



***PRESBYTERIAN CHRISTIAN SCHOOL
STUDENT HANDBOOK 2019-2020***

Presbyterian Christian School
Secondary School Student Handbook
2019-2020 School Year

*The fear of the Lord is the beginning of wisdom, and the knowledge
of the Holy One is insight. Proverbs 9:10*

School Colors	<i>Royal and White</i>
Team Name	<i>Bobcats</i>
School Motto	<i>Truth, Honor, Loyalty</i>

**Secondary School
Campus**

221 Bonhomie Road
Hattiesburg, Mississippi 39401
Office (601) 582-4956
Fax (601) 582-4960

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 and its teachers are certified by the Mississippi Association of Independent Schools. The secondary school campus of PCS is also fully accredited by the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS).

PCS 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.'

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Welcome to PCS

Welcome to the students of Presbyterian Christian School. Our prayer is that God will richly bless your ministry here as you serve others in His name. The purpose of this handbook is to provide a central, authoritative reference source for identifying and communicating policies and procedures to all PCS students.

These policies and procedures are intended to create an environment that will enable employees to succeed and to perform to the high standards of performance established for the Presbyterian Christian School staff. This handbook should convey information and answer important questions in regards to student life. It should be noted, however, that this handbook does not and cannot address every situation, question, or problem that will arise over the course of a school year. Questions and misunderstandings may arise regarding some of the procedures described herein. This is to be expected.

It is not possible to anticipate every situation that may arise or to provide information that answers every possible question. As a result, the school reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provisions from time to time, with or without notice, as it deems necessary or appropriate. All policies, procedures, and practices of PCS are in accordance with legal operation of an independent school.

All students and their parents/guardians must execute a Student Handbook Acknowledgement Form found in the back of this handbook. By signing this form, you acknowledge that you have read, understand, and agree to be bound by the rules, regulations, and policies set forth in this handbook.

Finally brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable – if there is any moral excellence and if there is any praise – dwell on these things.

Philippians 4:7-9

**Presbyterian Christian School
School Calendar
2019-2020**

August 6 New Parents Meeting
 August 8 Orientation– Elem. and HS Campus (Time TBA)
 August 12 First Day of School
 August 19 and 20 Back to School Nights at Elementary Campus
 August 26 Back to School Night at High School Campus

 September 2 Labor Day (No Classes)

 October 11 End of 1st 9 weeks
 October 14 Fall Holiday (No Classes)
 October 15 Beginning of 2nd 9 weeks

 November 25-29 Thanksgiving Holiday

 December 6 MAIS Convention (No Classes)
 December 16-19 Semester Exams *Please do not schedule trips during exams!*
 (Early dismissal for high school campus)
 December 19 Half Day for Both Campuses
 December 19 End of 2nd 9 weeks/1st Semester
 December 20 – January 3 Christmas Holidays

 January 6 Resume Classes/2nd Semester Begins
 January 20 Martin Luther King Day (No Classes)

 February 17 President’s Day/Staff Development (No Classes)

 March 12 End of 3rd 9 Weeks
 March 13 No Classes
 March 16-20 Spring Break
 March 23 Beginning of 4th 9 weeks

 April 10 and 13 Easter Holidays (No Classes)

 May 15 Graduation
 (1/2 day for high school campus)
 May 19 Kindergarten Graduation Program
 May 18-21 Final Exams *Please do not schedule trips during exams!*
 (Early dismissal for high school campus)
 May 21 Half Day/Last Day of School

Half Day dismissal time for the high school campus is 12:20 p.m.
 Exam schedule dismissed at 12:00 noon at high school campus only

Statement of Purpose

The purpose of Presbyterian Christian High School is to develop children spiritually and academically so that they will be able to accept the responsibilities of adult life as committed Christians, doing “all to the glory of God” (I Corinthians 10:31).

This means that the entire program, the curriculum, the quality of teachers, the school policies, the methods, and the evaluation procedures will be based on a genuine commitment to the Christian faith. This commitment will be reflected in the way in which the task of education is carried out and in the climate of Christian values that characterize the entire school.

Above all there is an obligation to excellence. God asks the very best from those who would serve Him.

Statement of Mission

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.

Statement of Control

PCS operates under the control and direction of a self-perpetuating Board of Directors. This Board of Directors is responsible for all decisions necessary to the operation of the school.

Concept of the Christian School

The Christian school is wholly necessary to implement the commands to teach “diligently to thy children the words which I command thee this day” and to “subdue the earth.”

The inspired Word of God gives the authoritative answer to the first questions of Christian education, ‘Why a Christian school?’ God reveals Himself in the Bible and in His creation. The Christian school gives the Bible pre-eminence and hence it plays an important role in transmitting to our children their cultural heritage.

A school is an effective place for learning, but only the Christian school can integrate the two levels of God’s revelation into a meaningful whole.

Cooperate Spirit

Presbyterian Christian School believes that a positive and constructive working relationship between the school and a student’s parents/guardians is essential to the accomplishment of the school’s educational mission. Presbyterian Christian School accordingly reserves the right

to terminate or not to renew a student's enrollment contract if the school reasonably concludes that the actions of a student or parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with Presbyterian Christian School's accomplishment of its mission.

History of Presbyterian Christian School

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

In the years since these beginnings, many changes have taken place at PCS. The school now serves a student population over 950 in grades K-3 through 12 and employs a faculty and staff of over 95. In January of 2000, grades 7-12 moved into the first phase of the new High School campus on Bonhomie Rd. A new gym, cafetorium, additional classroom wings, and athletic fields were added in the next few years. In the summer of 2012, the elementary campus moved into its new facility at 103 WSF Tatum Drive, adjacent to the high school.

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

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, 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 objectives: 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

To recognize and appreciate language as a unique, God-given gift reflective of God's image stamped to 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 His kingdom. Therefore, we work to be precise in grammar, creative and interesting in style, efficient and effective in oral and written communication, and thankful in the enjoyment of God's gift of language.

SCIENCE

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

To view math as demonstration of God's orderliness, creativity, and precision in creation.

To be 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

To view all of life's events-past, present, and future-as the outworking of God's decree in time and space.

To 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.

Admission Policy

At Presbyterian Christian School, our goal is to glorify God by assisting the Christian family in the discipleship, education, and nurture of its children and to ensure the success of each student who is enrolled. Our partnership with parents and each student's success begins with the admissions process.

Students from the local area (Hattiesburg/Pine Belt) may be considered for admission to grades 7-12 only at the beginning of each semester (within 5 school days of the start of school in August or January), if space is available. Students who move into the area may be admitted to grades 7-12 at the time of their relocation, as space is available. Students applying for grades 7-12 will be selected through a process that includes (1) a review of previous school performance, (2) teacher recommendations, (3) admissions testing if deemed necessary, and (4) a successful parent/guardian and student interview with a high school dean, as well as an appointment with the 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 and continued enrollment in Presbyterian Christian School is at the sole discretion of the school.

Special Needs Policy

It is our policy to admit students with a broad range of ability levels. However, to ensure our ability to adequately meet 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 dean. Admission to Presbyterian

Christian School is at the sole discretion of the school. (See 'Accommodations/Modifications Policy' on page 36.)

PRESBYTERIAN CHRISTIAN SCHOOL
SCHEDULE OF FEES 2019-2020 SCHOOL YEAR

		MONTHLY FEES *	YEARLY AMOUNT
REGISTRATION	Preschool		\$ 180.00
	Kindergarten		\$ 250.00
	(T1 - 6th)		\$ 300.00
	(7th - 12th)		\$ 400.00
	Late Fee per child (if reenroll after 2/1 deadline)		\$ 100.00
BUILDING FUND FEE	Per Family/Grades K5-12th		\$ 600.00
TUITION + TECH:		10 mos Aug-May	
PRESCHOOL	K-3 (3 day)	\$ 185.00	\$ 1,850.00
	K-3 Materials Fee		\$ 185.00
	K-3 (5 day)	\$ 220.00	\$ 2,200.00
	K-3 Materials Fee		\$ 220.00
	K-4	\$ 220.00	\$ 2,200.00
	K-4 Materials Fee		\$ 220.00
		12 mos June-May	
KINDERGARTEN	Full Day	\$ 525.00	\$ 6,300.00
	T1	\$ 590.00	\$ 7,080.00
FIRST CHILD	(1st - 6th)	\$ 590.00	\$ 7,080.00
	(7th - 12th)	\$ 620.00	\$ 7,440.00
SECOND CHILD	(1st - 6th)	\$ 550.00	\$ 6,600.00
	(7th - 12th)	\$ 580.00	\$ 6,960.00
THIRD CHILD	(1st - 6th)	\$ 520.00	\$ 6,240.00
	(7th - 12th)	\$ 550.00	\$ 6,600.00
FOURTH CHILD FREE (not incl Preschool or Kindergarten)			
* Monthly tuition is calculated over 12 MONTHS for Elem & HS and runs from June-May			
Extended Care is a program offered at the Elementary Campus to students in grades K5-6th. The hours are 7:15-7:45AM and 2:30-5:30PM.			
EXTENDED CARE COSTS:	Regular	Drop-In	
	\$60/wk (3-5 days, 3hrs)	-	
	\$20/day (1-2 days, 3hrs)	\$25/day (3 hrs)	
	\$25/day (PCS half day - 6 hrs)	\$35/day (PCS half day - 6hrs)	
An additional \$10.00 fee will be charged for each 15 minutes after 5:30 P.M.			

Payment Policy at PCS

- Students are considered to be registered for the entire school year.
- If a student is registered and voluntarily withdraws or transfers from PCS after May 1st prior to the school year, the total tuition and fees shall be due and payable.
- The Board of Directors of PCS may at its discretion release the parent from this obligation by requiring said parties to pay the sum of \$500.00 per student in addition to all tuition and fees due at the time of withdrawal. However, the Board will waive the payment of the \$500.00 if the student has established a domicile located outside the PCS service area (more than a fifty-mile radius from PCS) and written proof of the same is provided to the Board.

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 due date (plus 5-day grace period). Thereafter, payments on a delinquent account shall first be credited to arrearages, and the remainder to the applicable account(s). ***A \$30.00 NSF fee will be assessed for each returned check.***

PCS uses FACTS Billing for all tuition and fees. The parent's FACTS account is established during enrollment and will be used for tuition, building fund, registration, and daycare charges/payments throughout the year. Incidental charges such as daycare and technology insurance will be added as incurred and the financially responsible party will be notified of due date beforehand via communication chosen during enrollment. The payment plans PCS offers are Annual (due June 1st), Semiannual (due June 1st and December 1st), and Monthly (due over 12 months beginning June and going through May). Monthly plans can draft on the 1st, 7th, or 15th of the month. (Checks will only be allowed for Annual and Semiannual payment plans. All other payment plans and incidental charges will be set for autopay/autodraft).

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" on page 15.) **Parents of students should keep their accounts with the school current.**

- Senior accounts must be paid in full for the year by May 1st in order to take final exams and graduate.
- Students in grades 7-12 whose accounts are not current on December 1st or May 15th will not be allowed to take exams and RenWeb/Canvas will be disabled until said accounts are current or written arrangements have been approved through the Business Office and the Headmaster. Any homework or assignments will need to be obtained from the teacher by the student apart from RenWeb.
- Students in grades K5-12 whose accounts are not current and do not have approved written arrangements through the Business Office and Headmaster will not receive midterm or final grades and RenWeb/Canvas will be disabled. The student will not be allowed to return to school the next semester until the account is current or written arrangements have been made through the Business Office and the Headmaster.

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

- (A) If the account is past due (unpaid after the due date plus the 5-day grace period), FACTS will send a notification to the financially responsible party on file at the **close of the calendar month**. At that time, a \$25 late fee will be assessed and will be due along with the following month's draft (payment plan) or added to the amount due for the incidental charge.
- (B) The responsibly party should satisfy the balance on the account upon notification by FACTS. If the party is having a financial hardship due to unforeseen financial conditions, the party should contact the Business Office and/or Headmaster immediately to discuss a payment arrangement that will result in a written/signed deferred payment plan. The school recognizes that setbacks can occur and will work with families who will communicate about their account situation.
- (C) **After 60 days**, if the party has not contacted the Business Office and no deferred payment plan has been arranged, the school board shall notify the responsible parties that his/her student's continued enrollment at the school is jeopardized unless immediate actions are taken with the PCS Business Office to bring all accounts current.
- (D) **Thereafter**, and with no satisfactory arrangements made in fourteen days or with an apparent disregard to meet the terms of the deferred payment plan, the student shall be removed from PCS by Board action.
- (E) Accounts will be turned over to collections after all attempts have been made to resolve in house.

Deferred Payment Plan

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 Headmaster or Business Manager, 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 accept the student |
| 2) Building Fund Fee | Refundable only if a family withdraws before school has begun and all accounts are current |
| 3) Any Summer Tuition Paid | 50% refundable if a student withdraws before the school term begins and the student transfers to a school OUTSIDE the PCS service area (as defined above) and all accounts are current. Otherwise summer tuition is not refundable. |

Financial Aid

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

Asbestos Inspection Notification

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

General School Day Information for Parents

- The school day begins at 8:15 a.m. and concludes at 3:30 p.m. All students report to the cafeteria upon arrival at school.
- Students are asked to come to school no earlier than 7:25 a.m. and, at the end of the day, will not be allowed in the buildings (including the gymnasium) without special permission and teacher/coach supervision after 4:00 p.m.
- Teachers will be available for tutoring/extra help each day beginning at 7:40 a.m. Students are asked, but are not required, to check with their teacher to make sure the teacher does not have a parent conference, meeting, or other obligation that would prevent them from being available.
- Teachers have one conference period each day. All conferences should be arranged through the teacher or the secondary guidance counselor and the conference period should be used if possible.
- Parents and visitors are always welcome to visit PCS. We do ask that all parents and visitors sign-in at the secondary office for proper authorization and to receive a visitor's pass. Classes are not to be interrupted without permission of the school office. Lunches, books, medications, etc., brought by the parents should **NOT** be taken to the classroom. For school safety, we do not want any unauthorized persons on our campus or in our buildings.
- 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 modestly at school and while attending these off-campus activities, and we ask our volunteers/chaperones to do the same.

- Students are allowed to bring a lunch to school. Microwaves and a refrigerator are available for student use. Late lunches brought by parents should be taken to the office; please make sure your child's first and last name is clearly printed on the lunch.
- MMI, Inc. has the exclusive rights to the food services on the PCS campus. Therefore, food cannot be delivered to the school by any other food service group.

Chapel

While PCS attempts to view all of life as a spiritually beneficial activity, some activities are structured primarily to help our students grow in the spiritual dimension of life. The chapel program is designed to sow seeds that will enable students to more fully love the Lord their God with all their heart, soul, and strength. Our time in chapel will be relevant as we address real life issues and encourage our students to seek God's purpose and plan for their life. The objectives of the chapel program are:

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

Absentee and Tardiness Policy

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 especially for the highest attainments in college preparatory work. Regular attendance is also necessary in order that superior instruction be dispensed. These must be basic to our academic enterprise.

All absences must be verified by a doctor's statement, parent note, or direct parent contact. Any form of verification should be presented to Peggy Farris by note, e-mail (pfarris@pcsk12.org), or in person. All absences will be considered unexcused unless parental contact is made by note or in person with a valid reason for the absence prior to the student's return to class. Students have three days to present an excuse upon return to class. After three days, the absence(s) will be notated as unexcused. Any absence due to a person or private nature may be discussed with the secondary deans.

Any absence other than an absence due to school activities will count toward the total number of absences. Medical absences will count toward the total allowed absences for a student. When a student is absent due to personal illness requiring a doctor or dentist, the student shall present a note from the professional immediately upon his/her return to school. Medical excuses will not be accepted more than three days after an absence. Medical excuses must include the name of the clinic and a doctor's signature. The date and time of the appointment for the medical visit must be indicated on the medical excuse. The purpose of this action will be for the administration to take the nature of these absences into consideration if the student exceeds the maximum allowed absence count for the year.

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 classwork and homework. However, this should be the exception rather than the rule.

Parents must notify the office and get administrative approval in advance of out-of-town family trips; failure to notify the office and get a dean’s approval in advance of the trip will result in the days missed being considered “unexcused”, with the appropriate penalty/consequence applied.

An additional consideration has to do with our accrediting agencies, the Mississippi Association of Independent Schools, the Southern Association of Independent Schools, and AdvancEd. Our ratings and integrity provide a required amount of instructional days per year.

At the same time we recognize the need for and desire that other activities enrich our educational experience here, e.g., athletics and related activities, educational travel, field trips with educational goals, etc. We therefore want to include such for our students and teachers. Therefore, we want to put into effect the following regulations for absentees:

Absences a for full year course may not exceed 20. Absences for one semester course may not exceed 10. This total includes all unexcused and excused absences not connected with a school activity. Students must present a signed and dated note from parents upon return to school stating reason for absence. Students who exceed the limit in a course forfeit credit for the course. The official absentee record is kept by the individual teachers and the office in RenWeb. Parents can check student absences in each class via RenWeb.

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

The parents of any student who exceeds seven (7) days in a semester course or fourteen (14) days in a yearly course should receive an email notifying them of the number of absences and will be required to have a phone or in-person conference with the dean of students as a warning of a potential violation of the absentee policy. When a student receives ten (10) absences in a semester course or twenty (20) absences in a year course, they will be required to have a conference with the dean of students to determine if the absences were for valid reasons and if credit in the course is still possible.

Tardiness

Tardies for late arrival at school: Students arriving at school any time after the 8:15 tardy bell or students who are late for a class must sign in at the office and receive a pass to class from the office.

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

The first tardy per nine-week grading period is free, but the 2nd-6th tardies after that in a nine-week will warrant a break detention each time. Should a student receive a 7th tardy in a nine-week grading period, that student will receive a work detail. Continued tardiness will be dealt with on a more severe basis.

Present/Absent: Students must be present in a class five (5) minutes more than ½ the total class period regardless of the length of the period that day in order to be counted present for that class. (Example: 30 minutes of a 50-minute class period or 20 minutes of a 30-minute class period, etc.)

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

- A. Personal illness.
- B. Doctor or dental appointment, verified.
- C. Death of relative.
- D. Absence excused by a dean prior to the absence with written notification to all the teachers involved. If procedure is not followed, absences will not be excused.
- E. Any school-sponsored activity approved by a dean. These absences will not be counted against student's attendance requirements.
- F. Extenuating circumstances approved by a dean.

Absences will NOT be excused for the following:

- A. Personal or family errands.
- B. Beauty salon, haircut appointments, or the like.
- C. Preparations for sponsored school activities, e.g., banquets, etc.
- D. Non-athlete leaving early to attend athletic event without prior permission by administration.
- E. Early departures from field trips.
- F. Other reasons deemed inappropriate by a dean.

Absences considered “unexcused” (absences for inappropriate reasons or absences for which an excuse is not received in the school office by the 3rd day following the absence or out-of-town trips which were not excused in advance) result in 2-points per day deducted from the end of the term grades. Any tests missed on the day of an unexcused absence should be taken the day the student returns to school. Any assignments due the day of an unexcused absence must be turned in the day the student returns. Students should check with another student or the teacher for any assignments given the day of an unexcused absence and be prepared to turn them in on the day they return. PCS reserves the right to determine whether a tardy or absence is excused or unexcused. Please remember that excused and unexcused absences are included in the total number of absences a student is allowed to miss in a semester or year course.

School-Sponsored Activity Absence

Any student who chooses to represent the school in some official capacity such as athletics, FBLA, Quiz Bowl, etc. and who will be absent from class must follow the procedure outlined in the following paragraph:

To obtain clearance for this group, the teacher, coach, or sponsor will submit a list of students to the office at least three (3) days prior to the group’s absence from school. A duplicated list of the names of this group will be sent to all personnel affected on the day of the absence. NO OTHER EXCUSE will be required of these students if their names appear on the appropriate list from the office.

These students are responsible for all work missed during their absence in accordance with the make-up work policy. A student will be permitted a period of time equal to the duration of his/her excused absence during which to make up any missed work, EXCEPT if the assignment was made at least two days prior to the absence. In this case, the assignment is due on the day the student returns. Students whose names are not on the approved list but plan to be absent from school to attend this activity must be excused at least one day prior to the activity by both the parent and a member of administration.

Class Attendance Regarding Athletics

In order to participate in extracurricular events, students must attend at least three full periods on the day of the game or event. In case of away games in which departure time is before the end of the school day, students must attend at least 50% of all class time leading up to the time of departure in order to be able to play that day; exceptions to this policy may only be made by the secondary deans or headmaster.

On the morning after away games, students and teachers are required to be present and on time for their first period of the day, no matter how late they returned home the night before; exceptions to this policy may only be made by the headmaster.

Truancy/Cutting Class

School attendance at PCS is mandatory. Students on campus must be in an assigned class unless permission has been obtained from a secondary dean and teacher involved. An absence for one or more periods without permission of parents and prior notification of the school is considered truancy. A truancy may result in an in-school suspension. This offense will carry a two-point grade reduction in all classes missed because of the truancy and one-point deduction in all other classes.

Make-Up Work

Students are responsible for making up all work/tests missed due to absence. Classwork should be made up within a number of days equal to the number of days missed. Tests should be made up before or after school with the classroom teacher at a time scheduled by the teacher. In cases of extended absences, the student should see the dean of students in order to make arrangements for multiple tests.

Students participating in athletics/extracurricular activities must turn in all long-term assignments (reports, essays, projects, etc.) on the due date whether game/performance day or the day after. Students should turn these assignments in before they leave school if they will not meet that class due to an early departure. Students participating in athletics/extracurricular activities are required to turn in an assignment on the day after an away game, unless the assignment was announced the day of the athletic absence. These students will have one extra day to turn in homework assigned any period on the day of an "away" game/event. Students are responsible for getting this work turned in on time.

Students participating in athletics/extracurricular activities are required to take any test missed due to early school departure on the following day, unless the student misses a review or material that other students receive. The student should arrange a time to make up the test prior to missing the test with the teacher. Students may make arrangements to take the test before school on the day they will miss the test with permission from the teacher.

For classes missed due to games/events played on Friday, it will be the student's responsibility to get all assignments, if any, which were given on Friday and be prepared for class on Monday (including preparing for any test given on Monday). This policy applies only to 'away' games/events. All work, whether homework or tests, is due as normal on days of 'home' games/events and days after 'home' games/events.

Lockers

Lockers will be assigned to each student when schedules are created. Students are not to change from their assigned lockers without permission from administration. Students are responsible for the upkeep of their locker and keeping their books/supplies in the place assigned. Lockers should be neat and orderly, with doors closed, and with no objects

protruding. **Books and equipment left outside lockers or in hallways will be turned in to the office and students assessed a fee to reclaim. Equipment or books will cost \$.50 to retrieve, and backpacks will cost the student \$1.00 to retrieve. (Student who repeatedly leave items outside of their lockers will be assigned work detail.)** Signs, pictures, etc., placed in or on the lockers must be approved by administration. Combination/Key locks may be placed on a student's locker, but the combination/extra key must be provided to the secondary office.

Book bags are to be used to transport assigned electronic devices and class supplies from class to class. Students should not take books bags into the cafeteria for break/lunch or into the gymnasium for chapel/assemblies. All athletic equipment, gym bags, etc. are to be placed inside your assigned locker or in your team locker room. Students in 7th–9th grade students have designated areas of storage for athletic bags in the secondary building. Students should drop off athletic equipment in the area designated by the school before the school day begins.

Search and Seizure

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

The possession of prescription drugs on campus is a violation of school policy. The possession of controlled drugs, including prescribed drugs, without a valid prescription is a felony. If, during a search of the school and/or school premises, any controlled drugs are discovered, an arrest may be made pursuant to the laws of the State. Any adult student arrested during the course of a school search will be transported to the Forrest County Sheriff's Office by an appropriate law enforcement official. Any juvenile student arrested will be transported to the Forrest County Juvenile Detention Facility by an appropriate law enforcement official. The school has no authority to act to intervene with law enforcement officials.

PCS recognizes that each student has an expectation of privacy in his or her locker. However, if at any time an administrator has reasonable suspicion that an individual student's locker contains a weapon or contraband, the locker will be subject to search. Students are discouraged from leaving valuables in their lockers. Students are not to take anything out of another student's locker, nor are they to put anything in a locker that was not assigned to them.

Cell Phones and other Electronic Signaling Devices

Cell phones (and other personal electronic signaling devices including, but not limited to radios, CD/DVD players, iPods, pagers, headsets, cameras, electronic tablets) are not permitted in the academic buildings from the 8:05 bell in the morning until the school day ends in the afternoon.

The acceptable use of cell phones at PCS secondary campus is as follows:

- Students in grades 7-9 may use cell phones *outside* only (not in *any* building whatsoever).
- Students in grades 10-12 may use cell phones outside buildings, and inside the cafeteria during break and lunch.
 - This cell phone policy is on a term-to-term basis and may be revoked school-wide or individually (if a student fails to abide by the guidelines in place, or is attempting to embarrass or harm any person, reputation, property, or organization).
- If students must call their parents during class, the phone in the office is available. Violations of this cell phone (or other electronic signaling device) policy will result in these penalties:
 - First offense within a school year – The offending student automatically receives confiscation of the cell phone until the end of school on the following day. The student may pay \$25 to retrieve the device at the end of the day of offense.
 - Second offense within a school year – The offending student receives 1 work detail and the confiscation of the cell phone for one week. The student may pay \$50 to retrieve the device at the end of the day of offense.
 - Third (or more) offense within a school year – The offending student 2 work details and the confiscation of the cell phone until the end of the school year. The student may pay \$75 to retrieve the device at the end of the day of offense. Retrieval of cell phones from the office and/or payment of the appropriate fine at the end of the day of the offense may be done by parents or with parent’s consent via a telephone call.

Cell phone and other technology misuse that violates the school’s Student Honor Code and/or the school’s discipline policies will result in additional discipline over and above that which is listed in the paragraph above. Devices assigned by the school (ex. Apple MacBook) or needed for class participation (ex. calculator, camera) are allowed for use as designated for class purposes.

Field Trips

Field trips, other than those required by organizations such as chorus, athletic teams, etc., should be restricted only to those initiated by the school, class sponsor, or faculty member. A member

of administration must approve all field trips plans, drivers, and itineraries and all teachers must be notified of the impending student absence at least three school days in advance of the trip.

School policies on dress, behavior, absences, and make-up work will apply on school-sponsored field trips unless the student is notified of a change. (Any modifications to students' dress should be discussed with, and approved by a member of administration.) Students will be given a class grade for field trips. Students failing to attend will be given make-up work as assigned by the teacher.

Field trips should be scheduled so that they are completed by the end of the 3rd nine-week grading period. Special circumstances or scheduled events that fall outside of this parameter should be approved by an administrative member before planning. *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.*

Cafeteria Policy

1. There are two break periods and two lunch periods each day.
2. Students are to eat lunch during their designated lunch period.
4. Students must eat lunch and break in the cafeteria, or, on days that weather permits, students may eat lunch in the courtyard area. Students are expected to abide by all lunchroom expectations in regards to cleaning their area and using a conversational voice.
5. Other than going through the lunch line and obtaining lunch supplies as needed, students should remain seated during lunch.
6. Students should talk in a normal and considerate voice.
7. Toward the end of the lunch period students will be asked to dispose of their garbage and clean up their lunch table. Each table will be dismissed when they have finished cleaning up.
8. Students may sit in a seat of their choice during lunch, but a faculty member or administrator reserves the right to relocate a student if poor cafeteria behavior is observed.
9. Throwing of any food or foodservice items in the cafeteria or courtyard will result in immediate disciplinary action.

Library Policies and Procedures

The library hours are 7:30 a.m. to 3:45 p.m. Proper care of all library materials, furniture and the room itself is very important. Students returning damaged books, defacing library property, or defacing the library itself will pay the necessary restitution.

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

Overdue fines are charged at the rate of \$.25 per book per school day. All library books must be returned, payment must be received for lost books, and/or all overdue fines paid in order for students to receive their report cards. Books not returned at the end of the first semester will be assessed a holiday fine of \$10.00 per book, plus the cost of the book, plus the overdue fine at the rate of \$.25 per book per day. All days over the Christmas break will count. Refunds will be made for lost books that have been found according to the following policy: 100% if book is returned within 14 days of payment; 50% if returned within 30 days of payment. After 30 days, no refund will be given. Requests for transcripts will not be honored for those students who are not clear with the library.

The library computers are available to students for research only. Student use of the library computers is off limits when the librarian is not on the premises. Anyone caught violating the computer use policy will be banned from the library computers for a time period to be determined by the librarian. Students will be assessed a fee of \$.25 per page for printing material from the library computer. The library has a coin-operated photocopier that is available to all students during library hours. The photocopier will take nickels, dimes, and quarters and will give change. Photocopies are \$.25 per page. No refunds will be given for student errors and no IOU's will be accepted.

Vehicles on Campus

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

1. The driver must have a valid driver's license and liability insurance as required by state law.
2. Students will be issued a numbered parking permit which **must** be visible at all times when the vehicle is on campus. If the permit is lost, the student will be charged \$5.00 for a replacement permit.
3. The speed limit on campus is 10 mph.
4. The driver must adhere to safe driving rules.
5. Students must exit their auto upon arrival on campus and may not return to them until school is dismissed.
6. Parking is to be in designated areas only. As you enter the campus, student parking is to the left of the second entrance and continues to the awning extending from the gymnasium entrance. Students must park in their assigned parking spots, and the vehicle must remain there until the student leaves school. Students may not move their vehicles to the rear of the campus until after 3:30 and may not park at the football field for practice.
7. Vehicles must enter and exit the school grounds in a manner prescribed by the traffic flow as outlined by the school. Students must exit by the school's second entrance, not the access road.
8. Students are not permitted in the parking area during the day without permission from the office.
9. Failure to abide by these regulations shall result in the loss of privilege to bring a vehicle on campus and/or other disciplinary actions.

Holiday Observance

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

Clubs/Organizations

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

Beta Club - Junior and Senior

Latin Honor Society

FBLA

Fellowship of Christian Athletes

First Priority

Spanish Honor Society

National Forensics League

Spanish Honor Society

Newspaper

Mu Alpha Theta

Quiz Bowl

High School Student Council

Junior High Student Council

Gunn Scholars

National Art Honor Society

Tri-M Music Honor Society

General Uniform Guidelines

This information contains the specific details from PCS and Dennis School Uniforms regarding the purchase and wearing of all parts of the school uniforms. These uniform guidelines are primarily designed to promote neatness, modesty, and a classic, distinctive look. **All uniform items, with the exception of shoes, socks, tights, belts, hair accessories, and approved outerwear must be purchased from Dennis School Uniforms.** There will be certain days designated by the administration as special dress or school spirit days. The specifics of these days will be announced by the administration prior to the day. Previously purchased Parker attire is allowed as long there are no issues of modesty.

Footwear

Footwear for all grades (K – 12) may be purchased from the source of your choice according to the following guidelines, however, the administration reserves the right to ask a student not to wear any shoes that they deem to be in non-conformity with the uniform look. If a student is asked more than once, it will warrant a violation. The administration reserves the right to determine whether a shoe is within the established guidelines.

General guidelines about footwear:

1. All shoes must be closed-toe and closed-heel.
2. All shoes must have low heels (not to exceed 2 inches high), no spike/stiletto heels allowed.
3. Shoes may have Velcro straps instead of shoelaces.

4. All lace-up shoes must be laced and tied.
5. No moccasin-type slippers or any footwear classified as a “slipper” or “house shoe.”
6. Western boots may be worn with long pants (not with skirts/skorts, or shorts) and must follow footwear guidelines. Pants must be worn over the western boots, not tucked in.
7. Winter boots and rain boots may be worn when announced by the administration. Tights should be worn when winter boots are worn with skirts. All boots should abide by the footwear guidelines. Winter boots and rain boots may be worn during the 2nd and 3rd nine weeks or when announced by administration.
8. Socks must be worn with all athletic shoes and boots. Socks are optional with loafers, Mary Janes, and flats.
9. No fluorescents or colors that draw undue attention. Shoes should be modest in color.

General guidelines about uniforms:

1. A PCS polo must be worn at all times unless it’s Spirit Day, or unless students are given special allowance by administration.
2. All clothing items must be properly fitted and hemmed.
3. Boys must wear belts with all pants/shorts that have loops or that are designed to be worn with a belt. They may be purchased from Dennis School Uniforms or from any place of your choosing. Belts may be braided or solid and must be predominantly black, navy, or brown, or a combination of school colors.
4. Undershirts (short-sleeve or long-sleeve) may be worn under PCS uniform shirts. These shirts must be royal, gray, black, or white in color. *These rules apply to both girls and boys.*
5. Hats, caps, bandanas, and sunglasses may not be worn except on previously approved days.
6. Approved outerwear (jackets, sweaters, sweatshirts) must have a collared uniform shirt underneath. Hoods may not be pulled up to cover head during school day.
7. Any clothing items, outerwear, shoes, jewelry, make-up, hair accessories or styles drawing undue attention or causing a distraction will be dealt with at the discretion of the administration.
8. Hairstyles or colors that border on the extreme or that simply call attention are unacceptable. It is the student’s responsibility to keep his hair within code. Students may be asked to call a parent and leave campus and not return until they comply with the hair policy. Any missed time will be counted as an un-excused absence.
9. Students who have repeated short/skirt/skort length violations will be required to wear tights or pants for the remainder of that nine-weeks (or any length of time determined by the administration), in addition to normal disciplinary action incurred by dress code violations.

Girls:

1. A PCS polo must be worn at all times unless it’s Spirit Day, or unless students are given special allowance by administration.
2. Skirts, skorts, and shorts may be no more than 5” above the bend in the back of the knee. Skirts, skorts, shorts must have the manufacturer’s original hem or, if hemmed, be no more than 5” above the bend in the back of the knee.

3. Skirts, skorts, and shorts may not be rolled at the waist.
4. Girls are allowed to wear jewelry as long as it is determined not to be a distraction or draw undue attention to itself.
5. Hair accessories should be in PCS school colors – royal/navy, white, black, or gray.
6. Tights are optional for girls. If worn, tights should be solid and solid-colored black, navy, white, or gray. Tights should not be frayed or torn. No fishnet stockings or patterns with holes are allowed.
7. T-shirts worn as undershirts must be tucked in at all times.

Boys:

1. Shirts must be tucked in all the way around with the belt visible.
2. Black, brown, navy, or white socks must be worn with all shoes except loafers. Socks must be visible above the top of the shoe. Loafers may be worn with or without socks.
3. No earrings.
4. Any facial hair must be kept neatly trimmed. It may be left to the administration to determine what is considered to be “neatly trimmed”.
5. Hair should be kept clean and neatly trimmed. Hair (as it naturally falls) should not hang below the collar in the back, the eyebrows in the front, or the bottom of the ears on the sides. The PCS administration reserves the right to ask any student to groom hair in a manner that will not draw undue attention to the student or his/her appearance.

Outerwear:

Only approved PCS outerwear may be worn during the school day. Non-PCS outerwear must remain in lockers during the school day. Jackets, sweaters, sweatshirts or any outerwear worn in the school buildings and on campus must be from Parker or Dennis School Uniforms or be approved PCS outerwear (purchased from an official PCS source). Outerwear must say *PCS* in the approved font or have an approved *PCS* logo. These outerwear options must be in school colors, complement our uniforms, and be approved by administration before they will become approved PCS outerwear.

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

Please help your child comply willingly with these guidelines. Violations of these guidelines can result in work detail, change of clothing, or both.

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 us recognize and 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 sciences, science, mathematics, Bible, physical education, art, music, computer science, and foreign languages.

Test Days

The following are the assigned test dates for the 2019-2020 school year:

<u>1st Semester</u>		<u>2nd Semester</u>	
Monday:	Math / Electives	Monday:	English / Electives
Tuesday:	Science / History	Tuesday:	Science / History
Wednesday:	English / Electives	Wednesday:	Math / Electives
Thursday:	History / Math	Thursday:	English / Science
Friday:	Science / English	Friday:	History / Math

Standardized Testing

Standardized testing is given to students in all grades. Parents will be given at least a one-week notification before the tests are administered. The following tests are given:

- 7th – 8th grades: PSAT 8/9
- 9th – 11th grades: PSAT
- 10th – 12th grades: ACT (fall / spring)

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 student's education includes much more than letters on a report card or numbers on a graph. Spirituality, 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 PCS students 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 student study and learn. But above all our efforts, we must heartily acknowledge God's grace in the progress of our students; without His grace, we labor in vain.

Academic Policies

Schedule Changes

The official drop/add period is limited to the first two weeks of the school year. After this time period, students may not add classes to their schedule, but with approval of parents, teacher, counselor, and dean may drop courses only up to the end of the fifth week of the first grading period. Courses dropped by this time will not be recorded on the student's transcript. Seniors only may drop (with approval of parents, teacher, counselor, and dean) at the completion of the first semester and before the end of the second week of the third term full-year courses that are not required for their graduation. The first semester grade will be recorded on the transcript.

Policy Regarding Two Sport Periods in One Year

PCS offers dedicated periods during the day for some of its sports programs which are referred to as sports periods. Since PCS secondary operates on a seven (7) period day, there is at most five (5) academic credits that a student could obtain in a school year while in two (2) sports periods. This would not make it possible for a student to obtain the number of academic credits required for graduation from PCS in four (4) years. To assure that the student is able to obtain sufficient credits to graduate from PCS, the following are the guidelines for a student to be eligible to participate in two (2) sports periods in one year.

- 1.) The student must be classified as a 10th grader or higher.
- 2.) If the student is in the 10th grade, they must have obtained at least 10 academic credits toward graduation; 11th graders must have obtained at least 15 academic credits toward graduation; and 12th graders must have obtained at least 20 academic credits toward graduation.
- 3.) The student must take 5 academic credits in addition to their sports periods. (Seniors who have more than 20 academic credits, may be allowed to take only the number of credits required for graduation.)
- 4.) A student must be scheduled in these sports periods at the start of the school year, and if the student drops out of a sport before the start of the second semester or the sport is completed before that time, the student will be required to add a course in that empty spot for second semester, if possible.

Honors, Advanced Placement (AP), and Dual Credit (DC) Courses

Honors courses provide a greater challenge and cover more material at a faster pace than do regular sections. Advanced Placement (AP) courses are college-level courses with a prescribed core curriculum. The AP national examination is provided by and graded by the College Board and is administered to AP students in May of each year. Individual colleges and universities have their own specific standards for granting credit or placement for AP work, but in general a score of "3" is considered a passing mark. A major goal, then, of any AP course is to pass the national

exam, which is considered to be the culminating experience of the course. Therefore, students in an AP course are expected, but not required, to take the national examination.

Students who want to be placed in an honors or AP section should possess/demonstrate an intrinsic desire to learn more about the subject, rather than for merely enhancing their academic transcripts for the sake of impressing college admission offices. Students desiring to enroll in an AP course should first consult with their present teacher in that discipline or with the department chair. Students who enroll in an AP course will be expected to sign a contract that states their acknowledgement of the number of hours a day required to study per course. Students who wish to be considered for honors or AP courses should have records of high achievement in that particular discipline with demonstrated consistent commitment to embracing rigorous academic study, grappling with challenging concepts and assignments, and completing assignments and projects punctually.

Dual credit courses are those courses for which students will receive both: a) credit to graduate from PCS; and b) hours on a college transcript from William Carey University. The courses that qualify for dual credit status are Calculus, College Algebra, Biology, Chemistry, and United States History. These are considered college-level and difficult courses.

Dual Enrollment

Dual enrollment programs are available at local colleges for seniors receiving permission from PCS. Students must have outstanding academic records and a 25 ACT on file to be considered. ACT scores vary with each college. Permission will be granted from PCS upon merit or need of each individual student. This is not the same as dual credit courses, therefore credits toward graduation cannot be earned through this method.

Qualifications for Honors, Advanced Placement and Dual Credit Courses

Students who wish to enroll in an Honors, Advanced Placement, or Dual Credit course must meet the qualifications for each of these courses. Students who partially qualify may petition for inclusion. Decisions on these petitions will be made by a faculty committee based on several criteria, including, but not limited to academic achievement, attendance, conduct, national testing scores, and teacher recommendation. Admission to an Honors, Advanced Placement, or Dual Credit course at one level does not ensure acceptance into the next level.

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

- 1) Grade of 87.45 or higher in previous course work.
- 2) Appropriate scores on standardized testing*: ACT, PSAT, etc.
- 3) Teacher recommendation from previous course.

A student who meets two of three areas will be considered after consultation with the secondary deans. Students with a grade below 80 in previous course work will not be considered for admittance.

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

- 1) Grade of 89.45 or higher in previous course work.
- 2) Appropriate scores on standardized testing*: ACT, PSAT, etc.
- 3) Teacher recommendation from previous course.

A student who meets two of three areas will be considered after consultation with the secondary deans. Students with a grade below 80 in previous course work will not be considered for admittance.

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

Biology:	ACT Composite - 20	Previous Course Work – 87.45 or higher
Calculus:	ACT Math Sub Score - 26	Previous Course Work – 87.45 or higher
Chemistry:	ACT Composite - 20	Previous Course Work – 87.45 or higher
College Algebra:	ACT Math Sub Score - 20	Previous Course Work – 87.45 or higher
U.S. History:	ACT Composite - 20	Previous Course Work – 87.45 or higher

As these criteria are established by both PCS and William Carey University, a student must meet these qualifications in order to take the course.

Credit Recovery/Summer School

Students who fail a math or English course during the regular school year must either take that same course in its entirety during the next school year, an approved online credit recovery course, or an extended session (at least three-week) remediation course at PCS (at additional expense if an instructor is available) during the summer immediately following the failure. Students who fail courses other than math and English must either take that same course or another course in the same discipline (within PCS graduation requirements) in its entirety during the next school year or may take an approved online credit recovery course in the same subject. For a student to be eligible for extended session in the summer, the student must have an average of 65 or higher. The grade the student receives for successfully completing an extended session course or online credit recovery course will be a 70.

Withdrawal Procedures

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

Cumulative Records

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

School Grading System

The grading scale is as follows:

A+	97-100+ (96.45 & above)	4.4
A	93-96 (92.45-96.44)	4.2
A-	90-92 (89.45-92.44)	4.0
B+	86-89 (85.45-89.44)	3.4
B	83-85 (82.45-85.44)	3.2
B-	80-82 (79.45-82.44)	3.0
C+	76-79 (76.45-79.44)	2.4
C	73-75 (72.45-76.44)	2.2
C-	70-72 (69.45-72.44)	2.0
F	69.44 and below	

Scholarship Recognition

Students will be recognized for academic achievement at the end of the first semester and at the end of the school year based on the PCS grading scale and GPA as follows:

Headmaster's List will include all students with a grade of 94.45 or higher in all courses taken.

Dean's List will include all students with a grade of 89.45 or higher in all courses taken.

Progress Reports

Because grades are available at all times in RenWeb, "hard copy" progress reports will not be sent home with students at the mid-point of each grading period. An official mid-term report for each class will be posted on RenWeb each 9-weeks grading period. At any time, however, if a

conference is desired, please email the teacher or call the guidance office to set a mutual time to meet.

Semester Exams/Semester and Yearly Averages

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

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

Exam Exemption Policy

PCS students in grades 10-12 who meet the established criteria in regards to academics, attendance, and discipline will have the following opportunities to be exempt from taking exams.

Students who have missed more than 10 class periods per subject per semester will not be exempt. Students who have been suspended will not be eligible for exemption. Students who have more than 10 tardies for the year in a given subject will not be eligible for exemption in that subject.

The exemption options are as follows:

First Semester

Seniors (12th grade) who meet the following criteria(*) may be exempted from taking first (1st) semester exams:

- 1) have an academic average of 89.45 or higher for the first semester;
- 2) have been absent 10 days or fewer(**) during the first semester;
- 3) have been tardy 10 times or fewer during the first semester;
- 4) have had 3 work details or fewer during the first semester;
- 5) have not served a Saturday School or have been suspended during the first semester.

*Criteria for exemption is based on each class. A student may meet the criteria for some classes and not for others. Exemption will be available for those classes that a student meets the criteria.

**The only absences that do not count in this total are those in which a student is 'representing' PCS (ex. school club event, school athletic team event, mission trips, college visit, etc.).

Second Semester

Sophomores, juniors, and seniors (10th-12th grade) who meet the following criteria(*) may be exempted from taking second (2nd) semester exams:

- 1) have an academic average of 89.45 or higher for the second semester;
- 2) have been absent 10 days or fewer (**) during the second semester;
- 3) have been tardy 10 times or fewer during the second semester;
- 4) have had 3 work details or fewer during the second semester;
- 5) have not served a Saturday School or have been suspended during the second

semester.

*Criteria is based on each class. A student may meet the criteria for some classes and not for others. Exemption will be available for those classes that a student meets the criteria.

**The only absences that do not count in this total are those in which a student is 'representing' PCS (ex. school club event, school athletic team event, mission trips, 2 college visits for Seniors, etc.). Any college visit over 2 must be approved by administration.

Promotion Policy for grades 9-12

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

9 th	0 units, successfully complete grade 8
10 th	6 units
11 th	12 units
12 th	18 units

Promotion Policy for grades 7-8

Students in grades 7 and 8 must pass four of their five academic subjects (math, English, science, history, Bible) to be promoted to the next grade. Students who fail math only must take that level of math again the next year. Students who fail English only must retake that level of English again the next year in addition to the next level of English. Students who fail science, history or Bible only may pass onto the next grade without having to repeat that subject. Students who fail two of their five academic subjects must repeat that grade in order to remain a student at PCS.

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

Part Time/Homeschool Students

- Spots limited to 5th grade and up.
- Class size: maximum of 25 students per class.
- Incoming full-time students will always be given priority for class spots used by part-time students. In the event that a home schooler has to give up his spot for an incoming full-time student, the homeschooler would be given the option of becoming a full-time

student. If he/she chooses not to do so, he/she would be allowed to stay in the class until the end of the current nine-week term.

- Part-time students may attend a maximum of 3 classes.
- Extra-curricular privileges are extended to part-time students. This does not include athletics; the Mississippi Association of Independent Schools requires a student to be taking at least 4 academic subjects at the member school in order to be eligible to participate in athletics.
- Part-time students will be governed by all rules and expectations generally applied to full-time students.
- Lunch program, library privileges, and field trip privileges are extended to part-time students.
- Part-time students may not remain on PCS campus at any time other than authorized class time or at the special request of a teacher.

Accommodations/Modifications Policy

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

Graduation Requirements and Tracks

Students are required to take and pass all units toward graduation in residence at PCS. Any requests for exception to this policy will be examined and decided upon by the Academic Review Board. Students must meet all MAIS standards and the requirements set by PCS in order to be granted a diploma and participate in the graduation exercises. However, seniors who are within one credit of meeting graduation requirements and who can finish that requirement during the following summer may participate in the graduation exercises as a "summer graduate". The diploma will be granted upon successful completion of the lacking credit.

PCS currently gives ½ credit for a full year of athletic participation during the athletic periods during the school day. For those students who are not in athletic periods yet are involved in

athletic teams/activities that require significant outside of school practice time, PCS will give $\frac{1}{4}$ credit per sport/activity per semester that practices outside of school, with a maximum of $\frac{1}{2}$ athletic/activity credit per year and a total of no more than 2 athletic/activity credits counting toward graduation. Students who retake a course at PCS will have both grades recorded on the transcript; however, only one credit may be issued for the course that is taken twice.

<u>Honors Track</u>		<u>College Prep Track</u>		<u>Two-year College Track</u>	
English	4 credits	English	4 credits	English	4 credits
Math	4 credits (starting with Algebra 1) 9 th)	Math	4 credits (starting with Algebra 1)	Math	4 credits (can start with Pre-Alg in 8 th or 9 th)
Science	4 credits (2 lab-based sciences required)	Science	4 credits (2 lab-based sciences required)	Science	4 credits (2 lab-based sciences required)
Social Studies	4 credits	Social Studies	4 credits	Social Studies	4 credits
Bible	2 credits	Bible	2 credits	Bible	2 credits
Foreign Lang.	2 credits	Foreign Lang.	2 credits	Foreign Lang.	1 credit
Computer	1 credit	Computer	1 credit	Computer	1 credit
Fine Arts	1 credit	Fine Arts	1 credit	Fine Arts	1 credit
Electives to equal <u>26 credits</u>		Electives to equal <u>25 credits</u>		Electives to equal <u>24 credits</u>	

*Must take at least 10 Honors, Dual Credit, or AP level courses to qualify for the Honors Track.

**The Valedictorian and Salutatorian must be an Honors Track graduate.

***In math, as part of the Two-year College Track, PCS will only accept one credit of Pre-Algebra or Transition to Algebra, but not both; must have credits in Algebra 1 & 2 and Geometry.

****Mississippi Studies may be waived after 9th grade for out of state transfer students with a 9th grade social studies/history credit from their previous school.

*****Students may substitute a ninth credit of math or science, or a third year of a foreign language for the fine arts requirement.

Graduation Honors Recognition

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

A **Valedictorian/Salutatorian** will be named from the graduating class. The Val/Sal will be chosen based on the highest and second highest numerical average from all academic courses with Carnegie unit credit attached from grade 8 through midterm progress reports of the fourth nine-week grading period of the senior year. Students considered for Val/Sal must be in attendance at PCS for at least their junior and senior years and must have taken their final 12 credits toward graduation from PCS. The Val/Sal must come from students who are completing the Honors Track.

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

At the outset, we want to recognize that there are varieties of courses and levels of difficulty, which are selected by students for their college preparatory program. Our goal is to award that which is the most comprehensive, the most advanced, and likely the most difficult program for the higher achieving students in a given year.

All coursework with Carnegie unit credit attached from grade 8 through mid-term progress reports of the 4th nine weeks of the 12th grade will be included. Weighted grades for honors, AP, and DC courses are included in the tabulations for Val/Sal. All other PCS courses will be computed as recorded on the transcript/cumulative folders. No grade will be changed on the transcript/cumulative folders. Grades for courses outside PCS will be computed as recorded on the student's record without change from the former school.

When the exact numerical grade is not known, letter grades (A-B-C) shall be computed at the mid-point of the PCS grading scale for that letter grade. (EX. A=95; B=85; C= 75) Classes in which E, S, N, U, or Pass and Fail are given will not be calculated.

PCS will recognize graduates maintaining excellent grades throughout their high school career during the graduation services and at Senior Awards Day. Examples of honors recognition are:

*Special Honors Graduates – Students maintaining a 94.45 numeric average or above over all courses in grades 9-12.

*Honors Graduates – Students maintaining an 89.45-94.44 numeric average over all courses in grades 9-12.

STAR Student

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

Philosophy of Discipline

Christian schools exist to assist parents in fulfilling their God-given responsibilities of training and instructing their children. Therefore, PCS seeks to align itself as closely as possible with the Bible's instruction to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at school - the home, the school, and the church working together in a cooperative manner to fully educate and train students.

The great commandment that Jesus gave (Matthew 23:37-40) tells us to love God and to respect and care for those for whom we have contact each day. PCS has a basic set of expectations for behavior that promotes self-control, character, and an environment where learning can take place. Students are expected to behave in a manner that demonstrates a respect for self and others, and a recognition of the responsibilities of being part of a Christian educational community.

Students must understand that their choices produce consequences – positive consequences for honorable behavior and negative consequences for dishonorable behavior. Students should understand they will be held accountable for their actions. Actions which evidence disobedience to school rules, lack of courtesy, general disturbance, and other such misdemeanors, will be handled by the teacher in such ways as he or she deems best. Situations which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration.

When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed in order to make better choices and that hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will face increased disciplinary measures, including suspension and/or expulsion. Attendance at PCS is a privilege.

Guidelines of General Conduct

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

1. 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/she should remain quiet, as he/she attentively and respectfully listens to the contributions others are making.
2. 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 when done in fun, are examples of conduct which are unacceptable at PCS.
3. Unnecessary and abusive bodily contact is not acceptable conduct.
4. Students who desire to leave class at unauthorized times are to secure permission from their supervising teacher. Students who desire to leave school at unauthorized times are to secure permission in advance from an administrator and should check out in the office before leaving campus.
5. Public display of affection on school grounds is prohibited. Disregard for the "hands-off" policy will result in the students' being subject to disciplinary action.
6. 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.
7. A student who counteracts the goals and purposes of the school (by indifference or overt action) or intentionally damages the reputation of the school may be asked to seek his/her education elsewhere.
8. PCS reserves the right to suspend or expel a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While the school has no control over student activity by students off campus which is not school sponsored, and does not supervise student conduct off campus which occurs during activity which is not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.
9. School property and the property of others shall be protected. Defacing or damaging school property, or the property of others, which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his/her parents or legal guardian.
10. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
11. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.

Classroom Behaviors

1. Students are to be in their seats when the tardy bell rings. They are not to leave their places in the classroom without permission.
2. Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, laptops, etc.
3. Students are to be attentive and participate actively in all class activities assigned by the teachers. They are not to do work for another class or to read other than class materials, unless given explicit permission to do so by the instructor. Materials for another class or for non-class activities should not be on a student's desk.
4. Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.
5. Students are not to congregate around an instructor's desk without permission. All items on the teacher's desk are considered personal; students are not to touch personal items or read papers, grade books, etc.
6. Students are to avoid any action that is distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking and kicking others, pushing desks, throwing or shooting items around the room, passing notes, etc.
7. Students are responsible for the cleanliness around their chairs and on their desks. Students are to clean- up around their desks at the end of each class.
8. Students are not to use vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval, or any behavior that is disruptive to the classroom situation. They are not to argue about tests, grades, or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties.
9. The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
10. Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.
11. Students must leave his/her cell phone while leaving the classroom on an errand, restroom, or water fountain visit. Teachers may have the student leave the phone in a designated basket, or in the chalk tray nearest the door.

Disciplinary Action

1. Work Detail: Work Detail meets on Tuesdays. Students will report to the designated area from 7:15 a.m. – 8:00 a.m. for campus cleanup. All work details are 50 minutes long. Any work detail assigned after the 3rd work detail in a semester will result in the student receiving a Saturday School.

2. Saturday School: Students will report on the assigned Saturday from 7:30 a.m. – 9:30 a.m. for general labor and campus beautification. Any Saturday School assigned after the 2nd Saturday School in a semester will result in an in-school suspension (ISS).

3. In-School Suspension (ISS): Students will report to the designated area from 8:15 a.m. – 3:30 p.m. This suspension will result in a one (1) point deduction per day of suspension in each subject for the grading period. Any in-school suspension (ISS) assigned after the 2nd in-school suspension (ISS) in a semester will result in an out-of-school suspension (OSS).

4. Out-of-School Suspension (OSS): Students will not report to campus for class or any extracurricular activities for the day assigned. This suspension will result in a two-point (2) deduction per day of suspension in each subject for the grading period.

5. Expulsion: The student is dismissed from Presbyterian Christian School by the Board of Directors.

Students who receive an in-school suspension (ISS) will be ineligible to practice (during school or after school) in any extracurricular activities (athletics, drama, etc.) for the time of the suspension. Students who receive an out-of-school suspension (OSS) will be ineligible to participate (practice, play, travel) for the time of the suspension. If a student receives an out-of-school suspension (OSS) and does not miss a game/event during the time of the suspension, he/she will miss the next scheduled event (game, performance, etc.) after the suspension. (Loss of game(s)/event(s) applies only to in-season sports. A student will not be suspended from participation in a sport/event if the offense which led to the suspension occurred in the student's off-season.)

Disciplinary Examples

Discipline Warnings

Examples (not a complete list) for which discipline warnings may be given are:

- 1) Minor uniform violations.
- 2) Minor disruption in class or at a school function (chapel, pep rally, parking lot, etc.).
- 3) Rough housing or horseplay in the hallway, cafeteria, or classrooms.
- 4) Failure to bring necessary materials to class.

Work Detail

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

- 1) Rude or discourteous behavior.

- 2) Excessive tardies.
- 3) Repeated uniform violations.
- 5) Behavioral violations in the classroom, cafeteria, or hallway.
- 6) Open food or beverages outside of the cafeteria.
- 7) Failure to abide by driving procedures on campus.
- 8) Cheating.

Saturday School

Examples (not a complete list) for which Saturday School may be assigned are:

- 1) Lying.
- 2) Profanity.
- 3) Minor vandalism (any damage that does not cost more than \$25.00 to correct).
- 4) Flagrant misconduct at a school function (chapel, pep rally, parking lot, etc.)
- 5) Repeated driving offenses on campus.
- 6) Repeated disruptive behavior in class.

Suspension

Examples (not a complete list) for which an in-school/out-of-school suspension may be assigned are:

- 1) Theft.
- 2) Possession or use of tobacco products or vaping paraphernalia (e-cigarettes and similar devices).
- 3) Threatening a faculty/staff member.
- 4) Defiance/disrespect.
- 5) Fighting.
- 6) Leaving school without permission of a dean.

Expulsion

Examples (not a complete list) for which a student may be expelled are:

- 1) Repeated misconduct.
- 2) Failure to respond positively to repeated efforts at correction by the school's personnel.
- 3) Violations of Federal, State, or local laws.
- 4) A serious breach of the school's code for student conduct.
- 5) Assault.
- 6) Possession, use, or transfer of a dangerous weapon.
- 7) Sexual offenses.
- 8) Arson.
- 9) Furnishing, selling, or possessing a controlled substance (drugs, narcotics, alcohol, etc.) whether on or off campus.
- 10) Threatening or bringing harm to the person or property of a teacher, administrator, student, or staff member.
- 11) Any attitude or action not in harmony with the goals and spirit of the school.
- 12) Any action by a parent or guardian that seriously interferes with the school's ability to accomplish its educational purposes.

Discipline Regarding Technology

Any infractions for technology will be measured on an academic year. A notice of each event parents will be notified.

a. Level 1 Infraction

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

Disciplinary Action for Level 1 Infractions

- 1st Offense: Administrative warning and/or infraction determines appropriate discipline action
- 2nd Offense: 1-Day Work Detail
- 3rd Offense: Parent Conference and 2-Day Work Detail
- 4th Offense: 1-Day In-School Suspension
- 5th Offense: Device must be checked in and out of office everyday and will not be allowed to go home
- 6th Offense: Student loses device privileges

b. Level 2 Infraction

- Abuse, misuse, or negligence that leads to minor damage of technology equipment
- Installing unauthorized software that may cause disruption
- Disrupting class by not following explicit instructions of the teacher where technology is concerned.
- Playing games, creating inappropriate content on educational sites (quizlet, etc.), performing internet searches on non-educational items.
- Excessive emails to other students creating distraction, airdropping (images, files, apps) that was not instructed to by teacher and/or administration

Disciplinary Action for Level 2 Infractions

- 1st Offense: Administrative warning and/or infraction determines appropriate discipline action
- 2nd Offense: 2-Day Work Detail
- 3rd Offense: Parent Conference and Saturday School
- 4th Offense: 1-Day In-School Suspension
- 5th Offense: Internet access blocked for remainder of 9 weeks or next nine weeks depending on infraction timing.

- 6th Offense: Student loses device privileges

Level 3 Infraction

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

Disciplinary Action for Level 2 Infractions

- 1st Offense: Administrative warning, Saturday school
- 2nd Offense: Parent conference and in-school suspension (1 day)
- 2nd Offense: Parent conference and out-of-school suspension (1 day)
- 3rd Offense: Administrative warning, parent conference and out-of-school suspension (3 days)
- 4th Offense: Student loses device privileges

c. Level 4 Infraction

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

Disciplinary Action for Level 4 Infractions

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

Extracurricular/Athletic Eligibility

Grade Policy

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

Student averages will be checked at 4 1/2-week intervals and at the end of each 9-week grading period. Any student failing more than one (1) subject, at the aforementioned intervals, will be placed on academic probation. Students on probation are allowed to practice and participate in all athletic/extracurricular activities with no restrictions. Any student on probation failing more than one (1) subject will be ruled ineligible. Ineligible students are not allowed to practice, play, travel, or participate in any athletic/extracurricular activities. Eligibility can be regained if the student is not failing more than one (1) subject at the next scheduled grade check.

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

Cheating

Student Honor Code

The Honor Pledge at PCS reads in full - “Pledge: on my honor I have neither given nor will I give or receive any unauthorized help in this work.” Students at PCS are expected to behave in an honorable manner. Individuals generally perform better when their personal integrity contributes to a collective society where lying, cheating, and stealing are unacceptable. One’s written or spoken word should be one of truth and honor. Regarding academic work, faculty may ask students to simply write “pledge” on their work: students may choose to write it voluntarily as well. “Pledge” is a shortened version of an honor statement. This one-word commitment of honor should not minimize its importance.

Cheating is defined as either giving or receiving assistance on any work that is understood to be an example of individual effort. All students involved in a cheating incident will be given a grade of “zero” on that work that cannot be dropped. The student will also receive two work details. The incident will be documented and kept on file in the administrative office. Parents will be notified of the incident. For a second offense, additional discipline shall be one day of suspension. Repeated incidents of cheating will result in multiple days of suspension or expulsion.

Furthermore, this information will be so noted in the student’s personal file, will exclude him or her from all academic honorary clubs as well as membership on the Student Council, and will also require the student to take all final exams. These penalties are for a period of one year. A second cheating offense shall exclude the student from these honors for a period of two calendar years.

The following are some examples of cheating (not all-inclusive):

- Lending/Copying homework in or out of class.
- Giving or receiving answers on quizzes, tests, or exams during or immediately surrounding such times.
- Violating test procedures as defined and explained by the classroom teacher.

- Entering an academic testing situation with an unfair advantage.

Student Harassment Policy

Presbyterian Christian School believes that students should have an educational environment that is free from humiliation, oppression, and abuse. Harassment is any persistent, willful, and deliberate action done by an individual or group to hurt, distress, upset, frighten, or threaten another person or persons. We believe that harassment should not be tolerated. Harassment can be:

Physical: pushing, kicking, hitting, pinching, or any use of violence;

Verbal: name calling, spreading rumors, malicious gossip, or teasing, either written or oral;

Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money, etc.), racial taunts, graffiti;

Sexual: unwanted physical contact or abusive and/or suggestive comments.

1) Faculty will make it clear in the classroom that harassing behavior is unacceptable and that consequences will be imposed to ensure that perpetrators change their behavior.

2) All reports of behavior, no matter how trivial, will be investigated and dealt with fairly and positively by classroom teachers. In this way, students will gain confidence that reporting of incidents will not be ignored.

3) If the incidents of harassment are serious and persistent, the classroom teacher will report immediately to the dean of students or other administrator.

The appropriate dean must ensure that the incident is dealt with effectively and promptly.

4) The dean will find out all the facts surrounding serious incidents of harassment by talking to all parties involved, including any witnesses. All the evidence and all views will be taken into account. If possible, all parties should be asked to give a written account.

5) A record will be kept of all serious and/or repeated offenses and a copy kept in the student's file. All staff in contact with the students will be informed by a dean and required to monitor closely the students involved.

6) Parents of both perpetrators and victims of any serious incidents or repeated offenses will be informed as soon as possible and asked to come to the school for a discussion of the problem and its resolution.

7) For those individuals or groups found guilty of bullying, the dean of students or other administrator will use any of the available methods of punishment that will reflect the seriousness of the offense, such as restrictions, detention, suspension, or possibly expulsion.

8) The deans and/or the counselor will discuss with the guilty person or persons the implications and effects of their actions on the victim.

**The purpose of this policy is to ensure that all students, staff, and parents know what harassment is and to know that it is unacceptable behavior. Our desire as an administration and staff is to create an atmosphere where harassment is not accepted, to empower victims of harassment to seek appropriate help, and to develop procedures for reporting, investigating, and dealing swiftly with harassment if and when it occurs.*

Sexual Harassment Policy

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

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

1. Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures.
2. Verbal conduct such as epithets; derogatory or obscene comments; slurs; sexual invitations; sexual jokes
3. Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies.
4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or blocking normal movements.
5. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, gestures, or displays of suggestive objects or pictures.
6. Retaliation for having reported or threatened to report sexual harassment.

This behavior is unacceptable at PCS and at PCS functions such as athletic events, dances, plays, field trips, etc.

While PCS encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that his/her behavior is unwelcome, PCS also recognizes this may be ineffective or impossible; therefore, the following steps should be followed in reporting a sexual harassment complaint:

1. Report the incident and the complaint to a dean or headmaster. If reported to an administrator, he/she will report to the headmaster.
2. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offender will be subject to disciplinary action that is determined by the PCS Board of Directors.

Any acts, verbal or physical, of a sexual nature that may occur while the student is under school supervision, shall be investigated when knowledge of the incident is made known to the school officials. Confirmed cases of sexual harassment will lead to suspension or expulsion depending on the severity of the incident.

Emergency Procedures

The school has an emergency procedure for the evacuation and safety of the students in case of fire, lockdown and security procedures, or bad weather. These procedures are practiced several times during the year. In case of bad weather and/or tornado warnings, please follow these guidelines:

Regarding Weather:

- Do not call the school as phone lines must be kept clear for announcements for the Civil Defense Office;
- In case of tornado warnings, it is highly recommended that parents stay off the roads and leave your children in the safety of the school buildings;
- During tornado warnings, if students have to leave school, it may only be with their own parents or guardians, and must be checked out in the office by their parent and sign a release (sample copy attached).
- Even high school students who drive will not be allowed to leave campus during a tornado warning unless in the company of their own parents or guardians;
- Students should not call or text message their parents to come get them during a tornado warning. This is in violation of the school's cell phone policy and it is very dangerous for parents to be on the roads. Please leave your children in the safety of the school buildings.
- Should extreme weather conditions make it necessary to dismiss school, the administration will inform the radio and television stations and will place this announcement on the school's website and on RenWeb.
- On nights and weekends when it appears a weather event severe enough to close school may occur, parents and students should listen to the local stations and check the school's website and RenWeb for information on school closings.

Regarding Fire:

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

Regarding Security and Lockdown Procedures on Campus:

- All faculty and staff are trained in the PCS Lockdown Procedure. Students should follow the instructions of staff members.
- Teachers shall turn off lights, close blinds, lock classroom doors, and cover classroom door windows.
- Teachers shall move students to a wall not facing the door, or into the closet (depending on the size of the class).
- Students not in classrooms (cafeteria, gymnasium) during this time should find a safe area (locker room, behind stage curtain, under gym bleachers) and remain there until the lockdown is over.

Drug and Alcohol Policy

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

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

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

II. Approved Use of Medication:

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

1. any and all medications must be medically necessary;
2. long-term prescriptions are to be noted on Enrollment Application;

3. new and temporary prescription for use on campus must be delivered to the office where the student may request the proper dosage;
4. a student should bring only enough medication for his/her daily dosage; and
5. non-prescription pain relievers can only be obtained at the school office.
6. A student is never permitted to give his prescription medication to another student.

III. **Drug Prevention Policy:**

Purpose of the Program

- 1) To educate the student concerning the dangers of drug/alcohol abuse.
- 2) To help prevent any drug use or abuse by the students of PCS.
- 3) To identify any student who may be using drugs and to identify that drug.
- 4) To see that any chronic dependency is treated and addressed properly.
- 5) To provide reasonable safeguards in order that every student who attends PCS is medically competent.
- 6) To remove the stigma of drug abuse from those students who are not users.
- 7) To reassure parents, students, and the community that the health and academic progress of each of its students is the primary goal of PCS.
- 8) To re-emphasize to the student, his/her responsibility as a positive role model and a reason to say "NO".

Testing Procedure

- 1) The parents of each student, by signing their student handbook, are consenting to their child's participation in the drug-screening program.
- 2) A student's refusal to consent to drug testing will result in immediate dismissal from PCS.
- 3) Each high school student (9-12) will be tested at least once during the school year and will be subject to random testing at any time during the school year. The administration has the discretion to test any student (7-12) that is suspected of illegal drug use at any time.
- 4) Any student (9-12) who enrolls in PCS after a school year starts will automatically be included in the next drug testing.
- 5) The method of testing is a form of urinalysis or hair sample. Any positive drug result will be confirmed by immediate additional testing at a laboratory selected by PCS.
- 6) The selection and coding of specimen samples will be executed in a manner insuring total confidentiality and identification.
- 7) The urine samples or hair samples will be collected and analyzed by a private laboratory using the most up-to-date methods of pathology.
- 8) Drug screening results will be reported by the medical laboratory to the parents and the headmaster only.
- 9) If a student tests positive for a prescription drug, the medical laboratory will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription, the test will be considered a positive.

Chain of Custody Procedures

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

Positive Result (First Incident)

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

- 1) The student and/or parents will be contacted in a confidential manner by medical personnel from the laboratory and instructed to contact the headmaster within 5 school days.
- 2) The headmaster will be advised of the results by the medical laboratory.
- 3) The student will be evaluated and assessed at the expense of the parents. This professional will be determined by mutual agreement of the school and parents from one of the following: certified alcohol and drug abuse counselor, student assistance professional, licensed social worker, medical review officer, or other designated appropriate agency. Failure to go through this process will result in the student being dismissed from school.
- 4) The student will then be required to attend a drug counseling program as recommended by the selected professional at the expense of the parents and will provide proof of counseling.
- 5) The professional will determine the length and manner of the program best suited for the student. The student must also participate in any after-care recommendations or follow-up.
- 6) If a parent refuses a complete counseling program for his/her child, the student will be dismissed from school.
- 7) After a first positive test, the student is subject to take every random test during their enrollment at PCS.
- 8) Participation in school activities is not affected at this time if the above steps are implemented.

Positive Result (Second Incident during enrollment at PCS)

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

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

Positive Result (Third Incident)

A third positive result regardless of the year in which it occurs will result in the immediate and permanent dismissal of the student from PCS.

As above, failure to follow these guidelines could result in days of suspension or expulsion.

Enhanced Technology Initiative: Computer Use and Conduct

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

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

Students will:

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

Students may not use network resources:

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

In addition, students may not:

- Bring in their own laptops from home to use at school.
- Attempt to change any PCS network or server configuration or the configuration of the laptop.
- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes:
 - webcams or laptops
 - cameras
 - cell phones
 - or any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- I.M. (instant message) or chat during class unless relative to academic related expectations.

Disclaimer:

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

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

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

Enhanced Technology Initiative: Device Care Guide

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

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

1. Your Responsibilities:

- Devices issued by Presbyterian Christian School (PCS) are for use solely by the assigned user.
- Bring the Device to school every day with a fully charged battery.
- If you forget your Device, a loaner Device **will NOT** be provided.
- Keep your Device in a secure location within your sight always. Keep the Device stored in a secure place when you cannot directly monitor it.
- Do not leave your Device in public areas unattended.
- Do not let anyone use the Device other than you and/or School Staff.
- Never share passwords.
- Back up your data daily via Google Drive.
- Adhere to policies outlined in the Device User Agreement and the Acceptable Use Policy.

2. Handling technical problems:

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

3. General Care

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

4. Handling

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

4.1 MacBook

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

4.2 iPad

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

- To prevent physical damage to the iPad, do not throw or toss the bag containing the Device.

5. Power Management

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

6. Personal Health and Safety

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

7. Care Tips

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

Be sure to unplug your Device if there is an electrical storm.

Enhanced Technology Initiative: Device User Agreement

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

1. EQUIPMENT

1.1 Ownership

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

1.2 Substitution of Equipment

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

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

1.3 Responsibility for Electronic Data

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

2. CUSTOMIZATIONS

The Student is prohibited:

- From covering, removing or altering the asset tags that are placed on the Device.
- From removing or altering the provided protective case.
- From adding, removing, or altering system critical files on the assigned Device.
Note: The software originally installed by PCS must remain on the Device always.
- From altering the physical appearance of the Device (i.e., stickers, skins, drawings, etc.).

- From attempting to circumvent the operating system, antivirus, content filtering, mobile device manager, profiles or any modifications for successful management, monitoring and updating the Student's device.

The Student is permitted:

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

3. DAMAGE OR LOSS OF EQUIPMENT

3.1 Warranty for Equipment Defects:

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

3.2 Device Insurance Plan:

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

Included in the coverage is: accidental damage, theft (police report in 5-7 business days), robbery, burglary, drops, falls, collisions, cracked screens, liquid spills, submersion, power surge, vandalism, flood, and fire.

Not included in the coverage is: accessories (plugs, chargers, cases), corrosion and rust, cosmetic damage, electrical breakdown, intentional acts, mechanical breakdown, fair wear and tear.

3.3 Responsibility for Damage: The Student is responsible for maintaining a fully working Device always. Refer to the Device Care Guide for a description of expected care. These policies apply regardless of where the damage occurs – either on campus or off campus. If the Student's Device is damaged, the student will be responsible for paying for the repair or deductible regardless of the actual cost of the repair if the insurance plan was not purchased. If the repair requires a fee from the Student, a letter will be sent to the Business Office and relayed to the parents of the Student. Unpaid fees will result in exams and/or report card being held until the fee is paid.

3.4 Repair Procedure: Under no circumstance should the Student take the Device to a third-party repair location, including the Apple Store. If the Student requires any technical

support, the Student will need to enter a support ticket into the PCS ticketing portal. The Device will be assessed, and if further repair is required, a loaner or a replacement Device will be issued to the Student.

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

3.6 Responsibility for Stolen/Lost Devices: In the event the Device is stolen or lost, the Student must notify their school's administrator(s) and follow the procedures below:

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

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

Enhanced Technology Initiative: Acceptable Use Policy

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

<https://www.pcsk12.org/academics/technology/acceptable-use-policy/student-acceptable-use-policy>

**PARENTAL ACKNOWLEDGEMENT OF
PRESBYTERIAN CHRISTIAN SCHOOL'S
RULES AND REGULATIONS AS SET FORTH IN THE
SECONDARY STUDENT HANDBOOK
2019-2020**

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

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

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

Date_____ Signature_____

(Parent or Legal Guardian)

Name of Student_____

Grade_____

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

I hereby acknowledge that I have received a copy of the PCS drug/alcohol prevention policy pertaining to students. I further acknowledge that I have read said policy, that it has been outlined to me, and that I fully understand the provisions of the program and agree to comply with the rules and regulations of PCS and this program.

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

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

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

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

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

REGULAR SCHEDULE

First Bell- 8:05

1st Period- 8:10-9:11

2nd Period-

7th-9th Break 9:11-9:23

7th-9th Class 9:28-10:20

10th-12th Class 9:16-10:08

10th-12th Break 10:08-10:20

3rd Period: 10:25-11:17

4th Period

7th-9th Lunch 11:17-11:42

7th-9th Class 11:47-12:39

10th-12th Class 11:22-12:14

10th-12th Lunch 12:14-12:39

5th Period: 12:44-1:36

6th Period: 1:41-2:33

7th Period: 2:38-3:30

ACTIVITY SCHEDULE

First Bell- 8:05

1st Period- 8:10-9:05

2nd Period-

7th-9th Break 9:05-9:17

7th-9th Class 9:22-10:08

10th-12th Class 9:10-9:56

10th-12th Break 9:56-10:08

ACTIVITY: 10:10-10:50

3rd Period: 10:55-11:41

4th Period

7th-9th Lunch 11:41-12:06

7th-9th Class 12:11-12:57

10th-12th Class 11:46-12:32

10th-12th Lunch 12:32-12:57

5th Period: 1:02-1:48

6th Period: 1:53-2:39

7th Period: 2:44-3:30

Half Day Schedule

First Bell: 8:05

1st Period: 8:10-8:45

2nd Period: 8:50-9:20

3rd Period: 9:25-9:55

4th Period: 10:00-10:30

5th Period: 10:35-11:05

6th Period: 11:10-11:40

7th Period: 11:45-12:15