



PARENT/STUDENT
HANDBOOK
2010-2011

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.

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Prince of Peace Christian School admits students of any race, color, nationality, 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, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

2010-2011
Parent/Student Handbook
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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.

Administration and Office Staff

	<u>Extension</u>
Chris Hahn, Headmaster	457
Craig Swanson, High School Principal	343
Patrick Carlove, Middle School Principal	269
Laura Cleland, Lower School Principal	454
Lynn Keckonen, Early Childhood Director	472
Earl Garland, Athletic Director	340
Delores Anthony, The Zone Director	465
Marilyn Bishop, Purchasing and Customer Service	428
Meredith Brady, Office Manager	453
Michelle Griffin, Lower School Librarian	210
Marilyn Hancock, Admissions Coordinator	460
Patti Hurt, High School Counselor	341
Chad Henke, Middle School Athletic Director	430
Sue Jewett, Nurse	462
Darla Koelewyn, Development Secretary	448
Joyce Lonquist, High School Office Manager	391
Susan Luehrs, Nurse	462
Judy Ervien, High School Librarian	327
Robin Muilenburg, Middle School Office	491
Teri Rice, Director of Development	497
Tori Rush, Director of Events	412
Wynne Willis, Marketing & Public Relations	485

INTRODUCTION

Welcome to 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. Below is an explanation of the purpose for providing an education at Prince of Peace Christian School.

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.

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 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. Parents should read this handbook, familiarize themselves with the contents, and abide by the policies of Prince of Peace Christian School. The goal of Christian education at POPCS 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.

GENERAL INFORMATION

Note: Where stated, "parent" refers to the custodial parent or legal guardian of the child.

ACADEMIC PROBATION - A student may be placed on academic probation for failure to maintain eligibility status. Eligibility Status is defined as failing one or more classes. Students will have to meet specific criteria to be removed from probation. Students who do not meet the criteria may be required to withdraw from school. Notification of probation will be made by the Principal.

ACADEMIC PROMOTION - For a student to be promoted to the next grade level, the student must have a combined passing grade in an average of all subjects taken. Elementary students must also have a yearly passing average in each of the core subject areas - Math, Science, History, Language Arts, and Literature. Middle/high school students must have passing average for each semester. If the student has an overall failing average or has failed any of the core classes, the student may be asked to attend a POPCS-approved summer school as a requirement for promotion or be retained in the present grade level. The school reserves the right to recommend retention or to not enroll a student for the following year if it is felt that the school cannot meet the learning needs of the child. Such a decision would be made in conjunction with the school-wide "Special Educations Guidelines" (in this handbook) and with the parents. Excessive absenteeism may affect academic promotion (See Attendance Policy).

ACHIEVEMENT TESTS – The Iowa Test of Basic Skills (ITBS) is administered to Prince of Peace Christian School students in grades K-8 in the spring of each year. Parents are encouraged to be sure students have proper rest and nutrition during the week of testing. Every effort will be made to have students make up any part of testing missed due to absences during the week. However, at times make-up testing may not be possible, in the case of excess absenteeism. Test results will be made available to parents, as well as being placed in the permanent student file.

The PSAT is administered to students in Grades 9-11.

ADMINISTRATIVE AVAILABILITY - The school administrators are willing to meet with any parent regarding the situations and programs for which they are responsible. There are four divisions: Early Learning Center/Preschool (Infants-Kprep), Lower School (Kindergarten-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 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.

ADMISSIONS POLICY -

1. The student must be of the following age in relation to class placement before September 1st of the school year.

<u>Class</u>	<u>Age Before September 1</u>
Infants (6 weeks-18 months)	NA
Toddlers (18 months-2 years)	NA
Two's (2 years – 3 years)	2
3 year old Preschool	3
4 year old Preschool	4
K-Prep/Kindergarten	5
First through Twelfth grades	*

*First grade and above must provide a transcript of previous passing status and meet all testing requirements.

2. Preschool children (3 years and older) must be toilet trained when school starts. If the child is not toilet-trained (no pull-ups) prior to attending, the parent may hold the preschool spot by continuing to pay the tuition even though the child is not attending school. Alternatively, the parent may discontinue payments and ask that the child be placed at the top of the waiting list or a child that is not yet toilet trained may be placed in the Early Learning Program, if space is available. The child then will be admitted to Preschool once toilet training is complete and placement is available. If the child starts school and it becomes apparent that the child is not toilet trained, an Administrator will release the child from preschool, and the parents may exercise one of the two options listed above.
3. Students entering the Early Learning Programs or Preschool are not given an admissions evaluation. Application for admissions is to be accompanied by the registration fee, immunization records, Statement of Health signed by a physician (which states that the child is healthy and able to attend a school program), and a copy of the official Birth Certificate.

4. Students entering Kindergarten–12th grades must submit an application fee, immunization records, and a copy of the official Birth Certificate with the completed application form. A copy of the most recent report card, most recent standardized test scores and a recent photograph must also be submitted. A teacher’s evaluation form must be obtained from Prince of Peace and given to the present or immediately prior teacher and, once completed, mailed back to Prince of Peace.
5. **Placement of presently enrolled 4 year old Preschool students:** Students currently attending a 4 year old Preschool class at Prince of Peace will receive Kindergarten or K-Prep grade placement based on the results of the *Gesell Developmental Assessment* as well as input from the classroom teacher. Parents must schedule the *Gesell Developmental Assessment* through the school office. Testing dates will be scheduled in November, December, January, February, and March. Following the assessment, a detailed report will be sent to the parents of those children whose assessment indicates that they are developmentally ready for kindergarten placement. Parents of students whose assessments indicate K-Prep placement will be personally contacted by the Lower School Principal and a placement conference will be scheduled. Following receipt of assessment results, parents can make application according to our placement recommendations.
5. New students entering K-Prep/Kindergarten through 12th grade are required to take an admissions evaluation. Students entering grades 6-12 (middle/high school) also will be interviewed by an administrator. A testing date and time will be scheduled for each applicant, KP-Grade 12 by the school office. If a parent wishes to cancel a previously scheduled test, he or she must do so at least 3 days in advance of the test date. If a parent fails to provide at least 3 days notice of the cancellation, he or she will remain liable for the testing fee.
6. Before a Special Needs student can be enrolled, his records (most recent report card, achievement testing results, diagnostic testing results, and teacher evaluation form), the new student application form and the testing fee must be submitted. Then, the student and his parents must be interviewed by the Administrator of that grade level. Following the interview, the student will be tested. Next, the parents, examiner, an Administrator, Prince of Peace classroom teacher and any other invited professionals (Pastor, psychologist, former teacher, professional diagnostician, counselor, tutors, etc) will meet for a Special Education Staffing to discuss the results and determine if the student can be best served at Prince of Peace. A complete copy of the Prince of Peace Christian School Special Education Guidelines may be obtained from the school office.
7. Once all items have been received in the admission file, the file will be reviewed by an Administrator. The parents will be notified of the grade placement and have one week to return appropriate financial forms, registration fee, and other fees due to hold the placement.
8. If the student has previously been tested or enrolled at Prince of Peace, past testing results will be considered in determining grade placement. The Administration reserves the right to require current admissions testing.
9. Prince of Peace Christian School reserves the right to determine final grade placement for any applicant.
10. Prince of Peace Christian School does not guarantee admission to all applicants. It is the mission of Prince of Peace to provide a Christ-centered exemplary education to all of its students. Prince of Peace recognizes that there may be applicants for admission whose background and circumstances are such that the applicants would require extraordinary attention and/or resources and their admission would therefore disproportionately reduce the attention and resources available to other students. Prince of Peace also recognizes that from time to time, there may be applicants with backgrounds which suggest that the applicant may pose a potential risk to other students. Prince of Peace must consider the best interest of its student body as a whole and for this reason it is the policy of Prince of Peace not to accept such applicants.
11. 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.
12. Parents must provide the following information annually:
 - a. Updates of immunization records
 - b. Physician’s health statement (required at the beginning of the second year at POP for students in preschool through 12th grades or for any student enrolled in Early Learning Center programs, 6 weeks-2 years.)
 - c. Emergency contact and authorizations. Emergency forms are available from the school. All forms must be turned before school starts or the child will not be admitted to school.
 - d. Student Health Form, including allergy information, must be updated each year for all students.
 - e. Authorization for Emergency Medical Treatment.
13. Admission to the school shall be with the understanding that parents have familiarized themselves with and agree to the philosophy and agree to comply with the policies of Prince of Peace Christian School, as stated in the Parent-Student Handbook.
14. The registration/enrollment fees are due upon enrollment. Registration/Enrollment Fees are non-refundable unless the family is not being granted enrollment due to waiting list or other school-determined reason. Registration/Enrollment Fees are not refunded after the first day of classes for. Tuition for Preschool-12th grade is non-refundable. Tuition paid for children enrolled in the Early Learning Center (Infants – 2 years) may be refundable with 2 weeks notice.

ADMISSIONS PRIORITY - When the number of applicants exceeds the available spaces, the following priority will apply:

1. Presently enrolled students who re-enroll by January 31st.
2. Siblings of current students who enroll by January 31st for the following school term.
3. New applicants who are members of Prince of Peace Lutheran Church who enroll before February 1st for the following school term.
4. New applicants to Prince of Peace Christian School.

Re-enrollment information will be sent home during the first week of school after Christmas break. On-line reenrollment is available from January through May. Applications for re-enrollment must be completed each year and submitted with the registration fee. Registration fees may be paid by check in the school office or on-line through Parents Web. **After January 31, re-enrolling students may not be given priority placement.** Applications are accepted at any time for new students.

Available placement is given on a first come basis, subject to fulfilling all of the policies and requirements of the school. All applications are dated and timed when received in the school office; however, Prince of Peace Christian School reserves the right to make exceptions. All placements are subject to the student meeting the admissions requirements and receiving school approval to enter the requested grade. Re-enrollment or application priority does not guarantee acceptance.

ALLERGIES – See “Peanut 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. This includes all postings on any social networking site (i.e. Facebook, YouTube, etc.) 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.

Any student who feels that he/she is being harassed should report the incident(s) to a trusted advisor, teacher, or principal. That person is then expected to take appropriate steps to address the harassment, including reporting to Principal or Headmaster.

ATHLETICS - Prince of Peace Christian School believes and expects their student athletes and coaches to emulate Jesus Christ in every thing they do, including how they compete. Their sportsmanship and gamesmanship should flow from the principles of "Christ-manship". The practical aspects of "Christ-manship" are attained by competing in the image of Jesus Christ. This precept includes interacting with teammates, coaches, co-competitors, and officials as Christ would interact. Christian athletes must compete in the image of Christ and allow their experiences in competition to further mold them into the image of Christ. Prince of Peace Christian School believes that parents, coaches, and athletic directors have the responsibility to develop this precept in the student athlete. These same adults must facilitate this by modeling "Christ-manship" on the field of play and in the stands.

Conference Affiliation - Prince of Peace Christian School is a member Texas Association of Private Schools (TAPS) and Independent Athletic Association (IAA). High school teams will play in the Texas Association of Private and Parochial Schools (TAPPS) as enrollment and interest allow.

Team Opportunities – Students may participate in the following sports:

See the Middle School and High School Handbooks for details regarding middle school and high school sports.

Eligibility Requirements – See Middle School and High School Handbooks for specific policies.

Uniforms - Each member of the team will receive a team uniform. The uniform is expected to be returned when the season is completed. Parents/players will be expected to pay the replacement cost of the uniform if it is lost or damaged. (Normal wear is expected.) Report Cards may be held and ParentsWeb Accounts deactivated for unreturned uniforms.

Participation Fee - All team members will be assessed a participation fee for each sport they play, which will be billed by the financial office. Fees are posted on the Athletic Page of the school website and will be covered during the New Parent Meetings (held at the beginning of each sport season). 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. Report Cards may be held and ParentsWeb Accounts deactivated for unpaid fees.

Fees for current sport participation must be paid in order for the student to participate in the next sport season.

State Tournaments - Volleyball and basketball teams at the seventh and eighth grade levels have the opportunity to participate in a tournament with schools from across Texas. The basketball tournament is currently held in Austin and the volleyball tournament is held in Brenham. Each team's trip is subject to the approval of the Headmaster.

National Tournaments – Basketball teams at the 7th/8th grade level placing in first or second place in the state competition qualify to participate in the national tournament. Each team’s trip is subject to funding and the approval of the Headmaster.

Camps - During the summer months, various sports camps are offered at Prince of Peace.

More detailed athletic policies are available in the Athletic Handbook.

ATTENDANCE - Regular and prompt attendance is a critical factor in the progress of a student's education. The purpose of the Prince of Peace attendance policy is to encourage parents and students to make prompt school attendance and learning a top priority. It also gives the teachers and administrators an efficient way to insure the safety and care for each student.

Absences and tardies will be recorded on each student's report card (Kindergarten to grade 12) as an indication of time spent away from regular school days. Students not arriving by the beginning of school (8:00 a.m. for grades 6-12; 8:15 a.m. for grades Kindergarten-5) will be counted as tardy. **Students arriving late must check in with the school office in order to receive a pass to be admitted to class.** Students arriving late with a signed note from a doctor verifying an off-campus appointment will not have a tardy recorded unless the student misses two or more hours of school. For every three tardies a student is given, one additional absence will be counted in the calculation of attendance awards.

Students who leave school during school hours must be signed out at the front reception desk. If the student returns to school, he/she must sign back in at the reception desk. It is vital that we know if children leave school during the day.

Absence Calculation - When a student misses school for more than two hours on any given day, an absence will be recorded. Students missing between 2-4 hours per day will be given a half day's absence. Students missing more than 4 hours per day will be given a full day's absence. Prince of Peace makes no distinction between excused or unexcused absences for students in Kindergarten-8th Grade. All absences are recorded. Likewise, all students with an absence will be given an opportunity to make up work, usually one day for each day absent. (See Make-up Work)

To participate in an after-school activity, a student must not have missed more than two hours/grades K-5 or 3 class periods/MS-HS of the school day on the day of the activity. Parents are requested to notify an administrator in advance if a student is to miss three or more consecutive school days. In the case of an emergency or sickness, parents are requested to call the school at their earliest opportunity. Failure to make prior notification of a non-emergency absence of three or more days may result in the student being placed on attendance probation.

A student reaching 15 absences (K-8th) in one school year will placed on attendance probation. Excessive absenteeism (4 or more per semester) in a specific class due to outside appointments may result in a grade deduction or failure in the class. The parents will be asked to meet with an administrator in order to develop an action plan for improved attendance. Failure to meet the goals of the action plan will result in either the student not being promoted to the next grade or not being cleared to re-enroll for the coming year. State law mandates that, for a student to receive class credit, absences not exceed twenty in the course of the school year. Administrators will review extenuating circumstances on an individual basis. Parents are encouraged to make appointments outside of school hours whenever possible.

Attendance awards are given to students in Grades 1-5 who have attended school regularly. Awards are presented at the end of the school year. **Perfect attendance** awards are given to students who have not missed a single day of school and **faithful attendance** awards are given to students who have missed 3 days or less of school.

At times, students will be required to attend major activities outside of the school day. These dates will be communicated in advance so as to allow parents to schedule accordingly. The most frequent examples of these events are the evening musicals and overnight class trips (grades 5-12).

High School Attendance: *High school attendance requirements differ from attendance requirements for students in K-8. High school students must abide by the attendance requirements as given in the High School Handbook.*

BACKPACKS/TAKE HOME BAGS- Lockers are 12” wide and 11” deep. For students in 2nd grade and up, backpacks should be able to fit into the lockers, with the doors being able to close easily.

Students enrolled in ELC Toddlers/Two’s or Preschool are required bring school items in a bag (preferably purchased from POPCS) or backpack clearly marked with the child’s name. Each child must have a nap mat purchased from the school store for nap time.

BEFORE-SCHOOL FAMILY VISITATION - The purpose of the Prince of Peace Christian School’s “Family Visit Program” is to provide an initial opportunity for teachers to build positive, personal, co-operative relationships with students and their families before the school year begins so that effective communication can take place throughout the school year. This strong relationship is essential for a child to receive the best education possible and for the faculty to minister to the child and whole family. During the visit, the teacher will share information about the upcoming school year and become better acquainted with the student and family.

Families of students in preschool through 5th grade will be contacted by the teacher before the beginning of school to set up a visitation time. For students in pre-school, the visit will take place in the classroom at POPCS. For Kindergarten

through grade 5 students, the parents may request the visit in the home or the school classroom. Each new middle school family and all 6th grade families will be contacted by the student's advisory teacher before the beginning of the school year.

BIRTHDAYS - Parents are encouraged to provide a nutritious snack to school in celebration of their child's birthday. Please coordinate the time and date directly with the classroom teacher. Middle school birthday celebrations may take place on Tuesday of the birthday week and should be coordinated with the student's advisory teacher.

Invitations to birthday parties and other events, if not including the entire class, may not be given out at school.

CELL PHONES – Pagers and cell phones will be allowed on campus, to be kept in the student's locker (turned off). Students are not allowed to use cell phones or pagers during school hours, 8:00-3:30. Parents are asked to call the Lower School or High School Offices with messages for students.

Consequences of cell phone use vary by division.

- Elementary school - cell phones and pagers will be confiscated and released only to parents if they are used during school hours.
- Middle School -Middle School –confiscation of cell phones/pagers and release only after parents have been notified. Repeated violations may result in the item being held in the Director of Student Life Ministries office until the end of the semester
- High School - 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.

All confiscated items should be given to the Principal or office manager. Prince of Peace Christian School is not liable for loss or damage.

No camera phones are allowed in the locker rooms. Camera phones in the locker rooms will be confiscated and kept until the end of the school year.

CHANGE OF ADDRESS - Please inform the school office of any changes of personal information: name, address, phone numbers - work or home, fax numbers, cellular phone numbers and pagers by changing information via ParentsWeb change forms. Emergency numbers must be kept updated.

CHAPEL AND WORSHIP - Chapel services are held for Early Learning Center, Preschool, Lower School, Middle School and High School each week. Prince of Peace Christian School offers a weekly chapel service for all of its students. Different chapel services are held for each division: Preschool – Tuesday or Wednesday; K-5th Grades, Middle School and High School - all on Thursday. Chapel is led by teachers and classes, administrators, members of the pastoral staff at Prince of Peace, and guest speakers. During chapel the students and staff sing, pray together, and participate in Biblically-based lessons for life. School parents and visitors are invited to attend weekly chapel services. Weekly chapel schedules are printed in the *Eagle Express*. Students are required to wear dress uniforms on Chapel Days. (Before Thanksgiving and after Spring Break, boys in grades 1-5 may wear shorts, instead of long pants, with dress uniform shirts.) Classes also have classroom devotion times when students participate in or lead worship. Chapel offerings are taken each week. These offerings support Christian mission projects around the world.

CLASSROOM VISITATION - Parents are welcome to visit their child's classroom during the school day if prior arrangements have been made. Many times during the year the teacher will inform the parents of a special activity to which they are invited. No personal reservation needs to be made in those cases. If a parent wishes to observe the classroom activities during a regular school day, please contact the teacher at least two days in advance to set up an appointment. This allows time for the teacher to return the call and to make sure that the visit can be scheduled for an appropriate part of the day. Items to be delivered to students may be left with the school secretary.

Parents who desire to visit with each other after classes begin or before classes are dismissed are asked to do so in the Parent Place or in Fellowship Hall, so as to not distract students from classroom activities.

CLASS PLACEMENT – Students are placed in classes based upon the recommendations of their teacher from the previous school year. We do not accept requests from parents for specific teachers. Neither do we accept requests from parents to place their children either with or away from other specific children. An effort is made to balance class size and gender. Class placements are ultimately decided upon by the principal.

CLASS SIZES – The ideal number of children in a classroom varies depending on the class level. For the Early Learning Center, the infant class will be limited to 8 babies per staff member/shared assistant. The Toddler Class will have a maximum of 14 to 2 staff/shared assistant. In the 2's class, the maximum is 16 children to 2 staff/shared assistant. All Preschool classes have a maximum of 16 students. Kindergarten classes have a maximum class size of 18 students. Grade 1 has a maximum enrollment of 22 students. The maximum in all other grades is 24 students.

Preschool classes have teacher assistants for 6 hours per day when enrollment reaches 14. Kindergarten classes have

teacher assistants for 4 hours with enrollment of 14-15 students and 6 hours with 16 or more students. 1st grade classes will have assistants for 4 hours, up to 21 students; at 22 students they will have assistance for 6 hours. 2nd grade classrooms have teaching assistants for 4 hours up to 23 students; classes with 24 students will have an assistant for 6 hours. Classes in grades 3-5 having 20 or 21 students are entitled to a teaching assistant for 2 hours per day. If the class size reaches 22 or 23, they receive a teaching assistant for 4 hours per day. Classes with 24 students will have assistants for 6 hours per day. Middle School will have a teacher assistant available for 1 hour each day to assist with copying, etc.

CLASS TRIPS - Students in grades 5 through 8, and high school seniors, are involved in class trips during late spring of the school year. The purposes of the class trip program are to provide students with a unique educational experience that expands classroom learning and to enrich students' social skills through active involvement in the areas of group cooperation, friendship-building, following directions, following a schedule, travel etiquette, and self-responsibility. Detailed information about the class trips (including costs) are shared with parents during the orientation meetings at the beginning of the school year. High school students will be involved in an off-campus trip.

No 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 receive absences for those days. Students who do not participate may be required to complete a comparable project for the activities missed.

Teachers have the responsibility of selecting chaperones. Chaperones will be required to have a current background check run. Results may prevent applicants from chaperoning.

Eligibility: It is our goal that all students participate in the class trip program. A student may forfeit the opportunity to participate if they do not display a reasonable amount of self-control and self-discipline during the school year. This may be measured by using the cumulative number of demerit points for middle schoolers, and/or suspensions for the school year. Parents will be contacted by the Principal if a student's participation is in question. The final decision regarding participation rests with the Principal.

Expense: Class Trips are paid for separately and will be billed in advance of the class trip. Trips should be paid for before the date of travel.

COMPUTER AND INTERNET USE - Prince of Peace Christian School believes that computers and technology will be valuable tools for our 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. Our 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. Many students will correspond with other children in different states or countries via e-mail. 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.

With Internet access to computers and people all over the world, there also is a risk that students may come into contact with inappropriate material. Significant controls are in place to reduce this risk, but the correct way to deal with such an incident will be taught to each class.

The computing resources available at Prince of Peace 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 your user ID or password with another student is prohibited. You are responsible for any action taken in relation to your user ID.** All student activity on the computer network and the internet is subject to monitoring.
2. **Do not share your 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.

CONDITIONAL ENROLLMENT - Students may be enrolled at Prince of Peace Christian School with a conditional agreement. The status of students enrolled conditionally will be reviewed by the Administrator after the first grading period or enrollment, followed by a formal review after the second grading period or enrollment. The formal review will include the Administrator and the parents. At that time, the student may be enrolled as a student in good standing, the conditions may be extended, or the student may be released to pursue a more appropriate learning environment.

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.

Ms. Megan Cleland, Preschool teacher, reports to Mrs. Keckonen

Mrs. Kara Carlove, Preschool teacher, 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.

***See also – Nepotism**

CRISIS PLAN – In the event of any crisis, Prince of Peace Lutheran Church and Christian School has a Crisis Plan to be put into effect immediately. Each classroom teacher and staff member has a copy of the Crisis Plan for immediate access. Copies of the Crisis Plan are available in the school office for parents to review.

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 religion, language arts (which includes reading, literature, phonics, writing, spelling, speaking, grammar), mathematics, social studies (current events, geography, history), and science. Spanish, art, music, and physical education are included at most grade levels. Students use the computer labs as an extension of their classroom programs in addition to learning computer literacy. Parents are welcome to review curriculum guides that are available in the school office. Curriculum guides include philosophy, goals, and specific grade level objectives for all of the core subject areas.

The Early Learning Center will provide a hands-on approach to learning, using developmentally appropriate curriculum to include: faith, large/small motor skills, early literacy, sensory skills, music and art.

Specific questions regarding curriculum should be addressed to the appropriate grade level Principal.

CURRICULUM MATERIALS - Prince of Peace Christian School selects instructional materials that most closely match the school's mission of “providing a Christ-centered, exemplary education for each child”.

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.

Works of Literature: Novels and other works of literature selected for classroom study identified as being unsatisfactory by an individual within the POPCS community, including staff, students, family members, and other associated individuals, may be recommended for review. The individual must submit the recommendation/complaint in writing to the classroom teacher and must specify the concerns and objections to the particular literary work. The classroom teacher will formally submit the recommendation/complaint to the English Department Professional Learning Community (PLC), comprised of all the literature teachers in grades 1-12 and school librarians, as well as the Principal governing the particular grade level of the complaint. The review committee will make the decision on whether the particular work will be used in the classroom or removed. A plurality of the committee must be in agreement for the work to be removed from classroom use. The person who submitted the request/complaint will be informed in writing as to the decision of the English PLC. During the review period, the work in question will remain in classroom use. The decision may be appealed to the Headmaster and his decision will be final.

New Works of Literature: Periodically teachers find new and exciting literary works that have not been incorporated into curriculum thus far, that they deem appropriate for classroom use and for their respective grade level. A request for inclusion of a new novel for classroom use may be submitted in writing to the English Department Professional Learning Community, comprised of all literature teachers in grades 1-12 and school librarians, as well as the Principal governing the particular grade level for the work. A plurality of the committee must be in agreement for the work to be incorporated for classroom use. New works may not be incorporated for classroom use until the English Department PLC has approved it for inclusion. Works that have been previously used in the classroom, but that are not currently included in the curriculum, may also be resubmitted for future inclusion.

DAILY SCHEDULE – For the 2010-2011 School Year, classes are scheduled as follows:

Early Learning Center	7:00 a.m. – 6:00 p.m.
Preschool/Kindergarten	8:15 a.m. - 3:00 p.m.
Grades 1 - 5	8:15 a.m. - 3:15 p.m. (classrooms open at 8:00 a.m.)
Grades 6-12	8:00 a.m. - 3:30 p.m. (classrooms open at 7:50 a.m.)

The school provides supervision for all children arriving at 7:50 a.m. **All children should be picked up at 3:15/3:30 p.m., depending on grade level,** unless they are enrolled in The Zone extended care program. Students not enrolled in extended care are not permitted to arrive before 7:50 a.m. or wait after school past 3:45 p.m. (late fees may apply). Students remaining after school hours for extracurricular activities must remain under the supervision of the director of the activity.

Attention to prompt arrival and departure times significantly benefits the educational process as teachers are expected to attend meetings and do class preparation before and after school.

DEVELOPMENTAL PLACEMENT - POPCS entrance tests and teacher observations assist in placing students where they can best succeed. Placement is based on factors such as academic achievement and social and emotional maturity. For Early Childhood students (ELC, Preschool-grade 2) attention is also given to the child's physical development and motor skills.

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/ “Ask Event”**
- **Wishbook**
- **Auction**
- **Designated Projects**

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.

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, & 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 program for discipline in his/her classroom. These policies will be outlined at the beginning of the school year. (middle school and high school students should refer to the appropriate handbook for detailed policies for grades 6-12. 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. If the student is referred to an administrator for disciplinary action, the parents will be contacted directly by the administrator. The Early Learning Center will practice positive discipline with emphasis placed on redirection.

The Administration of Prince of Peace Christian School reserves the right to suspend or expel any pupil. The following violations are viewed by the school as serious offenses and are grounds for immediate expulsion, including but not limited to: 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; vandalism; the possession of weapons, firearms, drugs, drug paraphernalia, tobacco, tobacco-related products, other illegal substances, or for unlawful activity.

DRESS CODE - Uniforms for Prince of Peace Christian School are required for all children in Preschool, Kindergarten, and grades 1-12. Uniforms for Kindergarten-Grade 12 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 school reserves the right to not allow specific clothing items from other stores if they are noticeably different from the standard. The **required dress uniform** is to be worn on the following days: Chapel days, picture days, final chapel days, singing in church at Prince of Peace, Grandparents’ Day, all field trips (unless inappropriate for the activity), and other days as designated by the teacher or administrators. During warm weather, boys in grades 1-5 may substitute navy shorts for pants on chapel days; dress uniform shirts should be worn with shorts before Thanksgiving and after Spring Break. Spirit wear (sweatshirts) may be worn in chapel, unless otherwise directed by the teacher (due to special circumstances such as performances). Students are expected to maintain the uniform standard. On other days, the student may choose uniform items from the optional list for the appropriate grade level. If there is a violation of the dress code, parents will be notified by a uniform notice, demerit or detention. Ongoing violations will be reported to the appropriate administrator.

Uniforms are as follows:

Early Learning Center:

Comfortable sensible clothing that will allow the child to play and experience all aspects of play is suggested. Tennis shoes or closed toe rubber soled shoes are required for safety. No flip flop or sandal type shoes will be allowed.

Preschool:

Uniforms are required for preschool students for the 2010-2011 school year. Uniforms consist of red or white polo shirts, with navy pull on pants/shorts. Girls may also wear plaid jumpers with white blouse or plaid skirt. Uniform shirts must have the POPCS logo. Preschool students should wear tennis shoes with tie or Velcro closures. A POPCS cardigan is optional.

Lower School, Kindergarten-3rd Grade:

Dress: Boys – Navy pants; white button-down oxford shirt with POPCS logo; brown or navy weave belt; white, navy, or black socks; shoes with primary color being white, black, brown or navy. Girls – Plaid jumper, white blouse with peter pan collar; navy modesty shorts; navy, white, or red socks.

Alternatives: Red or white polo shirts with POPCS logo, navy or plaid shorts/skorts for girls, navy or red cardigan sweater with POPCS logo. (Lower School Girls are not allowed to wear plaid skirts.)

Preferred shoes are black & white saddle tennis shoes for girls, black shoes for boys. Athletic shoes with primary color being white, black, brown or navy may also be worn.

Lower School, 4th and 5th Grades:

Dress: Boys - Navy pants; light blue and white striped button-down oxford shirt with POPCS logo; brown or navy weave standard buckle belt; white, navy, or black socks; shoes with primary color being white, black, brown or navy. Girls – Plaid skirt; white button-down oxford shirt with POPCS logo; navy modesty shorts; navy, white, or red socks.

Alternatives: Red or white polo shirts with POPCS logo, navy shorts, plaid skorts for girls, navy or red cardigan sweater with POPCS logo.

Preferred shoes are black & white saddle tennis shoes for girls, black shoes for boys. Athletic shoes with primary color being white, black, brown or navy may also be worn.

Middle School:

Dress: Boys- Navy pants; light blue and white striped button-down oxford shirt; standard buckle brown or navy belt; white, navy, or black socks; closed toe, closed heel, and hard/rubber sole shoes. Girls – Plaid skirt; white button-down oxford shirt; navy modesty shorts; navy, white, or red socks; closed toe, closed heel, and hard/rubber sole shoes.

Alternatives: Khaki or navy pants, khaki or navy shorts, navy skirts, red or white polo shirts with POPCS logo, navy pullover or sweater vest with POPCS logo (for girls)

High School:

Dress: Boys – Navy pants; light blue oxford shirt with POPCS logo; tie of choice; brown or navy weave standard buckle belt; white, navy, or black socks; shoes with primary color being white, black, brown or navy. Girls – Plaid skirt; light blue oxford blouse with POPCS logo; navy sweater or vest; navy modesty shorts; navy, white, tan or black tights; shoes with primary color being white, black, brown or navy.

Alternatives: Khaki or navy pants, Khaki or navy shorts (boys only), navy or khaki skirts, red or white polo shirts with POPCS logo, navy or green pique polos with POPCS logo, Rugby shirts (available from POPCS Booster Club), navy pullover or sweater vest with POPCS logo.

Full uniform supply lists are available through the school office with current prices. Please also note the following uniform guidelines:

- All shirts (oxford and polo) must be embroidered with the POPCS logo.
- 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.
- During recess and P.E., when time allows and with teacher permission, K-Prep - 3rd grade girls may remove their jumpers, if wearing modesty shorts underneath. Students in grades 6-12 will dress out for P.E.
- Students are allowed to wear nice looking tied / velcro tennis shoes for daily attendance with the primary color being white, black, brown, or navy. Slip-on/backless shoes are not allowed. Cleats, open-toe/heel sandals and “flip-flop” shoes are not to be worn during school. Shoe heels must be not be excessive.
- All students must wear non-marking tennis shoes for P.E. class. If possible, older students are encouraged to keep a pair of tennis shoes in their lockers to be worn only for P.E.
- Socks must be worn with shoes at all times. Socks should be a solid color (including white) that matches the uniform. Matching trim on a solid sock is acceptable. Socks must be visible above the shoe, but not extend over the knee.
- Students are not required to have a school logo jacket or sweatshirt. Uniform sweaters may be worn in the classroom for comfort. Prince of Peace logo sweatshirts purchased through the school store may also be worn in the classroom over a collared shirt. Jackets, coats, or non-uniform sweaters/sweatshirts should not be worn in the classroom or in chapel.
- Hair bows and headbands should match the uniform.

- Small 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 white. Printed t-shirts show through the uniform shirt.
- Belts should be worn on all shorts or slacks, except those made without belt loops. Younger students in Kindergarten and K-Prep may also go without belts if they have difficulty adjusting them. Clothing where the belt loops have been removed are not acceptable. All shorts and slacks should be worn properly at waist level.
- Belts must have standard buckles. Over-sized buckles are not allowed.
- Hats are not to be worn in the building.
- Shirts should remain tucked in. Shirts must remain buttoned; only the top button may remain unbuttoned.
- Skirt and short length should not be higher than 2 inches above the knee. To make proper decisions about skirt and short length, have the student kneel on the floor. The hem of the item should be no higher than two inches above the floor in this position.
- Pants may not be worn beneath skirts. Girls may wear tights instead (navy, white, tan or black).
- Special Dress Days - On occasion, the school will have special non-uniform days. Specific guidelines will be published for those days by the teacher or in the school newsletter. 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. T-shirts will be tucked in and shorts must meet the length requirement. On special dress days, "soccer-style" shorts of appropriate length may be worn.
- Spirit Days – Students should wear Prince of Peace t-shirts and appropriate jeans or shorts. (See Special Dress Days)
- Boys must have their hair neatly cut and trimmed. If sideburns are worn, they can be no longer than the mid-point of the ear. Extreme styles are not acceptable. Hair length must be at or above the traditional shirt collar, must not extend beyond the bottom of the ear, and must not cover the eyebrows. Hair that has to be combed to the side or tucked behind the ears to keep hair from covering them is not acceptable.

*See Middle School and High School Handbooks for specific guidelines for those students.

Students should be appropriately dressed on all occasions. Clothing items should be comfortable and agreeable to the learning climate. All pupils should have clean hands, face, hair and clothes. Respect for their fellow students, values, and the presence of others are guides for dress and cleanliness. Students in Preschool through Twelfth Grades must follow the uniform policy.

DROP-OFF/PICK-UP PROCEDURES - Maps detailing the drop-off and pick-up procedures are available on the POPCS website. High school students may be dropped off at the commons area of the high school as early as 7:30 a.m. The north entrance of the main school building will be opened for students to be dropped off as early as 7:50 a.m.; middle school students may go directly to class. Preschool and elementary students will be supervised in the gym until dismissed to class at 8:00. There will be an additional drop off point on the south side of the Fine Arts Center. Parents who desire to park and walk in with students must park in the parking lot west of the Fine Arts Center and check in through the school office. The Zone students arriving for before-school care should enter directly into Fellowship Hall.

Preschool/Kindergarten students will be dismissed at 3:00 p.m. Elementary students will be dismissed at 3:15 p.m. and middle/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 remaining after the carpool line is finished will on the west side of the sanctuary for pick-up until 4:00 p.m. After that time, students must remain in the front school hallway until picked up. **A late fee of \$1.00 per minute will be charged for late pick-ups (after 4:00 p.m.).**

Teachers are unable to hold impromptu conferences. Please schedule a time to speak with the teacher. (See Parent Communication)

Students remaining after school for an extracurricular activity must remain with the activity supervisor until picked up. If on-going before or after school supervision is necessary, the student should be enrolled in ESS.

Permission for someone other than the parent or regular carpool to pick up a child should be put in writing and given to the teacher. 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.

EAGLE'S NEST/READING RECOVERY

Eagle's Nest Reading Kindergarten-2nd Grade

The Eagle's Nest Reading K-2 gives young learners extra assistance in Phonology, Reading Comprehension, Reading Fluency, Vocabulary Skills, Handwriting, and Written Expression. Students work with the Eagle's Nest teacher for one hour per week during non-core curriculum times. The students may be recommended by their teacher or parent. The Eagle's Nest teacher will administer diagnostic testing to each student recommended for the program. A precise reading level will be obtained as well as an instructional profile for each student which will then be used to design an individualized plan for each child.

Eagle's Nest Reading 3rd – 4th Grade

Students enrolled in Eagle's Nest Reading 3-4 use the same curriculum that is used in the regular classroom setting but they receive extra assistance in Phonology, Spelling, Reading Comprehension, Reading Fluency, Vocabulary Skills, and Written

Expression while in a smaller group setting (maximum 8 per class). Students attend Eagle's Nest Reading each day during their classroom reading time.

Eagle's Nest Math 3rd – 5th Grade

Students enrolled in Eagle's Nest Math 3-5 use the same curriculum that is used in the regular classroom setting but they receive extra assistance in Math Operations and Math Fluency through guided practice and through the use of hands-on math manipulatives while in a smaller group setting (maximum 8 per class). Students attend Eagle's Nest Math each day during their classroom math time.

Eagle's Nest Study Skills 5th Grade

Students enrolled in Eagle's Nest Study Skills 5th Grade receive help with organizational skills, class assignments, and test preparation. This class meets twice per week during 5th grade study hall.

Eagle's Nest Fees

Prince of Peace Christian School has implemented a fee system for the Remedial Programs in addition to the regular tuition. Those fees are as follows:

Eagle's Nest Reading K-2 = \$675.00 (\$75.00 per month; September through May)

Eagle's Nest Reading 3-4 = \$1125.00 (\$125.00 per month; September through May)

Eagle's Nest Math 3-5 = \$1125.00 (\$125.00 per month; September through May)

Eagle's Nest Reading 3-4 & Math 3-4 = \$1575.00 (\$175.00 per month; September through May)

Eagle's Nest Study Skills 5 & Eagle's Nest Math 5 = \$1350.00 (\$150.00 per month; September through May)

Fees may be prorated for a portion of the year. Fees must be paid as scheduled for the student to continue participation in the Eagle's Nest Program.

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES - Students wishing to be involved in extra-curricular student activities (i.e. athletics, choir, student council) must meet a minimum standard in terms of grades and conduct. An extra-curricular activity is defined as one that has meetings and performances outside of the school day. Students who wish to participate must keep a 70% or higher average in all classes. If a student falls below this average on a 6-week report card, they will not be allowed to practice or participate with the group for a minimum of two calendar weeks, beginning with the day after the grade is issued. If a student's grade is above 70% after this two week period, the student can be declared eligible to participate again with the approval of the teacher (who gave the grade), parent, and activity sponsor. To participate in an after-school activity, a student must not have missed more than two hours/grades K-5 or 3 class periods/MS-HS 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 activities.

Fees for current sport participation must be paid in order for the student to participate in the next sport season. See "Athletic Eligibility".

E-MAIL – Much information is distributed to parents through e-mail communication. Please submit an e-mail address to the school secretary to receive regular e-mails from the school

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, tornado, or lockdown. 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. Emergency information will be posted on the school web site, www.princeofpeace.org. The school will also attempt to have the closing broadcast on the radio stations that broadcast inclement weather closures (see Inclement Weather Procedure).

FEES FOR ELECTIVE CLASSES – Some elective classes, grades 6-12, may require additional fees. The required fee will be noted on the elective sign-up form. **All fees (elective, extracurricular, and athletic) will be collected by the Financial Office and will be billed on a monthly statement.**

Report Cards may be held and ParentsWeb Accounts deactivated for unpaid fees.

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 for the Early Learning Center are paid annually.

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, resource specialist, etc.) should be paid directly to the contractor. Services provided by POPCS employees (teachers/assistants, etc.) will be billed by the school financial office and should be paid directly to the school.

FIELD TRIPS/SPECIAL ACTIVITIES - During the school year, there are various opportunities for the children to visit points of interest which are beneficial to their total education. Most field trips are planned prior to the first day of school and are publicized on both monthly and weekly school calendars. Classroom teachers will also send reminder notes home prior to the field trip day. Charter buses are used for all field trip transportation. All students attending the activity must ride the bus to the activity accompanied by their teachers and teacher’s aides. Students must have a Field Trip Information Form on file with the teacher, with emergency numbers and authorizations, and will be taken on the field trip.

Chaperones: Two parents per class will be selected as chaperones for each trip and these designated chaperones will also ride the bus and their admission into the venue will be paid. Parent chaperones will be asked to help assist with supervising the students while on the field trip. To ensure that adequate supervision is provided for each student, siblings are not permitted to accompany the designated parent chaperones on the bus. Parents who have not been designated as an official parent chaperone are invited to follow the bus and attend the activity with their child if the activity is one that does not have limited capacity (for example - the zoo). Tickets for some activities are very difficult to procure and we are limited as to how many tickets we are allowed to purchase. Examples would be the Morton Meyerson Symphony and the Dallas Children’s Theater. In these situations parents may not be able to buy tickets as they must be purchased far in advance and the availability is limited.

Parents who drive to field trips may take their child home, after providing advance notice to the teacher in writing and checking out with the teacher before leaving. If parents do not wish their child to participate in a field trip, the school does not provide alternative supervision or instruction during that time. Each field trip is part of the educational activity of the day.

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 the Early Learning Center, Preschool, or K-Prep.

Families who have not completed the financial aid process, as well as the registration process including payment of fees, are not eligible for consideration to receive Financial Aid. In case of not being granted sufficient financial aid, registration fees will be refunded.

GRADE POINT AVERAGE (HIGH SCHOOL) – Each student’s grade point average (GPA) is computed semester by semester. A cumulative GPA average is kept by the registrar’s office. Class rankings are based on the cumulative GPA. Only those courses taken at POPCS count toward a student’s GPA and only core academic courses will be used. 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. However, the courses will count as part of the prescribed graduation requirements. 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.

Semester grades in all Pre-AP and AP classes are given an extra weighted grade 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		

GRADING - The evaluation scale listed below is used for Pre-school and Kindergarten to evaluate a child's developmental level in a variety of areas:

- | | |
|--------------------------|---------------------|
| 4 - Advanced development | 2 - Some progress |
| 3 - Consistent progress | 1 - Area of concern |

The evaluation scale listed below is used in grades 1 and 2 for evaluating Faith Studies. It is also used in grades 1-5 to evaluate conduct, study habits, handwriting, and non-core subjects.

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

The numeric scale is used for core subject classes in grades 1 through 12 and for elective courses in grades 6-12.

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 65 - 69%
- F = Below 65%

All report cards for 1st through 12th graders will be posted on ParentsWeb. Preschool and Kindergarten students will receive printed reports.

Prior to assigning an "F" grade on a Report Card for any grading period, it is understood that the instructor will make every effort to communicate with both the student and the parent/guardian as early as possible before the grade is issued.

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. Dental instruction and other health related issues will be covered. 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 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.**

Middle school and high school students should see their respective handbooks for further clarification of homework expectations.

Assignments for the coming week are posted on ParentsWeb.

HONOR ROLL - Students in Grades 5-8 who make all A's and B's on their report cards are placed on the Prince of Peace Honor Roll. Students in Grades 5-8 who make all A's on their report cards are placed on the Prince of Peace High Honor Roll. All Honor Roll students are recognized publicly in the "Eagle Express" newsletter following each grading period.

High School Honor Roll includes students who have achieved all A's and B's during a grading period, with a GPA of 3.25. High School High Honor Roll includes students who have achieved all A's and B's during a grading period, with a GPA of 3.75. High School Principal's Roll includes students who have achieved all A's during a grading period, with a GPA of 4.0.

ILLNESS - To minimize the danger of infection to other children, parents are required to keep their children home when they are suffering from colds and other infections. WHEN A CHILD 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 child must be on them for 24 hours before he/she can return to school. If the child has a rash, a doctor must determine if the rash is contagious. Children 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/HEALTH FORMS - All students must be current on their immunizations, as dictated by the Texas State Department of Health. Parents will be notified if their children 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.

Health Forms, signed by a physician, stating that the child is able to participate in a school program, is required for all Early Learning Center students.

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.popcs.org)
- School ParentsWeb Announcement on the opening page (www.renweb.com)
- Television Station -WFAA Channel 8

If the school is closed, then 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.

INFORMATION NIGHTS (Kindergarten, Middle School, & High School)

Kindergarten Information Nights, Middle School Information Nights, and High School Information Nights will be scheduled during the year in order to introduce the parents of students entering Kindergarten, Middle or High School in the next school year to these programs.

LIBRARY - Prince of Peace Christian School provides a library for the resource and use of its students and faculty. It is staffed by a professional librarian and is fully automated. Students visit the library weekly to provide time for book selection, review of library skills, and “story time”. Library cards are issued to students in grades K-12 for checking out books. Students may hold a book for one week in grades K-1 and two weeks in grades 2-12. No overdue fines will be assessed for late books. However, the borrower must return the late book or pay for a replacement before another book can be checked out. The library collection database is available for review on the school Internet site.

Final report cards will be retained and ParentsWeb Accounts deactivated if library books have not been returned or paid for by the last day of school.

Library/Media Center Selection Policy

The objective of the Prince of Peace Christian School library/media center is to provide a collection of materials to enrich and support the curriculum and to meet the needs of individual students and teachers. The library collection will be developed systematically, ensuring a well-balance coverage of subjects, opinions, and formats.

Criteria

1. Library materials should support and be consistent with the educational goals and objectives of Prince of Peace Christian School and specific courses.
2. Care will be taken to select library materials that meet standards of high quality including:
 - a. Educational significance
 - b. Physical format
 - c. Presentation, including special features, such as indexes, table of contents, illustrations, photographs, maps, charts, and graphs
 - d. Readability
 - e. Authenticity/accuracy in factual content
 - f. Artistic quality or literary style
 - g. Technical production/construction that is well crafted, durable, manageable, and attractive.
3. Library materials should be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum.
4. When applicable, library materials should be selected representing opposing points of view on controversial issues, encouraging individual analysis.
5. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
6. Library materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
7. Gifts and donated materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

Procedures for Selection - The professional librarian will be responsible for the selection of library materials. In coordinating this process, the librarian will:

1. Use reputable, unbiased, professionally prepared selection aids. Among the sources which may be consulted are:
 - Book Report Booklist
 - Bulletin of the Center for Children's Books
 - Christian Library Journal
 - Horn Book
 - Kirkus Reviews
 - Library Talk
 - School Librarian's Workshop
 - School Library Journal
 - VOYA
 - Other sources as appropriate
2. When possible, examine items to be purchased.
3. Consider recommendations from faculty, administrators, students, and parents.
4. Judge gift items by standard selection criteria.
5. Purchase duplicates of extensively used materials.
6. Purchase replacements for worn, damaged, or missing materials basic to the collection.

Request for Reconsideration - Requests for reconsideration of library materials will follow the same procedures as outlined in the POPCS Parent /Student Handbook Curriculum Materials policy.

LOCKER ROOMS – No camera phones are allowed in the locker rooms. Phones will be confiscated if in use while the students are in the locker rooms and held until the end of the school year.

LOCKERS - Students in grades 2-12 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. 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 regularly inspect a student's locker at any time.

Locker decorations by classroom teachers will be allowed on lockers for students in grades 2-4. Lockers may be decorated for birthday celebrations. Decorations must be taken down by Friday after they were put up or they will be removed by the janitorial staff. No other locker decorations may be put up for any reason.

Locker Size: Lockers are 12" wide and 11" deep. Backpacks should be able to fit into the lockers, with the doors being able to close easily.

LOST AND FOUND - The school will maintain a Lost and Found area near the school office. 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 – All 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. Lunches should be nutritious and easily managed by the child. Milk or juice is available for purchase by students. Students may not purchase soft drinks during the school day or use classroom or kitchen microwave ovens. Students are encouraged to bring juice, sports drinks, or water, rather than soft drinks. Energy drinks should not be provided for consumption during the school day.

No fast food, pizza, or other hot food items may be brought to the school as a lunch for students. Two days during the school year will be designated as “Special Lunch Days”, when parents are allowed to bring in fast food for their children. These are the only days when fast food is allowed.

Catered Lunch Program - The catered lunch program is a service offered to all school students, including the Early Learning Center on full school days. A local catering company will bring in hot lunches 5 days per week for a fee as designated on the lunch menu form. Please note that catered lunch is NOT provided for The Zone or Early Learning Center when school is not in session.

The caterer will provide a computerized debit system for students to pay for hot lunches. Each student will be required to have a \$25.00 balance at the beginning of the school year. All students will have an account established, unless the service or POPCS is notified otherwise by the parent. Hot lunches purchased will be debited from the student's account at the time of purchase. Milk or juice purchased will also be debited. The student's account should be replenished when it has a balance of \$10.00 or less. Parents will be notified of the balance at that time. Menus will be sent home for each month for planning purposes and are available on the school web site (www.popcs.org). In the event that a student has forgotten a homemade lunch, lunch will be purchased and debited from the student's account. **No lunches will be provided in the school office.**

Preschool students in full day classes and in The Zone must preorder on-line (www.kidsemeals.com) if a catered lunch is desired. Preschool and The Zone student lunches will be picked in Fellowship Hall and brought to the classroom.

MAKE-UP WORK - If a student is absent from school for all or part of a day, it is the student's responsibility to check ParentsWeb to find out about any missed assignments. Students will have one day for each day absent to complete make-up work in most cases.

MEDICATION - All medication should be administered by the school nurse with the exception being a dosage that is needed while a class is on a field trip. In this case, the teacher may take the medication with him/her and sign the logbook in the nurse’s office for that day. Each student should come to the office at the time of day the medicine should be administered. The school nurse will administer the medicine and keep appropriate record.

All prescription medication must be in the original container labeled with the child's name, a date, directions and the physician's name and be accompanied by a Medication Form. The school must administer the medication as stated on the label directions. The school must not administer medication after the expiration date.

All non-prescription medication must be labeled with the child's name and the date the medication was brought to the school. It must be in the original packaging and be accompanied by a Medication Form. The school must administer it according to the label's directions. [Procedure: July, 1999]

MUSIC EDUCATION - In addition to weekly music classes, Prince of Peace offers a number of opportunities for students to be involved in music. In weekly chapel services, students participate in singing many songs of worship. Class groups and performance groups frequently participate in chapel music as well. The 6th-12th grade students have an opportunity to participate in band and/or choir. Many classes in Preschool – Grade 5 participate in a musical program as well during the course of the year. Depending on the grade level, this program is either an expanded chapel service or a full musical production. At times, various classes or groups are asked to perform at Prince of Peace Lutheran Church during a Sunday morning worship service. Attendance at these events is required.

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.

Ms. Megan Cleland, Preschool teacher, reports to Mrs. Keckonen
Mrs. Kara Carlove, Preschool teacher, reports to Mrs. Keckonen
Mrs. Patricia Hahn, Elementary teacher, reports to Mrs. Cleland
Mr. Chad Henke, Middle School teacher, 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.

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.

OUTDOOR ACTIVITIES - Most classes have outdoor activities (recess, P.E., etc.) on a daily basis. At times, weather conditions make it necessary for groups to remain indoors. The decision as to whether to go outside during recess or physical education is made by the administrators. All weather advisories are considered when deciding to shorten or eliminate an outside activity. Students should come to school on cold days with warm clothing for outside play. Classes will typically have the regular outside sessions unless the temperature drops below 40 degrees.

PARENT COMMUNICATION - 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. Most handouts are sent home with students on Thursday. Teachers will distribute weekly or monthly classroom letters to give specific information about classroom activities. Middle school students information will be available on the Middle School ParentsWeb page. All school newsletters may be accessed through ParentsWeb.

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 duties before and after class time. Teachers are not available for conferencing immediately before or after school.**

Teachers may also be contacted by e-mail. In most instances, the e-mail address is firstname.lastname@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.

To email the main school reception desk, please email school.receptionist@princeofpeace.org. To email the high school, please email highschool@princeofpeace.org.

PARENT CONFERENCES - Parent/Teacher conferences are scheduled for all students during the second grading period. Grades are reported through parent conferences and report cards following each grading period. Parent/Teacher Conferences will also be held during the fourth grading period and may be scheduled as needed. 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 middle school and high school core subject and advisory teachers will be available for conferences. Parents are welcome to request a conference at any other time during the school year as well with the Teacher, Principal, or Headmaster. Please contact the individual teacher via e-mail or voice mail to set up an appointment.

PARENT PARTICIPATION - Prince of Peace Christian School welcomes and encourages parents to be involved in areas that support our school programs. Most parental participation is coordinated through the Parent Teacher Fellowship organization. Some parents also serve in such roles as classroom assistants, library attendants, door greeters, office aides, and coaches of various athletic and academic teams.

PARENTSWEB – ParentsWeb 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 at www.renweb.com. By activating the secure logon to ParentsWeb, parents will have access to weekly grade reports and assignment information for students, parent newsletters, and upcoming school calendar information.

Email - To activate an ParentsWeb 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 ParentsWeb to be fully functional.

Grades - The teaching staff will upload grade information for students to ParentsWeb 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 on ParentsWeb at the end of each grading period.

Changes in Information – If there are changes in address, phone numbers, or email addresses, parents should log into their ParentsWeb account and make changes under School Information/Web Forms.

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

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

PARENT TEACHER FELLOWSHIP - The Parent-Teacher Fellowship (PTF) supports the purpose and mission of the school. The PTF plans activities to promote social interaction between parents and opportunities for personal growth. The PTF recognizes teachers through a variety of activities including the provision of snacks at full-staff meetings. Each class has at least 2 PTF representatives to work with the teacher and assist in coordinating a variety of classroom events and activities. The staff of Prince of Peace Christian School is very grateful for the support of the Parent Teacher Fellowship.

The PTF board includes a President, Vice-President, Secretary, Treasurer, and committee chairpersons. Meetings of the board will be scheduled as needed. Quarterly meetings are held to include the PTF class representatives and any other interested parents. All parents are encouraged to attend PTF meetings.

PARTIES - Throughout the school year, various class parties are held to celebrate holidays such as Thanksgiving, Christmas, Valentine's Day and Easter. Halloween is not observed at Prince of Peace Christian School. Each class plans its own activities with the aid of parent volunteers. Please remember that beverages are limited to white milk and light colored juices. Upon occasion, classes hold parties for special rewards or occasions such as an ice cream party for reading club, pizza party for good behavior, etc. Parties generally begin at 2:15 p.m.

PEANUT POLICY - POPCS recognizes that peanut allergies are potentially fatal. This policy helps to protect our students.

ELC - Prince of Peace Early Learning Center will be totally Peanut Free, to include all activities, shared food products and lunches provided from home for individual students. **Peanut Free restrictions will also apply to self-contained classrooms where eating takes place on a daily basis (such as preschool) if a severely allergic student is enrolled in that classroom.** Parents will be informed in writing if this is necessary.

Preschool through 12th Grade - will be "Peanut Free" for all SHARED food products. **Peanut Free restrictions will apply to self-contained classrooms where eating takes place on a daily basis (such as preschool) if a severely allergic student is enrolled in that classroom.** Parents will be informed in writing if this is necessary.

- All **shared** snacks that are brought into the school by parents will be required to be "Peanut Free". This will include such items as:
 - Classroom snacks that are **shared** with other students
 - Birthday snacks
 - Concession snacks
 - Afternoon snacks in The Zone and Summer in the Zone
 - Refreshments served at school events
- When a child is severely allergic to peanut products, peanut products will not be allowed in self-contained classrooms where eating takes place on a daily basis. This restriction will include: children's lunches, party items, snacks etc...
- School projects will be required to be "Peanut Free" At **no time** will a classroom use peanut butter or peanuts in any classroom activities.
- A "Peanut Free" lunch table will be established in the main lunchroom. Students with an allergy to peanuts can choose to sit in this area.
- Nurses will provide each classroom teacher, as well as The Zone program, with a roster that lists the allergies of all students in that class. Included in this roster will be the location of Epipens and/or medication need, should a reaction occurs. Younger ages (ELC –through 2nd grade) will have a poster in each classroom that will list the child's allergy, as well as display a picture of the child.
- Nurses will provide training to all teachers in the correct use of Epipens and what to look for visually when a student is having an allergic reaction.
- Teachers that have a child with a severe allergy will be required to carry the Epipens with them when leaving the classroom for recess, lunch, field trips, etc...
- Parents will be required to provide at least two Epipens: one for the classroom and one for the nurse's office. If a student is enrolled in the Zone after-school care, an additional Epipen will be required.
- In severe allergy cases, parents are encouraged to provide a snack from home to be 100% sure that cross contact contamination of a shared snack has not taken place.

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 also not to bring equipment such as music players, CD's/tapes, laser pointers, and hand-held video games to school.** These items are distracting from the classroom activities and could be damaged or stolen.

PETS – Students and parents are not allowed to bring pets from home into the classroom.

PHYSICAL EDUCATION – Middle School/High School Students – Students are issued a lock and a locker during the first week of school. Students are expected to dress out for PE and shower after PE classes. Supplies necessary for PE are towel, deodorant, soap and/or shampoo, shower shoes.

PORTRAITS - The school will arrange for individual student portraits to be taken in the fall. Retakes will be available for poor pictures and absentees. **Dress uniforms are required for individual school portraits; however, boys may wear uniform shorts rather than pants as portraits do not show below the waist.** Individual portraits will be used for the school yearbook.

Class pictures will be taken in the spring. These pictures are ordered ahead of time and prepaid. **Complete Dress uniforms should be worn for class pictures.**

Senior Pictures – See the High School Handbook.

PRESCHOOL LEADERSHIP DAY - Preschool students will be assigned a leadership day approximately once a month. This is also the child's special day to bring a nutritious snack and a favorite item for show-and-tell. All snacks should consist of healthy food and a light-colored natural juice or milk. Cups and napkins are provided.

Show-and-tell time gives each child the opportunity to bring one item from home to share with his or her classmates. Please avoid sending guns, knives, violent toys, or action figures that promote violence. **It is requested that the students not bring toys from home unless it is his or her show-and-tell day.** Snacks may be dropped off at the door where the child arrives. Please label the drinks and food with the teacher's name.

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. FaceBook, YouTube, etc.). 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.

READING RECOVERY – Please see “Eagle's Nest”.

RE-ENROLLMENT - Priority re-enrollment for current Prince of Peace students is held during the month of January. Registration fees are due at the time of re-enrollment. Students not re-enrolled on or before January 31 lose priority enrollment status. Delay in re-enrollment may jeopardize the possibility of the student's return to POPCS, due to class size restrictions.

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:

- 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
- The third offense with a suspension sanction over a four year period.

All Tuition and Fees must be current before students are able to reenroll.

REPORT CARDS - Report cards are 1st through 12th grade students will be posted on ParentsWeb at the end of each grading period. Final reports card for the year will be mailed.

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

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.

Visitors are required to check in through 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.

The cooperation of all the drivers and visitors to our campus is necessary. All parents are provided with detailed information about regarding drop-off and pick-up, parking, and entering the buildings.

Drivers are asked to:

- Drive slowly and be alert
- Not use cell phone when the car is in motion
- Enter and exit through designated gates
- Park outside the gates during designated hours

Visitors are asked to:

- Sign in and out at the 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

SCHOOL BOARD – The Christian School Board (CSB) shall consist of 12 members, plus a Council Representative of Prince of Peace Lutheran Church. The CSB has three responsibilities: 1) to provide input, information and perspective to the school administration to help shape school policy, programs, and long range planning, 2) to monitor policy compliance, and 3) to evaluate how effective the school ministry is accomplishing its mission of providing Christ-centered, exemplary education for each child. The School Board deals with policy, programs, and long-range planning. The School Board serves as an advisory board to the Headmaster, and as such, they are not involved in day to day management of the school ministry.

CSB members shall be appointed to 3-year terms and may serve a maximum of 2 (two) consecutive terms. The Chairman of the Board shall be appointed by Prince of Peace and shall serve a one-year term. Each year the CSB shall elect a Vice-Chairman and a Secretary, who shall also serve one-year terms. The Chairman, Vice-chairman, and Secretary shall also serve as the Executive Committee of the CSB.

The Headmaster is responsible for the management and operation of the school ministry and is the primary decision maker on all school matters. The Headmaster reports to and is supervised by the Senior Pastor of Prince of Peace.

The Christian School Board holds meetings of the fourth Monday of every month, year-round. Information packets for each board meeting are distributed one week in advance. A summer planning retreat is held each year to process on the school's Strategic Mission and Ministry Plan (SMMP) and as a time of orientation for new board members. School Board packets for regular meetings and the School Board/Headmaster Manual of Operations are available for review in the school office.

SCHOOLWIDE DISTRIBUTION POLICY – Any information (flyers or forms of any kind) should be submitted to one of the principals for approval. The Principal will then bring it to the Administrators Meeting held each Monday for consideration.

SEARCH AND SEIZURE - Authorized school personnel may conduct a reasonable search of a student or his/her locker, vehicle, and/or belonging 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.

SPANISH PROGRAMS - Students in grades 1-5 have Spanish language training as a regular part of their weekly activities. Students in grades 7 and 8 are required to take classes in Spanish. High School Students are required to take two years of foreign language, one of which may be earned while in 8th grade.

SPECIAL LUNCH DAYS – Special Lunch Days are scheduled twice per year per grade level and listed on the School Calendar. On these designated days parents are invited to have lunch with their children. Typically the parents bring a “fast food” lunch for themselves and their child but Signature Lunch Services will still be available on those days. We do request that parents refrain from bringing “fast food” to school on days not designated as “Special Lunch Days”.

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.

If a teacher has a concern about a presently-enrolled student's ability to function within normal classroom guidelines, he/she will confer with an administrator and may recommend testing or consultation with a professional diagnostician, counselor, or physician. It is expected that this recommendation will be followed within three months. A report, including written results and recommendations, will be shared with the teacher and administrator within two weeks of receipt of report.

If it is determined that a student's educational needs could better be served in a more comprehensive or specialized program at another school, or if a parent refuses to follow administrator/teacher/diagnostician /counselor recommendations

for testing and/or treatment, the student may be released to pursue a more appropriate educational environment. If a student is released by the school, tuition for the months not yet attended will be refunded. Prince of Peace reserves the right to refuse re-enrollment for the following school year.

Further information about acceptance of Special Needs Students can be found in the Prince of Peace Admissions Policy under #6 and #9. For a copy of Prince of Peace Christian School's Special Education Policy, contact the school office.

SPIRIT DAYS – Generally, the last Friday of each month will be designated as Spirit Day. Special Dress for Spirit Days will be POPCS t-shirts/sweatshirts and appropriate jeans. Jeans should not be low-riding, baggy, or torn. Athletic shorts may be worn on Spirit Days; sandals or “flip-flops” may not be worn by students.

Other days may be declared as Special Dress Days (i.e. Red/Green for Christmas, Valentine Dress). Parents and students should watch the Eagle Express for reminders about Spirit/Special Dress Days.

STUDENT ACCIDENT INSURANCE - All POPCS students are now covered by a blanket student accident insurance program which covers students during the school day and for all school-sponsored activities both on and off campus whenever that activity takes place. This accident insurance is secondary insurance with the parent's medical insurance plan as the primary coverage.

If your child sustains an injury during the course of the school day or a school sponsored activity and you desire more information please contact Janet Gustafson, Risk Manager at 972.447.0532 x452 or email her at janet.gustafson@princeofpeace.org

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.

SUBSTITUTE TEACHERS - Substitute teachers are necessary for times when regular teachers are unable to teach. Substitutes in K-12 must have a bachelor's degree. Qualified candidates may contact the Office Manager for an application and will be interviewed and approved by the appropriate principal. A list of approved substitutes will be maintained by the Office Manager.

SUMMER IN THE ZONE - Prince of Peace Christian School offers a summer program for children during the months of June and July, including full day care (Summer in the Zone) and enrichment camps (Camping in the Zone). Camp information is available in the early spring. Programs will begin the week following the final day of school.

SUPPLIES - Purchasing the school supplies is the responsibility of the parents. A list of school supplies for each grade level can be found on the POPCS website. These lists are also available in the school office. Supplies not listed should be kept at home and not be brought to school.

TELEPHONE - It is preferred that parents call the school secretary at (972) 447-0532, (ext. 461 for Preschool – Grade 5; ext. 491 for middle school, ext. 342 for high school) between 7:30 a.m. and 5:00 p.m. in order to report a matter of importance. The fax number for elementary/middle school is (972) 267-4202; the high school fax number is 972-447-9328. Please call the school office before 9:00 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 school office after obtaining written permission from the teacher and office staff.

TEXTBOOKS - The choice of textbooks is made by the faculty and Headmaster on a scheduled basis. All texts are purchased by the school through the registration fees, except High School Advanced Placement texts. The texts are on loan to students and remain the property of the school (except for consumable textbooks). Normal wear is expected. Textbook replacement costs will be the responsibility of the student if a text is inappropriately damaged due to negligence or abuse.

Students will receive both consumable and non-consumable textbooks for use during the school year. **All hardcover textbooks must be covered for the entire year.** Book covers should NOT have an adhesive that sticks to the book's surface. If a student loses or misplaces a book, he or she will be required to pay the cost for a replacement textbook. Fines will also be assessed at the end of the year for a damaged book at the rate of 25 cents per damaged page (up to the replacement cost of the book). Fines are due before the student will receive his/her final report card.

A second set of text books for home use may be purchased. Contact the appropriate principal to obtain these books.

Report Cards may be held and ParentsWeb Accounts deactivated for missing textbooks.

TOILET TRAINING - All children attending Prince of Peace Christian School must be completely toilet trained, except students enrolled in the Early Learning Center. Children must not attend preschool wearing diapers or pull-ups.

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 end of December. 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 Kindergarten 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 ParentsWeb accounts will be deactivated until accounts are brought current. Students will not be allowed to reenroll if tuition and/or fees are delinquent.

TUITION INSURANCE – As stated in the Admissions Policy, “Registration/Enrollment Fees are non-refundable unless the family is not being granted enrollment due to waiting list or other school-determined reason. Tuition, Registration Fees, and Enrollment Fees are non-refundable.” This policy may cause hardship to a family who must withdraw their children due to unforeseen circumstances, such as an unexpected move, job loss, or other reasons. To help safeguard against the loss of tuition that has been paid, POPCS offers Tuition Insurance. Tuition Insurance will cover unused tuition that has been prepaid. It does not cover registration and enrollment fees.

The cost of the insurance will be 10% of the total tuition expense. This fee is payable directly to the school at the time of application. Tuition Insurance must be purchased at time of enrollment.

UNIFORM POLICY – See “**Dress Code**”.

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, POPCS 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:

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.

If requesting classroom observations, please contact the appropriate Principal to make arrangements.

Student visitors must make prior arrangements with the Principal (including lunchtime visits.)

Remain in Fellowship Hall during school hours, so as to not distract students.

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.

WINGS - W.I.N.G.S. is a fee-based program offered to Prince of Peace students for enrichment in grades 1-5. Students in grades 1-4 attend for 2 hours each week and students in grade 5 attend for 3 hours per week. Students are accepted into the WINGS program based upon classroom performance, ITBS achievement scores (95th percentile average), and OLSAT I.Q. scores (125).

WINGS Fees - Prince of Peace Christian School has implemented a fee system for the Enrichment Program in addition to the regular tuition. Those fees are as follows:

WINGS 1-4 = \$900.00 (\$100.00 per month; September through May)

WINGS 5 = \$1125.00 (\$125.00 per month; September through May)

Fees can be prorated for a portion of the year. Non-payment of fees may result in removal of the student from the program.

WITHDRAWAL OF STUDENTS - If a student transfers, the school office must be notified as soon as possible in writing. 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. A time period of at least 24-hours is requested in order for copies to be made. No records will be released until all forms are completed and financial matters are resolved. All school-issued uniforms and curriculum materials must be returned before records are released.

YEARBOOK - Prince of Peace Christian School publishes a yearbook annually 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 spring 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.

THE ZONE (After school care) - This program was designed to give working parents a caring and safe place to leave their children. The Zone provides before and after school care for children who are enrolled students (Preschool-5th Grade) of Prince of Peace Christian School. It is also available during teacher in-service days and some holidays. Before-school care is provided from 7:00 a.m. until 8:15 a.m. and after school care is provided from 3:15 p.m. until 6:00 p.m. Preschool & Kindergarten care is offered when the child is not in the classroom.

Payments: The Zone yearly tuition is based on school days only. This tuition is divided into ten monthly payments and may be paid with the school tuition. Unused Zone fees are refundable.

Days listed on the calendar as Holiday Care will be paid separately at a cost of \$35.00 per full day/ \$20 per half day. Parents will receive notification about upcoming Holiday Care days. The reservation form and the fees must be returned one week before a given holiday. Fees are not refundable or transferable.

Calendar: The Zone operates from the first day of school to the last week of school. See official school calendar for the schedule of the school year. The Zone will be available for select days during the Christmas break. Changes in The Zone calendar are subject to change according to changes in the school calendar. Holiday care fees will apply if changes are made.

The Zone Student Information Form must be on file for each student by the first day of school. Each teacher will have a set for the class and a complete set will be copied for The Zone Director. Please return this card to The Zone Director. Notify The Zone Director of any changes throughout the school year.

If your child is in after-school extracurricular activities, please notify the director of the schedule.

Release of Children: Parents are requested to send a written note to be given to The Zone teacher or The Zone Director if your child will be picked up by someone else or will be leaving the campus after school. During the day, a fax may be sent to the school office at 972-447-0877 to inform The Zone office of changes. Unless notified, children will only be released to people listed on the emergency contact card. Children are to be signed out in The Zone class notebook.

Closing Time and Late Fee: The Zone program ends at 6:00 p.m., according to the school clock. It is the parent's responsibility to make arrangements for the pick up of children. At 5:55 all remaining children will be brought to the Fellowship Hall and classroom doors will be locked. A late fee of \$1.00 per minute will be charged after 6:00 P.M. This

must be paid on that day by cash or check, made payable to Prince of Peace Christian School. Please phone The Zone Director at ext. 465 if you are going to be late so your children will not worry.

Lunch: Hot lunch is not available on the days when school is not in session. Please send a home packed lunch on Holiday Care days, without candy and soda.

Rest time: Preschool students will have an afternoon rest time. Children are required to lie on their mats quietly so as not to disturb children who are sleeping. Children are encouraged to bring a small pillow or blanket for rest time comfort. All personal items need to go home on Friday to be cleaned. Prince of Peace Christian School is not responsible for lost items left at school over the weekend.

Snack: A snack will be provided for preschool children in morning care. An afternoon snack and drink will be provided for all students. Children may finish nutritious lunch items. Candy and soda are not allowed to be consumed in The Zone.

Enter and exit through the designated entrance before and after school.

Discipline: The Zone Teacher is responsible for setting a discipline program for the class. The discipline program will be posted in each classroom.

Other notes: Children will be allowed to change into play clothes after school. Uniforms are not needed on a non-school day; Children may dress comfortably but must wear shoes appropriate for outdoor play. Personal items (toys, roller blades, walkmans, video games) are not to be used in The Zone. IPODs may be used after homework is finished (with appropriate music). Prince of Peace will not be responsible for lost items.

The Zone program will close when school is canceled because of inclement weather. The Zone information will be published on green paper for easier identification.

The Zone program follows all other policies as outlined in this parent handbook.