



2023-2024

Parent/Student Handbook

## **PHILOSOPHY**

Prince of Peace Catholic School, in partnership with parents, is committed to the quality education of the whole child: spiritually, morally, physically, and intellectually. In our joyfully and unabashedly Catholic, Christ-centered school, we strive to create a positive learning environment with a wonderful and unique curriculum that serves students' different learning styles. As well as equipping the students with the necessary skills to succeed, our curriculum provides opportunities to help students develop "Christ in self-esteem," personal responsibility, practical life skills, and virtue-based standards of behavior. We encourage students to hold themselves to these Christian standards by teaching and modeling respect for the dignity of all people.

As an urban Catholic school, we continually strive to create an atmosphere enlivened by the gospel spirit that will lead our students to assume responsibility in the community in which they live. We strive to form scholars and good citizens for this world and Saints for the next! In keeping with the gospel value of stewardship, we encourage local and global service. We cherish a diverse student population with regard to the economic, religious, academic, ethnic and social realities of our children. We do this by stressing love and respect for God, self, and others.

At Prince of Peace we are committed to caring leadership, competent teaching, and cooperative endeavors with students and parents, as well as with professionals in the community and our parishes. It is only through working together that we can best serve our students.

## **MISSION STATEMENT**

Prince of Peace Catholic School exists to teach children to follow the Gospel of Jesus Christ and to transmit the Catholic Faith. We strive to nurture in our students:

- A love for learning and the joy of discovery
- Inner discipline and self-confidence
- Respect for self, others, and the environment
- Individual academic excellence
- A desire to serve and share faith values

And thereby build a foundation for a faith-filled future.

## **VISION STATEMENT**

Prince of Peace School is a Catholic, Christ-centered learning environment in a diverse urban setting. Children are valued with utmost dignity and work together in a mixed-age community of learners, using their innate curiosity and initiative to explore topics that stimulate and inspire them. While increasing their knowledge, they also enhance their self-confidence, their leadership skills and their ability to reach their full potential.

## VALUES

**Wonder** – A unique characteristic of childhood is a natural sense of wonderment and desire to learn. We encourage self-discovery and the innate joy of learning.

**Respect** – We value respect for God and our Catholic Faith, self-respect, respect for others as human beings, and respect for our environment. This provides a safe and nurturing environment that encourages joy, beauty and wonder.

**Diversity** – Our value of respect requires that we value the diversity within our community. This includes all types of diversity: national, cultural, physical, ethnic, religious, spiritual, emotional, educational, economical, social, and intellectual. We encourage the quality of being non-judgmental and accepting of all peoples from all backgrounds. We are a Catholic school first and foremost with the primary duty to transmit the Faith, but our doors and hearts are open to sharing the Catholic Faith and a Catholic education with anyone.

**Communion** – Diversity can lead to divisiveness if it is not coupled with peace. We value communion with others and choose to resolve our conflicts according to our value of respect. We resolve our differences through empathy and dialogue, and, when necessary, mediation.

**Integrity** – Producing communion with others through empathy and dialogue requires integrity. This means that we are honest with ourselves, with each other, and with our environment. It means that we value personal growth in order that our values are in congruence with our behavior.

**Self-Reliance** – We value being proactive and taking responsibility for our personal lives, in order that we may grow in integrity. Although we are a community of individuals who strive to empower one another, we realize that we must first take responsibility for ourselves. Above all, we rely on God.

**Faith** – The splendor, Truth, Goodness, and Beauty of the Catholic faith is the foundation of Prince of Peace. We expect all participants to adhere to and respect the core tenants of our Faith.

## ADMISSION POLICIES

Families registered in one of our feeder parishes with children already in school will have first priority to enroll their children in our school. Families registered in our parishes with no children in our school will have next priority, and we will enroll outside of our parishes if there is room in a particular grade.

Families in our parishes are to support their parish regularly and generously according to their means. The use of Sunday offering envelopes is the best record of this support.

In order for a family to qualify for the parish subsidy, there are some requirements:

- You and your child/ren must be Catholic, be registered in one of the 13 ACUE parishes and attend Mass weekly
- You must use parish envelopes **weekly** (even if the envelopes are empty)
- You must contribute regularly to the parish and volunteer to help the school/parish in other ways (festival, decorating classrooms and church for special festivities, etc.) Being a room parent volunteer.
- Your tuition may be adjusted during the school year if you no longer qualify as an “active and participating parishioner”.

A birth certificate and baptismal record for all in-coming students are required at the time of registration, as well as a Kentucky health record. Sixth graders are expected to have updated immunizations and a medical exam.

No child will be excluded from Prince of Peace School because of race, color, religion, national origin or ancestry.

A student with special needs who is seeking admission to Prince of Peace School will be accepted if the administration feels that the school has the educational program that will benefit the needs of the student.

A physically challenged child will be admitted to Prince of Peace School if the school can meet the needs of the child. These admissions will be made at the discretion of the administration.

All in-coming transfer students are regarded as having probationary status for 30 days from the date of the first day they attend. The principal may dismiss probationary students before the end of the 30-day period without following the steps of suspension or expulsion.

## TUITION POLICY

Tuition payments may be made to FACTS (Tuition Collection System) not directly to the school office. If you are choosing FACTS, there are three choices for each family’s tuition plan: One full payment with no fee, Two payments with a small annual fee, or Ten monthly payments with a larger annual fee. FACTS will send reminders to school families about the upcoming due date for tuition payments. Late tuition payments are subject to a late charge by FACTS. Tuition payments must be completed for the previous year before reentering the next school term. School fees and cafeteria fees for returning students must be paid at the time of the Parent Orientation Meeting in August before the first day of school.

Any family dealing with an unexpected financial crisis during the school year should contact the principal to see if tuition adjustments can be arranged.

No report card will be given to any family whose tuition is not paid to date at the end of the year. No records will be forwarded to another school.

# THE SCHOOL DAY

## Daily Schedule

**7:30 Doors Open** (students gather in the cafeteria)

**8:00 AM Start of the school day**

11:00AM Montessori<sup>l</sup> Lunch period

11:15AM 1st Lunch period

11:45 AM 2<sup>nd</sup> Lunch period

**3:00 PM Dismissal**

\*Please ask the teacher for their daily schedule

### Arrival

The students are to go immediately to the **cafeteria** upon arrival in the morning. Prince of Peace School is not responsible for any child on the school premises before **7:30 AM**, or after dismissal at **3:00PM**. There are no exceptions to this. No child is permitted in the building at any time without adult supervision.

### Tardiness

**Any student who arrives after 8:00 AM must report to the office.** A student is marked tardy until 9:00 AM. Any absence at any time of the day that is less than one hour is counted as “tardy” by the State of Kentucky.

### Departure

No student is permitted to leave the school premises once he/she has arrived until the time of dismissal without a written note from the parent or guardian. If a student has permission to leave early, the adult must sign the student out in the office before leaving the building.

If a student is being picked up other than at dismissal, he/she must be picked up from the school office. If there is a question of a court order of restraint, the paperwork must be submitted to the office to be kept on file.

### Attendance

Parents should see that their child’s attendance at school has priority over all other activities. Regular attendance and promptness are vital for successful academic progress. Parental assistance for attendance also underscores the parents’ value of education.

A student who is absent from school due to illness or other legitimate reasons is responsible for any assignments missed during this time. All assignments and/or tests missed must be completed and given to the teacher in a time period determined at the discretion of the teacher.

### Policy for Absenteeism

When a student is absent, his/her parents **must contact the secretary by 9:00 AM and state the reason for the absence. The student must present a note upon return to the teacher stating the reason for the absence with the parent signature.** Unless a serious medical condition occurs, a doctor’s written note is required for excessive absences and promotion to the next grade may be in jeopardy.

## **Vacations**

In the event that a student is taken out of school for vacations, family trips, or other unexcused absences, the Principal and teachers involved must be informed in writing one week prior to the absence. No teacher will be required to give student assignments prior to an unexcused absence. Upon returning to school, it is the student's responsibility to obtain the necessary make-up work and to make arrangements to make-up any tests missed within a period of one week from returning to school.

# **ACADEMIC POLICIES**

## **Curriculum**

The educational program at Prince of Peace meets the requirements set by the Kentucky Department of Education and the Diocese of Covington.

## **Technology**

Students must agree to abide by our "Acceptable Technology Use" Policy in order to use the computers and the internet. Forms are supplied at the beginning of each school year. Students may not change the format or preferences of the computers at school but must leave them intact.

Prince of Peace School reserves the right to impose consequences for inappropriate behavior that takes place off premises and outside school hours when such conduct detrimentally impacts the school or the school's reputation. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

## **Parents' Social Media Use**

The Diocesan Office of Education has recognized a trend of parent-created social media sites (including, but not limited to Facebook) in many of the Diocesan schools which are creating an unhealthy focus for school climate/community. Defamatory comments about the school or its employees made by parents on a social networking site breach the parent/school partnership and are not endorsed, encouraged, or permitted by Prince of Peace School. Such activity may be grounds for a student or students to be dismissed from the school.

## **Homework**

Homework is given as a help to the students. Assignments evolve out of classroom experiences. They are geared to the needs, interests, and abilities of the students. One of the values of homework is to help students acquire good study habits. Homework teaches self-discipline, time management and meeting deadlines. Home assignments provide practice of needed skills and may not necessarily be written. Students, especially in the upper grades, should review notes taken in class. Working on long-term projects, reading books, watching a special educational TV program, memorizing facts, or studying for a test can all be part of the home assignment.

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Parents should consult with the teacher if they observe, over an extended period of time, that their child is spending an excessive amount of time on homework or if their child claims he/she has none.

### **Grading**

Official reports are issued three times a year. The report provides for an academic grade and a space for comments where applicable.

Parent-Teacher conferences are scheduled at least once each year for each student, usually between the 1<sup>st</sup> and 2<sup>nd</sup> trimester. Parents may contact teachers, or teachers may contact the parent if either wishes a conference at other times throughout the year.

### **Records**

Parents have the right of access to his/her child's records. If a parent wishes to view the student's record, please notify the school office the day before.

### **Non-Custodial Parent**

In the absence of a court order to the contrary, Prince of Peace School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **COMMUNICATION**

A weekly newsletter and an annual calendar are sent home. Generally, all written communication and information is sent in the Home Folder on Thursday with the youngest child. Parents are to take the papers out of the folder, read the information, and return the folder to school on Friday.

Open lines of communication are an important means of strengthening the cooperative efforts among students, parents, and teachers. Parents are encouraged to call or email their child's teacher when they feel that a conference is necessary for the child's advancement.

If there is a concern, parents are requested to discuss it first with the teacher. If a satisfactory conclusion is not reached after this discussion, parents should feel free to discuss the problem with the principal.

## **VISITORS**

All visitors entering the school are asked to ring the doorbell on the porch. Visitors are to come to the school office first to sign in. Visitors to any classroom must be arranged first with the teacher prior to the visit.

If some article or assignment needs to be dropped off for a student, please take it to the school office to avoid classroom interruptions. If a parent needs to speak with their child, the student will be called to the office.

## TESTING

It is believed that standardized tests, along with teacher-made tests, will assist the teachers in improving the quality of instruction and help them meet the needs of the individual students. Students in some of the grades take a standardized test each spring. 8<sup>th</sup> Graders take the diocesan high school placement test in December. Test results are communicated to the parents.

## TEXTBOOKS AND MATERIALS

Students are responsible for all the textbooks and materials given to them to use. Students will be fined for damaged materials or lost books.

## CODE OF DISCIPLINE

A school is an environment in which students **come to learn**. To promote this goal there must be a proper atmosphere in which to do so. Students must respect the right of each other to learn and must accept each other's individuality. In this way, each student will be free to reach his/her greatest potential. These standards extend to all phases of school activity.

- **In Church**—Students should recognize that the church is the place of worship and special reverence. All students attend and participate in designated religious functions.
- **In the Classroom**—Students are expected to contribute to the proper learning atmosphere by following the classroom rules.
- **In the Cafeteria**—Students will be expected to behave properly in the cafeteria and use acceptable table manners.
- **On the Playground**—Students will use the time on the playground for relaxation, exercise and enjoyment and allow others to do the same.

### Courtesy

Respect for human dignity is a hallmark of Christian behavior and is expected from every person in each encounter with another person, whether child or adult. Students are to consider it a matter of personal honor to show courtesy and thoughtfulness at all times to every member of the faculty, office staff, volunteers, maintenance personnel, all guests and visitors, and each other. This courteous interchange must also be modeled for the children with the respect in which they are treated.

### Discipline

Directing children in the fullest development of their human capacities requires a manner of dealing with them which respects their dignity and uniqueness and recognizes positive behavior whenever possible. To realize their freedom as sons and daughters of God, they must be led to grow in the realization and appreciation of the worth of others.

This implies respect and politeness to all classmates, parents, teachers, and staff members. Teachers are individually and personally responsible for the training of their own classes and are collectively responsible for the overall discipline of the school.

Consistency between what the school expects of the students and what the parents expect of their children at school should result in fewer discipline problems. Open communication through proper channels between parents and teachers is therefore encouraged.



The learning environment must exist in all areas of the school building, including the playground, cafeteria, hallways, gym, and classrooms. Failure to conform to required rules of conduct, as defined by the school will result in appropriate disciplinary action to be administered by a teacher or the administration.

### **Write-ups**

Write-ups will occur when a student has been corrected and given guidance twice in the same class period about a disregard for the school rules. Parents will be notified that day about any write up that has occurred. If a write -up has occurred, students will meet with the Principal that day to discuss the inappropriate action and the consequence of said action.

### **Misconduct That May Lead to Write-ups** *(This list is not exhaustive.)*

- Disrespect or disobedience to any teacher/supervising adult
- Ridicule or any other disrespect toward another student whether the student is present or absent
- Conduct which is disruptive to class
- Violation of cafeteria rules
- Failure to submit assignments or perform class work
- Eating food in the classroom, hallway, playground, or bus without permission
- Chewing gum on the school premises
- Bringing to and/or using laser lights at school
- Writing, reading or passing notes at any time
- Bringing any object to school that disrupts the learning environment, such as electronic games, toys, radios, pagers, etc.
- Cell phone brought to school must be in the “off” position and stay in the student’s book bag at all times during the school day

**NOTE:** All cell phones that are not kept in the student’s book bag will be collected and sent to the office for the student’s parent to pick up. A 2<sup>nd</sup> time the cell phone is confiscated for not being off and in the student’s book bag will result in the student turning in the cell phone to the Principal each day or the cell phone no longer being allowed at school.

### **Parent Shadowing**

Parent Shadowing will take place when a student reaches two (2) write-ups accumulating over the course of the year or for just cause, which shall include but is not limited to the below mentioned list. The parent will accompany their student for one school day and conclude the day with a Principal meeting with the student. Parents will receive written notification and it **MUST** be scheduled within one week of notification.

### **Misconduct Warranting Automatic Parent Shadowing** *(This list is not exhaustive.)*

- Bullying— Bullying is a form of aggression in which one or more students physically or psychologically harass another student repeatedly. Types of bullying include but are not limited to physical, verbal, emotional, or sexual.
- Stealing, Gambling
- Cheating; Plagiarism
- Forging—a student shall not sign the name of another person
- Physical or verbal assault
- Use of profane, vulgar, or abusive language (written or spoken) or inappropriate gestures toward school personnel, students, volunteers, visitors

### **Suspension**

In-school suspension will take place when a student reaches five (5) write-ups accumulating over the course of the year or for just cause, which shall include but not be limited to those listed under Misconduct Warranting Suspension/Expulsion. The length and day(s) of the suspension will be

determined by the seriousness of the offense. Parents will receive a written notification. The parent(s) and child must meet with the teacher and administration in order for the child to be readmitted. At the point of a second in-school suspension, the student will be placed on probation.

### **Probation**

- A student may be placed on probation either as a condition for beginning a school year or during the school year.
- When a student on probation has a write-up free trimester, his/her probationary status may be removed.
- If a student on probation has any write-ups during a trimester, his/her probationary period will be continued for another quarter.
- Any student can be placed back on probation at any time during the school year at the discretion of the administration.
- A daily check in with the Principal will be held with the student.
- A student who receives five (5) write-ups while on probation will be asked to leave the school.

### **Expulsion**

Parents or Guardians wishing to appeal the expulsion decision must contact the Superintendent of Catholic Education in writing within 5 school days of the local decision to expel. The Superintendent of Catholic Education shall render a final and binding decision.

A student who has been expelled from Prince of Peace School will not be readmitted. The school may expel a student by following the process for expulsion as detailed by the Covington Diocesan Policy Handbook.

### **Misconduct Warranting Suspension/Expulsion** *(This list is not exhaustive.)*

- Possession of weapon, real or otherwise, or the use of any object as a weapon
- Possessing, handling, transmitting, concealing, or using explosive devices or substances, which could be used as explosives, including fireworks
- Destroying or marring property, whether school or personal. Any student found directly responsible for any damage is responsible for payment of repair or replacement of the damaged object
- Leaving the school grounds without permission
- Smoking, chewing tobacco, drinking alcohol, using drugs, and/or possessing any of these substances
- Arson
- Physical or verbal assault without provocation
- Taking another person's property by force or threat of force
- Sexual assault or harassment—Sexual harassment includes unsolicited language, touching, or innuendo of a sexual nature, not necessarily repetitive
- False fire alarms, bomb threat, or emergency call
- Breaking and entering school property
- Committing any criminal offense at school or on the school property
- Repeated acts of misconduct or class/school disruption

## **Enforcement of Discipline**

The policies in this handbook are not limited to actions or behavior on school premises or at school related functions. The school reserves the right to enforce the policies contained herein for student action and/or behavior not occurring on school grounds or at school related functions.

## **Search and Seizure**

Desks, coat rooms, school books, etc. are the property of Prince of Peace School and may be periodically checked by teachers or the administrator. A student's personal property could be searched for reasonable cause in accordance with the State of Kentucky's Search and Seizure Procedures.

## **DRESS CODE**

### **GIRLS PK – GRADE 8**

- Jumper: solid navy -or- Regulation plaid #522
- Skort or Skirt: solid navy, khaki -or- Regulation plaid #522
- Dress: Solid navy uniform dress or polo dress
- Shorts, tights or leggings must be worn under skirts, jumpers and dresses

### **ALL STUDENTS**

- **Pants & Shorts: Solid Navy –or– Khaki**
  - Shorts may be worn from the First Day of School until October 31st and from April 1st until the End of School or when otherwise designated.
  - No denim, jean or cargo style permitted
- **Shirt**
  - Any logo polo (Uniform Exchange or purchased from POP, Schoolbelles or Vennefron)
  - Non-logoed polos: white, light gray, light blue, navy blue
  - Solid button-down collared shirt: white, light blue, navy blue
- **Socks**
  - Solid white, navy blue or black socks
  - Solid white, navy blue or black tights or ankle length leggings may be worn under skirts or jumpers
- **Shoes**
  - Athletic or sturdy dress shoes (no backless shoes, sandals, crocs, or Heelys are permitted)
- **Layers**
  - Plain white long sleeve shirts may be worn under polos
  - Prince of Peace Logo layers in blue or light gray over a collared shirt:
    - Crew neck sweatshirt
    - Quarter zip
  - Non-logoed layers in solid navy blue, white or light gray over a collared shirt:
    - Sweaters
    - Cardigans
    - Sweater vests
    - Fleece zippered or pull over

## **PHYSICAL EDUCATION** (worn on Thursdays)

- ❖ Navy Gym shorts or sweat pants (loose-fitting)
- ❖ T-Shirt (plain or PoP tshirt & loose-fitting)
- ❖ Gym shoes – all students

## **Other Dress Code Regulations**

- ❖ If banded shirt is worn, tucking in or wearing a belt is not required
- ❖ Clothes are to be clean and orderly
- ❖ Hair should be well-groomed and appropriate for school.
- ❖ Dyed hair must be natural in color and looks.
- ❖ Girls may wear post earrings
- ❖ 6-8th grade may wear light, natural make-up

## **EXTRA-CURRICULAR POLICY**

Education is not limited to classroom experience. It is derived from all opportunities that contribute in any way toward personal and social growth. With every privilege, though, there is a corresponding responsibility. It is a privilege and an honor to participate in extracurricular activities, not a right or a guarantee. It is very important that parents use careful judgment when it comes to a student's eligibility to participate.

A student is eligible to participate in extracurricular activities:

- who maintains an average grade without a failing grade in any subject. This will be monitored weekly. Special considerations will be given to students who are not achieving academic standards but are putting forth appropriate effort in accord with their individual ability.
- who has no behavior infractions that require a parent conference with a teacher via phone, email or in person.
- who has not been absent from school on the day of a practice, game, or other activity. Emergency exceptions will be considered.

## **FIELD TRIPS**

Field trips that relate to specific units of study or provide for enrichment for the students will be arranged by the teacher in consultation with the principal. The teacher or homeroom parent will make arrangements in the event that chaperones are needed to assist with supervision. Written permission from parent or guardian is required before any student can accompany the class on a field trip. Students generally wear school uniforms unless the nature of the trip calls for another type of dress. There usually is a charge to cover transportation and entrance fees.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.

## **HEALTH AND SAFETY REQUIREMENTS**

### **Emergency Forms**

In the beginning of the school year, each parent must fill out an Emergency Form on each child. This emergency and authorization form must be on file in the school office.

### **Medical Records**

Each student is required by State Law to have a current Kentucky Immunization Certificate and other medical records on file in the school office. Students whose immunization certificates have expired will be notified and must obtain an updated certificate completed by a doctor.

### **Medicine**

Any medication to be administered to a student must be brought to the school office along with a permission form signed by the parent with specific instructions for administering the medication. No medication, including aspirin or aspirin substitute, will be administered unless the above procedures have been followed. Forms for administration of medicine are available in the office and on the web page.

### **Child Abuse and Other Policies**

Any school authority suspecting that a child enrolled in Prince of Peace School has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect will immediately report to the proper agency the suspected abuse.

Each instance of Human Immunodeficiency Virus or HIV/AIDS involving a student or employee shall be treated as a strictly confidential and an individual matter. Decisions regarding such conditions shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs.

### **Safety Drills**

In accordance with state regulations, fire drills are held regularly. Tornado drills are also conducted during the months required. The exit route or shelter for each type of drill is posted in each classroom. Students are expected to observe silence and to follow the safety regulations for each type of drill.

### **Pandemics and Non Traditional Instruction**

Prince of Peace will operate NTI when there are national/regional and local emergencies. School will operate remotely using internet and related technological services. Being connected will be of the utmost importance in receiving/sending correspondence with school, parish curia and community members.

## **TRANSPORTATION**

### **Parking Lot**

- When dropping students off in the morning, pull into the parking lot going against the arrows (turn right) and drop students off by the double glass doors entrance.
- After school, go against the arrows and park. For the safety of the students, the lot will be closed at 2:55 preventing further entrance into the lot until students have reached their cars. If you arrive after this time, it will be necessary to park on the street.
- At dismissal, please park at the end of the lot if you have business to attend to in order to provide easy egress for other drivers.
- Any other times of the day or on weekends, follow the arrows. If you must park on the street, please walk over to the school door entrance to pick up your child.

### **Playground Regulations**

Students have a 20-minute recess in our parking lot. Students must remain in their assigned area. Students may not leave the school grounds without the permission of the supervising teacher. Rough play is never permitted. Great care should be taken that balls may not be thrown or kicked against the buildings.

### **Birthdays and Parties**

Student birthday treats may be brought to school with **prior** approval from the teacher. These should be simple and easy to distribute. All classroom treats brought in should be cognizant of classroom allergies. Flower or balloon displays, special messengers etc. should not be delivered to school.

Invitations to parties which are held outside of school should only be distributed at school if an entire group such as all boys, all girls, or the entire class is invited.

## **CAFETERIA**

Prince of Peace School provides a federally subsidized breakfast program as well as a hot-lunch program every day. The menu is sent home in the Thursday Home Folder at the beginning of each month. Each morning, the count for lunch and the next day's breakfast is taken in homeroom.

Families who are eligible for their children to participate in the "Free or Reduced Breakfast/Lunch Program" are to complete a form per family at the beginning of the school year. It is important for the operation of the cafeteria and other federally funded programs in the school that as many eligible families take advantage of this program as possible.

In addition to the breakfast/lunch program, milk and orange juice are also available either for individual purchase or as part of the meal. As part of the federal program, milk is provided with the meal. Therefore, no carbonated drinks are permitted to be brought for lunch.

If a student does not wish to purchase lunch, but chooses to pack, parents are encouraged to provide only the items and the quantity that their child will eat keeping in mind the basic rules of good nutrition. Parents are not permitted to bring a fast food lunch to school for their child. If parents or siblings are planning to eat lunch with a student, it is preferred that they order the cafeteria lunch before 8:30 AM or pack a lunch.

**Cafeteria Regulations—all students should:**

- Behave properly at the table and use acceptable table manners
- Dispose of waste paper and food scraps in proper containers
- Eat food only in the cafeteria
- Speak only in a conversational tone of voice
- Treat everyone with courtesy and respect

**Nondiscrimination Statement** --- In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions, including Prince of Peace School, participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity and any program or activity conducted or funded by USDA.

## **LOST AND FOUND**

Lost clothing and articles happen in a school setting. To reduce the frequency of lost items, all personal items should be labeled. There is a “Lost and Found” container in the second floor hall.

## **VOLUNTEERS**

Volunteers are a welcome and a necessary part of Prince of Peace School. All persons who volunteer at Prince of Peace School on a regular basis are required by Diocesan regulation to attend a VIRTUS Training otherwise known as “Protecting God’s Children” training at one of the designated centers. Contact the school office for further information.

## **PARENT ASSOCIATION**

The Parent Association is a vital link of communication between the home and school. Parents are urged to join and to take an active part in this important group, which promotes goodwill and cooperation within the Parish and School community. Through volunteer efforts, fundraisers, and other activities, the Parent Association gives support to the faculty, school specialist, principal and community, providing special programs and materials for the school.

## **RIGHT TO AMEND**

The principal of Prince of Peace School retains the right to amend the Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

## **CONCLUSION**

Catholic education is the primary mission and goal; supportive collaboration and deep mutual respect are the main means at Prince of Peace School that help promote that goal.

### **TABLE OF CONTENTS**

<b><i>PHILOSOPHY</i></b>	<b>1</b>
<b><i>MISSION STATEMENT</i></b>	<b>1</b>
<b><i>VISION STATEMENT</i></b>	<b>1</b>
<b><i>VALUES</i></b>	<b>2</b>
<b><i>ADMISSION POLICIES</i></b>	<b>3</b>
<b><i>TUITION POLICY</i></b>	<b>4</b>
<b><i>THE SCHOOL DAY</i></b>	<b>5</b>
<b><i>ACADEMIC POLICIES</i></b>	<b>7</b>
<b><i>COMMUNICATION</i></b>	<b>9</b>
<b><i>VISITORS</i></b>	<b>10</b>
<b><i>TESTING</i></b>	<b>10</b>
<b><i>TEXTBOOKS AND MATERIALS</i></b>	<b>10</b>
<b><i>CODE OF DISCIPLINE</i></b>	<b>10</b>
<b><i>DRESS CODE</i></b>	<b>16</b>
<b><i>EXTRA-CURRICULAR POLICY</i></b>	<b>18</b>
<b><i>FIELD TRIPS</i></b>	<b>19</b>
<b><i>HEALTH , PANDEMIC AND SAFETY REQUIREMENTS</i></b>	<b>19</b>
<b><i>TRANSPORTATION</i></b>	<b>20</b>
<b><i>PARTIES</i></b>	<b>21</b>
<b><i>CAFETERIA</i></b>	<b>21</b>
<b><i>LOST AND FOUND</i></b>	<b>22</b>
<b><i>VOLUNTEERS</i></b>	<b>23</b>
<b><i>PARENT ASSOCIATION</i></b>	<b>23</b>
<b><i>RIGHT TO AMEND</i></b>	<b>23</b>
<b><i>CONCLUSION</i></b>	<b>23</b>