

# Parent Handbook

2021-2022



Prince of Peace Christian School  
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[www.popchristianschool.com](http://www.popchristianschool.com)



# School Staff

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Kindergarten	Mrs. Arlene Snyder
First Grade	Mrs. Sarah Bennett
First Grade	Ms. Brittani Gomes
Second Grade	Mrs. Erin Dueck
Second Grade	Ms. Karsin Gowdy
Third Grade	Ms. Heidi Blank
Third Grade	Mrs. Ceres Robinson
Fourth Grade	Mrs. Janelle Hopkins
Fourth Grade	Mrs. Cheryl Rawlins
Fifth Grade	Mrs. Abigail DeForest
Fifth Grade	Mr. Joe Smith
Sixth Grade	Mrs. Erin Mansfield
Sixth Grade	Mr. Trevor Sollitt
Seventh Grade	Mrs. Cassia Sollitt
Seventh Grade	Mrs. Lynne Sparling
Eighth Grade	Mr. Peter Berg
Eighth Grade	Mr. Ryan Melcher
P.E. Teacher	Mrs. Alva Valle
Spanish	Mrs. Viviana Sisniegas
Elementary Music	Ms. Marla Stein
Athletics	Mr. Ryan Melcher
Elementary Aide	Ms. Laila Mameesh
Elementary Aide	Ms. Amanda Nickles
Music & Band	Mr. Jake Glennon
<u>Extended Care</u>	<u>Ms. Cierra Leon</u>
School Principal	Mrs. Jennifer Cid
Office Manager	Ms. Tina Stephen
Office Administrator	Mrs. Erin Beckett
Admissions	Mrs. Megan Eddings
Preschool Director	Mrs. Regina Imlach
Senior Pastor	Pastor Tom Zelt
Family Ministry	Mr. Dan Dueck
Music Ministry	Mrs. Cara Berg

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# Introduction

**Prince of Peace Christian School** is an independent school that includes Preschool through Eighth grade. It is a ministry of Prince of Peace Church and under its auspices. While Prince of Peace is an autonomous church, it is a member of a larger federation of churches called the Lutheran Church-Missouri Synod that has always placed a high value on education. LCMS churches operate nearly 1500 Elementary, Junior High, and High Schools, and together we have seven universities and two graduate schools in the Concordia University System. Together this constitutes the second largest private educational system in the world. Prince of Peace joins with 67 other Preschools and Elementary and Secondary Schools that are operated across the Northern California-Nevada-Hawaii region.

**Prince of Peace Lutheran Church** was incorporated in January 1955 and because a Christ-centered education was a high priority, Prince of Peace Christian School opened in 1957, starting with twenty-five students in four grades. The school has grown through the years so that it now serves 450 children, with a preschool licensed for 120 (76 at any one time) and an elementary and middle school with a student population around 350.

# Statement of Faith

**WE BELIEVE** that God deeply loves each person.

**Therefore** we emphasize that each child is of the highest value and should be treated with respect and honor.

**WE BELIEVE** that God desires for us to have a relationship with him,

**Therefore** we seek to foster a genuine spiritual life in the life of each child.

**WE BELIEVE** that God has given us the ultimate revelation of himself to us in the person of Jesus.

**Therefore** we teach the importance of knowing what Jesus taught and did.

**WE BELIEVE** that Jesus died suffering the punishment for the sins of all people and that the gift of forgiveness is received simply by faith in him.

**Therefore** we seek to foster faith in Christ as the only way by which people can have a right relationship with God and be saved eternally.

**WE BELIEVE** that people were created to be in community.

**Therefore** we encourage children to build healthy relationships, making God's love for people part of everyday life.

**WE BELIEVE** that God continues to work in us by his Holy Spirit.

**Therefore** we help children to rely on the Holy Spirit's leading in the everyday activities of learning, relating, and playing.

**WE BELIEVE** that the Bible is the Word of God.

**Therefore** it is the basis of all spiritual instruction at Prince of Peace School. Class time is dedicated each day to direct and intensive instruction in the Word of God.

# Our Mission

Our Mission as a community in partnership with parents is to cultivate students that are Christ-Centered, grace-filled, academically excellent, and personally healthy to impact the world

The school is owned and operated by Prince of Peace Lutheran Church, offering a preschool through grade eight with an excellent academic and Christian education, set in a safe, loving environment.

It is our goal is to equip every student with:

1. Excellent skills and knowledge on the academic disciplines,
2. Reasoning, problem-solving, and critical thinking capabilities,
3. Solid communication skills,
4. Social awareness for interpersonal relationships,
5. A positive self-image,
6. An established and growing relationship with Jesus Christ,
7. Moral and ethical values consistent with the Christian faith, based on the Bible

To accomplish these goals, we strive to create a very strong sense of community as one extended family that fosters close friendships, strives for academic excellence, and provides a diversity of experiences. We rely on Biblical teachings to provide the guidance and expectations for all we do. Micah 6:8 says, "He has showed you, O man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."

The enrollment of your child at Prince of Peace means that you are committed to being part of this community for the development of every child.

Because this is our mission, we have adopted the following **Learner Outcomes (LO's)** which are posted in every classroom.

### **The students at Prince of Peace Christian School strive for a Christ-Centered Foundation**

- Understand they are children of God and know Christ as their Savior
- Love the Lord with all their heart, soul, mind, and strength
- Worship God as the Creator of all
- Practice regular and active prayer
- Act on Biblical truth, not cultural pressure

### **Educational Excellence**

- Seek knowledge
- Think critically and creatively
- Approach challenges with previously learned concepts and strategies
- Demonstrate knowledge and appreciation for fine arts
- Meet and exceed grade level standards and expectations
- Integrate various technology into daily learning and communicating
- Engage in activities to grow the mind and body
- Live a healthy lifestyle caring for mind and body

### **Christ-like Citizenship**

- Show devotion to Christ through words and actions
- Be determined to spread His kingdom as an active citizen in the Tri-City community
- Show care and compassion for peers, school mates, and those in need in our community, country, and the world
- Use gifts and abilities to share the love of Christ with a hurting world



# Accreditation

Prince of Peace School is accredited by the Western Association of Schools and Colleges (WASC) as well as the National Lutheran Schools Accreditation. To maintain this accreditation, we must go through a triennial review and full review every six years.

# School Ministry Team

The purpose of the School Ministry Team (SMT), on behalf of Prince of Peace Church and Schools, is to uphold, carry-out, and advise to ensure that the mission, vision, and goals are accomplished. The team members:

- Serve as advocates for the school ministry, administration, teaching staff, and parent/student body.
- Are visible in the community
- Attend monthly meetings and other special meetings as needed
- Attend school events as SMT representatives
- The team captain, provides representation to the church council and congregation voters' meetings
- Actively participate in annual goal setting and budgeting process
- Know school policy and procedures for support and accountability
- Commit to working on and completing assigned tasks that are goal related and program related

# Curriculum

Prince of Peace School offers curriculum designed for students in kindergarten, elementary, and junior high school. Grade-level benchmarks and curriculum adoption reflect State Standards, Common Core Standards, and the Core Knowledge sequence. Non-core subjects such as Bible, Spanish, Music and Physical Education are incorporated in the weekly education schedule. Curriculum is reviewed based on the adopted and accredited curriculum cycle.

In keeping with the goals of the school, the educational week also incorporates weekly worship and daily devotions. Some subjects are departmentalized to strengthen the curriculum and instruction based on teacher's passions and gifts. The complete Scope and Sequence for every class is available from each teacher or the school office.

## Content Areas by Grade Levels

### Kindergarten

Bible	Reading/Language Arts	Social Studies
Science	Mathematics	Art, Music
Physical Education	Technology	Sign Language Spanish

### First through Fifth Grades

Bible	Social Studies	Reading/Literature
Technology	Art	Physical Education
Music	Mathematics	Science
Language Arts: Handwriting	Writing, Spelling, Grammar	Spanish

### **Sixth, Seventh and Eighth Grade**

Bible	Literature/Reading	Social Studies
Science	Mathematics (Basic, Algebra, & Geometry)	Language Arts: (Writing, Grammar, Spelling)
Geography (World & U.S.)	Leadership	
Physical Education	Spanish	Art
Performance Arts	Health	Technology

Graduates are admitted to high schools in the area on the same basis as those from the public schools. Prince of Peace staff cooperates with public school staffs in matters that concern the welfare of students and the community.

## **Technology**

Each family must sign a Chromebook and Internet agreement and adhere to those policies.

## **Admission & Enrollment**

Prince of Peace Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the

school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, admission policies or other school-administered programs.

## **Enrollment Procedures**

Students are accepted for enrollment in the following order:

1. Children in families currently enrolled
2. Prince of Peace Preschools
3. Children of members of Prince of Peace Lutheran Church who are not currently enrolled
4. All others

**Age requirements:** A child must be five on or before September 1 to enter Kindergarten of that same year. A child must be six on or before December 12 to enter first grade in September of that same year.

**Re-enrollment** for returning students begins in February. Re-enrollment is completed through Gradelink. Re-enrollment applications must be submitted, and re-enrollment fees must be paid before March 1<sup>st</sup> to secure a place in a classroom the upcoming school year.

**Kindergarten** enrollment begins at the end of January. Check with the office or the website for the specific date. Online applications are available on our website. A copy of your child's birth certificate must be uploaded with the application and appropriate fees for testing must be received to secure a place in a classroom. See the enrollment information sheet for details.

**All new students** will be interviewed and assessed for need of further academic testing. Notification of acceptance will be given in a timely manner.

Class size is generally limited to 22 students in Kindergarten and 1<sup>st</sup> Grade. Grades 2–8 are generally limited to 24 students. Some exceptions may apply with Administrative approval.

**All new students** to Prince of Peace are accepted for up to a nine-week evaluation period. During this period, parents, teacher(s), and Principal will evaluate:

1. General adjustment to the class and the school
2. The school's ability to meet student needs
3. Parental involvement and/or support for the learning process
4. Special concerns of either teacher or parent

At any time during the evaluation period, enrollment can be terminated, allowing two weeks for the student to be enrolled in a different school. The decision of the Administration is final.

Acceptance for enrollment for a given year is not an automatic enrollment for the following years; enrollment is based on evaluation from year to year.

## Tuition, Fees & Scholarships

### **Registration, Tuition, and Fees**

All fees are to be paid as outlined in the Student Fee Structure. Full payment made in August by one party can be made with a five percent reduction in tuition unless a needs-based grant has been awarded. All tuition payments and technology fees are handled through FACTS Management. Payments can be spread over nine to twelve months. An email will be sent to you through FACTS Management with instructions to set up a payment plan.

All financial obligations (tuition, fees, and daycare) must be cleared before a child is enrolled for the next school year.

### **Withdrawal**

Because it is our desire to constantly improve our school, families who leave Prince of Peace before the end of the school year will be asked to participate in an exit interview. While the application and registration fees are non-refundable, refunds of prepaid tuition and the technology fees are on the following pro-rated basis: 65% before the second quarter begins, 40% before the second semester begins, 20% before the fourth quarter

begins. No refunds are given after the fourth quarter begins. If on a payment plan, payment for the entire month must be paid if student is enrolled over 5 days into the month. If property damage or personal injury has occurred, records can be withheld until bills have been paid.

## **Grants and Scholarships**

The fellowship of Prince of Peace has a very high commitment to Christian education. While tuition is set based on the actual cost of the education of a student for the academic year, numerous grants and scholarships are available because it is our desire to do everything possible to make available a Christian education for every family who values it for their children. Ninety percent of our students receive financial assistance in various forms and levels.

The grants include:

**The Family Grant** is provided to families with more than one child in school.

**Commitment to Ministry Grants** are available to members of Prince of Peace Church. As a committed member of our fellowship, the use of your abilities, time, service, and regular offerings helps support all of the ministries in which we are involved, including the school. In the same way, others are committed to you and your child's education, and they have committed to providing grants to families from our fellowship.

### **Grants Based on Need**

Several other grants and scholarships based on need are available and can be applied for by completing the financial aid application after the re-enrollment form has been submitted for returning students and once an acceptance letter is received for new students. The financial aid application is submitted online at [www.factsmgt.com](http://www.factsmgt.com) using the guidelines and school code which will be provided by our office. A confidentiality agreement regarding every award must be completed.

It is the parent's responsibility to re-apply each year in Facts Management as part of the re-enrollment process every February.

## **Financial Responsibility**

Prince of Peace Christian School is owned and operated by Prince of Peace Lutheran Church and is supported by the church's general fund as well as by the fees and tuition paid by parents. Tuition is due and payable regardless of additional contributions to the church and/or school. Tuition and other fees for school are not tax deductible.

Anyone experiencing difficulty in meeting tuition should bring the concern directly to the Principal. Any deviation from this policy and procedure must be cleared in writing by the School Ministry Team.

## **Delinquent Payment Policy**

Yearly registration fees are due with the first month's tuition payment. Accounts for tuition and daycare fees must be paid in full each month.

Unless the student's tuition is pre-paid, tuition is due on the 1<sup>st</sup>, 10<sup>th</sup>, or 20<sup>th</sup> of each month depending on the choice the parent(s) made for their payment due date. Payment is considered past due 10 days after the FACTS Management due date chosen. If payment is past due, a notice is sent to the parent(s) by FACTS. If payment is 30 days after either the tuition or daycare due date, a notice is sent to the parent(s) by FACTS. A \$15 late fee is charged for every month the payment is late. If it remains unpaid, 45 days after either the tuition or daycare due date, the Business Manager will notify parent(s), both written and orally, that payment is due, and a copy of this policy will be sent to the parent(s) with the written notification of delinquency. At the discretion of the Business Manager, she can either work with the parent(s) to prepare a plan for repayment that is agreed upon by both parties, documented and signed by both parties, or investigate the opportunity for a scholarship for the student. If tuition or day care fees are in arrears 60 days, the Head of Schools will inform the parent(s) that the student is suspended from either daycare or the school, depending on which account is delinquent, until the bill is paid, unless a documented plan is in place.

All accounts which are not settled within 90 days from the due date will be submitted to a collection agency with collection costs added to the account.

# Church Membership

Prince of Peace Lutheran Church is committed to quality Christian education. The truth of God's Word and His love in Christ should permeate every aspect of a child's development. We hope that every family involved at Prince of Peace School is also involved in Christian fellowship, growing in faith in Christ. What is taught in school every day has greater impact when it is also part of family life. Any family who does not have an active involvement in a church is strongly encouraged to make Prince of Peace their church home.

Parents who wish to know more about the Christian faith or who are considering becoming a member of Prince of Peace Church are invited to the Basics and Second Step Bible Studies. Upon completion of these steps, a family is welcomed into membership and becomes eligible for the Committed to Ministry Grant the following school year.

**Basics classes** are conducted by the pastors of Prince of Peace. This class is a study of the basic teachings of Christianity. These are the convictions from which the teachings and philosophy of our school are established. It is important that families understand these principles and know what their child is being taught. We strongly encourage any parents who have not attended this class to do so. There is no obligation implied or expressed for church membership by attending this class.

## Associate Membership of Prince of Peace School

A Christian Church may choose to become an Associate Member of Prince of Peace School. This accomplishes two purposes: First, it encourages that fellowship to use a Christ-centered education as a tool for discipleship. Second, it allows members of that fellowship to receive



a financial benefit. For more information and the application, please ask for the Associate Membership form in the school office.

## In General

### **School**

We cherish building a strong community. It is important for a healthy community that concerns be addressed in the proper way, so if any of those concerns arise, please address them with the appropriate teacher, staff, or administrator.

The school office is located in building J. Please park in the designated parking area and follow the signs to the office door. Please remember that the school office is a place of business and lengthy personal conversations should be scheduled for other than working hours. The office opens at 7:50 a.m. and closes at 4:00 p.m.

### **Parking Lot**

Safety is an ongoing concern in the parking lot! Please instruct your children in safety precautions like watching for moving cars, staying on the sidewalks, always walking rather than running in the parking lot.

It is important for a healthy community that concerns be addressed in the proper way, so if any of those concerns arise, please address them with the appropriate teacher, staff, or administrator rather than simply talking about it in the parking lot.

### **Starting the Day**

When the children arrive, it is best that they develop their own routine at getting ready, so refrain from doing their responsibilities for them. You will provide for your child a wonderful learning experience if they are responsible for their own homework, putting away their own materials, tending to their own morning tasks. Lunches and jackets have designated places in all classrooms.

Morning time is not a good time to engage the teacher in lengthy conversation. The teacher needs to attend to students and help with their early morning questions, so set an appointment for the end of the day or another time.

## **Extended Care**

K-5 students who are on campus before 7:55 am, 6-8 students who are on campus before 7:45am and K-8 students on campus after 3:15 p.m. need to be in the supervision of Extended Care workers. It is unsafe for your child to be wandering on campus or waiting in unsupervised areas. PLEASE plan for this protection of your child! Extended care provides a snack, a homework room, and scheduled play time.

### Extended Care hours

Before School Care 6:30am-8:15am

After School Care 3:15pm-6:00pm

For more information about POP Extended Care, visit

**[www.popchristianschool.com](http://www.popchristianschool.com)**

## **Animals**

Animals should not be on campus before or after school. Pets may be brought for sharing or special activities only with prior approval from the teacher or Principal and must be checked in at the office. If an animal is brought onto the campus for sharing or special activities, they must be caged or on a leash at all times. Please do not bring pets to the classrooms or office during drop off and pick up.

# **Parent Involvement**

Prince of Peace encourages parental support in school related activities. This promotes a strong school climate as well as assisting in reducing certain costs. Parental service time is a requirement for all families.

Families are required to generate 32 hours of participation time in approved service activities. Single parent families are required to generate 18 hours. As an alternative, parents may elect to satisfy this participation requirement with a cash payment at the rate of \$25 per hour.

To encourage parent participation throughout the year, 16 hours are required for the fall semester (August through January) or 9 hours for a single parent. 16 hours are required for the Spring Semester (February through June) or 8 hours for the single parent. Hours will be tallied at the end of each semester, and you will be billed for unfulfilled hours.

Parent participation hour activities include:

Harvest Festival (Oct. 31)	Office help
Fundraisers	Earthquake Shed / Emergency Supplies
Field Trips	Church Service activities
Workday	SCRIP sales / service
Hot lunch program	Ground maintenance
Class party assistance	Athletic assistance
Teacher helper	Athletic Snack bar service
Computer service	Plays / musical assistance
Track meet	Room parent
Playground Supervisor at noon recess (11:45 am-12:45 pm)	Workdays /Facility care
Photography	Food items for major events
Clothes Closet	Lost and Found
Bookfair	Living Nativity

All parents and volunteers must bring a Driver's License or Photo ID and check in with the office to receive a visitor's badge to be on campus.

## **SCRIP**

SCRIP is a fund-raising effort that takes advantage of your regular shopping. SCRIP can be purchased at the school office and used to pay for many regular items you generally purchase such as groceries, hardware, lunches, etc. Every \$100 spent in the SCRIP program qualifies you for 30 minutes of Parent Participation hours. A percentage of what you spend is returned to Prince of Peace from the retailer. It costs you nothing!

# Extra-Curricular Activities

## **Athletics**

Boys and girls in Grades 6-8 are eligible for after school athletics. As members of the Bay Area Christian Schools Athletic League, our students compete regularly with other Christian Schools in the Bay Area. Young Athletes learn the fundamentals of the sport and a Christian perspective on athletics and personal fitness.

Fall	Girls Softball, Boys Flag Football, Cross Country
Winter	Girls and Boys Basketball
Spring	Girls and Boys Soccer and Volleyball

Emphasis is placed on skill and sportsmanship improvement, and increased competition in preparation for high school sports.

Some years, 5<sup>th</sup> grade players may have the opportunity to play up with the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders during their season.

Our coaches and assistant coaches comply with Prince of Peace's Athletic Handbook for "Responsibilities of Coaches", by being witnesses for Christ through the interaction that takes place between players, coaches, and officials at practices and games.

We emphasize communication between coaches (and their staff) and students/parents. It is important that students and parents know what to expect from the school and the coaching staff. To participate both parents and students will be required to read and sign the athletic contract. Coaches are expected to conduct an initial parent/student meeting to:

1. Articulate goals and/or objectives for the sport-specific season.
2. State the level of competitive play.
3. Define specific rules for players' participation after periods of absence from school and required practices.
4. Expectations of parents as representatives of Prince of Peace Christian School and their children.

## **Eligibility for Participation**

While all students are encouraged to participate in extra-curricular activities, participation is a privilege that is earned by maintaining a satisfactory grade point average. Therefore, eligibility for extra-curricular activities will be determined on the Friday closest to the 1<sup>st</sup> and 15<sup>th</sup> of each month for grades 6-8, and at mid-quarter reports and quarter report cards for grade 5. Students must maintain a 2.0 (2 Ds and no Fs) grade point average at the time of the reports to be eligible. When grades are restored at the next evaluation period, students may return to the extra-curricular activity at the discretion of their coach or interest group leader. A plan of action will be created for students who do not restore their grade point average at the time of the next grade check.

## **Worship**

Worship is important to the child of God. Chapel is held every Friday at 8:30 a.m., every morning during Holy Week, and on other special occasions. All students not only participate, but also play roles as the leadership of chapels rotates between classes. Parents are welcome to attend!

Students are invited to share their resources with a chapel offering each Friday morning. The money is dedicated to community and world needs.

## Sunday Worship

When a person recognizes God's great gift of forgiveness and salvation in Jesus Christ, there is a desire to gather with other believers to hear God's Word, encourage each other, and respond in praise. Everyone is encouraged to worship with all of God's people on Sunday morning at Prince of Peace if you do not have another spiritual home. Periodically your child's class may play a role in leading or singing on a Sunday morning worship service.

Traditional Worship            8:30 a.m.

Bible Study/Kids Kount       9:45 a.m.

Praise and Worship            11:00 a.m. (with a praise band)

W.A.M. (Worship and More) is offered to children in grades preschool - 4) during the 11:00 am service.

Kids Kount is an age-appropriate opportunity for children ages 4 through Grade 6 to learn about God during the Bible Study Hour.

## Field Trips

Field trips coordinate with classroom objectives and seasonal events. Permission slips for the trips must be on file with the teacher before the child can participate on a field trip. **All fees** for planned field trips are collected with the first month's tuition through FACTS Management, this does not include chaperone fees which will be collected in the school office.

Field trips are considered a privilege and that privilege can be forfeited by failing to meet academic or behavioral requirements. The teacher or Principal, with fair warning, can revoke the privilege of a field trip as a part of discipline action. All in-school rules apply on all field trips.

Students will begin and end the school day on school campus in the event that a fieldtrip runs shorter than the hours of the school day.

A Student must stay in his/her assigned car for the entirety of the field trip.

Parents are expected to have Christ-centered interaction with students. Please use discretion when using smartphones, DVD players, and any other technological devices. Parents are encouraged to refrain from using those items while on the field trip.

Siblings may not attend a class field trip. Likewise, students cannot accompany a parent driver if they are in a different grade from the grade attending the field trip. Drivers must be open to taking multiple children in their car to assist the teacher and to help build student community. Stopping for food, treats, and other items not on the field trip itinerary is not allowed. Cars must be fueled up before arriving to drive on the trip.

Field trips outside the Tri-City area have a ratio of one parent for every three children in Grades K-3 whenever possible. Drivers' forms verifying insurance coverage, current driver's license, car license, and safety belts are mandatory. Any adult suspected of substance abuse will not be allowed to transport or accompany students.

According to the California Vehicle Code Section 27360 – 27368, no drivers, parent, or guardian, shall transport on a highway any child in a motor vehicle, as defined in Section 27315, without providing and properly securing the child in a child passenger restraint system meeting applicable federal motor vehicle safety standards unless the child is at least one of the following:

**California Law (Effective 01/01/2012):**

Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363)

## School Communication

The best way to learn about school activities is through the regular updates from the Principal, weekly Classroom Newsletters and folders, the School Web Site ([popchristianschool.com](http://popchristianschool.com)), and information provided from specific departments or committees.

The teachers, staff, and Principal plan these communications to keep you current on upcoming events and classroom activities as well as assignments. Your child is responsible for transporting any paper copies that may be sent home via the backpack. Always ask a Prince of Peace staff member if you are unclear about anything.

## Lunch Program

Prince of Peace works with ChoiceLunch to provide hot and nutritious lunches each full day of school. Families can create an account, order lunches, and pay for meals at [choicelunch.com](http://choicelunch.com).

## Lost and Found

Lost and found items are collected in tubs located near the flagpole and the playground near room 1. Items not claimed after a period of time will be given to charity. Please put your child's name on EVERYTHING he/she



wears to school...ESPECIALLY sweatshirts and jackets. Students in Grades 5-8 are also responsible for identifying PE uniforms.

If personal property is lost, stolen or damaged while at school we will assist in finding the property, but we cannot be responsible for replacing personal items. It is better if items of value are not brought to school.

## School Safety

The safety of our students, staff, and parents is of the highest priority. For that reason, any student, staff, or parent who threatens another will be dealt with strongly. Students who make threats that would put other students in danger will be immediately removed from the class setting and isolated in the Principal's office. The Principal will use disciplinary measures that can include:

1. Talking with the student about the severity of verbal threats,
2. Involving the police,
3. Requesting parents to come for consultation,
4. In-house suspensions from class until the Principal is confident it is safe for the child to return,
5. Suspending the student if evidence warrants a real and present threat and follow the School Ministry Team procedure to expelling a student,
6. Notifying the authorities of indicators of violence or threatening acts,
7. Calling for immediate police protection (911).

Christian judgment relative to the child's age, previous history, mental and psychological state, and the severity of the statements will be used at all times. Sensitivity and confidential counseling regarding student behaviors will be a priority at all times.

## Traffic Rules

1. Enter and leave the campus using the appropriate driveway as indicated on the Traffic Pattern Map.
2. Park and walk your child/children to class or drop off your child at the designated drop-off spot/circle area.
3. Parking before, during, or after school hours will be in the lot near the church building.
4. The driveway located near the gym is for the use of the Preschool only.
5. The circle is for drop off or pick up traffic ONLY. Please do not park there and wait for your child.

Please be sure to inform individuals who may occasionally drive for you of this traffic pattern. Thank you!

Scooters and skateboards must be checked in with the classroom teacher if brought onto the school property.



## **Parents and Visitors**

Must report to the school office before being on campus. A driver's license or photo ID is required to sign-in and sign-out of Raptor, our visitor security system, located in the school office. All non-staff persons must wear a "Visitor" badge on the outside of any shirt or jacket while on campus.

If you have items to leave for your child after classes have begun, please leave them in the school office rather than walk to the classroom yourself. We will make sure your child receives them.

Anyone on campus without a badge will be stopped and sent to the school office.

## **Playground Safety**

Rules will be posted in every classroom and in the playground area. Teachers and playground supervisors are used both for the children's safety and to utilize play opportunities to develop teamwork and Christ-centered conflict resolution skills. Please remind your children that school rules are for their safety and security.

### **POP Playground Expectations**

- Show respect for all teachers and adults on duty.
- Don't hurt anybody on the inside or the outside.
- Use playground equipment and areas appropriately.

### **Play Structure Area:**

- Tan bark is there for our safety. It should be left spread out and not played with.
- Slide down the slide, one at a time.
- No running up the slide.
- Children may hang from the monkey bars, but not climb on top or skip bars.
- Students may use the blue spinning wheels if they can reach them on their own from the platform. Only one at a time on each wheel.
- Kindergarten age children play on the playground with the slides.

### Restroom:

- You may use the restroom after you have permission from the adult on duty.

### These choices are not allowed:

- Play fighting
- Throwing balls at other children (Dodge Ball, Gauntlet, Kick Ball- students cannot not throw the ball, hitting the other student to tag them out, etc.)
- People trains on the curvy bars
- No assisted spinning on the bars (pulling, pushing, etc.)
- Eating on the playground (except in sidewalk areas designated by teachers)

### General reminders:

- Keep your hands and feet to yourself
- Only provided or approved equipment to be used on the playground
- Avoid puddles and muddy areas on rainy days
- Nature should be left alone. This includes acorns, sticks, flowers, and the dirt.
- Games in progress have priority to stay in that place. Only one game/activity can be played in each area. (I.E. If children are playing basketball, other children cannot play kickball on the same court.)
- The light pole and picnic table on the playground are not to be stood upon.

## **Emergency Procedures**

Fire and Emergency Drills are conducted on a monthly and quarterly basis for all classrooms. A complete teachers' manual for emergency procedures is in each classroom and teachers are instructed in specific procedures.

Earthquake kits are provided and stored by the school for each student.

First Aid and CPR Training are required for each staff person at Prince of Peace. Emergency supplies and classroom First Aid packs are updated yearly.

## **State of Emergency**

In the event of a state of emergency (natural disaster, pandemic, but not limited to) we are required to follow all State, CDC and CAL/OSHA guidelines. All communication in regard to guidelines and procedures will come from the school office and be posted on the school website as soon as information is available.

## **COVID Safety Protocols**

Families must complete the self-screening checklist everyday before attending school. After travel, families must complete a “Return to Campus” form that must be signed by the Principal before the student returns to class. Families must adhere to the safety protocols and procedures implemented by the school in accordance with the CDC, State, and CAL/OSHA recommendations and regulations.

## **Communications & Concerns**

The staff, School Ministry Team, and faculty at Prince of Peace believe in open and active communication. We know that good, healthy, two-way communication is often the best cure for misunderstandings, confusion, or problems. The Bible gives specific directives addressing concerns with others and places the highest priority on doing so with love, patience, and in a manner that protects and supports another’s

reputation. For this reason, consistent with God's Word, the first step in addressing conflict is to talk person to person.

## **Parent Concern Process**

The Prince of Peace School Ministry Team is committed to supporting parents in their efforts to provide their children with an excellent education which meets academic, spiritual, and physical needs.

The School Ministry Team is committed to addressing parent/guardian concerns about the education of their children in an efficient and effective manner. Every reasonable effort will be made to resolve issues brought to the attention of the Staff, Administration, Senior Pastor and School Ministry Team.

The "Parent Concern Process" is intended to describe for parents the process which they are encouraged to follow when they have a concern about the education of their children. Concerns related to classroom activities, procedures, programs (e.g. homework assignments, learning difficulties) should be discussed with the teacher first before escalating to the Principal.

### **Concerns about Educational Policy, Practice and Procedures:**

1. First, contact the teacher.
2. For ongoing concerns, contact the teacher or school office to leave a message with the teacher to make an appointment. This message should contain the concern and purpose of the appointment. This will allow the teacher to investigate the concern before the appointment and start the brainstorming process for a solution. A 'Plan of Action' that is agreed to by the parent and teacher will be documented and implemented.
3. If the parent-teacher discussion does not resolve the concern, email the Principal or call the school office to schedule a meeting. This should also contain the reason for scheduling a meeting. This will allow the Principal to investigate the concern. A 'Plan of Action' that is agreed upon by the parent and Principle will be documented and implemented.
4. If the Principal conference does not resolve the concern, at the discretion of the Principal, or if either parent or teacher decides to appeal the Principal's decision, the parent or teacher may elect to

bring the concern to the Head of Schools. Should a meeting with the Head of Schools still not resolve the issue, the parent or the Head of Schools may elect to take the matter to the School Ministry Team. Prior to attending a School Ministry Team meeting, the parent or teacher must contact a member of the School Ministry Team to have the concern added to the agenda. The 'Plan of Action' that is determined will be documented and implemented.

Regardless of the nature of the concern, it is important to keep in mind that the focus of the discussion or the meeting is on problem-solving. The most effective problem-solving discussions are those in which a priority is placed on meeting the needs of the child rather than trying to find someone to blame for the problem. The outcome of an effective problem-solving discussion or meeting is a plan of action designed to solve the problem or address the issue in a timely manner.

## Discipline Procedures

### **Discipline**

Our goal is to help children grow and develop in every way. Part of that growth comes through fair, loving, and consistent discipline. Furthermore, discipline is necessary to ensure safety, foster a good learning environment, teach healthy lifelong habits, insure a climate of respect, and learn to honor God even in conflict.

To these ends, the Prince of Peace staff pledges itself to fair, relational and consistent enforcement of school procedures and rules, respecting, encouraging, and directing students in their growth in self-discipline. We will seek to help students be aware of their relationship with Jesus and God's will as we address discipline issues.

*To these ends, Prince of Peace students pledge themselves to:*

1. Obeying the rules established by the teachers,
2. Respecting and encouraging one another as well as teachers,

3. Participating in school activities with positive Christ-like attitudes and behaviors.

Prince of Peace is a Love and Logic school desiring to work with students helping them take ownership for their choices and actions. Love and Logic follows natural consequences and takes the stress out of classroom management. As a school, we understand that each child is a unique creation of God and should be treated in a way that is supportive, respectful, and allows students to learn and grow understanding the full love and grace of God. With that said, there are expectations and standards of student behavior that all students are asked to adhere to. It is the responsibility of the parents and the teachers to make sure the students understand these expectations.

Each teacher creates a classroom management plan which provides their classroom expectations for the students. Classroom management plans are generally the first step in addressing poor choices. Teachers follow the Behavior Expectations of Prince of Peace Christian School when creating their management plans and follow policy noted in the Parent/Student Handbook. The Principal is responsible for the oversight of student discipline, teacher accountability, and policy enforcement.

## **Behavior Expectation of Students**

1. Honor others as people God loves and who are created in his image.
2. You may hurt no one on the inside or on the outside, physically or emotionally.
3. Show respect to everyone, especially to those whom God has placed in positions of care and authority over you.
4. Obey the rules established by your teacher in the classroom and those established overall for school safety.

## **Detention Notices**

When there are recurring poor behavior choices by a student or such action that may deem immediate consequence, a detention slip can be given requiring that a detention period be served.



Parents will receive a 24-hour notice before detention is served. Parents are responsible for students to report to detention even if the detention causes an inconvenience. After school detention is from 3:15–4:15pm. If a detention is not served further disciplinary action may occur.

## **Discipline Notices**

Upon the discretion of the teacher or the Administration, after numerous warnings and attempts to curb negative behavior, a discipline notice can be issued. These can be given for the following reasons: documented reports of repeated minor offenses, accumulated detention notes, dress code violations, unkind words, inconsiderate or defiant behavior, physical harm, mean attitudes, uncooperative behaviors, or negative interactions will result in a Discipline Notice.

This notice is sent home for a parent signature and is due the following school day. Parents will also be notified by phone or email. A parent/teacher conference may be scheduled after the first discipline notice has been issued. The student is to be present for this conference.

When a second Discipline Notice is issued within 30 days, the student with parents will meet with the Principal to determine a suitable course of action to insure corrective behavior. A Behavioral Contract may be created at this time.

When a third Discipline Notice is issued, the student will be suspended for the following school day. Details of the suspension will be determined by the Principal. Consultation with parents will follow the Notice. (No make-up work).

When a fourth Discipline Notice is issued, the child may be expelled. The Principal will consult with the parents for an exit interview.

## **IMMEDIATE Suspension or Expulsion**

The following actions are considered more serious and may result in an immediate suspension or expulsion. During a suspension, missed work, assignments and tests cannot be made up.

1. Smoking or having tobacco in possession
2. Using or having illegal drugs in possession
3. Possessing weapons intended for inflicting bodily harm
4. Violent behavior – intentional hitting, punching, kicking, and biting.
5. Flagrant disregard for school rules
6. Blatant disrespect for school authority
7. Threatening statements of bodily harm
8. Other action deemed inappropriate by Administration
9. Sexual harassment

## **Sexual Harassment & Harassment**

Is defined as “any unwelcome sexual advances, request for sexual favors, and other verbal or physical contact of a sexual nature.” Such actions could include:

Name calling; comments about a person’s anatomy, clothing, looks or reputation; telling dirty jokes; circulating pornography or obscene drawings; offensive touch–pinching, grabbing; brushing another’s clothes; making unwelcome or inappropriate physical contact; invading another’s personal space; cornering or blocking a person from leaving an area; drawing graffiti that denigrates an individual; leaving love notes or unwanted notes; inappropriate gesturing with hands or body; spoken or unspoken innuendoes.

It is the policy of Prince of Peace School to provide an environment that is free from discrimination and harassment. Programs and activities shall be free from discrimination including harassment with respect to actual or perceived ethnic group, gender, race ancestry or national origin. Harassment is unacceptable. Penalties for engaging in any kind of harassment may range from counseling, reprimand, suspension, and/or expulsion. This policy includes all relationships: Student to student, adult to adult, student to adult, and adult to student.

## **Other**

- Vandalism, or the defacing, destruction, or altering, either school property or another student's property is not allowed. Disciplinary action will be determined by the administration in relation to the vandalism.
- Students are not to chew gum during the school day.

# **School Uniform Policy and Dress Code**

## **School Uniform Policy**

The way students dress reflects the work of education as well as the values of neatness and appropriateness. All students are required to dress according to the school uniform as outlined on the Lands End website. Our school number is 900054792. Items may be purchased at other retail stores, but the style must match the Lands End models.

Do not assume because you shop in a "uniform department" or in the Land's End catalog that all those items are acceptable in our uniform. Example: cargo pants, crop pants, or jean pants are not in our uniform. Do not purchase "just any khaki or navy pants." Please be careful to use Lands End website to guide your choices! You may, however, shop at any of these places: Target, Kohl's, Old Navy, Walmart and Lands End. The "French Toast" brand is also acceptable. Uniforms purchased at any of the above listed stores must model the Lands End approved styles.

School uniform is an acceptable style of dress and should not be a point requiring teachers to monitor or discipline. The reason we have a school uniform is to allow students to focus more completely on the school's purpose without the distraction of style, economic advantages, or the latest fad. Parental support in this area is important!! You are your child's first monitor in the morning. Please help us set the standard so that teachers are free of monitoring uniforms!

**It is the responsibility of the parent/guardian** to ensure that their child is properly and cleanly dressed for the school day. If a student is not in proper dress, parents will be notified, and the student will be sent to the office until arrangements are made providing the student proper dress for the day. The student will be kept in the school office until clothing arrives and will be marked absent from class until clothing arrives.

## **Clothing Standards:**

**Shirts:** Polo shirts, turtleneck, short or long sleeve with or without POP logo in the following colors: white, light pink, red, navy blue, or black.

**Pants/shorts (boys and girls):** Solid khaki, navy, or black uniform. (No denim)

**Skirts/skorts/jumpers/capris (girls):** Solid khaki, navy, or black uniform.

**Sweatshirts:** Prince of Peace sweatshirts, approved Land's End/with POP logo.

**Cardigan Sweaters:** Hoodless solid white, light pink, red, navy blue, or black. Available through Lands End.

**Jackets:** Full or half zip fleeces with POP logo black, red, or navy blue. Available from Lands End. POP approved athletic jackets

**Shoes:** Shoes must provide adequate support and functionality for recess and gym. Closed toe and closed heel shoes are required for the sake of safety. No slip-on shoes are permitted on PE days; shoes should tie, buckle or Velcro securely. **Boots** (all types), clogs, Crocks, "heelies" or "wheelies" are **not permitted**.

**Socks:** crew, ankle, knee high or tights must be worn at all times. Acceptable colors: solid white, black, navy, and light pink.

**Leggings:** may be worn under jumpers, skirts, and skorts, but cannot be worn alone. They must be plain with no frills and cover to the ankle. Acceptable colors are black, navy, and white.

**PE Uniform:** (5-8 grade) POP grey shirt with school logo and solid black shorts with school logo are available for purchase in the school office. Socks must be solid white or black, and athletic shoes that tie are required.

**Please Note:**

- There are no “cargo” style pockets allowed on the pant legs of shorts or pants. Note the length of the shorts in the Lands End website.
- Layering short sleeved polo’s over long-sleeved shirts is not school uniform.
- Please put names in all uniform pieces!
- Students must take off sweatshirts and jackets when the temperature is 80 degrees, for health and wellness purposes.

**Free or Special Dress Days**

During the year, there will be special days that allow students to wear free dress or special dress. On free dress days, students can wear jeans, shorts, t-shirts, and other non- uniform items. Please make sure that clothing is appropriate for POP- no baggy, saggy, tight, torn, ripped, or revealing clothing.

Please also make sure that any images are appropriate for a Christian setting and do not distract from the learning environment.

On special dress days, information will be sent home to give specific details of the special dress day.

**Dress Code Standards**

1. All uniform items must be size–appropriate to the child’s body.
2. Pants must be worn at the natural beltline.
3. Skirts, shorts, jumpers, and skorts are not to be more than 3” above the knee line.
4. Light make–up for girls in grades 7–8 is acceptable.

5. All non-POP outer wear i.e. jackets, coats, and sweaters, must be either stored in lockers or hung in the classroom except during recess when they are allowed.
6. Hair on both boys and girls is to be well groomed and both eyes should be visible. Boys' hair is to be no longer than collar length.
7. Clothing items and accessories that become distracting to the learning environment are not allowed. Example: shoes and hair accessories

**Not Permitted:**

1. Hats or bandanas in the classroom (unless it is a cultural trait)
2. Clothing with rips or tears
3. Extreme hairstyles, including bleached and/or colored hair or shaved heads.
4. Any body piercing (girls may have a single pierced earring, small hoops or studs in the ear)
5. Earrings on boys
6. Dirty clothing

Since our children grow so fast, we maintain a clothes closet that can be used to shop for replacement items!

## Health Services

### **Managing Life Threatening Allergies in School**

Students with life-threatening allergies need to be safe in a world outside their own home; therefore, the following guidelines will govern Prince of Peace Christian School students with those allergies.

**Parents will provide the following:**

1. Licensed provider documentation of the life-threatening allergy
2. Licensed provider order for epinephrine by auto-injector as well as other medications as needed. (Annual renewal)
3. Parent's signed consent to administer all medications

4. A minimum of two current EpiPens (1 to be kept in the office & 1 to be kept in the classroom)
5. Description of the student's warning signs
6. Description of need for support for the student, including an Allergy Action Plan
7. Name/telephone number of primary care provider and allergist
8. Emergency contact information
9. Interest in orientating others in the student's classroom

**The school will be responsible for:**

1. Educating all staff, including regular volunteers about risks
2. Provide training for staff in use of allergy medications, including the EpiPens
3. Classroom management for students with severe allergies including:
  - No sharing food policy
  - Rewards of non-food items
  - Restricted food eaten outside the classroom
  - Accommodation for students with food allergies
  - Proper hand washing before and after eating
  - Monitor the presence of classroom animals
  - A "peanut -free/or other life-threatening allergen-free table for eating lunch, washed with soap and water
  - Information about student's allergies in the classroom (Allergy Action Plan)
  - Substitute teacher notice attached to substitute's notes
  - A plan for field trips in place
    - Cell phone
    - Medications + EpiPen
    - Emergency card information
    - Hand wipes to use after eating
    - Invitation for student at risk's parents to accompany you
4. A response plan to emergencies.

The students will take age-appropriate responsibility for their life-threatening allergy, taking more responsibility as they get older and are

developmentally ready to accept that responsibility. Students will wear medical alert identification bracelets if recommended by the doctor.

## Prescription Medicines

In the interest of good order and legality under the California Education Code, Chapter 9, Paragraph 49423, the following rules apply:

1. A student who is required to take prescription medication from a licensed physician during the school day, may be assisted by the school staff if the office receives:
  - A. A written statement from the physician detailing the method, amount, and time schedules for the medication, and
  - B. A Medication Authorization form must be filled out by the student's parent or guardian giving permission for Prince of Peace staff to administer any medication (includes prescription and over the counter). Forms are in the school office.
  
2. A student who is taking non-prescription, patented medication will receive school assistance when the office receives:
  - A. Medication is provided in clearly marked containers with the child's name, amount, and time schedules for the medicine, and
  - B. A written statement from the student's parents or guardian giving permission for Prince of Peace staff to administer the medication. \*Forms are in the school office.

**Any medication that is taken at school needs to be kept and taken in the office. All medications must be in their original packaging with labels and instructions from the pharmacy or doctor.**

## First Aid

All of our staff is certified in CPR and basic First Aid. Common playground injuries (scrapes and abrasions) will be treated according to First Aid guidelines.



## **Emergency First Aid**

Will be given in the case of possible head injuries, broken bones, sprains and strains. Parents will be contacted immediately and, if necessary, emergency services will be summoned.

## **Illness**

As required by law, parents must keep a student home if the child has a communicable illness. We encourage you to consult with a physician regarding the time period that your child might be contagious. If your child has a communicable illness, please notify the school immediately.

A child must be kept home, or will be sent home, if any of the following symptoms are evident, until the child is well enough and is not contagious:

1. Fever, defined as having a temperature of 100° Fahrenheit or higher.
2. A child must be free of a fever 24 hours before returning to school. This means the child is fever-free without the aid of fever reducing medication.
3. Vomiting- a child must not vomit for 24 hours before returning to school
4. Rash with fever or behavioral change.
5. Pink eye with discharge of white or yellow, may be accompanied by crusts in the corner of the eye.
6. Itching that may be extreme, on the head or body, noticeable mite, lice, or other infestation.

If a child has received any of the following diagnoses from a health care provider, they must remain at home until treated and/or are no longer contagious:

1. Infectious conjunctivitis (pink eye)—until 24 hours after treatment has begun
2. Scabies, head lice, or other infestation—until 24 hours after treatment and child is free from nits
3. Impetigo—until 24 hours after treatment is begun
4. Other communicable illnesses as determined by the physician and/or department of public health

If a child complains of not feeling well while at school, the child will be sent to the school office.

1. The secretary will take the child's temperature and ask him/her to stay for up to 30 minutes of observation. If a fever is present, or other symptoms noted, the secretary will call the parents. If no fever is present, and there are no other presenting symptoms, the child will return to class.
2. If there is no fever and no other symptoms but the child continues to complain after 30 minutes, the secretary will call the child's parents.
3. While at home if there are obvious symptoms such as fever, vomiting, undetermined rash, the child should be free from symptoms for 24 hours without medications before returning to school.

## **Immunization Requirements**

The state of California requires all incoming school children to receive a health screening within 18 months of entering first grade. Prince of Peace requires that children have a health screening prior to entering Kindergarten. You will receive this form in your registration materials. The following immunizations are required:

1. **Polio** – OPV – 4 doses /or/ 3 doses if one was given after the child's 2<sup>nd</sup> birthday.
2. **Diphtheria, Tetanus, Pertussis** (DTP/DTaP/DT/Td3) – 4 or more doses, /or/ one more does if the last was given before the child's 2<sup>nd</sup> birthday. After the 7<sup>th</sup> birthday, at least three doses are needed, but one must be on or after the 2<sup>nd</sup> birthday.
3. **Measles, Rubella, Mumps** (MMR4) – 1 dose, on or after the child's 1<sup>st</sup> birthday. A second dose is recommended.
4. **Hepatitis B** – 3 doses for K – 3rd grade as well as 7th grade
5. **Chicken Pox** (Varicella) – 2 doses – 2<sup>nd</sup> dose must be given within 4 months of the 1<sup>st</sup> dose.

## **Health Habits**

Teaching good health habits at home will help provide a healthy school environment. These should include:

- Wash hands before eating, after blowing your nose, and after using the bathroom.
- Cover your mouth when coughing.
- Use courtesy and privacy in the bathroom. Be sure to flush!
- Do not leave food exposed.
- Students should not share personal items like brushes, combs, lip balm, hats, and other similar items.
- Keep hair clean. If a student is found to have lice, they must be picked up immediately and may not return school until lice and nit free. Frequent checks by the classroom teacher or school office will occur to ensure that the child is still free of nits and lice avoiding spread to other students.

## Attendance

Prompt and regular attendance is essential for maximum educational results. Therefore, consistent, regular, and on time attendance is important.

Visits to the doctor or dentist should be scheduled at times other than school hours when at all possible. Please notify POP as soon as possible if the child must be out of class for these purposes. Please use the sign-out procedure in the school office when you take your child to medical or dental appointments. If your child is sick or will not be at school, please contact the school office for our record keeping.

### **School Day**

Junior high classrooms open at 7:55 a.m.

Instruction begins at 8:00 a.m. for Grades 6–8

All K-5 classes open at 8:00 a.m.

Instruction begins at 8:15 a.m. for Grades K–5

Students who arrive before these designated times are required to be in Extended Care. Students who stay on campus without a planned activity

after 3:15 p.m. are required to be in Extended Care. For their own safety and for our liability, unsupervised students – even those “just waiting for a ride” – will be sent to Extended Care after **3:15 p.m.** and parents will be charged accordingly each month.

## **Absences**

Please call the school office when you become aware that your child will be absent for the day. The office opens each morning at 7:50 a.m.

### **What is absent?**

Students who arrive after 10 a.m. and students who leave school before 2 p.m. are half-day absent. Necessary medical appointments or high school shadow days may be exceptions.

\*Students who leave early or are absent for high school shadow days, are allowed 3 excused shadow days.

### **What is tardy?**

Students who arrive in the classroom after 8:15 a.m. (Gr. K–5) or 8:00 a.m. (Gr. 6–8) are tardy. The child must report to the school office for a tardy slip before going to the classroom.

### **Excused tardies**

May be given for medical reasons, dental appointments, or other extenuating circumstances. Please return with a medical or dental release form. All others will be considered unexcused tardies.

Repeated tardies creates an unhealthy learning environment and affects the entire class. Starting class late also puts the students at a disadvantage of being prepared for class. To help them and their classmates be successful each day, it is important that students be on time each day. After 5 tardies a quarter, a written discipline note will be sent home from the teacher. The note may be placed in the child’s file. If 10 tardies are earned, a formal meeting with the parents, the teacher, and administration will take place to create a plan to correct tardiness.

### **Long absences**

Long absences (over three days) must be reported to the School Office and a doctor’s note must be presented when the child returns if out ill. If a child is out ill, they will have 1 day for each missed day to make up

missed class and homework, unless other arrangements have been made by the teacher or school administration. Contact the teacher or the Principal of extenuating medical circumstances requiring repeated tardies and/or absences.

Should absences accrue to more than 10 school days, a meeting with the school administration is necessary. Grade level retention or loss of enrollment may result in excessive absences or long absences without proper documentation.

In order to receive a perfect attendance award at the end of the year, a child must have attended each day of school. An allowance of two excused tardies is allowed to receive the certificate.

Children missing school for travel or extended periods must notify the school 2 weeks in advance of their trip. Teachers will put together what work they can if requested prior to the child's last day in class. Depending on the absence, the child will be given a reasonable amount of time to make up any work missed. This is worked out with the teacher.

## **Leaving School Early**

It is necessary from time to time, for a student to leave school before the end of the school day. When that is required, please:

1. Contact the office as soon as possible to notify us that a child will be leaving early.
2. When you come to pick up your child, please go to the school office and not the classroom. Your child's teacher will be notified, and the child will be sent to the office to meet you. Teachers release students only if they have been notified by the school office.
3. Upon return to campus, bring the child to the school office. The child will be given a return-to-class slip to take to the classroom.
4. Early pick-up after 2:45 p.m. is strongly discouraged due to the increased traffic in the school office.

Following these procedures is for everyone's safety and security. Please help us keep everyone safe!

## Communicating with Your Child

In cases of emergency, please call the school office.

During the instructional day, no phone calls will be forwarded to the teacher. To leave a message for your child, call the school office. To communicate with your child's teacher, you may:

- Email them
- Call the school office and leave a voice message for them.
- Write a note to be placed in a teacher's mailbox.

Students do have emergency access to school telephones with their teacher's permission.

Cell phones must be turned off and stored in the classroom phone boxes between 7:50 a.m. and 3:00 p.m. Cell phone rules remain the same while students are in Extended Care. Students abusing this rule will have their phones taken and stored in the Principal's office until claimed by a parent. Further abuse will result in loss of cell phone privileges.

- Teachers may claim cell phones at any time during the day.
- Forgotten items that need to be delivered to students must be brought to the school office. Please do not go directly to the classrooms. Students may check in the office during a recess time if they are expecting items from home.

\*\*Please note that to minimize class disruption, class schedules will be taken in account when notifying teachers of items in the office.

## Grading and Homework

### Grading

Tomorrow's learning is predicated on today's learning. For that reason, it is our practice to have a prompt turn-around of all homework, evaluated in such a way as to foster learning. While most grading is objective, some

evaluation requires the subjective opinion of the teacher (e.g., class participation, effort, creative writing) and any concerns should be addressed to the teacher.

**Ongoing Monitoring and regular Progress Reports:** will be available online from your child’s teacher for students in Grades 5–8.

**Mid Quarter Grades** in written form will be issued in grades 3-4. Grades 5-8 will have their mid-quarter grades available on-line.

**Report Cards** are issued at the end of each quarter, they are posted to your students account online in Gradelink for quarters 1-3 and mailed home for the 4<sup>th</sup> quarter.

**Parent Conferences** are scheduled in the fall and any time a parent or a teacher deems them necessary.

### **Grading System**

<u>Letter Grade</u>	<u>%</u>	<u>GPA</u>
A	92-100	4.0
A-	90-91	3.7
B+	88-89	3.3
B	82-87	3.0
B-	80-81	2.7
C+	78-79	2.3
C	72-77	2.0
C-	70-71	1.7
D+	68-69	1.3
D	62-67	1.0
D-	60-61	0.7
F	59-below	0

### **Recognition**

Students in Grades 5–8 are recognized for academic achievement with the following certificates noting the high quality of their work:

Principal’s List 4.0–3.8

Honor Roll 3.79–3.5

Honorable Mention 3.49–3.0

Students on the Principal's List and/or Honor Roll for four quarters are awarded a pin. Students on the Principal's List and/or Honor Roll for eight quarters are awarded a medal. Students on the Principal's List and/or Honor Roll for twelve quarters are awarded a plaque. Students on the Principal's List and/or Honor Roll for sixteen quarters are awarded a special Principal's award at the time of graduation.

### **Valedictorian/Salutatorian**

In each graduating class we recognize those students who have reached the highest level academically at Prince of Peace. A Valedictorian and Salutatorian will be picked based on their cumulative GPA while attending at least 7<sup>th</sup> & 8<sup>th</sup> grade at Prince of Peace School.

Each subject in grades 5-8 is assigned a unit value or weight for GPA calculation.

### **Homework**

Home and school must work together for a child's benefit. Homework is one way in which parents can support the educational process that happens at school. Prince of Peace teachers have set the following guidelines for homework

Homework should be . . .

- Routines that develop patterns for future study habits
- Activities that involve parents
- Extensions of classroom work
- Tools for checking academic progress
- Time for completing class work
- Time for long-range, special assignments

Each teacher has a system for the return of homework as well as their expectations that they will share on Back-to-School Night during the first week of school. During Advent and Lent, Wednesday nights are set aside for worship. You can expect lighter homework loads during those seasons.

In the event that homework is out of balance and requiring an unusual amount of time, please talk with the teacher to uncover the source of the problem whether it is a student problem or a teacher miscalculation in the length of assignments.



The following grade level assignment times are averages and ranges of hours/times compiled from many schools. If students do not have specific homework assignments, parents are encouraged to set aside time for enrichment and reinforcement that could include reading and math facts practice.

Kindergarten	10-15 minutes	First Grade	10-20 minutes
Second Grade	20-30 minutes	Third Grade	25-35 minutes
Fourth Grade	45-50 minutes	Fifth Grade	50-75 minutes
Sixth Grade	60-90 minutes	Seventh Grade	70-100 minutes
Eighth Grade	90-130 minutes		

This is a suggested amount of homework for each grade. There may be times when a student has no homework or more than the suggested amount. Time also varies according to the study habits of the individual student. A student who works slowly will require more time. Teachers will make every effort not to assign large projects to be completed over one weekend.

### **Plagiarism Policy**

Students at Prince of Peace are expected to act in a manner that reflects being a disciple of Jesus Christ. This includes respecting others personal property and academic work so, cheating or plagiarism will not be tolerated.

Plagiarism is “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.” This includes:

Cutting and copying internet sources into an assignment and changing a few words so it looks “original”.

Taking a source and utilizing information without giving that author credit.

Taking a classmate’s paper and copying the answers as your own.

If there are further questions regarding what is or is not plagiarism, please do not hesitate to talk to your child’s teacher. Plagiarizing on an

assignment or paper the first time will result in parents being contacted and a no credit being given on the assignment with no opportunity for a makeup assignment. On a second offense of plagiarism, parents will be contacted for a conference, a disciplinary teacher's discretion. If there is a third violation, there will be a meeting with parents, the teacher and the Principal to discuss the offending student's future at Prince of Peace.

## Employment

Employment opportunities are available to men and women as prescribed by Title II of the Education Amendment of 1972. We do not discriminate on the basis of sex in administering educational policies, program activities or employment. Many education graduates are women and that results in a majority of female teachers.

