

Prince of Peace Catholic School

2012 SACS Accredited



A 2014 National Blue Ribbon School of Excellence

Parent Student Handbook 2019 - 2020



“A School Filled with Faith, Love, and Academic Excellence”

1209 Brush Creek Road
Taylors, South Carolina 29687
864-331-2145

www.popcatholicsschool.org

Academic Credentials

Prince of Peace Catholic School is a school within the Diocese of Charleston. The school is a member of both the National Catholic Education Association (NCEA) and the South Carolina Independent School Association (SCISA). Prince of Peace Catholic School is a SACS accredited academic institution. Prince of Peace Catholic School was deemed a Blue Ribbon School of Excellence in 2014.

Welcome from the Principal

“Each one of them (our children) is Jesus in disguise”.

~Mother Theresa

Welcome Prince of Peace Catholic School Parents and Students,

The faculty and staff of Prince of Peace Catholic School welcome you and your child(ren) to our school. The best interest of each student is the first consideration in all decisions made by the pastor, principal, teachers, and Prince of Peace Community. Therefore, we believe strong communication should be maintained within the school community at all times. We also believe our handbook will open the door to our procedures, practices, policies, and academics, thus giving you, our parents and students, a preview of the new school year.

Together let us pray for a joyful, prayerful, and positive 2019 - 2020 school year.

The information contained in this book is for the sole purpose of Prince of Peace Catholic School and cannot be used for any purpose without the written permission of the Prince of Peace Catholic School Administration. The policies stated in this handbook apply to all students enrolled at Prince of Peace Catholic School.

* Please note throughout this handbook POPCS is substituted for Prince of Peace Catholic School.

Nondiscriminatory Policy

Prince of Peace Catholic School admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Mission Statement

We are an apostolate of Prince of Peace Parish collaborating with families to offer children an integrated Catholic Formation in Faith, in Knowledge, in Friendship, for Service.

Explanation of Mission Statement

“apostolate” – the work we do is apostolic, that is, in doing it we answer the call that Christ gives to all his apostles to spread the good news of the Kingdom in the work we do for Him every day. He is the vine, we are the branches; our work is grafted onto (and receives life from) the work Christ does in the world by grace.

“Prince of Peace Parish” – our work is an extension of the evangelical work of our particular parish with the support of parishioners at Prince of Peace, with our pastor and with our Bishop in the Diocese of Charleston, SC.

“collaboration with families” – the Church tells us that parents are the primary educators of their children. Our authority to teach the children is delegated to us (in part) by the parents who enroll them in the school. A successful Catholic school must therefore see its work as one that is collaborative with the parents.

“to offer” – Our work is always only an offering. We cannot force others to accept it nor can we expect always to be successful in the way we ourselves expect or plan.

“children” – Children are the primary object of our apostolic work. It is for their growth in holiness and in learning that the school exists. They will one day be the future apostles of the Church.

“integrated Catholic formation” – in providing a Catholic “formation” we are speaking about giving shape to the human soul in all its parts – the intellect, the will, and the affections. It is integrated because we bring various parts together into a whole or one; we are forming not an intellect (only), but a person. The excellence we seek from our children is “personal excellence” that will be different for each child.

“in Faith” – we instruct in the faith, we provide opportunities for prayer and mass to strengthen faith, and we are mindful of the liturgical year that our faith might better unite with the faith of the whole church.

“in Knowledge” – a school is fundamentally a place of acquiring knowledge as well as the principles underlying the pursuit of knowledge. Pursuit of knowledge also leads us to Christ in whom are hidden *“all the treasures of wisdom and knowledge”* (Col 2:3).

“in Friendship” –The common work we do together (in the classroom, the lunchroom, or the playground) is done in a spirit of friendship. The “Code of Courtesy” practiced by our students gives practical direction for living friendship with each other and with God. Friendship requires self-discipline and above all charity.

“for Service”—Pope John Paul II says that every Christian’s fundamental vocation is a vocation to love. Love is expressed in the world as service to others. We hope to cultivate in children “habits of service” that will accustom them when adults to a life dedicated to the service of others.

School History

The origins of Prince of Peace Catholic School (which opened for the first time in 2003) begin with the ideas for founding a pre-school at Prince of Peace Child Development Center (CDC) years earlier. In 1997, a group of young parents from Prince of Peace parish began investigating the idea of a pre-school or Child Development Center on campus for one to four-year old children. With the permission of our pastor Father Chet Moczydlowski, they visited other area pre-schools and began laying the groundwork for a proposal to the diocese. By 1998, the proposal was completed and was presented to the Diocese of Charleston. Approval was given for the Child Development Center to open the following fall, 1999.

On September 2, 1999, the Child Development Center hosted an Open House for its incoming students, and 5 days later, on **September 7th, 2009 the Child Development Center opened doors to its first students** welcoming a single class at each grade level, K-1 (our program for one-year-olds) through K-4 (for four-year-olds).

In November, 2001, Diocese of Charleston approval was given for a ½ day Kindergarten class to be added in September 2002. Investigations into the possibility of adding grades and growing an elementary school continued, with the idea of beginning with the primary grades and adding one grade level each year through 8th grade. Half day Kindergarten started in September 2002.

In August 2003, Prince of Peace Catholic School opened with 2 Kindergarten classes and a one 1st grade and 2nd grade class. There were a total of 43 students in the school as the year began, rising to 47 by the end of the year. The following years we added a grade to accommodate the oldest class through 8th grade.

At the end of the 2008-2009 school year, Prince of Peace Child Development Center was closed after one decade of serving families and their children of pre-school age. The K4 class was indeed rolled into the elementary school. The three classrooms made available by the closing of the CDC made it easier to grow the elementary school (adding 6th, 7th, and 8th grades). In the year 2012, Prince of Peace Catholic School became SACS accredited. In 2014, Prince of

Peace Catholic School was recognized as a National Blue Ribbon School by the US Department of Education.

Our Vision

Bound by our Catholic tradition, Prince of Peace Catholic School will forever strive to provide our students with academic excellence beginning with our K4 Program and ending in Grade Eight. Each member of our Prince of Peace Catholic School staff are required to see Jesus in the eyes of every student. They will be called upon to feed each student's body, mind, and soul with the love of God so that in the end our students will leave POPCS as faithful servants for Jesus Christ.

School 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.”

**The school pledge is memorized by all students.*

Philosophy of Catholic Education

Prince of Peace Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Charleston, South Carolina.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Religious Focus

Prince of Peace Catholic School exists for one reason: to hand on the Catholic faith in the context of a rigorous academic environment that educates the whole child in a community of intentional Christian disciples. The school is the chief apostolate of Prince of Peace Catholic Church, and as such, reflects the mission, values and priorities of the parish. Catholic identity is not one aspect among many of the school's life, but is the air which we breathe. Every aspect of the school is informed by conformity to the teaching of Jesus Christ on faith and morals as expressed by the Magisterium of the Catholic Church. The spiritual formation of school families takes place according to the classical, spiritual, sacramental, liturgical and musical patrimony of the Catholic tradition. Faculty, staff and school families are part of a partnership with the parish in realizing a coherent vision of the human person, faith and education as expressed in the Catholic religion. The school offers numerous opportunities for children and their families to grow in their faith and knowledge of the Catholic faith and its intellectual and cultural patrimony, opportunities which are an integral part of the school experience.

Admissions Policy

Applications for new students are accepted throughout the year. Re-registration begins in January for all current students.

A Pre-School (K4) child must be four years old on or before September 1 of that school year. A Kindergarten child must be five years old on or before September 1 of that school year. Children entering grade 1 must be six years old on or before September 1 of that school year. Prospective students (except students entering K4) will take a placement test and are accepted to POPCS on a semester probationary period. At the end of the semester, the student's performance will be evaluated by the teacher and or the principal. This evaluation is to determine if POPCS is the best place for the student. Students are admitted for one school year, and registration is conducted annually.

All students must provide copies of a Birth Certificate, SC Immunization Form (1125), and a Baptismal Certificate (with a raised seal, if Catholic), report cards and standardized test scores, and a record of current IEP to complete enrollment. Registration is complete when all the preceding requirements have been met, including the payment of registration and book fees. Our pastor welcomes and meets with all new parents at a time convenient for all.

For families re-registering at POPCS, all financial obligations to the school must be paid prior to the student's name being placed on the re-enrollment roster (pastor and/or principal will decide on exceptions).

Tuition Policy—Please refer to current tuition schedule included with the admissions packet, with the summer folder, or by visiting the POPCS website (under construction). The tuition policy/obligation form must be signed and returned to the office on August 17, 2018. It is important for all Prince of Peace Catholic Church parishioners who receive the parishioner rate to fully understand their obligation to the church in order to receive the parishioner rate.

Entrance Testing--All students in Grades 3-8 will be administered the STAR Test—Standardized Test for the Assessment of Reading. Grades K5-Grade 2 will be tested using Children's Progress upon entering POPCS. A Math test will be administered to students entering K5-Grade 8. Students entering Grades 3-8 will submit a writing sample before entering POPCS. The Quic Test is also administered for entrance.

Accelerated Learning Program (ALP) – Grades 3 – 6 **NEW**

The Accelerated Learning Program (ALP) at Prince of Peace Catholic School is a program designed to better meet the needs of students who qualify through MAP Test scores, ITBS Test scores, and teacher recommendations. The curriculum and classroom strategies are designed to meet the complex and diverse needs of these accelerated students involving content, pace, and depth. This pull out program will provide opportunities for each student to develop his/her advanced potential in his/her particular domain of giftedness, math and/or language arts. Necessary differentiation in this ALP would include specialized curriculum, accelerated pacing, and instruction that would move the students to develop critical and creative thinking through learning experiences that focus on systematic talent development.

Advisory Council

The Prince of Peace Catholic School Advisory Council is an advisory body supporting the pastor and principal of POPCS in the operation and planning of school programs. The Advisory Council's activities and functions are subject to regulations that proceed from the Diocesan School Board. It is consultative in vote and advisory in function

The Advisory Council meets monthly. The right of non-members to address the board shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. During the executive session of the meetings, only school board members are allowed. Non-board members may address the board at the beginning of the meeting

Attendance

Daily attendance and prompt arrival is essential to successful performance in school. School hours are from 7:55 – 3:15 for Middle School and 8:15 – 3:15 for Elementary School.

South Carolina State law requires students to attend 170 of 180 school days. If a child misses over 10 days of school without a medical excuse, the school has the right to retain the child for the next school year. The decision to retain will be made after discussion with the teacher, principal, and pastor. K4 attendance is logged from morning arrival time to either half-day or full day dismissal time. A log sheet is kept with not only the K4 Teacher/Aide, but also with our related arts teachers and both Morning Care and After Care personnel.

All absences require a written excuse signed by a parent, guardian or doctor upon the day of returning to class. Beyond the limit of ten days, a doctor's excuse is MANDATORY. If you know your child will be absent ahead of time, please inform the school, via a note to the teacher. (Please note: Vacation absences – homework will be sent home when the student returns to school). TEACHERS ARE NOT REQUIRED TO GIVE MAKE-UP TESTS OR ASSIGNMENTS DUE TO VACATIONS. THIS IS UP TO EACH INDIVIDUAL TEACHER. In addition, in severe cases of illness, all make-up work must be completed one week prior to the end of the marking period. This applies to all four marking periods. **NEW**

Parents are required to email the school or call the school office (864-331-2145) by 10:00 AM if a child will be absent. If a student is marked absent and his/her parent has not called, they will be called by the school office (time permitting). This policy is for the protection of our students. If your child is reported absent, homework requests must be made by 10:00 AM.

***Please note all excuse notes will be held in the office for verification purposes for one year.**

STUDENTS SHOULD BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Missed assignments are the student's responsibility. A school-wide doctor appointment/absence make-up work sheet will be completed by the student's teacher(s) as a reminder of all missed work due to the student's absence.

Middle School students arriving after 7:55AM must report to the school office, ACCOMPANIED BY A PARENT OR GUARDIAN. A tardy slip will be issued to the student in order to enter the classroom. Elementary School students arriving after 8:15am must report to the school office ACCOMPANIED BY A

PARENT OR GUARDIAN FOR A TARDY SLIP. Excessive tardiness may require administrative involvement and will be discussed with parents. Tardiness disrupts the learning environment for all.

Students arriving after 11:30 AM or dismissed for the day before 11:30 AM are considered absent for a half-day. If a student is marked absent, the student is not eligible to participate in any extra-curricular activities that day (sports, fieldtrips, or any school activity). Principall/Assistant Principal may override this policy. Diocesan basketball tournament may or may not apply depending on the location of the current year's tournament. Please check with the School Office for further information.

Parents must send in a note to the /School Office requesting early dismissal. Parents should phone the office if the early dismissal is unplanned to give office staff ample time to retrieve student(s). Please keep in mind those early dismissals for other than grave reasons negatively impact the learning environment for all. Early dismissal should be limited to serious need. As with late arrivals, if early dismissal becomes chronic, administrative action may be taken. All parents are expected to notify a staff member and sign out each child they are picking up. Please be sure a staff member is aware of your presence.

Attendance – K4 – Tracking

Prince of Peace Catholic School offers a half-time and full-time K4 program. In order to monitor the attendance of our K4 students either the K4 Teacher or the K4 Aid will attend all related art classes, programs, field trips, morning care and after care, etc. At all times will the students be tracked by a clip board verifying student's early dismissals, absences, late arrivals, and daily attendance. These tracking records will be done daily and filed for further verification.

Awards

Kiwanis Award – Terrific Kids Award

This award is given to elementary school students. It is awarded to two students per grade each quarter. This award is given in recognition of efforts to be a responsible citizen and student.

The Living our Catholic Faith through Good Citizenship Award is awarded to students in Grades K4-7 at the annual awards ceremony after the last school Mass at the end of the academic year. The Grade 8 Living our Faith through Good Citizenship Award is awarded after the Graduation Mass during the awards ceremony.

Student exemplifies the spirit of the mission of POPCS:

- ❖ Appropriate conduct
- ❖ Respect for others

- ❖ Academic effort
- ❖ School spirit
- ❖ Uphold the POPES Pledge

The POPES shining star awards are given to students for achievement both inside the POPES School Community and outside the POPES Community. Examples of the shining star awards are:

- ❖ Science fair honors
- ❖ Beta Club
- ❖ Battle of the Books
- ❖ All-conference Athletic Award
- ❖ Please note the above listed awards are just a few of those given to our students.

Behavior-Bullying Policy

Bullying is a serious issue. It is unacceptable behavior in our school, in our community, and in today's world. Bullying can be physical, verbal, or emotional, all of which are detrimental to a student's well being and development. Bullying happens in all walks of life, but children are particularly affected by bullying. They may hide because they are afraid of revenge by the bully or feel powerless to change the situation. Any acts of bullying, intimidation, and/or hazing will have a ZERO DEGREE OF TOLERANCE at POPES.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have [serious, lasting problems](#). This definition of bullying was taken from the [Stopbullying.gov](#) website.

Bullying can include the following, but are not limited to:

Physical—pushing, kicking, hitting, pinching, and any form of physical contact

Verbal—name-calling, sarcasm, spreading rumors, persistent teasing or threats

Emotional—excluding, tormenting, ridiculing or humiliating

Racial—racist taunts, propaganda, or graffiti

Cyberbullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through Text, apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

The above definition of Cyberbullying was taken from Stopbullying.gov website.

TBD – A bullying program will be selected for Middle School Students for the 2019 - 2020 School Year.

Behavior—Classroom Policies

In all instances, classroom policies will be consistent with school-wide Diocesan policies for behavior and discipline. Each teacher is responsible for setting his/her classroom discipline policy. The role of the teacher is to identify and correct general behavioral issues within the classroom and all school related activities. Ongoing general infractions will be referred to the Assistant Principal and the parent. If infractions cannot be corrected, the issue will be referred to the principal for immediate attention

Behavior—Code of Conduct On Campus

Students at POPCS are expected and required to act with behavior that reflects Gospel values. They are expected to show respect and consideration for their parents, teachers, school staff, and especially fellow students on or off campus. This respect helps to maintain a harmonious school atmosphere that is conducive to learning. Parents are expected to be involved in correcting any behavior problem(s) with their children. Parents are ultimately responsible to see that their child's behavior is in line with school expectations and does not interfere with the education and experiences of other students.

During the school day, students are to walk quietly in single file on the right side of the hallways. Loud talking, shouting, pushing, shoving, and fighting are not permitted. These behaviors may lead to disciplinary action when deemed necessary. Students are not to partake in any behavior that may interfere with the safety of others.

Students may not leave their classroom without permission and are to remain on school grounds during the school day.

Behavior—Code of Conduct Off Campus

Students at POPCS are expected and required to act with behavior that reflects Gospel values at all off campus school or sports related activities. They are expected to show respect and consideration for their parents, teachers, school staff, and especially fellow students. Good manners and proper etiquette should be used at all times.

Behavior—Discipline Consequences

Corporal Punishment—School and Diocesan policies forbid corporal punishment in any form.

BEHAVIOR—DISCIPLINE DEMERITS

Any infraction of the following rules will carry (1) demerit:

- ❖ Improper uniform without permission
- ❖ Chewing gum
- ❖ Eating in class without permission
- ❖ Throwing objects without permission
- ❖ Hitting or pushing another student
- ❖ Excessive talking in class
- ❖ Running and pushing in school hallway
- ❖ Disregarding traffic/safety rules
- ❖ Creating a disturbance in the hallway

Any infraction of the following rules will carry (3) demerits:

- ❖ Possession of obscene literature
- ❖ Failing to show up for detention
- ❖ Using obscene words, gestures, or actions
- ❖ Destroying or defacing school or church property
- ❖ Being sent to the office by a teacher

- ❖ Destroying or defacing another student's property
- ❖ Failure to report to any individual teacher when requested to do so

An infraction of the following rules will carry (5-10) demerits:

- ❖ Bringing cigarettes or tobacco products to school
- ❖ Fighting, verbal or physical
- ❖ Disrespect to a teacher or teacher's property by word, gesture, or action
- ❖ Using obscene language to a teacher
- ❖ Leaving the school grounds without permission
- ❖ Failure to show up for a class or school after drop-off
- ❖ Cheating/Plagiarism
- ❖ Stealing
- ❖ Lying
- ❖ Any act or promotion of physical or verbal sexual harassment
- ❖ Any act or promotion against religion or faith
- ❖ Any act or promotion of a racial nature

The following infractions will be dealt with by the pastor and the principal or assistant principal. They are considered serious. Demerits will be given for these infractions and the student may be eligible for expulsion as a result of committing these infractions:

- ❖ Possession, selling or consumption of drugs or alcoholic beverages at any time on school property or at any school-sponsored activity
- ❖ Coming to school intoxicated from alcohol or drugs
- ❖ Hitting/striking a teacher
- ❖ Vandalism to a teacher's property
- ❖ Possession of any type of knife, illegal weapon, matches or lighters on school grounds or at any school-sponsored activity
- ❖ Accumulation of 25 demerits

BEHAVIOR--Discipline—Penalties

Three (3) Demerits

One after-school detention

Ten (10) Demerits

Letter from the administration sent to parents. Parent conference required.

Fifteen (15) Demerits	Letter from the administration sent to parents. Second parent conference required.
Twenty (20) Demerits	Pastor is officially informed, conference with Pastor, parents, and school administration required; possible suspension.
Twenty-five (25) Demerits	Conference with Pastor, parents, and administration; possible expulsion.

*The principal, assistant principals, or pastor reserve the right to determine the appropriateness of an action if any doubt arises.

Behavior—Discipline Terminology

Disciplinarian—person responsible for administering the Demerit System.

Demerit—a demerit is a mark against a student’s conduct record. Demerits are cumulative. A demerit is received when a student commits a major, minor, or persistent general infraction. A student receiving a demerit will also be assigned a detention. The number of demerits given for each offense is at the discretion of the assistant principal/disciplinarian in consultation with the teacher. The number of demerits given for a violation may vary from the following schedule because of mitigating or aggravating circumstances.

Detention—Detention is a punishment. For detention, the student is detained in an assigned location for a determined appropriate period of time. Detentions are generally served on Wednesdays for all students from 3:15 to 4:15. The assistant principal/disciplinarian supervises all detentions. Detention takes priority over any commitment. Extenuating circumstances must be brought to the disciplinarian’s attention by the parents, so that the detention can be rescheduled.

Infraction—Failure to observe the rules of POPC--that is unacceptable behavior at school or school sponsored activities. For every infraction there will be demerits, detention, suspension, expulsion or probation.

Probation—Trial period in order to correct inappropriate behavior

Suspension—Removal of a student for a specific time period from POPCS

Expulsion—Permanent removal of a student from POPCS

Behavioral Resolution

The following policy is designed to help identify behavioral tendencies very early in their development, provide immediate initial correction, and communicate these to the parents. Being well-behaved is an expectation of all students, parents and school staff. The resolution of behavioral issues will be supported by the entire POPCS staff. The teachers and staff seek active two-way communication with the parents in order to provide whatever assistance is needed to correct the behavioral issue. If an issue is identified the student will progress through disciplinary steps. The actions taken are always with the intention of helping the student correct the behavioral issue identified. Before extreme action is taken, every effort will be made by the school administration/staff to provide assistance or refer the parent and/or child to qualified counseling.

Behavior—School Manners

It is the duty of the entire Prince of Peace Catholic School Community to promote a positive environment, exemplify mutual respect and compassion, and celebrate diversity and each other while striving for academic excellence. Therefore:

- Good manners are expected to be used at all times.
- Welcome our visitors with loving smiles and kind words.
- Approach games, contests and competitions with a positive attitude and good sportsmanship.
- Develop good study habits.
- Keep our campus, classrooms, cafeteria, and church clean.
- Represent our school well on all field trips and extra-curricular activities.
- Make every day the best day possible.

Beta Club

The National Beta Club is the largest independent, non-profit, educational youth organization in America. And for more than 80 years, it has prepared today's students to be tomorrow's leaders.

The Beta Club Mission Statement

To promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students.

ACHIEVEMENT	Recognizing and honoring high academic achievement
CHARACTER	Preparing young people for life and empowering them to be successful
LEADERSHIP	Developing the leaders of tomorrow
SERVICE	Demonstrating our motto: <i>Let Us Lead by Serving Others</i>

*The above words were taken directly from the Beta Club Website.

Beta Club Policy

- MAP Scores for students currently in Grades 4 and 5 will be reviewed using the fall MAP scores. The average Percentile Score for Math, Reading, and Language will be calculated from the winter MAP Scores.
- Letters will be forwarded to the parents of those students eligible for Beta Club Honors and inducted in November, 2019.
- MAP Scores for students currently in Grades 6 – 8 will be reviewed fall, 2019 - 2020 school year. The average Percentile Score for Math, Reading, and Language will be calculated from the fall 2019 - 2020 MAP scores.
- Letters will be forwarded to the parents of those students eligible for Beta Club Honors and inducted in November, 2019.
- Only Middle School students will attend the Beta Club Convention.
- Please refer to the POPCS Beta Club Handbook for scholastic record expectations.
- Please refer to the POPCS Beta Club Handbook for student/club service requirements.
- Please refer to the POPCS Beta Club Handbook for student behavior requirements.

Birthdays & Class Parties

Birthdays for all students and staff will be recognized on a designated (see Academic Calendar) day each month. This celebration will take place on the designated day immediately following morning prayers. This applies to both Middle and Elementary School students

PARTY INVITATIONS WILL BE DISTRIBUTED ONLY IF THE INVITATIONS ARE TO THE ENTIRE CLASS OR TO ALL OF THE GIRLS OR ALL OF THE BOYS IN THE CLASS.

Class parties are permitted at the discretion of the classroom teacher. Parties should be scheduled at and appropriate time of the school day.

Bookbags & Book Covers

All students in Grades K4 - 8 are required to have a book bag or backpack for transporting books and supplies.

They should be labeled with the student's name. *All books both hard copy and consumable MUST be covered and treated with respect.* If books are lost, the parent or guardian is responsible for the cost of replacing the book including shipping cost if applicable. Extra books may be purchased for use at home at the expense of the parent or guardian.

Carpool—Arrival & Dismissal

PLEASE NOTE K4 WILL NOW BE DROPPED OFF AND PICKED UP (THOSE STAYING ALL DAY) IN THE PAC.

K4 STUDENTS WHO ARE ENROLLED IN OUR HALF-DAY PROGRAM WILL BE PICKED UP in the PAC.

ALWAYS USE EXTREME CAUTION WHEN DRIVING THROUGH THE PARKING LOT.

7 MPH is the suggested speed for traveling on the POPCS and POPCC Campus.

CARPOOL--MORNING CARE - 7:15-7:55 AM - MORNING CARE is held in the PAC. A staff member will be waiting at the PAC door for students to enter Morning Care. Parents must accompany their child(ren) into Morning Care and sign the Morning Care log. **K4 STUDENTS MAY BE DROPPED OFF AT THIS TIME. The DSS log will be updated with the arrival of K4 students. After morning prayers, the log will accompany the K4 students to the K4 classroom.**

CARPOOL--ARRIVAL TIME - 7:30-7:45 AM

Staff members will be at the Cafeteria/Gym door for students to enter the Cafeteria until the 7:45 classroom entry time. Students will be escorted to the Elementary School Classrooms by Staff members. **K4 STUDENTS SHOULD BE DROPPED OFF AT THIS TIME. The DSS log will be updated with the arrival of K4 students. After morning prayers, the log will accompany the K4 students and teacher to the K4 classroom.**

POPCS Drop-Off – Please see attachment at the end of the Parent/Student Handbook

PLEASE NOTE THIS POLICY--STUDENTS ARE NOT ALLOWED TO ENTER OR EXIT ON THE DRIVER'S SIDE, SAFETY COMES FIRST WITH OUR STUDENTS.

PARENTS PLEASE REFRAIN FROM USING CELL PHONES DURING DROP OFF OR PICK UP.

CARPOOL--DEPARTURE PROCEDURE

ALL FAMILIES MUST USE CAR SIGNS. CAR SIGNS WILL MAKE OUR SCHOOL DEPARTURE PROCEDURE RUN SMOOTHLY.

*PLEASE REMEMBER TO BUCKLE UP BEFORE LEAVING THE PICK-UP AREA.

CARPOOL--DEPARTURE--RAINY DAYS/DELAYED DISMISSAL

Parents will pull up as close to the school building as possible in an orderly fashion. In the event of lightning, the Delayed Dismissal Procedure will be followed.

In the event of lightning, Prince of Peace Catholic School will delay the dismissal process 5 minutes from the last occurrence of lightning. An announcement via SIS will call for delay; all staff will keep students well disciplined. Parents should remain in their vehicles. Parents must sign children out with each child's classroom teacher if they wish to have their child released during the delayed dismissal. Parents may only sign out their own child – no friends, relatives, or carpools will be released during the delayed dismissal. An announcement via cell phone will re-start dismissal. Existing carpools and parent notes for releasing children will be honored once dismissal resumes.

IN THE EVENT OF STORMY WEATHER, DISMISSAL MAY CONTINUE WITH DIRECTIONS GIVEN BY THE STAFF ON CAR LINE DUTY. PLEASE PAY CLOSE ATTENTION TO THE DIRECTIONS AND LISTEN TO THE BULLHORN SO THAT DISMISSAL CONTINUES IN A SAFE AND ORDERLY MANNER.

Child Abuse

Prince of Peace Catholic School abides by the Child Abuse Laws of the State of South Carolina. This law mandates that all cases of suspected child abuse/neglect be reported to Child Protective Services.

Child Custody/Pick-Up And Drop-Off

Parents/Guardians of students must provide POPCS with the most recent, filed copies of orders that govern custody, pick up/drop off of students. Parents/Guardians of students are responsible for complying with this directive. POPCS staff will comply with the most recent filed orders that parents/guardians have provided to POPCS.

If parents/guardians of a POPCS student have provided POPCS with an order or orders pursuant to the preceding paragraph, both parents/all guardians of the POPCS student must sign the Authorized Pick up List (referenced on page 29), signifying all parents'/guardians' agreement as to persons authorized to pick up the POPCS student.

POPCS will allow anyone on the Authorized Pick Up list for a student to pick up that student at any time unless the Authorized Pick Up List notes otherwise and/or references the existence of filed orders that the parents/guardians of the student have provided to POPCS.

Parents/Guardians of students must make separate arrangements with coach's/activity facilitators for pick up and drop off of students participating in extra-curricular activities (activities occurring before 7:30am or after 3:45pm on school days, excluding early care and after school extended care) at POPCS. POPCS is not responsible for procedures for pick up and drop off of students at POPCS for extra-curricular activities.

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 during their academic journey, at home and in today's 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

Say please and thank you.

Stand QUIETLY when any adult enters the room and address them with a welcome.

Say "Good morning" or "good afternoon" when we pass another in the hallway.

Permit others to pass before us, especially in the hallway or at a doorway.

Tell the truth.

Help others in need.

We Never

Dishonor Our Lord with bad language or disrespecting his name

Horseplay or run in the school building or to and from class.

Call names or ridicule others.

Make fun of anyone who needs our help.

Do less than our best.

Interrupt.

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

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."

Distribute invitations to parties or activities not associated with school only when *every child* (or every boy or every girl) 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.**

Communication

Good parent/teacher communication is the key to a student's success. Parents have access to faculty and staff via e-mail, voice mail, and by setting up conference appointments. If you have a classroom/teacher concern contact the teacher first. If after your meeting with the teacher you are still not satisfied with the outcome, you may ask for an appointment with the principal. The pastor is also readily available to meet if in the end you are not fully satisfied.

Communication—Blue Folders

In hopes of preserving our natural resources as Pope Francis calls us to do, papers sent home will be kept to a minimum. Blue folders will be given to EACH student this year. ONLY important information will be sent home via the blue folder. It will be helpful for all individual student information such as TAG day money, signed papers, absence notes etc. be returned to school in the blue folder. This will make housekeeping, as well as bookkeeping more efficient. This will also give our students the opportunity to be more organized and responsible with items of importance. Blue folders will be sent home regularly on Mondays. We encourage all parents to read and respond to any and all important information on the next school day.

Communication Guidelines

1. Classroom teachers should be called first when there is a problem.
2. Discuss your concern with the teacher.
3. If the problem is unresolved with the teacher, please schedule a conference with the principal.

Communicating with students during the School Day—the school telephone is a business phone and is not for the use of students. Only emergency messages will be delivered to students. Students may use the classroom phone after permission is given by the homeroom teacher.

Communication Between School & 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:** As needed, the Parent Teacher Organization (PTO) sends home information on PTO events and activities sponsored at the school. This information will be sent through the weekly newsletter and Monday folders.
2. **Weekly Newsletter (The Buzz):** Each Friday afternoon, the principal sends to all families a weekly e-mail update 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 (Under Construction)/SIS:** 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 SIS online) informing you of important upcoming dates and deadlines, work completed the previous week, and what is to come in the next week.

- b. **SIS Website:** Using our administration software (called “SIS”) 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@popcatholicschool.org.
 - d. **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 daily.
 - e. **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.
 - f. **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.
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 the office or the Office Manager’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.

Communication Between and Among Members of the POPCS Community

1. This policy shall apply to any communication not addressed by the Student Conduct and Code of Courtesy, appearing on pp. 18-19 of this handbook.
2. For the purpose of this provision, the following definitions shall apply
 - a. Member of POPCS Community - former or current students of POPCS, parents/guardians of current or former students of POPCS, employees of POPCS, current or former volunteers at POPCS, clergy assigned to Prince of Peace Catholic Church, employees of Prince of Peace Catholic Church, and parishioners of Prince of Peace Catholic Church.
 - b. Communicate - to attempt in any medium, whether received or not, to convey an idea to a member of the POPCS community or about a member of the POPCS community.
3. Any member of the POPCS community who communicates with another member of the POPCS community or about a member of the POPCS community shall do so consistently with the directive set

forth in Matthew 7:12- “So always treat others as you would like them to treat you; that is the Law and the Prophets.”

4. Characteristics of communications that are consistent with this directive include, but are not limited to
 - a. Truthful
 - b. Constructive
 - c. Necessary
 - d. Kind
 - e. Loving
5. Any member of the POPCS community who violates subparagraph (3) may be privately or publicly reprimanded and/or removed from the POPCS community temporarily or permanently.
6. **When there is an instance of inappropriate student behavior, staff members may only discuss resulting disciplinary consequences with the parents of the individual student receiving the consequence and may not share disciplinary information with the parents of any other student regardless of that student’s role in the underlying event. NEW**

*The above statement was discussed at a Principal’s Meeting and strongly suggested to be printed in the POPCS Parent Student Handbook.

Computer/Internet Use Policy

Computer and Internet use on the Prince of Peace Catholic School campus is designed solely for educational purposes including classroom activities, computer/library classes, and academic research for projects. In addition, all computer and internet activities conducted during normal school hours will be supervised by school personnel. Any unauthorized or inappropriate computer or internet use will result in appropriate disciplinary action at the discretion of the principal, assistant principal, and supervising teacher. Each student and parent/guardian is required to sign the Computer and Internet Use Policy and Agreement at the beginning of each school year.

Crisis Plan

In case of a lockdown emergency, POPCS’s safety plan will go into effect. All staff are aware of the procedure to follow in order to keep our students safe and out of harm’s way. If the lockdown emergency situation presents the opportunity to safely evacuate the campus, our students will be moved to the following location: Eastside High School Auditorium. Parents will be alerted via Option C, phone calls, and emails as to the crisis and instructions. **NO STUDENT WILL BE RELEASED TO ANYONE EXCEPT A PARENT OR GUARDIAN IN A LOCKDOWN EMERGENCY.**

Curriculum Assistance

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such organization intervention will meet with a designated staff member at 3:15pm each day for a period of two to three minutes. It is anticipated that students will exit Curriculum Assistance after a period of six weeks of extra assistance. Students who need this program beyond the above mentioned policy may be asked to meet with our Learning Specialist or an outside program.

Curriculum

The Diocesan Curriculum Standards are followed in the teaching of all subject areas. Each classroom is required to have a binder with the Diocesan Curriculum present. This curriculum binder is also available in the School Office.

Religion

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 K4 – Grade 8 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 the 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 daily lives.

Mission Projects

Mission Projects may be asked of 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.

Each grade will choose a mission project for the current school year. The entire school will be involved with helping each other attain the mission project goal for each grade.

Language Arts

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 in a civil manner, 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.

Library, Media, and Art Center

The library is a facility that all students will utilize. Classes will make regularly scheduled visits to hear stories, read books, select books, and find information that will help them in all aspects of their daily classroom learning. The same will apply to the art. The art room will provide our students with a love of art, respect for artists and different art mediums, and inspire our students to create in an environment supported by the POPCS art teacher. Computer classes will prepare our students to work in the technological world in a safe, secure, and advanced technological learning environment guided for the 2019 – 2020 School Year our classroom teachers along with our principal. 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 both in the classroom and the computer lab.

Writing

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 K4 through 4th grade, there is also handwriting instruction.

Grammar in “Other” Areas of the Curriculum

There is a grade-specific Grammar Policy that is to be followed both in the classroom and for homework. This policy will be given to each student on the first day of school and to parents at Open House Night. The policy is meant for our students to utilize good writing skills not only in ELA but throughout the curriculum.

Mathematics

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 Grade 5 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 1st grade to 6th grade. These approaches lay a solid foundation for Pre-Algebra and Algebra I taught at the 7th and 8th grade levels and any other advanced math.

Science

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. STEM will continue to be a part of the Science Curriculum.

Social Studies

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.

Physical Education

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 each student’s 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. Physical Education time is also a part of each student’s daily recess time.

Music, Art, & Foreign Language

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. POPCS will continue to follow the diocesan guidelines for middle school music. Students in Grades 6 – 8 will receive a numeric grade for music class. Students in Grades 6 - 8 take Spanish four days per week and will take the National Spanish Exam at the end of the year. Spanish is graded on the numeric grading scale.

Dress Code Expectations

- All students are expected to dress in full uniform and groom themselves neatly on a daily basis.
- Girls are not permitted to wear make-up including nail polish.
- Boys are not permitted to wear earrings.
- Girls with pierced ears may wear one stud only in each earlobe (small pearl, silver or gold studs only).
- All fad haircuts, including colored hair, for either girls or boys, are not permitted.
- Religious necklaces, medals, scapulas are allowed, but should be worn inside the shirt or blouse for safety.
- Items such as hair ribbons, barrettes, and hair bands, worn by girls, are limited to uniform colors; uniform plaid, navy, white, red, or yellow – ribbons only.
- Holiday/colorful ribbons, bows, and hair bands are permitted on “TAG” days.
- Undergarments: GIRLS: where undergarments can be seen through clothing they should be white without lettering or markings (plain). This includes undershirts, t-shirts, bras, camisoles, and so on. BOYS: t-shirts must be plain, unmarked, white.

Uniforms are now available through READ’s Uniforms

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPALS. Uniform notice will be issued for any infractions as a gentle reminder of the POPCS dress code.

Uniform Policy for Students in K4 - Grade 5

Students are expected to wear uniforms on all regular attendance days. Dress uniforms should be worn on all mass days and for all field trips for K4 – Grade 5, unless otherwise informed. Uniforms must be purchased from School Uniforms by Tommy Hilfiger and/or Read’s.

- Required Vendor: School Uniforms by Tommy Hilfiger and/or Read’s. Socks, shoes and belts may be purchased from any vendor.

Girls – K4 - Grade 5

Daily Uniform

◆ Jumper

Plaid jumper, length may not be higher than top of knee

- ◆ Knit Shirts White, long or short banded sleeves
 - ◆ Dress Shirts White, long or short sleeves, pinpoint collar
 - ◆ Pants Navy blue, flat front, straight leg
- (PE, Spirit, and “TAG” days only)
- ◆ Shorts Navy blue, flat front, no more than 3” above the knee
- (PE, Spirit, and “TAG” days only)
- ◆ Sweaters (optional) Navy blue, long sleeves, V-neck pullover, button down cardigan, with logo

****Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters/fleece 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 or navy tights. White or Navy knee highs are permitted. Navy knee highs must be purchased at Read’s Uniforms to be consistent with color. Leggings are not permitted.
- ◆
- ◆ Shoes Plain sneakers in all white or all black
Plain dress shoes in solid navy blue, black, or brown
No sandals, open toe shoes, boots, clogs, high-tops, etc.
Brown, beige, or tan boat shoes/Sperry type shoes may be worn on mass days
- ◆ Belts Navy blue, black or brown
Must be worn with all pants and shorts
Need only be worn with pants that have belt loops (K4 and K5)
K4 pants do not need to have belt loops. This will help with bathroom issues.

Dress Uniform – K4 - Grade 5

Plaid jumper
White pinpoint 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 OR brown, beige, or tan boat shoes/Sperry’s may be worn on mass day.

Boys – K4 - Grade 5

Daily Uniform

- ◆ Knit Shirts True red, long or short banded sleeves, with school logo
- ◆ Pants Navy blue, flat front, straight leg
- ◆ Shorts Navy blue, flat front, no more than 3” above the knee
- ◆ 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/fleece with logo may be worn during class time.

- ◆ Socks Plain, dark colored or white socks with pants and shorts.
Must be at least 2” above the ankle
- ◆ Shoes Plain sneakers in all white or all black
Plain dress shoes in solid navy blue, black, or brown
No sandals, open toe shoes, boots, clogs, high-tops, etc.
Brown, beige, or tan boat shoes/Sperry type shoes may be worn on mass days
- ◆ Belts Navy blue, black or brown
Must be worn with all pants and shorts
Need only be worn with pants that have belt loops (K4 and K5)
K4 pants do not need to have belt loops. This will help with bathroom issues.

Dress Uniform – K4 - Grade 5

Navy blue pants, flat front, straight leg
White oxford, button down collared shirt (long or short sleeves) with uniform ie
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

- ◆ Sweater Sweater - Navy blue, long sleeves, V-neck pullover or button down with logo(optional for daily wear)

**Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters/fleece with logo may be worn during class time.*

- ◆ Socks Plain white socks (must be at least 2" above the ankle no ruffles, decorations)
Plain white or navy tights

- ◆ Shoes Plain sneakers in all white or all black
Plain dress shoes in solid navy blue, black, or brown
Heels no more than 1" high from back of heel
No sandals, open toe shoes, boots, clogs, high-tops, etc.
Brown, beige, or tan boat shoes/Sperry type shoes may be worn on mass day

Dress Uniform

- Plaid skirt
- White pinpoint short or long sleeved dress shirt, with plaid 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 (Heels no more than 1" high from back of heel)
- Brown, beige, or tan boat shoes or
- White socks covering the ankle by at least 2" or white tights
- Brown, beige, or tan boat shoes/Sperry type shoes may be worn on mass day**

Boys – Grades 6 - 8

Daily Uniform

- ◆ Knit Shirts True red, long or short banded sleeves, with school logo

- ◆ Pants Navy blue, flat front, straight leg
- ◆ Shorts Navy blue, flat front, no more than 3” above the knee
- ◆ Sweater Sweater - Navy blue, long sleeves, V-neck pullover or button down with logo(optional for daily wear)

**Any outerwear may be worn with the uniform for outdoor play, but only uniform sweater/fleeces 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 in all white or all black
Plain dress shoes in solid navy blue, black, or brown
No sandals, open toe shoes, boots, clogs, high-tops, etc.
Brown, beige, or tan boat shoes/Sperry type shoes may be worn on mass day
- ◆ 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
Brown, beige, or tan boat shoes/Sperry type shoes may be worn on mass day

Physical Education Attire – Boys and Girls Grades 5 - 8

- ◆ Navy blue PE shorts with logo, solid gray t-shirt with logo.

“TAG” Day Dress Guidelines

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. Sweat pants are not to be worn on "TAG" Days.
- Skirts should fit and be in good taste and not be shorter than mid-thigh.
- Shorts may be worn; please note the months shorts are permitted. 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. 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 one earring in each ear is 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 unless for a special event within the classroom.
- 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.

Electronic Devices

- CELL PHONES, I-PODS, CAMERAS AND ANY OTHER ELECTRONIC DEVICES ARE NOT PERMITTED AT SCHOOL DURING ACADEMIC HOURS (unless teacher authorized).
- School phones may be used for emergencies or pick up times during extra-curricular activities (i.e. school dances, sporting events).
- The school is not responsible for any lost items. Please have your student check lost and found periodically for lost items.

- All lost items will be placed in the Elementary School, Middle School, Media Center and PAC lost and found bins.
- All articles not claimed within a week will be put in the used uniform store or donated to Good Will.
- The school reserves the right to inspect book bags and lockers at will. Any and all electronic devices will be taken and parent will be asked to retrieve the device.
- Please do not send any money with your child that is more than needed for that day's activities or the purchase of school items. All monies sent should be placed in a white envelope with student/family name and PURPOSE clearly written on the front. This includes POPCS school store money.

Emergency Notification Card & Form

The Student Emergency Contact Form must be kept current with the school office. They must be filled out each year by the parent or guardian. This form contains information about the student's physician and emergency contact information.

*COMPLETION OF THE FORM IS MANDATORY AND SHOULD BE SENT IN THE BLUE FOLDER IN AUGUST, 2019.

Extra-Curricular Activities

All extra-curricular activities are grade specific, and participation in them is a privilege.

These activities are available to all students. No student has an absolute right to participation and may be denied participation if they fail to meet academic or behavioral requirements.

Extra-Curricular—Athletic Programs

Sports teams at POPCS compete in the Carolina Middle School Conference. POPCS Soccer Teams compete within CESA. The goals of our program are to develop teamwork, confidence, responsibility, character, and sportsmanship. Winning is a goal of the program, but it is not the number one goal. Students who are members of a team can expect to play; however, they are not guaranteed playing time.

The head coach of each team makes decisions during practice and contests that he/she deems necessary. At times these decisions may not be popular with the athletes. Athletes may be suspended from one game as a result of disciplinary infractions. This decision will be made by the principal, athletic director, and head coach.

POPCS offers organized team sports for the middle school, and each student who participates must maintain a “C” average in each subject to be eligible to play. As a parent, you have the right to speak to the coach about your child. The conversations must be held during a scheduled appointment (not during/after practices or games). Our coaches, players, teams, and program need your support. If you have challenges, talk to the coach, then the athletic director, then the principal. You are asked to support the program, not undermine it with discontent. Good sportsmanship is always something we strive to exemplify as a player, coach, team, parent, fan, and school. Our program will not tolerate displays of poor sportsmanship during practices or games. If this type of behavior continues by a player, coach, parent, or fan they will be asked to leave the facility.

Emergency Drills

State Law and the Department of Social Services require that fire drills be held monthly. Lockdown, fire, tornado, earthquake, and evacuation drills will be practiced during the school year. Please see the POPCS Safety Manual for further information. This manual is available in the school office.

Enrichment Clubs & Classes

Students are encouraged to participate in a number of after-school activities when offered. After-school activities vary from year-to-year. The after school activities may require a small fee in order to participate.

Facebook® & Other Social Media Postings

Prince of Peace Catholic School works diligently to protect the confidentiality rights of all students and families.

The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. POPCS adheres to these laws in its attempt to protect the privacy rights of students. As a result, the parents of students enrolled at POPCS are forbidden from posting photographs taken at school sponsored activities that include the images of students other than their own on their personal Facebook page. Such postings are a violation of the POPCS adherence to FERPA and CPA. The students of parents who post such photos may be separated from POPCS.

FACTS Management Company

Prince of Peace Catholic School will utilize the services of FACTS Management for tuition collection, after care payments, book fees, re-registration fees, lunch fees, etc. The utilization of FACTS helps in keeping costs down for our school. The fees charged by FACTS will be incurred by our parents for the 2019 - 2020 school year. Please see FACTS Management for exact fees.

Family Volunteer Requirements

Prince of Peace Catholic School requires families to volunteer in order to keep tuition costs reasonable. The Parent Teacher Organization coordinates a volunteer program for the school through which parents provide needed services to the school. Volunteers for these services are solicited at the beginning of each school year and throughout the school year. All volunteers must be Safe Haven trained and background screened if they are planning to drive on field trips, substitute in the classroom, or volunteer to head up a school club, or activity. This information and paperwork is sent home at the beginning of the school year for completion prior to any volunteer work. If in doubt, please follow screening procedures or call the front office for volunteer information. Please refer to PTO handouts for all information on our wonderful Parent Teacher Organization. PTO dues are \$30.00 per year. If dues are not paid by the due date of the 2019 - 2020 school year, the monetary charge will be added to your FACTS account. Parents are required to complete 20 volunteer hours per year. Please see the PTO Volunteer Handbook for further information and fee charged for unfulfilled volunteer hours.

THIS YEAR WE ARE ASKING FOR COPY PAPER DONATIONS. THE MORE YOU DONATE THE MORE VOLUNTEER HOURS YOU WILL RECEIVE. MORE INFORMATION MAY BE FOUND IN THIS YEAR'S UPDATED PTO HANDBOOK.

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/pastor may request the withdrawal of the student after late tuition notification has been sent.

If for any reason the principal agrees to accept a check, all returned checks to the school are subject to a \$25 fee. Checks mailed directly to FACTS are subject to FACTS terms and conditions. All late payments to FACTS are subject to a \$35.00 late fee.

Field Trips

- ❖ Field Trips are designed to correlate with teaching units and to achieve curricular goals. They are also designed to have each student experience something new and different such as: musical productions, art gallery exhibits, etc.
- ❖ A field trip is a privilege and not a right.
- ❖ All grades do not have the same number of field trips.
- ❖ Field trips are permissible for all grades as long as they insure an opportunity for successful learning.

- ❖ Individual teachers, in consultation with the principal or assistant principals, reserve the right to deny student participation on any field trip due to poor conduct.
- ❖ A written official permission slip, signed by the parent, is required before a child will be permitted to attend all field trip activities. **VERBAL PERMISSION CANNOT BE ACCEPTED.**
- ❖ A telephone call will **NOT** be accepted in lieu of the proper field trip permission slip.
- ❖ A hand-written note will not be accepted in lieu of the proper field trip permission slip. **THE DIOCESAN PERMISSION FORM IS THE ONLY ACCEPTABLE FIELD TRIP PERMISSION SLIP.**
- ❖ If the signed permission form is not submitted, the student will remain at the school office while the class goes on the field trip.
- ❖ Parents may refuse to permit their child from participating in a field trip by stating so in writing. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- ❖ All monies collected for field trips are non-refundable.
- ❖ Cell phones are not allowed on field trips unless otherwise directed by the teacher and or the administration.
- ❖ Parents who chaperone on a field trip may not bring pre-school or school-age siblings on the field trip.

Food Allergies

Parents must alert the office if their child(ren) has food allergies. POPCS employs a healthcare professional, the school nurse, for the purpose of working with parents of students who face health challenges, including students who suffer from food allergies.

To improve this working relationship, parents of students who suffer from food allergies shall:

- a. Notify the School Office (nurse, teacher, and principal) of the child's allergies;
- b. Provide written documentation, instructions, and prescriptions from the child's physician;
- c. Provide medications as needed by the start of the first day of classes; each medication must be accompanied by dosage and times for medication to be given. (Refer to Medication Policy
- d. Provide POPCS with all emergency contacts.; and
- e. Provide food for the child to eat during the school day or at school functions (lunch, field trips, class celebrations, snack time, etc.).

Students who suffer from food allergies shall:

- a. **NOT** trade food with others;
- b. **NOT** share or eat any unknown foods or foods which contain the allergen; and
- c. Notify a POPCS staff member (teacher, principal, cafeteria worker, etc.) if they ingest

something they believe may contain an allergen.

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 pastor and 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. The POPCS Annual Fund is another opportunity to show your support for our school

Our Biggest Fundraiser: 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: **Bake 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. Hours short of 20 are assessed a \$10/hour fee at the end of the school year.

Grading Scale

K4

Three assessments will be given during the current school year. The report will be sent home to parents and will be kept on file in the student's permanent record folder.

Gr. K5 - 8

E	Excellent Progress
G	Good Progress
S	Satisfactory Progress
N	Needs Improvement

<u>Grades 1- 8:</u>	A+	98 - 100
	A	95 - 97
	A-	92 - 94
	B+	89 - 91
	B	86 - 88
	B-	83 - 85
	C+	80 – 82
	C	77 - 79
	C-	74 - 76
	D	70 - 73
	F	Below 70

EFFORT/ATTRIBUTE KEY FOR GRADES Grades 1 - 8:

E	=	Excellent Progress
G	=	Good Progress
S	=	Satisfactory
N	=	Needs Improvement

***Please note this is an optional tool used at the teacher's discretion.**

***POPCS FOLLOWS THE DIOCESAN POLICY ON ACADEMIC PROMOTION AND RETENTION.**

Health & Safety

Prince of Peace Catholic School employs the following as part of our effort to help ensure the health and safety of all students, staff, and campus visitors:

- Prince of Peace Catholic School will have an active safety committee that meets as needed to review or discuss safety routines and issues.
- A number of staff members are trained in CPR, First Aid, and Blood-borne Pathogens.
- Fire, tornado, earthquake, and lockdown safety drills are practiced on a regular basis. The drills are reposted to the parents via Option C.
- Emergency forms and cards must be completed by parents and returned to the school during the first week via the blue folder. These forms contain important emergency contacts and student health information. **Parents are required to keep emergency contact information current throughout the year.** These forms will also be given to Morning Care and After Care Programs.

- All visitors must sign-in upon arrival at the school office before entering any school building. A visitor's tag will be issued to all visitors. Visitors must also sign-out.
- Every classroom is equipped with a phone for contacting the office or dialing 911 in an emergency.

*ALL accidents or injuries on school property or while participating in a school activity at any location must be reported to the office, documented, and an accident report must be filled out.

Homework

Homework is assigned in order to reinforce classroom learning and should be completed and returned the day it is due. Not all homework is written. At times material will need to be read or studied at home. At all levels, homework is included in determining the grades on the report card. Failure to complete homework could result in lower grades on the report card. Parents should be involved in their child's homework. The following are suggested homework time allotments:

- Grades 1-2: 30 - 45 minutes
- Grade 3: 45 - 60 minutes
- Grade 4: 60 minutes
- Grade 5: 60 – 90 minutes
- Grades 6-8: 90 plus minutes

*Upon request, homework will be sent to the office each day for students who are absent. Please phone the office to ask for homework. Stop by the office at the end of the day to pick up assignments. If the homework is not picked up, it will be returned to the classroom teacher.

Homework – Holidays – School Functions

Labor day, Fall break, Thanksgiving, Christmas, Martin Luther King Day, President's Day, Easter, and Memorial Day teachers will not assign written homework, tests, or quizzes for the day of return. This includes any assigned reading. Doubling up on work of any kind before or following these holiday should not be done. No tests, quizzes, reading, tests, and written homework should be scheduled on the night performances are held. This homework should not have to be made up on another evening.

Honor Code

With the help of Father Smith and the POPCS Student Government our honor code which was written in 2018. It has strong roots in our catholic identity and the true spirit of POPCS.

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)

Illness

Students MUST be fever free for 24 hours before returning to school. The same applies for all stomach issues (nausea, vomiting, and diarrhea).

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 free from nausea, diarrhea, and/or fever for 24 hours without the use of medications before he/she can return to school. **Therefore, students who are sent home during the school day with fever and or stomach issues will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.** 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 (preferably within 30 minutes or less)

Exclusion Guidelines with Regard to Disease:

Prince of Peace follows the guidelines set forth by DHEC every January. However, Prince of Peace reserves the right to deviate from said guidelines at the discretion of the Health Room and/or Administration.

Guidelines may be found here:

<http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

Prince of Peace reserves the right to request a doctor's note for 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 OptionC, 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. In the event the school is unable to reach parent(s), guardian(s) or emergency contact(s), EMS may be called.

If a student is absent three or more consecutive days, a medical excuse from a doctor should accompany the absentee note.

(Noted above in Absenteeism & Recording Absences)

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

Injuries

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

Immunizations

Students MUST follow the SC Department of Health and Environmental Control policies regarding required vaccinations. All immunizations must be current prior to the first day of school. Diocesan Policy—no immunization exemptions beginning in the 2015-2016 School Year. Those students who entered POPCS before the 2015-2016 School Year are under an umbrella for the new Diocesan Immunization Policy.

Inclement Weather Policy

Announcements concerning early dismissal or school cancellation due to heat, ice, or snow are made on WYFF4 and WSPA7, as well as other local radio stations.

FACTS SIS will also be used for announcements.

Internet and Social Media Policy Statement

This social media policy encourages students, parents, faculty and staff to protect themselves, other students, and the reputation of our school to ensure future success of all parties.

Social Media Policy

The school reserves the right to remove from it or not admit children of families whose parents have engaged in any form of communication which the clergy and administration of the school consider inappropriate, injurious to the reputation of the parish and its school, irresponsible, or contrary to the teaching of the Catholic Church as outlined in the *Catechism of the Catholic Church*. This includes but is not limited to: texting, emails, Facebook, Twitter, Instagram, Snapchat, WeMe, and any other public social media platform.

Internet Use on School Property

Prince of Peace Catholic School understands and acknowledges the changes in technology and how those changes affect students in our school. Our school utilizes the changes in technology to prepare students for their future endeavors by allowing students access and use of the Prince of Peace online network. Students are expected to use the Internet to visit only appropriate websites as directed by their teachers.

While on school property, students are not permitted to access, either on a school device or a personal device, social exchange websites including but not limited to “Facebook”, “Instagram” or “Snapchat,” without permission from their teacher. Any student who uses such sites without permission either on a school device or a personal device may be subject to disciplinary measures, including loss of school computer privileges or suspension.

Off Campus Conduct

Students are expected to conduct themselves appropriately at all times. This responsibility is present whether the students are in uniform or out of uniform and whether they are on campus or off campus. Students may face disciplinary consequences for their off campus, out-of-school behavior if the inappropriate behavior results in a disruption of the learning environment at school or does not reflect the values of the school.

Students who have parental permission to have personal web pages are cautioned against giving out information that could jeopardize the safety of themselves or others, particularly other Prince of Peace Catholic School students or employees. Students and parents shall be cognizant of the privacy of their fellow students and should receive permission from fellow students prior to posting pictures or information of fellow students online.

Students participating in Social Media including, but not limited to, Facebook®, Snapchat®, Instagram®, Twitter®, etc. may result in disciplinary actions if the content of the account includes defamatory or negative comments regarding the school, the faculty, other students, or the parish. Students and members of the school should always remember that the people of our community view the conduct of Prince of Peace students as an indicator of the values that are important to our school.

Library

The school library and its resources are available to all students and parents/guardians. All library books not returned on the due date will be charged ONE CANNED GOOD PER DAY WITH A MAXIMUM FINE OF 10 CANS in order to encourage accountability and responsibility among students. If a student loses or damages a library book, he or she will be asked to replace the book or incur its cost.

Living Our Faith

Every student (K4 teacher will use judgement as to the readiness of our students) is required to participate in Mass, Adoration, Benediction, Confession, Recitation of the Rosary, May Crowning, and Prayer Services.

Logo



Prince of Peace Catholic Church and School

Athletic Logo



Lost & Found

Lost and Found items are housed in the middle school and the PAC. Student clothing should be clearly labeled. Periodic removal of non-labeled items will be donated to charity. The school is not responsible for lost or left items.

Lunch

Students have the choice to bring their own lunch or purchase a lunch through the school lunch program. In addition, milk may be ordered monthly. Please make every effort to provide nutritious lunches, and please do not send candy or soda. ***If a student forgets to bring lunch, parents will be called and asked to bring a lunch to school. If there is extra lunch available from the lunch program, a student may be given lunch. Parents will be expected to pay for this lunch and will be charged accordingly. In an extreme emergency, a small supply of food will be kept on hand so that our students will have nourishment if lunch cannot be provided for them. There will be a cost charged to the family for this service.***

Parents are always welcome for lunch. Parents or guests must register in the office and wear a visitor badge before proceeding to the Cafeteria.

Marriage and Family, Pro-Life, and Social Justice

Prince of Peace Catholic Church and School is committed to following the Catholic Church's teaching on marriage and family life, pro-life and bioethical issues, and social justice, as outlined in the Catechism of the Catholic Church (para 1601-1658, 2259-2283, 2331-2391, 2402-2449) and other Magisterial documents of the Catholic Church. Because families enter into a partnership with the parish and school, clergy, and staff, it is important that all families understand that their children will be taught in accordance with Catholic teaching on these issues.

The school reserves the right to remove or not admit students: (1) who are publicly engaging in scandalous actions that are contrary to the teachings of the Church or (2) whose parents are publicly engaging in scandalous actions that are contrary to the teachings of the Church.

Medical Appointments

PLEASE MAKE EVERY EFFORT TO SCHEDULE MEDICAL APPOINTMENTS AFTER SCHOOL, ON DAYS OFF, OR DURING THE SUMMER MONTHS. Our goal is to ensure students receive as much uninterrupted instructional time as possible. Students will not be penalized for early dismissals or late arrivals due to doctor's appointments.

Medical Guidelines

In addition to immunization requirements and illness protocol discussed previously, the following are medical guidelines for all students:

- All enrolled students must be toilet trained.
- The school follows all appropriate DHEC guidelines (please see Appendix A). School policy states that students with a temperature of 100° or above will be sent home. This policy also applies to vomiting and diarrhea. Please be prepared to pick up your child if deemed necessary by the POPCS staff.
- If a student becomes ill at school, he/she should report to the Health Room. The Health Room will notify the parents if the student is too ill to remain in school. No student may leave school without authorization from the office.

Parents should notify the school immediately if their child has any type of communicable disease or condition that could affect the school population. Students who have any type of infectious or contagious disease must have a slip signed by a doctor before returning to school.

Medication

A completed Diocesan form for all prescriptions, as well as over-the-counter medications such as Benadryl, Ibuprofen, Mylanta, Tylenol, Chap Stick, etc. must accompany all medication. This form must be completed by the doctor or have a doctor's note that accompanies the medication. With proper authorization, this medication can then be dispensed by the school nurse or authorized staff member. No medications will be accepted if not in a properly labeled container. If a parent wants their child to use cough drops or Chap Stick, they must send them to the homeroom teacher with appropriate dispensing directions.

ALL MEDICINE MUST COME TO THE OFFICE. STUDENTS ARE NOT PERMITTED TO KEEP MEDICATIONS IN THEIR POSSESSION. IF MEDICATION NEEDS TO BE RETURNED AT THE END OF EACH DAY, THE PARENT OR GUARDIAN SHOULD PICK THE MEDICINE UP FROM THE SCHOOL OFFICE.

Middle School

Each Middle School student will be given a Middle School Handbook. The guidelines found in the handbook give every Middle School student an opportunity for success. It is meant to guide our students and meet their needs in order to make them successful, happy, and safe.

Morning Care & After Care Programs

The Morning Care (MC) and After Care (AC) Programs are services available to students enrolled at POPCS. There is a fee charged for the After Care Program. Both programs are subject to the philosophy and guidance of POPCS School and administration.

Morning Care & After Care Programs – Days of Operation

MC and After Care are open Monday through Friday when school is in session.

Please refer to the academic calendar for after care dates of operation. In case of inclement weather, please refer to POP Catholic School postings on WYFF4 and WSPA7 and Option C. If school is cancelled or dismissed early, after care will not be in operation. In case of inclement weather during the After Care session, please watch for an Option C alert for information on the closing of the After Care Program

Morning Care & After Care Programs – Hours of Operation

MC 7:15 AM until 7:45 AM (PAC)

AC 3:15 PM until 6:00 PM (After Care Room – PAC)

*PLEASE NOTE AFTER CARE ROOMS ARE SUBJECT TO CHANGE)

Morning Care & After Care Programs – Philosophy

The philosophy of these programs is to enhance the self-worth of participants by offering them an opportunity to have fun and feel good about themselves. The programs are both academic and recreational in nature and strive to complement the student's day rather than duplicate it.

Morning Care and After Care strive to provide a safe, supervised Catholic environment for school-aged children before and after school hours. Students are required to do homework each school day. All students are required to participate during homework time. Reading is required and is an important part of our program. Each child from K4 through 8th grade should carry coloring book/book in his/her book bag to fulfill this rule.

Students participating in after school activities, who are not picked up when that activity is finished, will report to the After Care Program.

Morning Care & After Care Programs – Registration

Morning Care (MC): There is no registration paperwork required. No snacks are provided in morning care.

After Care Program: The After Care Program registration fee is \$10.00 per family per year. NEW Late charges of \$1.00 per minute will be charged after 6:00 PM for the first 15 minutes. In addition, \$2.00 will be charged for each additional five minutes thereafter.

	3:30-4:00 PM	4:00-5:00 PM	5:00-6:00 PM	Weekly
Per Child	\$6.00/Snack	\$ 6.00	\$6.00	\$90.00

After Care Program: Charges on days that school is dismissed at 12 noon and After Care is open, half-day rate is as follows:

	12:15 – 6:00 PM
	Half Day
Per Child	\$6.00 per hour

AFTER CARE FEES SHOULD BE PAID UPON RECEIPT OF BILL. The non-refundable registration fee of \$10.00 per family is paid once a year.

After Care Program – Snacks

Snacks are provided in After Care at 3:15 PM each day. If a child has food allergies, we request that they bring their own snack just in case the provided snack is not to their taste.

In Addition:

Morning Care & After Care – Medication, Injuries, Illnesses, & Discipline

All school policies regarding medication will apply to Morning Care and/or After Care. Our staff will provide necessary first aid for minor injuries. In the event of a serious injury, parents/guardians will be notified immediately. If parents cannot be reached, the child will be taken to Greenville Memorial Hospital Emergency Room via EMS. Students will be accompanied by a teacher or staff member as well as EMS. Parents will be required to pay all expenses incurred due to an emergency involving their child. We have specific guidelines from DHEC concerning illness. If your child becomes ill while at Morning Care or After Care, you will be expected to pick them up immediately.

All messages regarding students in Morning Care and/or After Care must be written and dated. No oral messages regarding student dismissal will be accepted.

All school policies regarding discipline will apply to Morning Care and/or After Care. Prior to admission, a before/after school care discipline policy form outlining the behavioral expectations of students while at MC and AC must be signed by a parent or guardian.

Consequences for behavioral issues may include:

1. First infraction a verbal warning and time out for 5 minutes.
2. Second infraction loss of a privilege (i.e. basketball, playground equipment, or table games).
3. Third infraction loss of all privileges, other than homework/study hall, followed by a phone call or note to the parent.

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. The Media Center, Elementary School Building, PAC, and Middle School Building are also smoke free environments.

Office Records

Parents and Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that the office records are accurate, complete, and up-to-date.

Parents as Partners Policy

“The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken”.

In order to establish a solid partnership with POPCS, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;

- Completes assignments on time;
- Has a nutritional snack and lunch everyday.

To actively participate in school activities such as Parent-Teacher Conferences;

To notify the school with a written note for absence or tardiness;

To notify the school office of any changes of address, phone numbers, emails, etc;

To meet all financial obligations to the school;

To notify the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read the weekly school newsletter;

To support the religious and educational goals of the school;

To attend mass regularly with your child;

To support the discipline policy of the school;

To treat all school personnel with respect and courtesy and expect the same from all school personnel.

Parent Teacher Organization (PTO)

POPCS has chosen to become a leader in parent, teacher, student, and staff events and fundraising, and has centralized all these under one name whose structure and purpose is to coordinate ALL school events and fundraising efforts. The PTO consists of the following committees: POP Art, Catholic Schools Week, Lunch Buddies, Room Parent, Guardian Angel (new parent mentor), and Teacher Appreciation to name a few. Other committees may be added as needed with approval by the PTO Executive Board. All families are required to belong to the POPCS PTO. The \$30.00 PTO membership fee will be requested in September of each school year. In addition, each family will be required to complete 20 volunteer hours. The PTO By-laws are available in the school office.

Payments

FACTS Management continues to be our tuition collection company. FACTS information will be provided to all parents through an email. Paying all school bills via FACTS makes bookkeeping at POPCS cost effective, efficient, and accurate.

Promotion Policy & Retention

Prince of Peace Catholic School follows the Diocese of Charleston's promotion and retention policy. (Copy of policy available in the school office).

Progress Reports

All students will receive a progress report at the midpoint of each grading period. Progress reports should be reviewed on SIS. Please refer to the academic calendar for progress reports posting dates.

Report Cards

Report cards are issued four times a year, every nine weeks. Report cards should be reviewed on SIS. Please refer to the academic calendar for report card posting dates. Final report cards will be sent home in your child's blue folder at the end of the year.

Parents will be given a conference time during the first marking period. The office will set the conference schedule. Other conferences may be arranged as needed by contacting the individual teacher. **Report Cards will be held at the end of the year if there is an outstanding balance on the student's account.**

Safe Environment

As an ongoing effort to provide a safe environment for our students please be advised that any parent/guardian known to our diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

Scholarship Opportunities

Scholarship opportunities change from year to year. Please call the School Office for more information on scholarship opportunities for the 2019 - 2020 school year. Prince of Peace Catholic School uses FACTS in the event that more aid assessment is needed or required per scholarship.

Tuition assistance is available to Parishioners of Prince of Peace Catholic Church depending on need. Exceptional South Carolina students entering POPCS in August, 2019 may apply for the ESC Scholarship. This scholarship is given to students with learning difficulties. The St. Elizabeth Ann Seaton Scholarship is a Diocesan provided scholarship, applied for during the current school year and awarded in the following school year. The Carol Tonon Scholarship is awarded yearly by the Columbiettes of POPCC.

Parents are notified of additional scholarships by the School Office as they become available.

Support Our Students Program and Policy - (SOS Program)

Admission of Students with Special Needs & Admission of Students with Professionally Diagnosed Learning Differences

The 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 (SAP Student Academic Plan) 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 SAP.
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 Learning Specialist will request in a review with the family, Learning Specialist, and principal.
6. Each child with a physical special need will be evaluated by the Learning Specialist and principal.

Student Government

Students are given representation to address school issues that affect them and to promote activities and

programs for the good of the student body. Elected officers are expected to be role models and must maintain a C average in every class and receive no more than three detentions in one semester. Officers are middle school students elected by the POPCS Student Body and include President, Vice President, Secretary, and Treasurer. Student Council members are selected for Grades K4 – Grade 8.

Student Dismissal

Notify the school office in writing if anyone other than a parent is to pick up a child from school or After Care. This person will be asked to provide picture identification before the child will be released. People designated on the student forms will be allowed to pick up your child in an emergency. Students WILL NOT be released to anyone not listed on the emergency card or the car-pool pick-up form without written request.

Student Records

Parents/students requesting records must make a written request to the School Office.

Completed forms will be faxed or sent via the mail. NO RECORDS WILL BE SENT TO THE REQUESTED SCHOOL OF STUDENTS WHOSE FINANCIAL COMMITMENT IS IN ARREARS unless arrangements are made with the principal.

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 Pre-Kindergarten through 2nd grade will be tested at least three 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, January and May students (beginning in 3rd grade) take **MAP Testing** 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 MAP 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.

Textbooks & School Supplies

Textbooks are furnished to students for their use during the school year. Students are required to have books covered to protect them from damage. A fine will be charged to students for abused, misused, or lost books.

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. **In addition, no student records will be forwarded to another school until all accounts have been settled.**

Visitors

Parents, as well as other visitors are always welcome at our school. All visitors to the school for any reason must enter the building through the main doors. ALL visitors must report to the school office to sign in and secure a badge. Books, lunches, and other items being delivered to students must be left at the front desk. When visitors are ready to depart from our campus, they need to return to the office to sign out.

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.

Volunteer - Safe Haven Program

The Bishop of the Charleston Diocese has required that all employees and volunteers participate in the Safe Haven It's Up to You 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.

*Prince of Peace Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to the parents via the Monday blue folder or through email communication.

Revised/rewritten/ or updated July 25, 2019

Appendix A Please review these guidelines yearly.

According to DHEC guidelines, students with the following conditions must be excluded from attendance:

1. The student with symptoms of possible severe illness which may include (but are not limited to) fever, difficulty breathing, unusual lethargy, unusually severe irritability.
2. Fever, accompanied by behavior changes or other signs and symptoms of illness (sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion) until medical evaluation indicates inclusion is acceptable.
3. Uncontrolled diarrhea (three or more loose stools in a 24-hour period) or stools that contain blood or mucus, until symptoms are resolved or medical evaluation indicates that inclusion is acceptable.
4. Infection with Escherichia coli or other shiga-toxin producing e coli, until diarrhea resolves and two stool cultures are negative. Medical note required for return.
5. Shigella infection, until asymptomatic. Medical note required for return.
6. Salmonella typhi (typhoid fever) infection. Exclude until 24 hours without a diarrhea stool. Medical note required for return.
7. Rash with fever or behavioral change, until a physician has determined that the illness is not a communicable disease. Medical note required for return.
8. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until evaluated and treated. Medical note required for return. Note: Non-purulent conjunctivitis (defined as pink conjunctiva with a clear, water eye discharge without fever, eye pain or eyelid redness) does not require exclusion from school.
9. Tuberculosis, until the local health department authority or treating physician states that the student is noninfectious. Medical note required for return.
- 10. Streptococcal pharyngitis (strep throat) until afebrile and at least 24 hours after treatment has been initiated. Medical note required for return. Please refer to POPCS 24-hour guideline period listed under both the Attendance and Illness sections of this handbook.**
11. Head lice from the end of the school day until after the first treatment. Parent note is required for return.
12. Scabies, until after treatment has been applied. Medical note required.
13. Impetigo, with lesions that cannot be covered, if part of a cluster of cases within a school or if there are drooling or hygienic concerns, until 24 hours after treatment has been initiated.
14. Varicella (chickenpox) until all lesions have dried and crusted (usually six days).
15. Varicella-Herpes Zoster (shingles) with lesions that cannot be covered, until lesions have crusted.

16. Pertussis (whooping cough) until completion of five days of appropriate antibiotic therapy. Medical note required.
17. Mumps, until nine days after onset of parotid gland swelling. Medical note required.
18. Measles, until four days after onset of rash. Medical note required.
19. Rubella, until seven days after onset of rash. Medical note required.
20. Hepatitis A virus infection, until one week after onset of illness or jaundice. Medical note required.

Conditions or illnesses that a health care provider indicates warrant exclusion require a written medical note.

Children with the following conditions do not need to be excluded from school:

1. Mild upper respiratory tract infection, even if it is associated with green or yellow nasal discharge, as long as the student does not have a fever or any of the other excludable symptoms described above.
2. Fifth disease (parvovirus B19 infection). Individuals are no longer contagious once the rash appears, and they cannot be diagnosed with fifth disease before the rash appears.
3. A red eye without a yellow or green discharge, fever or matting.
4. Cytomegalovirus (CMV) infection
5. Croup
6. Pneumonia
7. A rash without a fever
8. Bronchitis
9. Ear infection
10. Warts
11. Pinworm
12. Ringworm

Appendix B:

Prince of Peace Catholic School proudly presents the names and credentials of the faculty and staff:

Staff Position	Location	Name
Pastor	POP Parish Office	Rev. Christopher Smith, STD
Director Administration	POP Parish Office	Mr. Phil Head, MA
Accountant	POP Parish Office	Mr. Mark Pulley, BS

Principal	School Office	Mr. Steven Cunningham
Office Manager	School Office	Mrs. Tammy Lopez, BA
Receptionist	School Office	Mrs. Jacqueline Dolch
Health Room	School Office	Volunteer Staff

Grade/Subject	Teacher
Learning Specialist	Position TBD
K4	Position TBD
K4	Mrs. Lauren Ludolph
Kindergarten	Mrs. Rebecca Crouch, BS
Aide	Mrs. Karen Lodise
Grade 1	Mrs. Shannon Slaughter, MA
Grade 2	Mrs. Sarah Smith, MA
Grade 3	Mrs. Beverly Farley, MED
Grade 4	Miss Allison Gurn, BA
Grade 5	Mrs. Gina Carter, MA
Advanced Learning Program	Mrs. Robin Marlar, MA
MS Science	Mrs. Jamie Avery, MA
MS Math Lab	Mrs. Jamie Avery, MA
Math 6, Pre-Algebra	Mrs. Jamie Avery, MA
MS Religion & History Gr. 6 – 8	Mr. Nathan Barontini, MA

MS ELA – Gr. 6 -8	Mrs. Jennifer Bunecke, MA
ALP Math	Mrs. Clare Keat, BS
ALP ELA	
Math 7	Mrs. Clare Keat, BS
Algebra	Mrs. Clare Keat, BS
Geometry	TBD
Math Lab Grades 1-5	TBD

Grade/Subject**Teacher**

Athletic Director/PE	Mr. Bobby Moreau, BS
Spanish Gr. 6 -8	Mrs. Juliana Simon, MA
Art Gr. K4 - 8	Ms. Marilyn Alber
Library Gr. 1-5	Ms. Marilyn Alber
Music	Miss Emily Sigmon
Computer	Powered by Mr. Steve Cunningham
After School Care	Mrs. Michelle Zimmerman
Bookkeeper	Mrs. Karen Roman, MA