



Parent-Student Handbook 2025-2026

TABLE OF CONTENTS

School Board Members.....	1
Faculty and Staff	1-2
School Calendar	3
School Hours	4
Inclement Weather	4
Chapel Service.....	4
Morning & Afternoon Carpool	4
Morning Recess Drop-off Guidelines.....	4-5
Morning Recess Closure.....	5
Carpool Cards & Changes.....	5
Carpool Guidelines.....	5
Carpool Map	6
Uniform Dress Code.....	7
Additional Uniform Guidelines for Boys.....	7
Additional Uniform Guidelines for Girls	8
Uniform Guideline Flyer.....	9
Spirit Day Dress Code	10
Enrollment & Registration.....	10
Health & Immunization Records	10
Medication Policy.....	11
Phone Calls and Electronic Device Policy	11
Student Pickup During the School Day.....	11
Aftercare and After School Pickup Procedures	11
Visitors to the School	12
Lost and Found.....	12
First Aid and Illness	12
School Supplies	12
Water Bottles and Spirit Items	12-13
Lunch	13
Forgotten Lunch.....	13
Classroom Snacks.....	13
Celebration of Birthdays	13-14
Assignment of Students to Classes.....	14
Attendance	14-15
Homework	15
After School Study Hall.....	15
Student Conduct and Bullying Policies	15-18
Reports to Parents	19
Field Trips.....	19
Background Checks.....	19
Emergency Management Plan & Security.....	20
Library.....	20
Texas 2x2 and Bluebonnet Book Challenge.....	21
Accelerated Reader Program	21
Summer Reading Program	21
Summer Math Program	22
P.E.	22
Motor Lab	22
Music Program.....	22
Art Program	22
Technology Program Overview	22-23

Technology Acceptable Use Policy	23-25
COPPA Parent Waiver	26-27
Speech, Language and Occupational Therapy.....	27
After School Athletics.....	28
After School Enrichment	28
Aftercare	28
Summer Programs	28
School Assemblies.....	29
Student Awards – End of Year.....	29
How Parents Can Help	30

Preston Hollow Presbyterian School Board of Trustees 2025-2026

Executive Committee:

Todd Owen, President

Kelly Jo Sands, Vice-President

Linda Shirley, Secretary

Trustees:

Lauren Hill, Parent Club President

Meg Arnold

Eugenia Cass

Amy Cuccia

Hillary Evans

Ty Hathorn

Townsend Heald

Pam Jordan

Mike Mayon

Kendall Murphy

Jason Obenhaus

Annie Reid

Kyle Rosen

Jennifer Street

Nick Sunderman

Non-Voting/Ex-Officio Members:

Nicole Bell, Ph.D., PHPS School Director

Colleen Garcia, PHPS Business Manager

Lauren Marold, PHPS Technology Director

Faculty and Staff:

School Director:

Business Manager:

Technology Director:

Director of Curriculum and Instruction:

Director of Admissions:

Director of Development:

Facilities Manager:

Office Manager:

Administrative Support:

Business Office Support:

Nicole Bell

Colleen Garcia

Lauren Marold

Elli Lee

Laura Holthouser

Chase Eddington

Radu Sucilea

Robyn Poole

Katie Machaj

Julie Bonahoom

Classroom Teachers:

Kindergarten:

First Grade:

Second Grade:

Second Grade:

Third Grade:

Third Grade:

Third Grade:

Fourth Grade:

Fourth Grade:

Fifth Grade:

Neeley Fleischer

Sue Walker

Caroline Coelho

Jamie Gibbons

Camille Antes

Katherine Bush

Jodi Standard

Tamara Ganzer

Bailey Pujats

Cindy Jung

Specialized Teachers:

P.E.:	Jeff Rosen
Music:	Ashley Peters
Art:	Jacinta Stewart
Library-Technology Integration Specialist:	Becky Barrett
Science Teacher:	Ryan Green
Counselor:	Kate Plifka
Remedial Specialist:	Natalie Fischer
Remedial Specialist:	Kate Hatch
Remedial Specialist:	Summer Hunter
Remedial Specialist:	Diana Johnson
Remedial Specialist:	Kellye Rockecharlie
Remedial Specialist:	Diana Truax
Permanent Sub:	Erin Wallach
Academic Interventionist:	Mary Kathryn Elliott
Teaching Aide:	Tracey Berta
Teaching Aide:	Andrea Bunnett
Teaching Aide:	Deby Lamb
Motor Lab:	Robin Abels

Please Note: We ask parents to contact teachers through the school's main phone line or via their PHPS email. Teachers will respond during his/her off period.



PHPS SCHOOL CALENDAR 2025-2026 GRADES K-6

*** School releases at 2:30pm on Wednesdays ***

Please note: calendar event dates and details are subject to change (07/27/25)



August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	School Holiday/PHPS Closed		Summer Lab
	Professional Development Days (no school)		School Program
	Conference Day – no classes held		Grandparents Day – Early Dismissal
	Early Dismissal/Half Day		IOWA Testing (4th-5th grades only)
	All School Party (October)/Field Day (May)		Last All School Assembly (12pm Dismissal)
	Student Orientation/Assessment Week		

Aug. 18: 9:00-10:00am Welcome and Parent Club Mtg
 Aug. 18: 10:00am In-Classroom Parent Meetings (no students please)
 Aug. 19: Orientation Day for Students & Individual Pictures (no parents)
 Aug. 18-19: Used Uniform Sale (on PHPS campus)
 Aug. 20-22: 12:00pm dismissal for all students (no lunch – carpool begins)
 Aug. 25: Regular School Hours and Lunch Service Begins

Sep. 01: Labor Day Holiday (school closed)
 Sep. 04: New PHPS Campus Celebration (evening)
 Sep. 05: 2nd-5th Summer Reading Party (ice cream during recess)
 Sep. 12: 2nd-5th Summer Math Party (sno-cones during recess)

Oct. 01: Class Picture Day
 Oct. 02: Blessing of the Animals
 Oct. 03: All School Party (5:30pm-7:30pm on PHPS campus)
 Oct. 06-08: IOWA Testing (4th-5th grades only)
 Oct. 13: Fair Day/Columbus Day Holiday (school closed)
 Oct. 14: Professional Development Day (no classes held)
 Oct. 23: Parent-Teacher Conference Day (no classes held)

Nov. 21: Grandparent & Special Friend Day (dismissal following)
 Nov. 24-28: Thanksgiving Holiday (school closed)

Dec. 01: Professional Development Day (no classes held)
 Dec. 19: 9:00am Christmas Program (dismissal following)
 Dec. 22-31: Christmas Holiday (school closed)

Jan. 01-02: Christmas Holiday (school closed)
 Jan. 05: Teacher In-Service (no classes held)
 Jan. 19: MLK Holiday (school closed)
 Jan. 29: Parent-Teacher Conference Day (no classes held)

Feb. 13: Winter Break (school closed)
 Feb. 16: Winter Break (school closed)

Mar. 13: 12:00 All School Dismissal
 Mar. 16-20: Spring Break Holiday (school closed)
 Mar. 23: Professional Development Day (no classes held)

Apr. 03: Easter Holiday (school closed)
 Apr. 06: Easter Holiday (school closed)

May 13: End of Year School Program (afternoon)
 May 14: Parent-Teacher Conference Day (no classes held)
 May 18: New Family & Buddy Family Party (TBD)
 May 20: Field Day & Yearbook Signing
 May 21: Last All School Assembly
 May 21: Last Day of Class (12pm dismissal for students)
 May 22: Teacher In-Service (no classes held)
 May 25: Memorial Day Holiday (school closed)

Jun. 01: Summer Lab Begins (no Fridays)

Term 1: August 20–November 7

Term 2: November 10–February 12

Term 3: February 17–May 15

4000 McEwen Road, Dallas, Texas 75244

214-368-3886

www.phps.org

School Hours

School hours are 8:15am-3:15pm for all grade levels. On Wednesdays all students are dismissed at 2:30pm.

There are some days throughout the year when the students will have early dismissal. On these days, dismissal time will be at 12:00pm and lunch is not served on these days (see school calendar). Both 12:00pm early dismissal days and 2:30pm 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 inclement weather day.

Chapel Service

Our staff and students gather for a chapel service on Thursday mornings. The students are active participants in the service, including the readings. Monthly student birthdays will be recognized in the first chapel service of each month. Parents are always welcome and encouraged and to join the weekly chapel service.

Morning and Afternoon Carpool

(please see map with detailed directions on page 6)

Morning and afternoon carpool take place on the south side of campus by the covered walkway and the playground, field, and sport court.

Morning carpool takes place from 7:50am to 8:15am and afternoon carpool on Mondays, Tuesdays, Thursdays and Fridays begins at 3:15pm until the last student has been picked up. On Wednesday afternoons, carpool begins at 2:30pm. Teacher supervision is provided in Hundley Hall during both carpool times and also on the playground for “morning recess” time. Students are to remain in Hundley Hall or on the playground until dismissed for class at 8:15am. Children should not be dropped off at school prior to 7:50am without staff/teacher permission as there is no supervision before this time.

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

Morning Recess Drop-off Guidelines

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

- Drop-off begins at 7:50am.
- There is a maximum capacity of 40 students allowed to participate in morning recess.
- Student will exit the car and enter the playground through the gate located on the south end of campus.
- Students may arrive any time between 7:50am and 8:15am, but should not arrive prior to 7:50am as there will be no adult supervision before this time.
- If you arrive prior to 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 reception area 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 8:15am. If your child arrives after 8:10am., please drop your child off at Hundley Hall.
- Morning recess will also be open on cold days, so please dress your child accordingly.
- Whichever morning option a student chooses, students must remain at their chosen location for that morning (i.e., students are not allowed to switch between locations during the 25-minute time period).
- 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 25-minute morning recess time.

Morning Recess Closure

Morning recess will be closed to students when:

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

Carpool Cards and Changes

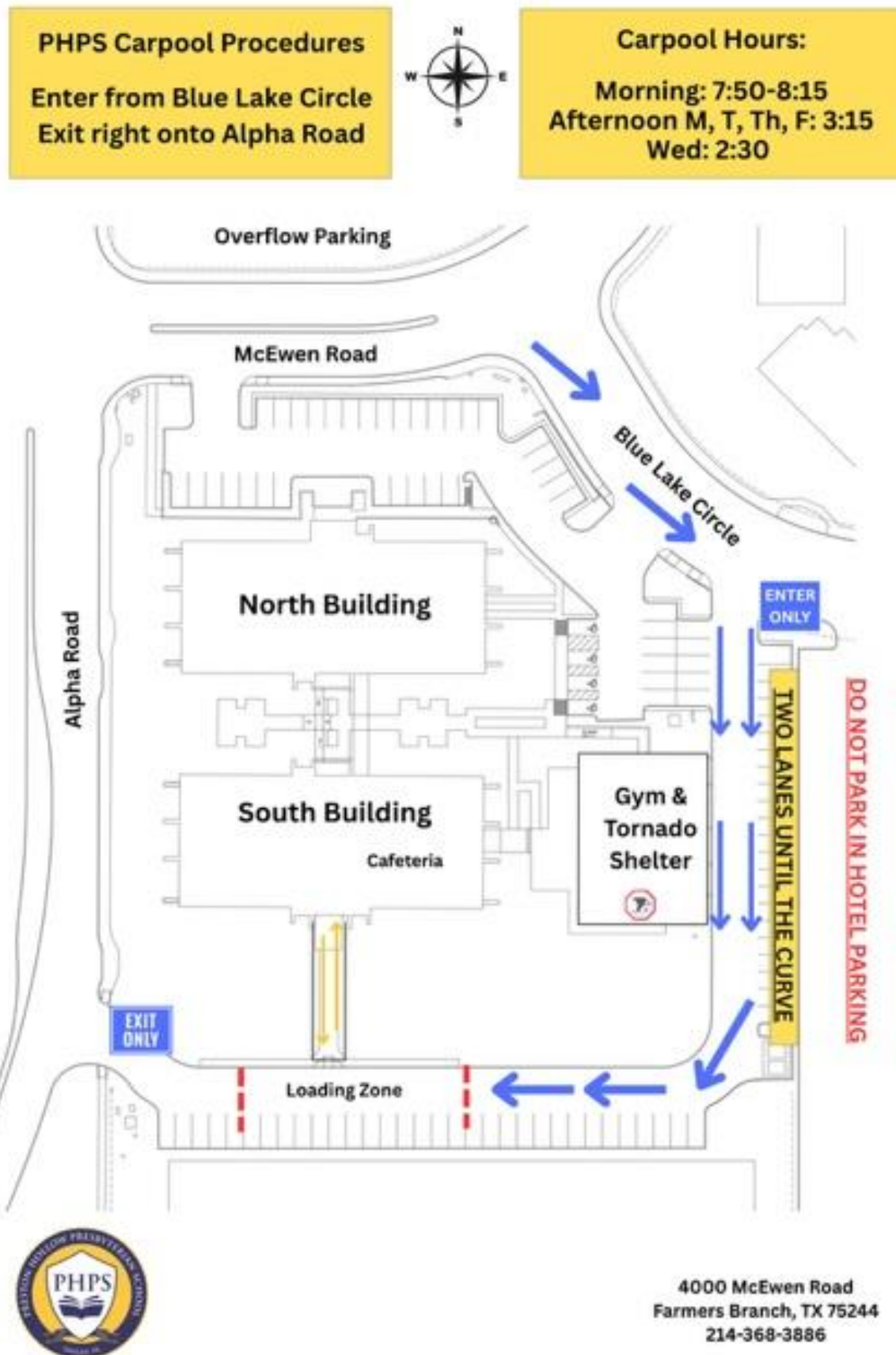
Each family receives a carpool card at the start of school which must be visibly displayed on the dash of your car during carpool pickup times. The office should be notified of any permanent changes in carpool plans. If you need a new card, please contact the school office.

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

Carpool Guidelines

1. **Every** car must have a carpool card visibly displayed in the window **every** day and for **every** carpool.
2. Please see the carpool map on page 6 for the carpool enter/exit route.
3. The first car in carpool line will pull up to the furthest cone at the front of the line.
4. Please do not pull out of carpool line.
5. To exit, move forward and turn right only onto Alpha Road.
6. Parents should not be talking on cell phones when actively moving in the carpool line or when their child is entering the car.
7. Students not picked up on time will be taken to aftercare and will be charged \$10 for the first 30 minutes and an additional \$10 after 31 minutes.

CARPOOL MAP



Uniform Dress Code

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. A current year uniform guideline flyer is included on page 9 in this handbook.

Additional Uniform Guidelines for Boys

Shorts/Pants

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

Shirts

- 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
- 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 inside the school buildings
- Coats must be removed when entering classrooms except for PHPS hoodies, fleece jackets, or sweatshirts

Shoes and Socks

- Colored soles are not acceptable
- Shoes should be appropriate for use on gym floor
- Shoes should not be slip-on, zip-up, heelys, slides, flip-flops, crocs, etc.
- 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
- No artificial nails or bright color nails are allowed

Additional Uniform Guidelines for Girls

Jumpers, Skirts, and Skorts

- Jumper, skirt and skort length should be no more than two inches above the knee
- Waistband of skirts or skorts should be worn at natural waist.
- No folding of waistband to shorten length of skirts or skorts

Blouses and Shirts

- 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
- Undergarments should be of a neutral color so as not to show through shirts or blouses

Outerwear

- Please label all outerwear
- 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 inside the school buildings
- Coats must be removed when entering classrooms except for PHPS hoodies, fleece jackets, or sweatshirts

Shoes and Socks

- Colored soles are not acceptable
- Shoes should be appropriate for use on gym floor
- Shoes should not be slip-on, zip-up, heelys, slides, flip-flops, crocs, etc.
- No stripes, logos, or other decorations are permissible on socks
- Socks must be knee-high or ankle length socks; “no show” socks are not allowed

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
- Only natural-looking make-up is allowed



PHPS UNIFORM GUIDELINES

2025-2026



	Boys K-3	Girls K-3
Bottoms	Khaki shorts (pull on, twill blend, twill cotton, or performance) Khaki pants (pull on, twill blend, twill cotton, or performance) <i>(no cargo pants or cargo shorts please)</i>	Plaid jumper (drop-waist style) Plaid pleated skort (elastic pull-on or adjustable waist) Navy or black modesty shorts (worn under jumper)
Tops	Navy or white short-sleeve or long-sleeve pique co-ed polo Navy or white short-sleeve or long-sleeve interlock co-ed polo Navy or white short-sleeve dri-fit co-ed polo <i>(no visible logos please)</i>	White short-sleeve peter pan blouse w/navy trim (worn w/jumper) Navy or white short-sleeve interlock peter pan collar polo (no trim) Navy or white short-sleeve fem fit polo ((interlock or stretch pique) Navy or white short-sleeve co-ed polo (interlock, pique, dri-fit) Navy or white long-sleeve co-ed polo (interlock or pique)
Outerwear	Navy ½ zip performance pullover with PHPS logo (co-ed) Navy ½ zip fleece jacket with PHPS logo (co-ed) Navy pullover hoodie w/PHPS logo (co-ed ordered thru PHPS)	Navy ½ zip performance pullover with PHPS logo (co-ed) Navy ½ zip fleece jacket with PHPS logo (co-ed) Navy cardigan sweater with PHPS logo Navy pullover hoodie with PHPS logo (co-ed ordered thru PHPS)
Shoes	ALL white, low-cut tennis shoes Shoes should be appropriate for use on gym floor	Navy and white soft saddle tennis shoes (Keds or StrideRite brand)
Socks	White crew socks or white ankle socks <i>(must cover ankle and no visible logos please)</i>	White knee-hi or ankle socks (ankle socks not sold thru TH Uniform) Navy/black opaque tights or navy/black leggings (optional)
Accessories	Dark brown leather belt (flat or braided)	Headband, scrunchie, or hair bow in PHPS plaid pattern (optional)
Spirit Day	PHPS t-shirt worn with uniform pants, uniform shorts, or jeans (no tears or holes allowed) Sweatpants permitted if loose fitting, design/logo free, no PJ pants Shoes should be sneakers or uniform shoes only	PHPS t-shirt worn w/uniform skirt/skort, or jeans (no tears or holes) Solid black or navy leggings permitted if worn with longer shirt Sweatpants permitted if loose fitting, design/logo free, no PJ pants Shoes should be sneakers or uniform shoes only

	Boys 4-5	Girls 4-5
Bottoms	Khaki shorts (twill blend, twill cotton, or performance) Khaki pants (twill blend, twill cotton, or performance) <i>(no cargo pants or cargo shorts please)</i>	Plaid pleated skort (adjustable waist) Plaid box pleat skirt (adjustable waist) Navy or black modesty shorts (worn under skirt)
Tops	Navy or white short-sleeve or long-sleeve pique co-ed polo Navy or white short-sleeve or long-sleeve interlock co-ed polo Navy or white short-sleeve dri-fit co-ed polo <i>(no visible logos please)</i>	White ¾ sleeve no-tuck pinpoint blouse White short-sleeve blouse or oxford (pinpoint or button-down collar) Navy or white short-sleeve interlock peter pan collar polo (no trim) Navy or white short-sleeve fem fit polo (interlock or stretch pique) Navy or white short-sleeve co-ed polo (interlock, pique, dri-fit) Navy or white long-sleeve co-ed polo (interlock or pique)
Outerwear	Navy ½ zip performance pullover with PHPS logo (co-ed) Navy ½ zip fleece jacket with PHPS logo (co-ed) Navy pullover hoodie w/PHPS logo (co-ed ordered thru PHPS)	Navy ½ zip performance pullover with PHPS logo (co-ed) Navy ½ zip fleece jacket with PHPS logo (co-ed) Navy cardigan sweater with PHPS logo Navy pullover hoodie with PHPS logo (co-ed ordered thru PHPS)
Shoes	All white athletic shoes for grades 4th/5th Shoes should be appropriate for use on gym floor	All white athletic shoes for grades 4th/5th Shoes should be appropriate for use on gym floor
Socks	White crew socks or white ankle socks <i>(must cover ankle and no visible logos please)</i>	White knee-hi or ankle socks (ankle socks n/a thru TH Uniforms) Navy/black opaque tights or navy/black leggings (optional)
Accessories	Dark brown leather belt (flat or braided)	Headband, scrunchie, or hair bow in PHPS plaid pattern (optional)
Spirit Day	PHPS t-shirt worn with uniform pants, uniform shorts, or jeans (no tears or holes allowed) Sweatpants permitted if loose fitting, design/logo free, no PJ pants Shoes should be sneakers or uniform shoes only	PHPS t-shirt worn with uniform skirt/skort, or jeans (no tears or holes) Solid black or navy leggings permitted if worn with longer shirt Sweatpants permitted if loose fitting, design/logo free, no PJ pants Shoes should be sneakers or uniform shoes only

SCHOOL UNIFORMS by TOMMY HILFIGER

Website: www.globalschoolwear.com
School Code: PRH001
Customer Service: 877.825.2860

Spirit Day Dress Code

On occasion, we have “spirit days” where students are to follow the dress code guidelines below:

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. No pajama pants allowed.
- Shoes should be sneakers or uniform shoes only (no slip-on, zip-up, heelys, slides, flip-flops, crocs, etc.).

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. No pajama pants allowed.
- Shoes should be sneakers or uniform shoes only no slip-on, zip-up, heelys, slides, flip-flops, crocs, etc.).

Enrollment & Registration

Enrollment Forms must be completed through FACTS SIS. Parents or guardians of the student are responsible for making any changes in address, phone numbers, emails, health insurance numbers, pickup contacts, etc. through FACTS SIS.

Health and Immunization Records

All Preston Hollow Presbyterian School students must have a completed PHPS Health Form and current immunization record on file in the school office prior to the first day of school.

The PHPS Health Form includes a Physician’s Statement which must be signed by the child’s pediatrician stating the child has been examined in the past 12 months and is physically able to participate in all PHPS programs. The PHPS Health Form also includes vision, hearing, acanthosis nigricans (diabetes), and spinal screening requirements. Hearing and vision are required by the state of Texas for all students, acanthosis nigricans (diabetes) is required for incoming 1st, 3rd, and 5th graders, and spinal screening is required for incoming 5th grade girls. Parents are to have these screenings completed by their child’s pediatrician; the school does not provide these screening on campus.

In addition to the required Physician Statement and health screenings, all students 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 also be updated in FACTS SIS. Please 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 clinic and dispensed by the PHPS office staff.

No medication is to be brought to school by a student, nor will it be sent 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.

It is best for children who take daily medication to continue taking it on non-academic days such as field trips, field day, etc. This will help ensure the student has a positive and productive learning and social experience.

All student medication is to be picked up 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. School phones are available (with teacher permission) if a student needs to make a call.

If a student brings one of these electronic devices to PHPS, the device will be collected and kept with the School Administration where parents will be required to retrieve the device.

Student Pickup During the School Day

If students need to leave school during the day for any reason, the teacher and school office should be notified by email or phone. Parents are to park and come to the main reception area and sign the student out when picking up for an appointment.

Aftercare and After School Pickup Procedures

If your student attends aftercare or an after-school program, carpool begins at 4:30pm and takes place at the regular carpool line location.

If you choose to pick up your child early (other than 4:30) from either aftercare or an after-school program, please come to the main school entrance to sign your child out when leaving.

Visitors to the School

All visitors are required to check in through the main school entrance at the reception desk. If you wish to deliver something to your child (such as lunch, medication, etc.), please bring it to the reception area and we will be sure the student receives the item(s). Visiting your child during his/her lunch period is allowed any day that school is in session.

The School operates fixed security cameras that record video in common areas, including entrances, reception areas, hallways, and the cafeteria, for purposes of safety, security, and incident review. Audio is recorded in the north & south entrances including the reception area. Cameras and microphones are not installed in bathrooms, locker rooms, classrooms, counseling/medical offices, or other spaces where individuals have a reasonable expectation of privacy. Recordings are retained for approximately 60 days and are accessible only to authorized administrators and agents of the School or law enforcement pursuant to a lawful request. The School does not use voice-recognition or voiceprint technology. The School may preserve and review recordings related to specific safety or disciplinary incidents consistent with School policy and applicable law.

Lost and Found

Unclaimed items will be placed in our school lost and found area. In order to minimize space in our lost and found area, all clothing (especially outerwear), lunch boxes, backpacks, water bottles, etc. should be labeled with names for student identification purposes.

First Aid and Illness

Students come to the clinic for assistance when they feel ill or have an injury. Parents will be 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.) or headaches with ice packs, anti-itch, antibiotic creams or parent-approved pain medicine. Parents will be notified about minor injuries when deemed necessary.

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 indicated on the child's 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 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.

All students are required to have a backpack. Rolling backpacks are not permissible for students in grades K-2. Backpacks for students in grades 3 and above should be able to accommodate a large (14" x 12" x 3.5") binder.

Water Bottles and Spirit Items

Students may bring a water bottle to school that is tightly sealed at the top to prevent leaking. Bottles or containers with straws are not allowed. There are several drinking fountains and water re-fill stations located throughout campus.

During orientation days, items such as t-shirts, yard signs, car decals, and gently used uniform items will be available for purchase. The school resale “store” will be open during the remainder of the year in a designated room on campus.

Lunch

Students have the option to either bring their lunch or buy a catered hot lunch in advance for the following month. Lunch is served every school day except when school is dismissed at 12:00pm. Lunch periods are as follows: 11:30 for grades K-2; 12:00 for grades 3 and above. Parents are welcome to join their child(ren) for lunch any time.

School lunches are provided by Spice of Life Catering for \$10.50 each day and water is available for all students.

Lunch must be ordered through FACTS SIS one month in advance. Reminder emails will be sent during the week when ordering takes place. Each month, a menu will be posted on FACTS SIS to review with your student and determine which meals they would like to purchase for that month. Once the menu is posted, approximately one week is allowed for selections to be made. 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.

Carbonated drinks and/or lunches brought from restaurants are not permitted except on a child's birthday. Candy and gum are not allowed for sack lunches or snacks.

Students in grades 3 and above are permitted to use the provided microwaves to heat his/her lunch. Students should be aware of heating instructions and be able to operate a microwave oven independently.

Forgotten Lunch

If a student has forgotten his/her lunch, the teacher will provide the student with a “lunch ticket” for that day and will proceed through the lunch line. When a “lunch ticket” has been used for a student, the family will receive an email from the school stating that a lunch has been purchased and they need to submit payment in cash or check made out to PHPS. Reminder emails will continue until payment has been made. Parents also have the choice to complete an “opt out” form stating the school office is allowed to provide a snack to their child instead of using the “ticket” system. The “opt out” form is to be completed at the beginning of the school year and will remain in effect until the parent requests to opt in.

Classroom Snacks

K-1st students may bring a nutritious snack from home. Finger foods such as fruit, crackers, nutrition bars (low sugar only), popcorn, bagels, pretzels, etc. are appropriate. Candy, cookies, fruit roll-ups and other high sugar foods, messy foods and drinks are not permitted. It is not required for students to bring a snack.

Celebration of Birthdays

At PHPS we believe a child’s birthday is certainly cause for celebration! There are five ways in which a student’s birthday is recognized:

1. **Classroom Celebration.** Each child is recognized in their classroom on their birthday or half-birthday if their birthday falls during the summer months. For half-birthday children, parents will be informed of when their special day will be celebrated at school.

2. **Free Dress Day.** Each student is allowed a “free dress” day on the day in which his/her birthday is being celebrated.
3. **Lunch at School with Family and Friends.** Parents/friends/family members may bring a special lunch and treats to school and sit with their child for his/her birthday celebration during their scheduled lunch time. Please be mindful of other students’ allergies and communicate with your child’s teacher if you will be sending a treat. Please send items which are ready to serve and can be served quickly and easily.
4. **Chapel Recognition.** Student birthdays will be recognized at the first chapel of the month during their birthday month. They will also receive a birthday “treat” from the Parent Club.
5. **Library Birthday Book Program.** Families are invited to celebrate their child’s birthday—or half-birthday—by donating a book to the PHPS library via the form on the school website. Families may contribute toward a single book or a small collection, selected by the librarian based on the child’s interests and the library’s needs. The donated book will be read aloud in class and added to the library with a commemorative bookplate honoring 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 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 change. 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. Punctuality is an essential habit for developing responsibility and tardiness creates disruption in the school day. The school calendar provides several extended weekends throughout the school year and parents are encouraged to schedule trips during these times to eliminate interruption of a child’s learning process. Missed assignments are the student’s responsibility, teachers do not provide assignments in anticipation of a vacation or out of town trip.

A student is counted tardy if he/she is not present in the classroom at 8:15am. Three tardies will result in an absence.

Arrival after 12:00 p.m. constitutes as a half-day absence. Dismissal before 12:00 p.m. constitutes as a half-day absence. Assignments may be required due to absence. The teacher will provide missed instruction and may require the student to complete missed assignments and assessments upon return to school. In the case of an extended absence due to illness, parents may email the teacher by 11:00 a.m. on the day of the absence to request assignments and make-up work. Assignments and materials will be brought to the school’s main reception area by 3:00pm. All requests after 11:00 a.m. will be provided for pick-up the next school day.

All absences are counted as unexcused absences with exception to the following instances: student academic testing, student school visit, funeral attendance, and the observation of a major religious holiday. If a student is ill, he/she can be excused with a doctor's note.

If a student is incurring many absences or tardies, homeroom teachers are to notify parents. If an inordinate number of tardies or absences causes a student to miss a significant amount of instruction and/or assessments in a grading period, he/she may receive an incomplete or "I" marking on the report card until all assignments and assessments are complete.

Attendance is reflected on student report cards and will note all unexcused absences and tardies during the current academic year.

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 and above, study halls are served for failure to complete homework. In the lower grades, each teacher enforces his/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 their parents sign the 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 – Grade 4 and Above

The purpose of study hall for grade 4 and above is to help students take appropriate responsibility for their homework. These teacher-supervised work periods are held for 45 minutes beginning at dismissal time or before school, depending on the teacher's schedule. Study Hall allows students the opportunity to work on completing assignments instead of receiving a zero for incomplete work. Students who choose not to read for 20 minutes one night (or do 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 completed, 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 programs and 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 4:15pm at the reception area.

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. Children should be quiet and orderly in the halls at all times.
2. Children are not allowed to have cell phones or other personal communication devices (including smart watches) at school without special permission. If a student chooses to bring a cell phone to school, the device will be taken away and kept by the Administration until the end of the school day and must be retrieved by a parent.
3. There is to be no gum or candy at school. It should not be brought in lunches or given for rewards.
4. Students should not bring toys, unnecessary school supplies or other distracting objects from home.
5. Elevators are not for children's use, without special permission.
6. Obscene language and/or gestures are not allowed.
7. No hats or caps are to be worn by boys or girls in the building without permission.
8. Children should be encouraged to maintain appropriate school posture while sitting at desks at all times. Four legs of chair should be on the floor - no rocking back.
9. Only 1 or 2 students should be allowed unsupervised in rest rooms or stairways at one time.
10. Students may use the school office telephone with permission.
11. No narcotics, tobacco (including vaping devices) or weapons (i.e., knives, darts, guns or toy guns, tools, sharp objects, etc.) are allowed on the premises. A student should not have any prescription or over the counter medication on his/her person.
12. The school maintains the right to search a student's backpack, person, or locker if school personnel suspect an item within the backpack or locker poses a risk to students, teachers, staff, or property.
13. Students should act in a courteous and responsible manner to all adults and peers. Teasing, bullying and/or harassment are not tolerated and can be grounds for suspension and/or expulsion.
14. No actions, words, jokes or derogatory comments concerning a person's gender, race, ethnicity, disability, religion, sexual preference or any other characteristic will be permitted.
15. Students should dress in accordance with the uniform guidelines.
16. Practice positive thinking/attitude.
17. Solve conflicts verbally.
18. Respect school property.
19. Do not threaten to harm a teacher or another student.
20. Respect the rights and personal property of adults and students at all times.
21. Follow the PHPS anti-bullying policy.
22. Follow the PHPS technology acceptable use policy.
23. 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 follow. Failure to respect the behavioral guidelines of our school as stated above can result in consequences at the discretion of the School Administration.

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 scheduled throughout the school year and are noted on the school calendar. 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.

Progress reports and report cards are issued each trimester to students in grades 4 and above and are sent electronically. Progress reports are sent in the middle of each grading period. In grades 4 and above, all grades will be entered in FACTS gradebook and be visible to parents.

Grading system for students in grade 4 and above:

- 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. Students in grade 4 and above are given the Iowa Test of Basic Skills in the Fall. STAR reading tests are given several times a year, as well as the STAR math tests (grades 2 and above).

Field Trips

Classroom field trips may be educational, cultural, service oriented, rewards, or just for fun, but all offer an opportunity for students to grow and learn. An Activity Participation Consent and Release is included in the Parent-Student handbook acknowledgment form which must be signed by all PHPS parents. This provides parental consent for students to leave school for field trips, athletic events, and other school-sanctioned activities. Occasionally, trips may require a fee to be collected. Parents should check the school calendar in 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 contracted buses. For the safety and well-being of our students, each student and driver must wear a seat belt at all times and parents of children 8 years and under must bring booster seats for their child. Parents interested in driving students to/from a field trip are required to complete the PHPS field trip form. This form must be filled out, signed and turned into the school office, along with a copy of a current driver's license and a copy of his/her current auto insurance.

Background Checks

Parent volunteers are an invaluable and essential part of the success and efficient operation of our school. 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 covers the cost of the background check. We are so grateful for each and every volunteer and 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 our building cannot be re-occupied following an evacuation, we will evacuate to either:

- 1) Farmers Branch Fire Station No: 2 located at 13333 Alpha Link, Farmers Branch, TX 75244
- 2) Dallas College located at W Oak, Farmers Branch, TX 75244

Parents will be notified of this event through our Parent Alert system by receiving an automated call/text to their cell phone which will include the location to pick up their child.

During certain emergency situations, the School Administration may deem it necessary to dismiss students early. Parents will be notified through our Parent Alert system by automated call and text to their cell phone 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, please utilize the security pad at the main school 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

The PHPS library serves all students and is designed to spark curiosity and nurture a lifelong love of reading.

Each week, students visit the library with their reading teacher to check out books that reflect their reading level and interests. This time also provides a meaningful opportunity to talk with students about their preferences and encourage joyful, independent reading.

All students and teachers use their library card to check out books electronically. This system helps us maintain accurate inventory and better understand the reading interests of our students.

To support executive functioning skills, and at the teacher's discretion:

- **Students in grades K–2** are encouraged to take home one book per day, with any additional books stored in their classroom book bin.
- **Students in grades 3 and above** are encouraged to keep one PHPS book with them each day and store books they are not currently reading in a designated classroom space.

After checking out, students are encouraged to find a quiet spot in the library to enjoy their books.

Students should return books on time and in good condition. If a book is lost or damaged, a replacement fee may be required.

PHPS Texas 2×2 and Bluebonnet Book Challenge

All PHPS students are invited to join our schoolwide reading challenge to read **five or more books from the Texas 2×2 or Texas Bluebonnet lists**. Students who read five or more books from either list will be invited to a spring celebration.

Texas 2×2 books are engaging picture books for young readers. K–2 students will enjoy these during library time and are encouraged to check them out to read at home with their families.

Texas Bluebonnet books are selected for grades 3 and above. PHPS offers a curated group of titles for students in grades 4 and above to check out and enjoy as part of their independent reading.

Picture books are for everyone—students of all ages can enjoy the stories, illustrations, and big ideas they offer.

All AR books and books from the Texas 2x2 and Texas Bluebonnet book challenge count toward students' daily 20 minutes of home reading.

Accelerated Reader (AR)

The Accelerated Reader (AR) program is available to all students in 1st grade and above as a tool to support reading comprehension and independent reading. It is a valuable aide to our core reading program at PHPS in realizing our goal of continuous growth of our students' reading skills and ultimately, their development of a lifelong love of reading

Students are encouraged to read AR books and take quizzes to reinforce their understanding and celebrate their progress. While AR levels are helpful for guidance, students are welcome to read books above or below their level—the ultimate goal is to cultivate a love of reading.

AR books are labeled with either a neon pink sticker or a white sticker that includes the AR level and point value.

Families are encouraged to support independent reading at home and celebrate AR milestones.

The Technology and Library Integration Specialist oversees the AR program, supports students and teachers, and communicates program updates throughout the year.

The Parent Club operates the monthly AR Point Store, where students can redeem earned points. Students who reach AR Point Clubs receive special recognition and a reward

Summer Reading Program

Summer reading work is assigned to grade 2 and above. 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 and above). A student's reading zone is noted in the packet. 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 and above) forms are due on Orientation Day or the first half day of school. Students successfully completing this program are rewarded at the start of school.

Summer Math Program

Summer math work is assigned to grade 2 and above. 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 at the start of school.

P.E.

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

Our younger classes participate in a fine motor lab. Motor Lab helps students develop fine motor strength and coordination and reinforces correct letter formation.

Music Program

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 in December and May.

Art Program

Our Art room is situated in a corner room of the school that is flooded with natural light, a perfect space to create. The size of the room allows for a large variety of art projects including class wide collaboration work. Materials are organized by color code and displayed on open shelves for students to access at any time. This open studio format helps foster inspiration, exploration and imagination in our students and encourages them to use their own unique and creative expression. The art curriculum explores multiple mediums throughout the year including painting, drawing, ceramics, paper mache, print making and textiles. The works of historical and local artists are also explored throughout the program.

Technology Program Overview

Our Technology and Library Program integrates essential skills into the classroom curriculum, ensuring a comprehensive learning experience for all students.

Kindergarten and 1st Grade

Students in Kindergarten and 1st grade receive integrated technology and library lessons as part of their regular classroom activities. The teachers collaborate with the Technology & Library Integration Specialist to build cross-curricular projects.

Grade 2 and Above

Students in grades 2 and above have integrated technology and library lessons within their curriculum. Additionally, students attend a 1-hour Tech Lab class each week that aligns with their classroom lessons and technology standards.

Standards Alignment

All technology lessons will align with the Texas Essential Knowledge and Skills (TEKS) and the International Society for Technology in Education (ISTE) Standards. This ensures students develop digital literacy, responsible digital citizenship, and innovative problem-solving skills, providing a framework for integrating technology across subjects and preparing students for a digital world.

Student Devices

- **K-2nd Grade:** Students use individually assigned and school-managed iPads.
- **3rd Grade and above:** Students use individually assigned and school-managed Chromebooks.

All devices are for use at school only and must remain on campus at all times. All school-issued devices are managed through a mobile device management system and network filtering.

Students are *not* allowed to bring personal laptops, tablets, flash drives, smart watches or other media from home.

For questions about the technology program and policies, please contact the 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.

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

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

Parents will be notified via email to complete a form which provides parental consent regarding opting in or out of the Pass-through COPPA Parent Waiver and Technology Acceptable Use Policy at PHPS.

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 one enrichment (not Art) 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.

After School Athletics

PHPS offers an after-school athletic program open to boys and girls in grades 5 and above who are interested in learning skills while practicing good sportsmanship. Coaches are willing to coordinate scheduling conflicts as needed in an effort to allow as many children as possible to participate in the programs.

Activities include a winter basketball season and a spring track and field meet. Our school is part of an association of private schools in the metroplex. Cheerleading is also available for girls in grades 5 and above if a coach can be secured and there is enough student interest.

Detailed information, registration, fees, and schedules will be issued prior to the start of any season. Fees will go toward expenses such as uniforms, league expenses, awards, officials and photos.

If a student participating in after school athletics has been given a study hall on a practice or game day, the student must attend the study hall and may not play in a game or practice that day.

Parents are encouraged to come out to each game or event and share in the joy of these positive experiences with their children.

After School 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 PHPS chess program is taught by an outside vendor who provides the instructor and all materials. The program is offered for beginning and advanced players.

Aftercare

PHPS aftercare is available from 3:30-4:30pm on Mondays, Tuesdays, Thursdays and Fridays and from 2:30-4:30 on Wednesdays. Registration is taken at the start of each semester. Drop-in aftercare is available on a case-by-case basis and paid in cash to the school.

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.

School Assemblies

There will be three to four all-school assemblies which take place throughout the school year. Assemblies are for students and staff members only, unless specific parents have been invited to attend.

Students who have received “Hootie High Five” character buttons will be recognized as a group during the all-school assemblies. The character traits for each month are as follows:

August/September	Caring/Kindness
October	Responsibility
November	Perseverance
December	Generosity
January	Respect
February	Honesty
March	Fairness/Sportsmanship
April	Self-Discipline
May	Forgiveness

Students who reach a new AR Point Club will also be recognized as a group during the all-school assemblies. Those students who reach an AR Point Club of 250 or higher will be individually recognized at the all-school assemblies.

Student Awards – End of Year

During the last week of school, awards are given out at the end-of-year 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. 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 level who has been especially outstanding in the area of citizenship throughout the school year. A good citizen is one who:

- a) tries to do his/her best in all things;
- b) is respectful to adults and other children;
- c) follows school rules;
- d) is honest;
- e) cares about the feelings of others and is kind to others;
- f) is responsible for his/her actions;
- g) shows fairness

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, annual school auction/fundraiser, etc.
7. Encourage complete uniform compliance.
8. Help your child devise a method for remembering water bottles, outerwear, sports uniforms and equipment on his/her after school sports days.
9. Support students and the school by attending school-wide community events, parent conferences, music programs, field day, etc.