

PDS
Student/Parent
Handbook
2022-2023

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

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WELCOME LETTER

Dear PDS Parents,

Welcome to PDS! We are incredibly excited to begin another school year. This promises to be a year filled with opportunities for all of our students as we strive to find ways that we can be even better than we have before! As we embark on this journey, we pledge to you, our students and parents, that this will be a year of engaging, meaningful, and rigorous work in our classrooms, combined with special events and activities.

We look forward to a very positive and productive year together. We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible. We value your involvement and support in your child's education.

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

Sincerely,

PDS School Board

STATEMENT OF FAITH

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

MISSION STATEMENT

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

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

PDS PRE K / PDS SCHOOL BOARD MEMBERS

PDS is governed by an eight-member Board of Directors. The Board oversees policy, personnel, and fiduciary responsibilities under the authority of the Session of First Presbyterian Church of Kosciusko. PDS is an accredited member school of the Mississippi Association of Independent Schools (MAIS).

Hugh Potts, chairman
Mrs. Amber Holdiness
Mrs. Jean Briscoe
Mrs. Tara Dew

Rev. Phillip Palmertree
Mr. Allen Warrington
Mr. Austin Taylor
Mrs. Anna Middleton

STAFF MEMBERS

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

Roger Hill
Sonja Adams
Deborah Templeton
Misty Spears
Kaitlyn Howell
Nicole Roberson, Skyler Spears, Bethany Cain
Natalie Howell
Nicole Woffard and Lisa Ray
Caroline Arrington
Amy Cook and Hope Smith
Anita Woffard and Kristi McElwain
Anna Pickle and Margaret Barron
Kasey Snuggs
Sandra Howard
Lisa Sprayberry
Beth Ramage
Connie Threet
Judy Palmertree
Donna Myers
Kristin Moore
Anna Pickle, Margaret Barron
Jennifer Landrum
Lisa Ray
Debbie Horn
Hope Smith, Art Templeton, Drew Myers
Melanie Newman
Nicole Woffard
Misty Spears
Danita Warren
Lisa Ray

PDS ELEMENTARY
2022-23 Academic Calendar

Fall 2022

August 4 – 5	Professional Development
August 8	First Day of School
September 5	Labor Day Holiday
September 6	Progress Reports
September 9	Grandparent’s Day
September 26 – September 30	Spirit Week
September 30	Harvest Carnival
October 7	End of 1 st Quarter
October 10	Columbus Day Holiday
October 12	1 st Quarter Grade Reports
October 14	Fall Picnic
November 8	2 nd Quarter Progress Reports
November 21 – 25	Thanksgiving Holidays
December 16	End of 2 nd Quarter
December 19	Preschool dismiss @ 11:30
	Elementary dismiss @ 12:00
December 19 – January 2	Christmas Break

Spring 2023

January 3	First Day of Second Semester
January 4	2 nd Quarter Grade Reports
January 16	Martin Luther King Holiday
January 19	100 th Day of School
January 31	3 rd Quarter Progress Reports
February 20	President’s Day Holiday
March 8	End of 3 rd Quarter
March 13 – 17	Spring Break
March 22	3 rd Quarter Grade Reports
April 7 - 10	Easter Break
April 14	Spring Picnic
April 18	4 th Quarter Progress Reports
April 27	6 th Grade Luncheon
April 28	Color Run/Bike-a-Thon
May 1 - 5	Elementary Achievement Testing
May 16	Elementary Field Day -Dismiss at 12:00
May 18	Preschool/K5 Awards-Graduation
May 19	1 st – 6 th Awards/Graduation

**PRESCHOOL
2022-23 Academic Calendar**

Fall 2022

August 4 – 5	Professional Development
August 8	First Day of School
September 5	Labor Day Holiday
September 9	Grandparent’s Day
September 26 – September 30	Spirit Week
September 30	Harvest Carnival
October 10	Columbus Day Holiday
November 21 – 25	Thanksgiving Holidays
December 9	Breakfast with Santa
December 9	Preschool Program
December 19	Preschool dismiss @ 11:30
	Elementary dismiss @ 12:00
December 19 – January 2	Christmas Break

Spring 2023

January 3	First Day of Second Semester
January 16	Martin Luther King Holiday
January 19	100 th Day of School
February 20	President’s Day Holiday
March 13 – 17	Spring Break
April 7 - 10	Easter Break
April 28	Bike-a-Thon
May 18	Preschool/K5 Awards-Graduation
May 19	Last Day of School – Dismiss at 11:30

FINANCIAL POLICY

FEES AND TUITION

Pre K Only:

Registration Fee (non-refundable) due with application	\$75.00
Supply Fee – due by May 15	\$100.00

PDS K5 – Sixth Grades

Registration Fee (non-refundable)	\$350.00 per family if paid by July 31
	\$400.00 per family if paid after July 31

Book Fee (non-refundable)

\$300.00 per student (Grades 1-6) if paid by July 31; \$300.00 if paid after July 31.

\$150.00 per student (Kindergarten) if paid by July 31; \$150.00 if paid after July 31.

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

TUITION for PDS Pre K through Sixth Grade:

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

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

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

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

- \$100.00 is due with application for elementary students. This will be applied to the elementary registration fee. The balance of \$250 must be paid by July 31.
- The book fee is due by July 31. This can be made in payments as long as it is paid in full by July 31.
- \$50 is due with the application for preschool students.

TUITION ASSISTANCE

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

STUDENT WITHDRAWAL

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

DELINQUENT ACCOUNTS

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

ATTENDANCE

DAILY ARRIVAL PROCEDURES:

- **7:00 a.m.-7:30 a.m.** “Early care” may be available on a year-to-year basis, based on staffing. There is a daily fee for this service. Enter at the church office doors, turn left, and bring student to the one- and two-year-old room (first door on the right).
- **7:30 a.m.-7:50 a.m.** [See map on page 25.]
 - **One-and two-year-olds** enter with their parents through the church office.
 - **K3 & K4** students enter through the preschool office doors.
 - **K5** students should enter at the kindergarten door on the south side of the building.
 - **First-Sixth grade** will be dropped off under the north portico. Cars will enter at the south entrance to the church on Smythe Street (nearest the sanctuary) and come through the back parking lot to Calvary Street. Make a quick right into the first entrance in front of the PDS office and continue to the portico. **Do NOT enter on Calvary Street in order to cut across traffic.** Do NOT allow students to exit vehicle and cross in front of traffic. No food, drink, or toys, are allowed in the Fellowship Hall during this time. PDS Elementary parents are not allowed to walk their child to their classroom.
- **7:50 a.m.-8:00 a.m.** Portico doors will be locked at 7:50 a.m. Any student arriving after 7:50 must enter through designated office doors.
- **After 8:00 a.m.** See “*TARDY POLICY*” below.

DAILY DISMISSAL PROCEDURES:

- **Any student who needs to be picked up before 2:50 p.m. must be signed out in the office.**
- **K5** should be picked up at the kindergarten door on the south side of the building.
- **First-Second grades** will be dismissed by the school office doors at 2:50 p.m.
- **Third -Sixth grades** will be dismissed at 2:50 p.m. under the north portico.
- **All children not picked up by 3:15 will be sent to after-care program.** You will be charged a daily late fee for this accommodation if your child is not enrolled in the after-care program. See “*AFTER-CARE PROGRAM,*” p.22.

TARDY POLICY

Families are encouraged to develop and maintain routines that foster and prioritize attendance and timely arrival at school. Students in K5 through Sixth grade arriving after 8:00 a.m. are considered tardy and the student must sign in at the office. Excessive tardies will be addressed by the administrator.

ABSENCES (K5 through Sixth Grade)

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

THINGS PARENTS NEED TO KNOW ABOUT ABSENCES:

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

¹ **Attendance policies are in compliance with the Mississippi Truancy Law.** “School day: means not less than five (5) and not more than eight (8) hours of accrual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.

Rules for excessive absences will follow applicable MAIS Guidelines:

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

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

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

K5 through Sixth Grade:

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

5-Year-Old Kindergarten:

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

First through Sixth Grades:

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

MEDICAL RELATED ABSENCE (applies to all students)

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

SCHOOL ACTIVITIES DURING THE SCHOOL DAY

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

EARLY DISMISSAL

Because classroom time is vital, please use late arrival and early dismissal privileges with discretion.

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

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

If you check your child out of school, they must leave campus immediately. The student will not be allowed back in the school unless he/she is signed back in and returns to class.

PICK-UP CHANGES

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

MAKEUP WORK

Students returning from an absence have the same number of days to turn in make-up work that they were absent. Students absent due to a pre-approved absence are responsible to obtain their work from teachers ahead of time and hand in completed work when they return.

Procedures for Requesting Makeup Work

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

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

ACADEMICS

CURRICULUM

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

GRADING SYSTEM

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

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

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

Conduct grades will be given for music, art, keyboarding, and chapel in the form of S (satisfactory) N (needs improvement) and U (unsatisfactory).

Kindergarten students will be graded on the following scale:

S	Satisfactory
N	Needs improvement
U	Unsatisfactory

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

STUDENTS WITH LEARNING DISABILITIES OR DISORDERS

K5 through Sixth Grades: Presbyterian Day School may not be able to meet all of the particular needs of students with physical disabilities, disorders or learning disabilities. If a student is accepted with a known disability or disorder, he/she will be on probation status with the provision that the child is able to excel without consistent interruption to the classroom learning environment or without special instruction or assistance that we cannot offer for the disability or disorder. Parents of a child with any known disability or disorder should make known any and all educationally related recommendations made by a professional and should provide all necessary documentation. Parents of a child with a disability or disorder should meet with the child's teacher at the beginning of each school year and periodically as needed.

TUTORING

Every effort will be made by your child's classroom teacher to offer your child the opportunity for success. He or she may work with your child one on one during school, but if your child falls behind or does not grasp a concept, tutoring may be recommended. In instances of imminent failure, tutoring may be required. If a child

needs tutoring and the parent is unwilling, the child may fall behind and not be able to complete the required course work, resulting in failure or dismissal. You may call the school office if you need help finding a tutor.

HOMEWORK

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

PROMOTION

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

STUDENT CONDUCT AND APPEARANCE

DISCIPLINE POLICY

For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it. (Hebrews 12:11)

One of the chief components of discipline at PDS is the understanding that parents are the primary discipline provider, just as they are the primary spiritual provider of the student. However, by enrolling a child in PDS and agreeing to uphold its philosophy, mission, and policies, the parents have placed that child under the school's authority, rules, and policies. It is the goal of PDS for its teachers to come alongside parents when there is any persistent discipline issue so that together they may bring the child along in conformity to the school's standard of conduct and, more importantly, to the image of Christ. (Romans 13:12)

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

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

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

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

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

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

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

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

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

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

STATEMENT OF CONFLICT RESOLUTION

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

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

The vast majority of discipline problems are properly addressed at the classroom level and may include spanking by the teacher or spanking by the parent in the presence of the teacher. Prayer, love, and forgiveness will be an integral part of the discipline of a student.

Office Visits:

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

- **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- **Rebellion**, i.e. outright disobedience in response to instructions
- **Fighting**, i.e. striking in anger with the intention to harm the other student(s).
- **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

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

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

- A. The first time a student is sent to the administrator for discipline from the administrator the student's parents will be contacted and given details of the visit. The parent's assistance and support in averting further problems will be sought.
- B. The second office visit will be followed by a meeting with the student's parents, teacher, and administrator.

Expulsion:

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

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

Presbyterian Day School Parent Notification Report

Student _____

Date _____

Referring Teacher _____

Grade _____

Location: Gym Playground Classroom Hallway Cafeteria Restroom

Behavior Issue:

- _____ 1. Dress Code Violation
- _____ 2. Disrespect
- _____ 3. Dishonesty
- _____ 4. Rebellion
- _____ 5. Fighting
- _____ 6. Obscene, vulgar, profane language
- _____ 7. Cheating
- _____ 8. Disruption of school environment
- _____ 9. Other _____

Teacher's Comment: _____

Administrative Decision:

- _____ Parent Contact
- _____ Conference with student
- _____ Loss of Privilege
- _____ Paddling
- _____ Suspension
- _____ Prayer with student

Administrator Signature _____

Student Signature _____

Parent Signature _____

Parent's Comment: _____

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

ADDITIONAL DISCIPLINE POLICIES:

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

DRESS CODE

NOTE: The Uniform Dress Code does not apply to PDS Pre K.

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

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Extremes in dress, jewelry, and hairstyles will not be permitted. It is the parent's responsibility to see to it that the student is dressed modestly, neatly, and appropriately. Final judgment in whether or not a student is in compliance with the PDS Dress Code rests with the Administrator. **Parents will be contacted in cases of violation of the PDS Dress Code.** The Administrator/Board will make clarifications as needed.

GENERAL GUIDELINES FOR BOYS AND GIRLS

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

SPECIFIC GUIDELINES FOR GIRLS

- Single ear piercing is permitted.
- Simple jewelry is permitted. Excessive jewelry, such as large hoop earrings, nose rings, excessive hand rings, necklaces, bracelets or extra earrings, is NOT permitted.
- Excessive make-up is NOT permitted.
- Unnaturally colored hair is NOT permitted.
- Bloomer shorts/modesty shorts must be worn under all skirts and dresses.
- All skirts, shorts, and skirts must extend to the lowest fingertip with arms held straight down at the girl's side.
- Girls are not allowed to wear tights or leggings as pants.

SPECIFIC GUIDELINES FOR BOYS

- Hair is expected to be clean and of modest length. Extreme designs and unnaturally colored hair are not permitted.
- Boys may not have piercing jewelry.

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

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

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

Chapel attire (Thursdays) may be worn any day. Chapel attire may be purchased at Land's End at landsend.com.

Girls Grades K5 – 6th Everyday but chapel day (Thursday)

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

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

Dresses – White, gray, or navy long sleeve or short sleeve polo dress.

Girls Chapel Attire/Special Occasions - K5 – 6th

1. Plaid jumper with white Peter Pan blouse, white polo or oxford style white blouse **OR**

2. Plaid skirt or skort with Peter Pan blouse, white polo or oxford style white blouse.

Note – Monkey bar shorts are required under skirts.

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

Boys Grades K5 – 6th Everyday but chapel day

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

Bottoms – Navy or khaki pants or shorts

Boys Chapel Attire/Special Occasions

Tops - White oxford or polo

Bottoms – Navy pants or shorts

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

Outerwear Options from Land's End:

- Insulated vest
- Half zip jacket
- Button front cardigan

Shoes: Character or light-up shoes are not allowed.

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

Uniform Passes

Throughout the year students have opportunities to receive a “no uniform” pass. When using this pass please remember the following:

- Uniform passes cannot be used on chapel day.
- Inappropriate t-shirts are not allowed.
- Girls cannot wear tights or leggings as pants.
- Short shorts are not allowed. All skorts, shorts, and skirts must extend to the lowest fingertip with arms held straight down at the girl’s side.
- Student must turn in pass on the day it is used.
- No tank tops or gym shorts are allowed.

TECHNOLOGY ACCEPTABLE USE POLICIES

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

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

PROCEDURES

FIELD TRIPS

Permission slips are required for each field trip. If the students are going to the county library, National Day of Prayer observance, or caroling in the neighborhoods or nursing homes, the blanket field trip permission slip that you signed at the beginning of the school year will be acceptable. For all field trips outside Kosciusko, permission slips are required for each trip.

Expenses for field trips are per trip and paid by parents. All drivers must have a valid driver's license and a current automobile tag. Children must wear a seat belt, may never be double buckled, and may not sit in the front seat (with or without air bags). Parents not driving on a field trip but who have children requiring a booster seat should bring the seat to the school. Child safety laws are stringent and must be adhered to.

The bus will be reserved for students who do not have a parent attending the field trip. No exceptions.

VISITORS

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

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

HEALTH / ILLNESS

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

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

Students need to be fever free, without the aid of fever-reducing medications (Advil, Tylenol, etc.) for 24 hours before returning to school.

PERSONAL HYGIENE

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

ACCIDENTS

If a minor accident occurs, first aid will be administered by a member of the school staff. No care beyond simple first aid will be given. If an emergency occurs requiring more extensive medical attention, every effort

will be made to contact parents. If the parents or emergency contacts you have listed cannot be reached, appropriate medical attention will be secured.

TOYS

Toys are not allowed at school unless for "Show and Tell." If brought for show and tell, they should remain in back packs until the proper time. They are not to be played during early morning duty time or wiggle/P.E. time or in aftercare.

LUNCH

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

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

Students who forget their lunch and have not ordered lunch for that day will be given an emergency lunch ticket, and parents will be billed. Students will receive the lunch that is listed on the menu for the day. Emergency lunches cost slightly more. **Students will not be allowed to call home requesting a lunch.**

CELL PHONE POLICY

If a student has a cell phone, it must be kept in his/her bookbag at all times and be turned off. Apple watches (or watches connecting to a cell phone/calculator) are not allowed at school. Confiscated cell phones or watches will be sent to the office and a parent must pay \$25 to retrieve the phone/watch. A written warning will be given for the first offense.

Exception – If your child has a medical condition that requires being monitored throughout the day, he/she will be allowed to use his/her cell phone for that purpose only.

CALLING HOME

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

SCHOOL PARTIES

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

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

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

No birthday party invitations will be given out at school unless the entire class or all the boys or all the girls are invited. In that case, the invitations are to be given out shortly before class is dismissed for the day.

Students will not be permitted to give out invitations to a limited number of students when others are left out. Parents are asked to handle this outside of school by phone or mail. Because of the disruptive nature of balloon or gift deliveries, these cannot be permitted during school hours.

AFTER-CARE PROGRAM – (ELEMENTARY ONLY)

At PDS, we are ready to accommodate the need for delayed pick-up of your student(s) with an active after-care program in our gymnasium. For a charge of \$95 per month (if pre-paid at the beginning of the month) your child(ren) may stay until 5:15 p.m. If you need drop-in care, the cost is \$10 per day per student.

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

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

FUNDRAISING

Throughout the course of the year, we will have several fundraisers. The fall Harvest Carnival has been a crowd pleaser, as well as intramural basketball games. The school board has a fundraising committee that determines the fundraisers that we have each year. Families admitted to PDS are expected to participate in fundraising projects.

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

INCLEMENT WEATHER

The closing of the school due to inclement weather will be announced as soon as a decision has been made. You will receive a call, text, or email, provided we have internet connection during the inclement weather. We will also post it to our Facebook PDS group page, provided we have internet connection.

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

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

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

If we are under a tornado warning, we will go to our safe place in the hall. The school doors and office doors will be locked; therefore, parents cannot enter the school to check out students during this time. If you wish to

check a student out during this time, you will need to pull under the portico and call or text a staff member. Your student will be brought to the portico doors **only** if we think it is safe to leave the hall. Your student will not be able to go back to the classroom to retrieve any articles such as his/her bookbag or lunch box, etc. We believe the safest place for your child is in the hall and not in a vehicle during a tornado warning. We strongly encourage you NOT to check your student out during this time because staff and students are put at risk.

FIRE, TORNADO, AND INTRUDER ALERT DRILLS

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

EMERGENCY EVACUATIONS

Should students have to leave the school campus due to an emergency, parents will be instructed where they can pick up their children. Locations in the community that are designed for this purpose will be the Attala County Library or the Attala County Coliseum. Parents will be notified by text or call from a school official. Students will be transported to one of the safe locations by school bus and/or school personnel vehicles.

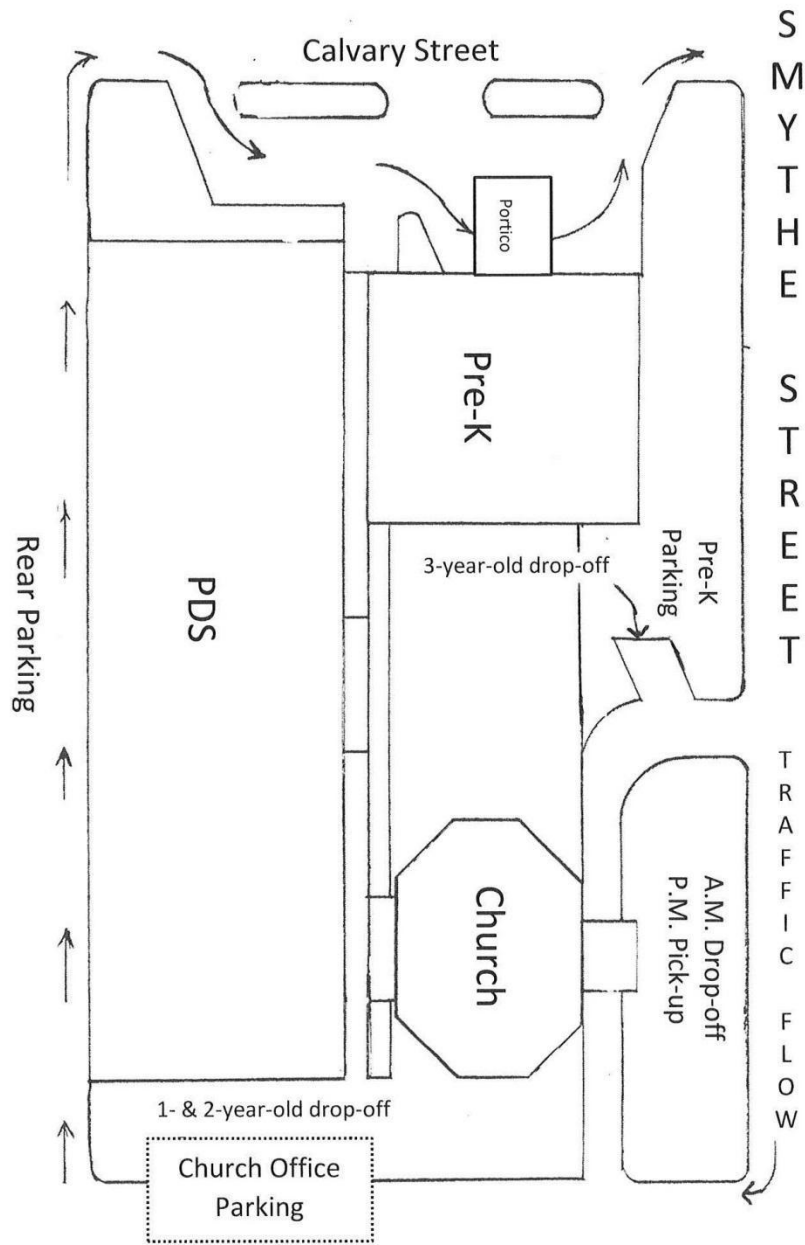
SCHEDULING TEACHER CONFERENCES

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

COMPLAINTS OR PROBLEM PROCEDURE

Occasionally, misunderstandings or problems can arise between the teacher and a student, teacher and parent, or parent and the school administration. Often a lack of clear and honest communication is the source of these conflicts. The School Board has adopted a set policy for these situations, and complaints or problems will be considered in no other way than prescribed below (Matthew 18:15-17), unless they involve a specific disciplinary action taken by the Board itself:

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



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

Due to Covid related events, we may need to make changes to our policies throughout the year. This will be dependent upon our local and state officials and the MAIS guidelines.

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

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

Student's Name(s) - PLEASE PRINT

Parent's Signature

Date

Please return this page to your child's teacher.