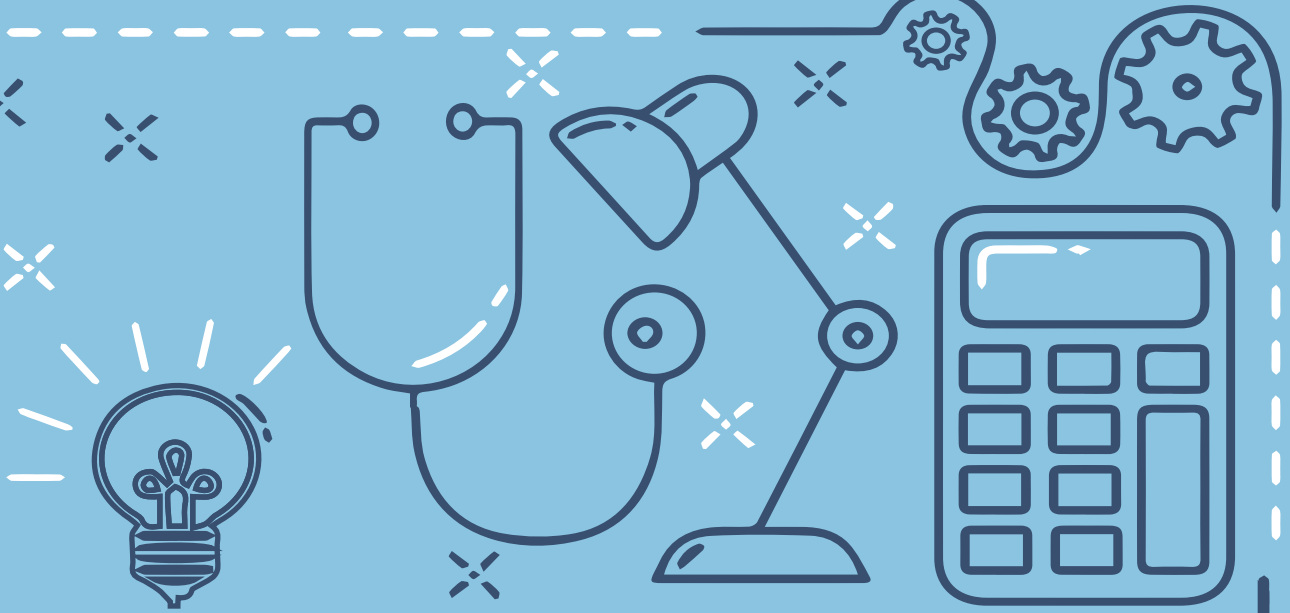


POPCS



# FAMILY

# HANDBOOK



2021-2022



# LETTER FROM THE PASTOR:

## **DEAR PRINCE OF PEACE CATHOLIC SCHOOL FAMILIES,**

Welcome to Prince of Peace School! Whether you're a returning family or a new family, I'm confident that you have made an educated decision to enroll your child or children in our wonderful Catholic School. Good choice!

As you know, I am new to the Prince of Peace family and I have encountered an extremely welcoming community that believes in the values of our Catholic faith, especially as it relates to outreach to the less fortunate. We hope to instill these same values in our students through the witness and example of our outstanding and dedicated teachers and administrative staff members.

As we come off of an unprecedented 2020-2021 school year due to the COVID-19 pandemic, it is with much optimism, faith, hope and love that we embark on the 2021-2022 school year.

I look forward to getting to know you and serving you as your pastor for years to come.

Again, welcome, and may God bless you Prince of Peace School!

Father Michael Forge  
Pastor



## LETTER FROM THE PRESIDENT:

### **DEAR FAMILIES OF PRINCE OF PEACE CATHOLIC SCHOOL,**

The faculty, staff and administration of Prince of Peace Catholic School believe that we have a mission: To teach as Jesus did. This mission is threefold. First, and foremost, we must look at each student as a spiritual being, created by God, in His image. To glorify God, we have a duty to help each student become everything he or she is capable of being. Only when each student can fulfill his or her spiritual, intellectual, emotional and physical potential have we done our jobs well. Second, we recognize the importance of creating a true community of students, parents, staff and parish. Communication with all of these entities is the key to developing positive and constructive relationships among them. Third, we remember the importance of Christian service.

Students are encouraged to serve others according to their ages, abilities and talents. Through service, they may learn to see themselves as productive members of their families, school, parish, community, nation and world. This fosters a feeling of self-worth within the child. I am delighted that you have chosen Prince of Peace Catholic School for your child's education. I look forward to a productive year for all.

In Christ,  
Chad Evans  
President



# INFLUENCING THE WORLD FOR CHRIST

— PRINCE OF PEACE CATHOLIC SCHOOL —



## **MISSION STATEMENT**

Prince of Peace Catholic School is devoted to instilling strong Catholic values, fostering a life of faith and servant leadership, providing a challenging academic environment and inspiring each student to shine to the fullest extent of his or her God-given potential.



## **VISION STATEMENT**

We cultivate faithful servants and inspired leaders who are motivated and well-equipped to influence the world for Christ.

## **HISTORY OF THE SCHOOL**

On August 19, 1991, Prince of Peace Catholic School opened its doors for the first time. Our school was started from the vision of our founding pastor, the late Fr. Jim Balint.

Fr. Jim's vision was to provide a vibrant Catholic Community for the West Plano area. Many families worked hard to be the first in line while sleeping overnight in tents to ensure their children were able to enroll in the founding Preschool classes. The original site of the school was at the Preston and Park intersection in the strip mall that is now where the Studio Movie Grill is located.





## **PRINCE OF PEACE STUDENT PLEDGE**

I am a member of Prince of Peace Catholic School. As a child of God and a servant to others, I am honest, responsible, and respectful of myself and others at all times.



## **SCHOOL IDENTITY**

Stars



## **SCHOOL COLORS**

Navy Blue, Royal Blue, and Red



## **ACCREDITATION**

Prince of Peace Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED)



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**During the registration period, you have acknowledged adherence to the following policies and procedures.**

## **100 SERIES: ADMINISTRATION DIOCESE OF DALLAS:**

### **101 THE BISHOP**

The Bishop is the chief administrator of the diocese. He is responsible for educating the faithful in the teachings of the Catholic Church in the Diocese of Dallas. Part of his educational responsibility is overseeing Catholic schools in Dallas. The Bishop has ultimate authority in all things relative to education in the Diocese of Dallas.

### **102 THE PASTOR**

The chief administrator of the parish within the Diocese is the Pastor and is canonically responsible for the total operation of all organizations within his parish. The Pastor is both spiritually and fiscally responsible for the school.

### **103 THE SUPERINTENDENT**

The Director of Schools for the Diocese, the Superintendent, is the Bishop's delegate for Catholic education within the Diocese. It is the Director's role to provide spiritual and professional support to the President and principals, to ensure adherence to diocesan policies, and to maintain a significant level of communication with the various school communities. The day-to-day management of the school is delegated to the President by the Superintendent.

## **PRINCE OF PEACE CATHOLIC SCHOOL**

### **104 THE PRESIDENT**

The Office of President has as its primary purpose to provide leadership of the school in order to achieve the fullest attainment of the mission statement of Prince of Peace Catholic School. The President is the Chief Executive Officer of Prince of Peace Catholic School and, as such, has the general charge and control of its personnel and budget; of its educational and development programs; of its business affairs; and of its facilities. The President works most closely with the Principal, the Council, and in varying degrees, with other groups within the school community to provide leadership with regard to the purposes, values, and goals of Prince of Peace Catholic School. The President bears ultimate responsibility for the operation of the school that is accomplished through specific persons as agents of the President. The President is the Chief Administrator of the school community. As such, the President is responsible for supervision and administration.

### **105 THE PRINCIPAL**

The overall day-to-day operation of the school, including curriculum development, staff development and formation, and maintaining the physical and spiritual well-being of the school is the responsibility of the principals. The Principal, with the help of the assistant principals and director of counseling services is responsible for fulfilling and enforcing policies of the diocesan and local school boards. The student services and the assistant principals report directly to the principal. The principal is directly responsible to the President of the school.



## **106 THE ASSISTANT PRINCIPALS**

The Assistant Principals support the Principal in administering the school according to the general policies of the Diocese. They are responsible for providing for the spiritual, moral, intellectual, aesthetic, social, and physical needs of the children in the school. It is their duty to work closely with the President, Principal, School Advisory Council, and faculty to achieve a climate and program that fosters Christian growth and formation within the total school community.

## **107 COUNSELING AND STUDENT SERVICES**

The School Counselors support the Principal to ensure the social, emotional, and intellectual being of each student. It is their job and duty to work closely with the President, Principal, Assistant Principals and Director of Counseling Services and faculty to achieve a climate that fosters Christian growth and formation within the total school community.

## **108 ADMISSION REQUIREMENTS AND REGISTRATION**

Parents desiring a strong academic foundation in a Christian atmosphere are invited to apply for admission to the School. The School has a confidential Tuition Assistance Program. We encourage families who have demonstrated financial need to apply for tuition assistance. Prince of Peace Catholic School prohibits discrimination on the basis of race, color, national origin, age, and disability. We consider all applicants for admission, or any other accommodation equally and fairly, without regard to disability.

### **Age Requirements**

Students must meet the following age requirements:

- A student entering kindergarten must be five years of age on or before September 1 of the current school year.
- A student entering first grade must be six years of age on or before September 1 of the current school year.

### **Admission Procedures for New Applicants**

The following items must be submitted before a student's application can be acted upon:

- Fully completed application for admission with a one-time \$100.00 application fee
- Birth Certificate
- Baptismal Certificate
- Social Security Number of Student
- Immunization/Health Records
- School Transcripts/Records/Report Cards
- Any Special Needs Testing and Evaluations
- Teacher Recommendations
- Assessment Results and Scores
- Signed Handbook Covenant
- Custody Papers (divorced families)
- Emergency Information Card

### **Admission Requirements**

An offer of admission is based upon:

- Submission of all required documents
- Results of the required assessment test
- Space limitations
- Availability of an appropriate educational program

Priority admissions include:

- Returning students (currently enrolled and eligible to re-enroll)
- Qualified siblings of enrolled students



### **Waiting List Procedure**

If a student cannot be immediately accepted for registration, he/she is placed on the waiting list. The waiting list is an on-going process, carried over from year to year.

The following criteria will determine admission for children on the waiting list:

- Qualified siblings of students enrolled at the School
- Length of time the family has been registered and active in the parish
- Participation in the parish stewardship program (making and fulfilling a signed pledge card for at least \$1000.00 per calendar year)
- Active volunteer participation in the Prince of Peace Catholic Community
- If applicable, a student's previous history of Catholic schooling and the family's support of Catholic values

### **Application Fee**

The application fee is a one-time non-refundable fee of \$100.00 per student.

### **Enrollment Contract**

All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.

### **Withdrawal Procedures**

When a student is withdrawn from school, the parent/guardian must notify the school office in writing, and complete the required withdrawal paperwork as soon as possible prior to the actual withdrawal date. Official student records are mailed directly to the new school.

## **109 FINANCIAL REQUIREMENTS**

Prince of Peace Catholic School expects all families who have a child or children enrolled in the school to pay tuition and fees promptly when due. Failure to pay tuition and fees when due impairs the ability of the school to provide quality education for all students. At the same time, we recognize that there may be exceptional cases of a family experiencing temporary financial difficulty due to loss of employment, illness, or other factors beyond the family's control. In such case, it is the responsibility of the family to contact the School Finance Office promptly and work out suitable arrangements or apply for emergency tuition assistance as may be available. We suggest that any family with a tuition delinquency in excess of 45 days contact the School Finance Office immediately to seek emergency tuition assistance. Failure to communicate promptly with the School Finance Office on this issue may adversely impact the student's continued enrollment in Prince of Peace.

### **Annual or Monthly Tuition Payment**

The School has engaged FACTS Management Services as its third-party tuition billing service. Families may elect to pay tuition for a school year in one installment due in May, or in twelve (12) monthly installments commencing in May for the school year beginning in August. Tuition payments will only be accepted through FACTS Management Services. Each family will be provided with instructions for enrollment with their registration package. It is the family's responsibility to enroll in the FACTS Tuition Payment Program. Please enroll before submitting the online enrollment to Prince of Peace

School. Enrollment will not be official with POP until an active FACTS agreement has been created. Enrollment for students whose tuition is delinquent by May 31 may be cancelled at the discretion of the school. In no event will the student be permitted to attend class at the beginning of the school year unless the delinquency is cured in full or alternative arrangements are made with the School Finance Office. In the event that two (2) or more monthly tuition payments are delinquent prior to the commencement of a school semester, the student will not be permitted to attend class at the start of the semester. In no event will a student be permitted to begin a school year if any portion of the previous school year's tuition is delinquent. In addition, for any tuition delinquency, the School, at its sole discretion, may issue incomplete report cards.

### **Eighth Grade Financial Requirements**

Per the diocese, in order to fully participate in graduation activities, all debts for Eighth Grade students must be cleared by the first Monday of May.

### **Registration and Other Fees**

No student will be permitted to begin a school year unless all registration, and other required fees are current. Registration and other required fees are paid through FACTS Management Services at enrollment. Enrollment for students whose families are not current in the registration or other required fees by May 31st may be cancelled at the discretion of the school. In no event will the student be permitted to attend class at the commencement of the school year unless the delinquency is cured in full or alternative arrangements are made with the School Finance Office.

## **110 STEWARDSHIP TO PRINCE OF PEACE CATHOLIC COMMUNITY**

Prince of Peace Catholic School is a ministry of Prince of Peace Catholic Community. Since the Community provides a significant portion of the expense of operating the School, parents are expected to participate in the Community stewardship program in order to qualify for the Parishioner Tuition Rate. Participation is understood to mean that (i) at least one of the parents is an active Roman Catholic; (ii) that the family is registered in the Community; (iii) that they have submitted a current year pledge to the Community; and (iv) that they have a minimum of \$1000.00 of qualifying Community contributions (i.e. General Fund, Debt Reduction, and Easter, Thanksgiving, Christmas or any capital campaign contributions) posted to their envelope account during the calendar year. Failure to have a minimum of \$1000.00 of qualifying Community contributions received in the Accounting Office by December 31st will result in Non-Parishioner tuition rates for January through April being charged. Also, families will have to register for the next school year as a non-parishioner.

## **111 OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. Family Directory is confidential and should not be shared for promotional purposes.

## 112 REPORT CARDS

Report cards are prepared at the close of each quarter of the school year for students in grades one through eight. Report cards for kindergarten are prepared at the close of quarters two through four. Eligibility checks are prepared at the midpoint of each quarter for students in grades 5-8.

**A = 94-100**

**B = 86-93**

**C = 76-85**

**D = 70-75**

**E = 69 or below**

## 113 PROMOTION REQUIREMENTS

A student is advanced to the next level/grade if all requirements have been met and the school agrees that advancement to the next level/grade is beneficial to the child. An on-going assessment program occurs throughout the school year at each grade level to provide information regarding the student's promotion. Policies regarding conditional promotion or retention apply when a student demonstrates academic difficulty throughout a school year. The following policies clarify the conditions under which a student is required to attend summer school/tutoring or repeat the grade. The goal of these policies is to provide additional opportunities to master the objectives.

### Retention Policy for Kindergarten

A student may be retained at the end of the school year and must repeat Kindergarten if the teacher and administration determines the student is academically, socially, or emotionally unprepared for 1st grade.

### Retention Policy for First through Eighth Grade

A student is retained at the end of the school year and must repeat the grade if the student has a final report card average of N (Needs Improvement) or a grade of 69 or below in two core subjects. At any time during the school year and preferably before the end of the first quarter, when a student is identified as being unsuccessful in his/her core subjects according to established indicators (such as academic performance and attendance records) the possibility of retention exists. A conference with the administration, parents/guardian, and the classroom teacher will be held to determine a plan of action. The decision to retain rests with the school principal. Sixth through Eighth graders who are retained must repeat the grade at another school.

### Conditional Promotion for First through Eighth Grade

A student who meets the following criteria on their report card is required to make up the deficiency.

- A student in grades 1-2 who receives a final average of N (Needs Improvement), or a grade of 69 or below in grade 3 in any one of the following subjects: reading, math, or english.
- A student in grades 4-8 who receives a final average of 69 or below in any one of the following subjects: religion, ELA, math, science, or social studies.

The student is required to complete one of the following programs in the targeted area(s) in order to be promoted to the next grade and return to Prince of Peace: 1) summer school coursework from an accredited public or private school, or 2) twenty hours of tutoring by a degreed teacher certified in the subject to be tutored. In some cases, other special programs or summer work approved by the

Principal may be permitted.

## **114 ACCREDITATION**

Prince of Peace Catholic School is part of the Catholic School System of the Diocese of Dallas. The Texas Catholic Conference Education Department (TCCED), approved by the Texas Education Agency (TEA), accredits our school.

## **115 GOVERNANCE AND ADVISORY COUNCIL**

The Prince of Peace Catholic School has an Advisory Council that provides direction, advice, and recommends actions on general policies for the overall operation of the school to the Pastor and school administration. The Advisory Council works with the Pastor, President, Principal and the Community at Large. It also interfaces with the Catholic School Advisory Diocese Council. Regular School Advisory Council meetings are held monthly.

### **Parent Volunteer Organization (PVO)**

The PVO of the school is a support between the parents and school in implementing various parts of our school program while promoting the spiritual, educational, and physical welfare of our students. PVO membership is required of registered families of the School.

## **200 SERIES: COMMUNITY RELATIONS**

### **201 PARENT ROLE IN EDUCATION**

We at Prince of Peace Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the

primary role models for the development of your child's life: physically, mentally, spiritually, emotionally, and psychologically. Your choice of Prince of Peace Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Prince of Peace Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of both sides of the story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However,



sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **202 PARENTS AS PARTNERS**

As partners in the educational process at Prince of Peace Catholic School, 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 lunch money or a nutritional sack lunch every day.

Parents as partners also:

- Actively participate in school activities such as Parent-Teacher Conferences.
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- Notify the school with a written note when the student has been absent or

tardy.

- Notify the school office of any changes of address or important phone numbers.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Complete and return to school any requested information promptly.
- Read school notes and newsletters to show interest in the student's total education.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat teachers with respect and courtesy in discussing student concerns.

Students whose parents violate the Parents as Partners agreement and guidelines set forth in this handbook may be excluded from Prince of Peace Catholic School.

## **203 ACADEMIC CALENDAR**

All schools in the Diocese of Dallas are required to have a minimum of 180 days of instruction in the school year. School is in session for grades K-8 at least seven hours every day, "bell-to-bell." School is in session for grades K-3 from 7:55 a.m. - 3:00 p.m. and for grades 4-8 from 7:55 a.m. - 3:30 p.m.

## **204 CHILD ADVOCACY**

In accordance with the laws of the State of Texas and the policies of the Diocese of Dallas, faculty and staff members of the School are required to report any suspected cases of child abuse or neglect. Diocesan policy states: "The Texas Family Code requires any person

having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report the case to the local law enforcement agency or to Child Protective Services."

## **205 EFFECTIVE COMMUNICATION**

Good communication between home and school is desirable since teachers and staff partner with parents in the students' educational and personal development. Forgotten lunches and eyeglasses are accepted in the front office with the intent these items are going to be delivered to your child the day they are dropped off. Please understand that our focus is on the students at arrival and dismissal times. While we are most interested in communication with our families, the staff is not available for discussions during these critical time periods. Should you have a question, concern, or observation regarding a student and/or our school, please leave a message in the spirit of cooperation on the teacher's voicemail or e-mail and the teacher will contact you by the end of the following school day. Please do not leave messages of a confidential nature. All concerns pertaining to a student's religious, academic and social development must first be discussed with the student's teacher. If a satisfactory conclusion cannot be met, families may schedule an appointment with the School Administration, if appropriate.

## **206 INCLEMENT WEATHER AND EMERGENCY CLOSINGS**

In the event of inclement weather, parents are advised to watch Channel 5 (NBC) for bulletins regarding the closing or delayed opening of school. Other stations

will not contain our announcements. Notices will also be posted on the school website. If Plano Independent School District (PISD) closes due to inclement weather, Prince of Peace will close also. Early dismissals, late starts, or emergency school closings do not automatically coincide with decisions by PISD. In the event of an emergency school closing, including early dismissal or late starts, the automated phone system—Parent Alert—will notify parents. For this reason, all contact information must be kept current with the school office and on RenWeb. E-mail and text messaging are also acceptable and possible forms of communication. Parents are asked to check e-mail messages regularly.

## **207 EMERGENCY PROCEDURES**

School conducts one evacuation drill a month and either a shelter in place, lock out, or lock down drill.

## **208 USE OF SCHOOL GROUNDS**

The school building during the school day is for the sole use of the children and faculty/staff. The school building acts as a community center after 6:00 pm each day for various church organization and community groups. Permission for the use of the school building after hours must be obtained in advance of the usage from the Director of Facilities church and placed on the calendar.

## **300 SERIES: STUDENTS' CURRICULUM AND INSTRUCTION**

### **301 CURRICULUM**

We follow the Diocese of Dallas Curriculum Guides, which contain and extend the Essential Elements of the US Department of Education National Standards. Basic to the curriculum is the study of religion, language arts, mathematics, science, social studies, computer science, fine arts, physical education, Spanish, and sensory-motor skills.

### **302 PROGRAMS FOR MEETING ALL STUDENTS' NEEDS**

Prince of Peace Catholic School teachers work diligently to differentiate instruction to meet the needs of all students. Students with diagnosed learning differences have access to the STAR Center to receive extra support. This center is only available for students with a diagnosis of any type of learning difference.

### **303 OFF CAMPUS PHYSICAL EDUCATION**

Off campus P.E. credit is only available to sixth - eighth grade students who meet the requirements set by the state and the Diocese of Dallas. The documentation has to be reviewed and approved by the Principal.

### **304 ACADEMIC RECOGNITION**

We seek to motivate each student to be a successful student. Because interests and gifts vary widely, we seek to challenge each student to make personal improvements according to their ability.

## **305 ACADEMIC/ BEHAVIOR NOTICES**

Academic and Behavior Notices provide information for the parent and student regarding areas that need attention, either academically or behaviorally. The purpose of notices is to further partnership between home and school. These include notices concerning missing homework and uniform violations. Academic and conduct alerts will be sent electronically through RenWeb.

## **306 HOMEWORK GUIDELINES**

Prince of Peace Catholic School deems that homework should be an essential part of the student's educational program. It is meant to support the learning experiences that occur daily in the classroom. Homework should promote and develop the following:

- Independent study
- Independent research
- Independent skills practice

### **Student Responsibilities**

- It is the responsibility of the student to turn assignments in on time with the understanding that if they did not bring their homework to school the day it is due their parent/guardian is not allowed to deliver it to the front office in hopes of them obtaining it before the assignment is due. Please see section 205 for a description of what can be delivered to the front office with the intent of their child receiving it that particular day.
- It is the responsibility of the student to obtain homework when absent.
- It is the responsibility of the student to communicate to the teacher any mitigating circumstances that prevent completion of assignments.



## **Parent Responsibilities**

- It is the responsibility of the parent to provide a specific time and place for homework.
- It is the responsibility of the parent to supervise (but not complete) the child's homework.
- It is the responsibility of the parent to communicate concerns to the teacher in an effective manner.

## **Teacher Responsibilities**

- It is the responsibility of the teacher to inform students of the school's guidelines as well as his/her own guidelines.
- It is the responsibility of the teacher to assign homework that provides enrichment and reinforcement of work introduced during class time.
- It is the responsibility of the teacher to provide feedback on long-term projects and assignments.
- It is the responsibility of the teacher to communicate with both parents and students when concerns arise.

Assignments may include the following:

- Practice - to help students master objectives introduced in class
- Study - to prepare students for tests
- Extension - to expand the student's understanding of a new skill or concept
- Projects - to reinforce interdisciplinary skills and concepts taught in the classroom

## **Time Guidelines**

Students should be instructed in study skills, which include scheduling of time to complete assignments. Time allocation for long-term assignments should be incorporated into daily study schedules. The following guidelines for the

maximum time spent daily on homework and long-term assignments apply:

## **Practice Work Guidelines**

- Maximum 10 minutes per grade level
- Additional 20-30 minutes of reading/studying
- Daily homework is not mandatory

## **307 LATE SUBMITTAL OF WORK**

Practice work should be turned in as assigned. Practice work is used to enhance understanding and is most effective when completed on time. Work submitted late without an excused absence is marked according to the following guidelines:

- Late assignments are graded based on the policy below.
- The student must make up the assignment.
- In the event of illness the student is required to bring in any long-term assignments when they return to school.
- The family must make arrangements with the classroom teacher for completion of work to be submitted late due to an excused absence.
- If the student's absence is excused, the student has the same number of days to make up the assignment as they were absent.
- Make-up work due to extenuating circumstances (such as long-term illness) must be arranged with the administration.
- In grades 5-8, students must adhere to requirements of individual instructors.
- Any practice work brought up to school will be placed in the designated teacher's box and will be considered late.



### **Grading Policy for Late Work**

- Grades 2-4: -10 points
- Grades 5-8: -20 (80) 1st day late, - 30 (70) points for work turned in after the 1st day late, prior to the end of the unit.
- Grades 3-8: No credit will be given for assignments turned in after the assessment.

### **Homework for Planned Absences**

For all planned absences, teachers will provide homework upon the students return to school. Students will be expected to keep up with class reading.

### **308 ACADEMIC DISHONESTY**

Academic dishonesty of any type will not be tolerated. Students who choose this may face a failing grade, behavioral consequence, suspension, and/or expulsion. A student who is involved in dishonesty may also be unable to participate in sports and other extracurricular activities.

### **309 FAITH FORMATION AND RELIGIOUS EDUCATION**

K-8th grade students celebrate Mass weekly. This enables students to worship as members of the school community.

### **Special Note from the Pastor**

The School and the parents cooperate in the faith formation of our students. Basic to the Catholic tradition is gathering with the Community each Sunday to deepen our faith through Word and Sacrament. It is expected that parents of Catholic children will provide the opportunity for their children to be formed in this tradition. The weekday Mass in the presence of the school children does not substitute for Sunday Mass with the Community.

### **310 CONFERENCES**

Parent/Teacher Conferences will be offered bi-annually. Additional conferences may be scheduled at mutually convenient times at the family or teacher's request. The conferences will be a time to share important information regarding the student's progress and to establish goals and objectives for the future.

### **STUDENT SERVICES**

### **311 DISCIPLINE**

At the school, parents/guardians, staff, and students form a community seeking spiritual, intellectual, physical, and social development of competent and responsible young men and women. Our discipline program establishes rules of conduct and procedures for student behavior at the school. "Trust" and "honor" are words that embody the moral and ethical foundation of the mission of Prince of Peace Catholic School. Ours is a structure that defines and promotes these values within the School community. The School pledge represents the highest ideals of moral development, integrity, and achievement, as well as respect for the ideas, work, and property of others.

### **POP Student Pledge**

**I am a member of Prince of Peace Catholic School.**

**As a child of God and a servant to others, I am honest, responsible, and respectful of myself and others at all times.**

## ***Virtue-Based Restorative Discipline***

Prince of Peace Catholic School is a Virtue-Based Restorative Discipline School. This initiative is a Catholic response to discipline, and has two goals.

- Decrease anti-social behavior
- Bullying behaviors
- Disruptive behaviors
- Increase faith practices
- Evangelization
- Sacramental Practices
- Virtue education

In the VBRD model, we see misbehavior in the context of the whole child both at home and school. This does not replace the discipline policy, but rather builds upon what we have so as to provide a stronger connection to our faith teaching in assuring that love of God and one another is reflected in our discipline practices. The following tasks are the foundation of this initiative.

- We will cultivate personal virtues as a school community.
- We will commit to being constructive in the way we interact with others.

When harm is caused by misbehavior of any kind, we will address it within the context of faith identity to make amends. We will repair and restore relationships first because we want to live a virtuous life, loving God and neighbor, and because we want to do unto others as we would have them do unto us. "Think About It" forms will be sent home with students to aid in repairing relationships. The forms also reinforce the parents and teachers as partners in guiding children. Rather than focus on "bullying" we will look at all behaviors that are disruptive in the school day. Many times behavior is mislabeled as bullying, when in fact, we need to specifically identify the behaviors as harm, humiliation or intimidation. Bullying is a label that can cause distress

to both parents and their children, as it does not always accurately describe the circumstances needing adult intervention. The four guiding principles in VBRD:

- We will dedicate ourselves to living virtues.
- We will support others in living virtues.
- We will commit to constructive thoughts, words and deeds.
- When faced with challenges or conflicts, we will find solutions that cultivate virtues for ourselves and for one another.

Parents will have resources for using VBRD at home as a way to create a consistent approach to personal growth in virtue, while emphasizing the intrinsic dignity of the human person when disciplining their children.

### **Reporting**

Anyone witnessing, hearing or having knowledge of anti-social behaviors is to report this information directly to teachers or administrators for investigation.

### **Procedure for Appeal and Review of Expulsion**

Parish school expulsions may be appealed to the President, whose decision on the matter shall be final and unappealable. At Prince of Peace, the Pastor is not responsible for student discipline and delegates those responsibilities to the President and Principal. Operational matters, solely defined at the discretion of the Pastor, are also delegated to the President of the school, and in those matters, the President's decision shall be final and binding without right of further appeal.



## 312 LUNCH AND RECESS CODES OF CONDUCT

### EXPECTATIONS

- Students are to enter the lunchroom respectfully, walking, not running.
- Students will clean up after themselves.
- Students are not to remain upstairs for lunch/recess unless they are with a teacher. If students are to meet a teacher after lunch, they must have a permission.
- Students are to sit at the tables assigned to their specific grade level.
- Students are to remain seated unless they are going to the cafeteria line, restroom, or trash.
- No more than three students may leave for the restroom at any given time, and all students must have teacher permission.
- Students must remain in their seats until their table is dismissed.
- When exiting the building, students are to leave all food and drink inside with lunchboxes.
- When exiting the building, students are to walk until outside.
- Use only school approved equipment and use it in an appropriate manner.
- Stay within school approved play area boundaries at all times.
- No teasing, put-downs, foul language, harassment, or aggressive play.

### Severe Behavior Clause

Immediate referral to the administration will occur for the following infractions:

- Fighting
- Overt defiance
- Vandalism
- Throwing food
- Disrespect
- Going off school grounds
- Threats

## 313 DISCIPLINARY ACTIONS

Parents are notified of any significant disciplinary action. At the discretion of the administration consequences are levied in proportion to the offense and the grade level. These actions need not be applied progressively. The administration reserves the right to determine the appropriateness of any action if any doubt arises regarding discipline. Discipline Infractions are generally viewed in one of the following three categories:

- Conduct/actions which prevent individual from doing work
- Conduct/actions which prevents others from doing work
- Conduct/actions which make the learning environment unsafe for students who do not adhere to POP's guidelines, whether within campus or outside of campus, teachers and administration may apply any combination of the following consequences (listed in no particular order):
  - Verbal reminder or "Think About It" form
  - Natural consequence to restore relationship
  - Silent Lunch
  - Detention
  - Immediate removal from class
  - Reduction or loss of privilege
  - In-school suspension
  - Out-of-school suspension
  - Behavior Contract
  - Repose Period
  - May not be able to participate in POP sponsored activities or DPL Athletic events
- In accordance with Diocesan policy, POP may remove a student from school until a disciplinary action is decided upon that is in the best interest of POP,

the student, and the family.

- Expulsion

### **Severe Infractions**

Behaviors listed below may result in the immediate suspension and/or automatic termination of enrollment:

- Sale or possession of controlled substance on campus (including vaping paraphernalia)
- Possession or use of weapons of any kind on campus
- Vandalism of a serious nature
- Consuming or having possession of alcoholic beverages on campus or at any school sponsored activity
- Attendance at school or school-sponsored activity under the influence or alcohol. Use or possession of marijuana, narcotics, hypnotic or sedative drugs or presenting a substance as a drug. Use or possession of any chemical depressant or stimulant as defined under the Penal Code of the State of Texas not prescribed by a physician.
- Injury of self or others of a serious nature
- Any infraction deemed severe by the administration

Possession is hereby defined as including having such items on your person or in lockers, bags, purses, backpacks, lunch boxes or other personal property. All are subject to search and seizure at the discretion of the administration.

### **314 BEHAVIOR AT SCHOOL FUNCTIONS OUTSIDE THE SCHOOL DAY**

Behavior policies that apply at school or on the school premises also apply at school functions after hours on or off the school premises.

### **315 OFF-CAMPUS CONDUCT**

The administration of Prince of Peace Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students. Any conduct (verbal, written or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc... The administration reserves the right to discipline a student for activities committed off-campus if they are intended to have a negative effect on a student/faculty member or they adversely affect the safety and well-being of students/faculty members while in school.

#### **Field Trips**

Field trips will be taken during the school year to enrich the curriculum by giving students interactive learning experiences outside of school. Before a student can participate on a field trip, a permission slip form must be on file for the child. Any parent wishing to chaperone a field trip must be safe environment certified. Students who are on disciplinary probation may be excluded from the field trip based on administrative decision. All school rules and policies apply to students while on the field trip. Unless communicated otherwise by the lead teacher, students will wear their POP uniforms on the field trip.

### **316 SCHOOL PROPERTY**

There is no expectation of locker or desk privacy. Students should be advised that lockers, desks, and any property on the premises are considered school property. The parents of a child who destroys



or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the students must have proper covers. No writing in textbooks is permitted. The student/family will pay a fine or replacement cost for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented.

### **317 ITEMS NOT ALLOWED ON SCHOOL PREMISES**

At no time during the day should toys such as pretend weapons or electronic devices including but not limited to iPods, smart watches, cameras, etc...be in a student's locker or in his/her possession. These and other items as deemed inappropriate by the administration will be confiscated and will only be returned to the parents at the end of the current semester. Cell phones seen or heard during the school day (until 4:00 p.m.) will be confiscated and will only be returned to the parents at the end of the day. Students should not contact their parents via personal devices (e.g., cell phones, laptops) during the school day; the school will contact parents if need (e.g., sickness, injury). Chewing gum is also not allowed on campus.

### **318 DRESS CODE AND SCHOOL UNIFORMS**

Prince of Peace has a school uniform that helps identify our students as important members of our Catholic parish school. School uniforms are to be worn by all students in grades Pre- Kindergarten and above, except when designated by the principal. If, for any serious reason, a part of the uniform cannot be worn, parents must notify the homeroom teacher. Scouts

may wear their uniforms on scout meeting days. Uniforms can be purchased from Academic Outfitters. It is the parents' responsibility to ensure that the student(s) dress appropriately for the weather conditions and according to the uniform policy.

#### **Uniform Notes**

- If you think you shouldn't wear it, you shouldn't.
- As uniform items become worn out or too short, it is expected that they be replaced or re-hemmed.
- While our school is impacted by COVID-19, masks are to be worn by everyone inside the building. Masks are defined as non-medical grade face masks or cloth face coverings. Disposable masks are acceptable. Gaiters are not an approved face covering.
- All uniform regulations and guidelines are subject to the discretion of the school administration.

#### **Dress Uniform for CLC Children: Girls**

- Red plaid double breasted jumper, princess style, or skort (with or without school logo)
- White long or short sleeved blouse with Peter Pan collar trimmed with red piping.
- White crew or knee socks or plaid-trimmed anklets. White or navy tights are approved for colder weather.
- Cotton navy blue modesty shorts (under jumpers and skirts)
- Navy and white soft saddle sneaker, navy and white Keds saddle OR any plain solid white Velcro or tie non-skid sneakers.
- Navy sweaters with POP logo are

optional in warmer weather, but are required in the colder months. Parents will be notified of dates sweaters will be required (via the weekly newsletter), as dates change annually based on current weather/temperatures. CLC girls may wear the pull-over sweater or the button-down cardigan. Sweaters and cardigans are available for purchase at the Spirit Spot school store.

- Prince of Peace logo fleece jackets may be worn in lieu of sweaters.
- Plaid, navy, white or red hair bows

### **Boys**

- Khaki pants or shorts (pull-on recommended for CLC children)
- Red short or long sleeved polo shirt
- Any solid white Velcro or tie non-skid sneaker
- White socks that cover the ankle
- Belts are NOT required or recommended for CLC boys
- Navy sweaters with POP logo are optional in warmer weather, but are required in the colder months. Parents will be notified of dates sweaters will be required (via the weekly newsletter), as dates change annually based on current weather/temperatures. Sweaters are available for purchase at the Spirit Spot school store.
- Prince of Peace logo fleece jackets may be worn in lieu of sweaters.

### **Dress Uniform for Girls:**

#### **Kindergarten**

- Red plaid double breasted jumper, princess style, skort, or skirt (box pleat) from Academic Outfitters
- White long or short sleeved blouse with Peter Pan collar trimmed with red piping
- Navy and white soft saddle sneaker,

such as Keds, or any plain solid white Velcro or tie non-skid sneaker.

#### **1st and 2nd Grade**

- Red plaid double breasted jumper, princess style, skort, or skirt (box pleat) from Academic Outfitters
- White long or short sleeved blouse with Peter Pan collar trimmed with red piping
- Navy and white soft saddle sneaker, such as Keds

#### **3rd and 4th Grade**

- Red plaid double breasted jumper, princess style, skort, or skirt (box pleat) from Academic Outfitters
- White long or short sleeved Oxford shirt
- Navy and white soft saddle sneaker, such as Keds

#### **5th – 8th Grade**

- Upper school plaid skirt (3C contour waist) from Academic Outfitters
- White long or short sleeved Oxford shirt or navy short sleeved Poplin blouse
- Saddle oxford shoes in white with black or white with navy
- All ambassadors are required to wear the school blazer for all ambassador events. However, the blazer is an option for all students and may be worn with the uniform at any time including in place of the sweater for Mass.

#### **All Girls**

- White crew or knee socks. White, black or navy tights are approved for colder weather.
- Cotton, navy blue modesty shorts (under jumpers and skirts)
- The required length for skirts and jumpers is no more than 2” from the back of the knee.



- Navy sweaters, sweater vests, or 1/4 zip pullovers with POP logo are optional in warmer weather, but are required in the colder months. Parents will be notified of dates sweaters will be required (via the weekly newsletter), as dates change annually based on current weather/temperatures. Girls may wear the pull-over sweater or the button-down cardigan.
- Navy sweaters, sweater vests, ¼ zip pullovers, or Prince of Peace logo fleece jackets are required on Mass days. .
- Only a solid white t-shirt or white/beige undergarments may be worn under the uniform shirt.
- Plaid, navy, white or red hair bows/hair accessories. 8th Grade Girls only can wear any color hair accessories and navy socks.

#### **Dress Uniform for Boys Kindergarten - 4th Grade**

- Khaki pants or shorts (with belt loops) from Academic Outfitters
- Red short or long sleeved polo shirt
- Solid white Velcro or tie shoes
- White socks that cover the ankle

#### **5th - 8th Grade**

- Navy pants or shorts from Academic Outfitters
- Navy and white pinstripe long or short sleeved Oxford. All dark brown slip-on non-skid dress shoe.
- White or navy blue socks that cover the ankle
- Navy POP logo tie is required on school mass days for 5th - 7th grade boys. Ties are available at Academic Outfitters. 8th Grade Boys Only - must wear a school logo tie each day of the week
- All ambassadors are required to wear the school blazer for all ambassador

events. However, the blazer is an option for all students and may be worn with the uniform at any time including in place of the sweater for Mass.

#### **All Boys**

- Pants must be worn on school mass days.
- Brown braided belt. Kindergarten may wear a velcro belt.
- Navy sweaters, sweater vests, or 1/4 zip pullovers with POP logo are optional in warmer weather, but are required in the colder months. Parents will be notified of dates sweaters will be required (via the weekly newsletter), as dates change annually based on current weather/temperatures. Boys may wear the pull-over sweater or the button-down cardigan.
- Navy sweaters, sweater vests, ¼ zip pullovers, or Prince of Peace logo fleece jackets are required on Mass days

#### **P.E. Uniforms**

P.E. uniforms are required for all students in grades 5–8. PE uniforms are available for purchase at the Spirit Spot school store. P.E. uniforms consist of blue mesh shorts and a gray Prince of Peace P.E. cotton t-shirt. 5th through 8th grade students must bring their own lace up, non-marking sneakers to school EACH day the student attends P.E.

#### **POP Spirit Days**

POP Spirit Days occur every Friday unless otherwise noted by the administration.

Appropriate Spirit Day attire includes:

- Prince of Peace Catholic School spirit shirts, sold exclusively at the Spirit Spot school store
- Prince of Peace sweatshirts, also available at the Spirit Spot



- Prince of Peace Catholic School team jerseys, worn over a plain white t-shirt
- Standard uniforms skirts, skorts, shorts, pants socks and shoes are required on school spirit days unless otherwise notified by the administration.
- Students are allowed to wear a t-shirt that supports any Prince of Peace community related causes or events.
- Students are not allowed to wear any spirit shirts that promote any school besides Prince of Peace Catholic School.

### Guidelines for “Buck-a-Jeans Day”

Student may wear the following on days designated as ‘Buck-a-Jeans Day’: full length denim jeans, athletic shoes or Sperry’s and regular socks, and an acceptable Prince of Peace spirit shirt. Examples of an appropriate shirt include: POP spirit shirt, and POP Auction or Family Fun Week shirt, POP sports shirt or jersey.

### Guidelines for “Free Dress Day”

The only Free Dress Day will be Field Day. Guidelines will be given for that day.

### Accessories

Girls may wear post earrings that are simple and understated. No dangle or hoop earrings are allowed. **Boys** may not wear earrings. Students may wear religious jewelry. Rubber bracelets are acceptable (religious only and limited to two)—**except medical or wrist watch**. No Smart watches including Apple watches.

### Hair Requirements

Hair must be kept clean and neatly groomed. **Girls’** hair accessories are limited to two barrettes, a headband, ponytail/pigtail holder or ribbon in red, navy, black, white or school plaid. **K-6 boys’** hair styles

must be cut above the collar and eyebrows and around the ears. **Minimal hair highlighting for upper school students is acceptable. Distracting hairstyles or unnatural hair colors are not permitted.**

### Boys’ Hair

Hair may extend to mid-ear on sides, above the eyebrows in front and above the collar in back for boys. Hair must be neatly combed and clean.

### Make-up Policy

Girls CLC-7th Grade may not wear makeup. Girls in the 8th grade only—as a privilege—may wear a modest amount of make-up. They may wear mascara, powder, blush and clear lip gloss. All girls may wear pale pink, nude, or clear nail polish. Any student who violates or does not comply with this policy, at the discretion of the administration, will forfeit this privilege for the remainder of the school year.

### 319 ALCOHOL/TOBACCO/ILLEGAL DRUGS

Use of alcohol, tobacco, or illegal drugs in any form (or any other form of substance abuse), is prohibited at school or during any school event where students are present unless provided or sold by the school (ie. Fall Festival). There is zero tolerance for the use of alcohol, tobacco, vaping paraphernalia or illegal drugs. This includes use of prescription drugs in a manner different than prescribed. Violation of this policy will result in severe disciplinary action, which may include expulsion.



## 320 WEAPONS/FIREARMS

A student shall not knowingly, intentionally or recklessly be on the school premises with a firearm, explosive weapon or knife. A student shall not interfere with school activities, occupancy, or use of any school building or portion of the school campus or of any school owned or hired vehicle engaged in the transportation of students to and from school-sponsored activities by exhibiting, using or threatening to exhibit a firearm, explosive weapon or knife. School personnel may inspect lockers and backpacks if there is reasonable cause to believe they contain weapons. Students found to be in violation of this policy will be subject to appropriate disciplinary action. Students may not bring to school or school activity any weapons prohibited by law or diocesan Policy but not limited to:

- Guns, including air guns, paintball guns, bb guns or stun guns
- Knives of any size and any kind, including pocket knives
- Fireworks of any kind smoke or stink bombs, or any other pyrotechnic devices
- Clubs or night sticks
- Razors, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person
- Metallic knuckles
- Ammunition
- Mace or pepper spray
- A laser pointer for other than approved use
- A facsimile weapon which includes any toy, replica, collectable, or any other device or item in size shape, color or design which appears to be a weapon
- Any article not generally considered to be a weapon, including school supplies, when the Principal determines a danger

exists.

## 321 HARASSMENT

Harassment of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior may face detention, suspension and or expulsion.

## 322 ATTENDANCE

Regular and prompt attendance is an important component to the success of a student's school learning experiences. Should a situation occur that requires a student to be absent, call the school office to report the absence by 8:45 a.m. on that day. A signed note explaining the absence must be sent to the office when the student returns to school.

### Absences

After five (5) or more consecutive days of absence due to illness, a note from the student's doctor is required in conjunction with his/her return to school. A student must be present at least two consecutive hours to be considered in attendance for one half day, and at least four hours to be considered in attendance for one full day. Special circumstances need to be discussed with the administration. A student does not receive credit for a class or for the school year if she/he is in attendance less than 90% of the number of school days in a year. It is assumed that an absence rate of 18 days per school year impairs the student's mastery of required grade level material. Long term absences due to vacation need to be discussed with Administration prior to leaving. **K – 8th Grade Tardies when arriving to school 6 tardies equal 1 absence.**

### **323 EXTENDED DAY PROGRAM**

All families with students enrolled in the School have the option of participating in the Extended Day Program (EDP).

The program is coordinated by the EDP Director and other qualified staff.

The hours of operation are:

#### **Grade Time**

K-3rd: 3:00 p.m. – 6:00 p.m.

4th-8th: 3:30 p.m. – 6:00 p.m.

EDP services are not available on early release days. EDP is offered at the School specifically for those families who are unable to pick up students at the regular dismissal times. Only pre-enrolled students are permitted in EDP. Students not picked up by 6:00 p.m. will be charged a late fee of \$1.00 per minute, due and payable the day the fee is incurred. For more information please contact the Director of EDP.

### **324 EXTRACURRICULAR ACTIVITIES**

The School offers many opportunities for students to participate in extracurricular activities according to individual interests. Activities may include but are not limited to Destination Imagination, Spelling Bee, Choir, Band, Student Council, Beta Club, Speech and Drama, Spanish Club, Chess Club, Robotics, and a variety of sports. Disciplinary actions can result in students being removed from the above activities.

### **325 HEAT INDEX AND COLD WEATHER GUIDELINES**

#### **Guidelines for Elementary and Middle Schools**

When the Temperature-Heat-Index (THI) reaches **95° F**, outdoor activity will be limited to 10-15 minutes with proper hydration of the children. (Recess,

dismissal, etc.) NO outdoor P.E. or Diocesan sports/practices longer than 15 minutes will be permitted.

#### **Purple Ozone Days**

No outside PE or recess for PK-8th grade (confirmed in your area) No outdoor sporting events for upper schools if the area is in a confirmed purple ozone area.

#### **Red Ozone Days**

A plan is recommended for children with known lung disease (example: asthma) to be retained indoors; however, if parents/guardians/doctor release students for outdoor activity a plan should then be in place to observe and monitor students as well as to refer them to the clinic and /or office should distress symptoms appear.

#### **Orange Ozone Days**

Monitor ozone sensitive children who are active outdoors as well as referring them to the nurse/school office if respiratory distress symptoms appear.

#### **Cold Weather Days**

When the temperature and/or the wind chill is **below 32° F**, the children should be kept indoors for PE and recess. When the temperature is **above 32° F**, the children should be properly dressed for outdoor activity.

#### **Severe Storms Including Lightning**

When lightning is detected within a distance less than or equal to 8 miles, all students are moved indoors. A 30-minute wait period following the last lightning strike recorded is required before students may return to outdoor sports/activities. Proper documentation is recommended.



## 326 HEALTH POLICIES

### Immunizations

The School follows all federal, state, and diocesan guidelines covering immunizations. The school must obtain a current immunization record before a student is formally enrolled. Required immunizations are listed here. Please note the Diocese of Dallas does not allow for conscientious objection to immunizations; affidavits will not be accepted.

**Polio:** 4 doses (one dose must be received on or after 4th birthday)

**DTaP/DTP:** 4 doses (one dose must be received on or after 4th birthday)

**MMR (Measles, Mumps, Rubella):** 2 doses (1st dose must be received after 1st birthday)

**Hepatitis B:** 3 doses (prior to the start of preschool)

**Varicella (Chicken Pox):** 2 doses (1st dose must be received on or after 1st birthday)

\*\*\* If child has had chicken pox, written documentation by parent/guardian or physician should be provided to the school. Documentation must contain wording such as: "This is to verify that (name of student) had varicella disease (chicken pox) on or about (date) and does not need varicella vaccine".

**Hepatitis A:** 2 doses (preschool thru 4th grade)

**PCV7:** 4 doses (for preschool only)

**Hib:** 3 doses (for preschool only)

**Meningococcal:** 1 dose (prior to 7th grade)

### ILLNESS

#### Guides for Excluding Students from School/ Return to School Guidelines

#### Oral Temperature of 100 degrees or above

- Fever free for 24 hours
- Vomiting

- Symptom free for 24 hours

#### Nausea, or severe abdominal pain

- Symptom free

#### Marked drowsiness or malaise

- Symptom free

#### Sore throat, acute cold, or persistent cough

- Symptom free

#### Red, inflamed, or discharging eyes

- Written physician release

#### Acute skin rashes or eruptions

- Written physician release

#### Swollen glands around jaws, ears, and neck

- Written physician release

#### Suspected scabies or impetigo

- Written physician release

#### Earache

- Symptom free

#### Pediculosis (head lice)

- No active lice, mostly nit free

A student must be free of symptoms or illnesses for 24 hours prior to returning to school. Any student exhibiting such symptoms will be sent home.

### Medication

Medications that must be administered to a student during school hours are given only by authorized school staff and must be prescribed by a licensed physician or dentist. A signed permission form from the parent/legal guardian must accompany all medications. These forms may be obtained in the school office, school clinic, or the school website. Student medications must be in the original container or box and must be properly labeled with the following information:

- Student's Name
- Physician/Dentist's Name
- Date
- Name of Medication
- Dosage
- Directions for Administration

- Duration Medication is to be given Medication is not kept from year to year in the school clinic/office. Medication that is submitted in an unlabeled container or plastic bag will not be accepted. Please give the written medication permission form and properly labeled medication to the school nurse or a staff member in the school office (if the school nurse is unavailable).

### **Management of Life-Threatening Allergies Policy Identification of Children at Risk**

- It is the responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the school principal of their child's allergy.
- All staff members need to be made aware of these children.
- It is recommended that each child should wear a MedicAlert® bracelet that states his or her allergy(s).
- A list of each child's allergy should be kept discretely in the child's teacher's Day Book and the School Nurse's office.

### **Availability and Location of EpiPens® and Benadryl**

- Anaphylactic or potentially anaphylactic children who have been issued a prescription for an EpiPen® shall supply 2 EpiPens as well as Benadryl to the school nurse for use in case of an emergency.
- It is recommended that each child should wear a MedicAlert® bracelet that states his or her allergy(s).
- Children who are no longer allergic or no longer require an EpiPen® must present a letter of explanation from their allergist.
- EpiPens®, Benadryl and a copy of the student's allergy action plan will be brought on field trips.

### **Treatment Protocol**

- An individual treatment protocol needs to be established by the child's allergist. The school cannot assume responsibility for treatment in the absence of such a protocol. A copy of this should be delivered to the School Nurse.
- To manage an emergency, a routine must be established and practiced. In our training session, we have worked on the following:
  - One person stays with the injured individual at all times.
  - One person goes for help.
  - Administer epinephrine at the first sign of severe reaction or Benadryl at the first sign of a mild reaction as specified by the student's allergy action plan. There are no contraindications to the use of epinephrine for a potentially life-threatening allergic reaction.
  - Note time of administration.
  - Call 911 and regardless of the degree of reaction or response to epinephrine, transfer the child to an emergency room.
- Symptoms may recur up to eight hours after exposure to allergen. A staff member will stay with the child until a parent or guardian arrives.
- Contact the child's parents as soon as possible.
- Staff is encouraged to listen to the concerns of the anaphylactic child. The child usually knows when he/she is having a reaction, even before signs manifest.

### **Training**

- Each year there should be an awareness session and training for all staff, which includes a demonstration on the use of the EpiPen®.

- Substitute teachers will be advised of at-risk children in their class and emergency protocol for such children.

### **Allergen Awareness/Allergen Avoidance**

The question of banning anything in schools is controversial. We live in a world that is contaminated with potential allergens. Anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his family, in the case of a young anaphylactic child, the school community must also be aware. In our school, the significant allergies are to peanut and nuts. There are allergies to other foods and insect/wasp stings as well. In the classrooms of anaphylactic children, care is taken to avoid allergens. Foods containing nuts of any kind are not allowed to be consumed or used for crafts in the classroom. Parents should consult with the teacher before supplying food or craft materials to these classrooms. In short, the risk of accidental exposure to a food allergen has been significantly diminished although it can never be completely removed. Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic children must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents.
- Parents are asked to provide a special treat that the teacher can give to the allergic child in place of treats brought in by other students.
- Wash hands before eating.
- Do not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

A nut-free table will be available in the cafeteria for children in grades K-2 with nut allergies. Parents need to inform the school in writing if they do not want their child with a nut allergy to sit at the nut-free table.

### **327 BIRTHDAYS**

Birthday treats are not allowed to be brought to school. We encourage parents to eat with their child in the Cana center during the child's lunch period to celebrate their birthday. Each class will celebrate birthdays with their own traditions.

### **TECHNOLOGY USAGE**

#### **328 COMPUTER ETHICS**

The School has implemented a technology plan to prepare its students to meet the challenges of a technologically advanced society. The School provides access to educational software and the Internet, for research and communication. This access enriches the student's educational instruction. The following regulations governing the use of the School's computer networks apply. Failure to adhere to these regulations may result in disciplinary action.

Students may not:

- Intentionally damage computers, software, computer systems or computer networks
- Trespass in another person's electronic folders, work or files
- Use the network to intentionally send or display obscene messages or graphics
- Download software from the Internet without permission of the network supervisor
- Send personal e-mails or use instant messaging function

Network storage areas will be treated like the school lockers and network administration may review communications to maintain the integrity of the system and insure that students are using the system responsibly.

### **329 DEVICES**

All 5-8 grade students will be bringing family-owned devices from home for use at school and at home. While on campus, these devices are to be used solely for the purpose of learning. Students should have one tablet or laptop in each class every day. Students are not to use cellular devices at school. Phones and smart watches are to be stowed while on campus. Any phone or smart watch that is out or audible during the school day without expressed permission will be turned in to the Assistant Principal. Parents may pick up any such devices from the Assistant Principal. Teachers will determine if phones are allowed for individual assignments or projects and will notify the Tech Office, parents, students, and other teachers. Students are expected to comply with all policies and procedures. Any student who fails to comply with these procedures may be denied access to technology use. Consequences may include turning in personal devices to Admin for storage during the school day.

### **330 INTERNET USAGE**

Our children have many wonderful resources available at their fingertips. There are several websites that are popular with our students. These websites allow children to communicate with their friends, sharing pictures and personal information. Children today seek this high-speed communication. Parents are encouraged to take the time and explore these websites.

### **331 SOCIAL MEDIA**

Engagement in on-line social media may result in disciplinary actions if the content of the student's account includes defamatory comments regarding the school, the faculty, other students or the parish.

### **332 BULLYING AND CYBER BULLYING**

Prince of Peace Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, whether in person or online) may face detention, suspension, and/or expulsion

### **333 SOCIAL MEDIA GUIDELINES**

With the rise of social media outlets available to students, it is imperative that both parents and students are aware of the responsibility associated with using these tools. Being able to post information, videos, and pictures allows students to open their worlds beyond the classroom. Students are able to share knowledge with others and collaborate to increase understanding. However, every time a student posts something online, it contributes to their digital footprint. It is important to remember that once something is posted online, it could be there forever. Stay safe online and think before you post. When posting on social media, never give out any personal information, including, but not limited to: phone numbers, addresses, last names, passwords, etc. If you run across something inappropriate or something that makes you feel uncomfortable, report it immediately to a teacher or an adult.



Remember, when posting on social media, you are representing Prince of Peace Catholic School. Always abide by the code of conduct. Students who do not adhere to these expectations may lose their privilege of access to technology at Prince of Peace Catholic School.

### **334 EMAIL**

All 5-8 grade students will be given an email address through Prince of Peace Catholic School. These email addresses are a privilege and not a right. These are not personal email addresses and are intended to be used solely for academic purposes. Students are to abide by the code of the conduct when composing emails. When composing emails, students should pay strict attention to spelling rules and grammatical structure. The Prince of Peace Catholic School emailing system is not to be used to register for non-instructional social media sites, newsletters, etc. Failure to adhere to any of these expectations may result in disciplinary action.

### **335 MONITORED USE**

Any technology that is the property of Prince of Peace Catholic School will be monitored by the administrative team. This includes, but is not limited to: email messages, internet usage, tablet/laptop usage, etc. This applies to students, teachers, staff, and anyone else using technology that is property of or on the property of POP. Because the technology uses resources that belong to POP, it is not private, and the administrative team reserves the right to monitor and/or deny student access.

## **SERIES 400: ATHLETIC POLICY**

### **401 ATHLETIC ADVISORY COUNCIL (AAC)**

The Prince of Peace Catholic School Athletic Advisory Council (“AAC”) is a committee made up of parent volunteers who provide advice to the Principal and Athletic Director about DPL sports. While the AAC provides advice and guidance as requested, the AAC is an advisory council only – final authority related to DPL sports rests with the School’s Athletic Director and Principal. In addition to its advisory role, the AAC also helps plan and execute events related to recognition of DPL sports’ teams. If you are interested in joining the AAC, please contact the School’s Athletic Director.

### **402 ATHLETIC PHILOSOPHY**

The Prince of Peace Catholic School Athletic Program (the “Athletic Program”) exists for the sole benefit of the students who participate in the Athletic Program. The focus of the Athletic Program is a Christ-centered program open to the school students who are enrolled in the fifth through eighth grades at Prince of Peace Catholic School. All fifth through eighth grade students who meet grade eligibility and conduct eligibility requirements have the opportunity to participate in the Athletic Program. The Athletic Program focuses on team unity, sportsmanship, skills development, and having fun. A primary goal of the Athletic Program is to develop the whole athlete. It is also a primary goal of the Athletic Program to assist in developing bodies, minds and spiritual beings into strong and contributing members of our society, our School, and our Church. Our Athletic Program seeks to teach our athletes to



strive for their personal bests and to maximize their contribution and sense of commitment to their team. Teaching the importance of winning vs. losing and how to handle either outcome are secondary goals. At its core, the mission of the Athletic Program is to foster an environment in which participating students realize a sense of personal accomplishment and fun and also realize the satisfaction that one feels in contributing to a team effort.

### **403 DALLAS PAROCHIAL LEAGUE**

Prince of Peace Catholic School participates in the Dallas Parochial League (“DPL”), which is the governing athletic organization serving the Catholic schools in the Diocese of Dallas. The DPL sets policy and acts as an overall coordinator for the various sporting competitions it offers. The Prince of Peace Catholic School Athletic Director (“AD”) and the AAC will structure and manage the Athletic Program at Prince of Peace in accordance with the philosophy and policies of the DPL.

#### **Sports offered at Prince of Peace**

Fall: Football, Volleyball, Cheerleading, Cross Country.  
Winter: Basketball.  
Spring: Baseball, Softball, Track & Field.  
Tournament: Soccer, Tennis, Golf, Swim.

### **404 STUDENT PARTICIPATION**

DPL sports are offered for students in grades 5-8.

#### **Student Responsibilities and Expectations**

- All student athletes must meet or exceed the academic and conduct standards as noted above and in the POP Parent & Student Athletic Covenant.
- All student athletes will be required to

submit a Parent Release form as well as a sports physical dated after June 1 of the applicable academic year. All physicals are good for one year from date administered. No student athlete will be allowed to participate in the Athletic Program unless a sports physical for that student athlete is both current and on file with the AD.

- All families must sign and agree to the POP Parent & Student Athletic Covenant before beginning the applicable sports season.
- Each student athlete will be responsible for his or her respective uniform and for maintaining it and cleaning it in the manner specified by the AD and the coach of the team. Uniforms will be returned to the AD at the end of each season. If a uniform is lost or damaged, the student athlete will be charged \$100.00 for the replacement cost of the uniform.
- Any student athlete that is absent from school or leaves school during the day due to illness will NOT be permitted to participate in any practices or games that same day.
- If a student athlete prematurely leaves a team because of scheduling conflicts due to select/club or lack of interest, then that student athlete shall forfeit the opportunity to play that same DPL sport in the following season.
- Prince of Peace Catholic School encourages students to “play out the season since you made the commitment” – both because it is the right thing to do for your team and to set a good example for the younger students.
- Student athletes shall abide by the mission set forth by Prince of Peace Catholic School with respect to proper sportsmanship-like conduct at both



home events as well as away games.

- Student Athletes shall respect ALL property, including uniforms and sports equipment.
- Student Athletes will not litter on or vandalize any property or facilities.

### **Tryout Process**

- In grades 6-8, team placement is coordinated by the AD after holding tryouts, and players will be placed on teams commensurate with their skill levels. Thus, players with the highest skill level are typically placed on a Division I (“DI”) team and players with a lesser skill level are typically placed on a Division II (“DII”) team.
- In grade 5, team placement is also coordinated by the AD after holding tryouts, and the goal is to form teams that contain a mix of players – some of the players on each team will have higher skills and some of the players on each team will have lesser skills.
- In grades 6-8, upon signing up for a particular sport, students are given the option to try out for a DI team. These tryouts are optional. If a student wishes not to participate in the tryout, he/she will be placed on a DII team. Students who tryout and are not selected for a DI team will be placed on a DII team. Students who miss the tryout date due to schedule conflicts or out-of-town travel will be placed on a team based on the recommendation of the AD. Provisions will be made for those students who miss the tryout due to documented illness or injury. Under these circumstances, the affected / student(s) will be evaluated at one or two practice sessions and subsequently placed on a team, based on the recommendation of the coaches and

the AD.

- All tryouts will be run and conducted by outside experienced coaches selected by the AD. The AD, with recommendations from the outside tryout coaches, will determine the allocation of teams based on available skill level and number of participants for the season.
- It should be noted that all tryouts are closed to parents and other non-participants.
- Additionally, when participating in a tryout, students are required to refrain from wearing any school or club team apparel.
- Depending upon the number of students who sign up to participate in a sport, the AD will determine whether to hold a tryout. If there are not a sufficient number of players to fill two team rosters, all players who signed up will be placed on a single DI or DII team based on the overall athletic ability of the team as a whole.
- There is no limit to the number of DI or DII teams that a school may present to the league. All divisions are designed to focus on developmental skill and knowledge of the sport. However, DI places more emphasis on competition.

### **Athletic/Academic Probation**

According to DPL, students must be in good standing in both academics and conduct as judged by the administration of their school of attendance. The following is the Academic Probation criteria for Prince of Peace Catholic School:

- Maintain a grade no less than 70 in each subject area.
- No less than a satisfactory rating (S) in areas concerning conduct, effort, or self-discipline (hereafter, the minimum

standards).

- The two-week probationary period will begin upon the distribution of quarterly progress reports and report cards. If the student does not meet the minimum standards, he or she will be placed on a two-week athletic probation. During those two weeks of athletic probation, affected students are prohibited from participating in practices and/or games.
- Once the probationary period expires, the affected students will be assessed again. If the student has shown progress and successfully raised his/her grade and/or conduct above the minimum standard(s), he or she will be permitted to return to his or her team.
- If, after being assessed, a student still exhibits a failing grade or unsatisfactory conduct, he or she will be placed on an additional two-week probationary period. Assessments will continue every two weeks until the student's grades and/or conduct are brought up to the minimum standard(s) or the season ends.

During the Athletic Probation period, it will be the responsibility of the AD to communicate with affected students and their coaches. It will be the responsibility of the Upper School Assistant Principal to communicate with the affected students' parents.

#### **405 COACHING, VOLUNTEERS AND FANS**

- Fans are expected to follow the DPL Sportsmanship Code which is included in the registration process for the DPL sports. Please refer to section 319 for the alcohol policy which includes sporting events.
- The AD will coordinate the coach selection process. All coaching applicants are required to submit an

application to the AD and AAC for review.

- Prior to each seasonal sport, coaching sign-ups will be available outside the Athletic Office. Any parent wishing to volunteer for a coaching position is encouraged to do so. If there is more than one applicant for a coaching position, the AD and AAC will make the final decision on who will coach the team. No coaches are guaranteed yearly positions.
- For varsity-level sports (7th and 8th grade), a non-parent coach is preferred over a parent-coach. When selected, each head coach, as well as each assistant, will be required to complete a criminal background check, screening test, and Safe Environment Training Course, and will be required to sign the Prince of Peace Coaches' Guidelines. Each head coach and each assistant coach will also be required to attend any training or certification programs as recommended by the AD or the DPL, such as the "Play Like a Champion" program offered by the DPL.
- Coaches will be subject to immediate removal from the position of coach for violation of any of the Prince of Peace Coaches' Guidelines or DPL rules governing coaches or at the sole discretion of the AD for behavior unbecoming of a coach or inconsistent with student athlete development.
- Assistant coaches may be selected by the approved head coach, with final approval from the AD and AAC.
- All coaches for Prince of Peace Catholic School must be at least 18 years of age.



## **DPL Coaching Guidelines**

In addition to the above requirements, Prince of Peace coaches must abide by all DPL Coaching training requirements, guidelines and policies, found at [http://www.dallasparochialleague.com/pdfs/DPL\\_Handbook.pdf](http://www.dallasparochialleague.com/pdfs/DPL_Handbook.pdf)

## **Coaching Philosophy**

Coaches who are selected to represent Prince of Peace Catholic School must reflect the school's mission and vision, and adhere to all policies. Failure to do so will result in removal from the position as coach.

## **Coaching Techniques**

- Promotes an atmosphere of positive reinforcement and supportive spirit among teammates.
- Prepares a written practice outline, including warm-ups, drills, etc., prior to each practice.
- Makes all necessary arrangements for game day such as notifying players of game time and place, securing scorekeepers and other support.
- Meets with team members after each game, win or lose, for wrap-up.
- Knows and appreciates each athlete as an individual and recognizes each individual's contribution to the team effort.
- Uses positive and supportive language; engages in constructive criticism only.
- Promotes an athlete's self-esteem and self-discipline.

## **406 MEDICAL EMERGENCY PROCEDURE**

The Emergency Medical Procedure covering all DPL activities in which Prince of Peace Catholic School students participate is the step-by-step process

described below. This process will go into effect in the event of an illness or injury involving a student athlete while on the campus of Prince of Peace Catholic Community.

It should always be understood that the health and safety of the athlete is the preeminent concern in the event of a medical emergency. Every effort should be made to contact the legal guardian of the athlete as soon as possible to direct the medical care of the individual. If the legal guardian is unavailable, it is the responsibility of the AD, if present, or coach of the affected athlete to make reasonable decisions regarding treatment. In the event of a medical emergency, the procedure is as follows:

1. Assess the situation and apply simple first aid.
2. Contact the athlete's Emergency Contact and 911.
3. Contact the AD, who will inform Prince of Peace Administration.

## **407 GYM GUIDELINES**

- All coaches are responsible for making sure that the gym is picked up after their respective practices.
- The coach or a supervising adult should always be the last to leave.
- No unsupervised children are allowed in the gym.
- Do not leave children unattended in the school. Please do not let them run around the school.
- If you are the last practice or group of the day, please make sure to turn off all lights and that all doors are closed before you leave.
- No playing on the mats or on the referee's platform for volleyball.
- No one is allowed in the PE office

without permission.

- Please make sure that all players are wearing the proper footwear. No black-soled shoes.

Failure to follow any of these rules may result in loss of gym privileges. All DPL teams have first priority regarding use of the gym. Varsity teams will generally have two (2) 1-1/2 hour practices per week with the full gym. Junior Varsity teams will receive two (2) 1-hour practices on one-half of the gym. Practice schedules may vary depending on the number of teams needing use of the gym. All PSA, YMCA and any other youth leagues are permitted gym time, if available.

FAQ's (Frequently Asked Questions) – Can be found on the school website, [http://www.popschool.net/UserFiles/Servers/Server\\_56445/File/Migrate/athleticmanual.pdf](http://www.popschool.net/UserFiles/Servers/Server_56445/File/Migrate/athleticmanual.pdf)

## **500 SERIES: PARENTS**

### **501 CONFERENCES**

Parent/Teacher Conferences will be offered bi-annually. Additional conferences may be scheduled at mutually convenient times at the family or teacher's request. The conferences will be a time to share important information regarding the student's progress and to establish goals and objectives for the future.

### **502 CONFIDENTIALITY AGREEMENT**

The importance of confidentiality regarding the privacy rights of all students must be understood by all parent volunteers at the School. Any information obtained or overheard while volunteering for centers or in any other capacity in

or out of the classroom must be kept confidential. The full responsibility for maintaining the confidential and private nature of all records and information will be upheld. It is understood that each volunteer is personally responsible and liable for any violation of this agreement.

### **503 NON-CUSTODIAL PARENTS**

Prince of Peace Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **504 SECURITY POLICY OF VOLUNTEERS**

All persons volunteering at Prince of Peace Catholic School are required to have clearance from an individual security background check prior to volunteering in any capacity. All persons volunteering at Prince of Peace Catholic School must have documented proof of their completion of a Diocesan approved Safe Environment training class. The Safe Environment training class is to be updated and current each year on 9/1. For the safety and security of the children, all volunteers and visitors will be checked in through the Raptorware security system when entering the school. All visitors' and volunteers driver's licenses will be scanned into the system upon their initial visit.



## **505 GENERAL RECESS GUIDELINES FOR TEACHERS AND ASSISTANTS**

### **General Recess Guidelines for Teachers, Assistants**

- No child is to be left unsupervised.
- No children are allowed re-entry into the building unsupervised.
- All students must have permission to enter the building. Acceptable reasons are:
  - to use the restroom (at concession area)
  - to see the nurse.
  - Employee identification badges are not to be given to students or volunteers to re-enter the building.
- Students are not to climb the fence or enter the street to retrieve balls.
- Climbing on the outside of the playground equipment is not permitted.
- Pulling, pushing or wrapping legs around other students on the monkey bars is not permitted.
- Balls are not permitted on playground equipment.
- Lunchboxes will be kept away from entrances. They should be taken to play area and kept on the grass.
- Baseballs are not permitted.
- Hitting, fighting, or tackling is not permitted.
- Students are to return all equipment to their appropriate containers.
- At the end of recess, teachers will pick students up in the Cana Center parking lot at their appointed times and escort them back to class.

## **506 LUNCH AND CAFETERIA PROGRAM**

Grades K – 8 eat lunch in the Cana Center. Students have the option

of bringing their lunches from home or participating in the school lunch program. School and/or cafeteria personnel cannot monitor an individual student's food orders, limitations on food selection, and/or charges made to the family account. Participation in the cafeteria food service is an option, not a requirement. Any lunches left at home must be labeled with the student's name and brought to the school office. If a student forgets their lunch, one will be provided, if desired, from the school lunch program, and you will be billed accordingly. Due to space constraints, we are unable to accommodate parents or other family members during lunchtime; however, two family members may join a student for lunch on his/her birthday. Fast food lunch may be brought to the student only for this occasion. Soft drinks are not permitted for any lunch meal.

## **507 PARENTAL COOPERATION AND BEHAVIOR**

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school. They are to be respectful and cooperate with the school in regards to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members

to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

## **600 SERIES: OPERATIONAL INFORMATION**

### **601 ARRIVAL AND DISMISSAL**

All students will be dropped-off and picked-up at your designated carpool entrance. The school office is a place of business. It is not a gathering place nor is it to be used as an additional carpool location. In accordance with the security policy, the door to the school office will be the only entrance and exit to the school after carpool. All visitors are required to sign in and sign out and will be issued a visitor's badge in the school office. All visitors must go directly to their authorized destination and promptly leave the school premises upon completion of their business. Classroom visits must be prearranged with the teacher. In the event that a child needs to be dismissed during the school day, the parent/guardian that is picking up the child must be physically present in the front office area prior to the front office staff contacting the child's teacher for dismissal. Please allow plenty of time to pick up the child and transport them to the destination.

#### **Hours**

Grade Level Start & Dismissal as follows:

K-3rd: 7:55 a.m.; 3:00 p.m.

4th-8th: 7:55 a.m.; 3:30 p.m.

Early Release Schedule as follows:

CLC: 11:00 a.m.

K-3rd: 11:45 a.m.

4th-8th: 12:10 p.m.

### **602 CARPOOL**

#### **Permission to Release**

If a child is going to be released to another family during carpool, an email must be sent to the homeroom teacher and the front office by 1:00 p.m.

### **603 SCHOOL NAME AND LOGO**

The school's name and logo belong to Prince of Peace Catholic School. No parent or student is allowed to use the school's name for any purpose (including websites, web pages, advertising, etc.) without written permission from the administration. In the same way, any pictures, videos, movies, etc., made at any school or school related function may not be published or posted anywhere without the express written permission of the school administration.

### **604 MEDIA RELATIONS POLICY**

The President and the Office of Advancement are responsible for all media relations for Prince of Peace Catholic School. This includes disseminating all press releases and handling all press inquiries. The President is the official school spokesperson during a crisis situation and in all matters concerning school policy, procedures, students, and employees. Employees, parents or others associated with Prince of Peace Catholic School who are contacted by any media representation should direct these calls and inquiries to the President or the Office of Advancement immediately. Parents sign a video/photo release during the registration process for each child.



## **605 PHOTOGRAPHY AND VIDEOGRAPHY POLICY**

Only authorized personnel may use cameras of any type during regular school hours including field trips. Parents may bring cameras during special events, but not when volunteering. Under no circumstances should a parent distribute or post photographs or videos of any child but their own to social media sites.

## **606 RIGHT TO AMEND**

Prince of Peace Catholic School reserves the right to amend this Handbook at any time throughout the year. Notice of amendments will be sent to parents via RenWeb or through e-mail communication.

## **700 SERIES: PRINCE OF PEACE CATHOLIC SCHOOL CHILDREN'S LEARNING CENTER**

### **701 ADMINISTRATION**

#### **Prince of Peace Catholic School Mission Statement**

Prince of Peace Catholic School is devoted to:

- Instilling Strong Catholic Values;
- Fostering a life of faith and servant leadership;
- Providing a challenging academic environment;
- Inspiring each student to shine to the fullest extent of his or her God-given potential.

#### **Philosophy of Early Childhood Education**

Early childhood education is an integral part of the Catholic school experience. We believe that God has blessed each child by providing him with a limitless ability to

learn. As educators, we strive to promote experiences that encourage the practice of Christian values and the development of life-long learning skills.

#### **Accreditation**

Prince of Peace Catholic School is part of the Catholic School System of the Diocese of Dallas. The Texas Catholic Conference of Bishops Education Department (TCCB ED), approved by the Texas Education Agency (TEA), accredits The Children's Learning Center and Prince of Peace Catholic School.

#### **Goals of The Children's Learning Center**

1. Each child will progress developmentally at a pace determined by the individual child's needs.
2. Each child will be encouraged to explore, discover, experiment, create, question and problem solve.
3. Through play, integrated activities, manipulative materials and interaction with others, each child will experience concepts that foster readiness skills and a joy of learning.
4. Each child will encounter God within himself and discover his unconditional worth as a child of God.

#### **Admission and Registration**

Students whose parents desire a strong academic foundation in a Christian atmosphere are invited to apply for admission to the School. New family enrollment typically occurs in February. Families will be notified of their children's admission in writing in mid-March. Parishioners of Prince of Peace Catholic Community will have priority enrollment status, as will siblings of currently enrolled students.



### **Tuition Payment Policy**

Please refer to page 8 of the Prince of Peace Catholic School Handbook for information on tuition payment regulations.

### **Age Requirements**

Children must be 3 years old on or before September 1st of the school year to be eligible for the 3K program. Children must be 4 years old on or before September 1st of the school year to be eligible for the 4K program. Children must be 5 years old on or before December 31st to be eligible for our 5K program.

Children are expected to be fully toilet trained in order to attend The Children's Learning Center.

New family enrollment typically occurs in February. Families will be notified of their children's admission in writing in mid-March. Parishioners of Prince of Peace Catholic Community will have priority enrollment status, as will siblings of currently enrolled students.

### **Pre-School Bathroom "Potty" Skills**

It is expected that all children are fully potty trained by the time they start Pre-School. We do not allow pull ups at school, children must be in underwear. This means that not only can a child tell an adult that they need to go, but that they can go to the restroom, pull their pants down, get onto the potty, wipe, get off of the potty and pull their pants back up by themselves. We also ask that students can wash their hands as well. All of our classroom bathrooms and sinks have stools for our little ones. As you prepare for the school year, please be sure to practice these skills with your child. We understand that occasionally they may need some assistance, but children should be pretty

much there on their own. Thank you for your help!

### **Attendance**

Part-time 3K/4K classes are in session weekly Monday - Friday from 8:00 a.m. - 1:00 p.m., with dismissal from 1:00- 1:10 p.m. Full-time 3K/ 4K classes are in session Monday-Friday 8:00 a.m.-2:50 p.m., with dismissal from 2:50-3:10 p.m.

The 5K full-time classes are in session daily from 8:00 a.m. - 2:50 p.m., with dismissal from 2:50-3:10 p.m. Regular and prompt attendance is an important component to the success of your child's learning experience. Should a child be required to miss a day of class due to illness or extenuating circumstance, please phone the office (extension 160 or 162) by 8:30 a.m.

## **702 STUDENT SERVICES**

### **CLC IS NUT FREE**

The Children's Learning Center is a nut-free facility from 7:30 a.m. to 3:30 p.m. during school days. Due to some children's very serious, potentially life-threatening allergies to nuts, we request that snacks and lunches provided by parents/guardians also be nut free and that children wash their hands if eating nuts at home just before coming to the CLC. We appreciate your support in helping us provide a safe environment for all the children.

### **Lunch**

Our preschool children have lunch in their regular classrooms. Those who choose to do so may participate in the hot lunch program. If you pack a lunch from home, please keep the following guidelines in mind.



- The CLC is a nut-free facility between the hours of 7:30 a.m. to 3:30 p.m. Parents should not pack lunches or snacks that contain any type of nuts or nut products.
- Fast food lunches are not permitted except for birthday treats.
- Candy is not permitted.
- Child-friendly foods and drinks are recommended. We are encouraging their independence throughout the day, and lunchtime is no exception. Teachers will certainly assist them when necessary – but your child should be able to open the majority of the items in his/her lunch box on their own.
- Consider the nutritional value of the items you are sending. We understand that children can be picky, but their lunch should provide enough energy to make it through the second half of the day.
- We are unable to warm food for any child.

### **Birthday**

Birthday treats are not allowed to be brought to the CLC. Each class will celebrate birthdays with their own traditions. Please see you child’s teacher for how celebrations are held in their classroom.

### **Discipline**

Our discipline policy is based on the philosophy that each child is a special gift from God. The children will have days when they need guidance and direction in assessing and selecting appropriate choices and behaviors. We will guide each child to develop self-discipline by providing consistent and age-appropriate limits. Classroom manners will be discussed by the teachers

throughout the year. Behavior will be labeled “acceptable” or “unacceptable” by each teacher. Acceptable behaviors will be encouraged and rewarded at all times. Unacceptable behaviors will be discouraged and redirected; biting and hitting are unacceptable behaviors. A child will be sent home for any biting incident. A parent/teacher conference is required in the event that a student’s behavior becomes unmanageable despite all efforts by the staff.

### **Dress Code**

The CLC children are required to wear a school uniform. Please see the uniform requirements that are posted on popschool.net web page. You may also find the uniform requirements in the POP school handbook on page 17-19.

### **Field Trips**

In-house “field trips” will be scheduled throughout the year to further enhance our curriculum. Such activities may include puppet shows, visits from fire/police officers, etc. Parents will be notified when animals are or will be present in the CLC. 5K classes may travel off-site if the activity warrants. Prior to each specific theme- related trip, you will be sent a permission slip with information on itinerary, mode of transportation, and any specific fees.

## **HEALTH POLICIES**

### **Immunizations**

In order for every student to be protected from communicable disease and to be able to participate in school programs, the Texas Department of Health has established minimum health requirements. All students admitted to a school in the Diocese of Dallas

are required to furnish a copy of their immunizations to the school office. See the following website link for required immunizations: <http://www.dshs.state.tx.us/immunize/school/#requirements>

### **Hearing and Vision Screening**

Testing will be optional for all 3-year-olds. However, screenings are required for all 4 and 5-year-olds. CLC will provide these tests in the fall or you may see your family physician for testing.

### **Illness**

PLEASE REFER TO THE POP SCHOOL HANDBOOK PAGES 22-24 FOR POLICY INFORMATION REGARDING THE MANAGEMENT OF ILLNESS AND LIFE-THREATENING ALLERGIES. Your child's health is important to us. **Children should be kept home when they have a cold, sinus infection, sore throat, earache, nausea, vomiting, diarrhea, red or discharging eyes, temperature of 100 degrees or above, skin rash, head lice, or suspected communicable disease. The child must remain symptom free for 24 hours prior to returning to school.** It is to your child's benefit that you keep the office up-to-date on telephone numbers, emergency contacts, and other pertinent information. If no emergency contact can be reached, the school will seek emergency care at the closest medical facility with the parent/legal guardian being responsible for any expenses incurred.

### **Medications**

Please refer to the POP Family Handbook pages 28 and 29 for policy information regarding the management of life-threatening allergies.

### **Allergen Awareness/Allergen Avoidance**

While young students with allergies are learning to avoid specific triggers, care is taken to avoid allergens in the classrooms of anaphylactic children. In maintain a safe environment for the students in the CLC the following guidelines must be followed:

- Foods containing nuts of any kind are not allowed to be consumed or used for crafts in the classroom. Parents should consult with the teacher before supplying food or craft materials to these classrooms.
- Wash hands before eating.
- The CLC is a nut-free facility between the hours of 7:30 a.m. to 3:30 p.m. Parents Should not pack lunches or snacks that contain any type of nuts or nut products.

The risk of accidental exposure to a food allergen has been significantly diminished although it can never be completely removed. Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic children must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents.
- Do not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

### **Medical Emergencies**

All Children's Learning Center staff members are trained in 1st Aid and CPR on a biennial basis.

In the case of a medical emergency the



procedure is as follows:

- 911 is called and one person stays with the injured child at all times
- One person goes for help
- The child will be transferred to an emergency room
- Parents are called and informed of injury or condition of child
- Injury or illness is reported to state licensing office

Parents are notified of all less serious injuries either at pick-up or in a notice in the child's take-home folder.

## **703 OPERATIONAL INFORMATION**

### **Arrival Procedures**

#### **3K and 4K Classes**

Morning drop-off time is from 7:30 – 7:55 a.m. between the Youth Center and the elementary school where they will be greeted and gathered before walking to their classroom. Students arriving after 8:00 a.m. will need to be escorted into the CLC building by a parent. Arrival after 8:15 a.m. is extremely discouraged, as it is disruptive to morning Circle Time. Parents must sign their children in at the front desk after 8:15 am.

#### **5K Class**

Students may be dropped off between 7:30 and 7:55 a.m. between the Youth Center and the elementary school where they will be greeted and gathered before walking to their classroom. Students arriving after 8:00 a.m. will be considered tardy and will need to be escorted into the CLC building by a parent, and signed in at the front desk. Six tardies equals one absence.

### **Dismissal Procedures**

Part-time 3K and 4K classes begin

carpool at 1:00 p.m. and end at 1:10p.m. Full-Time 3K, 4K and 5K classes are dismissed from 3:00–3:10p.m. A late fee of \$1.00 per minute will be assessed to any parent arriving after their child's scheduled dismissal time. Please consider your child's feelings, as a parent's late arrival can be a frightening experience for a little one.

\*\*\* Please note that any change from your sign-in instructions regarding who is picking up your child needs to be given to us in writing with your signature. It can be faxed to us at 972-380-2101 or scanned in an email to the teacher. Phone calls do not suffice.

### **Safe Environment**

Our priests, pastoral, youth, children's ministry and members of the Prince of Peace Catholic Community are committed to the safety, welfare, and protection of all children and youth participating in school-related activities and programs from abuse or harassment of any form: physical, mental, or sexual.

### **WHAT DOES THIS PROGRAM MEAN TO YOU?**

Programs such as these are a normal part of our school system. Teachers in the PISD and the Diocese of Dallas are screened on a regular basis prior to working with children. Prince of Peace Catholic School has initiated a program to reduce the risk and liability of child abuse. In order to minister to our children and youth, all volunteers must complete the following requirements:

1. A Screening Form, filled out in its entirety.
2. Three references on file.
3. A personal interview.

4. Written agreement for a background check.

5. Attend a YEARLY Safe Environment Training Course.

## **704 COMMUNITY RELATIONS**

### **Child Advocacy**

In accordance with the laws of the State of Texas and the policies of the Diocese of Dallas, faculty and staff members of the school are required to report any suspected cases of child abuse or neglect. Diocesan policy #5040 states: "The Texas Family Code requires any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report the case to the local law enforcement agency or to Child Protective Services."

### **Communication**

Communication between parents, teachers and The Children's Learning Center office is vital to the success of your child's school experiences and our program. The Children's Learning Center monthly calendar and teachers' lesson plans are published regularly to inform our families of upcoming activities. Should you have a question, concern, or observation regarding a student and/or our school, please leave a message on the teacher's voice mail or e-mail. The teacher will follow-up with you within 24 hours. Please do not leave messages of a confidential nature.

### **Inclement Weather**

In the event of inclement weather, parents are advised to watch Channel 5 (NBC) for bulletins regarding the closing or delayed opening of school. Other stations will NOT contain our announcements.

If Plano Independent School District (PISD) is closed, POP will be closed as well. Late starts or early dismissals do not automatically coincide with decisions by PISD. In the event of an emergency school closing, the automated phone system-Alert Now- will notify parents. For this reason, all contact information must be kept current with the school office and on Ren Web.

## **705 CURRICULUM**

We follow the Diocese of Dallas Curriculum Guides, which contain and extend the essential elements of the U.S. Department of Education National Standards. Basic to the curriculum is the study of religion, language arts, mathematics, science, social studies, computer science, fine arts, physical education, Spanish and sensory motor skills. Our curriculum is based on the premise that all children are capable of learning. Teachers and staff in our program are dedicated to developing the unique talents and gifts of each child by providing different avenues for exploration and learning. Young children learn through play and retain best what they are able to touch, handle and manipulate. We have adopted a hands-on, thematic approach to learning. Themes will be school wide, bringing continuity to the program and enabling parents to further develop their child's learning with the entire family at home. Teachers will focus on specific colors, shapes, numerals, letters and words that correspond with the monthly themes. To enhance our students' learning experiences, we provide a music and movement curriculum that promotes an appreciation for music and the development of gross motor skills.



## **PORTFOLIO/PROGRESS REPORTS**

Progress reports for 3K, 4K & 5K are sent home in January and May. Teachers will maintain a portfolio for each child. The purpose of the portfolio is to show samples of a child's accomplishments collected over time. It is our hope that your child's portfolio will clearly show his/her steady growth and development throughout the year. All of the portfolio's contents including your child's progress report will be given to you to keep at the end of the school year.

### **Kindergarten Readiness Test**

The Kindergarten Readiness Test and the ongoing evaluation by your child's classroom teacher will be used to assess his or her level of readiness for kindergarten. We look at each student individually to determine if our kindergarten is a good fit for your child. Please understand that attending the CLC program does not automatically guarantee admission to kindergarten. Transitioning a student on to kindergarten who is not developmentally prepared is a disservice to the child in regards to both their academic and social/emotional needs.

## **706: PARENTS**

### **Conferences**

The 3K, 4K & 5K classes will offer parent/teacher conferences twice yearly, in October & May. All conference dates will be written on your child's monthly class calendar. Additional conferences may be arranged at mutually convenient times at the family's or teacher's request. Portfolios and progress reports will be discussed during your individually scheduled conference time.

## **Grievance Procedures**

If for any reason you feel that communication between your family and The Children's Learning Center staff has been broken, the following guidelines are available:

- Please make an attempt to solve your grievance at the level at which it occurs.
- If a satisfactory resolution is not reached, you may address the complaint to the Assistant Principal.

It is our hope that any concern you might have will be settled informally with everyone's cooperation.

### **Confidentiality Agreement**

The importance of confidentiality regarding the privacy rights of all students must be understood by all parent volunteers. Any information obtained or overheard while volunteering in any capacity must be kept confidential. The full responsibility for maintaining the confidential and private nature of all records and information will be upheld. It is understood that each volunteer is personally responsible and liable for any violation of this agreement.

### **Contacting Childcare Agencies**

The Dallas Office of the Department of Family and Protective Services is 214-583-4253 or 1-800-582-6036. The Child Abuse Hotline number is 1-800-252-5400. The Texas Department of Family and Protective Services web site is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **Visitation Policy**

Parents may visit The Children's Learning Center at any time during hours of operation to observe their child, the center's operation and program activities, without having to secure prior approval. We do recommend speaking with your child's teacher prior to your visit so that you do not disrupt learning in the classroom. Parents and any visitors will need to sign in and have their current driver's license scanned at the front desk and wear a visitor's badge.

