

Prince of Peace Catholic School

Parent/Student Handbook 2011-2012 School Year

**Prince of Peace Catholic School
1209 Brushy Creek Road
Taylors, SC 29687**

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**Cultivating Academic Excellence, Moral Virtue,
and the Spiritual Life**

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PRINCE OF PEACE CATHOLIC SCHOOL

Vision, Mission, & Philosophy

Vision

Prince of Peace Catholic School strives to be a model of academic excellence, moral virtue, and spirituality for every family seeking value-based Catholic education.

Mission

Prince of Peace Catholic School, an integral ministry of Prince of Peace Catholic Church, is a faith-centered community dedicated to the mission entrusted by Jesus Christ to the apostles and to the whole Church. We are committed to educating the whole child: spiritually, intellectually, physically, socially, morally, emotionally and artistically. We provide our students with the tools necessary to become active members of our church and of our society.

Philosophy

Prince of Peace Catholic School is an integral ministry of the parish, sharing the sacramental relationship of Jesus Christ with the children and families of the parish. We strive to develop a Catholic community which offers opportunities for developing leadership qualities in our students so they will become living and active members of the people of God. This development is fostered by our example and by the loving care and direction given to our children.

As an educational community we provide our children with a foundation for academic and personal excellence into the future. Each student comes to us with a unique but as yet undiscerned vocation. With teachers, parents and our parish community, we will work together to help each child achieve a personal excellence and discover God's plan for him in the world.

We help our children grow in character through instruction, correction, promotion of good habits, our personal example, and the examples of the lives of the saints. We strive to encourage in each child the growth of particular moral virtues: respect for authority, self-respect, responsibility or self-governance, generosity, kindness, diligence and industriousness and, above all, charity. Such moral growth is rooted in a knowledge of and love for the teachings of the Catholic Church and of the sacramental life.

These children have been entrusted to our care by our loving Father. Faculty and parents share the responsibility for developing each child into a responsible and contributing member of God's family who carries out the mission of Jesus Christ to bring peace, love, and justice to our world.

Welcome from the Principal

Dear Students and Parents,

The education of a child is a collaborative effort between the parents, who are the primary educators of their children, and the school to whom parents delegate this awesome task of childhood education. Like other organizations, a school must operate according to rules and guidelines that govern our actions and make possible the excellence sought within its walls. This is the reason for our parent-student handbook.

You will find here some of the basic rules that help us order our day-to-day tasks. If we are to achieve our goals as a school whose mission is to serve the families of our parish community, we have to agree on the rules and that they will be normative for us. Sometimes we might find them inconvenient or difficult to follow, but they are always aimed at the promotion of excellence and the cultivation of the various human and spiritual virtues.

Something you might hear me say from time to time touches on the very definition of “integrity:” we do what we say. If the handbook outlines a policy or procedure, then we “do what we say” until such time that a review and change become necessary.

Please read the handbook carefully to familiarize yourself with it; your familiarity with it and willingness to help our teachers and me uphold it will encourage a shared understanding and mutual support.

On the final page of this handbook is a form for you to sign and return to the school. Your signature on this form indicates that you have read and intend to adhere to the items contained herein.

I hope this handbook is useful to us all throughout the school year. I very much look forward to our working together in an effort to provide the best education possible for our children.

Sincerely, in Christ,

Michael E. Pennell, Ph.D.

Principal

Faculty and Staff of Prince of Peace Catholic School 2011-2012

Staff Position	Location	Name
Pastor	POP Parish Office	Monsignor Steven Brovey, V.F.
Parochial Vicar	POP Parish Office	Rev. Richard Tomlinson
Principal	School Office	Michael E. Pennell, M.A., Ph.D.
Office Manager	School Office	Mrs. Jennifer Simpson
Receptionist	School Office	Mrs. Kathy Foloky
Bookkeeper	School Office	Mrs. Marie Hindman
Nurse	School Office	Mrs. Sharon McCabe, R.N.
After School Care	Gym Classroom	Ms. Marilyn Alber
Grade	Room	Teacher
K4	1	Mrs. Jaime Larkin
K4 Assistant	1	Mrs. Sis Sipler
Kindergarten	19	Mrs. Barbara Kuhn
Kindergarten Assistant	19	Mrs. Karen Lodise
Kindergarten	2	Mrs. Mary Schaeffer
Kindergarten Assistant	2	Mrs. Lisa Fender
First	18	Mr. Jay Martinez, M.A.
Second	9	Mrs. Beverly Farley, M.A.
Second	8	Mrs. Katherine Moore, M.A.
Third	7	Mrs. Laura Bress
Third	6	Mrs. Ann Burnett
Fourth	3	Miss Martha Smith
Fourth	4	Mrs. Suzette Campbell
Fifth	14	Miss Jennifer Galloway
MS (History & Religion)	15	Mr. Tim Nielsen
MS (Science & Math)	16/17	Mrs. Migdalia Sanfeliz, M.A.
MS (Literature & Grammar)	12/13	Mrs. Chris Martinez, M.A.
Subject	Room	Teacher
Computer/IT/Library	Portable Building	Mrs. Hellen Stevens
4 th , 7 th & 8 th Spanish	Respective Classrooms	Mrs. Sandra (Patricia) Vivas
Elementary Spanish	Respective Classrooms	Mrs. Dulce Villagrana
6 th & 8 th grade Math	15	Mrs. Jamie Avery
Latin	14/15	Mr. Timothy Mackey
Art	Gym Classroom	Ms. Marilyn Alber
Physical Education	Gymnasium/Field	Mr. Chris Caver
Music	Gym Classroom	Miss Kelly Herd

Communication between School and Home

To be effective in the collaborative effort between the school and the family in the education of each child, parents and school personnel must have means of clear and frequent communication. At Prince of Peace Catholic School, we communicate with families in a variety of ways:

1. **PTO Packet:** Each Wednesday, the Parent Teacher Organization (PTO) sends home a packet of information on PTO events and activities sponsored at the school. The packet might also include a summary of work or a note submitted to you from your child's teacher.
2. **From the Principal E-mail:** Each Friday afternoon, the principal sends to all families a weekly e-mail update "Bits in Bytes" to help keep parents informed of various things going on in the school from one week to another: schedule changes, events updates, requests, instructions, answers to common questions and more.
3. **School Website:** On the school website you will find an interactive school calendar, school documents like the handbook or other handouts, registration information, PTO news, and teacher contact information.
4. **Teachers**
 - a. **Teacher Packet & Newsletter each MONDAY:** Each teacher sends a packet of student work home weekly on MONDAY for parent review. Elementary teachers also send home a newsletter (and may post news and information on Option C online) informing you of important upcoming dates and deadlines, work completed the previous week, and what is to come in the next week.
 - b. **OptionC Website:** Using our administration software (called "Option C") you can review news, grades, discipline, and other information pertaining to your child by logging in with a name & password.
 - c. **E-mail:** Teachers are easily reached with e-mail messages. The current address format is: first.last@popcatholicsschool.org.
 - d. **Voice Mail:** Each teacher has a voice mail at the school. You may call and leave a message with the expectation of receiving an answer within 24 hours. Extension listings are posted on the school website or just ask your teacher for his or hers.
 - e. **Leave a Message:** Feel free to call our school receptionist to write a message for your teacher, or come to school and write a message that can be deposited in the teacher's inter-office mail box. Teachers check their mail boxes several times per day.
 - f. **Appointments:** Contact the teacher using one of the above means to schedule an appointment with your child's teacher. Please remember that an elementary school teacher's day is very busy, and an after school appointment is often the best time to meet with a teacher. Also please refrain from even brief meetings with teachers that might distract them from their task of teaching or supervising students.
 - g. **Refrain From Calling Teachers' Homes or Personal Cell Phones:** Parents are encouraged to contact teachers through the school in any of the above ways rather than at home or on teachers' personal cell phones *unless the teacher invites you to do so*. Like all of us, teachers need their private time at home and with family away from the school. Further, the school does not issue cell phones to teachers, so the minutes you use on a cell call will be on the teacher's dime. Thanks for your understanding.
5. **Principal:** The principal welcomes all communication with parents, informally or by appointment. He will be communicating with parents through regular and special school publications, at school events and during informal meetings designed to discuss such issues as curriculum, student progress, behavior, and so on. You are welcome to make an appointment with the principal through e-mail or by calling his office or the receptionist's office. The principal's direct office line is (864) 331-3912. If you have a complaint or concern, please follow the recommendation given below.

Governance of a Catholic School in the Diocese of Charleston Explained

Prince of Peace Catholic School is a member school of the diocese of Charleston. Many of the policies which determine how our school functions as an organization are written and reviewed by officials (delegates of our Bishop) at the

diocesan offices in Charleston. Ours is not a private school or a school founded by a religious order. We are not directed by a governing board of directors or delegate of a religious order as other Catholic Schools are.

1. **The Bishop:** Appointed by the Holy Father Pope Benedict XVI, the bishop's office includes the responsibility to teach, sanctify, and govern in his diocese. These responsibilities are delegated to the pastors of each parish and to men and women in the School's Office, Finance Office, Human Resource Office and others in Charleston who assist pastors administratively. Policy manuals in school governance, finance, and curriculum, for example, are composed by the Bishop's staff at the diocese and are approved by the Bishop. The Bishop is the ultimate authority for Catholic Schools in South Carolina. Prince of Peace Catholic School began in 2002 with his express permission. Large expenditures, property acquisition, capital campaigns, major building and renovating: these all must be approved by the bishop before a school or parish may act. Our current Bishop of the Diocese of Charleston is Robert Guglielmone, ordained at the Cathedral of St. John the Baptist, Charleston, in March 2009.
2. **The Pastor:** Appointed by the bishop to carry out the offices of teaching, sanctifying, and governing in his local parish. His is the ultimate authority at the parish level. Among his responsibilities, he hires and gives direction to the principal, appoints School Advisory Board members, approves each teacher hiring and contract, approves financial aid disbursements, approves facilities use and events, and determines parishioner status for each family with children in the school. The school is also considered a financial asset of the parish and the diocese. All school expenditures or funds raised in the name of the school or its organizations, fall under the directive authority of the Pastor.
3. **The Principal:** Hired by the pastor to take responsibility for the day-to-day governance of the school, its employees, and the program of study for our children as recommended by the diocese. He is a spiritual, organizational, and instructional leader in the school for children, for teachers, and for families.

School Advisory Board

1. **Duties:** The purpose of the School Advisory Board is to advise the principal and the pastor on the educational needs of the school. Its responsibilities, which are subject to the Diocesan Board of Education, include:
 - a) Acting as liaison with appropriate public authorities.
 - b) Promoting understanding and support of Catholic education in the community.
 - c) Assisting the pastor and principal in evaluating the effectiveness of the educational programs.
 - d) Interpreting policies and directives from the Diocesan School Board.
 - e) Determining local policy relating to planning, operating and maintaining the facilities and equipment.
 - f) Assuming responsibility for the preparation and implementation of the school's operating budget, and coordinating the budget with the parish and school finance committees. (This includes recommending tuition rates.)
 - g) Recommending salary scales, benefits, retirement policies, etc. for teachers and other school employees.
 - h) Assisting local committees in the planning and building of new educational facilities.
 - i) Meeting monthly from August to May.
2. **Membership:** School Advisory Board members are appointed by the Pastor with the recommendation of the Principal. Active members of the parish in good standing with the Church (whether they are parents at the school or not) are invited (as announced through parish bulletin or school newsletter) to submit a letter to the principal asking for consideration as a School Advisory Board Member. The candidate for membership will meet with the pastor before being confirmed by him. The term of office is 3 years. Parishioners with a talent and temperament for counseling and assisting in the implementation of planning, fundraising, building, budgeting, community building and more are encouraged to seek membership.

Procedure for Complaints and Concerns

If you have a concern, problem or question relating to a classroom or school situation, following the principle of subsidiarity, please speak first with the person involved. If your concern or problem is with a particular teacher, contact that teacher first. Generally, most problems can be resolved at this level. However, if you are not satisfied with the solution after discussing the matter with the person involved, you may then ask for an appointment with the Principal. If after going through these steps you are still not satisfied, the last recourse for the unsettled concern would be a request from the parent for a meeting with the Pastor of Prince of Peace Catholic Church.

You are also free to contact one of the current three Diocesan Interim Superintendents of Schools. Mrs. Sandra Leatherwood is in the Catholic Schools Office. Sr. Canice Adams, Principal of St. Gregory the Great School in

Bluffton, SC and Mrs. Jacqueline Kasproski who is principal of Cardinal Newman High School in Columbia, both serve as interim superintendents until the Bishop appoints a successor to Sr. Julia who left the superintendent's office in 2010. You may also contact the Bishop of the Diocese of Charleston himself, though he will likely encourage you to work with his appointed staff first. Except in the most serious of circumstances, most discussions at this level will be reviewed with the pastor and principal and the discussion will continue at the level of the Pastor who is the Bishop's appointed representative at the parish level.

School Hours

The school calendar provides for 180 days of school. Supervision of K5 to 8th grade students begins at 7:30am. Students may not arrive before this time. The school day for K5 to 5th grade begins at 8:15 PM and ends at 3:15 PM. Middle school students must arrive in their classrooms by 8:10 AM to begin class at 8:15 AM. K4 students may arrive after 8:15 AM.

Pick-up time for K4 is at 12:30 PM. Pick-up time for K5 to 8th grade is after school from 3:15 PM to 3:35 PM. Students not picked up by 3:35 PM will be escorted to After School Care (in the PAC or gym) and assessed a fee of \$5 for each 20 minutes thereafter.

If you have arrived late to pick up your child at the end of the school day, park your car and come through the left entrance at the back door of the PAC (gym) building where drop off and pick up take place. For security, the door may be locked – just ring the doorbell.

Absenteeism & Recording Absences

Regular attendance is essential to successful performance in school. If a child is absent, the child will be recorded "Absent Unexcused" in Option C until a note is sent to the main office with an explanation. All absences must be excused through a written note. On the first school day that a student returns to school after an absence, the student must present the teacher a written excuse from the parent or guardian. This note must state the date or dates of absence and the reason for the absence. At that point, the record (i.e. Option C) will be updated. If a child is taken to a doctor while absent, that excuse must also be included with the parent's excuse.

Absences are excused for illness, medical or dental appointments, or other reasons approved by the principal.

Parents are required to report any absence by calling the office before 9:30 AM. At this time, you may request books be prepared for pickup to take home to your child at the end of the school day if this is required (see "Make Up Work" below).

If appointments must be made during school hours, a student may be excused from class by a written request from a parent. Students, when excused, must be picked up at the office.

If a student is absent three or more consecutive days, a medical excuse from a doctor should accompany the absentee note. Students absent for more than ten days (whether excused or unexcused) risk the loss of the academic school year and may be ineligible for promotion to the next grade.

How the School Records Absences in OptionC:

- Students will be counted absent for a **half day** if they arrive between 9:00AM and 12:00 PM.
- Any arrival after 12:00 PM will be counted as a **whole day** absent.
- Students who leave school before 2:30 PM will be counted **half day** absent.
- To be considered present for a full day, a student must be in school for a minimum of four hours.
- If your child is signed out during the middle of a school day for an appointment and is not in attendance for the required minimum of four hours, then your child's absence will be recorded as a **half day** absence.

Tardiness

Students who arrive at school between . . .

1. 8:30 AM and 9:00 AM (for K4 students)
2. 8:15 AM and 9:00 AM (for K5 to 5th grade students), and
3. 8:10 AM and 9:00 AM (for 6th to 8th grade students) . . .

are considered tardy. A K5 to 5th grade student who is tardy may not attend the morning assembly. Every parent must sign the tardy child in at the main school office. The child will wait until the whole class returns to the school building from the gym before joining the class for the day. Chronic tardiness will result in a conference with the principal.

Excused tardies are granted for doctors appointments with a doctor's note; other reasons for tardiness (e.g. traffic, oversleeping, running late) are considered unexcused.

Early Dismissal:

An early dismissal is permitted for children who have appointments. An early dismissal will be recorded for a student who dismisses between 2:30 P.M. and 3:10 P.M. It is helpful if you send a note to school with your child for his/her teacher. This will enable the teacher and the student to prepare for an early departure. We kindly ask parents to help us with an orderly dismissal and safe accounting of all our students by not interrupting the dismissal process after 3:10. Parents asking for an early dismissal once students have been escorted to carline will be asked to take their place in carline with other parents.

Three early dismissals in one quarter will be recorded as a half day absence.

Make-Up Work for Students who are Absent

If a child is absent, all work missed must be made up. A child will have one school day to make up work for every day missed at school (as long as the absence is "excused"). A child absent ("excused") for three days, for example, will have three days to make up all assignments, quizzes, tests, and so on – enough time for a child to pick up handouts and other materials distributed to the other students during an absence.

Teachers post all assignments and tests on Option C by 4:30 PM daily. Parents can find a list of assignments on OptionC for their child to accomplish homework assigned during an absence.

Parents might want to pick up daily classwork on the same day that the child is ("excused") absent. Parents may ask for an outline of classwork from their child's teacher when they call the school in the morning (see above, *Absenteeism & Recording Absences*) or by sending the teacher an e-mail. Parents are welcome to come around to the school building after daily afternoon carline (by 4:00 PM) and your child's teacher will have assembled the missed work & necessary books for you. In some cases (6th to 8th grade) it will be easier for students to pick up classwork and handouts on the day they return.

Students may take a missed test or assigned test on the day they return, particularly if they are properly prepared. Parents are free, however, to ask the teacher to postpone any test, quiz, or due assignment up to the number of days the child was absent.

Sometimes a child is expected to be absent for an extended period of time due to lengthy illness or accident. In this case, please contact the teacher to make arrangements for making up the missed work and keeping up with class material covered during the absence. In all cases, it is the responsibility of the parents to make sure this work is reviewed and completed.

EXCEPTION: "Vacations" While School is in Session:

To provide program continuity, planned absences for justifiable reasons, must be approved by the child's teacher and the principal as far in advance as possible (e.g. a funeral or sacramental event such as a wedding, first communion, or baptism). Absence for such events important to family life is EXCUSED.

Planning a vacation (e.g. ski trip, amusement park, beach trip, get-togethers or reunions) while school is in session, however, is *strongly discouraged*. We have 180 school days and 185 non-school days – plenty of time to plan such outings. Our effectiveness depends on a coordinated program of class lessons and homework. Many classroom learning experiences cannot be "made-up" because they involve school resources and group interactions. Therefore, these plans and their potential consequences for the child's learning must be taken into account when parents consider travel plans. We also send a school calendar home in April of each school year to help parents plan trips around days off school.

For an unexcused "vacation," then, the following applies:

1. Students on a "vacation" will be recorded "Absent Unexcused."
2. Students who miss tests, quizzes, or other graded classwork because of a "vacation" during school days will not be permitted to make them up.
3. Teacher is not required to give work ahead of time, to review material or tutor a child over what was deliberately missed. However, the teacher *will save* handouts, quizzes, and tests for the child so that parents can review class content with their child.
4. Any graded work will simply be skipped in the teacher gradebook (i.e. not counted as a "0").

5. Any student recorded “unexcused” must take any quizzes or tests or turn in any homework assignments or projects which are due on the day they return.

Early Care for Early Arrival

POPCS currently offers an early care opportunity for families who find it necessary to drop their children off before 7:55 AM. A teacher will be on duty in the gym classroom beginning at 7:30 AM each morning. The school will not be responsible for a child left at the school before this time. All students arriving between 7:30 AM and 7:55 AM must be brought to the supervised classroom in the gym and signed in by an adult. **Supervised** carline drop-off will begin at 7:55 AM. Please follow the procedures for carline drop-off as stated on the map provided during August Orientation for new families or during our Open House Ice Cream Social. *This service is a courtesy to our working families. Please use this service only if it is a necessity for you; refrain from dropping your child off early if it is for “being with friends” or for a “supervised fun-time.”* **REGULAR DROP OFF TIME BEGINS AT 7:55 AM.**

Carline Drop-Off/Pick-Up

A map outlining the flow of traffic for drop-off and pick-up is available at the school office and is also distributed at the New Family Orientation and Open House in August. If there are any questions about the flow of traffic, please do not hesitate to call the office.

If a child is to be picked up by anyone other than a parent, a consent form must be filled out and sent to the office prior to the pick-up. This form must state the person’s name, address and telephone number, along with the date(s) of the pick-up(s). If there is someone who will regularly pick up your child, please complete the consent form at the beginning of the school year to be kept on file for the entire year.

***Non-custodial parents may not pick up a student without written consent of the custodial parent.**

Students who have not been picked up by 3:35 PM will be sent to After School Care in the gym. Parents are responsible for all payment of applicable fees (see Attendance section).

After School Extended Care

After School Extended Care is offered for families who cannot pick up their child between the supervised pick-up hours of 3:15 PM and 3:35 PM. Extended care is open until 6:00 PM daily. If you are interested in this service, please make that known in our main office.

Admission to Prince of Peace Catholic School

A kindergarten student must be 5 years of age by September 1st.

Parents must provide a birth certificate, baptismal certificate (for Catholic students), current immunization records, a social security card, transcripts (for a transfer student) and a registration fee in addition to the appropriate registration form at the time of registration.

In January, current students and siblings are given the opportunity to re-enroll for the following academic year. This registration process takes place prior to the open registration for new students. The registration deadline for returning students is February 1st. After this time, new applicants will have an opportunity to submit their registration information for the next school year. Admissions decisions for new students will be made by the 15th of each month. Applications accepted after the 15th of each month will be considered for admission before the 15th of the next month. It is expected that parents who seek to enroll their children at Prince of Peace Catholic School are committed to the philosophy and values of the school. Families are expected to support the school by giving of their time, talent and treasure.

New students are admitted to Prince of Peace Catholic School pending seat availability and according to the following order of priority:

- 1) Active Prince of Peace Parishioner
- 2) Active Parishioner of a local Catholic Parish
- 3) Active Parishioner of a Catholic Parish arriving from outside our local area
- 4) Non-Catholic

In each category, applications will be processed on a first come, first served basis. Prince of Peace Catholic School does not discriminate on the basis of sex, race, creed, color, religion or national origin.

Class Placement for the Next School Year

Each May, the principal and teachers begin planning for classroom placement of children enrolled for the following school year where we have two classes scheduled at one grade level. Teachers collaborate on building equal classes (based on academics, personality, and gender) from their current students. These lists are then reviewed with the ITBS scores and Children's Progress results for each class. Any necessary changes to even out the classes academically are made. To arrive at a fair and impartial class selection, a drawing is held by the administrative staff to match a class with a teacher. We strive to create these classes and match them to teachers as impartially as possible. To maintain the equity by which classroom lists are made, the principal can accept no request for classroom changes once teachers have been assigned. If there is a need for your child to be in a class with a certain student, or to be separated from a certain student, please make this request known to the school office prior to May 1st. There is no guarantee; however, the principal will try to accommodate the request as long as it does not affect the equity of the division of classes described above.

When a Student is asked to Withdraw from School

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if it is determined that the partnership is irretrievably broken. A student may be asked to leave the school for the following reasons:

- 1) Poor or low personal and academic achievement:
 - a. The student is not achieving academic or disciplinary goals.
 - b. The teacher, after working with the student on setting and achieving goals agrees that progress is not being made and cannot be made under current circumstances.
 - c. The student is becoming a disruption to other students in the class.
- 2) Non payment of tuition or other bills
- 3) Serious disciplinary matters
- 4) When retention is recommended and there are no seats available in the grade level for the next year.

Admission of Students with Special Needs

Admission of Students with Professionally Diagnosed Learning Differences

Following are guidelines regulating the classroom inclusion of students with special needs or of students with professionally diagnosed learning differences. A learning difference is "professionally diagnosed" by one qualified in the appropriate field of medicine or education who can provide documentation assisting parents and the school to better assist the child in the learning process. These guidelines apply whenever a parent or guardian requests or requires exceptions, adjustments, or accommodations to the teacher's ordinary classroom expectations or classroom management strategies.

1. When a student with special needs or with a professionally diagnosed learning difference applies for enrollment, the principal and parents should meet to define the student's needs and the school's ability to meet those needs. These needs must be identified with the assistance of documentation and guidelines provided by a qualified professional such as a letter from a doctor or an Individualized Educational Plan (IEP).
2. Classroom inclusion of either a special needs student or student with a professionally diagnosed learning difference requires the cooperation of both the school and the parents and the realization by both that circumstances and available resources may make such inclusion of a particular student impossible. "Inclusion" means including the student in a regular classroom and classroom activities according to a teacher's usual learning or classroom management expectations.
3. An annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic school year. This agreement should set forth specific goals and expectations of the student and the responsibilities of the school and the family. This agreement should be based on the recommendations provided by the parents to the principal and the teacher from a qualified professional.

4. Special arrangements for homework, preferential seating, grading, promotion, graduation, or other identified exceptions, adjustments, or accommodations should be developed and described within the annual agreement.
5. Failure of the student or his/her family to abide by the terms of the annual agreement or to cooperate fully with both the principal and the classroom teacher shall be grounds for student withdrawal.

Educational Testing, Assessment, and Placement

The faculty at Prince of Peace Catholic School is committed to providing quality education in the most appropriate academic setting for each student. Students in Kindergarten through 2nd grade will be tested at least four times per year with an academic test called Children's Progress (www.childrensprogress.com). This test tracks student growth in learning and suggests skills to be remediated.

Each year in September, students (beginning in 3rd grade) take the *Iowa Tests of Basic Skills (ITBS)* as required by the Catholic Schools Office of the Diocese of Charleston. These tests will be used by the teachers and the principal to determine strengths and weaknesses of the implementation of the curriculum at the school. The Iowa Tests are just one means to evaluate students and the academic program in order to assist in the task of improving.

At times, other educational and/or psychological testing may be recommended to enable the teacher to better assist the student.

In the event that the principal believes that Prince of Peace Catholic School is unable to adequately meet the academic needs of a student, this will be communicated to the parents and suggestions for tutorial help or alternative placement will be made. The parents' cooperation in matters of testing, extra assistance and alternative placement is expected.

Curriculum Content

The **religious education** program is the heart of the school's educational mission. It has as its purpose to lead the student to a conscious, living, active and mature Christian life. Religion is a requirement for students in all grades. Students in grade 2 are prepared for the Sacraments of Reconciliation and First Holy Communion, and students in grade 8 are prepared for the Sacrament of Confirmation.

On Wednesday of each week, all students Kindergarten through eighth grades will attend a celebration of **the Mass**. (If there is a holy day during the week, the weekly Mass will be held on the holy day.) Weekly penance with individual confession will be provided for the Catholic student body. Other liturgical ceremonies may be included in the yearly calendar.

Since through our baptism, we are all called to serve and to be the light of Christ to others, we have a **social justice program** whose goals are two-fold. First, using the seven corporal works of mercy as a guide, we strive to awaken in our students a sense of responsibility to reach out and to respond to others' needs. The second purpose of our program is to actively involve each student and every staff member in the work of making Prince of Peace Catholic School a more peaceable community. Making peace must start within ourselves, in our classrooms and in our school. All of us, as members of Prince of Peace Catholic School community, commit ourselves as best we can to become peaceable people in our school, in our community and in our homes. Therefore, we pledge:

“As a member of Prince of Peace Catholic School, I will show respect for myself and others at all times. I will honor my work and the work of others, and I will work to the best of my ability for I have been made in the likeness and image of Jesus Christ.”

This school pledge is to be memorized by all students.

Community service projects will be completed by all students as part of regularly scheduled classroom activities. The challenge of every student is to explore ways in which to learn the needs of one another and to respond to those needs with Christian understanding and service. At the elementary level, these projects are almost always school wide or group oriented.

The **language arts curriculum** consists of reading, writing, spelling, grammar, listening and speaking. As a community of readers, the reading program at Prince of Peace Catholic School is intended to develop a love of reading through an integrated approach, which emphasizes skill development through phonics while exposing children to a variety of literary genres. Teachers encourage children to investigate problems, respond to questions, draw conclusions, converse civilly and write with clarity and coherence. Language arts resources include topic-related books in science and social studies and the use of literature in the teaching of reading. Quality literature promotes the development of vocabulary in addition to interpretive and evaluative thinking skills. It models excellent writing and exposes children to important symbols and ideas of the world.

Writing is emphasized in our language arts program. Prince of Peace Catholic school uses the Institute of Excellence in Writing (IEW) program of cross-curricular writing instruction in structure and style. Students develop their own creative expression through letters, journals, stories, poems, songs and plays. For students in kindergarten through 4th grade, there is also handwriting instruction.

The **mathematics** program places strong emphasis on a sequential program that will develop accuracy, understanding and facility in the fundamental process of computation as well as a thorough understanding of mathematical concepts and their application to problem solving. Prince of Peace Catholic School uses the Singapore Math program from Kindergarten to 4th grade to lay a foundation for mental math, math facts, and multiplication tables. POPCS also employs a practice called “distributed practice” using a program called Simple Solutions from 2nd grade to 6th grade. These approaches lay a solid foundation for Pre-Algebra and Algebra I taught at the 7th and 8th grade levels.

The **science** program acquaints the student with the process and content of science, develops an appreciation of the physical world and fosters the spirit of inquiry through experimentation. Health and safety instruction is to be considered part of the science program.

The **social studies** program helps students acquire a greater appreciation of the past, a better understanding of the present and how to move more wisely into the future according to Christian principles. Social science topics are integrated into the curriculum across all grade levels. Students explore themes ranging from the family to United States history. Age appropriate geography and map reading skills receive emphasis at each grade level.

Every student participates in a program of **physical education**. Prince of Peace Catholic School’s physical education program helps the students grow physically, mentally and socially. The goals of the physical education program are to promote students’ physical development, encourage development of motor skills, instill proper attitudes toward play, establish desirable habits of personal health and safety and offer opportunities for participation.

Prince of Peace Catholic School offers a variety of special course offerings and activities. **Music and art** programs contribute to the aesthetic growth of the student and to each student’s learning about the history of music and art particularly in the Western world. Students in grades 7th & 8th take **Spanish** 5 days per week and students in grades 5th and 6th take **Latin** three days per week to familiarize themselves with a foreign language and more specifically to aid with vocabulary development, grammar, and sentence analysis. POPCS’s Spanish program for K4 to 4th grade uses the McGraw Hill program of studies. Students also gain an understanding of essential **library** and **computer** concepts and develop an appreciation and confidence in their library and computer skills through successful experience.

Library

The library is a facility that all students will learn to use. Classes will make regularly scheduled visits to hear books, read, choose books, find information and learn library skills.

Grading Scale

Kindergarten

E	Excellent Progress	S	Minimum Satisfactory Progress
G	Good Progress	W	Weak or Serious Lack of Progress

First Through Eighth Grades

A+	98 – 100 %	C+	80 – 82 %
A	95 – 97 %	C	77 – 79 %
A-	92 – 94 %	C-	74 – 76 %
B+	89 – 91 %	D	70 – 73 %
B	86 – 88 %	F	Below 70 %
B-	83 – 85 %		

Report Cards and Parent/Teacher Conferences

Report cards are available four times during the school year on OptionC, our web-based school information manager. Progress reports are posted online between issuance of report cards to alert parents as to whether the child is doing satisfactorily or not in both academics and behavior. Final report cards will be sent home to custodial parents with the child on the last day of school. Non-custodial parents must request a copy of their child’s academic reports from the custodial parent who then requests that official records be released; records will not be automatically sent without a written request for records release.

Parent/teacher conferences will be held once each year in the fall. Conferences are by no means limited to report card time. If the need for a conference does arise, the parent or teacher may request it. It is only through the closely coordinated efforts of the home and school that the goals of education can truly be achieved.

Honor Roll

An honor roll system has been established at Prince of Peace Catholic School to challenge students in grades 1 – 8 to strive for excellence in all phases of their academic development.

Criteria for Honor Roll honors are as follows:

Principal Honor Roll:	Grades of A or higher in all subjects
Honor Roll:	Grades of A- or higher in all subjects
A/B Honor Roll:	Grades of B [not B-] or higher in all subjects (and at least one A)

Academic Awards

Students are eligible to receive a variety of awards (core subject awards, physical education awards, music awards, art awards, and Foreign Language awards) and will be presented with these awards during an awards assembly at the end of the school year.

Students are also eligible to receive a perfect attendance award. For this award, a student must be in attendance every school day without any absences or half day absences.

Promotion/Retention

Students who successfully complete the curriculum for a particular grade will be promoted to the next grade level. A student will be retained if the child has failed three core classes for the year.

The decision of promotion, conditional promotion or retention is made by the principal in consultation with the student's teacher and the parents. The decision of the principal is final and binding. Retention decisions will be carried over into alternate school placement, if applicable.

Students in grades 6-8 who are retained may be asked to leave the school.

NOTE: Core subjects are English, Reading, Math (or Pre-Algebra, Honors Pre-Algebra, or Honors Algebra I), Science, and History (or Social Studies).

Student Council

The middle school students are given the opportunity to represent and to promote activities and programs for the good of the student body. Elections will be held at the end of each school year. Elected officers are expected to be role models and must maintain a minimum of a C average in every class and receive no in-school or out of school suspensions and no more than two after school detentions a semester. Any student in violation of these rules will be removed from office and the runner-up of that office will take over for the remainder of the year. If a student council officer leaves the school, the runner-up in that position will take over for the remainder of the year. The student council faculty representative and principal have the final say on all decisions made by the student council.

Fire Drills

Fire drills are held monthly during the school year to insure that each student is aware of the fire exits. Exit routes are posted in each classroom and students are instructed in proper procedures so that they can exit the building in a calm and orderly manner.

Fundraising

Tuition alone does not cover the entire cost of operating the school. Improvement of facilities and other goals outside the basic operation of the school require revenue from fundraising. Therefore all families are encouraged to support fundraising efforts. All fundraising efforts are approved by the principal. Opportunities for you to financially support the school and school organizations are found in teacher wish lists, announcements from the Student Council, and the Parent Teacher Organization (PTO)'s events including the POP-Art Party and Auction each year.

POP-Party Tickets (Required Purchase)

To support the fundraising mission of the parish (by non-competing for funds), Prince of Peace Catholic School limits its fundraising to two major activities each year: the **Citrus Sale** and the annual **POP-Art Party**, both initiatives of our PTO. We require of all parents the *purchase of two tickets* (single parent families may purchase one ticket) to our annual POP-Art party as a way of celebrating our students and school community and of supporting the school's financial goals outside of our usual tuition and fees.

Service Hours for Parents

Each family is asked to give at least 20 service hours per year at the school or a mandatory fee of \$200 is required. Family, in this case, is defined as any member of the immediate family or family friend or benefactor not already a parent at the school.

Lost and Found

Items lost throughout the school year will be kept in the school office. To avoid losses, especially of uniform items, please mark items clearly with the student's name. Articles not claimed during the first semester will be given to the needy at Christmas. Items not claimed during the second semester will become part of our "Uniform Exchange" or be taken to Goodwill in June. Students/parents are responsible for checking for lost articles. The school is not responsible for lost possessions.

Student Conduct & Code of Courtesy

As is stated in our school philosophy, we are helping each child grow in character and in virtues that will serve them in family life and in the world. Our goal is to teach each child to be a responsible and contributing member of society through reinforcing and extending what parents have already instilled in the home. Our primary means of attaining this formation in character is through instruction in the PRINCE OF PEACE CATHOLIC SCHOOL CODE OF COURTESY. Below are our commitments to creating a courteous and respectful environment:

Prince of Peace Catholic School Code of Courtesy

We Always

1. Say please when asking for something
2. Say thank you when receiving something
3. Stand QUIETLY when any adult enters the room
4. Respond politely IN A GROUP when addressed by an adult – If the adult says "good morning" we say good morning back.
5. Say "Good morning" or "good afternoon" when we pass another in the hallway.
6. Permit others to pass before us, especially in the hallway or at a doorway.
7. Tell the truth
8. Help others in need

We Never

1. Dishonor Our Lord with bad language or disrespecting his name
2. Horseplay or run in the school building
3. Call names or ridicule others
4. Make fun of anyone who needs our help
5. Do less than our best
6. Interrupt

In attempting to create and maintain an atmosphere conducive to learning, students shall:

1. Refrain from bringing toys, electronic games, radios, mp3/cd players, pagers, skateboards, scooters, roller blades, etc. to school. For cell phone use, see the heading "Telephone & Cell Phone."
2. Refrain from chewing gum on the premises.
3. Distribute invitations to parties or activities not associated with school only when *every child* in the class is included.

***Please note: Any actions not specifically covered in this handbook will be dealt with at the discretion of the pastor and principal.**

Discipline

In order to manage an effective classroom learning environment, teachers will communicate rules and expectations regarding academic goals and behavior to parents at our annual Open House in August and to children in the classroom at the beginning of the school year. Through instruction and correction, teachers will maintain classroom order. If a student fails to comply with a teacher's instructions, he may face disciplinary action from the teacher. He might be asked to perform a task in the classroom, to sit quietly on his own, or to sit out from recess to name a few consequences. For minor infractions, students receive a warning (many teachers at POPCS will speak to children and parents about "flipping the frog" or giving children warnings for behavior). Whatever the situation, teachers will communicate to parents about disciplinary situations that arise with your child.

Detention – For more serious situations in third to eighth grades, a teacher might give a student a DETENTION. A student who receives a detention will be expected to stay after school for 45 minutes (that is, until 4:00 PM on a regular school day) either with the teacher who gave the detention, in the school office, or with the After School Director. A parent whose child is detained after school will receive a call so proper parent planning for pick up can take place. It is to be understood that a detention will be an inconvenience to both family and school but that it is intended not only as a response to poor classroom behavior but as a deterrent to future poor behavior. Should situations arise calling for greater action, the principal may suspend or expel a student as noted below. During detention, the student will not be allowed to do homework.

Suspension – Suspension is the isolation of the pupil from some or all school activities. Thus the pupil may be required to report to school during normal school hours, but be separated from his/her ordinary classes and be expected to continue schoolwork on an independent or private study basis. When an in-school suspension is imposed, the student will be under direct supervision at all times. He or she will not be allowed to make up any tests or quizzes given during in-school suspension.

In some instances the pupil may be barred from school entirely. Out-of-school suspension is ordinarily imposed to prevent disruption of the school environment or to assist the affected pupil in overcoming a disciplinary action. Students do not receive credit for daily work, quizzes or tests given on the days of an out-of-school suspension.

A student who has been suspended from school will not be readmitted to school without a parent conference and the completion of a viable, feasible contract signed by the student, the parent/guardian, teacher and principal regarding the improved behavior expected of the student in the future.

Expulsion – Expulsion is the termination of the pupil's privilege to attend the school and requires transfer of the pupil to another school. The decision to expel a student is at the principal's discretion in consultation with the pastor. Expulsion is ordinarily imposed in response to a serious infraction of our Parent/Student Handbook, where there is perceived a moral or physical danger posed to the student body or faculty member, or when drastic action is required to prevent disruption of the school environment. Please be aware that expulsion from Prince of Peace Catholic School is a severe step and may impact the student's subsequent educational opportunities.

School Property

Respect for school property is required of Prince of Peace Catholic School students at all times. Any willful damage done to school property will be repaired or replaced at the expense of the offender and family. Parental support is required in order to teach our students to respect school property, books, materials, furnishings, equipment and buildings.

Dress Code – General Expectations

1. General cleanliness is expected at all times. Children will be neatly dressed and groomed.
2. Girls with pierced ears may wear single stud earrings in each lobe.
3. Simple watches are acceptable.
4. Hair should be kept neatly trimmed. Bangs should be above the eyebrows. Chemically altered hair is unacceptable, i.e. no frosting, highlights, or coloring.. Boys' hair should be above the collar and over the ears. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
5. Girls' hair ribbons or bows are limited to uniform colors. These accessories should be kept simple.

Uniform Policy

Students are expected to wear uniforms on all regular attendance days and for field trips, dress uniform for 3rd grade and up, unless otherwise informed.

K4, K5, and 1st grade Uniform Guidelines

Uniforms **must be purchased** from Educational Outfitters and must have the appropriate embroidery identification, block logo or embroidered school logo.



- **Required Vendor:** Educational Outfitters located on Haywood Road. They may be reached by telephone at 627-0784. Socks, shoes and belts may be purchased from any vendor.

Girls – K4

- ◆ Jumper (Optional) - Plaid jumper, length may not be higher than top of knee
 - ◆ Knit Shirts - White, long or short banded sleeves, school block logo on sleeve
 - ◆ Skort - Navy blue with school block logo
 - ◆ Pants - Navy blue, flat front, straight leg with school block logo (old pleated style will be acceptable during the 2011-2012 school year)
 - ◆ Shorts - Navy blue, flat front, no more than 3” above the knee, with school block logo (old pleated style will be acceptable during the 2011-2012 school year)
 - ◆ Sweaters (optional) † - Navy blue, long sleeves, V-neck pullover or button down cardigan, with school logo
- †Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters with logo may be worn during class time.
- ◆ Socks - Plain, white socks (must be at least 2” above the ankle, no ruffles, decorations, lace, etc) or plain white tights
 - ◆ Shoes - Plain sneakers or dress shoes with plain laces
- Plain colors in solid navy blue, black, brown or white
- No sandals, open toe shoes, boots, clogs, high-tops, etc.

Girls – K5 and 1st grade

- ◆ Jumper - Plaid jumper, length may not be higher than top of knee
 - ◆ Knit Shirts - White, long or short banded sleeves, school block logo on sleeve
 - ◆ Dress Shirts - White, long or short sleeves, Peter Pan collar, school block logo on sleeve
 - Pants - Navy blue, flat front, straight leg with school block logo (old pleated style will be acceptable during the 2011-2012 school year)
(PE, Spirit, and Buyout days only)
 - Shorts - Navy blue, flat front, no more than 3” above the knee with school block logo (old pleated style will be acceptable during the 2011-2012 school year)
(PE, Spirit, and Buyout days only)
 - ◆ Sweaters (optional) † - Navy blue, long sleeves, V-neck pullover or button down cardigan, with logo
- †Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters with logo may be worn during class time.
- ◆ Socks - Plain, white socks (must be at least 2” above the ankle, no ruffles, decorations, lace, etc should be on socks) or plain white tights

- ◆ Shoes
 - Plain sneakers or dress shoes with plain laces
 - Plain colors in solid navy blue, black, brown or white
 - No sandals, open toe shoes, boots, clogs, high-tops, etc.
- ◆ Belts
 - Navy blue, black or brown
 - Must be worn with all pants and shorts
 - Need only be worn with pants that have belt loops (K5 through 2nd)

Boys – K4, K5 and 1st grade

- ◆ Knit Shirts
 - True red, long or short banded sleeves, with school logo
- ◆ Pants
 - Navy blue, flat front, straight leg with school block logo (old pleated style will be acceptable during the 2011-2012 school year)
- ◆ Shorts
 - Navy blue, flat front, no more than 3” above the knee with school block logo (old pleated style will be acceptable during the 2011-2012 school year)
- ◆ Sweaters (optional)[†]
 - Navy blue, long sleeves, V-neck pullover or button down cardigan, with logo
- [†]Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters with logo may be worn during class time.
- ◆ Socks
 - Plain, dark colored or white socks with pants (only white socks with shorts)
 - Must be at least 2” above the ankle
- ◆ Shoes
 - Plain sneakers or dress shoes with plain laces
 - Plain colors in solid navy blue, black, brown or white
 - No sandals, open toe shoes, boots, clogs, high-tops, etc.
- ◆ Belts
 - Navy blue, black or brown
 - Must be worn with all pants and shorts
 - Need only be worn with pants that have belt loops (K5 through 2nd)

Physical education attire – boys and girls

Information regarding the PE attire is located on page 22 .

2nd – 8th grade Uniform Guidelines

Students are expected to wear uniforms on all regular attendance days and for field trips, dress uniform for 3rd grade and up, unless otherwise informed. Uniforms **must be purchased** from the following vendors or from another vendor selling the brand name noted below.



- **Preferred Vendor:** Educational Outfitters located on Haywood Road. They may be reached by telephone at 627-0784.
- EmbroidMe located on Wade Hampton Blvd.
- French Toast brand (Pants and shirts – Please visit www.frenchtoast.com and log in to our school to see approved options)

Elementary School (2nd-5th)

Girls

Daily Uniform

- ◆ Jumper
 - Plaid jumper, only available from Educational Outfitters, length may not be higher than top of knee

- ◆ Knit Shirts - White, long or short banded sleeves
 - ◆ Dress Shirts - White, long or short sleeves, Peter Pan collar
 - ◆ Pants (PE and Spirit days only) - Navy blue, flat front, straight leg (old pleated style will be acceptable during the 2011- 2012 school year)
 - Shorts (PE and Spirit days only) - Navy blue, flat front, no more than 3” above the knee (old pleated style will be acceptable during the 2011-2012 school year)
 - ◆ Sweaters (optional) † - Navy blue, long sleeves, V-neck pullover or button down cardigan, with logo
- † Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters with logo may be worn during class time.
- ◆ Socks - Plain, white socks (must be at least 2” above the ankle, no ruffles, decorations, lace, etc) plain white tights
 - ◆ Shoes - Plain sneakers or dress shoes, no more than 1” high from back of heel, with plain laces
 - Plain colors in solid navy blue, black, brown or white
 - No sandals, open toe shoes, boots, clogs, high-tops, etc.
 - ◆ Belts - Navy blue, black or brown
 - Must be worn with all pants and shorts
 - Need only be worn with pants that have belt loops (K5 through 2nd)

Dress Uniform – 3rd through 5th grades

- Plaid jumper
- White Peter-Pan collar shirt with navy uniform tie
- White socks covering the ankle by at least 2” or white tights
- Plain, solid navy blue, brown or black dress shoes, no more than 1” high from back of heel

Boys

Daily Uniform

- ◆ Knit Shirts - True red, long or short banded sleeves, with school logo
 - ◆ Pants - Navy blue, flat front, straight leg (old pleated style will be acceptable during the 2011- 2012 school year)
 - ◆ Shorts - Navy blue, flat front, no more than 3” above the knee (old pleated style will be acceptable during the 2011-2012 school year)
 - ◆ Sweaters † (optional for daily wear) - Navy blue, long sleeves, V-neck pullover or button down cardigan, with logo
- † Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters with logo may be worn during class time.
- ◆ Socks - Plain, dark colored or white socks with pants (only white socks with shorts)
 - Must be at least 2” above the ankle
 - ◆ Shoes - Plain sneakers or dress shoes with plain laces
 - Plain colors in solid navy blue, black, brown or white
 - No sandals, open toe shoes, boots, clogs, high-tops, etc.

- ◆ Belts
 - Navy blue, black or brown
 - Must be worn with all pants and shorts
 - Need only be worn with pants that have belt loops (K5 through 2nd)

Dress Uniform – 3rd through 5th grades

- Navy blue pants with belt
- White oxford, button down collared shirt (long or short sleeves) with uniform tie
- Navy blue, long sleeved V-neck pullover or button down sweater, or sweater vest, with logo
- Plain, solid navy blue, brown or black dress shoes
- Plain dark colored socks

Physical education attire – boys and girls

Information regarding the PE attire is located on page 22.

Middle School (6th-8th)

Girls

Daily Uniform

- ◆ Skirt
 - Plaid, box-pleat skirt, only available from Educational Outfitters, length may not be higher than top of knee
 - ◆ Banded Overblouse Shirt
 - White polo with banded waist band, short or long sleeved, with school logo only available from Educational Outfitters. Should not be tucked in
 - ◆ Sweater or vest †
 - Sweater - Navy blue, long sleeves, V-neck pullover or button down with logo
 - Vest - Navy blue, V-neck with logo
- † Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters with logo may be worn during class time.
- ◆ Socks
 - Plain, white socks (must be at least 2" above the ankle no ruffles, decorations, lace, etc) or plain white tights
 - ◆ Shoes
 - Plain sneakers or dress shoes with plain laces
 - Plain colors in solid navy blue, black, brown or white
 - Heels no more than 1" high from back of heel
 - No sandals, open toe shoes, boots, clogs, high-tops, etc.

Dress Uniform

- Plaid skirt
- White ¾ sleeve shirt, block logo on sleeve, with plaid uniform tie – both from Educational Outfitters
- Navy blue, long sleeved V-neck pullover or button down sweater, or sweater vest with logo
- Plain, solid navy blue, brown or black dress shoes (Heels no more than 1" high from back of heel)
- White socks covering the ankle by at least 2" or white tights

Boys

Daily Uniform

- ◆ Knit Shirts - True red, long or short banded sleeves, with school logo
 - ◆ Pants - Navy blue, flat front, straight leg (old pleated style will be acceptable during the 2011- 2012 school year)
 - ◆ Shorts - Navy blue, pleated, no more than 3” above the knee (old pleated style will be acceptable during the 2011-2012 school year)
 - ◆ Sweater or vest[‡] (optional for daily wear) - Sweater - Navy blue, long sleeves, V-neck pullover or button down with logo
- Vest - Navy blue, V-neck with logo
- [‡]Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters with logo may be worn during class time.
- ◆ Socks - Plain, dark colored or white socks with pants (only white socks with shorts)
- Must be at least 2” above the ankle
 - ◆ Shoes - Plain sneakers or dress shoes with plain laces
- Plain colors in solid navy blue, black, brown or white
- No sandals, open toe shoes, boots, clogs, high-tops, etc.
 - ◆ Belts - Navy blue, black or brown
- Must be worn with all pants and shorts

Dress Uniform

- Navy Blue pants with belt
- White oxford button down collared shirt with uniform tie
- Navy blue, long sleeved V-neck pullover or button down sweater, or sweater vest with logo
- Plain, dark colored socks
- Plain, solid navy blue, brown or black dress shoes

Physical Education Attire – boys and girls (K5-4th)

Students go to PE in their regular daily uniform. They are not able to change clothes or shoes.

- ◆ Girls may wear uniform pants, shorts, or jumpers on PE days.
- ◆ Boys and Girls must wear plain tennis shoes with laces or Velcro

Physical Education Attire – boys and girls 5th – 8th

On PE days, please wear your normal uniform and bring PE clothes in a bag to change in to before class.

- ◆ Plain Tennis shoes
- ◆ Navy blue PE shorts or open bottom sweatpants with logo, solid gray t-shirt with logo, only available from Educational Outfitters.

Restrictions

- ◆ No hats are allowed
- ◆ No bracelets, anklets, rings, or lapel pins (except for Prince of Peace Catholic School Award Pins)
- ◆ Jewelry is limited to simple watches (boys and girls) and non-dangling stud earrings (girls only). For girls with a chronic ear problem, please see the school nurse concerning a medical approval for the wearing of non-stud

earrings. An exemption will be granted with a dermatologist's recommendation and in agreement with school safety policies.

- ◆ Students may wear a scapular and one sacramental necklace with no more than two religious medals or items of no larger than one inch. Items include: a crucifix, miraculous medal, St. Benedict medal, St. Christopher medal or other medal honoring one of the saints. The scapular and sacramental necklace must be completely tucked inside the uniform. If the item is visible, the student will be asked to remove it to assure that it cannot become an entanglement hazard on the playground or at PE.
- ◆ Make up and nail polish are not allowed.
- ◆ Chemically altered hair color is not permitted, i.e. coloring or high lights.

Free Dress Guidelines¹

Certain days of the school year are designated free dress days. On these days students may opt out of wearing their uniforms. Listed are guidelines for appropriate dress on these days:

- Student dress and grooming must be neat and clean.
- Clothing that inappropriately exposes body parts is not permitted, including low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests, or see-through or mesh garments worn without shirts. Shoulder straps must at least be three inches wide. Bra straps and bra sides should not be visible.
- Students shall not dress in such a way that exposes underclothing.
- At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities, e.g. raising hand.
- Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
- Skirts should fit and be in good taste and not be shorter than mid-thigh.
- Shorts may be worn; however, they must be properly fitted, in good taste, without messages on the rear, and may not be shorter than mid-thigh. Biker shorts, short athletic shorts, or "short shorts" are not permitted. Basketball shorts are OK!
- Headwear (hats, sunglasses, head bands, bandannas, etc.) is not permitted to be worn.
- Shoes or sandals must be worn. Crocs are OK. Heels no higher than 1 inch. Flip-flops (shower-type shoes) and thong-type shoes are not permitted. Heely's (shoes with wheels built into the soles) are not permitted.
- Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Hair coloring is not permitted.
- Facial jewelry is permitted to be worn (by girls) only on the ears and no more than two earrings in each ear are permitted.
- Make-up is not allowed to be worn. Face painting and temporary tattoos are not permitted.
- Nail polish may be worn, but must be removed before returning to school on the next school day.
- Sleepwear is not permitted. This includes bedroom slippers.
- The principal may make exceptions to these guidelines for medical situations or for school spirit or curriculum activities. The principal has the authority to judge a student's dress situation not specifically listed in this handbook

¹ These guidelines are the same as those governing students' daily dress in Greenville County Public Schools and referenced from their website in July, 2007. Review these guidelines at: www.greenville.k12.sc.us/district/admin/policy/code3.asp

Book Bags

All students are required to have a book bag or backpack for transporting books and supplies. All book bags or backpacks must be labeled with the student's name. **The only rolling book bags permitted are those which are the size of a back pack. Rolling bags the size of airline carry-on luggage will not be permitted.**

Field Trips

Field trips of an educational nature are encouraged. Students can expect to have written work associated with the trip upon their return. Parents will be needed to transport students and to act as chaperones for the trip. Lack of drivers/chaperones will result in the cancellation of the trip. Parents driving for field trips are required to complete an insurance verification form and release before the date of the trip.

Students in grades 3 to 8 are required to wear their dress uniform on field trips unless informed otherwise.

All students must possess a signed permission slip in order to participate in the field trip. A telephone call or fax in lieu of the written permission slip is not acceptable. Students without an acceptable form of permission slip will remain at school.

A school field trip is a privilege extended to the students. However, if the principal and/or the teacher determine a child should not attend a field trip due to improper behavior, missing assignments, etc., the child will remain at school.

Homework

Homework extends the learning begun at school, promotes independent study, encourages individual initiative, provides for the extra practice needed to perfect fundamental skills, makes use of resources outside the school, accommodates individual differences and enriches learning. The time a child spends on homework assignments depends on the initiative and ability of the student and also on the type of assignment given. In general, homework for students in grades kindergarten – third should not exceed 60 minutes. Homework time is often less particularly in Kindergarten and first grade. In general, homework for students in grades fourth – eighth should not exceed 90 minutes. Long-range assignments are often given to students of the middle or upper grades and teachers and parents assist students with homework planning so all work is completed in a timely way. Not all homework is written; sometimes material will need to be read or studied at home. Some type of homework should be done daily.

At all grade levels, homework is included in determining the grades on the report card. Failure to complete homework in the appropriate manner could result in lower grades on the report card. Ask your child's teacher about how grades are weighted with homework.

Telephone & Cell Phone Use

Neither students nor teaching staff will be summoned to the telephone during class time. Students must assume responsibility for bringing all necessary items to school. Students may call home first thing in the morning if they have forgotten a lunch; calls for other forgotten items will not be permitted.

Students may bring cell phones to school, but students are not permitted to use cell phones while at school during the day. Many parents want to remain in contact with their children and want them to have a cell phone for after school use. This is acceptable when the phone is "off" and stored away until after school. Cell phones used or on display during the day will be confiscated by the teacher or principal and returned only to the parent or to the child only at the parent's request.

Textbooks

Textbooks are supplied to students for their use during the school year. These books are "rentals" and must be returned by the last day of school. Students are required to cover books to protect them from damage. Check with your child's teacher regarding the acceptability of "book socks" or other covers. Some covers can damage book bindings. Tape should not be applied directly to the book. Rather it should be applied to the cover itself. Books lost or damaged will be replaced at the parent's expense. Any student that does not return his/her book(s) at the end of the year will have their report card held until it is returned to the school or the cost of the missing book (s) is paid.

Lunches

Prince of Peace Catholic School offers a hot lunch Monday through Thursday and pizza on Fridays. If students choose to eat hot lunch on those days, parents must place their orders **ONE WEEK BEFORE THE BEGINNING OF A NEW MONTH** (by the 25th of the month) using the lunch ordering module of OptionC. The parent must then submit payment to the main office for monthly lunches ahead of time. Students must bring a packed lunch and drink with them if they are not purchasing a hot lunch.

Milk is provided every day for parents to purchase at a small cost. Please note that the *students do not have access to a microwave oven*. Parents should not send items that need to be warmed.

Lunch bags should be clearly marked with the student's name and grade.

Immunizations

The South Carolina Department of Health and Environmental Control requires immunizations for any child admitted to public, private or parochial schools (K-12). To insure that all students are properly vaccinated, a copy of current immunization records must be kept in the student's file. It is the responsibility of the parent to update this record as additional vaccines are administered.

Illnesses

The school staff will make every effort to protect the health and safety of your child. Cooperation of parents in helping to prevent the spread of communicable diseases is greatly appreciated. Please keep your child at home if he/she has a sore throat, nausea, diarrhea, enlarged glands or fever. If your child has an illness that prevents them from participating comfortably or requires continuous supervision, please keep him/her at home. **A child needs to be fever-free for 24 hours without fever reducing medicine before he or she can return to school.** If a child becomes ill during school hours, the parent(s), guardian(s) or emergency contact person will be notified and asked to pick him/her up as soon as possible.

Exclusion Guidelines with Regard to Disease: (Physician's note must accompany child when returning to school)

1. **Chicken Pox** – Student will remain out of school for 7 days after the appearance of the first eruption. All eruptions must be dry before the student returns to school.
2. **Conjunctivitis (Pink Eye)** – Student may return to school 24 hours after treatment is begun. Proof of having purchased prescribed medication must be brought to school and shown to the office.
3. **Fifth's Disease** – Student may return to school when he/she feels well and is fever free for 24 hours without fever-reducing medications.
4. **Hand/Foot/Mouth Disease** – Student is excluded from school until all ulcers are healed and student is fever free.
5. **Head Lice** – Student may return to school after first treatment and no live lice are found on the child's head.
6. **Hepatitis** – Student may return with physician's permission.
7. **Impetigo** – Student may return 24 hours after treatment is begun. Proof of having purchased prescribed medication must be brought to school and shown to the office.
8. **Measles** – Student will remain out of school for 7 days after the appearance of the rash.
9. **Mononucleosis** – Student may return with physician's permission.
10. **Mumps** – Student will remain out of school for 9 days after the onset of swelling.
11. **Ringworm** – Student may return after treatment has begun and proof is shown of having purchased the recommended treatment. Lesions must be covered.
12. **Rubella** – Student may return 7 days after the onset of the rash.
13. **Strep Throat** – Student may return 24 hours after treatment with antibiotics has begun.

Prince of Peace reserves the right to request a doctor's permit to return to school if the nurse or principal feels this is necessary for the protection of other students. In the event of a contagious disease, all families of exposed children will be notified.

If an accident occurs, first aid will be administered and the parents will be notified. If the parents cannot be reached, the emergency contact will be called. This person's name should be listed in the emergency information section on Option C, which is filled out at the beginning of the school year. Please inform the school of a new emergency contact if such a change occurs.

If you have any questions regarding the above guidelines, please call the school nurse or principal.

Child Abuse Report Act

As a matter of law, we are required to report suspected acts of child abuse to the Department of Social Services.

Injuries

If a student has in some way injured him/herself, then a physician's note must be sent to school to allow that student to be excused from gym class. The note must include a date that will allow the student to return to gym class activities.

Medication Policy

Regulations:

The following require a written order from a health care practitioner who is recognized by South Carolina's Department of Labor, Licensing, and Regulation as authorized to prescribe medications and written permission from the student's parent or guardian:

- a. Prescribed medication
- b. Herbal/alternative medicinal products
- c. Experimental medications
- d. Medications being used off-label (including over-the-counter medications to be given in dosages or for reasons that are not consistent with the medication label or package insert), and
- e. Over-the-counter medications sent by a parent or guardian for frequent, long-term use.

Administering Medication:

Medication may be administered to students during school hours by the school staff, administrative assistant, health room staff or the principal if all guidelines below are met.

Guidelines for administration of medicine during school hours:

1. A diocesan medication permit form must be completed by the parent/guardian, signed by the physician and returned to the school office.
2. All medicine, including "over-the-counter," must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. (The pharmacy can supply two labeled bottles for this purpose.) For the safety of the student, medications sent in baggies, unlabeled containers or previously opened containers will not be administered.
3. The parent is responsible for bringing all medication to the office. If the parent needs the child's medication at the end of the day, he/she may pick it up. Medication containers that are not empty may not be given to a child. Unused medication that is not picked up after the duration of the prescription will be destroyed.
4. All medications must be stored in a locked cabinet or drawer in the school office. Under no circumstances will students be allowed to keep medication with them during the day.
5. Children should be made aware of the need to report to the office to take their medicine. Parents need to send a note to the child's teacher stating the time and reason the child needs to be sent to the office.

*Antibiotics will not be administered by school personnel. If a parent feels the antibiotic must be given during the school day, he/she may come to the school office to administer it.

*Nebulizer treatments may only be administered by a parent. School personnel are not permitted to administer this treatment.

Non-Smoking Policy

Prince of Peace Catholic School is a smoke-free environment. Smoking is not allowed at any school function when students are present, regardless of whether the function is held on or off campus.

Transfer Policy

If a student is transferring to a new school, a transfer of records form must be requested from the new school. After receiving the completed request, records will be sent directly to the new school. Student records *may not be hand-delivered* to the new school by parents. Prince of Peace Catholic School will provide a copy of a child's immunization record if requested in writing.

Visitors

Safety is the concern of all involved in the school. Visitors to the school for any reason must enter the building through the main doors and sign in at the school office. Books, lunches, and other items being delivered to students must be left at the office. Students will then be called to the office to pick up these things if the office staff is unable to make the delivery. Parents are asked to conference with teachers by appointment only – not during school hours. We respectfully ask parents or other visitors eating lunch with their children to observe the 10 minutes of silence with their child at the beginning of the lunch period.

Volunteers

Adult family members of current students are required to volunteer during the school year under the direction of the principal and the Parent/Teacher Organization (PTO). Your commitment is a key component that makes Prince of Peace Catholic School successful. Prince of Peace Catholic School believes it is important that all families fulfill volunteer commitments in order to ensure the school's success. Volunteer opportunities include: lunchroom helpers, clerical helpers, library assistants, fundraising helpers, organizational sponsors and officers. As with all visitors to the school, volunteers are required to sign in at the office and pick up a volunteer badge upon arrival each day.

VIRTUS Program for Volunteers

The Bishop of the Charleston Diocese has required that all employees and volunteers participate in the VIRTUS "Protecting God's Children" program. The Bishop's wording is firm in this matter: *"The Diocese of Charleston will not employ or accept as a volunteer anyone who refuses or fails to attend an educational session on the prevention of child sexual abuse and the creation of safe environments."* Information about how you can participate in this program so you can be a school volunteer is available in the main office of the school or from a PTO board member. The Diocese also requires that new volunteers agree to a background check.

Parent/Teacher Organization (PTO)

This organization has been formed to provide parents an opportunity to coordinate activities for the enrichment of their families, to assist in fundraising activities and to provide input concerning school affairs. Parent participation is required and essential for both the organization and the school.

Inclement Weather

In the event of inclement weather, it might be necessary for the sake of the safety of our families and students who travel daily to close the school. If Prince of Peace Catholic School closes because of inclement weather, we will list this fact on WYFF Channel 4 and WSPA Channel 7. The administrative assistant and principal will also change their outgoing voice-mail greetings to reflect this information at their direct line extensions (331-3911 and 331-3912).

Two "Snow Day's" are built into the school calendar and will become days of attendance if needed.

Campbell's Soup Labels, Box Tops For Education, Grocer Loyalty Programs

Prince of Peace Catholic School participates in the Campbell's *Labels for Education* and the *Box Tops for Education* programs. Boxes are located in the foyer for convenient drop-off. Grocer loyalty programs are available through Ingles, Bi-Lo, Food Lion and Publix.

Required Forms

The following items must be on file for each child by the beginning of the school year:

- | | |
|--------------------------------------|---|
| 1. Registration form | 8. Book fee (K5-8 th grade) |
| 2. Registration fee | 9. Supply fee (K4) |
| 3. Immunization records | 10. Release of liability form |
| 4. Copy of birth certificate | 11. Emergency information sheet |
| 5. Copy of social security card | 12. Handbook acknowledgement form, signed |
| 6. Copy of baptismal certificate and | 13. Talent/photo release |
| 7. Transcripts (if required). | 14. Authorized pick-up list |
- * These items should be submitted at the time of registration.
attendance.
- * These items should be submitted by the first day of attendance.

Fees

Parents are reminded that all registration fees, book fees, and tuition payments are non-refundable. If tuition is late by more than 60 days, the principal may request the withdrawal of the student after late tuition notification has been sent.

All returned checks are subject to a \$25 fee.

Prince of Peace Catholic School
Handbook Acknowledgement Form

Please return this page by the end of the first week of school to indicate that you have received the *Prince of Peace Catholic School Handbook 2011-2012*

My signature verifies that I have received a copy of the 2011-2012 *Prince of Peace Catholic School Handbook* for parents and students. I have read the handbook, discussed it with my child or children, and will abide by all the rules and policies as outlined therein.

Parents are reminded that all registration fees, book fees, and tuition payments are nonrefundable.

If tuition is late by 60 days, the principal may request the withdrawal of the student after a late tuition notification has been sent out.

Student(s') Name(s)

Parent(s') Name(s)

Parent(s') Signature(s)

Date

Please return this form, which must be on file, by the end of the first week of school.



