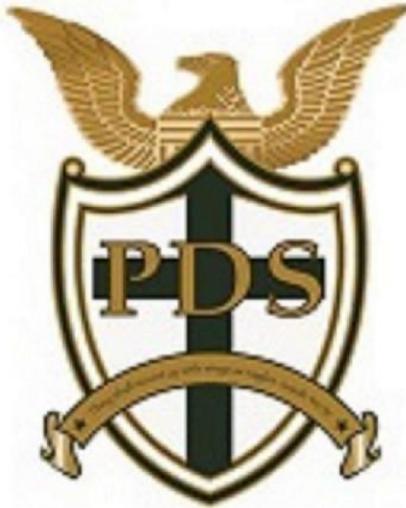


Superior Education in a Christian Atmosphere



**They shall mount up with wings as eagles
Isaiah 40:31**

**Presbyterian Day School
HANDBOOK**

**1100 Highway 8 West
Cleveland, MS 38732
Phone: 662-843-8698**

*Website: www.pdsclevelandms.com
www.facebook.com/pdseagles
www.facebook.com/pdseaglesflight*

*Colors: Green and Gold
Mascot: Eagle*

Welcome to Presbyterian Day School. We are happy that you and your family are part of the PDS family. We want to make this school year a pleasant experience for everyone. Our handbook includes information vital to the operation of our school. Please read the handbook carefully and discuss the contents with your child/children.

From time to time during the school year, photographs of our school, our teachers, and our students may be used in newspapers, on television, on social media, or in school publications. If you have any objection to pictures of your child being used on any of these forms of advertisement, please send a written notification of exclusion to the school office.

Presbyterian Day School is a Christian school governed by a Board of Trustees elected by the Session of the First Presbyterian Church. The school strives to provide a superior education in the Christian atmosphere of the First Presbyterian Church. It is our conviction that an education is superior only as it relates all truth to His Truth. We believe that as each child masters academic goals, he will be maturing in Christian grace and learning to lean upon God for all His strengths.

Presbyterian Day School is accredited by the Southern Association of Colleges and Schools and the Midsouth Association of Independent Schools.

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PHILOSOPHY

The Presbyterian Day School was founded upon the desire for a superior education in a Christian Atmosphere. Essential to this philosophy is the affirmation of a Creator God who has made man in His image and the belief that all things are "of Him, through Him, and to Him."

It is also a fundamental belief that each student is gifted by God with special characteristics, unique needs, learning capabilities, talents, and aspirations. Thus, the curriculum fully develops the student's spiritual, intellectual, physical, and social potential.

In this Christian educational setting, the student learns how to respond to God, understand, appreciate, and adjust to his environment, solve problems, meet new situations, and function effectively as a Christian citizen in our democratic society. He is also taught basic academic skills, which include intellectual processes, physical skills, study skills, communication skills, mathematical and scientific skills, good work habits, and aesthetic appreciation. Varied experiences that facilitate the learning process are provided through special classes, activities, and projects.

The interpersonal relationships among administration, faculty and student body exemplify the Christian characteristics of love, friendship, forgiveness, cooperation, understanding, patience, perseverance, and a strong leaning on God for wisdom and guidance.

Maintaining good communication among faculty, staff, student body, the parents, and the community is a vital responsibility of the school. Since the parents are an integral supportive element, the school endeavors to keep them informed about its purposes and programs.

In summary, Presbyterian Day School strives to provide a quality education in a Christian atmosphere that will spread the gospel message among the students and into their homes, the community, the nation, and the world.

OBJECTIVES

- To teach the Bible as God's Word and to help students recognize that their chief duty in life is to know, love, and serve God through the application of Christian principles in all areas.
- To serve as an instrument of God in conveying God's love and concern for each student and guiding each student toward a saving relationship with his Lord and Savior, Jesus Christ.
- To enable students to perceive that talents and intellectual capabilities are gifts of God and should be developed to the maximum.
- To develop a comprehensive academic program for our students, including language arts, communication, mathematics, and scientific skills.
- To provide opportunities for students to develop creative, critical, and logical thinking skills.
- To develop in students an appreciation for their country and its democratic ideals.
- To help students learn to become resourceful and contributing members of their community through the personal practice of good citizenship.
- To help students develop self-respect and respect for others.
- To help students accept responsibility & move toward a more self-disciplined life.
- To promote students' growth in physical fitness and good health habits.
- To help the students develop self-realization by instilling a desire to continue learning.

MISSION STATEMENT

Presbyterian Day School was founded upon the desire for a superior education in a Christian atmosphere. It is our fundamental belief that each student is gifted by God with special characteristics, unique needs, learning capabilities, talents, and aspirations. We believe it is our responsibility to develop to the fullest each individual student's spiritual, intellectual, physical, and social potential in an environment where each student feels secure, respected, and successful each day.

HISTORY AND DESCRIPTION

The school was founded by the Session after a complete and exhaustive study was made of the feasibility and need for a Christian Day School. The first year of operation began in 1965, with the Kindergarten Day School under the direction of Mrs. Pearl Outlaw. The projected plans for the school are now complete. Grades one and two were added in the fall of 1968, grades three and four in the fall of 1969, grade five in the fall of 1970, and grade six in the fall of 1971. A Four-year-old kindergarten was added in the fall of 1990, a three-year-old kindergarten was added in the fall of 2000, and our two-year-old kindergarten program was added in the fall of 2021.

PDS preschool includes two, three, four, and five-year-old kindergarten. Our 3K, 4K, and 5K preschool classrooms are in our Eagle's Nest building, and two-year-old kindergarten and first through sixth-grade classrooms are in our main building.

The school is Christian and parochial. Government aid is neither sought nor accepted. A yearly contract is required to hold a spot for your child in addition to a non-refundable registration fee of \$100. A family fee is paid yearly by each PDS family and is included in the oldest child's tuition. A yearly tuition schedule is available in the office. All fees are paid online through FACTS, our school management collection system.

A supply and book fee is included in each student's tuition, and this fee covers workbooks and consumable supplies used in the classroom at each grade level. Parents are asked to provide necessary pencils, paper, notebooks, crayons, markers, etc.

Teachers are required to have a Class A or A.A. teaching certificate. They must excel in educational, spiritual, and practical qualifications. The teachers must prescribe to the standards and philosophy of the school.

Although the school is a ministry of the First Presbyterian Church (USA), denominational emphasis is absent. We seek instead to present Christ and Christian teaching in all aspects of our school day and curriculum. It is a Christian philosophy we share, not denominational doctrines.

ACCREDITATION

Presbyterian Day School has been accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS) SINCE 1980.

PDS is also fully accredited and in good standing, with a rating of Class A.A. by the Mid-South Association of Independent Schools (MAIS).

BOARD OF TRUSTEES

The Presbyterian Day School is under the direction of the Board of Trustees supervised by the Session of the First Presbyterian Church. This Board must include trustees who are members of the First Presbyterian Church and trustees who are members of other Christian churches.

PDS-PARENTS, TEACHERS, AND FRIENDS ORGANIZATION

The PDS-PTF was organized in the fall of 1990 with the following objectives:

- To promote the welfare of children and youth in the home, school, church, and community.
- To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the training of the child.
- To provide a communication link between the parents and the PDS Board of Trustees.
- To encourage friends, neighbors, and new families in town to enroll their children at PDS.
- To support and help coordinate PDS fundraising projects and efforts.

PTF membership is encouraged for all PDS families, and membership is open to all parents, teachers, and friends of PDS. PTF yearly membership dues are **\$20.00** per family.

A monthly meeting is held from 12:00 to 1:00, on the second Tuesday of each month, in the Westminster Room on the west end of the building. All PTF members are encouraged to attend.

THE ACADEMIC PROGRAM

Presbyterian Day School provides learning opportunities for two, three, four, and five-year-old preschool students through a learning-centered approach. Emphasis is placed on providing experiences that foster development appropriate to the child's maturational level. We aim to develop the whole child as he is introduced to his place in God's world. Our two-year-old program is licensed by the MSDH and meets or exceeds all state guidelines. The three and four-year-old curriculum introduces numbers, letters, and writing skills. The five-year-old curriculum introduces our Pearson Reading Street Language Arts curriculum used in 5K through sixth grade. The 5K language arts program teaches phonemic awareness, reading, and writing skills. In addition, our five-year-old kindergarten program also introduces our math curriculum, which is used through sixth grade.

Our first and second-grade curriculum focuses on language arts with instructional emphasis on word recognition skills, phonemic awareness, oral and silent reading, comprehension, spelling, grammar, manuscript, cursive penmanship, and creative writing. Also included in the curriculum is a strong emphasis on mathematics as we introduce number concepts, operations, and critical thinking skills. Science and social studies are also included in our first and second-grade curriculum.

The third through sixth-grade curriculum includes a strong language arts program that emphasizes comprehension, reading skills, grammar, vocabulary, creative writing, spelling, and handwriting. Our mathematics program challenges students to reason and think critically. Our social studies and science curriculum, emphasizing problem-solving techniques, completes our third through the sixth-grade curriculum. Bible is taught at all grade levels. Students learn a weekly Bible verse that is recited in Chapel each Friday. Our Bible curriculum does not have a denominational emphasis.

Students in first through sixth grade utilize the Renaissance Accelerated Reading program. First through sixth-grade students attend and participate in our STEM Lab weekly. Students in 3K-sixth grade benefit weekly from a specialist in physical education, music, library, and art. Enrichment opportunities in 4K through sixth grade also include an introduction to computer skills and foreign language. All classes take part in field trips, and resource speakers are used to enhance the classroom curriculum. **SOAR**, a reading/vocabulary enrichment program, is offered to students in 5K through sixth grade at an additional cost.

The school's academic excellence is exemplified by its student's outstanding performance in academic and creative competitions, community and civic programs achievements, and achievement test scores that are consistently above the national average.

Presbyterian Day School seeks to provide an education in a wholesome Christian environment where the child can learn and grow in a school that genuinely offers academic excellence. It is our purpose to meet and exceed, whenever possible, all the academic standards set by the state. In addition, the elementary child is guided to develop intellectual processes, physical, study, communication, mathematical, and scientific skills, good work habits, and aesthetic appreciation.

THE EAGLE'S NEST CURRICULUM (Two, Three, Four, and Five year- old Kindergarten)

A child's training and education in the early years of his life are as necessary as any he will ever receive. Our preschool program recognizes that two, three, four, and five-year-old children need time to develop and mature. We strive to provide experiences that contribute to development at this early age. The child learns to expand his world as he becomes a part of a group. There are many opportunities for learning through play, sharing, resting, and hands-on activities. Our program is center-based and follows prescribed guidelines. We seek to help the child learn to live in such a way as to glorify his Maker and Creator, to develop a sense of self-esteem, and to be confident that he is loved. Preschool students are an integral part of our PDS family.

FIRST - SIXTH GRADE CURRICULUM

- Bible *
- Science
- Mathematics
- Literature
- Language Arts*
- Social Studies & Citizenship
- Computer
- Health & Physical Ed.
- Foreign Language
- Library Skills
- Music
- Art
- STEM Lab
- **SOAR**

**Biblical instruction is given daily, and chapel services are attended weekly.*

**Language Arts includes reading, phonics, English, speaking, spelling, writing, and penmanship.*

**SOAR, a reading/vocabulary enrichment program is offered to students in 5K - 6th grade at an additional cost.*

HOMEWORK

PDS students are given opportunities in school to complete many of their assignments. However, homework is often necessary to complete or enrich lessons given during class. Parents should show an interest and concern in their child's work by frequently checking and discussing it with their child. Children should be urged to prepare their work neatly and accurately and to submit the assignments on time. An area free from distractions should be provided for the students to study at home.

REPORT CARDS AND GRADING

Report cards are issued four times during the school year. Students in 5-year-old kindergarten are given a report card in the form of a checklist showing skills that have been mastered and skills the students are working to achieve. In first through sixth grade, a nine-week report card will be issued at the end of each nine weeks via FACTS Family Portal. The nine weeks grade in each subject is an average of all grades taken during the nine weeks. After the fourth week in every nine weeks, a progress report will be given to all first through sixth grade students. This will alert the parents if grades need to improve before the nine-week report card is posted. The report card, at the end of the nine weeks, may be viewed by accessing FACTS Family Portal. A hard copy of the first nine weeks' report card and the end-of-the-year report card will be printed and issued to each student. In addition, parents will have access to print each nine weeks report card from FACTS Family Portal.

Grades are indicated by letters that have values on a scale of 100 as follows:

A	100-95	Superior
B	94-85	Excellent
C	84-75	Average
D	74-70	Below Average
F	69-Below	Failing

HONOR ROLL

The honor roll for the 1st-6th grade will be acknowledged every nine weeks and at the end of the year. The honor roll and perfect attendance will be posted in the hallway beside each classroom and on our PDS website www.pdsclevelandms.com. Students will be acknowledged for honor roll and perfect attendance in Chapel at the end of each nine weeks.

Nine Weeks Honor Roll

Golden Eagle: All A's

Eagle: All A's and B's

Yearly Honor Roll

Golden Eagle: A average for the year

Eagle: A and B averages for the year

ACHIEVEMENT TESTS

- **GRADES 5K - 6th** IOWA Assessments
- **GRADES 2nd & 5th** CogAT (Cognitive Ability Test)

Accurate records of all achievement tests are utilized in the guidance of the individual child and for general school and class curriculum planning.

SCHOOL RECORDS

Cumulative records are kept in the school office. When a child transfers to another school, the records will be sent upon request from the new school.

PARENT-TEACHER COMMUNICATION

PDS strives to establish a close relationship between parents and teachers so they may mutually assist each other in understanding and helping students meet their educational, social, physical, and spiritual needs. Each parent in 5K - 6th grade is asked to schedule a 15-minute report card conference to receive their child's first nine weeks report card. Other parent-teacher conferences are scheduled throughout the school year at all grade levels at a time convenient for parents and teachers. If you want a meeting with a teacher, please call the office @ 843-8698 to set up an appointment. Please do not call the teachers at their residence or ask for their cell phone number unless the teacher invites parents to do so.

IMPORTANT: YOUR CHILD'S TEACHER SHOULD BE YOUR FIRST POINT OF CONTACT

- **Contact the teacher first if you have questions about classroom procedures.**
- **If the teacher does not address your concern, contact the office to meet with the principal**

AFTERSCHOOL PROGRAM

An Afterschool Program is offered Monday through Friday. The children are grouped according to grade level. Each group is provided a snack. First - sixth-grade students have study time to complete as much of their homework as possible. After study time, each group is allowed to play outside or in the gym. Please remember that our Afterschool Program is not a tutoring program. You will need to check your child's homework to ensure it was completed correctly and that your child understands the work. You may contact the office for an Afterschool Program price sheet.

IMPORTANT: AFTERSCHOOL DROP-IN

- **Drop-ins are allowed for a fee of \$10.00 per child per day.**
- **Drop-in rate is a flat fee and remains the same whether your child stays 1 or 2 hours.**
- **You must call the school office before 3:00 if your child is a drop-in.**
- **Drop-in fees will be charged through FACTS.**

ARRIVAL and DISMISSAL

ARRIVAL: School begins at 8:00 a.m. The east door to the main building will lock at **7:20**. Students may not enter until the doors unlock. Students should not arrive before **7:20**.

- **2K, 3K, 4K, and 5K** students arriving between 7:20 and 7:30 will go to the **fellowship hall/cafeteria**. A preschool teacher will be on duty from 7:20-7:30. **All outside entrances and classroom doors in the preschool building will be locked until the classroom teachers arrive @ 7:30.**
- **2K** students should enter the west door of the main building to go to their classrooms each morning. **2K** parents may park in the west parking lot and walk their child to the classroom door. There will also be a teacher on duty that can take your child to their classroom for you.
- **3K, 4K, and 5K preschool students arriving between 7:30 and 8:05** use the west entrance of the preschool building and go directly to their classroom. Preschool parents may park in the parking lot facing the west side of the playground and walk their child to the preschool door. Two teachers will be on duty at the door each morning to greet your child and direct them to their classroom.
- **1st - 6th-grade students arriving before 7:45** will go to the fellowship hall. Two teachers will be on duty from 7:30 – 7:45. All students coming after **7:45** will go directly to their classroom. Parents, please allow 1st - 6th-grade students to enter the building on their own.
- **Pre-school Parents:** Please do not park your car in the circular drive on the west side to bring your child into the building because that is a drop-off area only.
- **Drop-off and Pick-up Direction:** *Follow the traffic pattern diagrams included in the handbook.*
- **Pre-school Rainy Day Drop-off:** Teachers will be at the west end under the covered drive to greet your child and ensure they get to their classroom.
- **East Side Morning Drop-off:** Stay parallel with the sidewalk, pulling up as far as you can when dropping off your child each morning. **Please do not pull into the parking spaces to drop off.**

DISMISSAL:

2K-2nd grade students are dismissed at **2:55** on the West side of the building.

- **PLEASE follow the traffic pattern shown in the diagram included in the handbook.**
- Place your child's name card on your vehicle's driver's side visor.
- Make sure the visor is showing the name during pick-up.
- **Remain in your car**, stay in line, and follow the duty teacher's directions.
- **Do not pull out of line after your car is loaded.** Please be patient.
- Stay in line and continue following the car in front of you until you are out of the parking lot.
- Do not park in the parking lot and walk to the door to get your child. You will be asked to return to your car and go to the back of the carpool line.

3rd – 6th-grade students are dismissed at **3:00** on the East side of the building.

- **PLEASE follow the traffic pattern shown in the diagram included in the handbook.**
- **2K-2nd grade students riding with a 3rd- 6th-grade student will be picked up on the East side**
- **Stay in line and follow the car in front of you.** A police officer will direct traffic on the highway.
- **Students not picked up by 3:25 will be sent to afterschool and charged \$10.00.**

RECESS AND LUNCH SCHEDULES

	<u>Morning Recess</u>		<u>Lunch</u>	<u>Afternoon Recess</u>
3 K	8:30-9:00	2K/3K	10:30-11:00	2:00-2:30
4 K	10:30-11:00		11:00-11:25	2:00-2:30
5 K	9:15-9:45		11:00-11:25	11:25-11:55
First-Second Grade	9:45-10:00		11:30-11:50	11:55-12:15
Third-Fourth Grade	10:00-10:15		12:00-12:20	12:20-12:40
Fifth-Sixth Grade	10:15-10:30		12:30-12:45	12:45-1:00

ADMISSIONS

According to the Session of the First Presbyterian Church of Cleveland and the Board of Trustees of Presbyterian Day School, the following priority for admission policies for Presbyterian Day School will be adhered to:

I. KINDERGARTEN

- A. Members of the First Presbyterian Church who are registered and plan to continue their child's education at Presbyterian Day School. New First Presbyterian members who register will be given first consideration in case of vacancy in the desired class.
- B. Brothers and/or sisters of Presbyterian Day School students who plan to continue their education at Presbyterian Day School.
- C. Children of PDS faculty and staff employed at the registration time will be given places as vacancies occur.
- D. Other children, who do not fit categories A, B, or C, will be considered according to the date of application.
- E. The school must receive a non-refundable deposit of \$100 and a signed contract before a space will be reserved for a child.

NOTE: *Once a child is admitted to PDS, he has the priority of continuing upon compliance with the rules and regulations of the school.*

- All Presbyterians and parents must assume the responsibility of placing an application on file in the school office for two-year-old, three-year-old, four-year-old, or five-year-old kindergarten.
- The Admissions Committee makes recommendations according to the date of application.

II. GRADES 1-6

- A. Members of the First Presbyterian Church on the waiting list.
- B. Brothers and sisters of Presbyterian Day School students on the waiting list.
- C. Children of PDS Faculty and Staff.
- D. All other children according to date of application.

III. LATE ADMISSIONS

- A. Students entering after school begins will be charged full tuition for any six-week period thereof in which he is enrolled in Presbyterian Day School, plus all other fees.
- B. If a Presbyterian child, or any child, has forfeited a spot in a grade at Presbyterian Day School, his name is automatically removed from all lists. Such a person wishing to be on a waiting list must make a new application. The applicant's name will be placed on the waiting list according to the date of application and will be given no special consideration.

IV. SCHOOL POLICIES NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS:

Presbyterian Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, and ethnic origin in the administration of its educational policies, scholarship programs, and other school-administered programs.

V. BOARD POLICIES - **Failure to Pay:**

- A. Letters and personal contact requesting payment will be used. Accounts over 60 days past due are presented to the school board and will be referred to the school attorney.
- B. Students with a past due account at the end of the year will receive an (I - incomplete) in all subjects until the account is paid in full.
- C. All bills must be cleared at PDS before a transcript request can be completed.
- D. A child will not be allowed to register for the coming year if the account has a past-due balance.
- E. All parts of the PDS Failure to Pay Policy adopted by the PDS School Board will apply.

ATTENDANCE

- Regular and punctual attendance is expected of all students. It is vitally important that parents have their children in school on time every day that school is in Session.
- Only in urgent cases should a child be taken out of school before the close of the school day. Please arrange trips after school or on Saturday. If for any reason, a child must leave school during the day, he must check out through the office. If not an emergency, PDS requests advanced, written notice from the parents concerning the time and reason for checking out.
- Students absent from school should present a written excuse to the classroom teacher on their return. The reason will allow correct attendance records to be maintained, and the attendance records become part of the student's permanent record. If a student is absent when a test is given, they must have a medical excuse to make up the test.
- Parents should consider the academic support they give the school and the student when they excuse unnecessary absences. PDS administration and faculty solicit the help of each parent and student in eliminating excessive absences. If a student is absent over 60% of a day, it will be considered an entire absence. **A student will be counted present for the day if he attends school from 8:00 until 12:00 or arrives no later than 11:00 and remain until 3:00.**
- **1st - 6th-grade** students whose absences exceed **20** days during the school year risk not being promoted to the next grade. Parents will receive a notice after **15** absences to make them aware that their child is approaching **20** absences. The Administration and School Board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness. Absences other than those related to illness are discouraged. If a student must be absent, it should be arranged in advance with the child's teacher or the principal.
- Students will be allowed to make up work missed during an arranged absence. A day's absence does not excuse a student from responsibility for assignments due on the return day. Persistent absences will require a conference with the student, parent, teacher, and administration. The School Board will receive notification of all excessive absences.

TARDY

The tardy bell rings at 8:05. Our security system locks all entrance doors at 8:05.

- Arriving after 8:05: **An adult must accompany the child to the East entrance of the school to be given access to enter. The adult will go to the school office and sign the child in.**
- Preschool parents must follow the same procedure, as stated above, **if you arrive after 8:05.**
- All doors to the preschool building will be locked at 8:05.
- **Please do not drop off your child and leave them at any entrance if you arrive after 8:05.**
- If a child arrives late after going to a doctor's appointment, **the child will not be counted tardy if a doctor's excuse is presented when the parent signs the child in.**
- **Parents will receive an email notice after a student in 1st-6th grade has been tardy 3 times.**
- **On the 5th tardy, the student will miss both recesses that day.**
- **For each tardy after the 5th, the child will miss both recesses each day they are tardy.**
- **Upon reaching the 10th tardy in one semester, the tardy will count as an absence. Parents must plan to keep their child at home the following day.**
 - Tests and graded work will not be made up on the day the child must stay home.
 - All tests and graded work missed will receive a grade of 0.

CARE OF PROPERTY

All students are encouraged to be good school citizens. Students are responsible for always taking care of the church/school building. They can assist by not littering the grounds, refraining from getting pencil marks and fingerprints on walls, keeping the tops of desks in good condition, and picking up after themselves. Parents will be financially responsible when a student willfully or maliciously damages or destroys property. Fines for damaged or lost textbooks or library books are charged to students at the end of the year and must be paid before final report cards and awards are given to the child.

DISCIPLINE

A student's behavior influences his education as well as the education of his classmates. PDS joins hands with the home to teach respect for authority and cooperation and sportsmanship between students. Discipline is positive training in the right direction. *'Train up a child in the way he should go, and even when he is old, he will not depart from it.'* (Proverbs 22:6)

The Role of the Teacher in Maintaining Discipline in the Classroom:

Expected school-wide and classroom behavior examples are taught, and students are expected to follow the rules of the school and their classroom. The teacher is the key individual responsible for teaching the expected behavior and promoting respect for authority. The teacher shall establish and maintain standards for student behavior which include classroom and non-classroom activities, including students not under the direct control of another teacher. Classroom rules will be explained, displayed in the room, and taught each day. Consequences will be explained and used for students who choose inappropriate behavior.

A student who chooses not to follow classroom rules and procedures, and continues to be a behavior problem, will be sent to the principal. The student's name will be recorded in the principal's discipline log. Parents will be notified by the classroom teacher through FACTS and/or a hard copy note. If a child's name appears in the principal's discipline log two times during nine weeks, the parents will be called for a conference with the classroom teacher. Students sent to the principal three times during nine weeks will receive punishment appropriate to the child's age and the offense. The principal will call the parents to discuss the behavior problem and notify the parents of the consequences. Parents are more than welcome to come to the school and discipline their children if they choose to do so. Time out, cleanup duty, in-school suspension in another classroom or the principal's office, or suspension from school may be used depending on the child's age and the severity of the issue. Please be willing to work with the classroom teacher to solve a behavior issue before it becomes a problem. Most behavior issues are solved quickly when the child understands that their parents and teacher are working together to correct the situation.

STEPS FOR ADMINISTERING DISCIPLINE

TEACHER - Daily Classroom Consequences

- | | |
|----------------------------------|---|
| 1. 1st Offense | Warning |
| 2. 2nd Offense | Time-out in classroom or part of recess (the entire recess will not be withheld) |
| 3. 3rd Offense | Note to Parents |
| 4. Severe Disruption | Remove student from classroom/playground immediately |

Send the student to the principal
(The discipline rules are adapted to fit each grade level and the situation.)

PRINCIPAL – Per Nine Weeks

1. **1st Principal Conference**
 - Name Written in Principal's Discipline File
(Teacher will notify parent on FACTS or with a note home)
2. **2nd Principal Conference**
 - Parent conference with the classroom teacher and/or principal
3. **3rd Principal Conference**
 - Principal calls the parent to discuss the offense and consequences
4. **Severe Consequence**
 - Consequences will be appropriate to the child's age and the offense
 - In-School or Home Suspension may be used in some circumstances

SAFETY

A safety committee comprised of three board members and the principal is established to safeguard the health, welfare, and safety of the children attending PDS and its school functions; this committee formulates policy and procedure insofar as establishing safety rules for PDS. A safe environment is just one of the many benefits of attending PDS. With this in mind, a child possessing any weapon will be sent home. Pocket knives are not allowed and will be taken away, and the parent will be notified.

Playground Safety:

- ◆ *Stay in the designated area while on the playground.*
- ◆ *Stay in sight of the two duty teachers.*

Rules for playground equipment will be discussed & enforced by the classroom teachers.

SECURITY & SCHOOL VISITORS

PDS is fortunate to have cameras and a keypad security system at our doors to help protect our students, faculty, and staff. Indoor and outdoor cameras are strategically located to view all entrances to our buildings. Our responsibility is to keep each child safe and secure during the school day.

All school visitors should use the East entrance of the building to enter the school.

Please push the button located to the left of the door. Our school secretary will assist you. Please state your name and a brief reason for your visit. After entering, please stop at the school office to sign in. Parents are welcome at all school events and class parties. Parents of younger children should be mindful of how their visits may affect them. Sometimes our little ones become upset when parents visit and leave. Use your judgment as to whether you will be able to visit or work in your child's classroom.

FIRE AND DISASTER DRILLS

Fire drills and tornado/disaster drills are practiced during the school year. On the signal, all students will leave their classrooms in orderly lines and walk to an assigned place. At the beginning of the school year, each teacher gives detailed instructions regarding these drills. Evacuation routes and procedures are posted in each classroom, in the hallways beside each fire extinguisher, and copies are available in the school office.

EMERGENCY CLOSING

PDS will utilize FACTS Parent Alert, email, Facebook, and local radio and T.V. stations to announce school closing due to inclement weather. Closings will be announced by 7:00 a.m. If no announcement comes from the school, please assume that school will be in session as scheduled.

DRESS CODE

Appropriate dress and hairstyle for school are a mark of pride in oneself and their school. All PDS students must dress in a manner that reflects the school's Christian character and the learning activities presented therein and is within the PDS uniform policy.

- Extreme hairstyles will not be permitted. The principal will make the final decision.
- Caps, hats, or scarfs worn on the head will not be allowed for boys or girls
- All PDS students must wear approved school uniforms.
 - ◇ All uniform tops, solid or plaid dresses, jumpers, and skorts, **must** be purchased from **Punkin Patch**.
 - ◇ "Monkey Bar Buddies" (from **Punkin Patch**) or some type of modesty short must be worn with any dress, jumper, or skirt.
 - ◇ **PDS knit uniform tops without a band, and PDS T-shirts must always be tucked in.**
 - ◇ Round collar blouse worn with jumper must be tucked in if worn with skirt, skort, or pants
 - ◇ The sailor blouse and girl's banded knit top do not have to be tucked in with any type of bottom.
 - ◇ White, navy, or black long-sleeved knit top may be worn under short sleeve knit uniform tops.
 - ◇ Khaki pants, shorts, and skorts may be purchased from **Punkin Patch** or an approved vendor.
 - ◇ Approved vendors for khaki bottoms are: **Punkin Patch**, Lands' End, Walmart (Wonder Nation and George School Approved Uniform Brand), or Looking Good
 - ◇ **Approved vendor brand** elastic waist or belt loop waist Khakis may be worn in 1st-6th.
 - ◇ **Any brand of khaki shorts and pants**, elastic, or regular waist, may be worn in 3K—5K.
 - ◇ **Cargo shorts or pants are not allowed on any day of the week at any grade level.**
 - ◇ **A brown belt, black belt, or our PDS logo belt MUST be worn with ANY BOTTOMS that have belt loops in 1st—6th grade. This includes Wednesday wear.**
 - ◇ Students in 3K-5K are not required to wear a belt.
 - ◇ Colored belts are not allowed at any grade level with uniform attire. They may be worn on Wed.
 - ◇ **3rd-6th**—Shorts, skorts, and skirts should be no shorter than 4 inches above the kneecap.
 - ◇ **3rd-6th** girls are not allowed to wear athletic/running shorts.
 - ◇ **Tights & Leggings worn under uniforms must be solid black, navy, grey, or white ONLY.**
 - ◇ **Socks worn with uniforms must be solid black, blue, grey, or white ONLY.**
 - ◇ **Wednesday is PDS clothing day.**
 - ◇ A t-shirt, top, outfit, or dress may be worn with a PDS monogram visible.
 - ◇ Appropriate bottoms must be worn on Wednesday with a PDS t-shirt or top.
 - ◇ Appropriate bottoms include PDS khaki uniform bottoms, nice jeans, matching pants as part of an outfit for girls, or knee-length athletic shorts for boys.
 - ◇ **Athletic leggings are not appropriate bottoms with a t-shirt and are not allowed.**
 - ◇ **All t-shirts must be tucked in on Wednesday.**
 - ◇ A colored belt may be worn on Wednesday to match your outfit if your pants have belt loops.

OUTERWEAR: Students may wear any coat or jacket **on the playground.**

ONLY school-approved outerwear may be worn inside the classroom.

OUTERWEAR IS NOT A SUBSTITUTE FOR A UNIFORM SHIRT.

A uniform top must be worn under outerwear.

APPROVED OUTERWEAR: A solid navy, hunter green, grey sweater, sweatshirt, or fleece. Girls may wear a solid white button-front sweater. There can be no logo on the outerwear unless it has the PDS monogram or logo. All items purchased through PTF are considered approved outerwear.

SHOES: No open-toed or backless shoes are allowed. Tennis shoes should be worn for P.E.

Clothes Other Than Uniforms: Girls may not wear spaghetti straps, halter tops, or any straps smaller than 1 1/2 inches. The parent's responsibility is to ensure their child's appearance is neat and meets the school dress code. Final judgment on the appropriateness of dress and hairstyles rests with the school principal.

GIFTS

Contributions to PDS through a designated gift, scholarship donation, or memorial are welcomed and encouraged. *The Presbyterian Day School Scholarship Endowment Fund* has been established to provide scholarships for worthy and needy students who would like to attend PDS. Contributing to *The Presbyterian Day School Faculty and Staff Endowment Fund* gives supplemental compensation to eligible faculty and staff under contract with the Presbyterian Day School. Contributions to this fund are encouraged and solicited. All monies donated as contributions to the First Presbyterian Church (earmarked for Presbyterian Day School) or given directly to Presbyterian Day School will be tax deductible.

PDS SCHOLARSHIPS

There are several scholarship options for those attending or about to attend PDS. We welcome contributions to these funds. Your donations help us expand our student base, enable more children to receive a Christian education, and maintain our excellent faculty. If you or someone you know would like to establish an annual scholarship in honor of or memory of a loved one, this can be done with a donation of \$5,000 or more to the Endowment Fund. The earnings on this contribution are awarded annually in memory of or in honor of the person designated. We also welcome and appreciate other contributions, which can be made to the library, art department, music department, computer lab, SOAR lab, math, science lab, Development Fund, or Teacher Endowment Fund.

PDS SCHOLARSHIP FUNDS

GAI T. COLEMAN SCHOLARSHIP FUND set up by Ed Coleman and family to provide needed financial aid to a student attending PDS. Interest is distributed annually by the Scholarship Committee.

LEE M. GENTRY SCHOLARSHIP FUND set up by the Board of Trustees to provide needed financial aid to students attending PDS. Monies are distributed annually by the Scholarship Committee.

FACULTY AND STAFF ENDOWMENT FUND established by the Board of Trustees to allow individuals to make contributions and donations to the school to provide additional compensation for eligible faculty and staff members working for PDS. The earnings from this fund are distributed annually.

THE C.P. HOUSE FAMILY SCHOLARSHIP FUND established by the C.P. House family to provide financial aid to students attending PDS. This scholarship is distributed annually.

KIRK SMITH SCHOLARSHIP FUND established by Joe Smith in memory of his son. The interest from this fund is distributed annually.

PDS SCHOLARSHIP ENDOWMENT FUND established by the Board of Trustees to provide scholarships for worthy ~~PDS students with financial needs.~~ Contributions made to this fund can be designated "Endowment." The earnings from this fund balance are distributed annually.

ELIZABETH (LIBA) DEAN SCHOLARSHIP ENDOWMENT FUND established by Charles & Jean House to provide financial aid to students attending PDS. The scholarship is distributed annually.

PATRICIA WARREN SCHOLARSHIP ENDOWMENT FUND established by Charles and Jean House to provide financial aid to students attending PDS. The interest is distributed annually.

ROY AND CLARA BELLE WILEY SCHOLARSHIP ENDOWMENT FUND established by Charles and Jean House to provide financial aid to students attending PDS. The interest is distributed annually.

BRENDA SLEDGE SCHOLARSHIP ENDOWMENT FUND established by Charles and Jean House to provide financial aid to students attending PDS. This interest is distributed annually.

RICHARD T. AND EVELINE M. GERNERT MEMORIAL SCHOLARSHIP FUND established by Rick Gernet & Betsy Gernet Rosenblatt in memory of their parents. The interest is distributed annually.

EVEREST PATEL MEMORIAL SCHOLARSHIP ENDOWMENT established by P.C. and Alka Patel and family in memory of their son. The interest from this scholarship is distributed annually.

HARRY L. HOWARTH SCHOLARSHIP ENDOWMENT FUND established by family, friends, & the PDS PTF in honor of 17 years of service on the PDS Board. The interest is distributed annually.

KEN AND MARY JANE DERBY SCHOLARSHIP ENDOWMENT FUND established by Charles and Jean House to provide financial aid to students attending PDS. The interest from the fund is distributed annually.

LELAND S. SPEAKES, J.R. SCHOLARSHIP ENDOWMENT FUND established by the Speakes family in memory of their father. The interest from the fund is distributed annually.

JOSHUA K. ABIDE SCHOLARSHIP ENDOWMENT FUND established by John and Debbie Abide in memory of their son, Josh, a PDS graduate. The interest from the fund is distributed annually.

J.T. DAVIS SCHOLARSHIP ENDOWMENT FUND established by the Davis family in memory of their father. The interest from the fund is distributed annually.

WILEY & LINDA RUSSELL SCHOLARSHIP ENDOWMENT FUND established by Mrs. Jean House in memory of Mr. Wiley Russell & in honor of Mrs. Linda Russell. The interest is distributed annually.

SID & KAREN HARMON SCHOLARSHIP ENDOWMENT FUND established by the First Presbyterian Church & Friends in honor of Sid & Karen Harmon. The interest is distributed annually.

LYNN WHEELER SCHOLARSHIP ENDOWMENT FUND established by Doug Wheeler in memory of his wife Lynn, former PDS music teacher. Interest is distributed annually.

JOYCE F. GARRISON SCHOLARSHIP ENDOWMENT FUND established by the Board of Trustees in memory of PDS teacher Joyce Garrison for 40 years of service and dedication to the students and families of PDS. The interest from the fund is distributed annually.

ANN CLEVELAND BURNS SCHOLARSHIP ENDOWMENT FUND established by Presbyterian Day School in memory of PDS custodian Ann Burns for her years of service and dedication to the students and families of PDS. The interest from the fund is distributed annually.

MILTON & JERRY BURD SCHOLARSHIP ENDOWMENT FUND established by the Burd family in memory of Milton & Jerry Burd. The interest is distributed annually.

SCHOLARSHIP GUIDELINES

1. The Scholarship Committee will be composed of two PDS Board members and the Presbyterian Day School Administrator.
2. **JANUARY 10** is the deadline date for scholarship application admissions for the following school year. Applications must include a copy of the applicant's current tax records.
3. The Scholarship Committee will review the applications to determine the scholarship recipients and amounts awarded.
4. Recommendations from the Scholarship Committee will be presented to the School Board at the February meeting for final approval.
5. Notification will be sent to all applicants on the day following the February school board meeting.
6. Consideration will be given to awarding dollar amounts rather than half or full scholarships.
7. Scholarship recipients must remain current with monthly payments. The total monthly income, excluding the scholarship, will be due if a payment is delinquent. The scholarship will be applied to future months after the account is made current.
8. Grants should be made based on financial need unless a patron makes a contribution designating that it be used for scholastic achievement.
9. Applications must be made each year to be a recipient.
10. Applications will be available on November 1.

Consideration will be given to IRS regulations in the awarding of all scholarships.

STUDENT ILLNESS AND MEDICATION

Every reasonable effort should be made to conserve the health of our students. Children should not come to school if they have a fever or are infected with a contagious illness.

Children should be fever free for 24 hours before returning to school. If a child is vomiting or has diarrhea, they should remain at home for 24 hours after the last time they present symptoms.

If it is necessary for the child to take medicine at school, the parent must send a note to the teacher. **Any medication given at school by the teacher or the school office must be pre-measured by a parent. One dose of medicine should be sent in a small container.** Teachers are not allowed to measure a liquid dose of medicine. PDS will not be held liable for dispensing an incorrect amount of medication. Thank you for your cooperation in helping to keep your child safe and healthy.

All children entering school for the first time must have an up-to-date certificate of compliance (form121) showing that they have met state requirements concerning immunizations. This may be obtained from the place your child received his immunization. Three and four-year kindergarten students must submit an up-to-date immunization record for their age. Also needed are a certified birth certificate and social security number upon school entrance.

TELEPHONE USE

The PDS office telephone may be used by students only in the case of an emergency and only after securing permission from the secretary or office personnel.

Please ensure your child knows your plans for them when school is dismissed. This will avoid unnecessary use of the office phone. Incoming calls to give messages to students or teachers concerning students should be made only if necessary. ***Classes will not be interrupted to call a pupil or teacher on the telephone except in a case of emergency.***

CELL PHONES: Students are not allowed to keep a cell phone with them or in their backpack during the school day. *If parents allow their child to bring a cell phone, they must leave it in the school office each morning when they arrive and pick it up each afternoon when they go to carpool.*

The principal has the authority to check a backpack if there is an indication of a cell phone inside.

LUNCH

School lunches are \$4.00 a day. A Google lunch menu will be emailed to parents once a month. Parents will fill out and return the Google Docs menu by email to the school secretary. Lunch money will be paid online through FACTS. *Please do not turn in lunch money to the kitchen or the office.* The office will contact you if your child's menu is not returned by email. If a menu is not returned after being contacted, your child must bring their lunch for the entire month. Please print a copy of the menu to know the days your child has signed up to eat and the days you are responsible for sending lunch.

Reminder: Lunches are not purchased on a day-to-day basis.

- **Remember to pack your child's lunch on the days they are not signed up to eat.**

Teachers cannot microwave food or keep food refrigerated for the students. Please pack something that may be eaten at room temperature or something that can be kept cold in your child's lunchbox.

If you forget to send your child a lunch, we will try to get in touch with you. If you have not brought your child a lunch within a reasonable amount of time after the lunch period begins, your child will charge for lunch from school. You are responsible for sending money for the charged lunch the following day.

- **Fast Food/Restaurant Food is allowed ONLY ON YOUR CHILD'S BIRTHDAY.**
- Parents are always welcome to eat lunch at school with their children. If you plan to purchase a lunch from school, you may place the order when your child's lunch menu is turned in **or call the office the morning of the day you plan to eat with your child. Parents may also bring a lunch.** Please do not bring fast food for your child unless it is your child's birthday.
- Drinks are not included in the price of a lunch.
- White milk, chocolate milk, and orange juice are available at morning recess and lunch for \$.45 per carton.
- Bottled water is available to purchase **at lunch** for \$.45 per bottle.
- Drinks payments may be made online through FACTS by the week, two weeks, month, or semester.
- **Please do not combine drink money with your lunch payment.**
- 2K-4th grade students are not allowed to bring a carbonated drink for lunch or snack.
- Students in 5th & 6th grade may bring a carbonated drink **from home** for lunch.
- **Students are not allowed to purchase a drink from the drink machine at school.**

FIELD TRIPS and PERFORMANCES AT THE BPAC

Each class will take field trips and attend several performances at the BPAC during the school year. All students are encouraged to attend these events. The homeroom mother will arrange drivers for field trips. All children are required to wear seatbelts when traveling on a field trip. No child will be allowed to ride in the front passenger seat (except the child of the owner of the vehicle if the parent allows it). Children under seven years of age must sit in a booster seat. This would include 4K, 5K, and 1st-grade students. PDS has 30 booster seats to be used on trips. 2K and 3K students must ride in a car seat, which will be provided by the parent. Younger siblings are not allowed to go on PDS field trips. If parents are asked to drive or chaperone a field trip, they will be responsible for a group of children in the class, and bringing a younger sibling will take away from their chaperone duties.

MAY DAY

A fun-filled May Day Play Day is an annual event scheduled for the first Friday in May. Students, teachers, parents, and other visitors are involved in many activities. Students are divided into teams at the beginning of each year. Our 2K - 5K students participate in their preschool version of May Day. Our 1st - 6th grade Green and Gold teams compete against each other and earn points in all events. The scores are tallied at the end of the competition. A winner is announced, and a trophy is given to the winning team. No school, just fun for all! May Day concludes at 1:00 p.m. Students are picked up from the DSU practice field. **There is no afterschool childcare after May Day.**

CHAPEL

The Chapel is a special time at PDS. Students in 2K - 6th grade meet in the sanctuary at 8:30 each Friday morning to attend our weekly chapel service. Chapel usually lasts about 30 minutes. Announcements are made, and birthdays for the week are recognized at the beginning of Chapel. The children sing songs learned in music class, take part in saying the Pledge of Allegiance, and recite their weekly Bible verses. A devotion is given by the First Presbyterian Church's pastor or a community minister. Parents, grandparents, and friends are always invited to attend Chapel. Our students fill up most of the sanctuary. One or two pews at the back of the sanctuary may be available for guest seating. The balcony will be open, and guests may sit there or stand at the back of the sanctuary. Each grade level will present a class play during the school year. All plays will be presented in the school gym during our regular chapel time (8:30).

CHRISTMAS PROGRAM

Students in grades 2K through 6th grade will take part in our PDS Christmas program presented each year at the Bologna Performing Arts Center. The Christmas program is our gift to our PDS parents and the Cleveland community. The Christmas program is also the sixth-grade school play. All 2K through 5th-grade students will wear a red, long sleeve PDS Christmas program shirt. The shirts are purchased through PDS. Nice jeans with no holes will be worn with the PDS Christmas t-shirt. You will be notified when it is time to order your Christmas program t-shirt.

PUBLICATIONS AND COMMUNICATIONS

- A school calendar is published monthly, and the calendar includes announcements, monthly school events, and upcoming events. The calendar will be sent home and may be found on FACTS and our school website <https://www.pdsclevelandms.com/>.
- A list of monthly events is posted on Instagram and Facebook.
- Pictures of class and school activities are regularly posted on Instagram and Facebook.
- Please follow us on Instagram and Facebook @pdseagles
- All teachers should have a class or grade-level Facebook page. Teachers will post pictures of special events and activities in their classrooms. Your child's teacher will provide you with their PDS class Facebook page information at Open House.
- PDS website, <https://www.pdsclevelandms.com/> may also be accessed to gain further school information.
- The **TALON** is our school yearbook. It is published annually, and one copy is given to each family enrolled at PDS. The cost of one yearbook is included in the tuition cost.
- A sample of class work from the preceding week will be sent home each Tuesday. These papers help inform parents about material and activities covered during the week. The folder should be signed and returned on the following day.

NOTE: *Tuesday folders only include a sample of your child's work for the week, and the folder will not include every paper and activity done in the classroom. By Tuesday, all weekly grades from the previous week will be posted on FACTS.*

CLASS PARTIES

Each class will have two parties during the year, a Christmas Party and a Valentine's Party. The \$10 party fee included in tuition will be divided between the two parties. All mothers will be assigned to help with one class party. A party chairman will be chosen by the classroom teacher and will be notified before Open House. The party chairman is responsible for contacting the mothers on her party committee and planning the party with these mothers. **The party chairman is also responsible for picking up the party money from the office and using the money to purchase party favors and food.** The party chairman should include all parents on the party committee when making party plans.

Guidelines for Parties:

- Keep the menu simple (sandwich, chips, cookies, drinks, etc.)
- Consider the cost in selecting favors and keep the favors simple

PDS students will not exchange gifts at their party. Instead, each class will choose a charity for their Christmas project. Students in 4th-6th grade will purchase Christmas gifts for a needy family in our community. The First Presbyterian Church will provide us with the name of our Christmas family.

REMINDER: *Children are not allowed to receive flowers or balloons at school on Valentine's Day.*

BIRTHDAYS

Your child's birthday is a special day. Please let your child's teacher know if you would like to bring cupcakes for the class during snack time. If your child brings invitations to school for any type of party, every child in the class must receive an invitation. An exception would be to invite all the boys in the class or all the girls in the class. **If a select group is invited, please mail the invitations.** Children may receive balloons from parents or family members on their birthdays. The balloons will be delivered to the school office. You may also bring your child fast food for lunch.

FACTS

FACTS is a web-based school management system that provides administrators, teachers, and parents instant access to student and family information.

- Parents are required to set up a **FACTS Family Portal** account which allows access to lesson plans, homework assignments, grades, progress reports, report cards, attendance, behavior, and other information about the student and family. Parents set up this account or log in to their existing account to complete their child's online enrollment.
- The **Family Portal** can be accessed from any smartphone, iPad, or computer via the web using your parent log-in information.
- **FACTS** contains a complete school directory, including the child's name, parents' names, home address, email address, home phone number, and cell number that all PDS parents can access.
- **ALL PDS families must complete FACTS OE (Online Enrollment).**
- **FACTS** online payment system is accessed through **FACTS Family Portal and should be used by all parents to make all tuition payments and incidental payments** throughout the year.
- **FACTS Parent Alert** is used to send text messages and voice messages. **Please provide a current cell number when completing your online enrollment information.**

TRAFFIC REGULATIONS

PDS traffics regulations help ensure your child's safety and help to prevent traffic congestion.

- ◆ **WEST SIDE Morning Drop-off & Afternoon Pickup:** Enter on Statesmen Boulevard
Exit on Westminster Drive
- ◆ **EAST SIDE Morning Drop-off & Afternoon Pickup:** Enter on McClain
Exit on Bolling Drive
- ◆ 2K parents may park in the west parking lot and walk their child in at morning drop-off.
- ◆ 3K, 4K, 5K parents may use the northwest parking lot by the playground for morning drop-off.
- ◆ **3K-2nd grade students are picked up on the west side for afternoon carpool.**
- ◆ **3rd-6th grade students are picked up on the east side for afternoon carpool.**
- ◆ Carpools with children in both 3K-2nd and 3rd-6th will use the east side for carpool pick-up.
- ◆ Students should remain quiet and orderly in afternoon dismissal to hear their name when it is called.

**DO NOT BLOCK NEIGHBORHOOD DRIVEWAYS
DURING CARPOOL DROP-OFF OR PICK-UP**

PLEASE DO NOT ENTER FROM THE WRONG DIRECTION OR BREAK IN LINE

******Traffic maps are located on pages 19 and 20. ******

Please follow the traffic patterns.

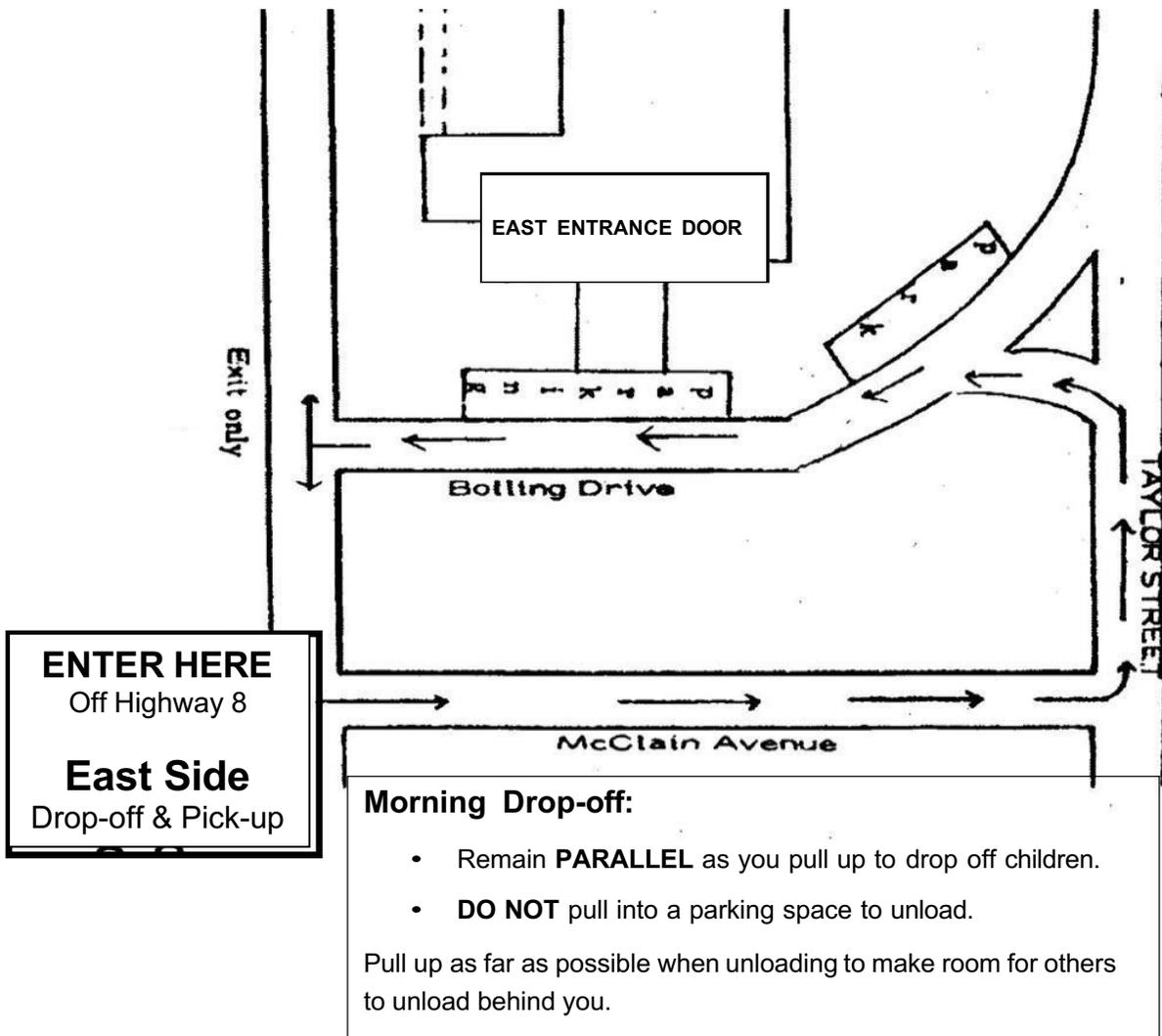
EAST SIDE

MORNING DROP-OFF

3K—6th

AFTERNOON PICK-UP

Grades 3rd-6th & Younger Siblings



WEST SIDE

2K students should enter using the west side door for drop-off.

MORNING DROP-OFF

2K—6th

AFTERNOON PICK-UP

Grades 2K—2nd

DO NOT USE

McClain or Taylor

for

West Side

Drop-off or Pick-up

