

**Superior Education in a Christian Atmosphere**



**They shall mount up with wings as eagles..**

**Isaiah 40:31**

**Presbyterian Day School  
HANDBOOK**

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*Website: [www.pdsclevelandms.com](http://www.pdsclevelandms.com)*

*[www.facebook.com/pdseagles](http://www.facebook.com/pdseagles)*

*[www.facebook.com/pdseaglesflight](http://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, social media, or school publications. If you have any objection to pictures of your child being used on any of these forms of advertisement, please send 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 by 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. Basic 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 is designed to develop to the fullest, the student's spiritual, intellectual, physical, and social potential.

In this Christian educational setting, the student learns how to respond to God; how to understand, appreciate, and adjust to his environment; as well as how to solve problems, meet new situations, and function effectively as a Christian citizen in our democratic society. He is also taught the basic academic skills which include intellectual processes, physical skills, study skills, communication skills, mathematical and scientific skills, good work habits, and aesthetic appreciations. 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 which will spread the gospel message not only among the students but also 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 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 in 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 including language arts, communication skills, mathematical skills, and scientific skills for our students.
- 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 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 that 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 has the opportunity to feel 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 Kindergarten was added in the fall on 1990, and a Three-year Kindergarten was added in the fall of 2000.

Pre-school includes three-year, four-year, and five-year Kindergarten. All pre-school classrooms are housed in our Eagle's Nest building. First through sixth grade classrooms are housed in our main building.

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

A supply and book fee is charged for each student. This fee covers workbooks, and consumable supplies used in the classroom at each grade level. Parents are asked to provide pencils, paper, notebooks, crayons, markers, etc. as needed.

Teachers are required to have a Class A certificate. Most have, or are working toward, a Class AA 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 AA 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 fund raising projects and efforts.

PTF membership is required of all PDS families. 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 three, four, and five year-old pre- school students through a learning centered approach. Emphasis is placed on providing experiences that foster development appropriate to the child's maturational level. Our purpose is to develop the whole child as he is introduced to his place in God's world. 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 in 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.

Curriculum in third through sixth grade includes a strong language arts program which provides emphasis in comprehension and reading skills, grammar, vocabulary, creative writing, spelling, and handwriting. Our mathematics program challenges students to reason and think critically. A social studies and science curriculum, with an emphasis in problem-solving techniques, completes our third through 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 twice a week. Students in 3K-sixth grade benefit weekly from a specialist in the areas of physical education, music, library, and art. Enrichment opportunities in 4K through sixth grade also include 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 students' outstanding performance in scholastic and creative competitions, achievements in community and civic programs, and by achievement test scores that are consistently above the national average.

At Presbyterian Day School, the curriculum is the medium through which the child is oriented to a life in Christ and to the culture of his world. We seek to provide an education in a wholesome Christian environment in which the child can learn and grow in a school that genuinely offers academic excellence. It is our purpose at all times to meet and to exceed, whenever possible, all the academic standards set by the state. In addition, the elementary child is guided to develop intellectual processes, physical skills, study skills, communication skills, mathematical and scientific skills, good work habits, and aesthetic appreciation.

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

A child's training and education in the early years of his life are as important as any he will ever receive. Our pre-school program recognizes that three, four, and five year olds need time to develop and grow into maturity. 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. Pre-school students are an integral part of our PDS family.

### **CURRICULUM IN GRADES FIRST-SIXTH:**

- 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 include: 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 in order to complete or enrich assignments 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.

### **LIBRARY**

PDS is equipped with a central library which is the center of all academic activities and a place of study and research. Each student is expected to maintain an atmosphere conducive to learning that will aid his fellow students in their efforts to use the materials available. Periods of instruction provide study of library skills, literature, and exposure to various reading opportunities. PDS books will be checked out by the students during library periods only. Books may be checked out for a period of two weeks and may be rechecked if there is no other call for the book. Careful handling of all books is expected by any who have library privilege. Lost or damaged books must be paid for.



### **AFTER SCHOOL STUDY PROGRAM**

An After School Study Program is offered Monday through Friday. The children are grouped according to grade level. Each group is provided a snack. 1st-6th grade students have a 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 After School Program is not a tutoring program. You will need to check your child's homework to make sure it was completed correctly. An After School Program price list is posted on our school website <https://www.pdslevelandms.com/> or in the school office.

**\*\*\*\*Drop-ins are also allowed for a fee of \$10.00 per child, per day. This is a flat fee, whether your child stays one hour or two hours. You MUST call the school office, before 3:00, if you would like for your child to stay in After School as a drop-in.\*\*\*\***

### **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 - 6<sup>th</sup> grade is asked to schedule a 15 minute report card conference to receive their child's first six weeks report card. Other parent-teacher conferences are scheduled throughout the school year at all grade levels at a time convenient for parent and teacher. If you desire to have a conference 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.

### **VERY IMPORTANT: YOUR CHILD'S TEACHER SHOULD BE YOUR FIRST POINT OF CONTACT.**

If you have questions or concerns pertaining to classroom procedures, contact the teacher first. If your concern is not addressed with the teacher, contact the office to meet with principal.

### **REPORT CARDS AND GRADING**

Report cards are issued six times during the school year. Students in 5-year-old kindergarten are given a report card in the form of a check list showing skills which have been mastered and skills the students are working to achieve. In first through sixth grade, a six weeks report card will be issued at the end of each six weeks via RenWeb ParentsWeb. The six weeks grade in each subject is an average of all grades taken during the six weeks period. After the third week in each six weeks period, a progress report will be given to any student in first through sixth grade who has an average of 74 or below in any subject. This will alert the parents and allow enough time for grades to improve before the six weeks report card is posted. Parents will sign and return the progress report the following day. The report card, which will be given at the end of the six weeks, may be viewed by accessing RenWeb ParentsWeb. A hardcopy of the first six weeks report card, first semester report card and the yearly report card will be printed and issued to each student. In addition, parents will have access to print each six weeks report card from RenWeb ParentsWeb.

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

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

### **HONOR ROLL**

Honor roll for 1<sup>st</sup>-6<sup>th</sup> grade will be acknowledged at the completion of each six weeks, semester, 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.pdslevelandms.com](http://www.pdslevelandms.com). The honor roll will also be submitted to the Bolivar Commercial. Students will be acknowledged in chapel for honor roll and perfect attendance.

#### **Six Weeks Honor Roll**

**Golden Eagle:** All A's

**Eagle:** All A's and B's

#### **Yearly Honor Roll**

**Golden Eagle:** A average in all subjects

**Eagle:** A or B average in all subjects

## ARRIVAL and DISMISSAL/PICKUP

**ARRIVAL:** School begins at 8:00 a.m. The building will be locked until the duty teachers arrive at 7:30. Students should not arrive before 7:30.

- **K3, K4, and K5** students arriving between 7:30 and 7:40 will go to the **fellowship hall/cafeteria**. A preschool teacher will be on duty from 7:30-7:40. **All outside entrances and classroom doors in the pre-school building will be locked until the classroom teachers arrive @ 7:40.**
- **Pre-school students arriving between 7:40 and 8:05** will use the west entrance of the pre-school building and go directly to their classroom. Parents of pre-school students may park in the parking lot facing the west side of the playground and walk their child to the pre-school door. A teacher will be on duty at the door to greet your child and direct them to their room each morning.
- **1<sup>st</sup>-6<sup>th</sup> grade students arriving before 7:50** will go to the fellowship hall. A teacher will be on duty beginning at 7:30. All students arriving after 7:50 will go directly to their classroom. Parents, please allow students in 1<sup>st</sup>-6<sup>th</sup> grade to enter the building by themselves.
- **Pre-school Parents:** Please do not park your car in the circular drive on the west side to bring your child into the building. That is a drive-through drop-off area only.
- **Drop-off and Pick-up Direction:**  
**PLEASE follow the traffic pattern shown in the diagrams on pages 19 and 20.**  
**IMPORTANT \*\*\*\*\*DO NOT ENTER FROM THE WRONG DIRECTION - DO NOT BREAK IN LINE.**
- **Pre-school Rainy Day Drop-off:** Dan & Ann will be at the west end under the covered drive to greet your child and send them to the fellowship hall or to their preschool room.
- **East Side Morning Drop-off:** Stay parallel with the sidewalk and pull up as far as you can when dropping off your child each morning. **Do not pull into the parking spaces to drop off.**

### **DISMISSAL:**

**3K-2<sup>nd</sup> grade students are dismissed at 2:55 on the West side of the building.**

- **PLEASE follow the traffic pattern shown in the diagram on page 20.**  
**IMPORTANT \*\*\*\*\*DO NOT ENTER FROM THE WRONG DIRECTION - DO NOT BREAK IN LINE**
- Place your child's name card on the left side of your dashboard. You will receive the name card when you come to meet your child's teacher and bring school supplies.
- **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.

**3<sup>rd</sup> – 6<sup>th</sup> grade students are dismissed at 3:05 on the East side of the building.**

- **PLEASE follow the traffic pattern shown in the diagram on page 20.**  
**IMPORTANT \*\*\*\*\*DO NOT ENTER FROM THE WRONG DIRECTION - DO NOT BREAK IN LINE**
- **3K-2<sup>nd</sup> grade students riding with a 3<sup>rd</sup>- 6<sup>th</sup> grade student will be picked up on the East side**
- **Stay in line and follow the car in front of you.** A policeman will direct traffic at the highway.
- **Students not picked up by 3:25 will be sent to afterschool and charged \$10.00.**

## RECESS AND LUNCH SCHEDULE

	<u>Morning Recess</u>	<u>Lunch</u>	<u>Afternoon Recess</u>
3 K	8:30-9:00	11:00-11:25	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

## SECURITY & SCHOOL VISITORS

PDS is fortunate to have a camera and key pad security system to help protect our students, faculty, and staff. Indoor and outdoor cameras are strategically located to give a clear view of all entrances to our buildings. It is our responsibility to keep your child safe and secure during the school day. **All school visitors are asked to 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 provide assistance for you. Please state your name and brief reason for your visit. After entering, please stop at the school office to sign-in. Parents are always welcomed to visit in the classrooms or special classes after signing-in at the office. Parents of younger children should be mindful of how their visit may affect their child. Sometimes our little ones become upset when parents visit and leave. Use your own judgment as to whether you will be able to visit or work in your child's classroom.

## 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.

## TESTING PROGRAM

**Grades 5K-2nd**  
**Grades 2<sup>nd</sup> & 5<sup>th</sup>**  
**Grades 3rd-6th**

Stanford Achievement Test Tenth Edition  
Otis Lennon Mental Ability Test  
ACT Aspire Test

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

## ADMISSION

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 who are employed at the time of registration will be given places as vacancies occur.
- D. Other children, who do not fit categories A, B, or C, will be considered according to date of application.
- E. A non-refundable deposit of \$100 and a signed contract must be received by the school 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 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 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 put on a waiting list must make a new application. The applicants 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 on the basis of race, color, national, and ethnic origin in 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 past due account in December will not participate in the PDS Christmas Program or their class Christmas party.
- C. All bills must be cleared at PDS before request for transcript can be completed.
- C. If an account is not current, the child will not be allowed to register for the coming year.
- D. A 6th grade student with a past due account will not be allowed to participate in graduation.
- 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.
- When a student has been absent from school, he must present a written excuse to the classroom teacher on the day of return to school. This is the only way that correct attendance records can be maintained. These attendance records become a part of the student's permanent record. If a student is absent during six weeks tests or exams, he must have a medical excuse from his doctor in order to be able to make up the six weeks tests.
- Parents should give serious consideration to the level of academic support they are giving the school and the student when they excuse unnecessary absences. PDS administration and faculty solicits the support of each parent and student in eliminating unnecessary absences. Being absent over 60% of a day will be considered a full 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 run the risk of 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 and explain the effect the absences have on their child's progress. 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 pertaining to illness are discouraged. If it is necessary for a student to 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 that absence. A day's absence does not excuse a student from responsibility of assignments on the day of return. Persistent absences require a conference with the student and the parent. The School Board will receive notification of 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. At that time, you will go to the school office and sign the child in.**
- Pre-school parents must follow the same procedure, as stated above ***if you arrive after 8:05.***
- All doors to the pre-school 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.**
- **After a student in 1st-6<sup>th</sup> grade has been tardy 3 times, parents will be contacted by letter.**
- **On the 5<sup>th</sup> 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 make arrangements 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 taking care of the church/school building at all times. They can assist by not littering the grounds, by refraining from getting pencil marks and fingerprints on walls, by keeping the tops of desks in good condition, and by picking up after themselves. When a student willfully or maliciously damages or destroys property, parents will be financially responsible. 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.

## COLLECTION OF MONEY

Student collection of money at school will not be permitted without prior approval from the principal. This includes selling of any type.

## DISCIPLINE

A student's behavior influences his education as well as the education of his classmates. PDS joins hands with the church and the home to teach respect for authority as well as 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:**

PDS utilizes a positive discipline system. Expected classroom and school-wide behavior is taught and students are rewarded for good behavior. 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 and includes students not under the immediate control of another teacher. Classroom rules will be explained, displayed in the room, and taught each day. Rewards and consequences will also be explained and used. Students who choose to follow the rules will be rewarded in a variety of ways.

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 RenWeb and/or a hard copy note. If a child's name appears in the principal's discipline log two times during a six weeks period, the parents will be called for a conference with the classroom teacher. Students sent to the principal three times during a six weeks period will receive punishment appropriate to the age of the child as well as 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 child if they choose to do so. Time out, cleanup duty, in-school suspension in another classroom or in the principal's office, or suspension from school may be used depending on the age of the child and the severity of the issue. Please be willing to work with the classroom teacher to solve a behavior problem before it gets out of hand. Most problems are solved quickly when the child understands that their parents and their teacher are working together to correct the situation.

### **STEPS FOR ADMINISTERING DISCIPLINE**

#### **TEACHER - Daily Classroom Rewards and Consequences**

- |                      |   |
|----------------------|---|
| 1. 1st Offense       | Warning   |
| 2. 2nd Offense       | Time-out in room or during part of recess   |
| 3. 3rd Offense       | Note to Parents   |
| 4. Severe Disruption | Remove student from the classroom/playground immediately<br>Send student to the principal |

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

#### **PRINCIPAL - Per Six Weeks**

- |                             |   |
|-----------------------------|---|
| 1. 1st Principal Conference | Name Written in Principal's Discipline Log<br><i>(Teacher will notify parent on RenWeb or with a note home)</i> |
| 2. 2nd Principal Conference | Parent conference with classroom teacher and/or principal   |
| 3. 3rd Principal Conference | Principal calls parent to discuss offense and punishment<br>Punishment appropriate to age of child and offense  |
| 4. Severe Consequence       | Home Suspension <i>(zero for all grades, no make-up work)</i>   |

### **SAFETY**

In an effort to safeguard the health, welfare, and safety of the children attending PDS and its school functions, a safety committee of three board members and the principal is established. 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 a weapon of any kind, including knives, will be sent home.

#### **Playground Safety:**

- ◆ *Stay in 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.

### **FIRE AND DISASTER DRILLS**

Fire drills and tornado or 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 RenWeb Parent Alert, email, Facebook, local radio stations, and Greenville TV stations to announce closing of school due to inclement weather. Closings will be announced by 7:30 a.m. If no announcement comes from the school, please assume that school will be in session as scheduled.

## DRESS CODE

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

- Extreme hair styles will not be permitted. Final decision will be made by the principal.
- Caps, hats, or scarfs worn on the head will not be permitted for boys or girls
- All PDS students must wear approved school uniforms.
  - ◊ All uniform tops, plaid dresses, and plaid jumpers **must** be purchased from **Punkin Patch**.
  - ◊ "Monkey Bar Buddies" (from **Punkin Patch**) or some type of modesty short must be worn with the plaid jumper and the plaid Peter Pan collar pre-school/1st grade dress.
  - ◊ **PDS knit uniform tops without a band and PDS T-shirts must be tucked in at all times.**
  - ◊ Round collar blouse worn with jumper must be tucked in if worn with skirt, skort, or pants
  - ◊ 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 skort may be purchased from **Punkin Patch** or 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.**
  - ◊ Students in 3K-5K are not required to wear a belt.
  - ◊ Colored belts are not allowed at any grade level on any day.
  - ◊ **3rd-6th**—Shorts, skorts, and skirts must be no shorter than 4 inches above the kneecap.
  - ◊ **3rd-6th** girls are not allowed to wear athletic/running shorts.
  - ◊ **Tights, Leggings worn under uniform: Solid black, navy, grey or white ONLY.**
  - ◊ **Socks worn with uniform: Solid black, blue, grey or white ONLY. (Boys and Girls)**
  - ◊ **Wednesday is PDS day.**
    - ◊ A t-shirt, top, outfit or dress may be worn as long as it has PDS on it.
    - ◊ Appropriate bottoms must be worn with a PDS t-shirt or PDS top on Wednesday.
    - ◊ Appropriate bottoms include: PDS khaki uniform bottoms, nice jeans, matching pants as part of an outfit for girls, or knee length athletic shorts.
    - ◊ **Athletic leggings are not appropriate bottoms with a t-shirt and are not allowed.**
    - ◊ **All t-shirts must be tucked in on Wednesday.**
    - ◊ A brown belt, black belt, or PDS belt **MUST** be worn on Wed. if pants have belt loops.

**Outerwear:** Students may wear any coat or jacket of their choice **on the playground.**

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

### **OUTERWEAR IS NOT A SUBSTITUTE FOR UNIFORM SHIRT.**

***A uniform top must be worn under outerwear.***

**Approved outerwear includes:** solid navy, hunter green or grey sweater, sweatshirt, or fleece. A solid white button front sweater may be worn by girls. There should be no logo of any kind on the outerwear if it does not have 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. It is the parents' responsibility to make sure their child's appearance is neat and in keeping with the school dress code. Final judgment in appropriateness of dress and hair styles rests with the school principal.

## GIFTS

Contributions to PDS in the way of 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* provides supplemental compensation for 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 contributions 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 in 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, and 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 in order 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 in order to provide scholarships for worthy PDS students with a financial need. 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, JR. 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** was 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** was established by the First Presbyterian Church & Friends in honor of Sid & Karen Harmon. The interest is distributed annually.

**LYNN WHEELER SCHOLARSHIP ENDOWMENT FUND** was 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.

### **SCHOLARSHIP GUIDELINES**

1. The Scholarship Committee will be composed of two Board members and the Presbyterian Day School Administrator.
2. **JANUARY 10** is the deadline date for scholarship applications for the following school year. Applications will include a copy of the current tax form of the applicant.
3. The Scholarship Committee will make the selection of applicants and the amounts to be awarded to each recipient.
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 after 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. If a payment delinquent, the total monthly payment without scholarship applied will be due. The scholarship will be applied for future months after the account is made current.
8. Grants should be made on the basis of financial need only unless a patron makes a contribution designating that it be used for scholastic achievement.
9. Applications must be made each year in order 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 fever or are infected with a contagious illness. **Children should be fever free for 24 hours before returning to school.** Parents will be notified if a child becomes ill or injured while at school.

If it is necessary for the child to take medicine at school, the parent must send a note to the teacher. **Any medicine given at school by the teacher or the school office must be a 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 dose of medicine. 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 is a certified birth certificate and social security number upon school entrance.**

## TELEPHONE USE

**The PDS 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 make sure your child knows the plans you have 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 absolutely necessary. ***Classes will not be interrupted to call a pupil or teacher to the telephone except in a case of emergency.***

**CELL PHONES:** Student are not allowed to keep a cell phone with them or in their backpack during the school day. *If it is necessary for your 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.*

## 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. Drivers for field trips will be arranged by the homeroom mother. 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). Children under 7 years of age must sit in a booster seat. This would include students in 4K, 5K and 1<sup>st</sup> grade. PDS has 30 booster seats to be used on trips. 3K students must ride in a car seat which will be provided by each parent. Younger siblings are not allowed to go on PDS field trips. If you are asked to drive or chaperone a field trip, you will be responsible for a group of children in the class and will be unable to take care of a younger sibling.

## GRADUATION

Graduation is the climax to a student's years at PDS. This is the final time in the life of the PDS student that the home, school, and church join together as recognized factors in the total development of the student's life. We encourage every 6th grade parent, teachers, church members, and patrons to attend the graduation ceremony. The 5th grade class will sponsor a reception honoring our graduates. It will be held immediately following graduation. All accounts of 6th grade students must be current by May 5th, in order to participate in any sixth grade graduation activities.

## LUNCH

School lunches are \$4.00 a day. Your child will bring home a lunch menu every other Tuesday. Fill out and returned the menu by Friday of the week it is sent out. Lunch money may be paid using FACTS online payment or turned in to your child's teacher. *Do not turn in lunch money to the kitchen.* You will be contacted by your child's teacher if the menu is not turned in by Friday of the week it is sent home. If a menu is not returned after being contacted, your child must bring their lunch for the following 2 weeks. Please fill out and keep the bottom portion of the menu so you will know the days your child has signed up to eat and the days you are responsible for sending lunch. 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.**

We do not microwave food or keep food in the refrigerator for the children. 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 lunch period begins, your child will charge a lunch from school. You are responsible for sending money for the charged lunch the following day.

## **LUNCH REMINDERS:**

- **IMPORTANT:**
  - **Fast Food/Restaurant Food is allowed ONLY ON YOUR CHILD'S BIRTHDAY.**
- Parents are always welcomed to eat lunch at school with their child. 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, apple juice, and orange juice are available at morning recess and at lunch for \$.40 per carton.
- Bottled water is available to purchase **at lunch only** for \$.40 per bottle.
- Drinks may be paid for by the week, 2 weeks, month, semester, or year using **FACTS** online.
- **Do not combine drink money with your lunch payment.**
- All money for drinks or lunch is **turned in to your child's teacher** or paid on **FACTS**.
- 3K-4<sup>th</sup> grade students are not allowed to bring a carbonated drink for lunch or snack.
- Students in 5<sup>th</sup> & 6<sup>th</sup> grade may bring a carbonated drink **from home** for lunch.
- **Students are not allowed to purchase a drink from the drink machine at school.**

## **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 Green and Gold teams at the beginning of each year. 3K-5K students participate in their own pre-school version of May Day. 1<sup>st</sup>-6<sup>th</sup> grade teams compete against each other and earn points in each event. 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 child care after May Day.**

## **CHAPEL**

Chapel is a special time at PDS. Students attend a weekly chapel service each Friday morning or on the last day of the week if we are not in school on Friday. Students in 3K-6<sup>th</sup> grade meet in the church sanctuary at 8:30. 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 verse. A devotion is given by the pastor of the First Presbyterian Church or minister from the community. Parents, grandparents, and friends are always invited to attend Chapel. The pews at the back of the sanctuary are available for guest seating. Each grade will present a school play during the school year. Plays will be presented in the school gym during our regular chapel time (8:30).

## **CHRISTMAS PROGRAM**

Students in grades 3K through 6<sup>th</sup> grade will take part in our PDS Christmas program presented each year at the Bologna Performing Arts Center. The Christmas program also serves as the sixth grade school play. All students in 3K through 5<sup>th</sup> grade will wear a red long sleeve PDS Christmas program shirt. The shirts are purchased through PDS. Nice jeans are 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. The calendar monthly calendar includes announcements, school events, and important upcoming events. A calendar may also be found on Ren Web and on our school website <https://www.pdsclevelandms.com/>.
- Some teachers send home a weekly newsletter.
- All teachers should have a class or grade level Facebook page. Teachers will post pictures showing special events and activities in their classrooms. Your teacher will provide you with their Facebook page information at Open House.
- PDS website, <https://www.pdsclevelandms.com/> may also be accessed to gain further school information.
- RenWeb is our school management system. **Parents are required to set up a ParentsWeb account on RenWeb.** Weekly grades, report cards, attendance, lesson plans, homework, and information pertaining to each child may be accessed through RenWeb.
- RenWeb also has a complete school directory available which includes all PDS families.
- The **TALON** is our school yearbook. It is published annually and made available to each family enrolled at PDS. The cost of one yearbook per family 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 papers should be signed and returned on the following day. Papers will be sent home on Wednesday if we return to school on Tuesday after a holiday.

**NOTE:** *Tuesday folders only include a sample of your child's work for the week. The folder will not include every paper and activity that was done in the classroom. All weekly grades from the previous week will be posted on RenWeb by Tuesday of each week.*

## CLASS PARTIES

Each class will have 2 parties during the year, a Christmas Party and a Valentine's Party. The \$10 party fee included in the tuition fee 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 chair should include all parents on the party committee when making party plans.

### Guidelines for Parties:

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

PDS students will not exchange gifts. Each class will choose a charity for their Christmas project. Students in 4<sup>th</sup>-6<sup>th</sup> 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. You may make arrangements with your child's teacher 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 to this 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 birthday. The balloons will be delivered to the school office.

## RenWeb

**RenWeb** 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 **ParentsWeb** account which allows access to lesson plans, homework assignments, grades, progress reports, report cards, attendance, behavior, and any other information pertaining to the student and family.
- **RenWeb/ParentsWeb** can be accessed from any computer via the web by using your parent log-in information.
- **RenWeb** contains a complete school directory including child's name, parents' names, home address, e-mail address, home phone number, and cell number that can be accessed by all PDS parents.
- **RenWeb OE (Online Enrollment) must be completed by ALL PDS families.**
- **FACTS** online payment system is accessed through **RenWeb ParentsWeb and should be used by all parents to make all tuition payments and incidental payments** throughout the year.
- **RenWeb Parent Alert** is used to send text messages and voice messages. **Please provide a current cell number when completing your online enrollment information.**
- **RenWeb Home** App can be downloaded to phones and tablets to access information quickly.

## 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
- ◆ 3K & 4K 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 line in order to hear when their name is called for pick-up.

**DO NOT BLOCK NEIGHBORHOOD DRIVEWAYS**

**DURING CARPOOL PICKUP**

**\*\*\*\*Traffic maps can be found on the following pages.\*\*\*\***

***Please follow the traffic patterns.***

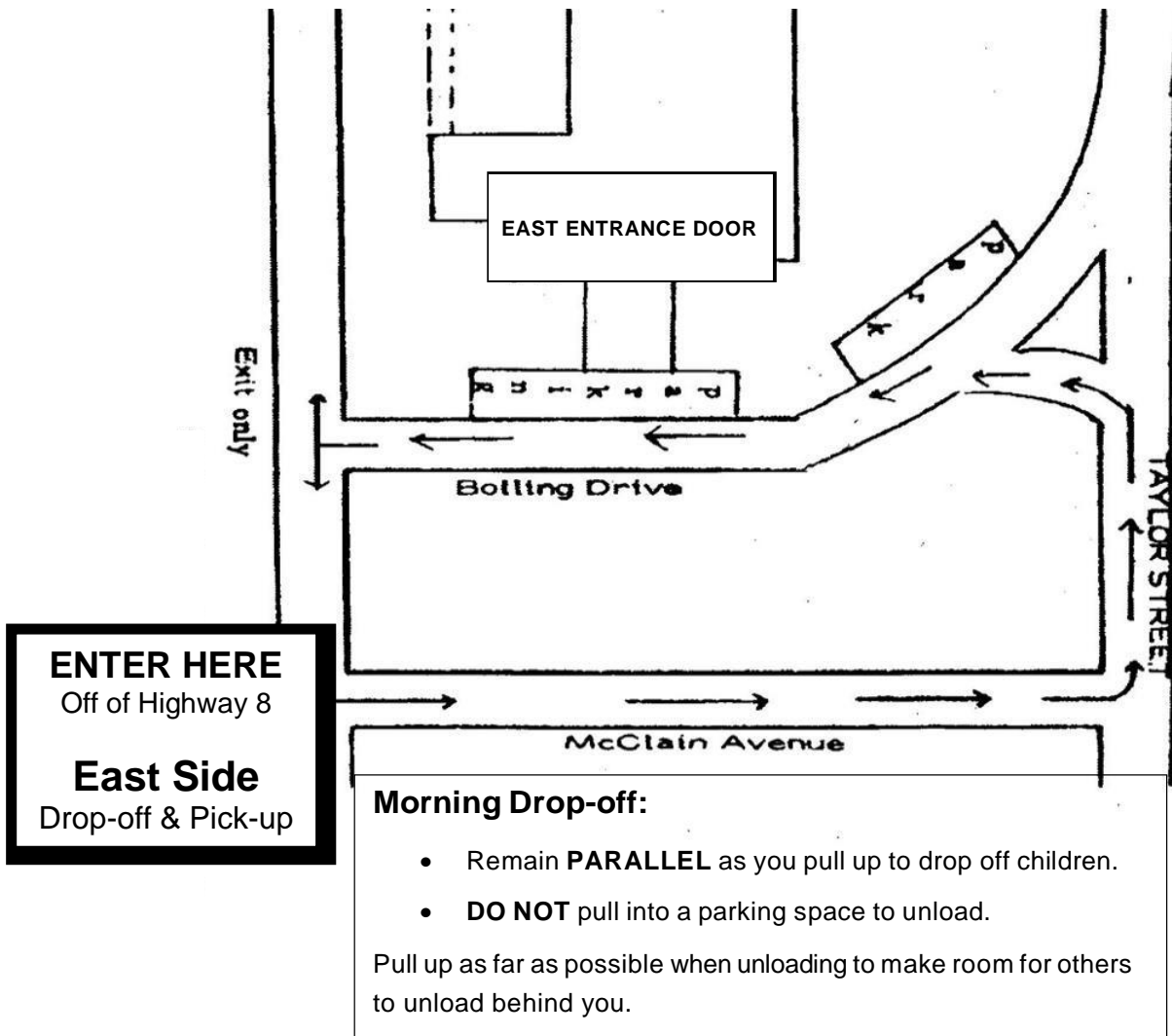
# EAST SIDE

## MORNING DROP-OFF

3K—6th

## AFTERNOON PICK-UP

Grades 3rd—6th & Younger Siblings



# WEST SIDE

**MORNING DROP-OFF**

**3K—6th**

**AFTERNOON PICK-UP**

**Grades 3K—2<sup>nd</sup>**

**DO NOT USE  
McClain or Taylor  
for  
West Side  
Drop-off or Pick-up**

