

## Elementary Handbook for 2009 & 10

### ADMISSIONS

Applicants to Pine Drive Christian School are considered for admission on the basis of previous educational records, behavioral patterns, and personal interviews with parent and student.

#### APPLICATION REQUIREMENTS:

1. Required at time of application:
  - A. Completed Registration Form, Authorization for emergency medical care, Parental Agreement Statement, etc.);
  - B. Copies of student's birth certificate
  - C. Immunization record
  - D. Most recent report card.
2. Students entering K-4, and K-5 must be of appropriate age on or before September 1. Students entering PK-3 must be 3 by August 1. Also, PK-3 students MUST be completely Potty trained.
3. First grade students must be six years old on or before September 1, and should have completed an academically sound kindergarten program.
4. 4. Students transferring from another school should be at grade level on a standardized achievement (such as Stanford, California, Iowa). **PDCS will require new 2-6 grade students to take evaluative testing at a separate fee for appropriate grade placement.**
5. Due to lack of specialized educational programs and space, we are not able to accommodate students with special educational needs.
6. New students must be free from any severe behavior problems.
7. All incoming students are accepted on a probationary basis and remain on probation for a minimum of six weeks.

Parents should understand that PDCS is a ministry of Pine Drive Community Church. The Bible will be taught as the authoritative Word of God. Teachers will encourage each child to seek a personal relationship with Jesus Christ. All students will follow the school dress code. Parents must be willing to accept the ultimate responsibility for the dress, appearance, and conduct of their children. **Students and parents must be willing to accept and cooperate with the consequences for violation of policies.**

**\*\* DISCRIMINATION POLICY:** *Pine Drive Christian School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. PDCS does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its*

*education policies or other school administered programs.*

### REGISTRATION

Registration is finalized after the admissions process has been completed. Pine Drive Christian School is open for registration until classes are filled. **A non-refundable registration fee** is required in order to secure the student's place in the classroom and complete registration.

### TUITION AND FEES

Tuition is payable over a ten-month or eleven month period. The second and subsequent payments are due on the 1<sup>st</sup> of each month as stated on your financial contract. Any payment received after the fifth (5<sup>th</sup>) will be considered late and a **late fee of 10% of the balance due** will be added to your account. Since PDCS has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire school year; **therefore, no reductions can be made for vacations or school holidays.** If a student enters school after the school year has begun, then the charges are pro-rated according to the actual number of days enrolled for the first month. No deductions will be made in tuition for absence, regardless of the cause, during the school year. All requests for withdrawals must be made in writing and shall be in effect when received by the Administrator. **If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition.**

**\*\* Refund of prepaid tuition will be subject to a 10% administrative fee and paid within (15) days of withdrawal.**

**\*\* Non-payment of tuition will result in student's removal from school with records NOT released until account is paid in full.**

### GENERAL POLICIES

#### ATTENDANCE

Regular attendance is vitally important to the training and progress of the child and is directly related to the academic achievement of the student. **If a child is absent, he/she must bring a written excuse to the office on the day he or she returns otherwise the student is assigned an unexcused absence.**

Regular attendance should be encouraged by the parents. **Texas State law requires that the school year consist of at least 175 days per year.** We do not recommend taking students out of school for vacations and trips. However, if it is necessary to do so, it is the responsibility of the parent to ask the teacher at least one week in advance to provide the child's assignments, see that the work is completed, and return it to the teacher. Extended or

frequent absences may affect the student's grades even though the make-up work has been completed. Students leaving at or after 11:00 A.M. are considered absent for  $\frac{1}{2}$  day.

**Any student leaving school property without permission will be subject to expulsion from school.**

\*\* Unscheduled school closing due to weather related or emergency conditions will follow the decisions of Dickinson ISD.

Students missing more than 2 hours of instruction are considered absent  $\frac{1}{2}$  day.

SCHOOL HOURS	
K3 & K4 all day	8:00 to 2:45
Kindergarten	8:00 to 2:45
Grades 1-3	8:00 to 3:00
Grades 4-6	8:00 to 3:15
Grades 7-12	8:00 to 3:30
<b>TARDINESS</b>	

Tardiness communicates a lack of respect and regard for rules and therefore is not permitted. Frequent tardiness will necessitate a conference with parents and the Administrator. It is imperative that parents taking part in carpools cooperate and show courtesy to one another by getting students to school on time. Tardiness is not only hard on your student as he/she is embarrassed by arriving late; but it is also a hardship on the teacher as he or she may have begun instruction and feel the need to stop and repeat for the latecomer's benefit.

Students will receive one (1) unexcused absence for every three (3) unexcused tardies. After (2) unexcused absences the student will be required to serve a (1) hour detention after school at a cost of \$10.00.

### BEFORE/AFTER SCHOOL CARE

The building opens at 6:30 A.M. for Before/After School Care (BSC) and closes with After-School Care (ASC) at 6:00 P.M. Any child arriving before 7:45 A.M. will go into Before School Care. Any child not picked up within 15 minutes of dismissal time will go into After School Care. No child should be permitted to wait unsupervised on the porch before or after school. Charges for BSC and ASC are separate from tuition and fees. (See BSC/ASC Fee Charges)  
Elementary students staying after school to attend a game will be required to go into ASC until game begins.

### VISITORS TO SCHOOL

All visitors to school are required to stop by the office, sign in, and get a name tag before moving

about the building. Upon leaving, visitors are asked to sign out in the office.

PARENT VISITATION - Parents are welcome to visit classes if proper arrangements have been made in advance. Parents are asked to contact the school office at least two (2) days in advance, check in with the office before going to the classroom, and limit time spent in the classroom to no more than thirty (30) minutes. Parents are also asked to adhere to a personal dress code that would be appropriate for the Christian school.

### RELEASE OF STUDENTS

No student will be released at times other than regular dismissal without specific instructions from a parent. No student will be released to persons other than parent without written permission given to the office. Parents are required to fill out the sign in/out form in the office before the student leaves the property prior to dismissal time.

**EARLY DISMISSAL TIMES:** On days with early dismissal times:

K3 & K4	11:30	1 <sup>st</sup> /2 <sup>nd</sup>	12:00	5 <sup>th</sup> /6 <sup>th</sup>	12:30
K5	11:45	3 <sup>rd</sup> /4 <sup>th</sup>	12:15	JH/HS	1:00

**Parents are reminded that when driving through parking lots at drop-off and dismissal times to please be attentive to children exiting cars or crossing to or from the building. Distraction caused by use of CELL PHONES, etc. during this time MAY BE A HAZARD TO THE SAFETY OF OUR CHILDREN.**

### PUBLIC HEALTH AND SAFETY

All pupils attending PDCS must have a current immunization record on file in the school office. Children will not be allowed to attend class if they are showing symptoms of illness such as fever, nausea, excessive head congestion, etc. Children having symptoms will be immediately isolated and a parent will be called to pick them up. **Students must be fever-free for 24 HOURS before returning to school and be cleared to return to class by the School Nurse. Students cannot return to school for 24 hours following vomiting.**

Drugs or medications will be administered by the School Nurse upon explicit written instructions by parent. Drugs or medications must be given to a staff member and not remain in the child's possession. Children needing to use cough drops or throat lozenges should bring a supply in a small sack to be kept and administered by the teacher in the classroom.

Teachers will supply all bedding materials for PK & K students. No items may be brought from home. The teacher will be responsible for laundering all bedding materials.

### STUDENT DRESS CODE

As a Christian institution, we at PDCS have a unique responsibility. Our school will be judged in the community by the appearance of the staff and students.

Because our goal is to represent the name of Jesus Christ, our dress standards should be based on Biblical principles. Our appearance should then be conservative so as not to be offensive, and modest so as to adorn the Gospel with our attractiveness.

#### PRESCHOOL AND KINDERGARTEN

Boys and girls may wear any clothing appropriate to Christian school. Outer garments must be designed so that the little hands of a preschooler can easily deal with his/her own clothing when going to the restroom, etc. Shorts, slacks, jeans, etc. **MUST** have elastic pull-up waist bands if the child cannot button and zip their own pants. For modesty reasons, little girls must wear shorts under skirts. Closed-toe shoes such as athletic shoes **MUST** be worn. Sandals or open-toed shoes are not permitted. Hair must be clean, neat and styled in a manner to stay out of the eyes and face. No "tails" on boys are permitted. No hats. Earrings will not be permitted on boys.

#### BOYS IN GRADES 1-6

1. Any khaki, navy, brown or black slacks or black jeans may be worn; blue jeans may be worn except on Wednesdays. Belts must be worn with any pants with belt loops.
2. Black corduroy pants can be worn only when black jeans are permitted.
3. Any polo style shirt with a collar and sleeves or any button down oxford cloth shirt with collar and sleeves may be worn. Shirts may have patterns (stripes, dots, flowers, etc.) but not wording or pictures.
4. Pine Drive school t- shirts may be worn on any day except Wednesday.
5. All collared shirts must be long enough to stay tucked in at all times. Shirts will not be worn as jackets and left untucked. Boys may not wear earrings, tattoos, or decals.
6. Clothing must fit appropriately. Oversized, baggy pants and shirts will not be permitted.
7. Hair will be clean, neat, and styled in a manner to stay out of eyes and face. No "tails" on boys will be permitted. Hair must not touch the collar or hang over the eyes or ears. Haircuts ("spiking"), cutting designs, colors, or tinting or bleaching of the hair that is considered by the Administrator to be extreme will not be permitted. No hats may be worn.
8. Turtlenecks may be worn underneath dress code polo or oxford shirts but not worn alone.
9. Black jeans may not be worn on Wednesdays. Black,

blue or khaki dress pants or dress cargo pants must be worn on Wednesday with the required Chapel shirt.

#### GIRLS GRADES 1-6

1. Only khaki, navy, brown or black slacks, capris or cargos may be worn. No stirrups pants, or pants made of stretchy or clingy fabrics may be worn. Blue jeans may be worn except on Wednesdays. Belts must be worn with pants with belt loops.
2. Khaki, navy, or black skirts, jumpers, skorts or culottes may be worn. ALL SKIRT LENGTHS MUST TOUCH THE KNEE.
3. Any polo style shirt with a collar and any button down oxford cloth shirt with sleeves and collar may be worn. Pine Drive school tee shirts may be worn any day except Wednesday.
4. Hair will be clean, neat, and styled in a manner to stay out of face and eyes. Hair styles, "spiking", colors, bleaching, or tinting that are considered extreme by the Administrator may not be worn.
5. Clothing must fit appropriately. Oversized, baggy pants or blouses will not be permitted. Form fitting blouses, or blouses made of clingy, silky, or satiny materials may not be worn.
6. Girls may not wear pants, jeans or dresses to school on Wednesdays. The required Chapel shirt must be worn with a blue, black, or khaki skirt or jumper that is at least knee-length.
7. Girls must wear shorts or solid color leggings under all skirts or jumpers for modesty purposes.
8. Collared shirts will be tucked in at all times.
9. Turtlenecks may be worn underneath dress code polo or oxford shirts but not alone.
10. Girls may wear no more than two (2) earrings on the earlobes - no piercing of cartilage. No hats may be worn.
11. " Church" dresses may be worn except Wednesdays as long as they have sleeves and are knee length or below the knee. Jumpers may also be worn with a collared shirt or a turtleneck under them and must be knee length or longer. If a student wears a dress or jumper, shorts must be worn underneath.

**FOOTWEAR:** All students are required to wear socks or hosiery with comfortable shoes that buckle or tie. Boots, loafer style shoes and athletic shoes are permitted. All shoes must have a complete full back; no partial back is permitted. No open-toed shoe is permitted.

#### **SHORTS PERMISSION:**

Elementary students are allowed to wear acceptable shorts to school under the following guidelines:

- Shorts may be worn any day but Wednesday.
- Shorts must be "walking shorts" - **NO DENIM OF ANY COLOR, CUT-OFFS, BAGGY STYLES MAY BE WORN**
- Shorts must be black, navy, or khaki in color;
- Walking shorts must be at the knee or below.

### **ENFORCEMENT OF DRESS CODE:**

The dress code is a matter of judgment on the part of the classroom teachers and Administrator. If a student comes to school inappropriately dressed, the parent will be called to bring proper clothing.

The following steps will be taken:

1<sup>st</sup> violation - a note will be sent home

2<sup>nd</sup> violation- a note will be sent home

3<sup>rd</sup> violation - If the parent cannot come to bring appropriate clothing, the student will be placed in ISS for the day.

These steps will be followed per each grading period.

\*The practice of good personal hygiene is a must for all students and staff.\*

## **ELEMENTARY ACADEMIC POLICIES**

### **NEW STUDENTS:**

1. Students accepted for enrollment at Pine Drive Christian School must exhibit grade level readiness. **Evaluative testing will be required.** All new students will be placed on probation for six weeks.
2. At the end of their first six weeks, each student's progress will be reviewed by the academic committee. If the student has maintained a 75% average or above in core classes and is demonstrating effort, positive attitude, and willingness to learn, the probation period will be lifted.

### **ALL STUDENTS**

1. The grading system is as follows:  
A=90-100      C=70-79  
B= 80-89      F= 0-69
2. Students must maintain a 70% average or above in core subjects to pass. If a student's average falls below this percentage, a probationary period will be recommended. The goal of this period is to allow the student, teacher, and parents time to work on bringing the grade average up. Failure to bring grades to a passing level will result in student receiving mandatory tutoring, or needing to withdraw from our system.
3. Students who demonstrate acceptable measured amounts of mastery (70%) on current grade level in core subjects will be promoted to the next grade.

## **PHILOSOPHY OF DISCIPLINE**

Discipline and correction are necessary to the proper development of a child. It should stem from Christian love and be consistent. Students are expected to obey rules pertaining to school order

and to display an attitude of respect to all who are in authority. They will be expected to maintain Christian standards in courtesy, kindness, morality, and honesty at all times. Christian character training is an inherent part of our curriculum. This training will promote self-discipline and provide a framework for preventative discipline. When a child's heart and attitude, not on just external action, so that confession, prayer, and forgiveness can cleanse the heart of sin and disobedience. (I John 1:9, Ephesians 6:1)

However, when preventative discipline fails, corrective discipline will be administered.

The corrective discipline process consists of three steps:

1. **WARNING AND COUNSELING:** The teacher has the responsibility for setting and enforcing a discipline code in the classroom to insure proper conduct and behavior. The first step confronts the student concerning unacceptable behavior. A discussion, minor corrective action, and prayer are used by the teacher. The teacher will administer discipline for the following infractions:

1. Disruptive, impolite, unkind behavior
2. Excessive talking in class
3. Inappropriate behavior
4. Dress code violations
5. Horseplay (without injury to another student)
6. Inappropriate language or response
7. Failure to do assigned work
8. Eating, other than in cafeteria; gum chewing.
9. Fighting

The teacher will notify parent if student does not correct behavior. Should the unacceptable behavior continue, the teacher may take the student to the office. The Administrator then confronts the student concerning the behavior. A firm plan designed to bring about the desired behavior is discussed. The discussion is followed by prayer.

### **2. BEHAVIOR REFERRALS:**

The Administrator/Principal and the teacher will handle behavior referrals by discussing the offense and determining the appropriate corrective measure. The parent will be notified via email or by paper report. Behavior Referrals are issued for more severe offenses, including but not limited to:

1. Destruction of school property
2. Destruction of another person's property.
3. Any aggressive or implied threat to teacher or adult staff member
4. Angry, defiant attitude or behavior
5. Theft

The Administrator/Principal and the teacher will handle behavior referrals by discussing the offense and determining the appropriate corrective measure. The

parent will be notified of the issuance of behavior referrals via email or paper report. The following offenses will result in immediate intervention by Administration.

1. Leaving school property without permission
2. Carrying any type of weapon or object that can be used as a weapon
3. Vandalism to school, church, or personal property
4. Possession or use of tobacco, alcohol, or drugs while on or off campus or at a school related activity
5. Any other serious offense considered by the Administrator

---

*\*\*In the case of expulsion from school, the student or parent has the right to appeal to the Pine Drive Christian School Council within three (3) days of the dismissal. All decisions by the Council will be final.*

---

## CORPORAL PUNISHMENT

The administrator or his designee may give swat(s) with a paddle with prior written permission of a parent.

## USE OF ALCOHOL / TOBACCO

Pine Drive Christian School has ZERO tolerance for the use or possession of alcohol, tobacco, and drugs at school or school-related activities.

## CHEWING GUM

Chewing gum is prohibited. The damage done to school and church property due to chewing gum may become the responsibility of parents should the offending student be identified. **Repeated offenses or defiance of the rule may result in suspension from school.**

## TEACHER CONFERENCES

Parents are urged to ask for conferences at any time they think necessary. Parents should call the school office (281-534-4881) and leave a message to arrange a conference time.

## HOMEWORK

Homework is an important tool of our curriculum which provides a valuable reinforcement of learned skills, preparation for the next day's work, and

development of self-discipline. It is required of all students and is viewed as extremely important by the school. Therefore, any student who continually neglects or refuses to complete and turn in homework assignments on time will not only have his/her grades suffer, but will also face possible suspension or expulsion as result of repeated rebellion. **Homework is not optional.** Parental cooperation to see that homework is completed is essential. Daily assignments turned in late will be penalized 20 points. After one day, if the missing work has not been turned in, a zero will be given for the assignment. There will be no make-up or extra credit given in the case of a student not turning in their daily assignments complete and on time.

After five late assignments in any subject, the teacher will not accept any further late work, and a grade of zero will automatically be given.

In the case of make-up work, students will be given one additional class day for each day missed from school to turn in work assigned during their absence. Work not turned in on the final day allowed for submission will be given a grade of zero.

In the case of long term projects and papers, work not turned in on the day due will be given a grade of zero. After a student has accumulated three zeros in any subject, parents will be notified that their child will be required to serve an hour in after school Homework Detention. The fee assessed for this service will be \$10.00 per hour. Fees will automatically be added to the student's account through the Financial Department. If a student fails to show up for the detention, the fees will still be assessed.

For every three zeros accumulated after the first assigned detention, the student will serve an additional hour in Homework Detention.

Students who have been assigned Homework Detention will receive a "U" in conduct.

Late and missing work will be calculated per each six weeks grading period.

## TOYS AT SCHOOL

Any toy, tape player, recorder, CD player, playing cards, electronic toys, etc. brought to school or before or after school care without permission or authorization will be confiscated and returned to **parent on the last day of school.** Such items at school create a distraction that is not conducive to positive school work and behavior. The school is not liable for lost or stolen items.

## TELEPHONE

Because the telephones are used to conduct school and church business, students are requested not to ask to use phones except in extreme emergencies. The school office is too busy to be able to deliver prompt messages to students and teachers, so we ask that this also be kept to emergency circumstances. Cell phones will be confiscated if they ring during school hours and retained until claimed by a parent.

## PERFECT ATTENDANCE

Perfect attendance certificates are awarded at the end of the year to those students who have had ZERO excused or unexcused absences during the school year.

## MUSIC PROGRAMS

Participation in scheduled musical programs is mandatory. Students will receive a six-week grade of "U" for failure to attend programs.

## REPORT CARDS

Report Cards will be issued after each grading period to students whose accounts are current.

## HONOR ROLL

- \*Qualifications for "A" Honor Roll:  
All A's
- \*Qualifications for "A/B" Honor Roll:  
A's and B's
- \*Qualifications for "B" Honor Roll:  
All B's
- \*Qualifications for All-Year "A" Honor Roll at the end of the 5<sup>th</sup> six weeks:  
All "A" year-to-date average
- \*Qualifications for All-Year "A/B" Honor Roll at the end of the 5<sup>th</sup> six weeks:  
All "A" and "B" year-to-date averages
- \*Qualifications for All-Year "B" Honor Roll at the end of the 5<sup>th</sup> six weeks:  
All "B" year-to-date average
- Students who receive a "U" in conduct in Any category will not be eligible for the Honor Roll.

## GRIEVANCES

Every school will have problems and it is important to solve them in a proper way. If a parent becomes dissatisfied with the school in any respect, he/she should first seek to resolve the matter with the person immediately involved rather than spreading criticism or holding negative attitudes.

The following steps are an application of Biblical principles of Matthew 18 for a resolution of the problem:

1. After making an appointment through the office, parent will meet with the staff person to work out a reconciliation.
2. Should the problem not be solved, the parents should meet with staff person and Administrator

to seek solution with spirit of reconciliation.

3. If reconciliation has not been achieved at this point, the parent should submit the grievance in writing to the Administrator. The written grievance should contain a clear statement of the problem and desired settlement.
4. The grievance then will be presented to the School Council for a decision. A conference will be scheduled with the parent for the decision to be discussed. The decision of the School Council and Administrator will be final.

**RIGHT OF AMENDMENT:** The Administrator retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are deemed necessary.

## FIELD TRIPS

If a parent wants to chaperone a field trip, no siblings will be allowed to accompany the parent in order to avoid distractions. Each parent must have a felony statement on file prior to chaperoning an event.



## FUNDRAISING

Pine Drive Students will not be asked to do fundraising for any outside group. The school will participate in Operation Christmas Child on a voluntary basis.