



Parent-Student Handbook 2020-2021

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Preston Hollow Presbyterian School

School Board Members

Trey Angel
Janet Birkhoff
Jason Howard, President
Kelly Lipscomb
Michelle Lyon
Kara Altenbaumer-Price, Vice President
Matt Roberts

Claire Simpson
Laura Sparkman
Aimee Szgenda, Secretary
Laura Sparkman
Bob Warren
Ann Marie Warrick
Jim Watkins, M.D.
Tara Wilkinson

Non-Voting/Ex-Officio Members:

Kathy Lee Cornell, Preston Hollow Presbyterian Church
Nicole Bell, Director, Day School
Ana Harshaw, Director, Preschool
Colleen Garcia, Business Manager
Lisa Gossard, Technology Director

Faculty and Staff

Director:
Business Manager:
Technology Director:
Instructional Coordinator:
Operations Manager:
Development Coordinator:
Admissions Coordinator:
Office Manager:

Nicole Bell
Colleen Garcia
Lisa Gossard
Wendy Tibbitts
Kay Burns
Julie Bonahoom
Laura Holthouser
Robyn Poole

Classroom Teachers:

Kindergarten:
First Grade:
First Grade:
Second Grade:
Second Grade:
Third Grade:
Third Grade:
Fourth Grade:
Fourth Grade:
Fifth Grade:
Fifth Grade:
Sixth Grade:
Sixth Grade:

Neeley Fleischer
Gina Rischard
Sue Walker
Mary Kathryn Elliott
Elli Lee
Christy Eshelbrenner
Jocelynn Simpson
Heather Benson
Diana Truax
Amanda Preston
Eleanor Sivertsen
Cindy Jung
Suzie Keefe

Specialized Teachers:

P.E.:	Jeff Rosen
Music:	Karla Perry
Art:	Lauren Burns
Tech Lab	Susan Faulkner
Math Specialist/Teacher:	Lynn Guion
Science Teacher:	Bret Turner
Visual Motor Lab/Remedial Specialist:	Cathy Heald
Remedial Specialist:	Michelle Aguilar
Remedial Specialist:	Katherine Bush
Remedial Specialist:	Ashley Gardner
Remedial Specialist:	Jamie Gibbons
Remedial Specialist:	Kate Hatch
Remedial Specialist:	Lily Lawson
Teaching Assistant/PE Assistant:	Ryan Green
Teaching Assistant/Substitute:	Patty Johnson
Teaching Assistant:	Kelly Beakey
Teaching Assistant:	Christi Kenny
Teaching Assistant:	Lynda Lehn
Teaching Assistant:	Nina Mestre
Teaching Assistant:	Mary Pittman
Teaching Assistant:	Meredith Poole
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.

PRESTON HOLLOW PRESBYTERIAN SCHOOL
SCHOOL CALENDAR FOR 2020-21

Aug. 24	Parent orientation online – 9:00 a.m.
Aug. 25	Orientation day for students and parents. Teachers will send sign-ups for individual meetings at school.
Aug.26-28	8:15-12:30 individual orientations continue. No lunch at school.
Aug. 31	Full days begin. Remote learning/individual assessments at school. Teachers will send sign-ups.
Sept. 7	Labor Day holiday
Sept. 8	Regular schedule. In-person instruction at school begins.
Oct. 6	Individual school pictures.
Oct. 9	No school for students. Staff development for teachers.
Oct. 12	Columbus Day holiday
Oct. 22	Parent-Teacher Conference Day (no school for students).
Nov. 6	12:00 dismissal for students. Staff development for teachers. No lunch at school.
Nov. 20	Grandparents' and Special Friends' Day. Dismissal for all students at 11:00 a.m.
Nov. 21-29	Thanksgiving holiday
Nov. 30	School resumes.
Dec. 4	12:00 dismissal for students. Staff development for teachers. No lunch at school.
Dec. 18	9:30 a.m. – School Christmas Program in sanctuary. Dismissal for Christmas holiday immediately following (approximately 11:00).
Dec. 19- Jan. 4	Christmas holiday
Jan. 5	No school for students. Staff development for teachers.
Jan. 6	School resumes.

Jan. 18	Martin L. King Jr. holiday
Feb. 12-15	Winter break
Feb. 25	Parent-Teacher Conference Day (no school for students).
March 5	12:00 Dismissal for students. Staff development for teachers. No lunch at school.
Mar. 13-21	Spring break
Mar. 22	No school for students. Staff development for teachers.
Mar. 23	School resumes.
Apr. 2-5	Easter holiday
Apr. 6	School resumes.
Apr. 9	All School Party – 5:30 pm. – 7:30 pm.
Apr. 19-23	Achievement testing.
May 7	12:00 Dismissal for students. Staff development for teachers. No lunch at school.
May 14	Field Day
May 20	Parent-Teacher Conference Day (no school for students)
May 27	6th Grade graduation. All school music program.
May 28	No school for students. Staff development for teachers.
June 7- July 2	Summer Lab

School Hours

School hours are 8:15 am - 2:45 pm (grades K-3) and 8:15 am - 3:15 pm (Grades 4-6). On Wednesday of each week all students are dismissed at 2:00 p.m., as well as several times throughout the year, on Fridays at 12:00 p.m. (See school calendar.) These early dismissal times allow teachers to attend staff development meetings. On scheduled early dismissals as well as the Wednesday-Friday of the first week of school, dismissal time will be at 12:00 noon and there will be no lunch served on these three days.

Inclement Weather Days

On bad weather days when school will begin late or be closed, you will receive an automated call to your cell phone and an email through our Parent Alert system. You will receive the call and email either the night before or the morning of the bad weather day.

Chapel Service

Our school joins with our church in offering a once a week chapel service for our students. This is held on Tuesday mornings at 8:30 a.m. and lasts approximately twenty minutes. Ministers from PHPC lead the 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. Children who have birthdays during the upcoming week are honored. Parents are always welcome to join their child's class in this worship service. Chapel is optional for non-Christian students.

Morning Drop-Off

Teacher supervision is provided in the gym from 7:50 a.m. to 8:15 a.m. Without permission from a teacher to go to a classroom before 8:15 a.m., a student remains in the gym until dismissed to go to class by the teacher on duty. The gym door will NOT open until 7:50 a.m. and will lock at 8:15 a.m. All other doors to the school will be locked at all times. Entrance to the school will be allowed ONLY through the main door after 8:15 a.m.

There are multiple studies that indicate physical activity has a direct and positive correlation on school achievement, specifically in the areas of learning, memory, and higher-level thinking. Morning recess is offered as an opportunity to add a little movement as an alternative to the gym. On Mondays, Wednesdays, Thursdays, and Fridays (every day except Tuesdays), students may be dropped off at the playground rather than the gym. The guidelines are as follows:

- The playground will open at 7:50 a.m.; please do not arrive prior to that time.
- The playground option will be open until 8:10 a.m. You can arrive any time between 7:50 a.m. and 8:10 a.m. for morning recess.
- If arrival is after 8:10 a.m., please drop your child off at the gym door.
- There will be a green flag on the gate to indicate the playground is open and available for drop-off. (See photo below.)
- Students should not be dropped off at the playground if the flag is not visible.

- If a student is dropped off and left prior to the playground being “open” (as indicated by the green flag), this is a safety violation and a liability, which may result in discontinuation of the program.
- Students may choose to go the gym as they have done in the past, join the playground for a morning recess, or attend other activities as available (Makerspace, tutoring, etc.); however, students **must** remain at their chosen location for that day. Students cannot go back and forth between locations, i.e. there will be no switching from gym to playground or playground to gym, etc. during one day.
- Every day IS a new day, however, and students may choose a different location each day as desired.
- Please make sure your student has used the restroom and gotten a drink prior to drop-off; bathrooms are available, but are discouraged as this takes away from our supervisory resources. (The maximum amount of time of this morning recess will be 20 minutes, so bathroom breaks should be minimal.)
- The morning recess will be available on school days except Tuesdays.
- The morning recess will be limited to the playground side only; the soccer field will not be open.
- The exception will be a heavy rain day; in that case, the green flag will not be visible, indicating the playground is not open.
- Morning recess will be open on cold days, so please dress your child accordingly.

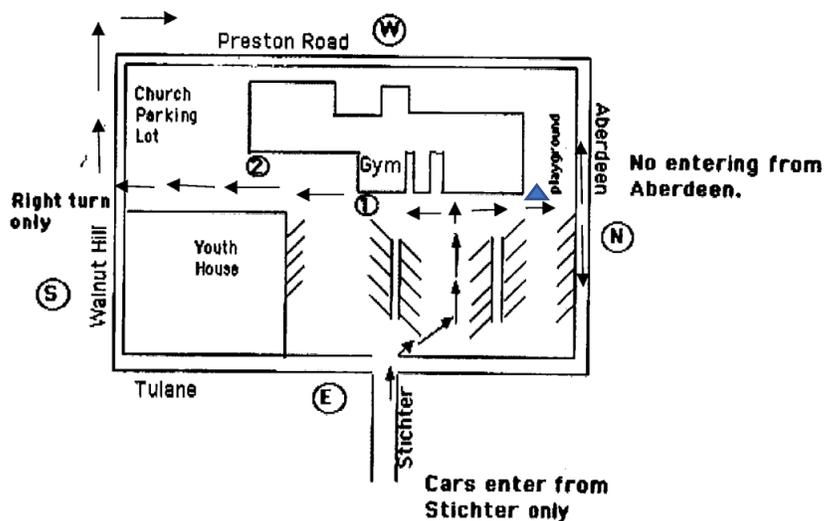
The procedure for morning recess at the playground has a drop-off as follows:

1. Cars will line up in the same location and pull forward as usual.
2. When you get to the area where you would normally turn left to head to the gym, you will instead turn right.
3. You should pull forward past the red brick walkway until you are even with the green flag. The student will exit the car and enter the playground in the gate near the basketball goal.
4. Students will be directed to leave backpacks or any other items in a designated area of the playground.
5. At 8:10, the teachers on duty will direct the students to gather backpacks and line up.
6. The students will form two lines: grades K-2 and grades 3-6.
7. The teachers on duty will then walk the students to their respective classes.

Children should not be dropped off at school prior to 7:50 a.m. at the gym or playground without permission from the school office as there is no supervision before this time and it is a safety concern.

MORNING DROP-OFF MAP

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



Afternoon Carpool

Each student receives a carpool card that must be displayed in every car picking up. Failure to display your carpool card interrupts the efficient running of the carpool line. The office should be notified of any permanent changes in carpool plans. **A written note must be sent to your child's teacher if your child is to leave school with anyone other than his regular carpool.** If it becomes necessary for you to notify the office of a carpool change after your child is at school, please contact his/her teacher by email prior to 12:00 noon. It is definitely preferred and much more efficient for you to send a note. If you have a last-minute emergency, you may call the school office; please avoid this whenever possible.

We ask that parents **not be talking on cell phones** when their child is entering the car during carpool. Students not picked up on time (within 10 minutes of dismissal time) at afternoon carpool will be taken to the school office to wait. Anyone who may be picking up a student should be informed of this policy. If a student is picked up by anyone other than a parent, parents should make sure all drivers are informed of school holidays and early dismissal days. Additional drivers should also have a carpool card displayed in their cars, be thoroughly informed of pickup instructions to include exact dismissal times, carpool lines, or exact room numbers for After School Study Hall.

The morning drop-off location is the south door of the gym (Mon.-Fri.) or the playground on Monday, Wednesday, Thursday and Friday. After school dismissal is from the courtyard south of the gym except on Wednesdays and 12:00 noon dismissal days. On Wednesdays, students will be dismissed from the gym. On 12:00 noon dismissal days, students will be dismissed from the red brick drive (between the gym and the playground). Students participating in “after school” sports and most other after school activities are also dismissed from the gym.

*Carpool information for **afternoon** dismissal:*

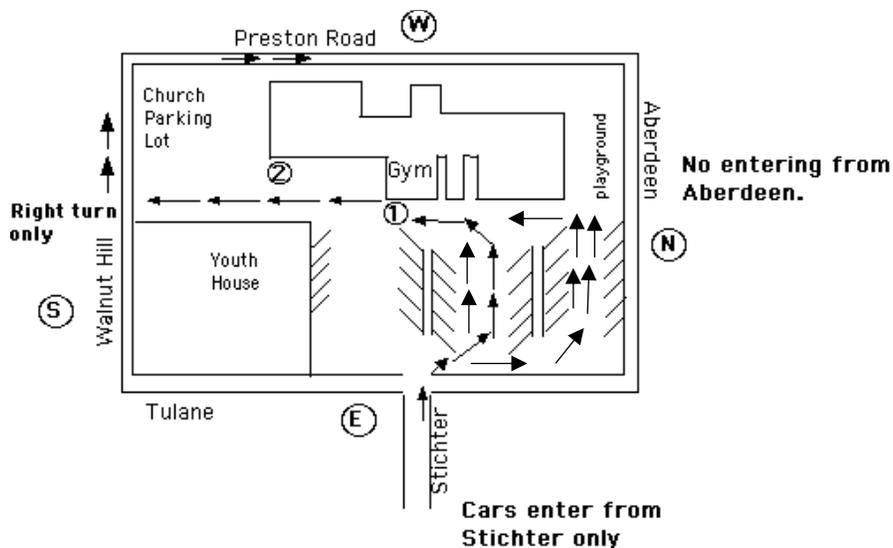
1. Enter ONLY from Stichter/Tulane, going west into lot (**no cars should enter from Aberdeen**).
2. If you are picking up for **2:45 (K-3) dismissal**, form a double line of cars in the **middle aisle of the parking lot** and stop where that lane ends and one lane will be formed as cars turn alternately LEFT into the lane in front of the gymnasium.
3. If you are picking up for **3:15 (Gr. 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.
4. On **Wednesdays (all school 2:00 p.m. 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.
5. On **12:00 noon dismissal** days, the preschool will be dismissed at the same time as the elementary school which creates the need for the elementary school to dismiss from the **red brick drive located between the gym and the playground**. On these days, the elementary school will be forming a double line in both the **middle and north aisles of the parking lot** and will stop where those lanes end and one lane is formed as the cars turn RIGHT alternately into the lane in front of the playground exiting onto Aberdeen.
6. **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 line pulls up to the south end of the courtyard on ALL dismissal days.
8. **DO NOT PULL OUT OF LINE.** Wait your turn to drive forward.
9. To exit, move forward and turn RIGHT onto Walnut Hill Lane. On 12:00 noon dismissal days, cars may exit to the RIGHT or LEFT onto Aberdeen.
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. Every car **must** have a carpool card in the window every day. This is **very** important for the smooth running of our carpool. If you need a new card, please contact the office or make your own.
12. Parents should not be talking on cell phones when their child is entering the car.

Carpool Maps

(2:45/3:15 Dismissal Days)

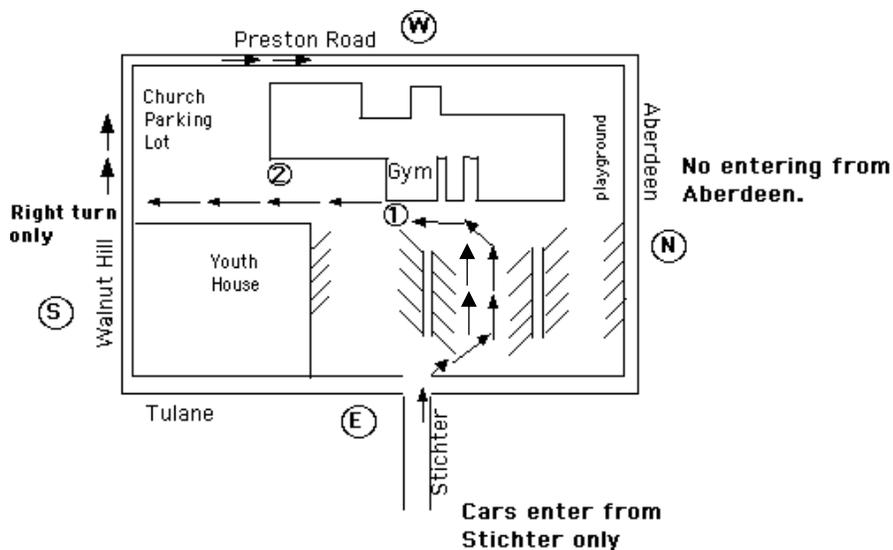
Afternoon Pick-up = ②

***PLEASE NOTE: 2:45 Dismissal** - form 2 lines behind the orange cones in **middle aisle**.
3:15 Dismissal – form 2 lines behind orange cones in **north aisle**. Alternate cars will proceed to the courtyard for loading.



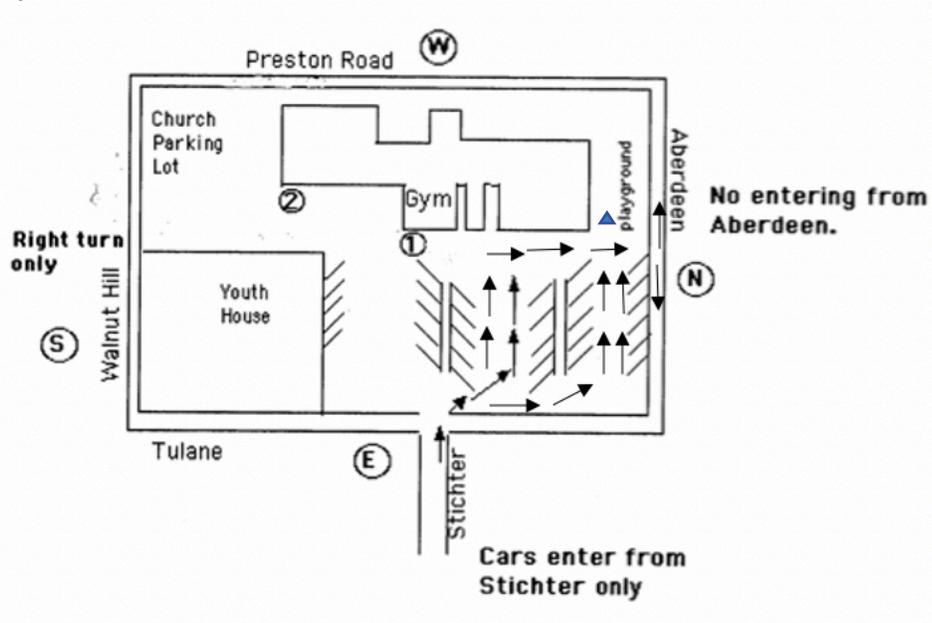
(Wednesday 2:00 p.m. Dismissal Days)

Afternoon Pick-up = ②



(12:00 noon Early Dismissal Days)

Afternoon Pick-up = ▲



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. Students found in violation of the dress code will call their parents for needed items. Uniform guidelines are as follows:

Boys (Grades K-6)

Shorts and Pants

- Dark khaki (not putty) colored shorts or slacks purchased at Academic Outfitters, The Gap, Lands End, L.L. Bean or other department stores.
- May not be oversized, torn or baggy.
- Waistband must be worn at the natural waist.
- Cargo pockets not allowed.
- Shorts should not fall below the knee
- Dark brown braided leather belt must be worn at all times.

Shirts

- Short sleeve polo-type knit or dry weave shirts in white or navy blue purchased at either Academic Outfitters, The Gap, Lands End, L.L. Bean or other department stores may be worn by boys in all grades. Shirts should contain no visible logos.

- 4th-6th grade boys have option of wearing oxford shirts.
- 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

- K-3rd graders may wear navy blue ¼ zip sweatshirt or fleece with school logo purchased through Academic Outfitters. Please label school outerwear.
- 4th-6th graders may wear navy blue ¼ zip sweatshirt, navy blue hooded “PHPS” sweatshirt (applique logo or screen print logo), or fleece purchased through Academic Outfitters. Hoods are not to be worn on the head inside the building.
- Coats may be brought for outdoor recess wear; no hoodies, jackets, or sweatshirts should be worn other than PHPS.
- 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. No other colors are acceptable.
- Sixth grade boys (only) 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, 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 or any type of activity tracker device should be worn at school.
- No tattoos (temporary or otherwise), body piercing, or henna.
- Avoid excessive decorations/distractions on backpacks.

Girls (Grades K-3)

Jumpers, Shorts, and Skorts

- Plaid jumper purchased at Academic Outfitters. Jumper length should be at or above the knee but no more than two inches above the knee.
- Plaid skorts purchased at Academic Outfitters.
- Modesty shorts must be worn with jumpers and may be purchased at Academic Outfitters or the “Soffe low-rise cheer boy short” may be purchased from a sporting goods store or on-line.

Blouses and Shirts

- White blouse purchased at Academic Outfitters. These are to be worn with jumpers only.
- Any monogram should be navy blue, limited to collar of blouse, and should be size appropriate.
- Polo-type knit feminine fit shirts in white or navy blue purchased at Academic Outfitters, The Gap, Lands End L.L. Bean or other department stores.
- **Knit shirts may be worn with skorts ONLY** and should be tucked in at all times.

Outerwear

- K-3rd graders may wear navy blue ¼ zip sweatshirt or fleece with school logo purchased through Academic Outfitters. Please label school outerwear.
- Coats are brought for outdoor recess cold days; no hoodies, jackets or sweatshirts should be worn other than PHPS.
- All coats must be removed when entering classrooms except for PHPS sweatshirts and fleeces. **No other sweatshirts, jackets or sweaters are allowed.**

Shoes and Socks

- Saddle shoes (tennis shoe type) in navy and white. Keds and StrideRite manufacture this type shoe and they can be purchased at stores such as Academic Outfitters, StrideRite, School Shoes Unlimited or Nordstrom.
- 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.**

- 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 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 or any type of activity tracker device should be worn at school.
- No tattoos (temporary or otherwise), body piercing, or henna.
- Avoid excessive decorations/distractions on backpacks.

Girls (Grades 4-6)

Skirts, Shorts, and Skorts

- Plaid skirt or skort purchased at Academic Outfitters. Skirts must be worn with the white blouse.
- 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.
- For Grades 4-6, modesty shorts must be worn under skirts. Girls may wear the modesty shorts purchased at Academic Outfitters, the “soffe low-rise cheer boy short” in navy or black purchased at a sporting good store or on-line or the Nike Girls Dri-Fit Tempo Track Running short in navy or black purchased at a sporting goods store, certain department stores or on-line.

Blouses and Shirts

- White 3/4 length sleeve blouse or white short-sleeve oxford blouse purchased at Academic Outfitters.
- Undergarments should be of a neutral color so as not to show through shirts or blouses.

Outerwear

- 4th-6th graders may wear navy blue ¼ zip sweatshirt, navy blue hooded “PHPS” sweatshirt (applique logo or screen print logo), or fleece purchased through Academic Outfitters. Hoods are not to be worn on the head inside the building.
- Coats are brought for outdoor recess wear on cold days; no hoodies, jackets or sweatshirts should be worn other than PHPS.

- 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

- 4th/5th grade girls - saddle shoes (tennis shoe type) in navy and white. Keds and StrideRite manufacture this type shoe and can be purchased at stores such as Academic Outfitters, StrideRite, School Shoes Unlimited or Nordstrom.
- Sixth grade girls (only) may wear any color low-top sneaker that is appropriate for gym floor and school wear.
- 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.**
- 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.** They need 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.
- Avoid excessive decorations/distractions on backpacks.

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.
- Jeans, uniform pants or uniform shorts may be worn. Oversized “baggy” or torn jeans should not be worn. Waistbands should be worn at the natural waist.
- 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, uniform skorts, uniform pants, jeans, or shorts of **appropriate length (at**

least mid thigh) may be worn. Torn or ripped pants of any type are not permissible. Solid black or navy leggings are permitted if worn with a shirt that completely covers the student's bottom.

- 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.

Phone Calls and Electronic Device Policy

Neither cell phones, smart watches, nor any devices that allow communication are 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. There is no reason for a student to require outside communication during the school day. School phones are available (with teacher permission) for needed student calls.

If a student chooses to bring one of these electronic devices to PHPS, the consequences will be as follows:

First Offense: The device will be taken and kept by the school Director or Assistant Director until student pays a \$25.00 fine to the PHPS Technology Fund.

All Other Offenses: The device will be taken and kept by the school Director or Assistant Director until student pays a \$50.00 fine to the PHPS Technology Fund.

e-Reader Acceptable Use Policy & Agreement Form

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines and other electronic media. E-Readers like Amazon's Kindle and Barnes & Noble's Nook are quickly becoming ubiquitous in our digital culture. In striving to maintain technological relevance in education, PHPS is providing the opportunity for students in grades 3-6 to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege

that requires extra caution and responsibility on both the part of the students and their parents. In order for a student to bring an e-Reader to use at school, it must be registered with the student's classroom teacher and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student. The PHS e-Reader Acceptable Use Policy and Agreement Form may be downloaded from FACTS SIS.

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 school office where your child will be called to come and meet you.

Visitors to the School

All visitors MUST check in through 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. Visits to your child are always welcome during their lunch period, but are disruptive at any other time.

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. Personal items (toys, gameboys, iPods, iPod touches, cell phones, etc.) are not to be brought to school. Check with your classroom teacher about specific rules.

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 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 telephone the school office so that other students who have been exposed to the disease can be notified.

Medication

If a student is to be given medication at school on a daily basis, a packet explaining our medication procedures must be picked up from the school office. If your child begins a medication after school starts, you may pick up a medication packet from the school office when you bring the medication to school. All prescription medication must be in the original prescription bottle with the correct dosage marked on it. It will be kept in the School Office and dispensed by the office staff. Please keep your child's teacher and Kay Burns in the school office informed of any medication changes, additions or deletions.

For the safety of all our students, 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 bottle. **No medication is to be brought by students nor will it be sent home with students.** Medication will NOT be accepted from a student's book bag, zipper bag, lunchbox, etc. If this occurs, the parent will be contacted. Be sure and pick up your child's medication from the school office at the end of the school year.

Parents will receive an email or phone call with approximately 2-3 days before their child is out of medication at school. This should allow parents ample time to get the prescription refilled and brought to school.

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 insure that they have a positive and productive learning and social experience.

School Supplies

Purchased school supplies will be in your child's classroom. All other school supplies will be provided by the school. School and library books are on loan to students and must be paid for if lost or damaged. Names may be put on book covers - but not in books.

During the orientation days, the "School Store", located in the gym, 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. Students in grades 4-6 may have "rolling" backpacks. **Rolling backpacks are not permissible for students in grades K-3.** Backpack for students in grades 5-6 should be large enough 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 the first 3 days of school when school is dismissed at 12:00 noon and the scheduled noon dismissals throughout the year. 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.

Petaluma Catering will provide our lunches Monday-Thursday. On Fridays, our lunch will be provided by either Papa John's or Chick-Fil-A. We put forth great effort to provide tasty, nutritious food for our children. The cost of the lunches, including milk, is \$5.50 on Monday-Thursday and \$4.75 on Fridays. 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 and you are to go over it with your child and decide on meals to be bought in the cafeteria for the entire month. Once the menu is posted, approximately one week is allowed for selections to be made. No menus after this date can be accepted. You pay electronically at this time for the entire month. When possible, any special event or outing for your child's class will be noted on the monthly calendar on FACTS SIS. If your child is absent, he must forfeit his lunch unless it is an extended illness or injury. Please notify the school office if this happens. If your child leaves his lunch at home, he will be offered a snack and milk.

Carbonated drinks and/or lunches brought from restaurants are NOT PERMITTED except on a child's birthday. Also, no candy or gum is permitted for sack lunches or snacks. Students in grades 3-6 are permitted to use 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 midmorning 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 if they care to. 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 things that are ready to serve and can be served quickly and easily. The special snack will be served during snack time or lunch.

Students are recognized in the chapel during their birthday week. Birthday Books that parents have purchased through the Parents Club are presented to the child on his/her birthday. On the last day of the month, a birthday table is set up in the cafeteria containing a birthday treat for children who have celebrated a birthday during 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 classes. Variables include student maturity level, independence, gender, language/motor/social/developmental levels, academic strengths and weaknesses, personality needs and previous friendships and associations. Student needs are then matched with teacher style and personality. This is a difficult process and one we take very seriously. Students are notified of their class assignments by email the week before school starts.

Attendance

Regular attendance is vital for students to make optimum progress. Attendance at all school functions, programs and special events is expected. Tardiness compromises the education of the tardy student and his class and should be avoided. Please note that if a student has three tardies, this is counted as an absence. A student is counted tardy if he is not with his classmates at 8:15 a.m. Persistent tardiness may require an administrative meeting to help find a solution.

In order for a student to keep up with his class, make-up work is often required for absences. The teacher will give student make-up assignments when he 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 located behind the Office Manager's desk in the school office and

should be picked up after school hours. 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.

At our all school, monthly assembly we give Perfect Attendance Awards to those students who have been present every day that month and have had no more than two tardies. As formerly stated, three tardies equal one day's absence. Absence will be considered excused for religious holidays, educational testing (with a note upon return), school visits, or family funerals. Students will be marked as absent for trips and illnesses.

Homework

Homework is a required part of the academic program at Preston Hollow and is assigned Monday through Thursday. The purpose of the homework each teacher assigns is to reinforce and provide practice of skills previously taught in the classroom and to help the child develop responsibility and independence. Each homework assignment is made on the basis of a student's specific needs. **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 or catch up on corrections. In the lower grades, each teacher enforces her own consequences for failure to complete homework. Homework left at home will be counted as not done. 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 study skills notebook each night and follow guidelines set out by the classroom teacher.

Students are discouraged from returning to their classrooms to retrieve forgotten books, homework, articles of clothing or other items left behind at dismissal time. Classrooms are often locked after school is out as well as the doors to enter the building and teachers are busy preparing for the next day. Students are encouraged to call classmates to get books or information needed.

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, which we feel is important for the success of their future schooling. These teacher-supervised work periods are held for one hour beginning at dismissal time on Monday, Tuesday, Thursday and Friday. 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 ball game or activity in progress after their study hall has been completed. Students staying for study hall on regular dismissal days should be picked up promptly at 4:15 p.m.

Student Conduct

One of the goals of our school is to educate the whole child, emphasizing personal and social as well as academic growth. We also want to provide an atmosphere that is conducive to the positive growth and development of each child. It is each student's responsibility to conduct him/herself in such a way that he/she contributes to creating such an atmosphere. We expect students to be considerate of others. They should respect each other's personal and property rights at all times. We also expect each of our students to accept responsibility for his/her behavior and schoolwork and to practice appropriate self-discipline. Students should be truthful at all times. No disruptive behavior that interferes with other student's learning and/or a teacher's teaching will be allowed.

Everyone's feelings are important and are to be respected. We do not allow intentional physical or verbal hurting of others. We have a zero tolerance for bullying. 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. Elevators are for church use only.
5. No narcotics, tobacco or weapons (i.e., knives, darts, 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 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 (including Game Boys, iPods, iPod touches and other non-approved electronic devices), unnecessary school supplies or other distracting objects from home.
12. Remember that students are not permitted to have cell phones at PHPS.
13. School and Church property should be respected at all times. Any vandalism or willful destruction of property will be treated as a very serious incident.
14. Help keep the school and church grounds clean by not littering.
15. Dress in accordance with the uniform guidelines.
16. 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 gender, race, ethnicity, disability, religion or any other characteristic will be permitted.
17. Know that any threats to harm a teacher or another student or to bring a weapon to school are taken very seriously and can be grounds for suspension or expulsion. Students need to be aware that "I was just kidding", or "I didn't mean it" are not acceptable excuses.
18. Respect the rights and property of adults and students at all times.

In addition to the above, each classroom has its own age and grade appropriate rules that each student is expected to obey. Each child participates in the "Bully Free Classroom" curriculum each

year. Failure to respect the behavioral guidelines of our school as stated above can result in suspension or expulsion. This is at the discretion of the school director.

Reports to Parents

Three parent-teacher conferences are pre-scheduled: one in October, one in February and one near the end of school. (See 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 call the office to set up a phone or school conference with the classroom teacher.

Student reports are sent electronically by email to parents of students in grades K-3 prior to the three pre-scheduled conferences. These reports are not "report cards" but are teachers' communication to parents of a student's academic progress, social/emotional growth, work habits and behavior.

Quarterly report cards are issued 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. Grades are based on achievement at the student's instructional level - be it grade level, above or below.

Grading system for students in grades 4-6:

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

Scores of standardized tests given to students during the year will be shared with parents at conferences. All students are given the Iowa Test of Basic Skills in March or April (see School Calendar), the STAR reading test several times a year, the STAR math test (grades 3rd – 6th), and the Gates MacGinitie reading Test once or twice a year.

Field Trips

Our Classroom teachers plan field trips for various days throughout the year. These may be educational, cultural, service oriented 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. Some outings may be planned as a reward for special effort on the part of the students. Parents must sign a release (Enrollment Form) for students to leave school on field trips. 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.**

The school and/or parents provide bus and/or car transportation for school field trips. Each student and driver must wear a seat belt at all times. Parents of children 8 yrs and under must bring booster seats for their child. Guidelines that we ask all parent drivers to adhere to will be handed out at the August Parent 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 is 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. We are being required by our insurance company to obtain background checks on our volunteers. Please know that any policy implemented is done so with the best interests of our students at the forefront.

The required background check would apply to the following:

1. Field trip drivers/chaperones
2. Drivers for sport events
3. Lunch servers
4. AR store volunteers
5. Room parents

Parents who come to have lunch with their child or attend a class party or other all-school event would not be required to complete a background check.

The school will cover the cost of the background check, and we sincerely appreciate your cooperation and understanding of the need for this policy revision. You may go to <https://bib.com/SECUREVOLUNTEER/PRESTON-HOLLOW-PRESBYTERIAN-SCHOOL/> to complete the form; it is also available on the PHPS website.

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 extensive 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 Ln. In the event we have to evacuate to the west of the building, we will evacuate to Shearith Israel, 9401 Douglas Avenue. Parents will be notified of this event through our Parent Alert system by receiving an automated call to their cell phone and an email and will be told 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 to their cell phone and an email asking them to pick up their children from their classrooms.

Our school is secured during school hours. All doors are locked except during arrival and dismissal times. 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.

Library

Our school library is open during the school day. Students in grades 3-6 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 encouraged. A letter is sent to the individuals or family notifying them of the gift.

Many parents choose to participate in the “**Birthday Book**” program. A donation is given to the library, through the Parent Club, at the beginning of the year. On their child’s birthday or “half-birthday” (summer birthday), he is presented with a new library book with a bookplate commemorating his birthday. The book is shared in class by the teacher, and the child then takes the book home to share with his family. He then returns it to his teacher and it 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 keeping the needs of the school library in mind.

Students in **grades 5-6** 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 and will receive a certificate at that time. 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 their Home Reading section of their study skills notebook. They earn a t-shirt and are given a certificate at the May Awards Assembly. Students in Grades 1-3 are encouraged to participate in the “**Book-It**” **Reading Club**. They earn prizes and are given a certificate at the May Awards Assembly.

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. Students in Grades 1-3 are assigned their home reading but can complete their required reading minutes by reading an AR or other books.

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 in their classroom. ***(With special permission from the Director, a student may be allowed to listen to an audio version of a book. However, the student must also follow along with a written text while listening to the audio. Students may NOT take a test on a book for which they have only listened to the audio version.)** 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" twice 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 special point club button, a certificate presented at the monthly Citizenship Assembly, their name being posted on the AR Wall of Fame outside the school office and a special reward. Some of the various point club special rewards are as follows:

5 point club:	Build-your-own-sundae party
15 point club:	15 point "Read" dog tag
25 point club:	Reading Rock Ear Buds
50 point club:	\$5.00 Gift Card from Barnes and Noble
75 point club	AR t-shirt

At the end of the year on Awards Day, the students in each grade who have earned the most points during the year will receive a special award.

We are very fortunate at PHPS to have all the many thousands of A.R. tests that 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 find out their grade level and point value and whether they have a test or not. You can also click on "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

We hope all of our students will participate in our Summer Reading Program (except entering kindergarten and 1st graders).

All returning and new students (except those entering grades K and 1st) are provided with a summer reading level. Entering 2nd and 3rd grades are required to read ten to twenty AR books from their assigned level and are provided a special sheet to record them on. Entering 4th-6th graders are required to read and complete book report forms on 4 books. They are provided with forms. The Summer Reading packet is given to returning students at the May parent conference. It is sent to new students at the beginning of the summer. 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. Reading Records and book report forms are due on the Orientation Day or first ½ day of school. No Reading Records or book report forms turned in after these 2 days can be counted. Students successfully completing this program are rewarded with a special party. AR tests for summer reading must be taken during summer testing times. Once school begins, AR tests may be taken only on books completed after the first day of school.

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.

Motor Lab

K-2nd graders participate in a fine motor lab. Kindergarten students attend motor lab 4 times each week, first grade students attend 3 times each week, and 2nd graders attend 2 classes a week.

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 on Grandparents' Day, 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 technology throughout the day in the classroom and tech lab. Students in grades K - 5 attend tech lab two days each week; sixth grade students attend three times a week. Tech lab activities are aligned with the National Educational Technology Standards (NETS). Tech lab instruction includes keyboarding, word processing, spreadsheets, Internet use, multimedia, 3D creation, use of Web 2.0 tools, and coding.

Students in grades K-2 have two desktop computers in their classrooms along with access to two mobile laptop carts containing 11-12 laptops. Kindergarten has one-to-one iPad access. Grades 1 and 2 have access to 3-4 iPads per classroom.

Students in grades 3-6 have a set of laptops in each classroom. These dedicated classroom sets provide one-to-one computer access throughout the day. Each classroom also has one or two iPads.

All laptops are for use at school only. Students may not bring laptops or other mobile devices from home for use at school. (Approved e-Readers for grades 3-6 are an exception. See page 11 for e-Reader policy.) 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 Lisa Gossard.

Technology Acceptable Use Policy

Preston Hollow Presbyterian School is pleased to offer students and staff access to a computer network for electronic mail and the Internet. Through using the Internet and e-mail, students and teachers will have the opportunity to explore libraries, databases, and museums. They will also be able to share information, and communicate with others around the world. 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. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access for their child. Should a parent prefer that a student not have access to the Internet and classroom e-mail, use of the computers is still possible for more traditional purposes.

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. Students, who have parental permission, and staff will receive training in the basics of Internet knowledge and behavior.

The following guidelines provided here set forth user responsibilities:

- 1) Student Internet Access
Students will have supervised access to the Internet information resources through their classroom, library or tech lab. Students will have e-mail access only under their teacher's direct supervision using a classroom account. Students will not be assigned individual e-mail accounts. Parental permission for student access to the Internet must be on file.

- 2) Acceptable Use
Users will:
Use the Internet for educational purposes. Recreational game playing is not allowed. Follow copyright laws.

Follow this procedure in the event that inappropriate material is found:

- a. Refrain from saving the material and immediately leave the site.
- b. Inform a teacher or the tech lab coordinator about the inappropriate material.
- c. 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.

Users will not:

Use the computers or network to harm other people or their work. Damage the computers or network in any way 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.

- 3) Network Etiquette
Users are expected to follow rules of network etiquette, which include but are not limited to the following:

Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude. Use appropriate language; do not reveal personal addresses or phone numbers of the user or others; do not use the network in such a way that would disrupt its use by others. Do not pretend to be someone else when sending or receiving messages.
- 4) Reliability
PHPS makes no guarantees, implied or otherwise, regarding the reliability of the data 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.
- 5) 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.
- 6) Privileges
Access to the Internet is a privilege, not a right. Inappropriate use will result in disciplinary action. PHPS reserves the right to examine all data stored in the machines involved in the network and Internet link 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 are consistent with the acceptable use policy.
- 7) 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 sign a consent form in order for a student's work to be published.

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 them 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. Therapists should also contact Robyn Poole (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:

Jeff Rosen, our P.E. teacher, offers an after-school athletic program open to boys and girls in grades 5 & 6 who are interested in learning skills, practicing good sportsmanship and sharing good times with friends. Students in 5th and 6th grades may participate in basketball. Sixth grade students participate in track and field. We maintain the philosophy that participants be allowed the opportunity to grow physically, emotionally and socially in an active setting. Our goal is to feel good about ourselves, our teammates, and athletics in general.

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 from throughout the metroplex, so road trips are part of the fun.

As a rule, basketball teams require 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. If a 5th or 6th grade student has an "after school study hall" on a practice or game day he must attend the "after school study hall". He may not play in a game 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 come out 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. With the exception of Chess Club, the opportunities are weekday afternoons. These programs require an additional fee, class size is limited, and classes are by the semester. All levels of skill are welcome in all classes. Classes that may be offered include the following: **After School Art, Fun Zone, Homework Club, Lego Club, Maker Space, Robotics Club, and Theater Club.**

Chess Club: Chess Club meets from 7:15 a.m. – 8:15 a.m. on Tuesdays. It is open to students in grades 1-6 and is for beginning as well as advanced players. An additional chaperone fee is charged to cover the cost of a school staff member to be in attendance during the session. The Chess Club Program is run North Texas Chess Academy, who will provide the instruction and all the materials. Chess Club is offered in fall and spring.

Summer Programs

Summer Lab - Preston Hollow offers one session of Summer Lab at the beginning of summer. These 1 and 1/2 hour classes - five days a week - offer a student an opportunity to work on skills in a small group (no more than four). This is an excellent time to concentrate on weak areas, but also it helps to maintain the growth that has been made during the year.

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

Summer Enrichment 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.

Perfect Attendance – Students are recognized who have a perfect attendance record for the month. (3 tardies = 1 absence)

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.

The awards given out in the Awards Assembly, attended by students and teachers, are mostly awards that the students have direct control over. Our hope is that each student will set as a goal to earn all or at least some of the awards. Their efforts should begin as soon as the school year starts.

Perfect Attendance - any student in the school who has a perfect attendance record. (3 tardies = 1 absence)

Outstanding Attendance - students from each class that have missed no more than 3 days.

Perfect Homework - students that have perfect records for completing and being responsible for their homework.

Outstanding Homework - students that have missed no more than 3 times.

Perfect Home Reading - students who have a perfect record for completing their home reading and having it signed.

Outstanding Home Reading - students that have missed reading or having it signed not more than 3 times.

Texas Readers Club - students in grades 4-6 may join the Texas Readers Club and receive a t-shirt and a certificate by reading ten books from specific categories as stated in the Home Reading section of their Study Skills notebook.

AR Awards - students who have earned the most points for the year in each grade level.

Book-It Awards – students in grades 1-3 who have met and documented their extra reading minutes to meet their monthly goals for the designated months.

The only awards given at the Awards Assembly that are subjective, chosen by teachers, are the following awards:

PHPS Citizen of the Year - one student who has been especially outstanding in the area of citizenship all year long. A good citizen is one who always tries to do his best, he is respectful to adults and other children, he tries to follow school rules, he listens to and minds his teachers, he cares about the feelings of others and acts in a kind way to others, and he is responsible for his actions and his schoolwork. He is his own boss - he does what he knows is right. He does not do what someone else asks him to do if he knows it is wrong.

Class Citizens of the Year – one student from each class who has been outstanding in citizenship throughout the year.

Bronson Smith Kind Heart Award - is to be awarded to a PHPS second grade student each year in memory of Bronson who attended our school in first and second grade. He was a boy who had an especially kind heart. He was a very caring student who treated his classmates with kindness. If someone was sad, he tried to make him or her feel happy. If someone had no one to play with, he would play with that student. He had a tender, considerate and helpful nature. He was understanding and sympathetic to the feelings of others. He helped make PHPS be a kind and loving place to be.

Various academic, character and work habit awards are given out by each teacher during the last week of school prior to the Awards Assembly.

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 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 child to do what he can on his own.
 - d. Be supportive of the need for homework and report to the teacher any consistent difficulties that arise.
 - e. Help your child devise a method for getting their homework and needed books back to school each day.

3. Teachers appreciate parents assisting with class parties and occasionally driving on field trips.
4. Library volunteers are needed to shelve books and keep the library in order.
5. Lunchroom volunteers are needed each Friday to serve lunch.
6. You are encouraged to join and participate in the many varied activities and volunteer opportunities of our Parents Club.
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.
10. Help with the A.R. store - set up, man the store, take down.