



PARENT/STUDENT
HIGH SCHOOL HANDBOOK
2009-2010

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It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of Prince of Peace Christian School. POPCS reserves the right to modify this handbook as the school sees fit, throughout the school year.

Policies in this handbook apply specifically to High School Students. This handbook is to be used in conjunction with the POPCS Parent/Student Handbook.

This handbook is to serve as a general guideline for policies and procedures at Prince of Peace Christian School and is not a contract nor is it binding on either party. Please be aware that numerous changes have been made to the handbook. Please take the time to become familiar with this entire document.

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

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I. MISSION / MINISTRY

INTRODUCTION

Welcome to the high school at Prince of Peace Christian School. It is important for students and parents to know why our school is here and what the teachers are hoping to accomplish. The mission statement is an explanation of the purpose for providing an education at Prince of Peace Christian School and some of the things students and their families can expect this year.

Mission Statement:

POPCS provides a Christ-centered exemplary education equipping students and families as disciples and leaders to meet the challenges of today and the opportunities of tomorrow.

... “Christ-centered”

So then, just as you received Christ Jesus as Lord, continue to live in Him, rooted and built up in Him, strengthened in the faith as you were taught, and overflowing with thankfulness.

Colossians 2:6, 7

POPCS is committed to

- providing a teaching staff dedicated to the Lord and His children.
- studying daily Bible lessons with all students.
- implementing a curriculum that integrates Christian beliefs and understanding in all areas.
- directing our faith in action through service, love, and kindness.
- creating an atmosphere where each student feels care and respect.
- involving students in worship in both small and large group settings.

... “exemplary education”

But just as you excel in everything – in faith, in speech, in knowledge, in complete earnestness and in your love for us – see that you also excel in this grace of giving. 2 Corinthians 8:7

POPCS is committed to

- providing a stimulating curriculum that challenges students.
- integrating subject matter across the curriculum with practical application.
- involving progressive technology to prepare students for success in today’s world.
- leading the exploration of new concepts and ideas.
- developing critical thinking skills for learning and understanding.

... “equipping disciples and leaders”

Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the Word of God. Ephesians 6:13-17

POPCS is committed to

- helping students discover spiritual gifts and talents to be effective for God’s Kingdom.
- challenging students to improve academically, spiritually, physically and emotionally.
- Teaching students and families that prayer empowers believers for God’s work.
- building a firm foundation on the Gospel to strengthen the body of Christ.
- providing students and families with the resources to grow in the knowledge of being saved to serve.
- training students to live in this world according to the standards and commands of God.

Strategic Statement:

Our strategic intent is to provide a Christ-centered, exemplary education for each child.

Organization

Prince of Peace Christian School is a ministry of Prince of Peace Lutheran Church in Carrollton, Texas, and is administered through the Christian School Board of Directors. The school was established in 1980 and serves students, ages 3 years through 12th grade. Prince of Peace Christian School is recognized by the Texas Education Association through the accreditation process of the Lutheran School Accreditation Commission of the Texas District of the Lutheran Church-Missouri Synod. It has also received National Lutheran School Accreditation. The most recent accreditation renewal was given in November, 2004. Prince of Peace is also accredited by the Southern Association of Colleges and Schools (SACS). Prince of Peace Christian School was named a National Blue Ribbon School of Excellence by the U.S. Department of Education in October, 2005.

Christian Belief

Our Christian School and Church members are members of the Lutheran Church - Missouri Synod. We believe and teach:

1. That the entire Bible is the inspired Word of God, without error, and reveals His plan of love and salvation.
2. That God is Triune - three Persons, one eternal God - Father, Son and Holy Spirit.
3. That sin - separation from God through disobedience - places all people under God's eternal judgment.
4. That through the redeeming death and Resurrection of Jesus Christ, and through Him only, the curse and threat of sin is completely removed and salvation is possible.
5. That salvation is a gift of God offered at the initiative of His love, not based on the merit of people.
6. That this gift of salvation is offered to all who, by God's grace through faith in Jesus Christ, receive Him as Savior and Lord.
7. That the church of Jesus Christ consists of those faithful people who rely on Him for forgiveness and strongly hold to His teachings and the Sacraments of Baptism and Holy Communion.

Philosophy of Prince of Peace Christian School

We believe that the Christian training of children is primarily the responsibility of the parents (Deut. 4:9, Deut. 11:19, Proverbs 13:1, Proverbs 22:6, Eph 6:4). We further believe that through the Great Commission (Matt. 28:18-20) our Lord gave a secondary responsibility for the Christian training of all, including children, to His church. The purpose, therefore, of Prince of Peace Christian School is to assist parents in carrying out their responsibilities in Christian education. This is accomplished by developing good home-school communications so that together we can provide a quality Christian education for each of our children so that in the end, they may best serve their Lord and fellow man. Our school is designed to provide a Christian educational program that is centered on Biblical principles. Every subject is taught by our faculty from a Christian point of view and permeated with Christian values. It is our commitment that children of Christian and non-Christian families hear the Good News of Jesus' love and share it with their families, friends, and community.

Prince of Peace Christian School's philosophy carries out Christ's command to "make disciples" who are responsible, believing, committed followers of Jesus Christ. This is accomplished by emphasizing **educational excellence, worship, witnessing, caring, and service.**

Educational excellence occurs daily in all subjects to prepare children to serve God and people throughout their lives. Teachers care about and minister to the whole child working toward SPIRITUAL, INTELLECTUAL, PHYSICAL, EMOTIONAL, and SOCIAL development. The teacher, by example as well as through curriculum, teaches the knowledge, skills, and attitudes necessary for development into responsible Christian adulthood. We are aware of the differences in race, culture, and life experiences in each of our students. With this awareness, we have planned and implemented an educational environment that will help lead each student to an understanding and acceptance of self and others.

Worship in our school is not confined to daily classroom devotions or to student body worship experiences, but occurs throughout the day. Children are helped to grow in their prayer lives by learning to pray privately and corporately whenever needs or opportunities arise. Students lead and participate in worship experiences. Teachers provide a Christian model by leading worship in school, by faithfully attending congregational worship, and by participating in other aspects of congregational worship life. Children learn to **witness** naturally and effectively through instruction and by observing their teachers witness to unchurched children and families. Students bear witness to each other and to their community through their words and actions. They will be encouraged to invite their unchurched classmates, friends, and neighbors to attend Sunday school and church activities. Teachers encourage **caring** for one another and love for all people. Active participation by students and teachers in **service**, to the church, school, and community, is stressed by use of time, talents, and gifts.

II. PROFILE OF A PRINCE OF PEACE GRADUATE

POPCS provides a Christ-centered exemplary education equipping students and families as disciples and leaders to meet the challenges of today and the opportunities of tomorrow.

Academic/Intellectual Goals: Christ-centered exemplary education

The POPCS graduate

- has mastered the essential academic skills necessary for collegiate and career success.
- has experienced a curriculum designed to open the mind to the intrinsic value of the various disciplines.
- has developed an appreciation for the fine arts and for the significance of physical fitness.
- has developed a world view that has moved from the rote or cognitive level into the internal or affective, and has grown to love learning for learning's sake.
- is open to new ideas, new situations and has developed a curiosity and desire to continue intellectual growth, knowing that learning is a life-long process.

Spiritual/Emotional Goals: Equipping students...as disciples

The POPCS graduate

- has a basic knowledge of Christianity and the major doctrines and practices of the Christian church.
- has examined their own personal relationship with Christ with a firm belief in Jesus Christ as his/her personal savior.
- has developed a commitment to spiritual growth through consistent fellowship with other believers.
- is continuing to form a Christian conscience and is beginning to evaluate their own moral choices and to reason through moral issues with increasing clarity.
- recognizes the need for forgiveness and reconciliation through Christ and in all personal relationships.
- understands that faith in Jesus Christ calls one to a life of service, compassion and empathy.

Character/Social Goals: Equipping students...as leaders

The POPCS graduate

- demonstrates principles of Christian leadership based on integrity and service.
- understands and exercises God-given privileges and authority.
- makes choices as a leader based on Christian character and a biblical moral foundation, not on personality, attitude or pressures.
- realizes that policies and decisions affect many people and must be measured by Christian standards of justice, charity and empathy.

Goals for the Future: ...to meet the ... opportunities of tomorrow

The POPCS graduate

- is prepared to follow the Matthew 28:18 commission to “go and make disciples of all nations...”
- understands the promise of Christ in one's life and in the world, and is open to the possibility of a vocation in Christian ministry or service.
- will continue to build on the spiritual foundation developed at POPCS.
- will be a positive participant, not merely a spectator, in the various environments, both personal and communal, as a way of furthering the Kingdom of God.

Because we are a ministry dedicated to fulfilling our mission statement, it is our sincere desire that we as a school give back a portion of our student body in service to Christ in ministry. As a result, we would like to consider POPCS as a school that “tithes people”.

III. ACADEMIC INFORMATION

CURRICULUM PHILOSOPHY - The academic curriculum at Prince of Peace Christian High School is designed to prepare our students for collegiate entrance and success. All high school level courses offered at Prince of Peace are rigorous in design, require outside preparation, and are considered commensurate with the honors or college prep classes at local public high schools. Some courses are labeled Pre-Advanced Placement (Pre-AP) in order to further challenge and prepare exceptional students to enter senior level Advanced Placement Courses. The Advanced Placement (AP) courses follow a prescribed curriculum set up by the College Board and call for adherence to specific guidelines. AP courses are designed to immediately prepare students to take the College Board Advanced Placement exams. Students who earn a composite score of a 3, 4 or 5 on the Advanced Placement Examination may obtain college credit, depending on the performance requirements of the college or university. Students enrolled in an AP course will be required to take the AP Exam. AP Courses will incur additional charges/fees.

ACADEMIC PROMOTION - The school reserves the right to decline re-enrollment of a student for the following year if it is felt that the student could not meet learning expectations, behavioral expectations, or the school cannot meet the learning needs of the child. Students who have been on Academic Probation more than three grading periods during a school year are in jeopardy for promotion. Excessive absenteeism may affect academic promotion (See Attendance Policy).

Administrative Guidelines -

1. Transfer students are evaluated on an individual basis. POPCS will evaluate and grant credits from accredited high school programs based upon a review of the student's transcript. Home school students who are not under the umbrella of an accredited program will be evaluated on a case-by-case basis that may include demonstrating proficiency in core subject classes by written exam.
2. The Administration reserves the right to evaluate courses and make placement decisions accordingly based on the student's transcript.
3. Courses in which students do not earn a credit/passing grade must be made up during summer school. An official document proving successful completion with a passing grade of the summer school course must be provided to POPCS the week **before** school begins in order for the student to re-enroll. Students who are required to attend summer school may be placed on academic probation for the following year.

ADVISORY CLASSES - Each student who enters the high school program will be matched with an advisory teacher according to his/her grade levels. The advisory teacher should always be the first contact point for either student or parent when there is a question about school life that does not apply to a specific teacher.

Parents should contact the classroom teacher first if there are academic concerns or other matters that need the attention of an adult at school. A student should feel free to seek advice from his/her advisor or the high school counselor if he/she is struggling academically.

CLASS SCHEDULING - In the spring of each year, students are given a course request sheet to indicate the required courses for the next year. Student choice forms are to be returned by the deadline given. The student's schedule will be based upon the indicated choices as closely as possible. Schedule changes require a Request for Schedule Change form and administrative approval and must be made within the first 2 weeks of the semester.

COLLEGE DAYS – Students in grades 11 and 12 are encouraged to visit prospective colleges to gain first-hand information about college life. The best times to do this are the spring of the junior year and the fall of the senior year. With this in mind, 11th and 12th grade students are permitted to be absent from school **2 (two)** additional days during their junior year and **3 (three)** additional days during their senior year to visit colleges. The school prefers that these absences be arranged at least one week in advance to be excused. Students are given a College Day form to have signed by the parent and initialed by each of his/her teachers. These absences are not included in the 8 day per semester limit and do not count against exemption from senior finals.

COMPUTER AND INTERNET USE - Prince of Peace Christian School believes that computers and technology will be valuable tools for students for the rest of their lives. It is important that they be provided with opportunities to use these tools as a part of their education. Students need to be able to gather and share information in many different ways.

In order to meet this objective, Prince of Peace provides access to the Internet as a part of the school computer program. Students will be taught to use the Internet to communicate and gather information that in many cases can be obtained in no other way. Some students may also have the opportunity to have examples of their work published on the school's web site.

Any work published on the World Wide Web will only be identified by students' first names and/or last initial. Last names, home addresses, and phone numbers of students will not be published on the Internet.

The computing resources available at POPCS are an excellent resource for all of the students and teachers. Each student is responsible for using the resources provided for their intended purpose in accordance with the Christian philosophy of the school.

Computer Program Guidelines and Regulations

1. Each middle school and high school student will be given a **unique user account** which they will use to access computer resources. Each student should keep their logon information confidential. **Sharing a user ID or password with another student is prohibited. Students are responsible for any action taken in relation to their user ID.** All student activity on the computer network and the internet is subject to monitoring.
2. **Students should not share last name, address, or phone number or those of other students over the Internet.**
3. **Deleting, modify, copying, or examining files on the computer system is not to be done** without permission from the Technology Instructor.
4. Any **deliberate action that damages or disrupts a computer system** or the computer network is prohibited.
5. Student **use of the Internet will be supervised** by a teacher. **Unsupervised Internet usage may result in loss of computer privileges.** Websense is used to track student usage of the Internet.
6. **Personal e-mail accounts and Instant Messaging are prohibited** unless given permission by supervising teacher.
7. **Attempts to gain unauthorized access** to any system are prohibited.
8. **Copying copyrighted materials (such as software) is prohibited** without prior permission.
9. The **addition or modification of any programs, program settings, system settings, monitor controls, or network privileges** without the approval of the Technology Instructor is prohibited.
10. **Accessing obscene or otherwise inappropriate material** is prohibited.
11. **Permission must be obtained before saving a file download from the Internet.**
12. Failure to follow these guidelines may result in loss of computer privileges or other school disciplinary action including possible student suspension or expulsion, depending on the severity of the infraction.
13. Other guidelines for use may be added at any time at the discretion of the Technology Instructor and school administrator.

COUNSELOR – The High School Counselor serves all students in a variety of ways. Every student will meet with the counselor at least once during the school year. Students will discuss class choices, PSAT, ACT, SAT testing, college options and choices, college scholarships, and any other matters of interest – whether personal or school related. Students can make an appointment with the counselor for any reason to address matters of concern.

The Counselor is also available to meet with parents to provide guidance and counseling and facilitate communication. To make an appointment parents may call the high school office and ask for ext. 341.

CREDITS, ACADEMIC - Academic credits toward graduation are earned beginning with the freshmen year. For each course in which a grade of 65 or above is earned, the student is awarded ½ credit per semester.

In high school, students are classified according to the number of credits they receive per year:

Freshmen	at least 6
Sophomore	at least 12
Junior	at least 18
Senior	24 or more

CURRICULUM AND GROWTH - The curriculum of Prince of Peace Christian School is developed with an understanding of the developmental level of students and in accordance with the school's mission and purpose. The core subject areas at each grade level include Theology, English (literature, grammar, reading, and writing) Mathematics, Social Studies, Science, and Foreign Language. Art, Music, Computer, Physical Education, Speech, Journalism, Career and Consumer Education, and Health are the enrichment courses that complete the curriculum. Students use the mobile computer lab as an extension of their classroom programs that builds on their computer literacy. Curriculum guides include philosophy, goals, and specific grade level objectives for all of the subject areas. **The TEKS (Texas Essential Knowledge and Skills) are the baseline of goals and objectives.**

CURRICULUM MATERIALS - Prince of Peace Christian School selects instructional materials that most closely match the school's mission of “providing a Christ-centered, quality education for the whole child”. The guidelines are used by the staff when selecting materials.

Materials are selected in order to reach the following objectives:

- To attain the established educational goals
- To enrich the curriculum
- To further the intellectual, emotional, cultural, and spiritual development of young people
- To promote mature, responsible, Christ-like behavior
- To promote lifetime reading habits
- To appeal to the interests of students
- To encourage educational excellence

Insofar as it is practical and in congruence with the school’s Statement of Christian Belief, materials are provided which present varied points of view concerning the problems and issues of our times.

Materials in all forms should be made available to students to attract them to reading, to viewing, to listening, and to searching in order to enable all students to experience success in learning and encourage the development of learning habits for a lifetime of continuous self-improvement. Selections are made for, and in accordance with, the different maturity levels of students. Selection is an ongoing process which includes the removal of materials no longer useful or appropriate and the replacement of lost or worn materials still of educational value. Gift books, materials, and equipment are accepted with the understanding that they must meet the same selection criteria as materials purchased with school funds.

Materials that are identified as being unsatisfactory by an individual within the community of Prince of Peace Christian School (including staff, students, family members, and other associated individuals) may be recommended for removal. To do so, the interested individual should complete the “Request for Reconsideration” and submit it to a school administrator. The request will be reviewed by a school committee that will include the librarian, a teacher, a parent representative, and a member of the administration. (The review committee will be appointed by the Headmaster). The review committee will make the decision on whether the particular instructional material will be used in the school (at least three out of four committee members must vote in favor of a book for it to be used in library circulation). The parent submitting the “Request for Reconsideration” will be notified in writing as to the decision of the review committee. During the review period, the item in question will remain in general use.

DAILY SCHEDULE - Parents or guardians should be aware that Prince of Peace is responsible for students only between the hours of 7:30 a.m. and 4:00 p.m., unless the student has an after-school activity scheduled before or after school. High school students may be dropped off at 7:30 a.m. to wait in the Commons and must be picked up by 4:00 p.m. unless prior arrangements have been made by the parent with a teacher/supervisor.

High school doors open	7:30 a.m.
Classrooms are open for students	7:35 a.m.
Classes begin	8:05 a.m.
End of the school day	3:30 p.m.

DUAL CREDIT – Prince of Peace Christian School has entered into a partnership with Collin County Community College and Brookhaven College to provide classes for dual credit. This opportunity enables students to earn college credit and high school credit simultaneously in certain courses. The classes are taught on the college campus and assure both the content and expectations of any college-level course. Interested students should see the high school counselor for eligibility requirements and enrollment information.

EDLINE – Edline is the primary means of communication used by Prince of Peace teachers and administrators.

All parents of enrolled school students should activate their web accounts for www.edline.net. By activating the secure login to Edline, parents will have access to weekly grade reports and assignment information for students, parent newsletters, and upcoming school calendar information.

For parents of students new to Prince of Peace – activation codes are available for pick-up in the school office. The code must be picked up in person in order to maintain the security of the account. Accounts may be activated from home. The instructions for activations are available for download on the Prince of Peace website.

Regarding Email - To activate an Edline account, an active e-mail address will be necessary. The email address will be protected and will only be used by school staff in order to send official school communications. This will be the primary means through which the school will send e-mail messages in the future, allowing for efficient communication.

Please allow two weeks after the start of school for Edline to be fully functional.

Regarding Grades - The teaching staff will upload grade information for students to Edline on a weekly basis. By Monday at 5:00 pm, grades from the previous week will be available. Report card information will also be available online. All grade information is viewable by means of a secure connection similar to the security used in an online credit card sale.

Report Cards for 1st – 12th Grades will be posted Ed-Line at the end of each grading period.

Report cards may be held and Edline accounts deactivated for the following reasons: unpaid tuition or fees, missing textbooks or athletic uniforms, unreturned library books.

For Edline Questions - Please e-mail edline@princeofpeace.org or leave a voice message on the Edline Hotline at 972-447-0532 x432.

EXAMS AND REVIEW DAYS FOR SEMESTER (GRADES 9-12)

- Review sheets may be handed out at the beginning of the review time.
- Review covering academic subjects will be given, followed by exams.
- These review days are for review or fielding questions
- Athletic practices and co-curricular activities during exam weeks are limited to one hour daily.
- The semester exams are the last week of the semester with an abbreviated schedule with the exception of the spring semester senior exams.

EXAM EXEMPTIONS FOR SENIORS - Senior exam exemptions apply only to second semester seniors or to first semester seniors when taking a one semester core class. In order to qualify for exemptions a senior must have an 80% average in each of his/her classes at the end of the second semester. A senior may be exempt from three classes only. The senior may choose which classes he/she will be exempt from. At the end of the each semester the student must have an 85% average in the specific class in which he/she is requesting an exemption. A student may have **no more than 24 total period absences** during the each semester in order to be exempt. School functions, college visits and funerals are the only absences that would not count in the total number of absences. Absences are counted through the last day of regular classes.. Students who take an AP Test do not have to take the POPCS exam for that class.

FAILURE – In grades 9 through 12, courses required for graduation must be completed with a grade of 65 or above each semester. If the semester grade is below 65, the course must be repeated. Repeating a course may be accomplished through these means:

- Repeating the course in an approved summer school, i.e., a school that POPCS recognizes as acceptable.
- Repeating the course through an approved correspondence school.
- Passing the course in Summer School is required before Fall admission will be granted.
- Grades are based on POPCS numeric average only. Passing credit is given upon passing summer school course(s). No classes/courses may be taken for credit outside of the POPCS degree program when the course is offered on the schedule and time permits. Written administrative approval may be granted for an off-site course if scheduling conflicts arise or if courses are not offered at POPCS.

GRADE POINT AVERAGE – Each student's grade point average (GPA/GPNA) is computed semester by semester. A cumulative GPA/GPNA average is kept by the registrar's office. Class rankings are based on the cumulative GPA and are not posted until all graduation requirements are completed. Only those courses taken at POPCS count toward a student's GPA. Students who transfer to POPCS will receive credit for courses taken at their previous school(s), but the grades from those courses are not counted as part of their GPA for the purposes of determining of Salutatorian and Valedictorian. However, the courses will count as part of the prescribed graduation requirements. Those students who transfer to POPCS during their sophomore, junior or senior year will not be given a cumulative GPA or ranking for the purposes of determining the Salutatorian or Valedictorian.

For college application purposes POPCS is a non-ranking school; however, in accordance with the Texas top 10% law, the seniors ranking in the top 10% of their class will be issued a letter in the fall indicating that they are in the top 10%. Top 10% is determined by GPA and honors and AP classes are given the extra points when calculating the score. Credit for sports participation is not considered in this calculation.

Semester grades in all Honors/Pre-AP classes are given an extra weighted grade of 0.25 and AP classes are given an extra weighted grade of 0.5 due to the level of difficulty.

Grading Scale and Weight of Grades

<u>Grades</u>	<u>Numeric Value</u>	<u>Weight of Classes</u>	<u>Weight of Honors/ Pre-AP Classes</u>	<u>Weight of AP Classes</u>
A	90-100	4.0	4.25	4.5
B	80-89	3.0	3.25	3.5
C	70-79	2.0	2.25	2.5
D	65-69	1.0	1.25	1.5
F	Below 65	None		
I	None	None		

GRADUATION REQUIREMENTS - To graduate from Prince of Peace Christian School, students must earn 28 credits during their four years including Theology courses. Theology credits for students who enroll as sophomores through seniors will be modified for graduation requirements. These are the subjects and credits which must be completed in order to receive a diploma.

<u>Credits</u>	<u>Subject</u>
4.0	English
4.0	Math
4.0	Science (4 credits for 2007-2008 Freshmen)
3.0	Social Studies
1.0	Government/Economics
2.0	Same Foreign Language
0.5	Health
1.5	Physical Education
1.0	Computer
0.5	Communications Applications (Speech)
0.5	Career & Consumer Education
2.0	Electives (including 1 Fine Arts) (Fine Arts include Art, Band, Choir, Theater)
<u>4.0</u>	Theology (1 for each year of attendance)
28.0 Total*	

*Based on semester academic calendar

The School Board reserves the right to change the graduation requirements.

General Rules:

While earning the 28 credits needed, other guidelines which must be met include:

1. A passing grade of 65 or above in all courses or remediated failures in an approved summer school.
2. Complete all graduation requirements.
3. Be enrolled each semester in 8 courses per day unless approved by the high school principal.

GRADUATION - As part of the graduation service, a Valedictorian and Salutatorian will be presented. These honors are given based on the grade point averages of students for their work in grades 9-12. A student must attend POPCS their entire sophomore, junior, and senior years to be eligible for Valedictorian or Salutatorian. Those students who transfer to POPCS during their junior or senior year will not be given a cumulative GPA or ranking for the purposes of determining the Salutatorian or Valedictorian. If a senior fails a course during their senior year they may not be able to participate in the graduation ceremony.

2009-2010 Course Offerings

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
Theology I Christian Living	Theology II Old Testament	Theology III New Testament/ Theological World Views	Theology IV Topical Bible Studies
English I English I Pre-AP English II Pre-AP	English II English II Pre-AP English III Pre-AP	English III English III Pre-AP AP English Literature	English IV AP English Literature & Composition
Algebra I Geometry Pre-AP	Geometry Geometry Honors Algebra II Pre-AP	Algebra II Algebra II Honors Pre-Calculus Pre AP	Pre-Calculus Pre-Calculus Honors Business Math College Algebra AP Calculus AB Business Math College Algebra
Biology Biology Honors	Biology Biology Honors Chemistry Chemistry Pre-AP AP Biology	Chemistry Chemistry Pre-AP Physics Physics Honors	Physics Physics Honors Anatomy/Physiology AP Chemistry Environmental Science Anatomy /Physiology AP Chemistry
World Geography World Geography Honors	World History World History Honors	American History AP US History	Government/Economics AP US Government & Politics AP Micro-Economics
Spanish I Spanish I Pre-AP	Spanish I/II Spanish I Pre-AP Spanish II Pre-AP	Spanish I/II/III Spanish I Pre-AP Spanish II Pre-AP Spanish III Pre-AP	Spanish I/II/III/IV
Latin I	Latin I/II	Latin I/II/III	Latin I/II/III
Technical Applications	Technical Applications	Technical Applications Videotechnology	Technical Applications Videotechnology
Art I Band I Choir I Communication Applications (Speech) Health Performing Arts I Physical Education I	Art I/II Band I/II Choir I/II Current Events Communication Applications (Speech) Health Newspaper I Performing Arts I/II Physical Education I/II	Art I/II/III Band I/II/III Career & Consumer Education Choir I/II/III Current Events Communication Applications (Speech) Digital Imaging & Publications Health Newspaper I/II Performing Arts I/II/III Physical Education I/II/III	Art I/II/III/IV AP Studio Art Band I/II/III/IV Career & Consumer Education Career Mentoring Choir I/II/III/IV Criminology Current Events Communication Applications (Speech) Digital Imaging & Publication Health Newspaper I/II/III Performing Arts I/II/III Physical Education I/II/III/IV Principles of Marketing/Sports Mktg Psychology Sociology Technical Theater I/II/III Yearbook I/II/III
Technical Theater I	Sociology Technical Theater I/II Yearbook I	Psychology Sociology Technical Theater I/II/III Yearbook I/II	Psychology Sociology Technical Theater I/II/III Yearbook I/II/III

HOMEWORK – Students at POPCS will be assigned homework; it is an integral part of the school program and will help the student in advancing their studies. Students are expected to complete their homework.

Homework is to be turned in at the beginning of class on the day it is due.

Homework is an important tool in the process of an effective educational program. Along with a complete organizational skills system, homework is a necessary tool in teaching students the proper study skills in order to be successful at all levels of education and learning in life. Recently, there has been more media attention given to the negative aspects of homework and, more specifically, the problems that result from students who carry too heavy a load. As a Christian school, faculty members and administrators are frequently questioned on the purpose in giving homework. In order to give a perspective on the school's position, the following statements have been prepared:

At Prince of Peace Christian School, we believe that:

- Homework is an integral part of a quality education.
- Setting high expectations motivates students to learn more.
- The primary goal of homework is quality learning. Therefore, homework assignments should be designed to accomplish a specific instructional objective. (In other words, teachers try to avoid “busy work”!)
- Homework is not used as a form of punishment for improper behavior.
- Homework levels should be adjusted appropriately for the age of the child.
- It is important to frequently give students time in class to begin their assignments and have an opportunity to ask the teacher questions.
- It is NOT our goal to have students spend the majority of their after-school time working on homework. However, the time that individual students take to complete the same tasks can vary drastically. This variance can be caused by a host of reasons, including individual skill levels, work speed, enthusiasm, proper use of classroom work time, extra-curricular activities, and behavior.
- If your child is struggling with a heavy homework load, please talk to your child's teacher or advisor. It is important to get as much information as possible when trying to address this issue.

Teachers and parents working together can achieve an effective homework program that challenges each student to his/her full potential in the proper way.

HONOR ROLL - A student is given honor roll recognition when the following requirements are achieved during any given grading period.

Honor Roll	All A's & B's; GPA 3.25 or higher
High Honor Roll	All A's & B's; GPA 3.75 or higher
Principal's Honor Roll	All A's; GPA 4.0 or higher

INCOMPLETE GRADES – An incomplete grade is assessed when a student cannot complete the course/homework in any given grading period/semester. Usually an incomplete is given when a student has extreme extenuating circumstances and is unable to attend school. Administrative approval must be obtained before an incomplete may be given.

LATE WORK - Prince of Peace High School believes that it is important for students to turn in completed homework on time. The following consequences will be in effect if homework expectations are not met in a subject area:

FRESHMEN - 4 late assignments (turned in the next day to receive 50% of the grade earned) accepted per semester. All assignments turned in after this will earn a 0 (zero). Students should be strongly encouraged to make up ALL work, regardless of consequences, so they can move on successfully in the class.

SOPHOMORES - 3 late assignments (turned in the next day to receive 50% of the grade earned) accepted per semester. All assignments turned in after this will earn a 0 (zero). Students should be strongly encouraged to make up ALL work, regardless of consequences, so they can move on successfully in the class.

JUNIORS - 2 late assignments (turned in the next day to receive 50% of the grade earned) accepted per semester. All assignments turned in after this will earn a 0 (zero). Students should be strongly encouraged to make up ALL work, regardless of consequences, so they can move on successfully in the class.

SENIORS - 1 late assignment (turned in the next day to receive 50% of the grade earned) accepted per semester. All assignments turned in after this will earn a 0 (zero). Students should be strongly encouraged to make up ALL work, regardless of consequences, so they can move on successfully in the class.

For clarification purposes: If a student turns in an assignment 1 day late with 90% correct, the student receives a 45%, which is 50% of the grade earned.

Teachers will communicate with the student's parents if he/she is unable to complete assignments on a consistent basis.

Further, missed assignments will be noted on Progress Reports.

Late work and make-up work are not the same. Make up work occurs because of a student absence. Late work occurs when a student does not turn in his/her work at the beginning of the class hour on the due date. Major assignments are due upon the student's return to school.

MAKE-UP WORK DUE TO ABSENCES - If a student is absent due to illness from school all or part of a day, it is the student's responsibility to consult with the teachers and find out about any missed assignments. Assignments for each class are posted to Edline.

Homework must be made-up **within the same number of days as the student is absent due to illness**, not to exceed five days (5). For example, if a student is absent one day (1), then she/he has one day (1) to make-up the work; for a two day (2) absence due to illness, the student has two (2) days in which to make-up the work. It is the student's responsibility to request and complete the make-up work, including tests and quizzes, and see that it is turned in within the allotted time. **Make-up work not completed within the allotted time period will receive a zero (0)**. Appeals may be made to the teacher in extenuating circumstances. No homework may be made-up if the absence is unexcused. No late work will be accepted.

Test and quizzes missed during an excused absence must also be made up with in the absence rule as well. Test/quizzes not made up will receive a zero (0). If the student was absent the day of the test/quiz but in attendance the day the test/quiz was assigned, then she/he **must** take the test on the day he/she returns to school. No additional time will be allowed for preparation. No test/quizzes may be made up if the absence is unexcused.

Students may be required to arrive early or stay late to take any missed exams or to make up missed labs in science.

Students should be strongly encouraged to make up ALL work, regardless of consequences, so they can move on successfully in the class.

NOT CLEAR LIST - Students who owe the school money (athletic uniforms, overdue/lost book, tuition/fees etc.) will be placed on the **Not Clear List**. Report cards, transcripts and all school records will be held and Edline deactivated until the outstanding obligation has been rectified.

PARENT CONFERENCES – Parent conferences are encouraged and may be scheduled with the Teacher, Principal, or Headmaster.

If a conflict arises, an appointment may be made to discuss a resolution. In some cases, more than one meeting may be necessary in order to reach a solution. **Conflicts should be addressed first with the classroom teacher, then with the Principal if necessary**. Only when there is an impasse should the Headmaster be involved in the discussions and will serve as the final authority. The Principals will serve as final authority for day to day issues concerning students.

PLAGIARISM/CHEATING – Plagiarism/Cheating is considered a serious offense. Plagiarism involves lying, cheating, or stealing. POPCS faculty feels that it is critical for our students to understand what plagiarism means; it is a serious moral and academic offense and will be dealt with accordingly. To **plagiarize** means:

- Copying homework.
- Copying assignments.
- Copying lab work or lab reports.
- Providing homework to another student.
- Giving false data or information for a paper or a report.
- Cutting and pasting from the internet.
- Retrieving information from a private email account
- Presenting information as your own which is not your own (this includes undocumented sources and also taking ideas from another student's work as well as information from all forms of digital media).
- Discussing the contents of any tests or quizzes with other students who were not present.
- Cheating on tests or quizzes (having access during the test to any information which is relevant to the test, talking to anyone during the test, looking at another student's work).

PROBATION – Students at POPCS may be placed on probationary status by the administration for either behavioral or academic reasons.

Academic Probation - Students will be placed on Academic Probation when they struggle in the academic arena and, through their grades, demonstrate they need special attention.

When a student is notified by the Principal that he/she will be placed on Academic Probation, a parent conference will be held in which specific criteria will be set for that student to improve her/his scholastic standing the next grading period. If the student's grades improve, he/she will be taken off Academic Probation; however, if there is no improvement in the scholastic arena, the student may face academic dismissal from POPCS.

Behavior Probation – Serious or chronic behavior/discipline offenses may result in behavior probation for a student. That student will be given individual conditions for his/her continued enrollment at POPCS. Some students may be accepted to POPCS on behavior probation.

PROGRESS REPORTS/ACADEMIC WARNINGS - Progress reports are issued in each class to let the student and parent know if the student is having difficulty in maintaining a passing academic average.

Progress reports will be sent home by individual teachers at mid-point of each grading period if a student has a numerical grade average of 75 or lower. If at a given time two or more progress reports are given to one student indicating possible failure of several subjects, a parent conference may be held. Progress reports may also be given at a teacher's discretion at any time in order to notify the parents of a student's progress.

Progress reports must be signed by a parent and returned the next day.

REPORT CARDS – Report cards are posted to Edline each grading period and upon the completion of the semester. Report cards will not be posted for students who are on the **Not Clear List**. This means that the student has been placed on the **Not Clear List** because they owe for a damaged or lost textbook, a library fine, or have overdue books, or are in debt to the school in some other manner. When the **Not Clear** status has been rectified, the report card will be posted to Edline. Final report cards for the year will be mailed.

RE-TESTING - Students will only be allowed to re-test due to extenuating circumstances, i.e. sickness, emotional distress. The general policy is that re-tests are not allowed.

SEMESTER GRADES - Each of the three (3) grading periods plus the exam equal the final semester average, i.e., each section is worth 30% when computing the semester's average and the final exam is worth 10%.

SUCCESS CENTER - The **Success Center** is a program with a philosophy of ministry that works to help students be "Successful" in order for them to become the people God needs for them to be, now and in the future. This ministry is based on our relationship with God the Father and how He deals with us. Sometimes we (students, teachers, parents) do things (behaviors, attitudes) that hold us back from being successful. As a result, there may be consequences for our actions, but those are always followed by love and forgiveness. The Success Center is a place where strategies and interventions are developed and implemented to help students get back on track.

The **Success Center** includes three specific programs: the **Academic Support Program**, the **Behavior Discipling Program**, and the **Student/Teacher Mentoring Program**. Each of these programs proactively help students accept responsibility for and change their actions/attitudes which are holding them back from being successful. Student participation in these varies depending on their needs. "People resources" – teachers, parents, students, Counselor, Dean of Students, and Principal – will work together for the benefit and growth of all students.

Academic Support Program - The mission of the **Academic Support Program** (ASP) is to provide academic assistance to students who learn differently, encouraging success, confidence and independent learning in a Christ-centered environment.

Students are eligible for the ASP if they have been admitted into POPLC, have a current and complete educational evaluation from a qualified diagnostician, and have completed an ASP application. (The evaluation must include an IQ test and an achievement test.)

This program will be supervised by one staff member and will operate like a regular classroom; however, it will not be for credit, but will be a mandatory study class period. Daily attendance and keeping an up-to-date assignment book/planner are required. **Enrollment is limited.**

The Academic Support Program provides:

- Five class periods per week of small group and individualized academic support
- Study skills instruction (on an as-needed basis)
- Weekly analysis of student performance in the regular classrooms
- Contact with classroom teachers on a regular basis
- Homework reports and contact with parents on a regular basis
- Documentation of Accommodations extended to students in the ASP

Behavior Discipling Program - A close look at Scripture reveals two interesting facts: First, the Lord does have expectations with regard to our behavior. Second, firmness and love characterize God's response to those who deviate from His expectations. God's will is always for reconciliation. These words characterize God's way with us and provide a model for our way in dealing with disciplinary matters.

Students sometimes exhibit certain behaviors and/or attitudes that hold them back from being successful. When this happens, we talk it through and come to some kind of resolution. There may be consequences for their actions, but these are always followed by love and forgiveness. The **Behavior Discipling Program (BDP)** is a team concept where the Dean of Students works along with many "people resources" -- including the Principal, the Counselor, Teachers, and Parents. It is the intent of the BDP to provide a strong balance of Law and Gospel when dealing with issues that occur within the student body.

Although forgiveness and reconciliation is always our primary objective, it is the Law that leads us to repentance and shows us our need to be forgiven. Sometimes it takes greater measures or consequences for an individual to realize he/she has done something wrong. Therefore the law is applied to different degrees, depending on the circumstances and the conscience of the individual. In all cases, however, it is the intent of the BDP to always love the individual in spite of any wrongdoing and to forgive as Christ forgives. Consequences do not mean there is a lack of forgiveness.

If there is a problem between a student and teacher, and the student is sent to the Dean of Students/Principal, we will not simply punish the student and send him/her back to class. We will work, with both student and teacher if necessary, to repair the relationship in order to continue in a God-pleasing way.

The focus of the BDP is simply to help students succeed! We want the students at Prince of Peace Christian High School to be successful in all the God-pleasing activities in which they are involved. We pray that the Lord would guide all our decisions.

Student/Teacher Mentor Program - The **Student/Teacher Mentor Program (STMP)** was developed to help students experience success in their school and personal lives. Those students who are not experiencing success, either academically, organizationally, behaviorally or socially, or who continually struggle to achieve success, are recommended to the program based on input from faculty. Each student admitted into the STMP is assigned a teacher "Mentor" who will work with the student on a daily basis in a variety of ways, but most critically, by building a significant relationship with the student. These relationships are essential because students in the STMP must know that their "Mentor" cares about them personally and about their long-term success.

Mentors are paid a monthly stipend and fill out monthly reports detailing student progress. The STMP coordinator tracks the progress of the students in the program as well as their relationships with their mentors.

The STMP will grow and develop in conjunction with the growth of the student population. Resources will be acquired to help the students with specific areas targeted for improvement, such as, organizational, behavioral, social and/or study skills. **Enrollment is limited.**

TEXTBOOKS -

Issuance: The school issues all basic classroom textbooks to the student for use during the school year. Students should place their name in the appropriate place upon receipt of the textbook. These texts remain the property of POPCS and should be treated as such. **Students are required to keep textbooks covered at all times.** The condition of the text will be recorded at the time it is issued and examined again at the end of the school year. No stretch cover or adhesive covers are permitted.

Students taking AP courses are required to purchase textbooks for each AP Course. Books may be purchased on-line through Varsity Books before the beginning of school. Many AP course have reading requirements that must be completed before school starts. It is imperative that students be able to write in and use their textbooks at the AP level, as they will in college. The cost of the textbooks for each class varies. An "AP fee" will be charged for each AP course in which your student is enrolled. This fee covers the AP Exam fee, pre-set by the CollegeBoard. Please also keep in mind that AP courses are college level courses for which your student could earn college credit, depending on the score earned on the AP Exam and the requirements of the college or university. These fees will be billed through the business office.

Lost and Damaged Books: Whenever a book is lost or damaged, it must be paid for by the parents/guardian.

IV. ATHLETICS

Participation in athletics at Prince of Peace is a privilege; furthermore, a student is not required to participate in athletics to graduate from high school. Participation in athletics is a choice; therefore, student athletes are required to conduct themselves with the pride and dignity previously outlined. Because participation in athletics is by choice, a student athlete who violates the general policies and procedures prescribed by TAPPS and/or POPCS may lose the privilege to participate. The philosophy of the POPCS Athletic Department is to create a successful program based on high standards and ideals. The coaching staff will work with each individual student athlete to ensure appropriate, sportsmanlike behavior. Coaching staff will address any violation of policies – sportsmanship, training rules, missing practice, poor attitude, etc. – with the desire to help the student athlete; however, if the violations are repeated, a student athlete will be removed from athletics. The welfare of the POPCS Athletic Department and student teams will take priority.

Academic Eligibility:

Participating in Athletics is a privilege based on the student/athlete's academic performance and classroom conduct. With that in mind, a Prince of Peace Christian High School's student/athlete's eligibility will be governed in the following manner:

1. Each student/athlete begins the school year with full academic eligibility unless there are academic matters from the previous school year that are unresolved, i.e. summer courses (semester failures made up).
2. At the end of each grading period, grades are reviewed and any student with 1 F or 2 D's will be declared academically ineligible. This ineligibility begins on the day end of grading period grades are posted to Edline. The ineligible student/athlete remains ineligible for a two week period.
3. At the end of the two week period, all grades will be reviewed and if the student has C's or better, (with only 1 D) the student athlete will regain his/her eligibility. This determination will be made on Tuesdays (after grades are updated on Monday). If the review shows a continued failure or 2 D's the ineligibility will remain in effect.
4. Each week forward the review continues and the student will either regain their eligibility or remain ineligible based on the grades attained (Tuesday to Tuesday).
5. If a student/athlete is unable to regain their eligibility by the end of the present grading period, they will remain ineligible two weeks (first 2 weeks of the new grading period), with grades to be re-evaluated following to determine eligibility status.
6. An ineligible student/athlete may **not** practice, suit up, travel, or participate with their respective team or activity.
7. In addition, any student with 1 D, at the end of a six weeks, will be placed on Academic Review, which means that the student/athlete, his/her parents and his/her coaches will be notified of the students academic struggle to allow for teacher, parent and coach counseling to encourage and support the student in elevating their grade.
8. If a student has incomplete(s) when eligibility is checked, they will remain ineligible until the incomplete(s) are cleared.
9. Eligibility lost for conduct will follow the process outlined above. The Principal working with the Athletic Director may declare a student ineligible based on student conduct.

The student/athlete's eligibility will be determined by the High School Counselor and notification to the student/athlete, parents, and coaches will be made by the Athletic Office.

Behavioral Eligibility:

- Students who receive a conduct grade of "N" will be placed on probation. They may continue to participate in practices and games.
- If the conduct grade persists as an "N" for the second consecutive week, the student will be suspended from sports until the conduct grade is an "S".
- Conduct grades will be checked weekly by the Athletic Department.
- Ineligibility will be similar to that for academic probation (Wednesday to Tuesday)
- Students who earn a conduct grade of "U" will immediately be suspended from all athletics. Eligibility will be restored when determined by the appropriate principal.

Attendance Eligibility:

- To participate in an after school activity, a student must not have missed more than three periods of the school day on the day of the activity.
- It is the responsibility of the parents and student to notify the coach of ineligibility.
- In the event that an ineligible student participates in an activity, he/she will not be allowed to participate in the next two contests.

- Players are also required to attend worship services on Sunday, if they are offered, at an out of town tournament (ex: LMST). Variances to this require prior approval from the Athletic Director. If a player skips a service he/she will be ineligible for the day.

CONFERENCE AFFILIATION – High school teams will play in the Texas Association of Private and Parochial Schools (TAPPS). The high school will add new teams as enrollment and interest allow.

PARTICIPATION FEE - All team members will be assessed a participation fee for each sport they play. The money collected goes to partially cover the expenses of the program (officials, uniforms, and equipment). If the fee is a factor in the decision to allow a student to play on a team, contact the athletic director for scholarship information.

UNIFORMS - Student athletes are responsible for all uniforms and equipment issued to them. Coaches will keep accurate records of equipment and to whom it is issued. Uniforms and equipment which are lost or no longer in good condition will be replaced or paid for by the athlete. Student athletes must be aware of the financial responsibility of using POPCS uniforms and equipment.

For a complete detail of Athletic Guidelines, See the 2009-2010 POPCS Athletic Handbook.

V. STUDENT ACTIVITIES

BAND PROGRAM - Prince of Peace Christian School offers band for students in grades 9-12. Rehearsal times are primarily held during elective times, but regular afternoon sectionals are held. Efforts are made to reduce conflicts between band and athletic schedules. A program fee is charged and students are responsible for buying or renting their own instruments. A demonstration for students and an orientation meeting for parents will both be held at the beginning of the school year and each spring.

CHAPEL SERVICES – High school students participate in a chapel service at 10:11 a.m. each Thursday morning in the POPLC Sanctuary. Parents are welcome to attend these services.

CLASS TRIPS - Prince of Peace Christian School may offer class trips each year to students in order to provide students with a unique educational experience that expands classroom learning and to develop Christian character in each student through involvement in group activities and responsibilities. Locations, times, and chaperones will be determined by the administration.

Cost: The class trips will require an additional fee, which will be billed before the date of the trip. This fee will vary depending on the nature of the trip and will include all expenses (including food). Scholarship assistance is available in order to allow all students to participate. All expenses (not including food) for teachers and official parent counselors will be paid through the student fees.

Alternative classroom activities or supervision will be provided for students who choose not to participate in the class trip. Students not participating in the class trip will be required to attend school for those days.

EXTRA-CURRICULAR ACTIVITIES - All clubs and activities must be educational in nature, support and further the mission of the school, submit a roster of active members, hold regular meetings, keep a record of attendance, and submit an End of the Year Report to the school principal. Each organization must have an adult advisor, who has been approved by the administration.

NATIONAL HONOR SOCIETY - The National Honor Society chapter of Prince of Peace Christian School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year in the month of April.

Students in the 10th, 11th, or 12th grades are eligible for membership. Candidates must have been in attendance at the school the equivalent of one semester. For the scholarship criterion, a student must have a cumulative grade point average of 3.25. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the

Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. Notification takes place in the month of April.

Following notification, a formal induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service project(s).

OFF CAMPUS LUNCH – Off campus lunch extends only to grades 11 and 12.

A schedule of off campus lunch dates will be provided to junior and senior students during the first week of school. Students are expected to return to campus and be on time to their 6th period class. Students who return late from an Off Campus Lunch will not be allowed to participate in the next scheduled Off Campus Lunch.

Juniors may begin off campus lunch at the beginning of the 5th grading period of the school year. Rules are the same as those for the Seniors.

General guidelines and expectations include these:

1. A signed parent permission slip to leave campus must be on file with the high school office.
2. Student behavior must represent POPCS in an exemplarily manner and be in accordance with the *Student Handbook*.
3. Observing safe driving procedures on and off campus.
4. Managing time so that all students are on campus and in their 6th period class on time.
5. Students late to 6th period will lose the next off campus lunch privilege.

Off campus lunch may be revoked or modified as student behavior dictates.

SPIRITUAL LEADERSHIP TEAM – Spiritual Leadership Team is a student-led activity group that promotes individual and school-wide spiritual development. The primary objectives of the **SLT** are as follows: to provide **Christian service** in our school and community, promote **servant leadership**, produce **spiritual growth** in our student body, practice **faith-driven leadership** in our classrooms, and to present ourselves with the **character of Christ** in all circumstances.

Spiritual Leadership Team is open to all students who want to apply and acceptance is based on teacher, pastor, and DCE recommendations.

STUDENT COUNCIL – Student Council is a student-led activity group that promotes student development by offering opportunities for Christian leadership under the direction of an advisor. The Council consists of an executive board with members from each of the student classes within the High School.

The primary functions of Student Council are as follows: to facilitate communication between administration and the student body, organize events and activities that foster and encourage fellowship among the various classes, and to build spirit and unity among the students of Prince of Peace Christian High School.

All members are selected by their peers through elections which are held at the close of the spring semester following the completion of the application and interview process. Positions on the executive board are open to all students who are enthusiastic about serving their school and their student body.

QUILL AND SCROLL INTERNATIONAL HONORARY SOCIETY FOR HIGH SCHOOL JOURNALISTS

Quill and Scroll was organized in 1926 by a group of high school advisers for the purpose of encouraging and recognizing individual student achievement in journalism and scholastic publication. Prince of Peace Christian School received its' charter in 2006. Membership includes award distinction at graduation and the opportunity to compete in international writing, photography, and yearbook contests, as well as to vie for special scholarship awards.

Every candidate recommended must meet all the qualifications for membership. Members must be high school students who, at the time of their selection, meet the following qualifications:

- They must be of junior or senior classification.
- They must be in the upper third of their class scholastically.
- They must have done superior work in some phase of journalism or school publications—writing, editing, broadcasting, video, etc.
- They must be recommended by the publication adviser.

TAPPS – ACADEMIC, ART, & MUSIC COMPETITIONS – Students wishing to be involved in these competitions must meet Texas Association of Private and Parochial School (TAPPS) eligibility requirements. Outside preparation for these events is a must. Students may be asked to travel as a POPCS team to TAPPS district/state events. Music accompanist must be paid by the participant. See Make-up work due to absences.

YOUNG MEN’S SERVICE LEAGUE (YMSL) – The Young Men’s Service League (YMSL) is an organization of mothers and sons. This group has been organized to initiate and encourage young men in the pursuit of philanthropic involvement in their community and to provide an opportunity to enhance mother/son relationships. Membership is open to male students in 9th or 10th grade, along with the mothers of those students.

VI. ATTENDANCE / TARDIES

ATTENDANCE - Regular attendance is important to the success of each student in school. Punctuality is also another essential element of student success. Excessive tardiness and absenteeism will result in ineffective learning and possible failure to complete a course. POPCS makes no distinction between excused and unexcused absences.

Absences:

1. Parents should email (claudia.mercher@princeofpeace.org) or call the high school office (972-447-0532 ext. 342, Mrs. Claudia Mercher) by 8:30 a.m. when their child is absent from school. A doctor’s note is required after 3 days. Commencing with the 9th absence, the student may not receive credit for the course.
2. Students who arrive after the school day has begun must immediately report to the high school office for admittance.
3. Students who are returning to school after an absence must also report to the high school office for an admit slip. The student must bring a signed note from their parent/guardian or doctor identifying the specific reason the student was absent. Include the date of absence(s), reason for absence, and signature of their parent/guardian or doctor.
4. **If a student misses more than 15 minutes of a class, the student will be marked absent.**
5. Students are allowed eight (8) excused absences per semester per class.

For homework purposes, there are 3 categories into which an absence may fall.

1. **Unexcused Absences** - Students will be required to turn in any assignments due and to make up any tests missed while they were absent but **no credit will be received**.
2. **Excused Absences** – Students will be required to turn in any assignment due and to make up any tests missed while they were absent. Proper credit will be received if work is turned in within guidelines. These absences include:
 - Personal illness, not to exceed 3 consecutive days; after 3rd day the absence may only be excused with a doctor’s note. Prolonged absences must be approved by the Administration.
 - Medical and dental appointments require a note from doctor to accompany student upon returning to school.
3. **Other Absences** - The following may be considered absences which could be exempt from application to “No Credit” due to absences. Students will be allowed to make-up missed assignments and tests. All efforts should be made to complete assignments prior to the absence whenever possible. Administration makes the final determination in these cases.
 - Extended hospital stay or quarantine
 - Bereavement in the immediate family. Immediate family is defined as mother, father, brothers, sisters, or maternal and/or paternal grandparents.
 - Court appearances, note from court must accompany student
 - POPCS Extra-curricular activities
 - Teacher-sponsored activities
 - Extenuating or unusual circumstances ascertained by the Administration.
 - Juniors have an additional two days (2) per year for the purpose of visiting colleges and universities.
 - Seniors have an additional three days (3) per year for the purpose of visiting colleges and universities.

With an excused absence, the student has the privilege of making up the work missed for full credit according to the time limits in the Make-up Work section of this handbook.

UNEXCUSED ABSENCES - Students will be required to turn in any assignments due and to make up any tests missed while they were absent but **no credit will be received**.

EXCESSIVE ABSENCES - Students who are absent for nine (9) or more individual class sessions in a semester may receive “No Credit” for that course. Appeals may be made for extenuating circumstances such as prolonged illness, death in the family, etc., to the high school Principal. In the appeal parents must provide written documentation from appropriate personnel to justify all extenuating circumstances.

NO CREDIT MAKE-UP - Courses for which “No Credit” has been given in the fall due to excessive absences can be redeemed in the Spring semester through a contract with the teacher(s) and the approval of the high school Principal. This contract must be fulfilled by a specified date in the Spring semester in order to receive the grade that would have been awarded the fall semester. If the required contract is not fulfilled, the class will be made up in summer school.

“No Credit” for the fall may be made up in the spring at POPCS but a “No Credit” for the spring semester will be made up in summer school.

TARDIES - Students are expected to be in the classroom when the bell rings. Arrival on time facilitates learning in the classroom environment and maximizes the instructional time.

1. Tardies to school are unexcused unless a note from an appropriate agency accompanies the student.
2. If a student is tardy to class for 15 or more minutes, the tardy will be counted as an absence.
3. Three (3) tardies per class will constitute one (1) unexcused absence. These absences will be counted toward the eight (8) allowed absences per semester.
4. Students tardy to school must report to the high school office to obtain an admit tardy to class. Notes from a parent directly to the teacher are not acceptable.
5. Beginning with the 4th tardy to any class a student will be sent to the high school Principal for discussion/consequences.

VII. STUDENT CONCERNS

CELL PHONES AND PAGERS – Cell phones and Pagers will be allowed on campus, but must be turned off during school hours. Students are not allowed to use cell phones or pagers during school hours, 8:05-3:30. **Parents and friends are asked to be respectful of this rule and not call students on their cell phones during the school day.**

If you need to get a message to a student, please call the high school office and the message will be relayed in a timely manner. Cell phones and pagers will be confiscated and released only to parents if they are used during school hours. A fine of \$10.00 will be assessed the first time a cell phone or pager is confiscated and must be paid when picked up. 2nd time \$20.00, 3rd time \$30.00, etc. Funds collected from fines will be distributed between scholarship funds and a charity to be determined by administration. Prince of Peace Christian School is not liable for loss or damage. After the 2nd offense cell phones must be checked into the high school office on a daily basis.

Camera phones are not allowed in the locker rooms and will be confiscated.

CLOSED CAMPUS – POPCS is a closed campus (the campus means the school grounds). Students may not leave the campus before the designated closing time without permission from the office. Once students arrive at school, they are not to leave the campus unsupervised until the end of the school day (unless they are otherwise excused by the school’s authorized representative).

DROP-OFF/PICK-UP PROCEDURES - Maps detailing the drop-off and pick-up procedures are available at the beginning of the school year and on the school website. High school students may be dropped off as early as 7:30 a.m.

High school students are dismissed at 3:30 p.m. They may be picked up in the carpool line. Older siblings should go to the younger sibling’s class line to be picked up at the same time. Students should be picked up no later than 4:00 p.m.

Parents entering the building to pick up a student during school hours should come to the high school office to sign students in or out.

Students remaining after school for an extracurricular activity must remain with the activity supervisor until picked up.

Permission for someone other than the parent or regular carpool to pick up a child should be put in writing and given to the high school office. Parents may also call the school office to give permission for alternate pick-up. Please be prepared to give the driver’s license number of the person picking up for identification purposes.

EMERGENCIES -

Injuries - In case of serious injury, an attempt will be made to contact the parents. If a parent cannot be reached, the school staff will use the information given on the registration and/or emergency forms to deal with the injury.

Disaster Drills - The school will conduct regular drills for the procedures to be followed in cases of fire, lock-down, or tornado. Emergency procedures will be posted in a prominent place in each classroom. In case of an emergency requiring school closure, parents will be contacted by phone if possible. The school will also attempt to have the closing broadcast on the radio stations that broadcast inclement weather closures (see Inclement Weather Procedure).

FOOD & DRINKS IN CLASSROOMS/HALLS – Food and drinks (except for bottled water) are not allowed in the classrooms and halls except during special lunch meeting events or celebrations.

HEALTH SERVICES - Vision, speech, hearing, and scoliosis screenings will be offered on-site as a convenience to parents who must have testing done to meet state requirements. These health services are intended only as an aid for parents and students by alerting them to possible needs that should be followed by a more complete check up.

HOMEWORK – Homework for high school students may be accessed through www.edline.net. Information about Edline can be found on the school web page at www.princeofpeace.org.

ILLNESS - To minimize the danger of infection to other students, parents are required to keep their students home when they are suffering from colds and other infections. **WHEN A STUDENT IS IN SCHOOL, HE OR SHE IS EXPECTED TO PARTICIPATE IN ALL ACTIVITIES, BOTH INDOORS AND OUTDOORS.** Anyone with a temperature of 100.0° will be asked to leave school until **fever-free for 24 hours** without medication. When antibiotics are prescribed, the student must be on them for 24 hours before he/she can return to school. If the student has a rash, a doctor must determine if the rash is contagious. Students must leave school if they throw up or have diarrhea and must stay home if they have uncontrolled diarrhea or vomiting (two or more episodes in 24 hours). Medications will not be given at school without written permission from parents. All medications must be in their original containers and accompanied by a Medication Form. The form and medication must be provided to the school nurse before medication can be administered.

IMMUNIZATIONS - All students must be current on their immunizations, as dictated by the Texas State Department of Health. Parents will be notified if their students are lacking any immunizations. If students are not in compliance and do not get the required immunizations, they will not be allowed to attend Prince of Peace Christian School and they will not be reinstated until they have met the requirements. The school nurse may be called if there are any questions regarding immunization status.

INCLEMENT WEATHER PROCEDURE/SCHOOL CLOSURE - Prince of Peace Christian School will determine its own schedule for school closure for inclement weather or other emergencies, due to the wide distribution of POP families. School closures or delays will be announced using all of the following avenues of communication:

- School Voicemail Message. Call (972) 447-0532, extensions 461, 342, and 391
- School Website Announcement on the opening page (www.princeofpeace.org)
- School Edline Announcement on the opening page (www.edline.net)
- Radio Stations:
 - KRLD 1080 AM
 - WBAP 820 AM
- Television Stations:
 - WFAA Channel 8
 - KXAS Channel 5
 - KDFW Channel 4
 - KTVT Channel 11

If the school is closed, the Zone program will also be closed.

The decision about opening, delaying or closing will be made as timely as possible. Our goal is to make a decision no later than 6 a.m. on the day of bad weather. Please understand that this may not be possible with rapidly developing or approaching weather systems.

Late Start - In some cases, it may be prudent for school to have a delayed start. On those days, teachers will report by 9:45 a.m., the school will open at 10:00 a.m., with classes beginning at **10:15** a.m. All normal doors will be opened for drop-off. The Zone will open at 10:00 a.m.

LIBRARY/MEDIA CENTER – Our school library is a vital, integral part of the total educational environment. By the time a student has graduated from POPCS, he/she has read much of the world’s great literature and learned to use critical thinking, problem solving, decision making skills while performing modern research using electronic research tools.

As a college preparatory school, we expect that all students should strive to maintain an academic atmosphere in our libraries. **NO FOOD OR DRINK IS ALLOWED IN THE LIBRARY UNLESS APPROVED BY THE LIBRARIAN.** Report cards are held at the end of each semester until all library records are clear.

LOCKERS – High school students are provided lockers in which to keep their materials. **If a student wishes to put a lock on the locker, the lock must be purchased from the school office.** Other locks will be removed. Lockers should be kept neat and treated properly. The inside of lockers may be decorated in an appropriate manner, but the school reserves the right to require students to remove decorations that are inappropriate. **Locker decorations should be hung with magnets or magnet strips only.** Students should not use tape or other adhesives as this ruins the surface of the locker. Fees will be assessed based on the amount of damage. Lockers may be decorated on special occasions by parents or friends. The guidelines listed above apply also for outside decorations as well. **The school also reserves the right to inspect a student's locker at any time.**

Lockers are 12” wide and 11” deep. Backpacks should be able to fit into the lockers, with the doors being able to close easily. Sports bags that do not fit into lockers should be stored in the north gym hallway. These items should be picked up each day in order for the hallway to be useable for other groups in the evening. The school recommends that large sums of money or other valuables not be brought to school. **The school cannot be responsible for any personal property kept at school, and student property is not covered by school insurance.**

LOST AND FOUND - The high school’s lost and found is in the high school commons. Any items found should be turned in to the school office. Items labeled with a student name will be returned to the student through the teacher. The Lost and Found should be checked when an item has been misplaced, and checked periodically if the item is not found right away. The Lost and Found will be periodically cleared out and unclaimed items will be given to a charitable organization.

LUNCHES – High school students will have lunch on campus. Students are required to bring a sack lunch from home or purchase a hot or sack lunch from the school’s caterer. Vending machines and microwaves are available for the students.

Catered Lunch Program - The catered lunch program is a service offered to all school students. A local catering company will bring in hot lunches 5 days per week for a fee as designated on the lunch menu form. High school students who purchase a Hot Lunch must return to the Commons to eat.

PERSONAL PROPERTY - Because school should be an environment of mutual respect, students and teachers rightfully expect that their possessions will not be harmed in any way or borrowed without the permission of the owner. Students must understand their personal responsibility in maintaining such an environment: labeling their possessions, storing them in the proper places, and keeping their lockers secured. Students' locker contents and teachers' desk contents are personal property and are not to be removed without permission. The school recommends that large sums of money or other valuables not be brought to school. **The school cannot be responsible for any personal property kept at school, and student property is not covered by school insurance.** Students are not to use equipment such as CD's/tapes, IPODS, and hand-held video games during school hours unless required for classroom use in a course. These items are distracting from the classroom activities and could be damaged or stolen.

THE PSAT - The PSAT is administered in October to 9th, 10th and 11th graders. This test is a practice test for the college boards Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. All freshmen, sophomores, and juniors are automatically enrolled for this test. Scores will be returned in late December or early January. Scores from this test are also used to qualify for National Merit Scholarships.

SAFETY AND SECURITY - Being part of a large, expansive campus (37.5 acres) with many buildings, means that there are some unique and challenging safety and security issues. Prince of Peace Christian School is very serious about maintaining a safe and secure facility. The cooperation of all the drivers and visitors to our campus is necessary. All parents are provided with detailed information regarding drop-off and pick-up, parking, and entering the buildings.

Drivers are asked to:

- Drive slowly and be alert. Speed limit on campus is 15 m.p.h.
- Avoid using cellular phones while driving on campus
- Enter and exit through designated gates
- Park outside the gates during designated hours

Visitors are asked to:

- Sign in and out at the high school office
- Enter and exit through designated doors
- Not open doors and admit other visitors who have not signed in
- Help the staff to maintain a safe and secure learning environment

TELEPHONE - It is preferred that parents call the high school office at (972) 447-0532, ext. 342 between 7:30 a.m. and 4:00 p.m. in order to report a matter of importance. The high school fax number is (972) 447-9328. Please email or call the high school office by 8:30 a.m. if a student cannot be in school due to illness.

Students will not be allowed to leave class to come to the office to speak to a parent on the telephone. The message for the student will be passed on at a time that does not interrupt the classroom activities. Students may use a telephone in the high school office after obtaining permission from the teacher and office staff.

VEHICLE REGULATIONS

1. Students who drive without a valid driver's license may have their keys confiscated and the vehicle towed. This action may result in suspension or expulsion.
2. Students who drive to school must register their vehicles with the school office upon retaining their license, when they are legally allowed to drive a vehicle without adult supervision.
3. Parking stickers will be issued by POPCS and should be visible in the vehicle window.
4. Students must park in the designated parking area.
5. All vehicles must be parked correctly in marked parking spaces.
6. **Reckless or careless driving will not be tolerated.**
7. Vehicles may not be driven after arrival in the morning until leaving for the day.
8. The speed limit is **15 m.p.h.** on school property.
9. Students are not permitted to go to their vehicles during school hours unless they receive permission from the teacher or the high school office.
10. No writing, pictures, or symbols shall be displayed on any vehicle, which promotes a philosophy contrary to the philosophy of POPCS.
11. **No loud music will be permitted in the vehicles while on school property or at school activities.**
12. Violation of any of the above regulations may result in not being able to drive on school property for a specified period, or other disciplinary action.

VOLUNTEER CONFIDENTIALITY – Volunteers are an important part of the school program. While functioning in this capacity, they may become aware of sensitive information that is not to be shared with others.

YEARBOOK - Prince of Peace publishes a yearbook each May in recognition of the year's activities. This yearbook is produced with the assistance of staff, students, and volunteers. A copy of the yearbook is provided for each student at no additional charge to the parents. During the fall months, parents are frequently asked to share photographs that they have taken of school activities with the yearbook staff in order to give all classes representation in the yearbook.

VIII. MISCELLANEOUS

ADMINISTRATIVE AVAILABILITY - The school administrators are willing to meet with any parent regarding the situations and programs for which they are responsible. There are three divisions: Lower School (Preschool-Grade 5), Middle School (Grades 6-8) and High School (Grades 9-12). A Principal will lead each division. **The Principal is the parent's first point of administrative contact after contacting the teacher.** The School Headmaster provides overarching leadership for the day-to-day operations of the school and coordination and supervision of the Principals. The Headmaster's focus also is on strategic initiatives, external affairs, comprehensive program monitoring and the long range planning of the school.

Because of the varied schedules each day, **please make an appointment with the appropriate administrator.**

CHANGE OF ADDRESS - Please inform the school office of any changes of personal information: name, address, phone numbers - work or home, e-mail addresses, fax numbers, cellular phone numbers and pagers. Emergency numbers must be kept updated.

DANCE GUIDELINES FOR POPCS SPONSORED DANCES – Student dances are an acceptable part of the co-curricular activities at POPCS and are a wholesome activity if properly conducted.

Guidelines:

1. These are evening affairs normally starting at 8:00 p.m. or earlier and concluding by 11:00 p.m. Junior/Senior Prom will conclude at midnight. Special extensions of time may be granted by administration.
2. Normally tickets are to be purchased on campus prior to the event; however, exceptions may be made for casual dances.
3. Appropriate dress is expected. Dress is semi-formal at special dances such as Homecoming and Prom. Semi-formal means that spaghetti straps or strapless dresses are acceptable as long as the dress is “tasteful” which means not too short, tight, low, or revealing. The staff has the right to say what is appropriate. All other dress code guidelines are expected to be followed.
4. No alcohol, drugs, tobacco, or dangerous weapons allowed.
5. No inappropriate or sexually explicit dancing.
6. No lighted bracelets, neck collars, key chains, light sticks, or other lighted devices.
7. All regular school guidelines for behavior shall apply. Parents are to be notified immediately should a student refuse to follow established behavior standards. Parents may be requested to come and get the student from the activity if the circumstances warrant such actions.
8. There is to be no loitering in the immediate vicinity or parking lot adjoining the dance area and there is to be no re-admission after leaving.
9. Students are expected to stay for the entire duration of the dance. POPCS will sign students out that leave more than one-half hour prior to the event’s ending time. POPCS is not responsible for student once they have left the event.
10. Middle school students (6th-8th) will not be allowed to attend high school dances.
11. Students bringing non-POPCHS guests must give have Non-POPCHS Guest Form completed and returned prior to the event to the sponsor of the event.

ANY VIOLATIONS OF THE ABOVE RULES WILL RESULT IN THE FORFEITURE OF THE TICKET COST, LOSS OF ADMISSION TO THE DANCE AND FUTURE DISCIPLINARY ACTION AS REQUIRED.

DEVELOPMENT PROGRAMS - Parental contributions of spiritual and financial gifts, as well as time, are necessary for the growth and operation of the school. Tuition and fees do not cover the complete cost of educating the students at Prince of Peace. Most private schools use non-tuition funds for approximately **25%** of their operating expenses. Prince of Peace currently has approximately **4%** of its **operating** budget funded by non-tuition dollars. Information about the following programs will be provided during the course of the year through the *Eagle Express* or special mailings.

SCHOOL FUNDRAISERS:

- **The Annual Fund**
- **Wishbook**
- **Auction**
- **Designated Projects**
- **Capital Fund Drives**

All funds raised through these programs will be divided in a 60/30/10 split, with 60% going to Facilities, 30% to Programs, and 10% to Endowment.

All fund-raising activities planned by any organization must be submitted to and guidelines must be approved and calendared by the Development Department before August 1st of each year. Questions regarding fund-raising activities should be directed to the Development Department.

FEES – ENROLLMENT AND REGISTRATION – Enrollment Fees for **new students** entering Kindergarten through 12th grades and Registration Fees for all new students are payable upon acceptance of placement into Prince of Peace Christian School. Registration Fees for students re-enrolling are payable upon submission of re-enrollment applications.

Registration Fees are a non-refundable portion of the total cost of education that reserves the student’s placement in a class. Enrollment Fees are non-refundable fees used to cover the cost of facilities.

FEES FOR INDEPENDENT CONTRACTORS – Fees for any services by Independent Contractors (i.e. Gymnastics, Martial Arts, tutoring, resource specialist, etc.) should be paid directly to the contractor.

FINANCIAL AID – Financial Aid for school tuition is available on a limited basis to families who qualify. Financial Aid information and application forms may be obtained in the school office. POPCS uses FACTS Tuition Management Program to evaluate financial aid applications. Financial aid is granted in the late spring/early summer for families who qualify, on a first-come basis. Financial aid is available for students in Kindergarten through the 12th grade. No financial aid is available for preschool through K-Prep.

INFORMATION NIGHTS - High School Information Nights will be scheduled during the year in order to introduce the parents of students entering high school in the next school year to our high school programs. High School Information Nights are scheduled for January 22, 2009 at 8:30 a.m. and 7:00 p.m.

PARENT COMMUNICATIONS - Clear communication between the school and parents is essential to the educational process. The school newsletter, *The Eagle Express* is the primary source of information about the school. The Eagle Express is e-mailed to families who have provided the school with their e-mail addresses. Printed copies are available in the Parent Place. The school newsletters may be accessed through Edline.

Each teacher has a voice mail extension for messages. Please use this system to leave a non-urgent message for teachers. Classroom phones do not ring for outside calls (calls are transferred directly to voice mail). If there is an urgent message, please contact the school office for immediate assistance. Teachers will respond within 24 hours. **Please set up an appointment with a teacher if a face-to-face conversation is necessary. Prince of Peace teachers have specific advisory/supervisory duties before and after class time.** Please avoid trying to talk to teachers as students are coming into class or after class during carpool time.

Teachers may also be contacted by e-mail. In most instances, the e-mail address is the first-name dot last name @princeofpeace.org. (example: for Jane Doe, the address would be jane.doe@princeofpeace.org) The school respectfully requests that parents not call teachers at home in the evening unless it is a matter of major importance and urgency, or if the teacher has given prior approval.

PARENT CONFERENCES - Formal parent conferences will be held twice during the school year, following the end of the first grading period and at the beginning of the 2nd Semester. Follow-up conferences are scheduled on an as-needed basis. Parents and teachers are encouraged to communicate frequently about the needs and successes of each student.

All high school subject area teachers of the student will be available on that day. Parents are welcome to request a conference at any other time during the school year as well. Please contact the individual teacher via e-mail or voice mail to set up an appointment.

PARENT ORIENTATION – High School Parent Orientation is scheduled for October 29, 2009 at 7:00 p.m. These meetings will give parents the opportunity to meet all the high school teachers, review and discuss the curriculum, policies and procedures of the high school, and also to get to know other parents of students in the program.

PARENT TEACHER FELLOWSHIP/PARENT PARTICIPATION - Prince of Peace welcomes and encourages parents to be involved in areas that support our school programs. Most parental participation is coordinated through the Parent Teacher Fellowship (PTF) organization. PTF supports the purpose and mission of the school. The high school division of the PTF organization is called the POSSE (**P**arents **O**f **S**enior high **S**tudents and **E**ducators). The POSSE plans activities to promote social interaction between parents and opportunities for personal growth. The POSSE recognizes teachers through a variety of activities during the school year. Each class has at least 2 POSSE representatives to work with the advisors and assist in coordinating a variety of class events and activities. The staff of Prince of Peace Christian School is very grateful for the support of the PTF and the POSSE.

RE-ENROLLMENT - Priority re-enrollment for current Prince of Peace students is held during the month of January. Delay in re-enrollment could jeopardize the student's return to POPCS. Students attend and remain at POPCS by invitation only. POPCS may decline to extend an invitation for admission or re-enrollment at POPCS' sole discretion.

When a student demonstrates an unwillingness to uphold the rules of good conduct, he/she may be asked to withdraw. The following are examples of kinds of behavior that merit a request to leave POPCS:

- Low grades/academic problems/behavioral problems
- Violation of academic or behavioral probation
- Stealing
- Repeated acts of cheating, plagiarism, and /or forgery
- Physically fighting with another student and/or being in possession of a weapon
- Possession, use, or being under the influence of liquor, drugs, or mind-altering substances on campus or during a school sponsored function

- Causing disgrace to the school

SPECIAL NEEDS STUDENTS - Prince of Peace strives to serve students with varying abilities and needs; however, the school is limited in the type and amount of personalized education that can be offered. Students with physical or learning differences are not automatically excluded from enrolling; rather, the school determines whether its staff and programs are able to meet each student's specific needs.

Further information about acceptance of Special Needs Students can be found in the Prince of Peace Admissions Policy under #5 and #9. For a copy of Prince of Peace's complete Special Education Policy, contact the school office.

The **Student/Teacher Mentor Program (STMP)** has been developed to help high school students experience success in their school and personal lives. Those students who are not experiencing success, either academically, organizationally, behaviorally or socially, or who continually struggle to achieve success, are recommended to the program based on input from faculty. Each student admitted into the STMP is assigned a teacher "Mentor" who will work with the student on a daily basis in a variety of ways, but most critically, by building a significant relationship with the student. These relationships are essential because students in the STMP must know that their "mentor" cares about them personally and about their long-term success.

The STMP will grow and develop in conjunction with the growth of the student population. Resources will be acquired to help the students with specific areas targeted for improvement, such as organizational, behavioral, social and/or study skills. One goal of the program is to have students work their way out of the program to be able to find success on their own.

The **Academic Support Program (ASP)** provides academic assistance to students who learn differently, encouraging success, confidence and independent learning in a Christ-centered environment.

Students are eligible for the ASP if they have been admitted into Prince of Peace Christian School, have a current and complete educational evaluation from a qualified diagnostician, and have completed an Academic Support Program application. (The evaluation must include an IQ test and an achievement test.)

The ASP class is a credited, graded elective class that meets daily during the regular school day class period. Daily attendance and keeping an assignment book/planner up-to-date are required.

The Academic Support Program provides:

- Five class periods per week of small group and individualized academic support
- Study skills instruction (on an as-needed basis)
- Weekly analysis of student performance in the regular classrooms
- Contact with classroom teachers on a regular basis
- Homework reports and contact with parents on a regular basis
- Documentation of Accommodations extended to students in the ASP

TUITION - Registration fees and tuition are paid annually for students attending Prince of Peace Christian School. In order to re-enroll students, parents must have met all previous financial obligations to POPCS (including but not limited to tuition, fees, and the Zone payments) submit a signed tuition agreement, and pay the appropriate registration fee. Parents of new students must pay the registration fee in full upon acceptance, as well as the one-time enrollment fee for students entering Kindergarten – 12th grade, and submit a signed tuition agreement.

Parents may choose one of two tuition payment plans. Annual tuition may be paid by the date designated each year, with a \$100.00 discount for part-time programs and \$200.00 discount for full-time programs. Monthly tuition payments are due in ten equal installments and must be paid in full by the December payment. Monthly tuition payments are made through the FACTS Tuition Management Program. Families enrolling during late spring/early summer must bring tuition payments current with the 10-month payment schedule. If a family who is enrolling at this time chooses to make the annual tuition payment, the tuition amount, less the appropriate discount, should be remitted with the registration and/or enrollment fees and the tuition agreement. In order to receive the discount, annual tuition payments must be made within 10 days of the date of the acceptance letter.

Multiple Child Discounts - No discount is given for students in Preschool. The discount applies to students in K-Prep through 12th grade. Families with more than one child attending POPCS will receive a \$500 per student discount. Only one discount may be taken per student.

All fees and tuition amounts are reviewed annually and are set by the Prince of Peace Christian School Board. Enrollment and Registration Fees are refundable only in the case of not being granted enrollment due to waiting list or other school-determined reason.

Delinquent Tuition/Collections - If monthly tuition payments are returned to FACTS, the parent will be notified by FACTS of the missed payment and the date that collection will be reattempted. Recollection of tuition payment will be attempted two more times, with a \$25 Missed Payment Fee being assessed at each attempt. The school will be notified after the 2nd unsuccessful collection attempt and will contact the family at that time.

If other fees become delinquent by 2 months, the following procedure will be followed: Contact will be made by phone

by the Financial Office to resolve the problem. If the account is not brought current following this call, a letter will be delivered to the parents, stating that the parent has 14 days to pay, remove the child(ren) from school, or make solid arrangements with the Financial Office to resolve the delinquency. If no resolution occurs, the School Board will send a certified letter to the family, giving notification that the student(s) cannot remain in school.

The school reserves the right to withhold the student's report card and Edline accounts will be deactivated until accounts are brought current.

VISITORS - Visitors are always welcome on campus. To assure a safe environment, help is needed from visitors by following some easy guidelines. No system is fool-proof. With the cooperation of everyone, Prince of Peace facilities will be safe and secure.

Visitors are required to check in through the main school entrance, the high school office, or the church reception desk. Visitors will have their i.d.'s scanned by Raptor Security, which accesses state databases across the United States for convicted sex offenders. Visitors are then issued photo badges to wear while they are on campus.

Also visitors are asked to:

- Enter and exit through high school front doors.
- Not open doors to admit other visitors who have not signed in
- Park in designated areas only.
- Help the staff to maintain a safe and secure learning environment.
- **Student visitors must make arrangements with the Principal/high school office by 8:00 a.m. of the day of the visit.**

WITHDRAWAL OF STUDENTS - If a student transfers, please notify the school as soon as possible. Student records will be transferred upon written request from the school to which the student is transferring. Parents may review or obtain copies of their child's records from the school office at any time by written request. Tuition is non-refundable. No records will be released until all forms are completed and financial matters are resolved.

IX. CONDUCT AND DISCIPLINE POLICY

CONFLICT RESOLUTION - If a conflict should arise, the student, the teacher, and the parents are encouraged to follow the guidelines of Matthew 18:15-18 in order to resolve the conflict in a Christian manner.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

Information regarding conflict should not be shared with uninvolved persons. Doing so tends to create an atmosphere of distrust and is not constructive to solving the problem.

If a conflict arises, an appointment may be made to discuss a resolution. In some cases, more than one meeting may be necessary in order to reach a solution. **Conflicts should be addressed first with the classroom teacher, then with the Principal if necessary.** Only when there is an impasse should the Headmaster be involved in the discussions and will serve as the final authority. The Principals will serve as final authority for day to day issues concerning students.

On occasion, educators who are close relations of a Prince of Peace employee have been hired. These hires are made based on the decision that the gifts and abilities of the educator are the best match for a position. In cases such as this, the employee's reporting relationship has been changed.

To clarify a reporting relationship, other than those listed below, please contact the School Office Manager.

- Mrs. Kara Carlove reports to Mrs. Keckonen
- Ms. Megan Cleland reports to Mrs. Keckonen
- Mrs. Patricia Hahn, Elementary teacher, reports to Mrs. Cleland
- Mr. Chad Henke, Athletic Director, reports to Mr. Carlove
- Mrs. Heidi Henke, High school teacher, reports to Mr. Swanson
- Mrs. Carin Swanson, High school teacher, reports to Mr. Hahn

Conflicts should be addressed first with the classroom teacher, then with the Principal or direct supervisor, if necessary.

DISCIPLINE - It is the expectation at Prince of Peace Christian School that all members of this community (both adults and children) treat one another with respect and kindness, as is fitting for a forgiven child of God. This is essential to ensure an orderly, safe, and caring environment in which to work.

As school members seek to grow in their ability to show respect to others, they focus on the following areas:

R - respect Christ, your **R**edeemer through your thoughts, words, and actions.

E - respect your learning **E**nvironment

S - respect your **S**elf and recognize your own worth in God's eyes

P - respect yourself by presenting your **P**ersonal best

E - respect the **E**ducational process

C - respect your **C**lassmates by treating them in a kind and fair manner

T - respect **T**eachers and others in authority

While faculty members work to manage an orderly school environment, they also seek to be role models of the love, forgiveness, and grace that are part of a maturing relationship with Jesus Christ.

Each teacher has a similar program for discipline in his/her classroom. These policies will be outlined at the beginning of the school year. Teachers will attempt to resolve minor problems with the student using their classroom systems. If inappropriate behavior persists, the teacher will communicate with parents and administration for further assistance.

The high school Principal in consultation with the school Headmaster reserves the right to suspend or expel any pupil for a major violation or persistent and continued disregard of the school rules. The following problems are examples of those viewed by the school as more serious offenses: blatant disrespect toward a teacher or other adult; malicious behavior resulting in personal injury or property damage; foul, vulgar, threatening, or abusive language; cheating; lying; possession of obscene material; theft; and vandalism. Grounds for immediate expulsion include the possession of weapons, firearms, drugs, drug paraphernalia, tobacco, tobacco-related products, other illegal substances, or unlawful activity.

DISCIPLINE PROCEDURES - The high school teachers utilize a very specific procedure when correcting students for inappropriate choices. When a student does not exhibit the proper level of conduct that is expected, specific consequences will result. These consequences may be implemented for actions during the school day **or at any school-sponsored activity**, both on and off campus. Prince of Peace Christian School also reserves the right to take action if a student is shown to be involved in behavior outside of school that demonstrates a significant risk to the safety and Christian environment of the school

The following is a list of behavior infractions each detailing the immediate consequence, but is not comprehensive. The school reserves the right to add or delete from this list during the course of the year as situations warrant.

Inappropriate Conduct – Grounds for Teacher Intervention

- disruptive behavior in the classroom, hallways, parking lot, or other area on the school grounds
- being in an unauthorized area
- bringing inappropriate items into the classroom/lockers (teen magazines, music/CDS, etc.)
- food/drinks in classroom
- invasion of privacy

Taking up/use of cell phone during school hours (Cell phones and pagers will be taken up by the teacher/staff and will be taken to the high school office. **Cell phones and pagers will be released only to parents if they are used during school hours. A fine of \$10.00 will be assessed the first time a cell phone or pager is confiscated and must be paid when picked up. 2nd time \$20.00, 3rd time \$30.00, etc.** Funds collected from fines will be distributed between scholarship funds and a charity to be determined by administration. Prince of Peace Christian School is not liable for loss or damage.

- non-compliance or disrespectful behavior
- defacing property
- use of inappropriate language
- public displays of affection (opposite and/or same sex)
- actions or attitudes that are spiritually detrimental to the school environment
- lying to a teacher
- other violations that are recurring/defying authority

Grounds for Immediate Referral to Principal

- extreme cases from the previous category
- defiant behavior
- destruction of property
- swearing or using vulgar language
- threatening harm to another student
- cheating or plagiarism
- forgery of a parent signature
- violent behavior
- leaving campus without permission
- sexual harassment
- bringing a dangerous object to school
- theft
- threatening remarks of a very serious nature
- vandalism

Grounds for Immediate Expulsion:

- possession of illegal substances/items
- possession of drugs or drug paraphernalia
- possession of tobacco or tobacco-related products
- possession of a weapon
- gang activity
- threats on another person's life
- unlawful activity

Behavior Detentions - Each teacher will administer his/her own classroom discipline and administration, faculty and school staff will administer school discipline. Discipline may be offered in the forms of verbal reprimands, behavioral contracts, counseling, withdrawal of privileges, detentions and conferences with administrator and/or conferences with parents. All student disciplinary offenses will be recorded in the disciplinary file.

Classroom Detentions - Faculty may use classroom detentions as discipline for infractions of student conduct, classroom rules and other behavioral problems. The faculty member assigning the detention will determine the time, length and activity and will be responsible for supervision. Missing an assigned classroom detention may require attendance at a Saturday detention. Accumulated detentions may be referred to the Principal for further discipline.

Saturday Detentions - If deemed necessary by school administration, a Saturday detention may be assigned in 2 or 4-hour blocks of time. A 2-hour block carries a fine of \$10.00 per student and a 4-hour block carries a \$20.00 fine per student. Saturday detentions will be served at school and the Principal will determine the type of service.

Suspension - The Principal in consultation with the school Headmaster may suspend a student from POPCS. The Principal assesses suspensions to students for relatively serious first time offenses or for chronic attendance or behavioral offenses. Credit may be withheld for work due while suspended unless special arrangements are made with the administration.

Generally the first suspension for a chronic problem is a one-day suspension. The next suspension is for three days, followed by a five-day suspension. If the student continues to display the unacceptable behavior after the five-day suspension, he/she will be asked to leave the school. All of these steps are accompanied by contact with the parents and counseling with the student.

Suspensions for serious offenses may vary in length at the discretion of the principal, for periods of up to five days.

Expulsion - The Principal in consultation with the school Headmaster may expel a student from POPCS. Expulsion will take place after all other ministry opportunities and disciplinary options have taken place (except in extreme situations).

Parents may appeal the decision for expulsion in writing to the School Board. This written appeal must be given to the Principal who will then present it to the Headmaster in a timely manner.

An expelled student will be asked to leave POPCS for at least one full semester. The student's re-enrollment will be the decision of the Principal in consultation with the school Headmaster. This decision will be based on recommendations of the school of attendance, meetings with the Principal, student and parents, and an evaluation of whether or not the child and school will benefit from re-enrollment.

NEPOTISM - On occasion, educators who are close relations of a Prince of Peace employee have been hired. These hires are made based on the decision that the gifts and abilities of the educator are the best match for a position. In cases such as this, the employee's reporting relationship has been changed.

To clarify a reporting relationship, other than those listed below, please contact the School Office Manager.

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Conflicts should be addressed first with the classroom teacher, then with the Principal or direct supervisor, if necessary.

In the event a resolution is not able to be reached, the issue could be brought directly to the School Board Chairman and that he/she would arrange to put together the right group to resolve the issue.

PREGNANCY - POPCS seeks to provide an atmosphere where Christian values and principles are fostered. Pre-marital sex is not in keeping with Christian morals and principles, and is not considered acceptable. However, out of concern for the welfare of the person, any student involved in a pregnancy will be dealt with in a sensitive and Christian manner on an individual basis. A conference will be held with the student, parents, and principal to determine the arrangements deemed best for all concerned for the student to complete his/her education.

PUBLIC NOTORIETY - Students are expected to represent POPCS in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any internet site (i.e. MySpace, YouTube, FaceBook). The administration will deal directly with any student who draws attention to POPCS in a negative manner. Negative actions, which cause notoriety, could result in a student's separation from the school.

SEARCH AND SEIZURE - Authorized school personnel may conduct a reasonable search of a student or his/her locker, vehicle, and/or belongings when they have probable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules.

SUBSTANCE ABUSE - POPCS students are forbidden to use or possess illicit substances (narcotic or mind-altering) or alcoholic beverages. Violation of this rule jeopardizes a student's privilege to attend POPCS. The faculty, administration, and the school board recognize the prevalence of substance abuse among some members of the school-aged population. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration actively seek to identify students in the school community whose actions indicate that they may be using drugs or alcohol. Where evidence or suspicion exists that a student may be involved, the parents will be apprised of the school's concern and urged to seek professional help.

In those instances where students are reported or their behavior strongly indicates drug or alcohol use, the administration will require an evaluation by a certified professional in a center that specializes in the field of substance abuse.

Subsequent treatment, if indicated, will be required in order for the student to continue enrollment at POPCS. The school reserves the right to require a drug test at any time from any student. POPCS reserves the right to dismiss a student who is uncooperative or who consistently uses illicit substances. Student distributing illegal substances for monetary or non-monetary benefit will be asked to withdraw from POPCS. If a student or parents refuse to withdraw voluntarily, the administration will seek an expulsion hearing with the School Board.

Students with a substance abuse problem, eating disorder, or any other emotional problem will be required to successfully participate in a treatment program in order to remain at POPCS. Withdrawal from or nonperformance in such a program may result in a student's dismissal from POPCS. A dialogue among the parent/guardian, student, counselor, and administrator will occur to discuss treatment options and communication regarding that treatment.

X. SEXUAL HARRASSMENT POLICY

ANTI-HARRASSMENT POLICY - The environment at POPCS must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well being of all that students, teachers, parents, and staff members treat each other with due respect for rights, individuality, and personal dignity.

XI. UNIFORM DRESS CODE

P.E. DRESS CODE - High school students will be dressing out for Physical Education (P.E.) classes. All students in high school may have P.E. as an elective to complete the P.E. requirements. Students should wear non-marking tennis shoes to class to prevent scuff marks on the gym floor. (See uniform policy).

All P.E. classes are graded on the same scale as other academic and elective courses. The P.E. grade will affect honor roll as well. All students are expected to participate in class. Students will be excused for injuries or illness with a doctor's written excuse.

UNIFORM POLICY - Uniforms for Prince of Peace Christian School are required for all children in K-prep, Kindergarten, and grades 1-12. These uniforms should be purchased through Campus Outfitters (www.campusoutfitters.com). If uniforms are not purchased through the designated supplier, there may be variations in color, style, and durability. The **required dress uniform** is to be worn on these days:

- Chapel Days
- picture days
- singing in church at Prince of Peace
- all field trips (unless inappropriate for the activity)
- other days as designated by the teacher or administrators.

On other days, the student may choose uniform items from the optional list. If there is a violation of the dress code, students may receive a detention. Ongoing violations will be reported to the high school Principal.

Dress Code for High School Students:

GENERAL GUIDELINES:

- Overall, students are to groom themselves in an appropriate manner. Styles should not create a disruption or unnecessary attention in the classroom or a change will be required. This policy includes hairstyles, jewelry, make-up (grades 6-12) shoes and socks, and other items.
- Students are allowed to wear a nice looking closed toe & closed heel shoes for daily attendance. Cleats, open-toe, open heel, and flip-flops are not to be worn during school for safety purposes. Shoe heels must be not be excessive.
- Headbands should be worn by female students only.
- Earrings may be worn by girls only. Jewelry or accessories to the facial area other than earrings are not permitted.
- Undershirts may be worn, but must be solid color. Printed t-shirts show through the uniform shirt.
- Belts should be worn on all shorts or slacks, except those made without belt loops. Clothing where the belt loops have been removed are not acceptable. All shorts and slacks should be worn properly at waist level.
- Belt buckles must be standard-sized. Over-sized buckles are not allowed.
- Hats and hoods attached to sweatshirts are not to be worn in the building.
- Shirts should remain tucked in while on campus, at any time.
- Skirt and shorts length should not extend higher than 2 inches above the knee. On occasion, the school will have special non-uniform days. Specific guidelines will be published for those days. Students should dress in compliance with the spirit of the theme for the day with clothing items that are neat, clean, and appropriate for a Christian environment.

Students should be appropriately dressed on all occasions, including school-sponsored events. All students should have clean hands, face, hair and clothes.

GROOMING POLICY FOR HIGH SCHOOL STUDENTS:

While on campus, a student is to have clean, well-groomed hair of modest proportionate length and style. Styles change and trends come and go. However at POPCS, we have standards. These are the guidelines to be followed:

- Excessive, distracting, unkempt hairstyles are not acceptable.
- Hair may not go below the bottom of the collar in the back for male students.
- Sideburns are straight and no longer than the earlobe. Male students must be clean shaven.
- Hair may come to the bottom of the ear for male students.
- Hair on the forehead must allow the eyes to be completely visible and be kept out of the face.
- Students who wear Afro-like haircuts must keep to a hair height of 2 inches or less.

Considered not acceptable:

- hair longer than collar length for male students
- hair in eyes
- dreadlocks
- tailed hair or extreme contrast in hair length between the side and top of head
- spiked hair greater than 2 inches long
- hair color that is not a normal hair color (i.e. pink, blue, green)
- Visible tattoos
- body piercing
- body art (including drawing on self)

Our goal is to ensure that our students are clean, appropriately dressed and well groomed within social dictates and what we as a Christian school want to represent to our community. Therefore, the POPCS Administration reserves the right to change policy as deemed necessary; and are the final arbiter of what is appropriate for our school. These policies are effective immediately.

HIGH SCHOOL GUIDELINES:

Spirit Wear	special days in which administration determines dress
Shoes	a. nice looking closed toe shoes b. Cleats, open-toe/heel, and flip-flops are not to be worn c. Shoe heels must be not be excessive.
Coat	High school letter jacket or POPCS jacket

GENTLEMEN'S REGULAR UNIFORM:

Slacks	relaxed fit navy or khaki pants navy or khaki walking shorts
Shirts	short or long sleeve polo knit in white, green, red, or navy with POPCS logo long sleeve Rugby shirt – navy & white with POPCS logo (available at Campus Outfitters only)
Belt	required with appropriate buckle
Sweatshirts	POPCS approved school/team sweatshirts
Turtleneck	white, navy, green or red; worn under other approved shirts

GENTLEMEN'S CHAPEL UNIFORM:

Slacks	relaxed fit navy pants (required)
Shirts	short or long sleeve blue oxford with POPCS logo
Belt	required with appropriate buckle
Tie	color and design may vary; must be appropriate for Christian environment

LADIES' REGULAR UNIFORM:

Skirt	navy or khaki pleated skirt, no more than 2" above the knee plaid skirt for chapel must be purchased from Campus Outfitters (www.campusoutfitters.com); no more than 2" above the knee
Slacks	relaxed dress fit navy or khaki slacks
Shirts	short or long sleeve polo knit in white, green, red, or navy with POPCS logo (banded polo shirts are available) Long sleeve Rugby shirt – navy & white with POPCS logo (available at Campus Outfitters only)
Tights	navy, white, tan or black

Sweatshirts POPCS approved school/team sweatshirts
Turtleneck white, navy, green or red; worn under other approved shirts

LADIES' CHAPEL UNIFORM:

Skirt Plaid skirt from Campus Outfitters; no more than 2" above the knee
Shirts Oxford blue short or long sleeve with POPCS logo
Tights navy, white, tan or black
Sweaters navy v-neck sweater or vest with POPCS logo
Turtleneck white, navy, green or red; worn under other approved shirts