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Prince of Peace Catholic School Student Handbook

Vision Statement

We light the candles; they light the world.

Parish Mission Statement

We, the members of Prince of Peace, are a community of Christ who gather together in Eucharist to find community, renewal, and empowerment to carry on the work of Jesus. We celebrate in the diversity of our parish community. Aware of our presence and responsibility in a rapidly growing area of Birmingham, we recognize our membership in our Diocese and in the Catholic Church of the world.

IN OUR MINISTRY OF BRINGING JESUS INTO THE LIFE OF THE COMMUNITY, WE ARE COMMITTED TO:

- Grow spiritually in prayer which is integrated with our active daily lives.
- Promote the education of the adults and youth among us.
- Contribute our individual resources, talents, and gifts toward the enrichment of our parish life.
- Witness the gospel by reaching out to others in living Christian service with special concern for young families, the elderly, the poor, and the unchurched.
- Welcome the new members of our parish.

Rejoicing in this community, we celebrate as a family united in the body of Christ through warm liturgical worship.



School Mission Statement

As a Parish ministry, Prince of Peace Catholic School nurtures the academic, social, emotional, physical, moral and spiritual growth of all children to reach their highest potential. In partnership with our families and faith community, we empower our students to become mature, responsible, and productive members of our society who, enlightened by their faith, will go forth to serve God and better their community.

Beliefs

- * We believe every child of God is unique, valuable, intrinsically good, and should be treated with dignity.
- * We believe faith is enhanced through teaching and modeling Catholic values.
- * We believe developing lifelong learners can only happen when students, parents, faculty, and administrators work as a team in a climate of mutual respect.
- * We believe a safe environment at school is imperative.
- * We believe providing a variety of innovative teaching techniques, learning activities, assessment strategies, and physical surroundings is necessary for each learner.
- * We believe high academic and moral standards enable students to reach their greatest potential, thus preparing them to positively contribute to a global community.

Blue Ribbon

Prince of Peace Catholic School was awarded the Blue Ribbon School of Excellence Lighthouse Award in 2011. We are proud that this award was renewed during the 2017-2018 school year. The Blue Ribbon School Award is a recognition program for schools of excellence. Prince of Peace Catholic School was identified and selected for the award based on achievement and excellent performance in all categories of the blueprint of excellence assessment.

School History

Prince of Peace Catholic School opened August 17, 2000, with 140 students, ages six months through second grade. The school continued to add one grade each year to meet the needs of the community. In 2007, Prince of Peace graduated its first eighth grade class. Since its inception, the facility has experienced tremendous growth guided by the visions of Father Fallon, Mrs. Angstadt, the parish, and the school community. Our current pastor, Father Jon Chalmers, continues to guide our school in its mission.



Prince of Peace School Office Hours

7:30 a.m. – 5:45 p.m. (Monday through Friday)

Elementary and Middle School Hours

7:30 a.m. – 3:00 p.m. (Monday through Friday)

Students may arrive as early as 7:30 a.m. After entering through carpool, all students report to homeroom.

Early care: 7:00 – 7:30 am. (Early care students enter through the front door of the office.)

Preschool Hours

7:30 a.m. – 1:00 pm., 2:45 pm, or 5:45 pm (Monday through Friday)



Early and After School Care Hours (Elementary and Middle School)

Early Care is available Monday through Friday from 7:00 a.m. - 7:30 a.m. for a fee of \$4.00 per day per child. All students dropped off before 7:30 a.m. MUST report to Early Care.

After Care is available Monday through Friday until 5:45 p.m. every afternoon after regular dismissal for \$11.00 per day per child.

**AFTER CARE IS NOT AVAILABLE ON EARLY DISMISSAL DAYS AND OTHER
PRE-DESIGNATED DAYS. ADVANCE NOTIFICATION WILL BE GIVEN.**

Weekly Liturgy

Weekly Mass will be held every Wednesday at 8:10 a.m., unless indicated otherwise on the school calendar or classroom newsletter (i.e. Holy Days). Parents are invited and encouraged to attend.

Visitation Procedures



Parents are welcome visitors in our school! For the security of our students and to minimize interruptions in the instructional program, all visitors must report to the school office upon their arrival to sign in and receive a school visitor badge. If a conference with a teacher is desired, please be sure to make an appointment in advance with the teacher. This will help avoid conflicts and assure you a private conference.

Parents should not enter the school building through the Religious Education offices, but through the main school office.

Emergency Closing Due to Weather

Severe Weather Plan – The Emergency Notification System (RenWeb) will notify every parent via phone call, text, or email of emergency closings. It is the sole responsibility of the parents to keep pertinent information updated on the Emergency Notification System site (Renweb). (To update, log in to renweb.com (FACTS Family Portal). Under school information, click “webforms”. From there you can update everything.)

Our school’s policy is to do everything possible to protect the health and welfare of our students. When a weather warning has been issued for the immediate area, the school will take appropriate safety precautions which may result in not releasing or dismissing a student until the warning has expired. Any parent or other individual interfering with this policy will assume any and all liability for situations that may result, whether accidental, intentional, negligent or otherwise, as a result of such parent’s or individual’s action.

Safety Procedures

Safety is important. In order to be prepared for a fire, tornado, or other such emergency, drills are held regularly at school. The drills are to give students practice in using precautions that should help them avoid possible injuries. There is to be no talking during any safety procedure and all students should remain in their assigned areas throughout the drills. In the event of an actual evacuation, the Emergency Notification System will notify parents as to where and when to pick up students.

Daily Attendance

In order that each student grow to his/her highest academic potential, it is important that attendance at school be regular. Parents are urged to have their children in school except for illness or grave emergencies.



Tardiness

Carpool doors close at 7:50 a.m. **Any student arriving after 7:50 a.m. MUST be signed in at the school office by an adult.** The student must have a tardy slip completed by a faculty member in order to be admitted to class. All students must have a written excuse for each tardy and absence. Work missed because of unexcused tardies or unexcused check-outs will receive a zero.

Check-In/Out Procedures

By signing the handbook agreement form, parents/guardians allow staff to sign in/out their child at the front office.

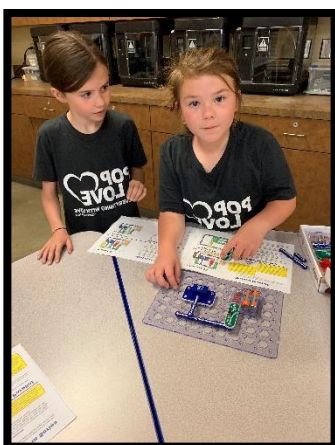
If a student is checked out:

Before 11:00 a.m., it is counted as a full day's absence.

After 11:00 a.m., it is counted as being present a full day.

Students who must leave school before the regular dismissal time must be checked out in the office by a parent or person designated by the parent on the pick-up list in Renweb. A photo identification will be required. Office staff will sign your child in or out. Parents chaperoning field trips or attending school programs are asked not to check out siblings after the field trip/program. This is a disruption to the educational process.

****Students may not be checked out during the last hour of the school day. The latest time for checkouts is 2:00 p.m. on a regular school day. Important information is covered in that last time period.**



Absences

A written note or email must be submitted upon return to school. Each student will have three (3) school days (including the date of return) to have the absence excused. After this time passes, the absence is "unexcused" and will remain as such. If a student has an unexcused absence, he/she will receive a zero (0) for any work missed.

All notes and emails are to be sent to the office (popoffice@popcatholic.org) AND to the teacher. If you send a note, the teacher will send it to the office.

Excused Absence

Excused absences include the following:

1. Illness.
2. Inclement weather which would be dangerous to the life or health of the student if the student attended school.
3. Death in the immediate family.
4. Emergency conditions as determined by the principal.
5. Planned absence (five days per year).
6. Quarantine

Planned Absence

Although attendance is highly encouraged, each family may request up to five (5) planned absences, per student, per calendar year. A planned absence is an excused absence regardless of reason. **All requests for a planned absence must be sent to the student's teacher AND the office, five school days prior to the absence. These planned absences may not be taken or excused during Middle School exams or standardized tests week. Please note that after 20 days of absence in one year (Alabama Code 1975, Section 28), the principal will need to approve promotion to the next grade.**

Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public/private schools (K-12) shall explain in writing the cause of any and every absence of the child, not later than three (3) school days following the return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court.



The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (Warning)
 - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

- b. Parent/guardian shall also be provided with a copy of Alabama’s compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (Conference)
- a. The parent, guardian, or person who has custody of the child shall (1) attend a conference with attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made, or an emergency exists.
 - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in a complaint/petition against the parent under *Code of Alabama* (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.



- 3. No earlier than the seventh unexcused absence, but within ten (10) school days (Court)
 - a. File complaint/petition against the child and/or parent/guardian, if appropriate.
- 4. Child under probation
 - a. The school attendance officer should be notified by the juvenile probation office of all children in the school system under probation supervision by the juvenile court as consistent with a state statute, *Code of Alabama*, (1975), 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

Official Admission Policy

The State of Alabama and Prince of Peace Catholic School require that a child must meet the following requirements for admission:

| | |
|-----------------------|---|
| 3K (Pre-Kindergarten) | 3 years of age on or before September 1 st |
| 4K (Pre-Kindergarten) | 4 years of age on or before September 1 st |
| 5K (Kindergarten) | 5 years of age on or before September 1 st |
| 1 st Grade | 6 years of age on or before September 1 st |
| 2 nd Grade | 7 years of age on or before September 1 st |

Parents must furnish a certified birth certificate (K-8), baptismal certificate (K-8), and a health/immunization record (PreK-8) when applying for admission. Previous report cards and all standardized records must be reviewed prior to acceptance (K-8).

The application fee must be submitted with the completed application. The registration fee is paid upon acceptance. These fees are non-refundable and cannot be applied to any other financial obligation. Re-enrollment forms must be submitted by the end of January each school year. Applications are received year round. Applicants will be notified of acceptance by mail or phone.

It is understood that a student is enrolled for the entire year. The fact that the tuition is payable in monthly installments does not constitute a partial contract. **There is an obligation to pay full tuition and fees without reduction or remission for absence and/or voluntary withdrawal of a student.** Exceptions will be made for families transferring out of the city. If a student is expelled from Prince of Peace Catholic School, financial obligations will cease on the day of expulsion, provided the student's account is current. **Upon withdrawal, all book, supply and technology fees must be paid in full, regardless of the reason.**

Order of Priority of Acceptance

1. Parishioners with students currently enrolled in POP School.
2. Parishioners who are registered and actively participating in the Parish. Active indicates that a member:
 - a. Attends Church regularly
 - b. Participates in Parish activities
3. Non-Parish families with students *presently* enrolled in POP School.
4. Catholic families from other parishes.
5. Non-Catholic families.

If there are more applicants for enrollment than space available for parishioners, then priority will be based on the date of the family's registration in the parish, in conjunction with meeting the definition of parishioner, as stated above.



Tuition Information

Tuition and fee payments will be managed by FACTS Management Company (FACTS). PAYMENTS WILL NOT BE RECEIVED BY THE PRINCE OF PEACE CATHOLIC SCHOOL OFFICE. **Tuition note:** if a hardship has affected your ability to pay, you have the option to discuss the situation with the Director of Operations of Prince of Peace Catholic Church.

Three tuition payment options are available for your convenience:

1. One Annual Payment – Tuition for the entire school year must be paid in August. There are two methods of payment available:
 - a. Automatic Draft – payment will be deducted from a designated account on August 5th or August 20th.
 - b. Invoice – election of an invoice method of payment will require tuition to be paid in full by August 1st. An invoice will be sent by FACTS prior to August 1st requesting that payment be made by check or online.

2. Semi-Annual Payments – Tuition shall be paid in two installments where half is paid in August and half is paid in January. There are two methods of payment available:
 - a. Automatic Draft – payment will be deducted from a designated account on August 5th and January 5th or August 20th and January 20th.
 - b. Invoice – election of an invoice method of payment will require tuition to be paid in full by August 1st and January 1st. An invoice will be sent by FACTS prior to August 1st and January 1st requesting that payment be made by check or online.
3. Monthly Payments – Monthly tuition payments will be automatically deducted from a designated account on the 5th or 20th of each month. A ten month payment plan beginning August or eleven month payment plan beginning July may be selected.
4. No student will be permitted to take semester or final exams unless all tuition and fees are paid in full. Neither report cards nor transcripts will be completed or released until all financial obligations have been met.

Incidental Charges

All incidental charges (after school care, chapter books, field trips, etc.) will be billed each month, separately from tuition. An email will be sent by FACTS indicating the incidental charge(s). Payment may be made by automatic draft using the “auto pay” option, or online. To avoid late fees, please check your FACTS account monthly for incidental charges. At the beginning of each school year, there will be an incidental charge of \$25 for a homeroom fee for all students, preschool through 8th. This fee covers classroom parties/fall festival, teacher appreciation, etc.

Miscellaneous

FACTS will charge an annual enrollment fee of \$50 per family for plans of 10 or 11 monthly payments. A \$20 per family fee is charged for plans of 1 or 2 payments. All payments may be made by credit card (MC/Amex/Discover/Visa) for an additional convenience fee.

Delinquent Tuition

Tuition and fee payments that are more than sixty (60) days past due are considered delinquent. Delinquent accounts will be reported to the Prince of Peace Catholic Church Parish Finance Council. Designated members of the Parish Finance Council will advise the Prince of Peace Catholic School Finance Office regarding delinquent accounts and make recommendations to the school principal regarding families with delinquent accounts.



Probation Policy for New Students

All new students, including transfer students, from preschool through 8th grade will be admitted on a 90-day provisional period. During this time, the student(s) will be monitored to assure that they are fulfilling the conditions for satisfactory academic and behavioral progress. Progress updates will be discussed between the school and parents at regular intervals.

Any student(s) who fails to make consistent progress towards necessary standards will either remain on probation or be dismissed from the academic program. This decision will be determined by the school's administration.

If continued probation is recommended, an academic and/or behavioral plan with required specific conditions will be created in writing and agreed to by all parties. Plan specifications must be met in order for a student to remain enrolled and/or be accepted for re-enrollment the following school year.

Transportation Safety (Carpool)

Please refer to the POP carpool map.

1. All drivers are to pay close attention during carpool. Cellphones are strictly forbidden.
2. All animals traveling in the cars must be on a leash and restrained from jumping out of cars.
3. Every child must enter and exit from the passenger side of the car.
4. Students may only be dropped off if a staff member is present.
5. All morning carpool begins at 7:30 and closes at 7:50. If you arrive after this time, please park and escort your child to the front office.
6. All cars must post school-issued carpool sign in front window.

Preschool Carpool

AM : Carpool begins at 7:30 am and ends at 7:50 am.

All cars should enter at the light across from Lake Crest on Preserve Parkway. Follow the carpool line to the breezeway connecting the middle school to the school. Three teachers will be present to greet and walk your child inside. If you are dropping off an elementary student, pull forward and merge into the elementary line.

PM : 1 pm pickup – At 12:55, all children leaving at 1:00 will be picked up in front of the main entrance of the school. A teacher will bring your child to your car.

2:45 pickup -- Please park your car and walk to the front office. A teacher will bring your child to you.

5:45 pickup – Please park your car and walk to the front office. A teacher will bring your child to you.

Elementary Carpool

AM : Carpool begins at 7:30 am and ends at 7:50 am.

1. If you are only dropping off an elementary student, follow the POP carpool map.
2. Only drop off your student if staff and safety patrol are present. If they are not present, you must escort your child to the front office.

3. If you are dropping off a middle school or a preschool student, they must be dropped off first. After your preschooler or middle schooler is dropped off, merge into the elementary line and proceed to the numbered spaces.

PM : Carpool begins at 3:00 pm and ends at 3:15 pm

1. All cars must have the school-issued carpool sign in the front window.
2. Elementary cars must enter at the main entrance and proceed to the numbered pickup stations.
3. If you are also picking up a middle school student, exit back onto Preserve Parkway and reenter at the light across from Lake Crest to collect your middle school student.
4. All students that are not picked up by the end of carpool will attend aftercare until parent arrives.

Middle School Carpool

AM : Carpool begins at 7:30 am and ends at 7:50 am

1. Students in 6th, 7th and 8th grades should be dropped off in front of the middle school under the supervision of staff members.
2. If dropping off preschool/elementary students, proceed forward and merge to drop off preschooler, followed by elementary student.

PM : Carpool begins at 3:00 pm and ends at 3:15 pm.

1. All middle school students will be collected in front of the middle school building.
2. If parents are picking up elementary or preschool children, they must be picked up first. Following their pickup, exit onto Preserve Parkway and enter the middle school parking lot at the light across from the Lake Crest entrance. Proceed to the front of the middle school.
3. All students that are not picked up by the end of carpool will attend aftercare until parent arrives.

Uniform Policy and Dress Code

All uniforms must be purchased through Dennis Uniform Store.

www.dennnisuniform.com

(205) 822-7025 or (800) 419-4231

130 Wildwood Parkway North Suite 112

Birmingham, AL 35209

ALL STUDENTS' UNIFORM REQUIREMENTS

1. All students K-8 are required to wear uniforms in good condition (i.e. not frayed, torn, drawn on, or slit). Students grow during the year. Many students will need to size up during the year to remain dress code compliant.
2. All shirts must be tucked in at all times.
3. Outerwear such as POP gray hooded sweatshirts, maroon nylon jackets, and maroon fleece jackets may not be worn in class. They may be worn before school, during outside time such as recess, and after school. **Outerwear of choice may be worn on the playground and before and after school. No umbrellas.**
4. Hair color must look natural (no unnatural hair coloring, tattoos, or body piercings).
5. Shoes may not light up or have characters on them.
 - a. Dennis Uniform sells brown suede buck shoes which may be worn by all students and may be worn for PE. They also sell black Mary Jane shoes for girls.
 - b. Boots, platforms, or heels of any kind are not permitted.
 - c. Students may wear **white, black, or solid gray tennis shoes, or combination of all three.** No embellishments in a different color are permitted.
 - d. Middle school students may also wear black or brown closed toe/ closed heel shoes.

e. All shoes must be tied at all times.

6. **Students may carry a backpack of choice. Backpacks with wheels and backpack accessories are NOT permitted. Middle school backpacks are stored in a locker, not brought to classrooms.**

7. All students may wear medals and crucifixes. Neither rings nor bracelets may be worn. Girls may have one ear piercing only. Earrings must be post and no larger than the size of a dime. Earrings may not dangle in K-5 and must be of metal color, ie. silver, gold, brass, or a birthstone. Students are permitted to wear ONE bracelet that is in keeping with Catholic school values. **Watches whose sole function is time-telling may be worn. (No Fitbits, Apple watches, etc.)**

8. Middle School students will not dress out for PE this school year.

9. **Uniform infractions will result in the loss of Dress Down or Spirit Day privileges for elementary students and demerits for middle school students.**



BOYS' UNIFORM REQUIREMENTS

| | | |
|---------------|-----------------|--|
| Hair | K-8 | No headbands or other hair accessories. Hair should be moderate in length. Hair style may not exceed height of 2 inches. Hair must be: <ol style="list-style-type: none">1. out of the eyes without assistance2. not below the bottom of the ear3. not below the top of the shirt collar in the back |
| Belts | K 1-5 6-8 | Black belt optional (stretch belt is available from Dennis) Required black belt from Dennis Required black or brown belt from Dennis |
| Socks | K-8 | Socks are required and must be visible around the ankles. Socks must be solid white, black, or gray. (Logos may not be visible.) |
| Shoes | K-5 6-8 | Tennis shoes must be worn every day. Tennis shoes which are white, gray, black or a combination thereof may be worn. Students may wear black or brown closed toe/closed heel shoes or tennis shoes as described above. |
| Shirts | K-5 6-8 | Must wear shirts with POP logos – white or maroon knit golf shirts, white turtlenecks, * maroon sweatshirts, or *sweater. Visible undershirt must be white or gray. Gray zip-necked *sweatshirts may be worn. May wear sleeveless sweater vest with oxford shirt ONLY . Must wear uniform shirts with POP logos, white oxford button down, black knit golf shirt, or turtlenecks. Black zip-necked *sweatshirts may be worn. Undershirts may be solid white or solid gray. Long sleeve t-shirts may NOT be worn under short sleeve shirts. May wear sleeveless *sweater vest with oxford shirt ONLY . May wear black long sleeve V-neck or crew *sweater, or black zip-necked *sweatshirt. |
| Pants | K-5 6-8 | Gray pants or shorts from Dennis. Khaki pants or shorts from Dennis. Shorts should be no more than two (2) inches above the knee. |

GIRLS' UNIFORM REQUIREMENTS

| | | |
|---------------|-------------------|--|
| Hair | K-8 | Hair accessories must be solid white, black, or maroon, and are not to have embellishments such as jewels, feathers, rhinestones, or other distractions. Uniform plaid hair accessories may also be worn and are available at Dennis. |
| Belts | K 1-5 6-8 | Black belt optional (stretch belt available from Dennis). Required black belt from Dennis (pants and shorts) Required black belt or brown belt from Dennis (pants and shorts) |
| Socks | K-8 K-5 6-8 | Socks are required and must be visible around the ankles. Plain socks/tights must be solid black, gray, maroon, or white. (Logos may not be visible.) Plain socks/tights must be solid black, gray, or white. (Logos may not be visible.) |
| Shoes | K-5 6-8 | Tennis shoes as described below or black Mary Janes must be worn every day. Students may wear black or brown closed toe/closed heel shoes. Tennis shoes in white, gray, black, or a combination thereof may also be worn. |
| Shirts | K-5 6-8 | Must wear shirts with POP logos – white or maroon knit golf shirts, Peter Pan shirts, white turtleneck, maroon *sweatshirt or *sweaters. Gray zip-necked* sweatshirts may be worn. May wear sleeveless *sweater vest with oxford shirt only. May wear solid white or solid gray t-shirt under school uniform. Must wear shirts with POP logos – white oxford button down, black knit golf shirts, turtlenecks, or white ¾ sleeve length blouse. May wear black sleeveless *sweater vest with oxford shirt only. May wear black long sleeve v-neck or crew *sweater, or zip-necked *sweatshirt. |



Undergarments Female undergarments should not be visible.

Pants, Skirts, and Skorts

- K-1 Dress must be no shorter than 2 inches above the knee. Black bike shorts must be worn underneath and may not be longer than the dress.
- K-8 All skirts, skorts, and jumpers must be no shorter than 2 inches above the knee.
- K-5 Gray pants or shorts, plaid shorts, jumpers, or skorts. Jumpers must be worn with Peter Pan shirts, and black bicycle shorts that are not longer than the jumper must be worn underneath.
- 6-8 Must wear uniform pants, walking shorts, skorts, or skirts. Plaid skirts must be worn with white blouses or black knit golf shirt. Black bicycle shorts must be worn under skirts.

- Purses** K-3 Not allowed.
 4-5 Purses must be solid gray, black, or maroon.
 6-8 Purses of own choosing.

Make-Up

- K-5 Not allowed.
 6-8 May wear light foundation, powder or blush, and mascara. (no eyeshadow, eyeliner, or false eyelashes.
 May wear lip gloss, NOT lipstick.
 Nail polish must be light in color. No artificial fingernails/tips or nail art of any kind are permitted.

***Leggings** for K-8 are not allowed with uniforms. (Pants/tights are an option for cold weather.)

*Sweatshirts or sweaters must be appropriately sized and may not be tied around the waist.

Special Days (Including Dress Down Days)

Failure to comply with uniform policy will result in loss of dress-down privilege.

8th Grade Promotion/Celebration Day

All 8th grade graduates will wear uniform khaki slacks or uniform skirts, and uniform shirts with Prince of Peace logo, purchased from Dennis Uniform. Black sweater vests are also permitted. Students should also adhere to other dress code policies and regulations.

Middle School House Day

On designated House Days, middle school students must wear:

House shirt or House sweatshirt and jeans or uniform khaki pants, skirts, or khaki shorts. Uniform shoe rules apply. Jeans may not be frayed, embellished or torn. Jeans that are excessively tight fitting are not permitted. Jeans must be blue in color. Hair accessories that match House colors may be worn.

Dress Down Day

On these special days, students may come to school dressed in tasteful outfits of their choosing.

For grades 4-8, jeans, pants, capris, and shorts (not more than 2" above the knee) may be worn., Jeans may not be embellished, acid washed, embroidered or torn, and must be blue in color. **Grade 4-8 students** must wear pants or shorts with a zipper or button closure. No dresses or skirts are permitted for grades 4-8.

For students in grades K-3, elastic waist shorts or pants are permitted. **If gym shorts are worn, they must be of appropriate length (not more than 2 inches above the knee).** Girls in grades K-3 may wear dresses ONLY if leggings are worn underneath.



Shirts must completely cover shoulders and stomachs. Undershirts must be worn if stomach is visible when arms are raised. No offensive wording, images, or content may appear on clothing. Uniform shoe rules apply, but any color of shoe may be worn. Jeans that are excessively tight fitting are not permitted.

Spirit Day

Dress will consist of a POP spirit shirt and jeans or jean shorts (not more than 2" above the knee). Uniform shoe rules apply. Excessively tight jeans are not permitted. Jeans may not be embellished, acid washed, embroidered

or torn. Jeans must be blue in color. Grades K-3 may wear elastic waist jeans or khakis. No belt required. Shirts may be untucked.

Health

Our school nurse will see and assess any student who becomes ill at school. The health room will notify parents by email the reason for the visit, actions taken, and the outcome of the visit. In the event of an injury or illness requiring additional attention, a parent or guardian will be notified by phone to pick up the student.

All students must be free of illness for 24 hours before returning to school. This includes vomiting, fever (students must be fever-free without fever reducing medication, such as Tylenol or Motrin), and diarrhea. Students with pink eye or strep throat must be on antibiotic therapy for 24 hours before returning to school.

Please get in the routine of checking your child's head for lice every Friday. Should you find lice or nits, please treat your child's head over the weekend and notify the nurse on Monday so they can check other students in the class for any signs of nits or lice. Your child must be nit free before he/she can return to school. Thank you for your cooperation in this matter.

Health Form (Blue Immunization Form)

A current Alabama Immunization Blue Form is required by Alabama State law to be on file for each student. This form may be obtained from your doctor or from any Alabama health department. Students coming from out of state must have this form for registration. The Tdap immunization is required for each incoming 6th grader. If you have any questions, please speak to your child's pediatrician.

Orthopedic Devices

Any student with an orthopedic device (to include crutches, boots, braces, etc.) that could hinder academic or physical work must **have a physician excuse. The parent must meet with the school nurse on the student's first day of attendance with the device.** A physician's note must be brought to the nurse's office prior to a student returning to or engaging in regular activities. Student elevator use will be determined by administration. Students must have a pass to use the elevator and may never be in the elevator alone.

Health Records

Parents should enter all health information into the RenWeb Student Information System. **It is imperative that we have all current health information on file for each student. Information on allergies or health problems and current contact numbers where parents can be reached is vital.** Should this information change during the school year, parents must update through the RenWeb parent portal.

Water Bottles

Students are allowed to keep a water bottle with them, provided it is **unbreakable**, and its capacity is not more than 20 oz. All water bottles must be clear plastic and the opening must not be larger than a nickel. No cups with straws. All water bottles must have the ability to seal completely. Bottles must contain water only (no vitamin or enhanced water allowed).

Medications



Medications, including over the counter medications (Tylenol, Motrin, etc.), should be given at home whenever possible. Medications that need to be given three times per day can easily be given before school, after school, and at bedtime. If a prescription medication must be administered at school, it must be in the original container with the prescription label attached, with the doctor's name and dosing information clearly visible. Ask the pharmacist to divide prescription if necessary. **All medication must be brought to the health room by a parent, logged in with the nurse, and prescription administration form filled out. Students are not permitted to have any medications with them at any time while at school. Cough drops are not allowed at school.** Students are not allowed to transport medication from

home to school each day. This is not only a safety issue, but it is against school policy. A signed, over-the-counter (OTC) administration form, available on the school website or from the school's health room, is required for a student to be given any OTC medications. The health room will carry certain OTC medications (Advil, Tylenol, Tums, etc.) for minor illnesses (headache, stomach ache, etc.). This form can be filled out and left on file in case your child might need one of these medications while at school. Any other medication not found on this form, must be sent in its original container and logged in with the nurse. The health room nurse will keep a log each time a student is given medication, whether prescription or OTC. Parents will be notified by email through the RenWeb system when an OTC medication from the OTC administration form (filled out by the parent) is given.

Medications and Field Trips

If a student needs a prescription medication while attending a day field trip, a parent must attend the field trip and administer the medication, unless another medically trained parent (doctor, nurse, or paramedic) is attending and has agreed to administer the medication.

On a school sponsored overnight field trip, a school nurse or medically trained parent will administer any medication needed. An OTC or prescription administration form must be filled out prior to the field trip. The medication must be brought in by the parent and logged in with the nurse. No student will be allowed to carry any medication with them. The school nurse will keep a log each time a student is given medication, whether prescription or OTC. All medication must be picked up at the end of the field trip or it will be discarded.

All medications for the current school year must be picked up by a parent by the last day of school year. Medications left will be discarded.

Grading Policies

Grading for Kindergarten and Grade 1 will be a checklist developed for all schools in the Diocese.

Grading for grades 2 through 8 will be letter grades, with a scale given on the report card. The following subjects will be given letter grades in grades 2-5: Religion, Reading/Literature, Language Arts, Math, Science, Social Studies. Fine Arts and Physical Education grades will be Pass or Fail.

Foreign Language classes for grades K-5 will be pass/fail. Middle school students will receive letter grades.

In grades 6-8, only core subjects will receive letter grades, and Pass/Fail will be used for electives.

The grading scale will be as follows:

| | |
|---|--------------|
| A | 93-100 |
| B | 84-92 |
| C | 74-83 |
| D | 65-73 |
| F | 64 and below |

Students in grades 6, 7, and 8 will take exams. Exams will be given in Math, Science, English, Social Studies, and Religion.

When Middle School semester exams are given, the semester grade is computed as follows:

| | | |
|----------------|---|-----------------------------|
| First Quarter | = | 2/5 (40%) of Semester Grade |
| Second Quarter | = | 2/5 (40%) of Semester Grade |
| Semester Exam | = | 1/5 (20%) of Semester Grade |

In order to retain a student in Grades 2-8, the actual grades on the report card must indicate failure. If a student receives an "F" in either Reading or Math, he/she must attend Summer School, or be tutored by a certified teacher over the summer, in order to be promoted. Promotion will be based on student performance. In addition, a student fails for the year if he/she has a yearly average of "F" in two or more of the following areas: Reading/Literature, Language Arts, Math, Science, Social Studies, or Religion. For primary children not receiving letter grades, the decision as to what constitutes failure is to be made at the local level with discussion between the teacher and principal.

Students receiving all A's or all A's and B's will be eligible to be awarded an Honor Roll ribbon, providing the report card reflects all satisfactory grades in Conduct and Effort.

Conditional promotion may be an option for Grades 7 and 8, provided the student has no more than two Fs and can successfully pass the failed courses over the summer. The final decision on this is to be the principal's and will be made on a case-by-case basis.

All Middle School tests and quizzes to be made up due to an excused absence will be made up at the teacher's/administrator's discretion.

Make-Up Work

An excused absence will allow a student to make up work missed in each class. Make-up work should take approximately the same time as the time missed from school. If more time is needed, this may be requested.



For example, if a student is absent for two excused days, then they have two days after they return to submit absent work. If a student is absent on the day of an assessment, they should be ready to take the assessment upon their return.

Failure to obtain make-up work is no excuse for not doing work missed. A student who is absent may seek additional help from a teacher.

Class work may be requested for a student on day 2 of absence. A student too sick to come to school needs rest and does not need to be doing school work. Grade level/subject teachers will provide information to both students and parents regarding make-up test and class work for excused absences.

When a student is absent for **2 days or more**, the parent can request homework to be prepared for pick up. If the homework is requested by 9:00 a.m., the work can be picked up **AFTER SCHOOL** on the same day. If no work has been sent down to the office, students should refer to teachers' Google Classroom pages. Long-term assignments turned in late due to an unexcused absence will **NOT** receive full credit.



Parent-Teacher Conferences

Parent teacher conferences are encouraged for better communication. If a conference is desired, please contact your child's teacher. The school year is divided into four grading periods. Report cards are given out at the end of each period.

- First Nine Weeks:** Parents are encouraged to have a conference with the teacher (grade K-5) or at least one member of the middle school team (grade 6,7,8) to receive their child's report card.
- Second Nine Weeks:** Report cards are sent home and conferences may be requested by the parent or teacher.
- Third Nine Weeks:** Throughout the remainder of the school year, parents and teachers will meet as needed to discuss student achievements.
- Fourth Nine Weeks:** Report cards will be mailed home.

Homework

The amount of homework you may expect your child to do each evening is specified below. The number of minutes should be considered the average amount of time to allocate for homework, not including nightly reading assignments.

| | |
|----------------|------------|
| Grades K,1,2,3 | 30 minutes |
| Grade 4-5 | 40 minutes |
| Grades 6-8 | 60 minutes |

If both the student and his/her parents determine that homework is regularly requiring more time than has been indicated, please contact the teacher or teachers involved to determine why such a situation exists. If and when this situation occurs, parents are asked to note on top of the homework the amount of time spent on the assignment, and to sign the homework paper.

As has been indicated above, your child can expect to have homework every day. Parents are, therefore, strongly encouraged to review their child's homework every evening to reinforce the concept of homework as a valuable activity.

One further note seems especially appropriate regarding homework. It seems that many students have a very narrow concept of homework, limiting their understanding of homework to be only specific written assignments. Thus, many children tell their parents that they have no homework, when in reality they have been instructed to study for a test, read assigned pages, or memorize poetry, etc. Parents are asked to remember: Homework is assigned daily. It must also be noted that test preparation may vary from student to student. While some students are able to utilize a minimal amount of time in order to study for a test, others require a more intense study schedule. Study time may increase the amount of time required for nightly assignments. The recommended times above are to be used as a guideline for assignments. Note: Teachers do take every opportunity to teach students how to pace their work so that homework does not become an issue.

Late Work: Assignments/projects turned in after the date due will lose ten points, or 10% of the total grade, for every day late, up to three days. **After the third day, students will receive a zero for the assignment/project.**

Extra credit policy: Best practices on grading state that extra credit distorts a student's record of achievement on the specified academic standards. Prince of Peace Catholic School supports this belief and encourages our students and parents to understand better grades come from evidence of higher levels of performance, not from extra points. As a result, **Prince of Peace Catholic School does not award extra points/extra credit for any assignments or assessments.**



Movies

Movies shown in the classroom must be "G" rated. "PG" movies may be shown to grades 4-8 provided the movie has been previewed by the teacher, and approval has been granted by the administration. "PG-13" movies will not be shown. Teachers may show "educational clips" with the approval of administration.

Birthdays

Prince of Peace School encourages a healthy and nutritional environment. All children in K-8 grade may celebrate birthdays with a dress-down day. Classroom teachers may choose to have an age-appropriate acknowledgement. Birthday party invitations may not be passed out at school or on school property. **Edible birthday treats will not be shared at school.**

Holiday Celebrations

Teachers will coordinate with room parents and House parents in order to plan holiday celebrations.

Field Trips

The purpose of these guidelines is to assure the safety of all Prince of Peace children while they are participating in field trips away from the school campus. (In order to foster the importance of the educational process, parents are kindly asked to not check out siblings after school field trips or programs.)

1. All drivers must complete the Driver Form DI-2. (Available on the school website)
2. Youth Protection I and background check (available on the school website: support volunteering) are required for all drivers and chaperones. Form is available on school website.
3. Chaperones are assigned specific children for whom they are responsible for the entire trip (whether the trip is by chartered bus or private vehicles). That chaperone is responsible for making sure each of his/her assigned children is with him/her before leaving the school, after exiting the transportation vehicle, when leaving the destination, and upon arrival back at the school.
4. Chaperones and drivers may not use cellphones while driving or in the presence of students while on the field trip.
5. There will be a sufficient number of chaperones on each trip so that no chaperone is responsible for more than seven children.
6. **Chaperones and drivers may not take younger siblings on a field trip.**
7. If the children are to be transported in individual vehicles, each child must be seated and restrained by a seat belt. **No child shall be seated in the front seat of a car. This includes the child of the parent driver. All K5 and 1st grade students must travel in car seats.**
8. All drivers must obey all traffic laws while Prince of Peace students are their passengers.
9. Unauthorized stops may NOT be made with the Prince of Peace students except in the event of an emergency.
10. No firearms or weapons of any kind may be in any vehicle carrying Prince of Peace students.
11. The principal approves all field trips.
12. Only designated chaperones may attend events and travel with students.
13. All students should wear complete school uniforms on school field trips unless Administration deems otherwise.



Lunch Room Policies

1. Students may purchase lunch through our hot lunch program or bring a bag lunch. Lunch menus are available on our school website.
2. **Fast food may not be brought into the lunchroom for students or parents.**
3. If a student forgets his/her lunch, the school will provide a lunch and parents will be billed.
4. No energy drinks are allowed.
5. Students may not bring the following: carbonated drinks, glass containers, or drinks with openings larger than a nickel. All drinks must be in a 20 oz. or smaller plastic container (clear). No energy drinks allowed.
6. K5-5th grade may be required to begin lunch with 10 minutes of silence to ensure that all students eat a healthy lunch.
7. Students must bring all lunch items needed. Students may not use microwaves.

School/Parent Partnership Agreement

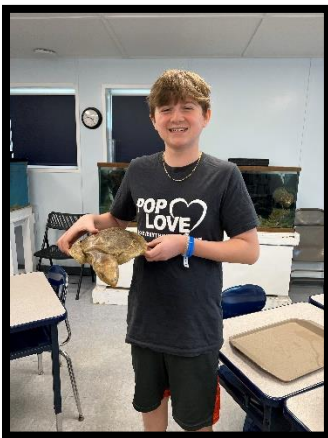
As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their children. Registration at Prince of Peace Catholic School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between Prince of Peace Catholic School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Prince of Peace Catholic School, or by word or action is not supportive of its goals, or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child, or children, from Prince of Peace Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regard to their interactions with administrators, teachers, staff, students, and other parents, both in person and on social media.

It is understood that this Agreement is continuing in nature and shall be in effect for the duration of the child's/children's enrollment at Prince of Peace Catholic School.



Instructional Support

Mission

As a Parish ministry, Prince of Peace Catholic School nurtures the academic, social, emotional, physical, moral and spiritual growth of all children to reach their highest potential. In partnership with our families and faith community, we empower our students to become mature, responsible, and productive members of our society who, enlightened by their faith, will go forth to serve God and better their community.

Supplemental Services (OT, Speech, etc.)

In order to foster an optimal learning environment for all students, one that is ideally free from unnecessary distractions, all supplemental therapy that benefits individual students must take place in the resource room or conference room. Therapy can be any form that is geared to provide additional services and instruction to an individual student not given by a Diocesan employee. All therapists or instructional assistants must have a pre-arranged time(s) to meet with individual students, must adhere to youth protection policies, and must be pre-approved by building principal.

Principles Related to Instructional Support

Prince of Peace recognizes that all students deserve access to the support they need to reach their potential in school. We strive toward openness to a broad range of students with respect to learning abilities. We desire and expect to have students with special needs in our school. It is our responsibility to encourage the provision of appropriate service to all students. No school is able to accommodate all the educational needs of every child. Even in public school settings, school officials must sometimes seek alternative services and placements for some students. Accordingly, it is the duty of our school personnel to advocate appropriate school placements for students with special learning needs; which includes a recognition that enrollment at Prince of Peace is not appropriate for some students who need higher levels of support to be successful in school.

To distinguish between the legally-mandated requirements of public schools to provide for students with disabilities (“Special Education”) and those measures we take at Prince of Peace, we refer to our efforts as “Instructional Support.”

Public and Private Schools: Students with Special Needs

Children with disabilities have a right to free and appropriate programs of special education and related services. State and federal law require public school teachers and school administrators to work with parents to create individualized education programs to meet the unique needs of children with disabilities. Local public school systems are charged with providing a range of services to students with special needs. Some--but not all--of those services are available to students who attend private schools. For Prince of Peace, Hoover City Schools provides services to determine the special educational needs of some Prince of Peace students, and to assist with development of individualized plans for those students. When deemed eligible, Hoover City Schools provide some specific services to Prince of Peace students. All students, wherever they live, are always entitled to choose to enroll in their public school system, and to gain access to a broader range of services. In some cases, Prince of Peace Catholic School recognizes that enrollment in public school is the appropriate choice.

Criteria for Admission and Retention of Students with Special Needs

Prince of Peace has a duty to determine which students our private Catholic school can appropriately serve. That duty includes the application of educational experience, expertise, and judgement to individual cases. The following guidelines are among the most important for considering the appropriateness of a student’s enrollment at Prince of Peace.

- Students must be able to engage in the daily educational programs of the school without the presence of a dedicated adult, such as a full-day aide. Generally, the needs of the student must not exceed that which the staff and resources of the school can meet. However, it may be appropriate for the student to receive limited services at the school by outside professionals (example: Speech therapy provided at school by an outside speech therapist). Prince of Peace reserves the right to determine that the provision of services by outside professionals is excessive and indicative that the student's needs would be better met by enrolling in another school.
- Students must have mobility that would allow them, in an emergency, either to take themselves to a safe place, or to be readily and quickly transported by school staff to a safe place in the building or on the campus.
- Students must be able to engage in the daily educational programs of the school without impeding or disrupting the education, safety, and the sense of order of other students.



Capacity

Prince of Peace provides personnel and classroom space dedicated to providing Instructional Support to students as needed. Because both personnel levels and classroom space are limited, a determination that those personnel and classroom spaces are at capacity and cannot serve additional students is the responsibility of school leadership. Prince of Peace might not be able to enroll students with special needs because those resources are at capacity, even if we might ordinarily be better able to serve a student if not at capacity.

Enrollment of Students in Need of Instructional Support

When school leadership is aware that a student seeking enrollment or re-enrollment at Prince of Peace has special needs that may extend beyond what is normally available, Prince of Peace engages in a process to determine whether Prince of Peace is able to enroll or re-enroll the student. Similarly, students who are already enrolled in Prince of Peace may develop additional needs that become apparent to school staff as they work with those students. In those cases, school leadership may engage in a similar process to determine if continued enrollment is in the best interest of the student and/or the school community.

1. INDICATORS OF NEED FOR INSTRUCTIONAL SUPPORT

- Upon application for enrollment, all parents are required to indicate any medical or developmental issues, which would be expected to require the provision of Special Education services, through public schools, or Instructional Support, through Prince of Peace.
- As part of consideration for enrollment, Prince of Peace may require school, medical, and related records. If a child has received an evaluation and diagnosis from a physician or psychologist indicating a need for school-based accommodations, or if the child has an existing or previous IEP from another school, Prince of Peace cannot consider enrollment unless the parent agrees to provide those documents to our administrators.

- c. Prince of Peace may recommend additional evaluation to determine the applicant’s educational needs. This may include referral to the Hoover City School System for testing and evaluation, determination of eligibility for special education services, and related processes. The timing and acceptance by Hoover City Schools for testing will be based on the availability of Hoover personnel.
- d. Classroom observations may be required as they often provide data regarding a student’s needs. Prince of Peace may call on faculty, administration, or external professionals to conduct these observations.

2. REVIEW OF DATA

- a. School leadership, typically including the Principal, School Counselor, and Instructional Support faculty will review data and make a determination of the appropriateness of the applicant’s enrollment or re-enrollment, based on a balance of the needs of the child and the ability of the school to provide those needs.
- b. School leadership will typically offer recommendations, collaborating with parents and professionals at Hoover City Schools, regarding the students’ needs and services he or she might find of benefit.

3. APPEALS

Prince of Peace offers a process for parents to appeal the decision made by school leadership. The following are the required steps for the appeals process.

- a. The applicant’s parent or guardian must ask the school principal to review the decision, based on additional information or considerations which the parent or guardian believes were not fully considered during the process.
- b. If unsatisfied, the parent or guardian may request that the Instructional Support Committee review the application for enrollment or re-enrollment. The Instructional Support Committee is a parish committee, appointed by the pastor. It includes representatives of school leadership, parish leadership, and community volunteers, including volunteers who have background in education or other related disciplines. The committee will review any data or information submitted by the school or by the parents. The parent or guardian must consent to all information available to school leadership be confidentially reviewed by the Committee members. The committee will either support the original decision, or refer the matter to the school principal for reconsideration. *The duty of the committee is to determine whether the original decision was consistent with school procedures and was reasonable.*



- c. In all matters related to both the parish and the parish school, the pastor is ultimately responsible and has final approval. The Catholic Schools Office of the Birmingham Diocese serves as a support system to local Catholic schools, but does not govern the schools or their personnel. If a student application for enrollment or re-enrollment is denied by school leadership and upheld by the Instructional Support Committee, the pastor may review the student’s application.

- d. Typically, *the pastor will determine whether the deliberations and the decision made by the Instructional Support Team were fair, in keeping with the school's practices, and were reasonable.* The pastor's prerogative is to uphold or overturn the original decision regarding enrollment or re-enrollment.

PARISH SUPPORT

Prince of Peace Catholic Church is devoted to welcoming, to openness, and to support of our parish families and the broader community. In those cases in which a student is denied enrollment or re-enrollment, our hope is to fully embrace and support the child and his or her family and members of our parish. We want to provide, as a parish, any support and services we are able. Our desire it to be a prayerful and welcoming people to all.

Electronic Devices

Catholic schools in the Diocese of Birmingham make every effort to ensure that each student is safe while at school. Each school also tries to ensure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be in the school building without explicit permission by the administration and classroom teacher. If any items are used, seen, or heard during school hours, they will be confiscated and they must be picked up by a parent. Consequences will be decided by the principal. The items mentioned above include radios, televisions, iPods, E-books, MP3 players, Apple watches, cameras, Fidget toys, and Fitbits, but are not limited to these items. Special permission may be granted for electronics under certain circumstances. ****POP will comply with any directives from law enforcement officials to allow them to take possession of any student electronic devices as part of a law enforcement investigation.**

Lockers

Students in 4th through 8th grades will be assigned lockers (no locks). Lockers are to be used for backpacks, outerwear, and lunches/snacks. The school reserves the right to open and inspect lockers at any time without probable or reasonable cause. Students may not place stickers or other items using tape inside or outside of the lockers. Nothing is permitted on outside of the lockers.

K-8 Discipline Code

Designation of infractions as "major" or "minor" is at the discretion of school officials. POP reserves the right to interview students regarding disciplinary matters without parent permission and without parents present. Parents do not have a **legal right** to be present when school officials are investigating disciplinary matters. They may be present with approval of administration.

Minor Infractions

1. Disruption of the educational process
2. Chewing gum or eating inappropriately
3. Behaving inappropriately on campus or on school related trips
4. Bringing nuisance items to school
5. Running, pushing, shoving, yelling, or horse-playing
6. Inappropriate displays of affection
7. Selling any items not approved by the school
8. Possessing over-the-counter medications
9. Mischievous behavior regarding the possessions of others
10. Lying
11. Using inappropriate language, including slang
12. Any other conduct that is inconsistent with the philosophy of Prince of Peace Catholic School



Dress Code Infractions

Three dress code violations will result in one day of after school detention for grades 3-8.

Major Infractions

Students committing a major infraction will be sent to the principal's office, and parents will be notified.

1. Disrespect in any form toward faculty or other adults (arguing, talking back)
2. Any form of fighting, including provocations that are verbal and/or physical (retaliation)
3. Leaving school grounds without permission
4. Copying or cheating on tests or schoolwork, or plagiarism
5. Gambling
6. Misconduct regarding the use of electronic devices including violation of Prince of Peace AUP
7. Continued misconduct that warrants being sent to the principal's office
8. Use of curse words or gestures
9. Theft or destruction of others' possessions
10. *Vandalism
11. **Harassment or threat of bodily harm or destruction
12. **Possession, distribution, or consumption of any type of pornographic materials, weapons or dangerous items, drugs, including drug paraphernalia, alcohol or tobacco products
13. Any other conduct that is inconsistent with the philosophy of Prince of Peace Catholic School

*Parents and students will be personally liable, including financially, for any damage that occurs as a result of an act of vandalism. This includes both property damage and/or damage to an individual's possessions, occurring either at school or at a school function.

**Prince of Peace procedures for reporting, investigating, and disciplining any form of behavior related to threat, harassment, and/or possession of illegal materials:

All reports made to an employee of Prince of Peace will be documented on an Incident Report form. If the infraction is founded, the Prince of Peace Discipline Code will be enacted and will result in punishment at the 5th infraction level (see Consequences for Major Violations).

****It is the policy of Prince of Peace School and Parish that all persons are at all times prohibited from using tobacco products while in any building or on any school or parish property. Also prohibited are any and all electronic cigarettes, medically non-prescribed vaporizers, or any device or object used to deliver any non-prescribed substance into the body while in any building or on any property belonging to Prince of Peace School and Parish.**



K-2nd Grades

Our behavior plan for grades K, 1, and 2 is based on a positive and self-discipline method which allows each child the opportunity to be a positive member of the class community.

3rd-5th Grades

Blue slips are received for minor infractions and yellow slips are received for major infractions or following receipt of the 6th blue slip as noted below. (Consequences for blue slips in grades 3-5 will be considered for age-appropriateness.) It is typical practice for teachers in grades 3, 4, and 5 to have students sign a behavior log prior to receiving a blue slip. Within a nine week period, the following measures will be taken:

Consequences for Minor Infractions/ Blue Slips: (Grades 3-5)

| | |
|--|---|
| 1 st or 2 nd Infraction/blue slip: | Warning from teacher |
| 3 rd Infraction/blue slip: | Parent is contacted by administrator |
| 4 th or 5 th Infraction/blue slip: | One day of after-school detention is assigned |
| 6 or more Infractions/blue slips: | The sixth blue slip will be considered a major infraction. Three days of detention are assigned (see major infractions). All blue slips received after the 6 th will follow the major infraction/yellow slip procedures for discipline. If a student receives six or more blue slips in a nine week period, a student/parent/administration meeting will be scheduled. |

Consequences of Major Infractions/Yellow Slips: (Grades 3-5)

| | |
|---|---|
| 1 st Infraction/yellow slip: | 3 days of after-school detention; students may not enter after-school care following detention. |
| 2 nd Infraction/yellow slip: | 5 days after-school detention; students may not enter after-school care following detention. |
| *3 rd Infraction/yellow slip: | 2 days of In-School Suspension |
| *4 th Infraction/yellow slip: | 3 days of In-School Suspension |
| **5 th Infraction/yellow slip: | Student will be assigned three days of Out-of-School Suspension. |

6th- 8th Grades (Middle School)



The Middle School plan is designed to allow both teacher and students opportunities to grow through daily conversation. Each student will be expected to adhere to the following Middle School self-discipline guidelines:

The POP Way (The Path of Principled Learning)

- I will seek to develop a closer relationship with Christ and live by His example.
- I will treat others with respect and dignity at all times.
- I will demonstrate good judgment in dress, communication, and conduct.
- I will be excellent in my academic effort and meet all of my responsibilities as a student.
- I will represent my school and church with pride and honor in all I do.

A demerit slip system will be used in middle school to address minor infractions that are not remedied through conversation with a teacher. Within a nine week period, the following measures will be taken:

Consequences for Minor Infractions: (Grades 6-8)

- 1st or 2nd Infraction/demerit: Warning from teacher/administrator.
- 3rd, 4th or 5th Infraction/demerit: One day of after-school detention is assigned. Parent is contacted by administrator.
- 6 or more Infractions/demerits: The sixth demerit will be considered a major infraction. Three days of detention are assigned (see major infractions). All demerits received after the 6th will follow the major infraction/yellow slip procedures for discipline. If a student receives six or more demerits in a nine week period, a student/parent/administration meeting will be scheduled.

Consequences of Major Infractions: (Grades 6-8)

- 1st infraction: 3 days of after-school detention; students may not enter after-school care following detention.
- *2nd infraction: 5 days of after-school detention; students may not enter after-school care following detention.
- *3rd infraction: 2 days of in-school suspension
- *4th infraction: 3 days of in-school suspension
- **5th infraction: Student will be assigned three days of out-of-school suspension.

***In-School Suspension**

The student will be assigned class work and separated from the class for a given time. Students will receive a zero for all tests, assignments, and activities given during the suspension time period. A substitute teacher will be assigned to this student and parents are responsible for all costs incurred (\$72/day), which will be billed through FACTS.

****Out-of-School Suspension (Home)**

Student will be required to stay home for 3 days. Student will not be permitted to make up any missed work or tests. Students missing quizzes, tests, or homework because of a disciplinary procedure will be required to take assessments and turn in homework upon return. Students will not receive credit for work turned in.

Cell Phones

All students will give their personal cell phones to the teacher in charge when entering school. Phones will be secured in the office and returned to students upon departure. No students may communicate with parents/guardians or others using their phones during school hours or during carpool. Please call the school office to give a message to your student.

Discipline Agreement

If a student commits a 4th major infraction, he/she is considered to be unresponsive to the classroom/school discipline procedures. An individual discipline contract may be required in order to continue at Prince of Peace School. It may be suggested that the child be evaluated by his/her pediatrician or local school district.

Bullying Prevention

Diocesan Policy: "The Diocese of Birmingham is committed to providing a safe and respectful environment in its schools. Bullying, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyber-bullying which is defined as the acts of harassment listed above, as well as destroying or smearing a person's reputation through the use of Internet connected devices. Any and all witnessed or reported incidents be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by the local school's handbook or policy statement."



use
will

Conduct Outside of School

Prince of Peace students must behave in a manner consistent with the beliefs, values, and code of conduct of the school both on and off school property. Behavior includes, but is not limited to, electronic communication. Any conduct deemed by the administration and/or pastor to be inappropriate or disrespectful to the integrity of Prince of Peace Catholic School or any of its students may be subject to school disciplinary action.

Drug Abuse, Alcohol, and Smoking

****It is the policy of Prince of Peace School and Parish that all persons are at all times prohibited from using tobacco products while in any building or on any school or parish property. Also prohibited are any and all electronic cigarettes, medically non-prescribed vaporizers, or any device or object used to deliver any non-prescribed substance into the body while in any building or on any property belonging to Prince of Peace School and Parish.**

Purpose and Intent

The constant teaching and tradition of the Catholic Church upholds the sanctity of life and the dignity of the human person. As Catholics, we believe men and women are made in the image and likeness of God. We believe our bodies are temples of the Holy Spirit. The fifth commandment, Thou Shall Not Kill, forbids the abuse of alcohol, tobacco, and drugs that alter our consciousness and harm our bodies. This profound and overreaching belief in the dignity of the human person and the sanctity of life is the foundation of the following Diocesan Policy 4500.1 pertaining to alcohol, tobacco, and drugs:

It is strictly forbidden for any student to use, possess, or distribute drugs and alcohol, including, but not limited to, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, or controlled substances as defined by federal state law for which the student has no prescription from a duly recognized medical authority, or use of another person's prescription on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. Students found using or possessing alcohol or drugs or who arrive at school or any school function under the influence of drugs or alcohol shall be subject to disciplinary action as outlined by the school's policies and regulations.

Implementation of this policy is consistent in each of the diocesan schools. Our Catholic Schools provide a caring family environment that is free of alcohol, drugs, and tobacco. Our school should present to the community a clear witness of our Catholic commitment to respect our bodies as temples of the Holy Spirit. Our Catholic faith also teaches compassion. The intent of the following regulations is not to punish but to encourage students to make choices consistent with a healthy lifestyle.

School officials have the responsibility to be proactive in providing and maintaining a safe school environment. In order to accomplish this, an important component is providing educational opportunities for parents, students, and school personnel. All students and faculty are responsible for attending the alcohol, tobacco, and drug presentations if offered by the school. By accepting admission into the school, parents assume the responsibility for cooperating with school officials in fostering in their children healthy lifestyle choices.



Disciplinary Regulations - Possession of Controlled Substances

The policy of Catholic schools strictly forbids the possession, use, and distribution of alcohol, drugs, and tobacco (including e-cigs and vaping devices). The consequence for violation of this policy is referral for suspension and/or expulsion. In each instance, the administrator's final disciplinary decision will be based on an investigation, evidence, and consultation with the student and parents. Prescribed medications and other necessary medicines are distributed by the school in accordance with school procedures.

If a school official suspects that a student has violated the policy or may be associated with anyone who has, the school administrator will respond appropriately. For possession, use and/or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel. School administrators may:

- * Search a student's locker and personal belongings;
- * Require a medical evaluation at a designated facility;
- * Require additional medical evaluations at the parents' expense if the initial one is positive;
- * Require individual and/or family counseling, as needed.

In an effort to maintain a safe school environment, the school administrator may authorize random searches (by school personnel or local authorities) of students, their personal belongings, and lockers. The administration may also authorize random medical evaluations at the school's expense.

Counseling Services

Prince of Peace School is part of the Diocese of Birmingham. As part of this system, we benefit from the services offered by the Catholic Schools Office in Birmingham under the direction of the Director of Catholic Schools. Not only does this office serve as an information center for our schools, but also as a resource for solving problems which arise in the educational program.

Prince of Peace School has a School Counselor. Some guidance services offered include: assistance with educational planning, interpretation of test scores, study skills, help with home, school, and/or social concerns, or any other questions the student may feel he/she would like to discuss with the counselor. A student may be seen up to three times by the counselor before parents are notified.

Technology Acceptable Use Policy (AUP)

The technology resources provided by the School are intended to support the educational, instructional, and administrative endeavors of the students and employees of the school. Any other use of the School's technology resources is forbidden without the express written permission of the principal. Specifically, students, their families, employees, volunteers, and guests shall be subject to the following guidelines and/or standards of conduct, and are subject to this policy. Exception to this policy must include WRITTEN authorization by the principal.

Reporting Policy Violations: Any person with knowledge of a violation to this policy and/or problem with the security of any technology resources at the School is required to report the issue to the principal and/or Director of Technology.

Information Confidentiality: Information specific to a student, to his/her family, or to an employee, that resides in local computer files, cloud storage, web accounts or other file sharing resources shall be treated as confidential and shall not be disclosed or misused. Passwords, logins, serial numbers, account information or other proprietary documentation that belongs to the School, its employees or students, may not be shared.

Security & Personal Accountability: An individual may only use computer hardware, software, accounts, files, and data assigned to that individual under their password. All user identification codes, passwords, and other access control information are for the use of the individual to whom they are assigned and are not to be disclosed to another individual. An individual shall take all reasonable precautions to prevent unauthorized access to accounts and data, including logging out of accounts. An individual is accountable for the use of assigned access control information, and is responsible for reporting to the Principal, and/or the Director of Technology, any suspected violation of security.

No unauthorized person may attempt to modify technology resources and/or configurations, change the restrictions associated with any accounts, or attempt to breach any technology resource's security system, either with or without malicious intent.

Authorization to Create Accounts: Internet accounts (to include all social media) and other agreements (used for any purpose) created or used on behalf of the School require written approval by the principal PRIOR to creation or use, and will only be established through the technology department. Personal internet accounts are not to be accessed through the school at any time.

Photograph and Video Sharing: The School encourages photographing school-sponsored events for use in the yearbook, teacher webpages, and school communications. To protect privacy rights, photographs, videos, and sound recordings taken of students at school sponsored events may only be given to the School. They may not be forwarded to others (even other parents), posted to any personal sharing sites, including private sites, without WRITTEN permission by all parties involved. Students, their families, guests, employees, and volunteers may submit media directly to the school through either a portable memory stick provided to the school office, or by submitting via email to popyearbook@popcatholic.org. Only the School may reproduce media belonging to the School for redistribution.



Copyright and Plagiarism: Fair Use Law allows educational institutions to use copyrighted electronic media in minimal amounts for the purpose of student education. <http://www.copyright.gov/fls/fl102.html>. Students are expected to use appropriate citations (generally MLA style) for all text, photos, and ideas gleaned from the work of others, hardcopy or electronic. Without citations, students are susceptible to plagiarism, both purposeful and inadvertent. It is safe to assume that any attempt to cite works including but not limited to text, photos and recordings, will be in good faith, accepted as understanding that the “works” are not the student’s original creation. This will apply to students grades 6-8 and, if violated, is a Major Infraction.

Copyright and Software: Duplication of any copyrighted software is prohibited by law unless specifically permitted by the School’s license agreement. Any questions concerning copyright provisions shall be directed to the Director of Technology. Illegal copies of software may not be created or used on the School’s computer equipment. Students and staff may not load, remove, or copy software on school-owned equipment of any kind.

Electronic Hardware and Other Electronics:

All electronic devices assigned to staff members and/or students are to be used exclusively by that assigned individual. All covers/cases shall remain on the device to continuously protect the device/s. If a device or cover/case becomes defective or inoperable, it must be brought immediately to the attention of the teacher, principal, or technology director.

The principal will handle any malicious behavior pertaining to the device/s. Failure to comply with this policy may result in the user losing electronic privileges.

If there is any damage or lost electronic items or items pertaining to the device/s such as (but not limited to) electronic mice, cords, chargers, covers/cases, monitors, stand-alone keyboards, etc., the individual may be found financially responsible.

No other hardware or peripherals, such a printers, personal laptops/computers, etc. may be connected to the Prince of Peace network without the knowledge of the director of technology.

2nd – 5th Grade Chromebooks:

Students in 2nd – 5th Grade are assigned a Chromebook, case/cover (if available), charger and power cord for their exclusive use during the current school year. The Chromebooks are to be stored after use in their homeroom cart and connected to their respective chargers in the designated cart (or as directed by the teacher). The Chromebooks, covers/cases (if supplied), chargers and power cords are **NOT** to leave the school campus unless there are extraordinary circumstances such as a school-wide closing for an undetermined amount of time or other extraordinary circumstances deemed necessary. The device, case/cover, charger, and power cord are not to be transferred or used by anyone else except for the person to whom it was assigned. The Chromebooks, covers/cases (if supplied), chargers, and power cords will be returned to school as soon as the students return to the campus on an everyday schedule or as directed by the principal.

Should the device and the case/cover (if supplied), charger and power cord become damaged or lost, the student **MUST** immediately notify the teacher, principal, or director of technology. The responsible individual may be found financially responsible for replacing or repairing the device and/or cover/case.

6th - 8th Grade Chromebooks:

Prince of Peace selects and orders which Chromebooks Middle School students will use during their time at POP. The Chromebook, cover/case, charger and power cord are billed to the financial parent for the 6th grade student and/or newly enrolled 7th or 8th middle school student. No other Chromebook may be brought into POP and used by the student. At the end of 8th grade, the Chromebook is de-provisioned and given to the graduating student along with the case/cover, charger and power cord. Should a MS student leave POP before 8th grade graduation, the Chromebook will be de-provisioned, and the cover/case, charger and power cord will be given to the student. Should a parent desire to donate or pass the Chromebook, case/cover, charger and power cord to another student or sibling, they are welcome to do so.

Prince of Peace does provide insurance for family-owned Chromebooks for those students in 6th through 8th grades. If the insuring company does not deem the damage or loss of the device warranted, the responsibility of replacing the device/s may fall on the responsible family. If the cover/case is damaged or lost, the financial family will be responsible for replacing the lost or damaged case/cover.

6th – 8th Grade Chromebooks are to be stored every afternoon after school in the school’s computer carts in the student’s Middle School Homeroom or as directed by the teacher. They are to be connected into their respective chargers and cart. The Chromebooks, covers/cases, chargers and power cords are NOT to leave the school campus unless there are extraordinary circumstances such as a school-wide closing for an undetermined amount of time or other extraordinary circumstances deemed necessary. The Chromebooks, covers/cases, chargers, and power cords will return to school as soon as the students return to the campus on an everyday schedule or as directed by the principal.

Purchases and Donations: All purchases or donations of hardware or software must be coordinated through the Director of Technology.

Appropriate use of Technology: The use of the school’s technology resources by students and employees is a privilege, not a right, and inappropriate use shall result in the cancellation of that privilege. The following procedures are outlined in the Acceptable Use Policy which will be signed by each student and parent the first week of school.

1. Follow proper procedures while using or moving technology equipment on school grounds.
2. Only operate the device assigned to you while on campus, and in class/labs, and do not interfere with equipment or computer work belonging to or being used by others.
3. Do not remove, add, copy, or make changes to the appearance or function of software or hardware unless instructed to do so by a staff member.
4. Work as directed when using all forms of technology at Prince of Peace Catholic School.
5. Adhere to the policies set by the school regarding misuse of property and inappropriate behavior, including cyber-bullying*.
6. Visit only approved sites while online, without logging on to personal accounts unless permission has been given by staff members – substitute teachers and adult volunteers may not approve sites.
7. Respectfully share technology-related information to assist and protect others.
8. Keep food and drink away from technology throughout the campus.
9. Keep private ALL login and password credentials—at all times – and log out of accounts promptly after use.
10. Use WIFI access only under the direction of a staff member, and only with express permission.

*cyber-bullying is bullying (as defined in the School Handbook) by ANY electronic means.

Unacceptable Uses: The Principal and/or the Director of Technology shall determine other inappropriate uses and disciplinary action on a case-by-case basis, and their decision shall be final.

Students and employees are to use school equipment for the purpose of student education, professional development and other school business. Students and employees may not access social networks, personal email accounts, or other personal electronic accounts on school-issued equipment or the School's internet/WIFI service. Additionally, only sites used for school business and approved for classroom instruction can be accessed at School.

Although faculty and students (with approval) may use personal devices for classroom instruction, devices with internet connection must be connected through the designated school network for specific classroom instruction purposes only when used in the presence of students to ensure appropriate content filtering. Cell phones and Apple devices with cellular plans may not be used for classroom instruction for any reason.

Teachers are responsible for the behavior of students who, while under that teacher's supervision, use technology. This includes the transportation, care and monitoring of the operation of student electronic resources of all types (in and outside of the classroom) owned by the school, or personal devices being used for approved purposes. Teachers are also responsible for monitoring use of the School's technology resources in classrooms and for emphasizing the School's technology resources policy with students.

Wi-Fi passwords for internet access are not to be shared with students for any reason. Teachers are responsible to enter Wi-Fi passwords into student owned devices used in their own classrooms and are responsible for "forgetting"/removing Wi-Fi access for the network on the device before students may leave with it.

Violations of this Policy: Violation of this policy shall be handled in a manner consistent with comparable situations requiring disciplinary action, including but not limited to the following:

- Loss of access to technology resource
- Disciplinary action in line with the School's Discipline Policy
- Financial responsibility for any damages
- Loss of employment
- Legal action, if applicable

Safe Use of the Internet: The goal of the School in providing access to information resources available via the Internet is to promote educational excellence by facilitating resource sharing, innovation, and communication. It is intended that the students, faculty, and staff will access the Internet and retrieve and use information that is appropriate for various curricula, age, and developmental level. Information resources accessed via the Internet will be screened for content prior to introduction into the educational environment.

Use of the Internet at the School must be in support of education and research, and it must be consistent with the educational objectives, mission, and goals of the School. The School's Internet account may be used for the following purposes only:

- Educational/Academic support and research
- Electronic communication for educational purposes (i.e., no "chat rooms")



General information: Users and parents of users are advised that some internet resources contain offensive material. The Director of Technology, faculty and staff cannot control the content of information available through access to the Internet. The School does not condone the use of such materials and will not permit access to, or the use of, such materials at the School. Violations of this policy will be handled in the same manner as discussed above. **Access to School-related accounts through web browsers from home computers cannot be monitored or**

controlled by the School. Monitoring internet-based content unrelated to school work is the responsibility of students' parents and/or guardians.

All of the school's policies and rules for appropriate technology usage shall apply to use of the Internet, whether from a school-owned device or a personal device connected to the school's internet service. Students will be allowed to conduct research and communicate on the Internet only with teacher direction and supervision and only upon the receipt of the appropriate permission form signed by a parent. Permission is not transferable, and may not be shared. The Director of Technology, principal, and faculty shall have the right to review any and all information accessed and/or downloaded from the Internet.

Grievance Policy

PURPOSE

The purpose of this policy is to provide a uniform, orderly process for the prompt and equitable resolution of grievances that may occur in the Parish's Formation Programs either between parishioners, staff (employed or volunteer), students, and/or parents.

SCOPE

Parishioners, staff (employed or volunteer), students, and/or parents may grieve any dispute pertaining to the application or interpretation of Parish Formation policies, including School policies. Nothing contained herein shall be construed to vary the terms of any employment contract or the employment-at-will relationship, as the case may be; further, the process described herein does not apply to any disputes related to employment.

GRIEVANCE PROCESS

The purpose of the grievance process is to determine if the decisions and actions taken in the original matter were *reasonable and consistent with our practices and policies* and NOT to reconsider the original decisions for actions. The process is not intended to be adversarial in nature. Complaints should always go through proper channels. Discussing a problem with others who are not involved does not help eliminate the problem. On the contrary, it may only create more discontent and animosity between the parties who are actually involved. Any problems within the Parish Formation Program can, and should, be resolved by communicating to one another in a Christian manner. Additionally, neither party shall be represented by legal counsel during any phase of the grievance policy.



The following are procedures for dealing with complaints:

1. The aggrieved person (“the Petitioner”) and the person with whom he/she has the grievance (“the Respondent”) shall hold a meeting to discuss the dispute and attempt conciliation, if at all possible.
2. If satisfactory adjustments or explanations are not made, the Petitioner shall hold a conference with the School principal, if the matter relates to the School, or the Director of Formation, if the matter relates to the other Parish’s Formation programs.
3. If satisfactory adjustments or explanations are not made, the Petitioner shall bring the dispute or issue in front of the Grievance Committee, as established by the Faith Formation Board of the Prince of Peace Catholic Parish. Upon conclusion of this step, the President of the Faith Formation Board will communicate the determination of the Committee to the Petitioner.
4. If satisfactory adjustments or explanations are not made, the Petitioner shall hold a conference with the Parish Operations Manager. Upon completion of this step, the Parish Operations Manager will make a determination on the grievance that is the final decision.
5. If satisfactory adjustments or explanations are not made, the Petitioner shall raise the grievance to the Diocesan level.

Final decisions shall not be reached in the presence of the grieved party, but only after a closed session to discuss the matter privately. All ordinary standards of due process will be followed in the exercise of these procedures.

NONRETALIATION

The Grievance Policy is intended to achieve a peaceful and final resolution to disagreements that may arise. All parishioners, staff (employed or volunteer), students, and/or parents must be able to utilize the process, in good faith, without fear of reprisal. Retaliation of any kind is absolutely prohibited.

Again, let us always communicate with one another in a Christian manner.

Use of Parish Facilities.

Please contact the church office for guidelines.



Sports Committee

Monica Baucom

monicabaucom@gmail.com

Believing is the First Step in Achieving!

| Sport | Grade | Players | Season |
|--------------|--------------|----------------|---------------|
| Volleyball | 2nd-8th | Girls/Boys | Fall |
| Cheerleading | 1st-8th | Girls/Boys | Winter |
| Basketball | 1st-8th | Girls/Boys | Winter |

Basketball players must be 6 years of age by August 1st.

Information available on school and parish websites: www.popcatholic.org, through the Church bulletin, The Dove, and Sports Committee members.

Registration dates TBA through the church. Please check the church website, school website, and the parish bulletin. Sports programs are open to all Prince of Peace Parishioners registered in the Prince of Peace School of Religious Education and Prince of Peace School students.

