emphasis is placed on the student being personally responsible for his actions. Restoration to his proper place should come after there is a heart or an attitude commitment to obey and to submit to the desire of God and those placed in authority over him.

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

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

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

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

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

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

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

- 4<sup>th</sup> detention – 1 day suspension
- 5<sup>th</sup> detention – 2 days suspension
- 6<sup>th</sup> detention – 3 days suspension

- 7<sup>th</sup> detention – Probable expulsion

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

**NOTE:** Thirty minute tardy detentions do not count toward suspensions.

## **CORPORAL PUNISHMENT POLICY**

Corporal punishment may be administered to students K5 – 6th for discipline in the areas of disrespect and disobedience, or as a last resort for repeated minor offenses. In each case the punishment will be administered by the principal. This will always be witnessed by a teacher or another administrator. Parents will be notified of such punishment.

# **STUDENT DRESS CODE**

## **GENERAL UNIFORM GUIDELINES**

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

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

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

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

## **Footwear**

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

- Athletic shoes - allowable for both girls and boys;  
non-cleated  
closed toe and closed heel;  
colors of athletic shoes and laces may only be black, royal / navy, white, gray or a combination of these colors;  
colors and designs must complement the school uniform.
- Shoes for girls - closed toe;  
black, navy, or brown;  
suede or leather;  
in any of the following styles: Loafers, Wallaby, Merrill, Birkenstock, Mary Jane, Saddle Oxford.
- Shoes for boys - closed toe;  
black, navy, or brown;  
suede or leather;  
in any of the following styles: Loafers, Wallaby, Merrill, Birkenstock, Topsider, Oxford.
- Boots - allowable for both girls and boys;  
closed toe and closed heel;  
black, navy, or brown;  
may be worn only with long pants (un-tucked).

**General Guidelines About Footwear**

1. All shoes must have low heels (not to exceed 2 inches high), with no spike or stiletto heels allowed.
2. Shoes may have Velcro straps instead of shoelaces.
3. No “fashion” / wild colored shoelaces allowed.
4. All lace up shoes must be laced and tied.

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

**General Guidelines About Uniforms**

1. All garments must be properly fitted and hemmed.
2. Pant, shorts, skirts, and skorts must be worn above the hips and may not be rolled at the waist.
3. Belts must be worn with all pants / shorts that have loops or that are designed to be worn with a belt. They may be purchased from Parker School Uniforms or from any place of your choosing. Belts may be braided or solid, and must be black, navy, or brown. (Exception: Belt is not required for pants/shorts that have an elastic waist and belt loops. This style is intended for young boys.)

4. Turtlenecks must be tucked in at all times and may not be worn under any short sleeve blouses/shirts. Turtlenecks may not be worn alone.
5. Only solid white tee shirts may be worn under shirts. Tee shirt sleeves should be no longer than uniform shirtsleeves. Tee shirts must be tucked in.
6. All shoes must conform to the shoe guidelines.
7. Approved outerwear (jackets, sweaters, sweatshirts) must have a uniform shirt underneath with collar showing (Exception: The collar does not have to show under approved hooded PCS team/group sweatshirts).
8. Any clothing items, outerwear, shoes, jewelry, hair accessories or styles drawing undue attention or causing a distraction will be dealt with at the discretion of the administration.

**Girls:**

1. Jumpers, skirts, skorts, and shorts may be no more than 3” above the knee. Jumpers, skirts, skorts, and shorts must have the manufacturer’s original hem or, if hemmed, be no more than 3” above the knee.
2. Skirts, skorts, and shorts may not be rolled at the waist.
3. The white sailor middie blouse should not be worn with the plaid jumper (K-3<sup>rd</sup> grade).
4. Girls shirts may not be altered except the length of the sleeves on the long sleeve button up blouse.
5. Girls are allowed to wear jewelry as long as it is determined not to be a distraction or draw undue attention to itself.
6. Hair accessories should be in PCS school colors – royal/navy, white, black, or gray.
7. Black, navy, or white socks or tights must be worn at all times. Socks must be visible above the top of the shoe.

**Boys:**

1. Shirts must be tucked in, with both front and back of the belt visible.
2. Black, navy, or white socks must be worn at all times. Only white socks should be worn with shorts. Socks must be visible above the top of the shoe.

**Outerwear:**

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

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

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

**HAIR**

Hair should be kept clean and neatly trimmed. In general, hair should not hang below the collar in the back, the eyebrows in the front, or the bottom of the ears on the sides. Hair styles that border on the extreme (shaving certain portions) or that simply calls attention are unacceptable.

**PARENTAL ACKNOWLEDGEMENT OF  
PRESBYTERIAN CHRISTIAN SCHOOL'S  
RULES AND REGULATIONS AS SET FORTH IN THE  
STUDENT HANDBOOK  
2009-2010**

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

Signing this form verifies that, as parents or legal guardian of a student at Presbyterian Christian School, we have read 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 for educational purposes while under adult supervision.

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

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

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

Grade \_\_\_\_\_

**Presbyterian Christian School  
School Calendar  
2009-2010**

**August 3** ..... **New Teachers Orientation**  
**August 4** ..... **All Teachers Report**  
**August 4** ..... **New Parents Meeting**  
**August 6** ..... **Registration for High School Campus**  
**August 7** ..... **Registration for Elementary Campus**  
**August 11** ..... **First Day of School**  
**August 17** ..... **Back to School Night at High School Campus**  
**August 24** ..... **Back to School Night at Elementary Campus**

**September 7** ..... **Labor Day (No Classes)**

**October 9** ..... **End of 1<sup>st</sup> 9 Weeks**  
**October 12** ..... **Fall Holiday (No Classes)**  
**October 13** ..... **Staff Development (No Classes)**  
**October 14** ..... **Beginning of 2<sup>nd</sup> 9 weeks**

**November 23-27** ..... **Thanksgiving Holiday**

**December 4** ..... **MPSEA Convention (No Classes)**  
**December 16-18** ..... **1<sup>st</sup> Semester Exams**  
**(Early dismissal for high school campus)**  
**December 18** ..... **Half Day for Both Campuses**  
**December 18** ..... **End of 2<sup>nd</sup> 9 weeks/1<sup>st</sup> Semester**  
**December 21 – January 4** ..... **Christmas Holidays**

**January 4** ..... **Staff Development (No Classes)**  
**January 5** ..... **Resume Classes/2<sup>nd</sup> Semester Begins**  
**January 18** ..... **Martin Luther King Day (No Classes)**

**February 10** ..... **½ day (both campuses)**  
**February 11-12** ..... **ACSI Convention (No Classes)**

**March 11** ..... **End of 3<sup>rd</sup> 9 Weeks**  
**March 12** ..... **MPSA District Meeting (No Classes)**  
**March 15-19** ..... **Spring Break**  
**March 22** ..... **Beginning of 4<sup>th</sup> 9 weeks**

**April 2-5** ..... **Easter Holidays (No Classes)**

**May 21** ..... **Graduation**  
**(1/2 day for high school campus)**  
**May 25-27** ..... **Final Exams**  
**(Early dismissal for high school campus)**

**May 27..... Half Day/Last Day of School**

**Half Day dismissal time is 11:45 K- 4, 12:15 5<sup>th</sup> & 6<sup>th</sup>**