

# **FIRST PRESBYTERIAN DAY SCHOOL**

## **STUDENT HANDBOOK**

### **Mission Statement**

**Believing that children are a heritage of the Lord, the mission of First Presbyterian Day School is:**

- **Planting seeds of Christlikeness in the hearts of children;**
- **Pursuing excellence in academics;**
- **Preparing students for future service in God's kingdom in their homes, churches, and professions.**

The school is controlled by the Board of Trustees elected by the Session of the First Presbyterian Church.

Dr. Kirk Anderson	Mr. Paul Hurst	Mr. Jeff Skelton
Mr. Max Bowman	Dr. George May	Mr. Tim Threadgill
Dr. Jay Brown	Mr. Hu Meena	Mt. T. Cal Wells
Dr. Reid Cotton	Mr. Phillip Parker, Chairman	Dr. Julie Wyatt
Dr. David Elkin	Mr. Richard Russ	Mrs. Jordan Yerger

### ADMINISTRATION

Mr. Brian T. Smith, Head of School  
 Mrs. Paula Clark, Assistant Head of School / Principal, Kindergarten – Second Grades  
 Mrs. Emily Oswald, Principal, Third – Sixth Grades

### OFFICE

Mindy Boyd, Director of Student Services  
 Jennifer Dryden, School Counselor  
 Cheryl Gibbs, Accounting  
 Susan Graves, Front Desk Manager  
 Abram Hernandez, Assistant Director of Technology  
 Meredith Johnson, Director of Marketing & Communication  
 Cathy Miller, Director of Preschool  
 Amy-Allison Russ, Admissions Outreach & New Families Coordinator  
 Trey Tracy, Director of Technology  
 Lauren Vance, Administrative Assistant  
 Carolyn Wilkinson, Admissions Director & Office Manager

<b>Kindergarten</b>	<b>Kind. Assistants</b>	<b>First Grade</b>	<b>Second Grade</b>
Mimi Bailey	Angie Thigpen	Elizabeth Brown	Kara Bailey
Kim Duhs	Carrie Stafford	Leigh Humphries	Victoria Earnhart
Janine Hutchinson	Amy Schelver	Kristina Laird	Brittany Gecina
Jennifer Morgan	Rachel Wise	Brenda Scott	Abby Heavener
Debbie Parker	Ceci Rutledge	Hilary Vosen	GiGi O'Neal
Camille Hassell			
<b>Third Grade</b>	<b>Fourth Grade</b>	<b>Fifth Grade</b>	<b>Sixth Grade</b>
Megan Bell	Nicole Booker	Abigail Burrow	Rebekah Dawson
Dea Bowling	Jenny Buchanan	Connie Cade	Catherine Glover
Sally Beth Maxwell	Melinda Lytton	Julie Hoeniges	Patti Lewis
Kendal Waters	Janet Marble	Ann Claire McCain	Molly Parks
		Stacy Smith	Carolyn White
<b>Art</b>	<b>Physical Education</b>	<b>Elevate</b>	<b>Admission Outreach</b>
Sara Riles	Sara Brantley	Torsheta Jackson	Amy-Allison Russ
	Jim Hand		
<b>Bible</b>	Lesley Smith	<b>Student Services</b>	<b>Communications</b>
Kathryn Day	Susan Thompson	Mindy Boyd, Director	Meredith Johnson
Barbara Porter		Leslie Buckley (1 <sup>st</sup> )	
Laura Young	<b>Day School Chaplain</b>	Ellen Champagne (3 <sup>rd</sup> )	
	Gary Sinclair	Meredith Matlock (2 <sup>nd</sup> )	
		Tori Williams (4 <sup>th</sup> )	

<b>Counselor</b>	<b>Special Education</b>	<b>Technology</b>	<b>Nursery</b>
Jennifer Dryden	Kelly Kennedy	Trey Tracy, Director	Barbara McCollum
		Abram Hernandez	Shamika Brown
		Carol Brister, Idea Lab	Emily Maxwell
<b>Library</b>	<b>Music</b>	<b>Faculty Support</b>	<b>The Company</b>
Jana Heimer	Marsha Glover	Cherry Dean Fyke	Kim Duhs, Director
Karen McBride	Jalysa Jones	Laura McEuen	
		Jennie Vandevere	
		Sarah Beth Wilkins	

## ATTENDANCE

***Please refer to the FPDS 2020 Reentry Plan for updates on attendance related to COVID-19.***

- Absences due to personal illness, serious illness in the family, death in the family, or special permission of the head of school (obtained in advance by the parent or guardian) shall be considered "**excused.**" A student is allowed to make up work missed during an excused absence on the day he returns after an absence. A student is allowed two days for each day of excused absence due to illness to make up all class work missed.
- ***School work will not be provided in advance for non-illness absences.*** Children excused for family trips or vacations during the year must have all assigned make-up work completed within five school days upon return. (Some accommodations may be made for students participating in the Dyslexia Immersion Program.) **Requests must be made in writing 48 hours in advance on the "Request School Absence" form** located in the "For Parents" section on the Home Page at [www.fpds.org](http://www.fpds.org). If all assignments and tests have not been completed within that time frame, the unfinished work will be assigned to a tutor (another faculty member), and the tutor will be paid \$50 per session to assist the student in completing the work. The school will bill parents for the tutor's fees. School Board policy does not permit excused absences to be granted for vacation reasons during the last two weeks of the school year.
- **Medical excuses** are due on the day the student returns to school. The excuse should contain the student's name, the date of each day he was absent, and the reason for the absence. The excuse should be signed by the parent or guardian and presented to the teacher upon his/her return to school. The absence will be counted as unexcused if no notice is returned within seven days.
- The school day ends at 2:30 and 2:40 p.m. **Requests for dismissal between 2:15 p.m. and 2:40 p.m. will not be accepted. If a child has an appointment at the end of the day, the child should be picked up by 2:15 p.m. Any other dismissal between 2:15 and 2:40 requires the head of school's approval. Students will NOT be called down for dismissal until the parent is present at the office.**
- A child who is absent from school, either excused or unexcused, in **excess of 20 days** during any school calendar year will be required to repeat the grade unless the School Board grants approval.
- Sometimes parents will request that children be excused from school for a special opportunity or unusual family event. These absences from school will require school work to be made up within two days upon return.
- Tardiness is defined as entering a classroom after 8:00 a.m. Tardy students must go by the office and sign in before coming to class. **All tardy students** will be given a slip for their teachers indicating whether the tardy is excused or unexcused. For every three unexcused tardies received, a student will receive a school absence, which counts toward the total number of absences for the school year. If the above consequences do not solve the problem, the parents will be requested to have a conference with the head of school.

## BEHAVIOR

Respect for authority is expected of each student towards any staff member at any time either in or out of school. Disrespectful conduct or attitude, disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed. Defacing or damaging school property that is malicious or careless in nature and that causes destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardians. This building is a church, as well as a school, and is dedicated to God's glory. Therefore, students should take personal pride in taking care of the building at all times, including using baskets and garbage cans for the disposal of waste material; by refraining from getting pencil marks and finger prints on the walls and lockers; by keeping the tops of desks in good condition; and by picking up paper that is lying around. Students will be expected to pay for damage to church property that occurs due to their carelessness.

The First Presbyterian Day School will not tolerate bullying by students. Bullying is defined as one or more students calling another student inappropriate names, degrading a student's character, making fun of a student, or threatening physical harm to a student. Bullying may take the form of verbal or electronic abuse. Any form of bullying during the school day will result in one or more of the following: (1) a visit to the head of school's office; (2) a call to parents; (3) in-school suspension; and ultimately (4) expulsion. Students are expected to report any suspected abuse of this policy to parents, teachers, or administrators who will investigate and determine appropriate punishment.

The School Board has reserved the right to use corporal punishment by the faculty and administration as a means of discipline. Corporal punishment will be used only as a last resort and always administered in front of another school official.

### **CARPOOL and SAFETY**

The safety of all students is one of the most important matters pertaining to school each day.

SECURITY: Security guards are posted on both the Belhaven and Pinehurst Street parking lots 24 hours a day. Cameras are also posted inside and outside the building. ALL doors remain locked. Parents will use a code or be buzzed in at one door at the Pinehurst Entrance and one door at the Belhaven Entrance.

Please see carpool plan addendum for details.

### **CELL PHONE & APPLE WATCH POLICY**

FPDS realizes that some parents feel the necessity of providing a cell phone for their child. However, students in kindergarten-3rd grades are not permitted to bring cell phones or other devices, including Apple Watches, to school. Students in 4th - 6th grades may bring phones or other devices, including Apple Watches, as long as they adhere to the following policy:

All phones and devices must be turned off, and the students' names must be on the phones. The phones are to be TURNED OFF and placed in the students' backpacks until the end of the school day. The school will not be responsible for lost, stolen, or misplaced cell phones brought to school. This is the sole responsibility of the student. Should a cell phone or device be discovered at school that does not conform to the above policy, the phone or device will be turned in to the school office and kept for a period of seven days before being returned to the student or parents. A second violation of the cell phone policy will be subject to disciplinary actions by the school administration.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

*Any changes in addresses, telephone numbers or email addresses can be made by the parent on ParentsWeb.* This information is important to ensure proper communication between home and school.

### **COLLECTIONS OF MONEY AT SCHOOL**

Collections of money at school will not be permitted without prior approval from the head of school. This also includes any type of sales.

### **COMMUNICABLE DISEASES**

Students will not be accepted at school if they have any signs of illness, including fever, pink eye, severe cold or vomiting for 24 hours without medicine before returning to school. Should students get sick at school or have an accident, parents will be notified immediately. In an emergency, if the parent cannot be reached, the family doctor will be called or student will be taken to the emergency room at a local hospital.

**Please refer to the FPDS 2020 Reentry Plan for policies related to COVID-19.**

#### **Lice**

Any discovery of lice in a child's hair must be reported to your child's teacher as well as to the administration.

**Please take these precautions:**

1. Check your child's hair for eggs (also called nits).
2. If you suspect your child has head lice, ask your health care provider to diagnose the problem and recommend appropriate treatment. Everyone in your family should be checked, and anyone with nits should be treated.
3. Tell us if your child is diagnosed as having head lice.

**To get rid of head lice:**

1. Use a medicine that your health care provider prescribes or recommends. Use any of these products very carefully, and consult a physician before treating children less than 2 years of age, pregnant or nursing women, or people with extensive cuts or scratches on the head or neck.
2. After appropriate treatment, all nits must be removed. This is a difficult and time-consuming process because nits have such a firm grip on the hair. You can remove them with a special nit-removal comb. A metal tooth comb, like the Lice Meister, is the best comb to use.
3. Check for nits daily for the next 21 days. Most treatments recommend a reapplication 7 days later.
4. Clean personal items and surroundings:
  - Machine-wash all washable and possibly infested items in hot water. Dry them in a hot dryer.
  - Put non-washable items (furry toys or pillows) in a hot dryer for 20 minutes.
  - Seal items that cannot be washed or dried in a plastic bag for 10 days (any eggs or lice present will die in this time).
  - Wash combs and brushes in a shampoo approved to kill lice, or soak in hot water for at least 5 minutes.
  - Thoroughly vacuum rugs, upholstered furniture, and mattresses.
  - Do not use insecticide sprays because they can be harmful to people and animals.

**When can your child return?**

Any discovery of lice in a child's hair must be reported to the school. A child may not return to school until he or she has been checked by a school official, and no lice are found.

## **COMMUNICATIONS**

Parents are asked to maintain current email addresses and cell numbers with their child's teacher and via ParentsWeb: <https://fp-ms.client.renweb.com/pw/>. This link and other important links can be found under the *For Parents* section located at the bottom of the home page of [www.fpds.org](http://www.fpds.org). **\*\*It is extremely important that the school have all correct cell numbers as the ParentsWeb system is the primary way that the school notifies parents of emergency closings or rainy weather carpool procedures.**

If you have a timely message for your child, please call the school office as teachers are away from their computers and phone the majority of the day.

School-wide announcements will be sent from the school on Fridays. Information to include should be sent to Meredith Johnson, Director of Communications ([mjohnson@fpds.org](mailto:mjohnson@fpds.org)), by noon on Wednesdays.

FPDS will not send emails out on behalf of parents for any non-school sponsored activity. Parents are responsible for distributing these emails to their child's classes or grade levels.

In the event it becomes necessary to close school, you will receive a text message and email. Closings may also be viewed at [fpds.org](http://fpds.org) or via social media.

Our web site [www.fpds.org](http://www.fpds.org) is a valuable resource for all FPDS information for your family. Also, please make sure to like us on Facebook <https://www.facebook.com/FirstPDS> and follow us on Twitter <https://twitter.com/FirstPDS> and Instagram. <https://instagram.com/fpdscrusaders>.

A RenWeb home app may be downloaded free of charge. This contains a parent and student directory. Directions are found under Parent Resources at fpds.org.

### **THE COMPANY AFTER-SCHOOL PROGRAM**

The Company is First Presbyterian Day School's after-school care program available for any currently enrolled student. Students enjoy the company of others and have fun playing outside, creating art projects, and participating in enrichment activities.

Extra-curricular activities are offered at an additional expense.

The Company begins the first full day of school and is open only full days when school is in session. (The Company is not available when school dismisses for a half-day.) Parents will pick up at the Pinehurst Street entrance.

- Hours: 12:15 p.m. until 6:00 p.m.
- Cost: \$4.75 per student per hour (*Note: A \$15 per quarter hour, or any part thereof, will be charged for students picked up after 6 p.m.*)
- Billing: At the end of each month, your FACTS account will be charged for the time your child spent on campus after regular school hours. A computerized time clock will be used to keep a record of each child's stay throughout the month.

**Kindergartners** go directly to The Company at 12:15 p.m. Lunch will be served immediately. Your child may bring his lunch, purchase it in the cafeteria, or bring lunch and purchase milk and/or a dessert in the cafeteria.

**First and second graders** go directly to The Company (escorted by teachers) when school is dismissed at 2:40 p.m.

**Third and fourth graders** go to a designated "late room" until 3:30 p.m. At that time, the teacher will escort them to The Company.

**Fifth and sixth graders** go to a designated "late room" until 3:30 p.m. At that time, the teacher will escort them to The Company.

**"Late rooms"** are considered part of The Company and also cost \$4.75 per hour. This is a time for students to read, study, or complete homework.

**"Early rooms"** are not considered a part of The Company and incur no extra charge for first through sixth graders arriving at school before 7:45 a.m. Kindergartners go straight to their own classrooms.

**Children's Release:** Only authorized adults will be permitted to pick up a child. Please notify the director in writing or by calling if there is a change. If an individual requesting to pick up a child is unknown to the school employees, he/she will be required to produce proper identification before the child is released.

**Toy Policy:** Small toys are permitted after school, but we are not responsible for lost or broken toys. Please **no** guns, knives or balls.

### **CRUSADER CLUB**

Crusader Club is FPDS' parent organization made up of multiple committees of parent volunteers who assist the administration and faculty with school-life. Crusader Club is an excellent way to get involved and a great way to meet other FPDS parents. This truly is the heart of our school family.

## FIELD TRIPS

***Please note that policies related to Field Trips are subject to change due to our current healthcare climate.***

Students may make several field trips during the year. The students will be under the close supervision of at least one teacher and several parents. All children are required to wear seat belts while being transported to and from field trips. No child is allowed to ride on the front passenger side of an automobile where an air bag is present (except the child of the owner of the vehicle). **Siblings may not attend field trips.** Parents must bring students directly to the Field Trip and back to school without making any stops.

## FIRE, LOCKDOWN AND TORNADO DRILLS

Fire drills will be held several times during the school year. On the signal, all students will leave their classrooms in orderly lines and proceed to an assigned place outside the building to the playground. At the beginning of school, each teacher will give students detailed instructions regarding fire drills.

Tornado drills will be held several times during the school year. On the signal, all students will leave their classrooms in orderly lines and proceed to an assigned place on the lower floors of the building. At the beginning of school, each teacher will give detailed instructions regarding tornado drills.

Lockdown drills are also held during the school year. Students and teachers will remain in a dark, locked classroom until notified by school officials.

## GRADING SYSTEM

Report cards are emailed to students three times a year at intervals of nine weeks. They are emailed on Thursday following the close of the nine week period. The following marks are used:

A+	98.5-100
A	96.5-98.4
A-	94.5-96.4
B+	91.5-94.4
B	87.5-91.4
B-	84.5-87.4
C+	81.5-84.4
C	77.5-81.4
C-	74.5-77.4
D+	73.5-74.4
D	70.5-73.4
D-	69.5-70.4
F	69.4 and below

Report cards for students in first and second grades will be presented in the form of grades and a checklist.

Idea Lab, Library, Music, and Art grades are primarily based on effort and cooperation since the abilities of students in these areas are so varied. Grades for these special subjects will be assigned in grade six only.

Behavior and study habits are rated with E (exceptional), S (satisfactory), N (needs improvement), and U (unacceptable).

Report cards are emailed to parents each quarter, including the end of the year. Kindergarten parents will receive a final report in the mail.

### **TECHNOLOGY USE CONTRACT (K5 - 3RD GRADE)**

First Presbyterian Day School requires a Technology Use Contract signed by both students and parents.

FPDS students have the privilege of using technology at school to reinforce and enhance their academic growth. FPDS has approved the use of school-owned devices for your child to use throughout the school year on-campus, and in extenuating circumstances, off-campus (first - third grades). As always, we want to encourage and produce good digital citizenship. This Technology Use Contract is provided to help students and parents better understand their responsibilities when using the internet and technology.

#### **As a student, I will:**

- Protect my private information. I will protect my password and keep it confidential.
- Respect myself and others when I talk or write using the internet and other forms of technology. I will always use the appropriate language.
- Follow the school's online rules, even when using the device at home.
- Understand that if I break this contract, I may lose technology privileges and face other consequences for my choices.
- Be responsible for properly handling my device at all times. If damages occur, then my parents may be responsible for the repair costs.
- Not install any apps or change any settings on my device without the permission of my teacher and/or the Technology Department.
- Use the appropriate cleaners/sanitizers on my device which is authorized by my teacher and/or the Technology Department.

#### **Parent's Responsibility:**

- Devices for first through third grades will remain on campus unless authorized by the Technology Department and/or Administration in the event of extenuating circumstances.
- FPDS will monitor device use and provide web filtering at all times, even when away from campus. No web filter is perfect, and in some rare cases, some websites may not be properly filtered. In the event something did not get filtered that should have, parents will notify either the child's teacher or Trey Tracy, Director of Technology, at [ttracy@fpds.org](mailto:ttracy@fpds.org).
- When the device is at school, the school will cover the first repair as a result of accidental damage. Repair costs for subsequent damages will be the responsibility of the child's parent(s).
- While the device is being used off-campus, parents will be responsible for any repair costs incurred as a result of damages outside of normal manufacturer defects. These damages include, but not limited to, cracked screens, broken headphone ports, liquid spills, drops, etc. Any damage to the device must be reported immediately to Trey Tracy, Director of Technology, who will process all repairs through an authorized repair center. Costs for repairs start at \$85 on up, depending on the damage occurred.
- While the device is being used off-campus, parents will be responsible for the replacement cost of the device in the event of loss or theft. This includes costs associated with lost or stolen cases, accessories and chargers. Lost or stolen devices should be reported to the Technology Department immediately.
- FPDS does not purchase extended warranties for student devices. Instead, FPDS self-insures for repair costs.
- If my child is using the device off-campus, parents will monitor the child's activity and screen time on the device and limit its use to school work and educational games/apps.

- When the device is being used on campus, FPDS will limit screen time to an appropriate amount with regard to each child's grade level.

### **TECHNOLOGY USE CONTRACT (4TH - 6TH GRADE)**

First Presbyterian Day School requires a Technology Use Contract signed by both students and parents.

FPDS students have the privilege of using technology at school to reinforce and enhance their academic growth. FPDS has approved the use of school-owned devices for your child to use throughout the school year on-campus, and if the need should arise, off-campus. As always, we want to encourage and produce good digital citizenship. This Technology Use Contract is provided to help students and parents better understand their responsibilities when using the internet and technology.

#### **As a student, I will:**

- Protect my private information. I will protect my password and keep it confidential.
- Respect myself and others when I talk or write using the internet and other forms of technology. I will always use the appropriate language.
- Respect others' work. When I create projects, I will show where my information and pictures were found. I will do my own work and not plagiarize information.
- Follow the school's online rules, even when using the device at home.
- Understand that if I break this contract, I may lose technology privileges and face other consequences for my choices.
- Be responsible for properly handling my device at all times. If damages occur, then my parents may be responsible for the repair costs.
- Not install any apps or change any settings on my device without the permission of my teacher and/or the Technology Department.
- Use the appropriate cleaners/sanitizers on my device which is authorized by my teacher and/or the Technology Department.

#### ***5th & 6th Grade Only***

- Bring my device to school fully charged and ready to use. Charging stations will be available on a first-come, first-serve basis.
- Be given a loaner device should I leave my device at home. After the second time I forget to bring my device I will not have access to a loaner and will be responsible for any work that I missed as a result of not having my device.
- Not leave my device outdoors, in the direct sunlight or in a hot car which could result in damage.

## **Parent's Responsibility:**

- Sixth grade will be allowed to take their devices home on a daily basis. Fifth grade will begin taking their devices home on a daily basis after Christmas Break. Devices for all other grades will remain on campus unless authorized by the Technology Department and/or Administration in the event of extenuating circumstances.
- FPDS will monitor device use and provide web filtering at all times, even when away from campus. No web filter is perfect, and in some rare cases, some websites may not be properly filtered. In the event something did not get filtered that should have, parents should notify either the child's teacher or Trey Tracy, Director of Technology, at [ttracy@fpds.org](mailto:ttracy@fpds.org).
- When the device is at school, the school will cover the first repair as a result of accidental damage. Repair costs for subsequent damages will be the responsibility of the child's parent(s).
- While the device is being used off-campus, parents will be responsible for any repair costs incurred as a result of damages outside of normal manufacturer defects. These damages include, but not limited to, cracked screens, broken headphone ports, liquid spills, drops, etc. Any damage to the device must be reported immediately to Trey Tracy, Director of Technology, who will process all repairs through an authorized repair center. Costs for repairs start at \$85 on up, depending on the damage occurred.
- Parents will be responsible for the replacement cost of the device in the event of loss or theft should it occur off-campus. This includes costs associated with lost or stolen cases, accessories and chargers. Lost or stolen devices should be reported to the Technology Department immediately.
- FPDS does not purchase extended warranties for student devices. Instead, FPDS self-insures for repair costs.
- Parents should monitor the child's activity and screen time on the device and limit its use to school work and educational games/apps when it is used off-campus.
- Loaner devices will be provided for devices left at home or brought to school uncharged. After the second incident, no loaner will be provided. *(5th and 6th grade only)*
- Students in grades 4th through 6th grades will be given a school-issued email address. Students will only be allowed to email their teacher and vice versa. Students will not be allowed to email parents and vice versa, other students, or any other parties.

## **INTERNET, SOCIAL MEDIA AND TABLET GUIDELINES** **Acceptable Use Policy for Computing Resources**

First Presbyterian Day School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. To this end, First Presbyterian Day School administration encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of First Presbyterian Day School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, First Presbyterian Day School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on First Presbyterian Day School-owned equipment or through First Presbyterian Day School-affiliated organizations.

### **First Presbyterian Day School Rights and Responsibilities**

It is the policy of First Presbyterian Day School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, First Presbyterian Day School recognizes its legal and

ethical obligation to protect the well-being of students in its charge. To this end, First Presbyterian Day School retains the following rights and recognizes the following obligations:

1. To log network use, when applicable, and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to First Presbyterian Day School-owned equipment and, specifically, to exclude those who do not abide by the First Presbyterian Day School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. First Presbyterian Day School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### **User Responsibilities**

Use of the electronic media provided by First Presbyterian Day School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### **Acceptable Use**

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of First Presbyterian Day School.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, First Presbyterian Day School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **Unacceptable Use**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on First Presbyterian Day School computers is prohibited.

10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or school administrators), or files dangerous to the integrity of the local area network is prohibited.
11. First Presbyterian Day School network may not be used for downloading entertainment software or other files not related to the mission and objectives of First Presbyterian Day School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of First Presbyterian Day School.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator or school administrators.

### **Disclaimer**

1. First Presbyterian Day School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. First Presbyterian Day School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. First Presbyterian Day School makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. First Presbyterian Day School reserves the right to change its policies and rules at any time.

### **Social Media**

The laws that govern Facebook and Instagram clearly state that a child must be thirteen years of age in order to have legal accounts. FPDS discourages students from participating in any online activity such as Facebook and other social networking sites. Should a student be discovered using any online site that results in damaging, profaning, despairing, or harming any faculty member or other student, that student shall face disciplinary action by the school, even if the activity is conducted outside regular school hours. Such activity affects the Christian reputation of FPDS and its patrons.

Students may not use any type of technology at any time or place that has a negative effect on:

- School order and discipline;
- The safety, welfare, and reputation of other students or staff; or
- The reputation of First Presbyterian Day School and its students, faculty, and staff. This would include, but is not limited to, emails, texts, tweets and social networking sites.

Parental/guardian support is required with regard to all aspects of First Presbyterian Day School and is an integral component contributing to the school's success. We request that parents refrain from utilizing any language and/or technology which would have a negative effect on:

- School order and discipline;
- The safety, welfare or reputation of other students or staff; or
- The reputation of First Presbyterian Day School and its students, faculty, and staff.

This would include, but is not limited to, emails, texts, tweets and social networking sites. First Presbyterian Day School reserves the right to dismiss students when parents, through the stated means or any other, fail to support the administration, faculty and the school's policies.

### **Tablet Guidelines**

- Students may use a tablet brought from home at school only to read books. No games or other activities may be used on a tablet at school.
- All books must be downloaded at home, not at school.
- Students may not share tablets with each other. (They are too costly and easily broken.)
- Teachers will monitor the use of tablets to ensure that students are using them appropriately.
- If a student is found to be using a tablet for any purpose other than reading a book, the teacher will take the tablet immediately. The tablet will be returned to the student at the end of the day and may not be brought back to school.
- The school will not be responsible for the loss, theft, or breakage of any electronic device. The device is the sole responsibility of the parent and child.
- The guidelines for tablets apply to The Company as well as the classroom.
- This policy may be amended as technology changes and need arises.

### **LIBRARY**

Students will visit the school library once a week. With permission from the teacher, he may be allowed to visit the library before and after school. Books may be checked out for a period of two weeks. Please help your child take care of and keep track of library books. If a book is lost, the list price will be charged for replacement.

### **LUNCH**

Valley Foods provides food service for FPDS. Parents should set up an account for lunch purchases at <https://www.myschoolaccount.com/>. Instructions may be found at fpds.org.

All parents should go to the Valley website and set "low balance alerts". This will insure you do not go into negative balances without notification.

Monthly menus are published on the school website. Please note that outside food such as fast food or take-out from local restaurants cannot be brought to school.

### **PARENTAL COMMITMENT**

By enrolling a child in the First Presbyterian Day School, parents agree to abide by and comply with all policies, rules, and procedures as outlined in the annual school registration contract and all terms of the current student handbook. Parents further agree not to involve school personnel in any domestic disputes, including requesting a teacher or administrator to be subpoenaed to testify in court on the behalf of either parent in such a dispute. Parents will sign a form each year stating they have read the student handbook and will adhere to all policies.

### **PROMOTION AND RETENTION**

The Head of School and the parents should be kept informed if there seems to be a possibility of retention. Retention of any student must be based upon the failure of reading or math.

### **PUBLIC PERFORMANCE OF WORSHIP**

The public performance of religious beliefs other than Christianity will not be permitted on any property owned by First Presbyterian Church, including Twin Lakes Camp and Conference Center.

### **SCHOOL PARTIES**

Five parties are held throughout the year: Thanksgiving, Christmas, Valentine's Day, Easter and the last day of school. Room mothers are responsible for planning parties and will coordinate with class parents for simple refreshments and an activity. (No favors are given at the parties.) Parties begin at 2:15 p.m. and end by 2:45 p.m. Parties on half-days begin at 10:30 a.m. and end by 11 a.m. Kindergarten parties begin at 11:45 a.m. and end at 12:15 p.m. Passing out invitations at school to parties at home, such as birthday parties, will be permitted only when all students in the room are invited to the party.

**All snacks sent to classrooms for birthdays, etc., must be individually wrapped.**

### **SUMMER PROGRAM**

**Under the Oaks** is the summer program of FPDS, available for students who have completed kindergarten through fifth grades. This will be a fun-filled, interactive summer for your child. Open 7:30 – 6 p.m. Monday through Friday, Under the Oaks is available during the months of June and July. For more information and fees, visit [fpds.org](http://fpds.org).

### **TEXTBOOKS**

If a textbook is lost, the list price of the book must be paid for replacement.

### **UNIFORMS AND DRESS CODE**

The uniform policy of FPDS encourages an atmosphere of learning and eliminates competition in dress. Our school desires cooperation from both students and parents in order for the uniform policy to work well.

Teachers will monitor student dress each day and will issue warning slips to any student violating the dress code. The administrative team will randomly inspect student dress and issue dress code violations as needed. If your child receives a dress code violation notice, please help him or her correct the violation and sign and return the slip to school the next day. Please note that in some cases, a student may be asked to call his or her parents to bring different clothing to correct a violation. Students who do not take care of dress code violations involving hair within a seven-day period will be sent home until hair is cut to meet school requirements. Students who are repeat offenders of the dress code policy may face detention or suspension. The administrative team reserves the right to initiate revisions to the dress code as needed during the school year. Parents and students will be notified of any revisions that are made.

Lands' End is the school's uniform provider. Uniforms can be purchased online using a link at [fpds.org](http://fpds.org) or in the Lands' End store location. Parker Uniforms and outerwear purchased through the Crusader Store may be worn until May 2021.

On some occasions, FPDS will offer "Team Shop" apparel that the administration has approved to be worn to school as part of the uniform.

## GENERAL INFORMATION

- ***Please refer to the FPDS 2020 Reentry Plan for policies related to face coverings.***
- All approved uniforms may be purchased through Lands' End or at the FPDS Uniform Swap Shop.
- Only FPDS outerwear is allowed to be worn in the classrooms/buildings and at PE/ recess during academic hours. (May be purchased through Lands' End or Team Shop.)
- Boys are required to wear belts with pants and shorts, with all shirts tucked in.
- A plain, white undershirt, camisole, or long-sleeve t-shirt may be worn under shirts, but must be tucked in.
- Girls' shirts are not tucked in.
- Jumpers and skirts must be no more than 6 inches above the floor in kneeling position. Skorts must have the original hemline from the store — no hemming. Girls must wear plain, navy blue modesty shorts or leggings.
- Skirts, shorts, and jumpers must show at the bottom underneath sweatshirts.
- All shoes must be closed-toe, rubber soled, with heels no higher than 2 inches and boots no taller than ankles.
- All socks must be visible and white, navy blue, or grey-colored. Small branding logos are allowed as long as the socks meet the prescribed guidelines. Students may also wear FPDS socks sold by the school.
- All hair should be neat with no extreme styles or hair colors. Boys' haircuts must be trimmed neatly above the eyebrows, not touching the back collar of the shirt, with sides no longer than the earlobes.
- Uniforms, outerwear, and shoes should be in good condition (not ripped, faded, ragged, or with holes) and should be appropriately fitted to each child.
- Be sure to label all jackets and clothes with your child's name.
- Lost uniform pieces are placed in the "lost and found" bin in the gym.

### GENERAL INFORMATION: KINDERGARTEN

- We *encourage* closed-toe shoes; we do not recommend boots or sandals.
- Kindergarten students may wear their choice of outerwear.

### APPROVED OUTERWEAR

- Hunter green FPDS sweatshirt or fleece
- Blue cardigan sweater or navy windbreaker, both with FPDS monogram
- FPDS sweatshirt with FPDS logo sold through Team Shop or Lands' End
- Note that outerwear with the older 1st Pres logo is still acceptable to wear

### REQUIRED DRESS: KINDERGARTEN - SECOND GRADE

For chapel and school picture days, kindergarten through second grade girls are required to wear the plaid jumper with peter pan (rounded) collared white shirt. Boys are required to wear a navy or green shirt with khaki shorts or pants.

### DRESS CODE: THIRD THROUGH SIXTH GRADE

For chapel and school picture days, third through sixth grade girls are required to wear the plaid skirt with square-collared white shirt. Boys are required to wear a navy or green shirt with khaki shorts or pants.

### Attire for Field Trips/Special Reward Days/ Friday Spirit Days

On Fridays, Field Trips, class picnics, special reward days, etc., students wear the designated FPDS shirt provided by the school along with jeans with no rips or holes; and/or uniform shorts or skirts. Leggings must be worn with shorts or uniform skirts over them. Sweatshirts must have no rips, tears, or holes, and fit properly.

### MODIFIED Dress Option (for freezing weather)

If the administration implements the cold weather option, students may wear:

Boys/Girls: BLUE jeans or khakis, FPDS t-shirts or uniform shirt, FPDS outerwear, and warm coats to be removed upon entry. The usual shoe requirements will be in place with this outfit.

## **Special Dress up Days/ Dress for Special Activities**

From time to time teachers may allow special dress up days to go along with a unit of study. Sometimes a special costume is required for a play.

Fifth and sixth grade cheerleaders may wear their uniforms on their game days. Fifth and sixth grade football players may wear their uniform shorts, a belt, and the FPDS FOOTBALL Jersey (tucked in).

Fifth Grade Choir and Honor Choir (6<sup>th</sup> grade) members will wear the provided FPDS shirt and/or uniforms to performances as designated by the instructor. The shirt must be tucked in and a belt must be worn if the pants have belt loops. Jeans must be neat, fit well, and be free from rips and holes. Footwear requirements will be the same as the regular dress code. The director will notify parents and students of the attire for each event.

For our May field day we wear play clothes. In order to distinguish between grades during races each grade wears an assigned colored t-shirt. We sell field day t-shirts in each class color, or a student can wear a t-shirt he already has in his grade's color. Additional instructions about field day dress are sent out each year with field day information.

## **VISITORS**

***Please refer to the FPDS 2020 Reentry Plan for updates on visitors related to COVID-19.***

Parents are always welcome to visit First Presbyterian Day School. However, we urge that this be done at a time when the progress of the student or school is not interrupted. Upon arriving, all visitors, including parents, must sign in and obtain a name tag at the school office. Parent/Teacher conferences are welcome but should be scheduled in advance directly with a child's teacher. Students from other schools are not permitted to visit First Presbyterian Day School during the regular school day unless permission is granted from the school office.

## **WITHDRAWALS**

The signing of a re-enrollment contract for the upcoming year indicates the parents' commitment to paying the tuition for that year. When it becomes necessary for a student to withdraw from First Presbyterian Day School, whether prior to the beginning of school or at any time during the school year, the parent or guardian should notify the school office and sign a withdrawal form. No withdrawals are considered by the School Board without a properly executed withdrawal form. All textbooks must be returned. **SCHOOL BOARD APPROVAL IS NECESSARY FOR RELEASE FROM TUITION FINANCIAL COMMITMENT FOR THE SCHOOL YEAR.**

In the rare event a family desires to withdraw a student prior to the end of the school year, a request in writing must be made to the Board of Trustees stating the reason for the withdrawal. At the discretion of the Board of Trustees, responsibility for tuition may be as follows:

- Withdrawal before June 30 / Responsible for 25% Annual tuition
- Withdrawal between July 1 and December 15 / Responsible for 50% Annual Tuition
- Withdrawal after December 15 / Responsible for 100% Annual Tuition