



Parent-Student Handbook 2023-2024

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Preston Hollow Presbyterian School Board of Trustees 2022-2023

Executive Committee:

Trey Angel, President
Matt Roberts, Vice-President
Michelle Lyon, Secretary

Trustees:

Candice Brekke, Parent Club President	Kelly Lipscomb
Ann Edwards	Todd Owen
Townsend Heald	Laura Sparkman
Nancy Johnson	Aimee Szgenda
Kathy Lett	Bob Warren
Katie Leto	

Non-Voting/Ex-Officio Members:

Nicole Bell, Ph.D., PHPS School Director
Colleen Garcia, PHPS Business Manager
Lauren Marold, PHPS Technology Director
Beth Ramage, PHPS Preschool Director
Shannon Guse, PHPS Director of High School & College Ministries

Faculty and Staff:

School Director:	Nicole Bell
Business Manager:	Colleen Garcia
Technology Director:	Lauren Marold
Director of Curriculum and Instruction:	Melonee Foss
Curriculum Coordinator:	Elli Lee
Administrative Assistant:	Katie Machaj
Development Coordinator:	Julie Bonahoom
Director of Admissions:	Laura Holthouser
Office Manager:	Robyn Poole

Classroom Teachers:

Kindergarten:	Neeley Fleischer
First Grade:	Gina Rischard
First Grade:	Sue Walker
Second Grade:	Mary Kathryn Elliott
Second Grade:	Jamie Gibbons
Third Grade:	Katherine Bush
Third Grade:	Diana Drinan
Fourth Grade:	Natalie Fischer
Fourth Grade:	Amanda Preston
Fifth Grade:	Sarah Katherine Bernstein
Fifth Grade:	Jodi Standard
Sixth Grade:	Cindy Jung
Sixth Grade:	Suzie Keefe

Specialized Teachers:

P.E.:	Jeff Rosen
Music:	Karla Perry
Art:	Lauren Burns
Tech Lab:	Susan Faulkner
Counselor:	Kate Plifka
Science Teacher:	Ryan Green
Math Coordinator/Remedial Specialist:	Lynn Guion
Remedial Specialist:	Michelle Aguilar
Remedial Specialist:	Jessica Fletcher
Remedial Specialist:	Kate Hatch
Remedial Specialist:	Cathy Heald
Remedial Specialist:	Diana Truax
Remedial Specialist/Early Childhood Librarian:	Mary Kohnle
Remedial Specialist:	Kellye Rockecharlie
Teaching Assistant/Substitute:	Patty Johnson
Teaching Assistant:	Kelly Beakey
Teaching Assistant:	Tracey Berta
Teaching Assistant:	Deby Lamb
Teaching Assistant:	Lindsay Shipley
Motor Lab	Robin Abels
Nursery:	Abbey Hazlewood

Please Note: Staff phone numbers have not been included as we ask that parents contact teachers through the school office. Please call or email and leave your name and number and the teacher requested will return your call or email during her off period.



PHPS SCHOOL CALENDAR 2023-2024 GRADES K-6

*** School releases at 2pm on Wednesdays ***

Please note: calendar event dates and details are subject to change



August 2023							September 2023							October 2023							November 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2											1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30			
														29	30	31												
December 2023							January 2024							February 2024							March 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2												1	2	3							1	2
3	4	5	6	7	8	9		1	2	3	4	5	6	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30	
31							28	29	30	31											31							
April 2024							May 2024							June 2024							July 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
28	29	30												30														

	School Holiday/PHPS Closed		Music Program
	Prof. Dev. or Teacher In-Service (no school)		Summer Lab
	Conference Day - no classes held		Grandparents Day - Early Dismissal
	Early Dismissal/Half Day		IOWA Testing (4th-6th only)
	All School Party (Sept) /Field Day (May)		6th Grade Graduation & Last Assembly
	Orientation/Assessment Week		6th Grade Mo-Ranch Trip

<p>Aug. 11: New Staff Orientation (9am-12pm)</p> <p>Aug. 21: 9:00-10:00am Welcome and Parent Club Meeting (Jubilee Hall)</p> <p>Aug. 21: 10:00am In-Classroom Parent Meetings (no students please)</p> <p>Aug. 22: Orientation Day for Students & Individual Pictures (no parents)</p> <p>Aug. 21-22: Used Uniform Sale in Gym</p> <p>Aug. 23-25: 12:00pm dismissal for students (no lunch - carpool begins)</p> <p>Aug. 28: Regular School Hours and Lunch Service Begin</p> <p>Sep. 04: Labor Day Holiday (school closed)</p> <p>Sep. 08: 2nd-6th Summer Reading Party (during recess)</p> <p>Sep. 15: 2nd-6th Summer Math Party (during recess)</p> <p>Sep. 18-21: 6th Grade Mo-Ranch Trip</p> <p>Sep. 27: Curriculum Night (6pm-8pm)</p> <p>Sep. 29: All School Party (5:30pm-7:30pm)</p> <p>Oct. 03: Class Picture Day</p> <p>Oct. 09: Fair Day/Columbus Day Holiday (school closed)</p> <p>Oct. 10: Professional Development Day (no classes held)</p> <p>Oct. 15: PHPS Sunday (9:00am and 11:00am)</p> <p>Oct. 17: Hearing & Vision Screening</p> <p>Oct. 19: Parent-Teacher Conference Day (no classes held)</p> <p>Nov. 17: Grandparent's Day (dismissal following)</p> <p>Nov. 20-24: Thanksgiving Holiday (school closed)</p> <p>Nov. 27: Professional Development Day (no classes held)</p> <p>Dec. 21: 9:30am Christmas Music Program (dismissal following)</p> <p>Dec. 22-31: Christmas Holiday (school closed)</p>	<p>Jan. 01-05: Christmas Holiday (school closed)</p> <p>Jan. 08: Teacher In-Service (no classes held)</p> <p>Jan. 09: School Resumes</p> <p>Jan. 15: MLK Holiday (school closed)</p> <p>Feb. 03: Daddy-Daughter Dance (evening event)</p> <p>Feb. 16-19: Winter Break (school closed)</p> <p>Feb. 29: Parent-Teacher Conference Day (no classes held)</p> <p>Mar. 01: PHPS Auction and Fundraiser</p> <p>Mar. 11-15: Spring Break Holiday (school closed)</p> <p>Mar. 18: Professional Development Day (no classes held)</p> <p>Mar. 29: Easter Holiday (school closed)</p> <p>Apr. 01: Easter Holiday (school closed)</p> <p>Apr. 15-19: IOWA Testing (4th-6th grades)</p> <p>May 03: Teacher In-Service (12pm dismissal for students)</p> <p>May 09: 6pm End of Year Music Program</p> <p>May 16: Parent-Teacher Conference Day (no classes held)</p> <p>May 20: New Family & Buddy Family Party (TBD)</p> <p>May 21: Field Day & Yearbook Signing</p> <p>May 22: 6th Grade Graduation & Last School Assembly</p> <p>May 23: Last Day of Class (12pm dismissal for students)</p> <p>May 24: Teacher In-Service (no classes held)</p> <p>May 27: Memorial Day Holiday (school closed)</p> <p>Jun 03-27: Summer Lab 8am-12:30pm (no Summer Lab on Fridays)</p>	
Term 1: Aug 28-Nov 3	Term 2: Nov 6-Feb 21	Term 3: Feb 22-May 23

School Hours

School hours are 8:15am - 2:45pm (grades K-3) and 8:15am-3:15pm (Grades 4-6). On Wednesdays all students are dismissed at 2:00 p.m.

There are some days throughout the year when the students will have early dismissal. On these days, dismissal time will be at 12:00 noon and lunch is not served on these days. (See school calendar.) Both 12:00pm early dismissal days and 2:00pm Wednesday dismissal days allow teachers to attend staff development meetings.

Inclement Weather

On bad weather days when school will begin late or be closed, an automated call and text message will be sent through our Parent Alert system. The call and text will be sent either the night before or the morning of the bad weather day.

Chapel Service

Our staff and students join with PHPC for a chapel service once a week on Tuesday mornings at 8:30 a.m. which lasts approximately twenty minutes. PHPC leads these services. The children are active participants in the service, and sixth graders participate in the readings. Children's birthdays are acknowledged each week during the service. Parents are always welcome to join their child's class in this worship service.

Morning Carpool and Morning Recess

(please see maps with detailed directions on the following pages)

Morning carpool drop-off location is either the south door of the gym or the playground (if attending morning recess).

Morning carpool and morning recess take place from 7:50am to 8:15am. Teacher supervision is provided in the gym and on the playground during this time. The gym door will remain locked until 7:50am and will lock again at 8:15am. Students are to remain in the gym or on the playground until dismissed for class by the teachers on duty. The exception is if a student has received prior permission from his/her teacher. Children should not be dropped off at school prior to 7:50am at the gym or playground without staff/teacher permission as there is no supervision before this time.

All other doors to the school will be locked during school hours. Entrance to the school will be allowed only through the main door after 8:15am.

Morning Recess Drop-off Guidelines

Morning recess is offered as an alternative to the gym starting the first full week of school. Morning recess drop-off and guidelines are as follows:

- Cars will arrive and join the morning carpool line as usual.
- When you arrive to the area where you would normally turn left to drop off your student at the gym, turn right instead.
- Your student will exit the car and enter the playground through the gate near the basketball goal.
- Students may arrive any time between 7:50am and 8:10am, but please do not arrive prior to 7:50am as there will be no adult supervision before this time.

- If you arrive to the playground earlier than 7:50am, your child will need to remain in the car with you until one or both of the volunteer teachers have been “seen” on duty for morning recess that day.
- Parents are not allowed to “watch” from the car; a PHPS staff member must be present.
- If a child arrives prior to 7:50am and is left unattended, he/she will be directed to the school office and will have lost their playground privilege for the remainder of the morning.
- Students will be directed to leave backpacks or any other items in a designated area of the playground.
- Morning recess ends at 8:10am. If your child arrives after 8:10am., please drop your child off at the gym doors.
- Morning recess takes place on the playground side only; the soccer field will not be open.
- Morning recess will also be open on cold days, so please dress your child accordingly.
- Whichever morning option a student chooses (gym, playground, tutoring, etc.), students must remain at their chosen location for that morning (i.e. students are not allowed to switch between locations during the 20-minute time span).
- Students may choose a different location each morning.
- Please be sure your student has used the restroom prior to drop-off. Bathrooms are available, but discouraged as this takes away from supervisory resources during the 20-minute morning recess time.

Morning Recess Dismissal

- At 8:10am, the teachers on duty will direct the students to gather backpacks and line up.
- The students will form two lines for grades K-2 and grades 3-6.
- The teachers on duty will then walk the students directly to their respective classes.

Morning Recess Closure

If you see a tall red flag next to the school building during morning carpool, this means the playground is closed for morning recess due to:

- Capacity on the playground has reached the maximum of 40 students
- Weather conditions are not safe for students to be on the playground

Carpool Card/Changes

Each family receives a carpool card at the start of school which must be visibly displayed on the dash of your car during pickup. The office should be notified of any permanent changes in carpool plans.

If your child is to leave school with anyone other than his/her regular carpool, please send a written note or email to your child’s teacher prior to 12:00 noon on the day the carpool change is taking place. If you have a last-minute emergency, you may call the school office with the carpool change.

Instructions for Afternoon Carpool

(12pm, 2pm, 2:45pm, or 3:15pm)

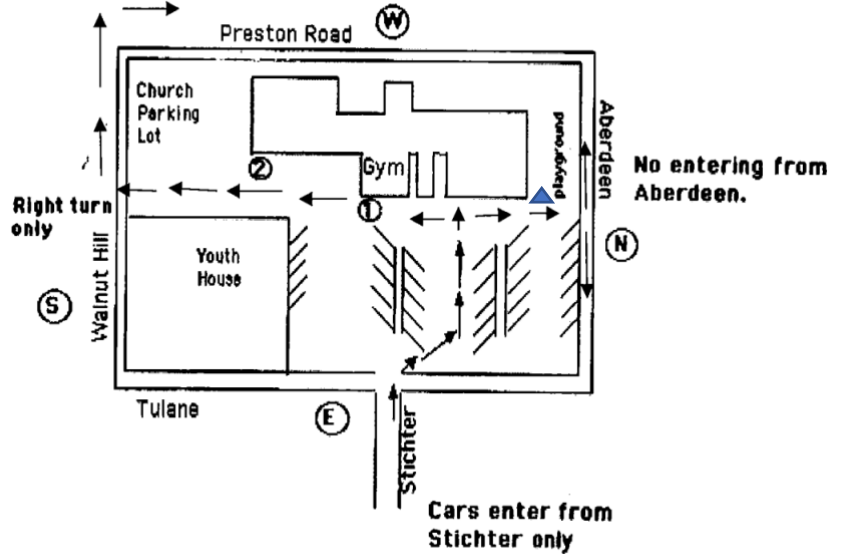
Students will be picked up in afternoon carpool from the courtyard located south of the gym. Below are the guidelines:

1. Every car must have a carpool card in the window every day. If you need a new card, please contact the office or make your own.
2. Enter only from Stichter/Tulane, going west into lot (do not enter from Aberdeen).
3. If you are picking up for 2:45 (K-3) dismissal, form a double line of cars in the middle aisle of the parking lot and stop where that lane ends and one lane will be formed as cars turn alternately left into the lane in front of the gymnasium.
4. If you are picking up for 3:15 (4-6) dismissal, form a double line of cars in the north aisle of the parking lot and stop where that lane ends and one lane will be formed as cars turn alternately left into the lane in front of the gymnasium.
5. On Wednesdays (2:00pm dismissal) and early dismissal days (12pm), form a double line of cars in the middle aisle of the parking lot and stop where that lane ends and one lane will be formed as cars turn alternately left into the lane in front of the gymnasium.
6. **Please do not block the driveways of the homes between our parking lot and Tulane.** The Dallas Police Department patrols this area and will issue citations.
7. The first car in carpool line will pull up to the south end of the courtyard.
8. Please do not pull out of carpool line.
9. To exit, move forward and turn only right onto Walnut Hill Lane.
10. In an emergency, parents may park in the Youth House parking lot (the parking lot between the Youth House and Walnut Hill Lane), cross over to the crosswalk in that area as to not interfere with the carpool line and follow the sidewalk to the courtyard and enter the main door to the school. They will need to exit in the same manner.
11. Parents should not be talking on cell phones when actively moving in the carpool line or when their child is entering the car.
12. Students not picked up on time (within 10 minutes of dismissal time) will be taken to the school office to wait and parents will be called.

CARPOOL MAPS

Morning Carpool

Morning Drop-off Playground = ▲
 Morning Drop-off Gym = ①

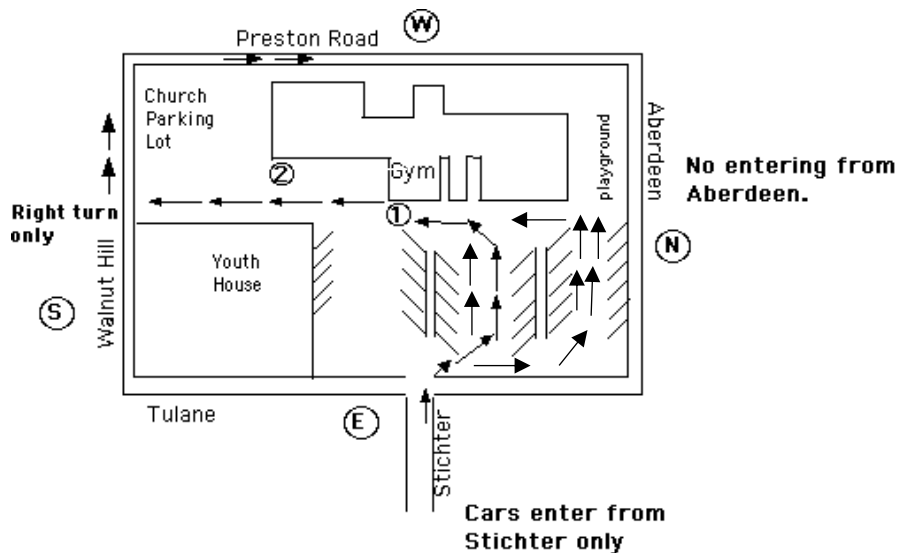


2:45 & 3:15 Afternoon Carpool

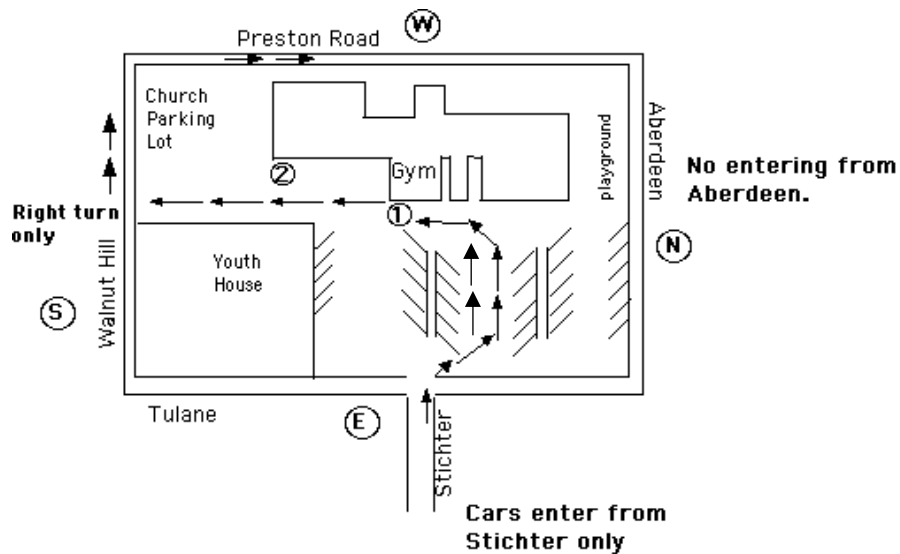
Afternoon Pick-up = ②

2:45 Dismissal - form 2 lines behind the orange cones in middle aisle. Alternate cars will proceed to the courtyard for loading.

3:15 Dismissal – form 2 lines behind orange cones in north aisle. Alternate cars will proceed to the courtyard for loading.



Wednesday 2pm & Early Dismissal Days 12pm



Dress Code - Uniforms

Students must be in uniform and be clean, neat and tidy in appearance at all times. Inappropriate dress and grooming will be handled on an individual basis. Parents will be called to bring needed items if students are in violation of the dress code. Please label all uniform items and outerwear if possible. Uniform guidelines are as follows:

Boys (Grades K-6)

Shorts and Pants

- Khaki walking shorts or pants
- Cargo pants or cargo shorts not allowed
- May not be oversized, torn or baggy
- Waistband must be worn at the natural waist
- Shorts should not fall below the knee
- Dark brown braided leather belt must be worn at all times

Shirts

- Navy or white short-sleeve or long-sleeve knit polo
- Navy or white Dri-Fit short-sleeve polo
- No visible logos
- Shirts must be tucked in at all times
- Undershirts or t-shirts with coloring and/or markings may not be visible through uniform shirt

Outerwear

- Please label all outerwear
- Navy ¼ zip sweatshirt with emblem logo
- Navy ¼ zip performance or polar fleece with emblem logo

- Navy cardigan sweater with emblem logo
- Navy pullover hooded sweatshirt with applique logo
- White pullover hooded sweatshirt with school logo (6th grade only)
- Hoods are not to be worn on the head inside the building
- Coats may be brought for outdoor recess on cold days; only PHPS hoodies, fleece jackets, or sweatshirts should be worn
- Coats must be removed when entering classrooms except for PHPS sweatshirts and fleeces. No other sweatshirts, jackets or sweaters are allowed

Shoes and Socks

- K – 5th grade boys should wear completely white, low-cut, leather, tie or velcro tennis shoes
- Colored soles are not acceptable
- Sixth grade boys may wear any color low-top sneaker that is appropriate for gym floor and school wear
- Shoes should be as conservative as possible and appropriate for use on a gym floor. If you have questions about a particular shoe, please contact the school office
- Shoes should not be slip-on, zip-up, heelys, slides, flip-flops, crocs, etc.
- Plain white ankle or crew length socks
- No stripes, logos, or other decorations are permissible on socks
- Socks must cover the ankle bone and be clearly visible

Other

- Hair should be neat, well-groomed in a conservative style and only its natural color. No bleached and/or colored hair allowed
- Hair should not fall below the eyebrows or below the top of the shirt collar
- Earrings are not allowed
- No hats or caps are to be worn in the building
- No jewelry allowed except for watches, simple rings and chains with religious symbol. This includes bracelets (stretchy bracelets, hair bands, etc.) and ankle bracelets. No fitbit, Applewatch, activity tracker, or any electronic device which provides access to the internet, texting, phone, etc. is allowed
- Tattoos (temporary or otherwise), body piercing, or henna designs are not allowed
- No excessive decorations/distractions on backpacks

Girls (Grades K-3)

Jumpers, Shorts, and Skorts

- Plaid jumper(drop waist style)
- Jumper length should be at or above the knee but no more than two inches above the knee
- Plaid skort
- Navy or black modesty shorts or Softe low-rise cheer boy short (worn under jumper)

Blouses and Shirts

- White short-sleeve Peter Pan blouse with navy trim (worn with jumper)
- White or navy short-sleeve pique girl-fit polo (worn with skort; should not be worn with jumper)
- Any monogram should be navy blue, limited to collar of blouse, and should be size appropriate
- Polo shirts are to be tucked in at all times

Outerwear

- Please label school outerwear
- Navy ¼ zip sweatshirt with emblem logo
- Navy ¼ zip performance or polar fleece with emblem logo
- Navy cardigan sweater with emblem logo
- Navy pullover hooded sweatshirt with applique logo
- Hoods are not to be worn on the head inside the building
- Coats may be brought for outdoor recess on cold days; only PHPS hoodies, fleece jackets, or sweatshirts should be worn
- Coats must be removed when entering classrooms except for PHPS sweatshirts and fleeces. No other sweatshirts, jackets or sweaters are allowed

Shoes and Socks

- Navy and white soft saddle shoes (Keds or StrideRite brand)
- White triple roll, tri-fold, or long knee socks
- Navy opaque tights or navy lycra leggings (optional)

Other

- Hair should be neat, well-groomed and only its natural color. No bleached and/or colored hair allowed
- All hair accessories such as headbands or scarves should be uniform colors or color of hair. They must be conservative in nature and not distracting to the student or others
- No hats or caps are to be worn in the building
- No jewelry allowed except for watches, simple rings and chains with religious symbol. This includes bracelets (stretchy bracelets, hair bands, etc.) and ankle bracelets. No fitbit, Applewatch, activity tracker, or any electronic device which provides access to the internet, texting, phone, etc. is allowed
- Tattoos (temporary or otherwise), body piercing, or henna designs are not allowed
- No excessive decorations/distractions on backpacks
- No artificial nails or bright color nails are allowed

Girls (Grades 4-6)

Skirts and Skorts

- Plaid skirt (box pleat style only)
- Plaid skort
- Navy or black modesty shorts (worn under skirt)
- Skirt length should be at or above knee but no more than two inches above the knee.
- Waistband of skirts or skort should be worn at natural waist.
- Navy or black modesty shorts or Softe low-rise cheer boy short (worn under skirt)

Blouses and Shirts

- White ¾ sleeve no-tuck blouse (worn with skirt or skort)
- White short-sleeve oxford (worn with skirt or skort)
- Navy short-sleeve poplin blouse (worn with skirt or skort)
- Undergarments should be of a neutral color so as not to show through shirts or blouses

Outerwear

- Please label all outerwear
- Navy ¼ zip sweatshirt with emblem logo
- Navy ¼ zip performance or polar fleece with emblem logo
- Navy cardigan sweater with emblem logo
- Navy pullover hooded sweatshirt with applique logo
- White pullover hooded sweatshirt with school logo (6th grade only)
- Hoods are not to be worn on the head inside the building
- Coats may be brought for outdoor recess on cold days; only PHPS hoodies, fleece jackets, or sweatshirts should be worn
- Coats must be removed when entering classrooms except for PHPS sweatshirts and fleeces. No other sweatshirts, jackets or sweaters are allowed

Shoes, Socks and Leggings

- Navy and white saddle shoes or all white athletic shoes for 4th/5th grades
- **6th grade only** - any color, low-cut tennis shoes
- Shoes should be appropriate for use on gym floor
- Socks must cover the ankle bone and be clearly visible
- No stripes, logos, or other decorations are permissible on socks
- Navy opaque tights or leggings

Other

- Hair should be neat, well-groomed and only its natural color. No bleached and/or colored hair allowed.
- All hair accessories such as headbands or scarves should be navy, hunter green or color of hair and to be of a conservative nature and not distracting to the student or others.
- No hats or caps are to be worn in the building.
- No jewelry allowed except for watches, simple rings and chains with religious symbol. This includes bracelets (stretchy bracelets, hair bands, etc.) and ankle bracelets.
- No tattoos (temporary or otherwise), body piercing, or henna.
- Only natural-looking make-up is allowed.
- No excessive decorations/distractions on backpacks.
- No artificial nails or bright color nails are allowed.

Spirit Days Dress Code

On occasional “spirit days”, it is expected that students will abide by the following dress code:

Boys

- Shirts must be a PHPS t-shirt.
- Uniform pants, uniform shorts, or jeans may be worn. Holes, tears or rips of any type on clothing items are not permissible. Oversized “baggy” jeans should not be worn. Waistbands should be worn at the natural waist. Sweatpants are permitted if logo-free.
- Shoes should be sneakers or uniform shoes only (no slides, clogs or flip-flops, boots).

Girls

- Shirts must be a PHPS t-shirt.
- Uniform skirts with modesty shorts, uniform skorts, pants, or jeans may be worn. Holes, tears or rips of any type on clothing items are not permissible. Solid black or navy leggings are permitted if worn with a **longer shirt**. Sweatpants are permitted **if loose fitting** and logo-free.
- Shoes should be sneakers or uniform shoes only (no slides, sandals, boots, or flip-flops).

School Forms

Enrollment Forms must be filled out at the time of registration through FACTS SIS. It is the parents' responsibility to make any changes in address, phone numbers, emails, health insurance numbers, etc. through FACTS SIS.

Immunizations for Preston Hollow Presbyterian School: All students must have a current Physician Statement form on file in the school office prior to the first day of school. The Physician Statement form must be signed by the child's pediatrician. In addition to the required Physician Statement, all children at Preston Hollow Presbyterian School must provide proof of immunizations in accordance with the most current immunization schedule adopted by the State of Texas. If applicable, an individualized Food Allergy & Anaphylaxis Emergency Care Plan will also be required.

An exemption from immunizations *for medical reasons* will require a written and signed statement from a board-certified physician. An exemption from immunizations *for reasons of conscience* will not be accepted. A student will be unable to attend school until the required forms are on file.

Medication Policy

If a student is to be given medication at school on a daily basis, this information must be listed in FACTS SIS. If the dosage or prescription changes for your child, this must be updated in FACTS SIS. Please also keep your child's teacher and the school office informed of any medication changes, additions or deletions.

All medication (prescription and nonprescription) must be delivered to the school office by an adult. This includes asthma inhalers, allergy medications, etc. All prescription medications must be in the original prescription bottle with the correct dosage marked. These medications will be kept in the school office and dispensed by the office staff.

No medication is to be brought to school by a student, nor will we send it home with a student. Medication will not be accepted from a student's book bag, zipper bag, lunchbox, etc. If this occurs, the parent will be contacted.

For students receiving daily medication at school, parents will receive an email or phone call approximately 2-3 days before their child is out of medication at school. This allows parents ample time to get the prescription refilled and brought to school. The empty bottle will be kept until more medication is brought to the school office.

Please remember that it is often just as important for most children who take daily medication to take it on non-academic days such as field trips, field day, etc. as it is on academic days. This is to help ensure that they have a positive and productive learning and social experience.

Be sure and pick up your child's medication from the school office at the end of the school year.

Phone Calls and Electronic Device Policy

Cell phones, smart watches, or any devices that allow communication are not allowed at PHPS. Students may not bring devices to school even if they keep them in their backpack or locker. They have the potential to become an unnecessary distraction and interruption to our students' learning environment. School phones are available (with teacher permission) for needed student calls. 6th graders may bring cell phones to school if granted permission by the 6th grade teachers. 6th grade teachers will collect cell phones at the beginning of the day and return the students at the end of the day.

If a student chooses to bring one of these electronic devices to PHPS, the device will be collected and kept in the School Director's office where parents will have to retrieve the device.

Picking Up Child During a School Day

If students have to leave school during the day for any reason, a note must come from parents to the teacher or the teacher must be notified by email the day or night before the appointment. Parents should come to the main door and ring the school office. We will bring your child to the door to meet you.

Visitors to the School

All visitors are required to check in through the school office. If you wish to deliver something to your child (this includes lunch, snacks, medication, etc.), bring it to the school office. Please do not "drop in" to see the teachers before school or during the day or to see your child during the school day. Conferences with teachers should be scheduled ahead by either email or phone. Visiting your child during their lunch period is allowed. Please check in with the office before going to the lunchroom.

Lost and Found

"Lost and Found" items are turned in to the school office. Unclaimed items are put in our "Lost and Found" tub in the school office workroom. Clothing (especially sweatshirts), lunch boxes, backpacks, etc. need to be labeled with names for identification.

First Aid - Illness

Children come to the school office for assistance in case of illness or injury. Parents are called to pick up their child when his/her temperature is over 100 degrees or when he/she is experiencing continuous discomfort or pain. Our school policy is to treat minor injuries (scrapes, insect bites, bruises, bumps, etc.) with cold compresses, ice, anti-itch and antibiotic creams. Parents will be notified about minor injuries at the discretion of the administration.

If a child has a major injury or illness, school staff will address the child's needs, contact parents, and, if required, call 911 or transport the student to the hospital emergency room you have indicated on your enrollment form.

Parents of a student with a communicable or contagious disease are asked to call the school office so that other students who have been exposed to the disease can be notified.

School Supplies

School supplies will be in your child's classroom on the first day of school. School and library books are on loan to students and must be paid for if lost or damaged.

During orientation days, the "School Store" is located in the gym. We will sell items such as t-shirts, water bottles, etc. These may be bought during the remainder of the year through the school office by special request. All students are required to have a backpack. Rolling backpacks are not permissible for students in grades K-3. Backpacks for students in grades 5-6 should be able to accommodate a large (14" x 12" x 3.5") binder.

Lunch

Students have the option to either bring their lunch or buy lunch in the cafeteria. Lunch is served every school day except when school is dismissed at 12:00 noon. Parents are welcome to join us for lunch any time. Lunch must be ordered through FACTS SIS in advance, as noted on the school calendar. Lunch periods are as follows: Grades K, 1 & 2: 11:30; Grades 3 & 4: 12:00; Grades 5 & 6: 12:30.

The on-campus caterer will provide our school lunches. On some Tuesdays Chick-Fil-A will be offered. On Fridays we offer pizza and parents volunteers help serve our students on these days. The cost of the lunches, including milk, is \$6.50. Milk or water will be provided at no charge to children who bring their lunch.

Each month, a menu will be posted on FACTS SIS which you should review with your student and decide on which meals they would like to purchase from the school lunch menu for the entire month. Once the menu is posted, approximately one week is allowed for selections to be made. Lunches cannot be purchased after this period. Payment is made electronically through FACTS SIS. When possible, any special event or outing for your child's class will be noted on the monthly calendars. We do not inform parents if a lunch has been forgotten or left at home, nor do we provide a school lunch, but students will have the option to have a snack and milk from the school office.

Carbonated drinks and/or lunches brought from restaurants are not permitted except on a child's birthday. Also, candy or gum is not allowed for sack lunches or snacks. Students in grades 3-6 are permitted to use the microwave to heat lunch. Students should be aware of heating instructions and be able to operate a microwave oven independently. Food should not be brought in glass containers.

Snacks

A mid-morning snack is provided for students in Grades K-1. Students in grades 2-6 are encouraged to bring a light, nutritious midmorning snack each day. Finger foods such as fruit, crackers, nutrition bars (not ones high in sugar), popcorn, bagels, pretzels, etc. are appropriate. Candy, cookies, fruit roll-ups and other high sugar foods, messy foods and drinks are not permitted.

Celebration of Birthdays

At PHPS we believe a child's birthday is certainly cause for celebration! Each child is recognized in their classroom on their birthday or ½ birthday if their birthday falls in the summer. For ½ birthday children, parents will be informed of their special day. A free dress day for the birthday child is an exciting addition to their special day. Parents may send cookies, cupcakes or other special snacks to be shared with the birthday child's class if they choose. Please be mindful of other students' allergies. It is best to inform the teacher that you will be sending something and to send items which are ready to serve and can be served quickly and easily. The special snack will be served during snack time or lunch.

Students are also recognized in chapel during their birthday week. Birthday Books which parents have purchased through the PHPS Parent Club are presented to the child on his/her birthday. On a designated day each month, the Parent Club will deliver birthday treats for all students who are celebrating a birthday within that month. Please note that invitations to parties may not be distributed at school by the teacher or the student.

Assignment of Students to Classes

Many variables are considered when assigning students to homeroom classes each year. The classes are created based on teacher input and discussion. Parents may offer feedback to teachers regarding class placement, and this feedback is considered when creating each of the two classes at each grade level. However, occasionally, the best placement for students may not align with parent preference. Parents are notified of class assignments via email the week before school starts. Except in a unique and exceptional case, all classes are set and cannot be changed after this notification.

Math and reading classes are formed the first two weeks of school. Groups are based on in-school student assessments and the student's diagnostic testing on file. The groups are created based on skill level, learning profile, and the level of support required. Students may move from one math or reading group to another throughout the school year, as progress and development changes. Parents will be notified in advance if a student is moved from one group to another.

Attendance

Regular school attendance and on-time arrival is expected. Attendance at all school functions, programs and special events is encouraged. Three tardies is counted as an absence. A student is counted tardy if he/she is not in the classroom at 8:15 a.m.

Make-up work is often required for absences. The teacher will give student make-up assignments when he/she returns to school. If parents want to pick up work while the student is still home sick, they should call or email the teacher before 11:00 a.m. that day. The work will be placed in the pick-up bin located outside the main school door by 2:45pm. Work requested after 11:00 a.m. can be picked up any time the following day. Trips requiring missed school days are discouraged, as they are disruptive to a child's learning. Note: It is not possible for a teacher to prepare student's work prior to a trip.

On major religious holidays, we understand that some students will be absent from school. These students are not counted as absent. Moreover, to accommodate these students, we endeavor not to schedule field trips, special presentations or speakers, tests and major assignments on these dates.

Homework

Homework is a required part of the academic program at Preston Hollow and is assigned Monday through Thursday. Homework and daily home reading are not optional. The purpose of homework is to reinforce and provide practice of skills previously taught in the classroom and to help the child develop responsibility and independence. If a child is spending an extraordinary amount of time on homework, his or her teacher should be notified. In grades 4, 5 & 6, after-school study halls are served for failure to complete homework. In the lower grades, each teacher enforces her own consequences for failure to complete homework. Homework left at home will be counted as incomplete. Home reading is considered a part of homework and each student is expected to have at least 20 minutes a night of supervised reading. Students are responsible for making sure that their parents sign their reading log each night. Parents are expected to check their child's notebook each night and follow guidelines set out by the classroom teacher.

After School Study Hall

The purpose of our study hall system for fourth, fifth and sixth graders is to help students take appropriate responsibility for their homework. These teacher-supervised work periods are held for one hour beginning at dismissal time on Monday, Tuesday, and Thursday. They allow students the opportunity to work on completing assignments instead of receiving a zero for the work that is incomplete. Students who choose not to read for 20 minutes one night (or to not assume the responsibility to have their notebook signed) may avoid an after school study hall by reading 40 minutes the following night. If this is not done, a study hall will be assigned. Students and parents receive twenty-four hours notice of study halls to be served so that carpool arrangements can be made. These notices must be signed by parents and returned to the school. After school extracurricular activities, including sports are missed by students serving study halls. A student may not join a game or activity in progress after their study hall has been completed. Students staying for study hall should be picked up promptly at 4:15 p.m.

Student Conduct

At PHPS, we take a holistic approach to education and emphasize social, emotional growth and personal development. We expect students to adhere to school rules and policies, be respectful, kind and contribute to creating a positive learning environment. We strictly enforce our anti-bullying policy and expect all students to be familiar with the policy and abide by the guidelines.

Disruptive behavior which interferes with other student's learning and/or a teacher's teaching will not be allowed. Students are expected to obey the following specific rules:

1. Solve conflicts verbally - no hitting or kicking.
2. Pass quietly and orderly in the halls.
3. Refrain from using obscene language and/or gestures.
4. Only use elevators with permission.
5. Do not bring narcotics, tobacco or weapons (i.e., knives, darts, toy guns, tools, sharp objects, etc.) on the premises. Students are not allowed to have any prescription or over the counter medication on his/her person.
6. Cooperate with all adults.
7. Practice positive thinking/attitude.
8. Refrain from bringing money to buy items from drink or snack machines.
9. Refrain from bringing anything to school to sell to another student.
10. Refrain from bringing gum and/or candy to school.
11. Refrain from bringing toys other distracting objects from home.
12. Do not bring cell phones or other communication devices to school (except 6th graders with teacher permission).
13. Respect school and church property.
14. Dress in accordance with the uniform guidelines.
15. Act in a courteous and responsible manner to all adults and peers. Teasing, bullying and/or harassment, including sexual harassment, are not tolerated and can be grounds for suspension and/or expulsion. No actions, words, jokes, or derogatory comments concerning a person's race, color, sex, religion, national origin, age, sexual orientation, gender identity, handicap or disability or any other characteristic will be permitted.
16. Do not threaten to harm a teacher or another student. Students need to be aware the statement "I was just kidding", or "I didn't mean it" are not acceptable excuses.

17. Respect the rights and property of adults and students at all times.
18. Follow the PHPS anti-bullying policy.
19. Follow the PHPS technology acceptable use policy.
20. Due to the small size of our school, students should not be purposefully excluded from large group parties, activities, events, or social gatherings which include most of the student grade level or class.

In addition to the above, each classroom has its own age and grade appropriate rules that each student is expected to obey. Failure to respect the behavioral guidelines of our school as stated above can result in consequences at the discretion of the School Director.

Anti-Bullying

PHPS is committed to providing a safe and caring environment which fosters positive relationships among staff, teachers and students. Any form, type, or level of bullying is unacceptable and will not be tolerated, whether before, during or after school/work hours, or at school sponsored activities or events off campus, or through school-owned technology or that otherwise creates a significant disruption to the school environment. Students or staff who engage in such behavior are subject to serious disciplinary action by the school.

Bullying Definitions

Bullying is not based on any particular characteristic, but includes a single significant act or pattern of acts by one or more students against another student that exploits an imbalance of power and involves engaging in expression (written, verbal, or electronic) or physical conduct that:

- 1) physically harms a student, damages a student's property, or places a student in reasonable fear of harm to the student's person or of damage to the student's property;
- 2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- 3) materially and substantially disrupts the educational process or the orderly operation of a school or classroom; or
- 4) infringes on the rights of the victim at school

Bullying includes, but is not limited to these actions:

- **Verbal Bullying:** is defined as harm to someone's self-esteem or safety through verbal means such as: teasing, name calling, or insulting remarks.
- **Physical Bullying:** is defined as harm to someone's body or property such as pushing, shoving, destruction of one's property, or theft (or destruction) of school materials.
- **Social/Emotional/Relational Bullying:** is defined as harm to someone's group acceptance through purposeful exclusion, telling another not to be someone's friend, gossiping, or spreading or starting rumors.
- **Cyber Bullying:** is defined as the use of electronic communication technologies to intentionally engage in repeated or widely disseminated acts of cruelty towards another that result in emotional harm. Cyberbullying can occur through cellular or other type of telephones, computers, cameras, electronic mail, SMS, instant, direct or text messaging, social media applications such as Facebook, Instagram, Snapchat, and Tik Tok, online gaming communities, online forums, chat rooms, message boards, apps, and websites, or any other internet-based communication tool where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content/information

about someone else (personal or private) causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

- **Sexual Bullying:** is defined as harm of a sexual nature to someone's self-esteem, body, property, or sense of safety, and includes, but is not limited to: unwelcome sexual comments, leering, gestures, and actions or comments based on a person's sexual orientation or perceived sexual orientation.

Prohibited Conduct also includes:

1. Retaliation for asserting or alleging an act of bullying.
2. Perpetuating bullying or harassing conduct by spreading hurtful or demeaning material even if the material was created by another person (e.g., forwarding offensive e-mails or text messages).

Bullying Procedures

Every bullying incident will be taken seriously by PHPS administrators and its staff, teachers, students, and families. If you are a victim of bullying or a witness to what you believe to be bullying, please follow these procedures:

- 1) Report the incident immediately to a teacher or other staff member (this information can be submitted anonymously if there is fear of retaliation).
- 2) That person will investigate the incident in a timely and responsive manner, or make aware the situation to a person who will then investigate the situation.
- 3) The school will promptly notify via email or phone call the parents of the victim and the parents of the student engaged in bullying to share the specifics of the situation.
- 4) The school may take interim action if it deems necessary while the investigation is being carried out.
- 5) If the school determines that bullying did occur, the school will take appropriate disciplinary action.
- 6) A report of the incident will be placed into the student files of those involved. These files are kept in the school office.
- 7) The school encourages anyone involved in bullying, whether victim, witness, or perpetrator, to seek help through counseling and/or other mental health services or their church home as appropriate.

Disciplinary Action for Bullying

Every bullying situation is different, and as a result, the consequences will be different. The point is to demonstrate that bullying behavior has consequences and will not be tolerated. Below are samples of potential disciplinary actions which could be taken:

- Loss of privileges at school
- Loss of participation in after school activities
- Detention
- Written apology to the victim of bullying
- Suspension or expulsion from school

Anti-Bullying Code of Conduct

It is expected for all PHPS students and staff to abide by the following Code of Conduct regarding bullying:

- We will not bully others.
- We will help those who are bullied.
- We will be inclusive of all.
- When we know someone is being bullied, we will tell an adult/administrator at school and an adult at home.
- If we see someone standing up for others and exhibiting exceptional leadership qualities, we will tell an adult/administrator at school and an adult at home.

Reports to Parents

Three parent-teacher conferences are pre-scheduled: one in October, one in February and one in May. In addition, parent-teacher conferences may be requested at any time by teachers or parents. Parents who have concerns regarding their child are encouraged to contact their child's teacher.

Student reports are sent electronically by email to parents of students in grades K-3. These reports are teachers' written communication to parents of a student's academic progress, social/emotional growth, work habits and behavior.

Report cards are issued each trimester to students in grades 4 - 6. Progress reports are sent in the middle of each grading period with the exception of the first grading period. Report cards and progress reports are sent electronically.

Grading system for students in grades 4-6:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - Below 60

Scores of standardized tests given to students during the year will be shared with parents. 4th-6th grade students are given the Iowa Test of Basic Skills in March or April, the STAR reading test several times a year, and the STAR math test (grades 2nd-6th).

Field Trips

Classroom teachers plan field trips for various days throughout the year. These may be educational, cultural, service oriented, rewards, or just for fun, but all offer an opportunity for students to grow and learn as they go as a group out into the community. An Activity Participation Consent and Release is included in the Parent-Student handbook acknowledgment form which is signed by all parents during the first month of school. This provides parental consent for students to leave school for school field trips, sports events (5th-6th grade), and other school-sanctioned activities. Occasionally, trips may require the student's paying all or part of the fee. Parents should check the school calendar on FACTS SIS regularly to be informed of their child's upcoming field trips and take these into account when ordering lunch.

Transportation is either provided via parent volunteers or school contracted buses. Each student and driver must wear a seat belt at all times. Parents of children 8 years and under must bring booster seats for their child. Guidelines which we ask all parent drivers to adhere to will be handed out in your class meeting. We feel adherence to these guidelines is necessary for the safety and well-being of our students. This form must be filled out, signed and turned into the school office.

Mo-Ranch

All 6th graders are expected to attend Mo Ranch in the fall of the 6th grade year. We believe the Mo Ranch trip in an integral part of the 6th grade curriculum and provides an opportunity for students to:

- Develop cooperative learning skills-group problem solving
- Nurture each other/develop trust in one another
- Develop leadership skills
- Develop communication skills
- Set and achieve group goals
- Build leadership, problem solving, trust, communication
- Set and achieve goals
- Pushing one's self to achieve own level of success
- Encourage/support one another to achieve personal goals
- Notice and complement what others have achieved

Background Checks

Parent volunteers are an invaluable and essential part of the success and efficient operation of our school, and we are so grateful for each one of our volunteers. For the safety and security of our students. we require all visitors (including parents) to have cleared a background check before entering the building. Our visitor management system will be utilized at the front desk to check-in visitors.

Parents may complete the background check form using a link located on the PHPS website. The school will cover the cost of the background check. We sincerely appreciate your cooperation and understanding of the need for this policy.

Emergency Management Plan and Security

Preston Hollow Presbyterian School is dedicated to maintaining a safe and orderly learning environment. To this end we have devised an Emergency Management Plan to resolve any unexpected or unplanned events that might threaten our students and/or staff. The following emergencies and emergency procedures are addressed in this plan: fire; tornado and severe weather; toxic substance or hazardous materials spills; a stranger or intruder on campus; an abduction or missing person; and/or a utility failure. In the event that our building cannot be re-occupied following an evacuation or that the school grounds as well as the building must be evacuated, we will evacuate to the sanctuary of Preston Hollow United Methodist Church, 6315 Walnut Hill Lane. Parents will be notified of this event through our Parent Alert system by receiving an automated call/text to their cell phone and an email which will include the location to pick up their child.

During certain emergency situations, the School Director may deem it necessary to dismiss students early. Parents will be notified through our Parent Alert system by automated call/text to their cell phone and an email asking them to pick up their children.

Our school is secured during school hours and all doors remain locked. If you need to enter the school during the school day, ring the bell at the courtyard entrance and you will be admitted after identifying yourself over the intercom.

The school maintains the right to search a student's backpack or locker if school personnel suspect an item within the backpack or locker poses a risk to students, teachers, staff, or property.

Library

Our school library is open during the school day. Students choose books from the library and then check them in and out in the library. Parents should not check books out of the library. Students are urged to return books to school on time and in good condition. Books that are lost or damaged must be paid for.

Donations of new or used children's books or money to the library are always welcome. Also, donations to the library in memory of or in honor of others are welcome.

Many parents choose to participate in the “**BirthDay Book**” program by providing a donation to the school library. On their child’s birthday or “half-birthday” (summer birthday), he/she is presented with a new library book with a bookplate commemorating the student’s birthday. The book is shared in class by the teacher, and the child then takes the book home to share with his/her family. The book is returned to the student’s teacher and is added to the PHPS library. These books are selected in keeping with the child’s interests and/or a subject area being studied by their class, while also keeping the needs of the school library in mind.

Students in grades 4-6 are encouraged to participate in the **Bluebonnet Award** statewide reading program by reading 5 or more books from the Bluebonnet Master List of nominated books for the current school year (to be found in the study skills notebook). They are then eligible to vote for their favorite Bluebonnet nominated book and are invited to the Bluebonnet Voting Party in late January. The Texas Bluebonnet award-winning book is announced by the Texas Association of School Libraries in late February.

Students in grades 4-6 are also encouraged to join The **Texas Reader's Club**. They may join by reading ten books from specific categories stated in the Home Reading section of their study skills notebook. All students who read the required ten books are eligible to receive a certificate and t-shirt at the Texas Reader’s Club celebration.

The books the 4th-6th grade students are reading for the Bluebonnet, Texas Readers Club or A.R. Award programs can count as their minutes of home reading.

Accelerated Reader Program

For students to be good readers, they must be encouraged to read, read, read! To this end, students in Grades 1-6 participate in the Accelerated Reader program. Accelerated Reader is a widely used computerized reading program that is designed to motivate students to read, thereby improving their comprehension and vocabulary, raising their reading levels, and improving their test scores.

After reading the book, the students take a comprehension test on the book on a computer or iPad at home. A student may also listen to an audio version of a book. However, the student must also follow along with a written text while listening to the audio. The tests are multiple choice questions based on the information from the book. Picture and easier books generally have five questions and chapter books and harder books generally have ten. Students earn points for correct answers and the score earned is immediately displayed. The computer keeps track of each student’s accumulated points. After each test the student takes, a report is generated that contains valuable information about reading levels of the books, success on the tests, rates of comprehension, numbers of books read and number of points earned. Parents can view their child’s daily and cumulative performance and set up an email notification whenever their child takes a test through AR HomeConnect. AR HomeConnect can be accessed from the school website by clicking on the AR link.

Parents will receive an informational letter at the August Parent Meeting that will contain the student username and password needed to enter HomeConnect. Please contact your child's teacher if you misplace this information.

Acknowledgment of our students' efforts and successes in the Accelerated Reader program is a fun part of our school life at PHPS. With great thanks to our PHPS Parent Club, our students visit the "AR Store" once a month. Students are allowed an opportunity to browse the store and spend the points they have accumulated through successful testing to purchase a variety of items. While "reading is its own reward", the "AR Store" seems to increase excitement about the program and provide a "fresh supply" of motivation.

Students are further motivated as they accumulate points by becoming members of different point clubs. Membership in a point club is rewarded with a certificate and a special reward.

We are very fortunate at PHPS to have the many thousands of Accelerated Reader tests which the Renaissance Learning Company offers in our system. By going to the www.arbookfind.com website you may look up books by title and author to locate their grade level and point value and whether a test is available or not. You can also click "Advanced Search" and find books in a particular grade level range using various criteria.

The Accelerated Reader Program is a valuable adjunct to our core reading program at PHPS. It aids us in realizing our goal for our students of continuous growth of their reading skills and ultimately, their development of a lifelong love of reading. Please encourage your child to enthusiastically participate in this program.

Summer Reading Program

Summer reading work is assigned to 2nd through 6th grades. The summer reading packet is given to students at the May parent-teacher conference and is sent to new students at the beginning of summer. The packet contains information about required summer reading and reading projects (grades 4-6). A student's reading level is noted in the packet and can be accessed on FACTS SIS. Students are also encouraged to continue participating in the A.R. program during the summer. Information about this is provided with their summer reading packet. The required logs and reading projects (grades 4-6) forms are due on Orientation Day or the first half day of school. Students successfully completing this program are rewarded with a special party.

Summer Math Program

Summer math work is assigned to 2nd through 6th grades. The summer math packet is given to parents at the May parent-teacher conference and is sent to new students at the beginning of summer. The summer math packet includes activities to reinforce math concepts and fluency. Students bring their completed math packet to school on the first half day of school or on Orientation Day. Students who complete and turn in the math packet will be rewarded with a special party.

P.E.

All students in grades 4-6 participate in two 55-minute P.E. classes each week. Students in grades K-3 have three 30-minute P.E. classes. The P.E. program provides opportunity for growth in all areas of physical fitness. Activities are designed to meet the developmental needs of the students in coordination, balance, agility, muscle strength/tone and cardio-vascular fitness, as well as sportsmanship, teamwork, and fairness.

Motor Lab

K-1st graders participate in a fine motor lab. Kindergarten students attend motor lab 3 times each week, and first grade students attend 2 times each week. Motor Lab helps students develop fine motor strength and coordination and reinforces correct letter formation.

Music Program

Each class has two 30-minute music periods per week. The music program strives to promote musical growth through listening, observing, performing and moving to music. Our music program is designed to promote and nurture experiences to develop intellectual, emotional, social, physical and aesthetic growth and a lifelong appreciation of music.

Musical programs are presented by the students for their families and friends at Christmas and at the end of the school year.

Art Program

Each class has one 1-hour art class each week. Our art teacher guides the students through a series of projects using a variety of mediums and experiences to encourage creative expression through art. Art is also used in various ways in the daily classroom experience.

Technology Program

Students use educational technology throughout the day in the classroom and in the Creative Learning Lab. Students in grades K – 6 receive technology instruction two days each week.

Educational technology activities are aligned with the National Educational Technology Standards (NETS). Tech lab instruction includes digital citizenship lessons, digital management, keyboarding, word processing, Internet use, multimedia projects, 3D design, robotics, and coding.

Students in grades K-2 use individually assigned iPads, while students in 3rd-6th grade use individually assigned Chromebooks. These dedicated classroom sets provide one-to-one device access throughout the day. Students travel to all classes with their devices which enables them to successfully complete classwork in any modality necessary.

All devices are for use at school only. Students may not bring laptops or other mobile devices from home for use at school. Students may not bring flash drives or other storage media from home to use on school computers.

For any questions concerning the technology program and policies, please contact Lauren Marold, Director of Technology.

Technology Acceptable Use Policy

Preston Hollow Presbyterian School is pleased to offer students a computer network for Internet enabled learning experiences. Through using the Internet, Google Classroom, Google Drive, and other school provided digital learning spaces, students have the opportunity to create, connect, and curate real world connections to their daily learning. Our goal in providing Internet access is to promote the educational growth of our students.

With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. While the purposes of the school are to use Internet resources for constructive goals, the possibility exists that students could access controversial information. We believe, however, that the valuable information and interaction available on the Internet far outweigh the possibility that users may locate material that is not consistent with the educational goals of PHPS. PHPS provides a robust network with filters in place intended to protect our students from viewing unwanted content, solicitation, and other possibly harmful information. While we constantly monitor our network, the ever-changing internet landscape can occasionally cause a user to find unwanted content. The school will respond to each incident as appropriate and make all necessary network changes to ensure the future safety and security of all our users.

To gain access to the Internet, all students must obtain parental permission. It is important that parents and students read the Acceptable Use Policy and discuss it together. Inappropriate use of this resource by students or staff will result in disciplinary actions. Signatures on the attached contract are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions:

The Internet is a vast network of computers linking millions of people around the world for purposes of commerce, entertainment, and education. Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.

Access to the Internet and school issued devices is a privilege, not a right. Inappropriate use will result in disciplinary action. PHPS reserves the right to examine all data stored on devices owned by the school and to make sure that all users are in compliance with these regulations. Furthermore, PHPS reserves the right to use electronic means to track and monitor use. PHPS reserves the right to make determinations on whether specific uses of the network and school devices are consistent with the acceptable use policy.

The following guidelines provided here set forth user responsibilities:

Student Internet Access

Students will have supervised access to the Internet in their classrooms, library or tech lab. Students in K-4th grade will have access to Google Classroom, Google Drive, and other school approved subscriptions. In addition to the applications listed above, 5th & 6th grade will have access to school provided email accounts. These email accounts will only send communication between students and their teachers. They will not be able to communicate peer to peer. Signing your Student Parent Handbook acknowledges parental consent for your child to use school's network.

Acceptable Use

Student users will:

- Use the Internet for educational purposes only.
- Not play recreational games on school devices.
- Follow copyright laws.
- Follow this procedure in the event that inappropriate material is found:
 - Refrain from saving the material and immediately leave the site.
 - Inform a teacher or the educational technology teacher about the inappropriate material. If necessary the classroom teacher will inform the Director of Technology for appropriate action.
 - Refrain from sharing the location of this material with others. Be prepared to be held accountable for their actions and for the loss of privileges if the rules of acceptable use are violated.
- Remember that when they use the Internet, they are entering a global community. Their actions reflect upon the school as a whole. Therefore, all users will behave in an ethical and legal manner.

Student users will not:

- Use their school provided devices, or the PHPS network, to harm other people or their work.
- Intentionally cause physical damage or use digital means to harm their school provided devices, or the PHPS network.
- View, send or display offensive messages or pictures, trespass in another's folder, work or files.
- Use the network for private financial or commercial gain. Incur or attempt to incur any financial obligation through the use of the PHPS connection without prior written parental permission.
- Use the school's name or logo in online activities.
- Use school issued account credentials to create personal online accounts or services, including but not limited to gaming or social media.
- Use school issued accounts to engage in online activities not sanctioned by the school.

Network Etiquette

Users are expected to follow rules of network etiquette, which include but are not limited to the following:

- Be considerate when sending digital written communication. Think about the meaning behind your word choice.
- Use appropriate language. Do not swear, use bad words or other defamatory language online.
- Do not reveal personal addresses or phone numbers of the user or others (teachers, families, students).
- Do not use the network in such a way that would disrupt its use by others. For example, downloading huge files; streaming movies, playing online games.
- Do not pretend to be someone else when sending or receiving messages.
- Remember that email and other internet provide profiles are not private.
- Do not disclose confidential information, including your username and password for school provided accounts.

Reliability

PHPS makes no guarantees, implied or otherwise, regarding the reliability of the network connection. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

Vandalism

Vandalism will result in definite disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the PHPS network or other networks that are connected to the PHPS services. This includes, but is not limited to, the uploading or creation of computer viruses.

Consent for use of student work

Students and staff of PHPS will not only be able to use the Internet's resources but will also be able to add to them by publishing information on the Internet. The kinds of work that might be published include, but are not limited to, reports, creative writing, artwork, and multi-media presentations. It is possible that published materials may include photographs of students. When student work is published, only students' first names will be used. In the event that two students in the same class have the same first name, the last initial will be included. No names will accompany photographs. No information regarding home addresses, phone numbers or other identifying characteristics will be published. Parents must agree to our media form upon enrollment each year to consent for a student's work to be published.

Use Away from School Property:

The easy access to digital media, social platforms, and texting creates opportunities for cyberbullying and exposure to inappropriate material when students are online. Many websites now actively target younger children. While at school students do not have access to personal devices. School provided devices are subject to PHPS network filters, device management systems, and monitoring. However, PHPS cannot regulate a student's online activities away from school. When off campus, we hope that our students would continue to adhere to the school's Acceptable Use Policy and apply what they have learned about Digital Citizenship. Certain online activities away from school might impact a student's relationship with other students, or reflect badly on the school, we encourage parents to remain vigilant in monitoring their child's online activities regularly. Numerous privacy laws protect children under the age of 13, which is why we encourage families to view all privacy settings before signing your child up for gaming and social media spaces. Privacy settings and parental control software programs are available to help you monitor your child's activity and block unwanted sites, apps, and content.

PASS-THROUGH COPPA PARENT WAIVER

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a username, and an email address. Under federal law, parents must be notified, and their consent obtained before any personal information is collected from children under age 13. A list of the applications and web-based services our school uses, or may choose to use, is enclosed with this parental consent form. Please note, students do not use their school issued email address for email communication, it is strictly used for Single Sign-On (SSO).

Privacy policies for the listed programs can be found on the websites of the developers of these applications. If you have questions about a particular application's privacy policy or would like further information about these privacy policies, please review the applicable website or contact the school's Director of Technology.

Under the federal Children's Online Privacy Protection Act (COPPA), the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, circle the OPT-IN option below. By choosing to OPT-IN, you expressly authorize Preston Hollow Presbyterian School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. **You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.**

If you do not want our school to provide this information, circle the OPT-OUT option below. **Note that choosing to OPT-OUT will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list.** While our school will make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school. As a result, a student may be asked to explore other educational options.

Student Name: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____

OPT-IN OR OPT-OUT Date: _____

Applications and web-based services Preston Hollow Presbyterian School may use for enhancements to student learning in academic areas which include, but are not limited to: reading, math, science, social studies, computer science, research, etc.

- FACTS RenWeb
- Google Classroom
- Kahoot
- Seesaw
- Learning A-Z
- FlipGrid
- MosaMack
- BrainPop
- TypingClub
- TTRS Typing
- Scratch Programming
- Renaissance Star Reading, Math, and Accelerated Reader
- Pebble Go and Pebble Go Next
- McGraw Hill-Education (Everyday Math Curriculum)
- Reflex Math
- Pixton
- Book Creator
- Bloxles
- Read Naturally
- Learning Ally
- Canva

During the school year certain other web resources may be added to enhance and support student learning. This agreement will extend to those sites as well.

Speech, Language and Occupational Therapy

While Speech and Language and Occupational Therapy are not offered as part of our regular school program, we do have many speech and language and occupational therapists who visit our school to provide private therapy for individual students. Parents contract with therapists individually. If a parent needs a referral for a therapist, please contact the school office. We encourage a close association between therapists and teachers so as to maximize carry-over and transfer to the classroom of skills being worked on.

If parents would like a speech and language or occupational therapist with whom they are established to come to school to work with their child, the school office should be contacted to arrange this. Speech and occupational therapists should contact a child's teacher the week before school starts to schedule in-school therapy. The teacher will try to accommodate the scheduling and therapy during the school day, however students may not miss core curriculum. The teacher will offer appropriate times which work with the student's schedule. The therapist may need to adjust his/her schedule to accommodate these available times. Students may miss an enrichment or chapel with parent permission. Therapists should also contact the school office to schedule a room for therapy sessions and to process a background check, which is required for all therapists.

Extracurricular Activities

After School Athletics

Preston Hollow Presbyterian School offers an after-school athletic program open to boys and girls in grades 5 & 6 who are interested in learning skills while practicing good sportsmanship.

Activities include: Winter basketball (5th and 6th grades) and a Spring Track and Field Meet (6th grade). Our school is part of an association of private schools in the metroplex. Cheerleading is also available for 5th and 6th grade girls if a coach can be secured and there are enough interested students.

As a rule, basketball teams require participation two afternoons a week. Practice times are 3:15 - 4:45 and game times are usually from 3:15 - 5:00. A detailed schedule will be issued prior to the start of the season. If a 5th or 6th grade student has an "after school study hall" on a practice or game day, the student must attend the "after school study hall" and may not play in a game or practice that day.

Please see the coach or sponsor to resolve any scheduling conflicts. We are willing to coordinate personal scheduling problems to the best of our ability in an effort to get as many children as possible involved in the programs.

Registration forms will be emailed prior to each sport season including: schedule of games, fees, and specific requirements for participants. Fees will go toward expenses including: uniforms, refreshments, league expenses, awards, officials and photographs of teams and individual participants. Parents are encouraged to come out to each game or event and share in the joy of these positive experiences with their children.

Enrichment

A variety of enrichment programs are offered during the school year on weekday afternoons. These programs require an additional fee, class size is limited, and are offered per semester. All levels of skill are welcome in each class. Class offerings may include (but not limited to): **Fun Zone, Homework Club, Minecraft, Chess Club, etc.**

Chess Club: The Chess Club Program is run by the North Texas Chess Academy, who provides the instructor and all materials. Chess Club is open to students in grades 2-6 and is for beginning as well as advanced players.

Summer Programs

Summer Lab - Preston Hollow offers one session of Summer Lab at the beginning of summer. These 1.5 hour classes - four days a week - offer a student an opportunity to work on skills in a small group (no more than four). Summer Lab reinforces and strengthens math, reading and writing skills.

Tutoring - classroom teachers are often available during the summer for private tutoring.

Summer Enrichment Programs – programs vary each year and will be announced each spring.

Student Awards - Monthly

During the monthly school assembly, students are recognized in the following areas:

Character Award - One student from each class is recognized as having best exemplified the focused character trait for that month.

Accelerated Reader - Students are recognized for point clubs they have earned during the month.

Math Award – Students are recognized each month; standards are based on fact fluency and number of math problems solved.

Student Awards – End of Year

During the last week of school, awards are given out in both the classroom and in our Awards Assembly.

Our end of year awards assembly is a chance to honor students who have demonstrated excellent citizenship all year. While many students may struggle with academic skills, all of our students have the ability to demonstrate integrity, kindness, honesty, perseverance and respect. Our end-of-year citizenship awards are given to one student per grade each year in May. Parents and friends of the recipients are welcome and encouraged to attend this special ceremony.

Grade Level Citizen of the Year: awarded to one student from each grade who has been especially outstanding in the area of citizenship throughout the school year.

Bronson Smith Kind Heart Award: awarded to a PHPS second grade student each year in memory of Bronson who attended PHPS in first and second grade from 1988-1990. Bronson was a very caring student who treated his classmates with kindness. He had a tender, considerate, sweet nature and was very understanding and sympathetic to the feelings of those around him. He was a unique student who helped mold PHPS into the kind and loving place it is today.

How Parents Can Help

1. Promote an attitude in the family that while younger students need parental help, ultimately school is the responsibility of the student. Our educational plan should always be moving the child toward taking more of the responsibility for his/her learning.
2. Provide structure in the home for homework:
 - a. A quiet place to study with necessary supplies available (pencils, paper, dictionary, etc.).
 - b. A regular time set aside each day for homework.
 - c. Assist willingly when needed but encourage independence.
 - d. Be supportive of the need for homework and report to the teacher any consistent difficulties that arise.
 - e. Follow through at home with the study skills program implemented at your child's grade level at PHPS.
3. Volunteer for classroom activities and field trips.
4. Join the Parent Club and volunteer for many of the opportunities which Parent Club provides throughout the school year. Some examples are the All School Party, monthly AR store, serving lunch on Fridays, etc.
7. Encourage complete uniform compliance.
8. Help your child devise a method for remembering uniforms and sports equipment on his/her after school sports days.
9. Support students and the school by attending sports events, Parent Conferences, the Christmas Program and the End of the Year Program.