

Prince of Peace
Parent/Student Handbook
2026-2027

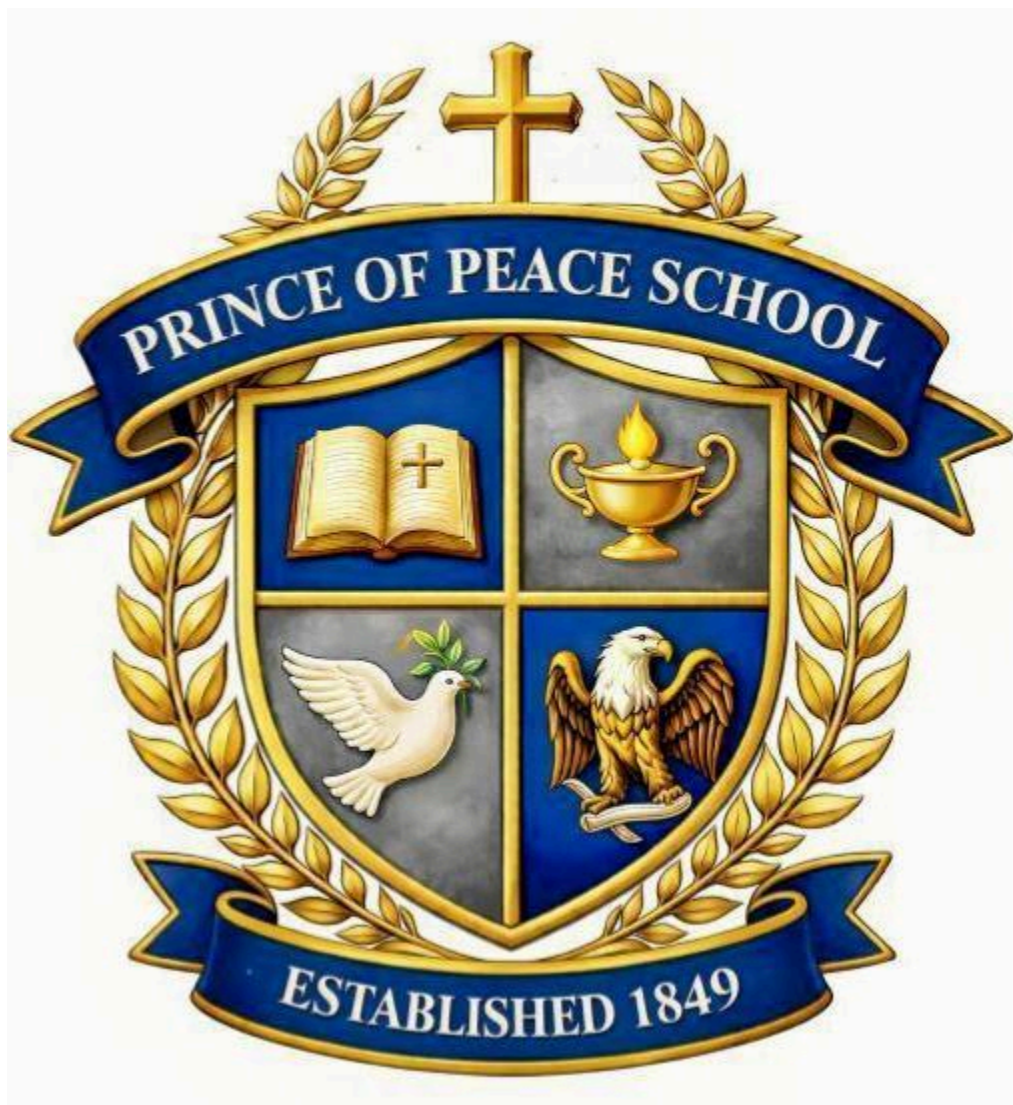


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PHILOSOPHY OF EDUCATION

Prince of Peace School is a community that recognizes the sacred dignity of every human and strives to educate minds, enrich hearts, and have students encounter Christ. The school acknowledges that parents are the primary educators of their children, and we partner with them to provide a student-centered learning environment that encourages students to realize their fullest potential. Our faculty and staff strive to develop a love of learning in our students through rigorous curriculum revolving around the academic disciplines.

MISSION STATEMENT

Walking in the light of Christ, we inspire students to grow in faith, achieve academic excellence, and develop the character needed to be servant leaders and evangelizers of the Gospels.

EXPECTATIONS FOR PARENTS

Culture of Excellence

Prince of Peace School strives to provide an educationally conducive environment for all students enrolled in the school. Parental and/or guardian cooperation and involvement are vital to the success of the educational experience at Prince of Peace School. It is expected that parents will be responsible for ensuring that their children adhere to the rules established by this handbook in resolving issues involving difficulties, disagreements, or problems that a child may have with another child, teacher, or administrator. Parents are expected to cooperate with, abide by and support the decisions made by the faculty, staff, and administration once a situation has been addressed. All Parents must vacate the school by the start of the school day (8:00 AM) unless they are scheduled to volunteer

for the day or are signed in at the front office as a visitor. Prince of Peace School reserves the right to terminate the enrollment of any child at any time. If parent's behavior is detrimental to the educational atmosphere of the school, the administration may, after all other avenues of resolution have been explored and found ineffective or inappropriate, remove said parent's child from Prince of Peace School.

Parental Volunteer Involvement

Adult participation and cooperation are essential to the success of Prince of Peace School. It is highly recommended that one parent or guardian of each student be Virtus compliant.

The following is our Volunteer Policy:

Required Family Service Hours

Ten (10) hours of service/volunteer to the school are required per family per school year---July 1-June 30; fifteen (15) hours of service/volunteer to the school if the family is receiving financial assistance. Each hour of service will be equated to \$20 per hour. If the required hours are not met, the family will be charged for hours not worked.

Volunteer Opportunities

***Attendance at Parent Association Meetings-** Parent input is welcomed and you also gain a one-hour service/volunteer credit for attending meetings!

***ACUE Athletic Association-** We need committed volunteers to help organize, support, and coach for the ACUE athletic teams, which currently include basketball (girls and boys) and volleyball (girls). Show your child the importance of being active and earn volunteer hours at the same time.

***Book Fair -** Once a year the gym is transformed into a version of a bookstore. We will need help with set-up, payment transactions, and clean-up. The best part about this volunteer opportunity is helping the

younger kids make tough decisions about quality reading opportunities.

***Christmas Program** - We will need lots of help in practice supervision, set production and a myriad of other details.

***Cafeteria Help**- These volunteers don't cook lunch, but they do help dish out hot lunches, rinse trays, open Kindergarteners' milk boxes and squirt ketchup. You can volunteer for one or more days a week or month or serve as a substitute.

***Marketing Team** - This group is on a mission to creatively publicize the school to the community and to continue generating positive public relations for Prince of Peace School. You can also serve as a guide or someone to answer questions of other parents during Open Houses.

***Read-A-Thon** – Help us with promoting the event, keeping track of donations, organizing and handing out prizes.

***Santa Secret Shop** - Lots of volunteers will be needed to carry this off, including donating items that students can buy, help younger kids use their parents' money to shop, or to wrap presents bought after shopping.

***Maintenance Crew** - Be a member of this team and help keep the school in working condition.

***School Grounds Crew** - Be a member of this team and help keep the school grounds looking good.

FAITH PILLAR

It is because of our Catholic faith that Prince of Peace School exists; therefore, we embrace all aspects of parish life that any Catholic school student would participate in at their home parish.

Liturgies and Devotions

We offer the following special liturgies throughout the school year:

- Saint Francis Day Pet Blessings
- Epiphany Door and Classroom Blessings

- Blessing of Throats on Saint Blaise Day
- Distribution of Ashes on Ash Wednesday
- Stations of the Cross during Lent
- Saint Joseph Day with Joseph Altars
- May Crowning

Reception of Sacraments

Our students also receive major Sacraments of Initiation during their time here at Prince of Peace:

- First Holy Communion (2nd Grade)
- Confirmation (8th Grade)
- Baptisms for any student wishing to be baptized at any time or grade level

We are also required by the diocese to teach *The Spirit of Truth* series from Sophia Institute as our main textbook for religion classes in grades K-8.

INTELLECTUAL PILLAR

Grades K-8 School Curriculum

The course of study for grade school on a daily basis includes: Language Arts (Reading and Grammar), Mathematics, Religion, Science, and Social Studies. Specials classes are taught one day each week for all grades: Art, Computer Science, Library/Humanities, Music, and Physical Education.

Examination and Testing

The school follows the testing program recommended by the Diocesan Superintendent. The program includes:

- MAP (Measures of Academic Progress) in grades K-8; administered 3x a year
- ARK (Assessment of Religious Knowledge) in grades 2-8
- HSPT (High School Placement Test) for grade 8 and administered at the diocesan high schools

Promotions / Retentions

Students must pass most of their subjects to be promoted to the next grade level. Passing is a 60% or above. If the teacher indicates a student needs to be retained, conferences will be scheduled periodically. The teacher and the principal will make the final decision as to whether the student will be retained.

Homework

The amount of time spent doing homework varies according to grade level, the nature of the assignments, and ability of the student. The amount of time spent on homework should be reasonable. Promptly consult with the teacher if you observe that your child is spending an excessive amount of time on homework or if your child seems to have little or no homework.

Below are average amounts of time for each grade:

1st Grade: 15-20 Minutes

2nd Grade: 20-25 Minutes

3rd Grade: 30-35 Minutes

4th Grade: 35-40 Minutes

5th Grade: 50-55 Minutes

6th Grade: 55-60 Minutes

7th Grade: 60-65 Minutes

8th Grade: 65-70 Minutes

Some students will take longer to do their homework than others. The exact schedule for each student will vary depending upon the personality of the student. Some students need more adult assistance than others do in order to complete their assignments. However, all students need parental interest and supervision. Consistent daily work at home is a formula for academic success.

Parental involvement with student assignments is vital to helping each student to develop effective study skills. As each student grows and matures, the student will eventually become more independent. However, parents

should regularly check with their children at all levels regarding homework assignments and completion. Parents are encouraged to meet with teachers for ways to develop good study habits in their children. Classroom teachers should be notified by parents should a student need tutoring. These services may be made available through the guidance counselor or other school designee.

Progress Reports

In order to inform parents of their student's progress or lack of progress in specific subject areas, reports will be sent home no later than the middle of the grading period for each quarter.

Ineligibility reports for sports and other extracurricular activities are generated once a week. If it is evident that a student is having difficulty in some area, a special conference may be requested. The teacher or parent may request this.

In addition, parents are encouraged to view their child's grades through FACTS grading system.

Report Cards

Report cards are issued quarterly. A parent-teacher conference is scheduled twice yearly at the end of the first quarter/third quarter. A parent or teacher may request individual parent-teacher conferences at any time during the school year.

Honor Roll

For consideration on the nine-week honor roll a student must attain the following grades:

An Honor Roll – all As

A/B Honor Roll – all As & Bs

OPERATING PROCEDURES

Arrival

The glass doors are open from 7:30 a.m. to 8:00 a.m. each school day for students to enter. Parents/guardians dropping off students in the morning will come in the parking lot and use the arrows on the asphalt in reverse order (come in the lot and go to the right against the arrow and go around the parking spots until you reach the glass door steps). Students can be dropped off at the steps. If you decide to park and walk students to the door, please make sure you pull into a marked spot.

All parents must vacate the school by the start of school at 8 a.m. unless you are scheduled to volunteer for the day or are signed in at the front office as a visitor.

Students who enter the building between 7:30 a.m. and 8 a.m. are to report immediately to the cafeteria. The glass doors will be locked at 8:00 a.m. and any student arriving late must be accompanied by a parent to the front office to be signed in for the school day. If a parent comes to pick up a student during the lunch/recess period, they will be asked to park in spots up against the church building or spots facing the parish office.

School Visitors

The school welcomes everyone to visit. For the safety of our school family, all visitors must register in the school office and receive a visitor badge. The badge must always be visibly worn while on site. Visitors must return the badge and sign out when they are leaving. **To visit a classroom, permission is required from the administration or the teacher.**

Dismissal

Students are dismissed at 3 p.m. (except those preschool students who leave at 12 p.m.). Students will be accompanied outside by teachers if they are leaving the grounds for the day. Students that are staying for Aftercare will be dismissed as a group and will not leave the building.

Students who are participating in an extra-curricular activity are to report to the activity once dismissed over the loud speaker. Students will not be allowed in the school building unsupervised after 3:00 p.m. If a parent/guardian does not pick up their student by 3:15 p.m., they will be sent down to Aftercare and need to be picked up there.

Parents/guardians are asked to notify the student's teacher or the main office if there is a change to their normal dismissal procedure. Otherwise, students will be sent home via their normal dismissal procedure.

School Closings and Delays

During inclement weather, announcements about delays and closings of the school will be made on the "Prince of Peace – Covington" Facebook page, an email/text message from the FACTS system, and on all local TV stations (5, 9, 12, and 19). Parents/guardians are to make the decision about their children attending classes during questionable weather days. Please notify the office if your child will not be present. All decisions on delays and closings are made by the administration with the whole school community in mind using the best weather data possible for the time. All decisions will be made and transmitted no later than 6 a.m. the day of school.

Attendance

In the case of illness, the office is to be notified by telephone or email between **7:30 – 8:15 a.m.** the morning of an absence. You are also welcome to let the office know in advance if a scheduled medical appointment will take place. ***If a student is absent and notification is not received by 8:15 a.m., parents will be contacted to verify knowledge of an absence for the day.***

Absences are to be confirmed in writing from the parents upon the student's return to school. **ONLY** written documentation (i.e. written note, doctor's note, email, etc.) will be accepted. Documentation of student absences should be given to the main office through a teacher or the student themselves.

Students who may become ill during the day and feel it is necessary to leave school are to receive permission from the office. Permission from a parent must be obtained before a student leaves. *The school does not accept responsibility for any student who leaves the school premises without permission.* If a student must leave early for any reason, a parent/guardian or someone authorized by the parent/guardian is to go to the office and sign the student out. Identification from the authorized individual may be requested.

The school recognizes that doctor or dental appointments are inevitable during the school day, although we ask that you try to schedule appointments when school isn't in session. When possible, advance notification of absences (appointments, vacations, etc.) should be made to the main office. If a parent/guardian finds it necessary to take a child out during the school day, please notify the main office.

If a student is absent from or leave school, s/he may not attend any school-sponsored event held on the same day (ex. Student is sick on the day of Trunk-Or-Treat – they may not come to the event in the evening). The policy may be waived in the event of a scheduled appointment if administration is notified prior to the situation and/or if there is an emergency situation.

Excused Absences

Student absences are classified as excused or unexcused. Excused absence or tardiness may be one of the following, for which work may be made up if proper documentation is received upon immediate return to school. (No excuse is accepted later than one day after returning to school).

- Court appearance (only the portion of the day required and with documentation from the Court).
- Doctor, dentist, or mental health appointment (only the portion of the day required and documentation from medical office). These notes do not count against the 10 days of parent notes.

- Participation in the Kentucky State Fair or similar events by a participant with prior approval of the principal. Documentation of participation is to be obtained in the main office.
- An excused absence with parent/guardian notes presented upon immediate return to school, for up to 10 days, will be accepted for the following:
 - Illness of the student
 - Death or severe illness in the student's immediate family
 - Religious holidays
 - Family trips: One-week advance notice to the teacher and administration is required for family trips. **Parents/guardian must accept responsibility for helping the student make up missed work.** These days count against the 10 parent/guardian absence notes so plan family trips accordingly.

Unexcused Absences

Unexcused absences occur when student is absent from school and the reason for the absence does not fit into the excused absence category. Examples of unexcused absences include, but are not limited to the following:

- Skipping a portion of, or all of, a school day
- Out-of-school suspensions
- Personal shopping such as hair or clothes
- Student illness that is not documented by a medical office and is in excess of the 10 parent/guardian days

Such action is dealt with as outlined in the discipline section. If a student has an unexcused absence, s/he will **NOT** be allowed to make up any missed assignments or attend any school-sponsored event on that date. The student takes a zero for all graded class assignments on that date for any and all classes missed. After the use of the 10 parent/guardian notes, all future absences are considered unexcused without a doctor's note. The student will not be allowed to make up work and will receive zeros. Parents/guardians will be notified by email when they have used their 10 excused absence notes. If the pattern of unexcused absences continues, a conference with

the parent/guardian and the student will be held and adults may be referred to the Commonwealth Attorney's Office for truancy.

Tardies

The school day begins promptly at 8:00 a.m. All students must be in the cafeteria at that time or they are considered tardy for school. Students who are tardy must immediately report to the office with a parent/guardian who will sign them in for the school day.

1/2-Day Absence

If a student misses 2-3 hours of the school day, this will be recorded as a 1/2-day absence.

Full – Day Absence

Any absence during the school day over 3 hours will result in a full-day absence.

** Please note that medical appointments are considered excused and will not count toward a truancy charge

KRS (Kentucky Revised Statutes) for attendance and responsibility of administration

159.150 Definitions of truant and habitual truant -- Attendance record requirements -- Adoption of truancy policies by local school boards -- Implementation of early intervention and prevention programs.

(1) Any student who has attained the age of six (6) years, but has not reached his or her

eighteenth birthday, who has been absent from school **without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.**

(3) Any student who has been reported as a truant two (2) or more times is an habitual truant.

(4) For the purposes of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. If a student transfers from one (1) Kentucky public school to another during a school year, the receiving school shall incorporate the attendance information provided under KRS 159.170 in the student's official attendance record.

159.040 Attendance at private and parochial schools.

Attendance at private and parochial schools shall be kept by the authorities of such schools in a register provided by the Kentucky Board of Education, and such school authorities shall make attendance and scholarship reports in the same manner as is required by law or by regulation of the Kentucky Board of Education of public school officials. Such schools shall at all times be open to inspection by directors of pupil personnel and officials of the Department of Education.

****There is no statute permitting parents/guardians 10 days of excused notes. The number of notes has been granted to parents/guardians as a courtesy. It has been determined through researching guidelines at both public and private schools in our diocese and our geographic area of Northern Kentucky.

BEHAVIOR GUIDELINES

[Code of Conduct](#)

Prince of Peace School strives to promote a positive Catholic environment conducive to learning and to facilitating development of self-control and self-discipline. Students are always expected to behave appropriately and to abide by all laws and school rules during school, at school-sponsored or school-related activities, when in uniform, on buses, and any time they are directly or indirectly representing the school. Continuous infractions are not acceptable and may result in removal from the school. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined at the direction of the administration.

Discipline issues may be recorded on the data program by school personnel.

- Students shall not act in any way that endangers the safety or health of others. A student shall not engage in any type of harassment (verbal, physical, sexual, or cyber-related).
- Students shall abide by the Prohibited Substance Policy and the Medication Policy.
- Students shall abide by the Prince of Peace School Dress Code.
- All students are expected to observe the direction of faculty and bus drivers while riding a bus at school. Misbehavior reported by a teacher or driver will result in disciplinary action. Persistent misbehavior may result in suspension or termination of bus riding privileges.

Philosophy

The approach to discipline at Prince of Peace School is one of instilling in each student a measure of self-discipline and a sense of personal responsibility for one's attitude and actions. Disrespect or contempt for authority will not be tolerated. The administration will decide on the course of action for any inappropriate conduct not covered in the handbook.

Fundamental Rules

Students are expected to be honest and shall respect the property of others. Cheating, plagiarism, lying, misuse of technology, vandalism, stealing, and harassment of others are forbidden.

DISCIPLINE / EXPULSION

Detention

A student may receive a detention after school or at lunch for infractions of rules (ex. gum chewing, misuse of electronic devices, tardies to class, out-of-uniform, etc.) while at or away from school (field trips). The teacher will fill out a detention slip, which will be kept on file. After-school detention will be held by a teacher or administration and work details may be assigned to the student (such as helping mop, sweep, or clean classrooms). Failure to arrive on time or comply will result in further disciplinary action.

In-School Suspension (ISS)

Students are assigned a specific number of days of in-school suspension at the discretion of the administration.

The following will take place:

- A conference between student, parent/guardian, and administration will be held.
- The student will be removed from the classroom and placed in an isolated area under supervision.
- The student must complete all assigned work and tests.
- The student may not participate in extra-curricular activities during the suspension.

Out-of-School Suspension

Students are assigned a specific number of days of in-school suspension at the discretion of the administration.

The following will take place:

- A conference between student, parent/guardian, and administration will be held.

- The student is required to complete all assigned work and tests during the suspension.
- The student may receive zeros for all assignments and tests during the suspension.
- The student may not participate in extra-curricular activities during the suspension.
- A conference is required prior to admittance back to the classroom.

Expulsion

Students may be expelled for grave offenses at the discretion of the administration.

SCHOOL POLICIES

Medication

Any student requiring prescription and/or non-prescription medication during school hours is to provide a signed and dated note to the school office. This note must include the following information:

- Medication name
- Reason for use
- Specific instructions for medication and administration
- Express approval for student use at school
- Signature of legal parent/guardian and date

All non-prescription and prescription medication must be dispensed in the main office. Prescription medication must be in its original container and brought to the office to be placed under lock and key and dispensed by office or administrative personnel.

Students are not permitted to bring any medication to school or while attending school function on or off campus. This includes all non-prescription and prescription medications. Students are not to dispense, distribute, sell, or otherwise transfer any medications to any other

person. Violations of any part of this policy shall be handled in accordance with the Prince of Peace Code of Conduct.

While the school administers medication, it is the responsibility of the student and parent/guardian to take the medication at the appropriate time and replenish ongoing medication when needed.

Searches / Seizures

Searches: The administration reserves the right to check pockets, book bags, purses, lockers, etc. without notice, to ensure the health, safety, and welfare of all students. The administration has the discretion to prohibit the use of book bags, purses, lockers, etc. by some or all students. Additionally, the school is subject to random searches by local, state, and federal authorities.

Seizures: Illegal items including, but not limited to, weapons, firearms, alcohol, controlled substances, and/or other possessions, determined to be a threat to the safety and security of the students, faculty, and/or staff, will be seized and turned over to the appropriate authorities. As required by law, the school shall document on a student's cumulative record whatever illegal items are found in a student's possession, locker, purse, or book bag. The authorities may be notified.

Faculty, staff, and/or administration may temporarily, or permanently, remove any item from any student, which may or does, disrupt or interfere with the educational process. Such items may be returned at the discretion of the administration. This shall include, but is not limited to, cell phones, ear pods, or any other electronic devices.

Prohibited Substances

Prince of Peace School, recognizing the potentially serious and life-threatening effects of prohibited substances, will not tolerate such substances or their use, distribution, or possession by a Prince of Peace student, and has adopted a prohibited substances policy.

Prohibitions: Students are forbidden from possessing, using, distributing, transferring, trafficking, selling, using, or being under the influence of any prohibited substance on school grounds, at all school functions, or during transportation to or from such functions, or when otherwise under the direct or indirect jurisdiction of Prince of Peace School. Food/snacks/drinks are only permitted under permission from a teacher at the designated snack time or other times declared by a teacher.

Definitions: Prohibited substances are any and all controlled substances listed in KRS 218A (unless under the care and direction of a qualified health care provider and in accordance with the Medication policy) including, but not limited to, marijuana, LSD, cocaine, crack cocaine, heroin, stimulants, depressants, and/or simulated controlled substances. Prohibited substances further include alcoholic beverages, inhalants, any substance represented to be prohibited and any paraphernalia intended for the use of any prohibited substance. Possession or use of cigarettes and other tobacco products by students is prohibited on school grounds or at school functions.

Privacy: Students and their parent/guardian should be aware that students have no right to privacy or protection from search and seizure while on school premises or while at school functions. Further, the administration intends to vigilantly enforce these policies for the protection of students, and students' persons, lockers, book bags, purses, or other belongings, and shall be subject to search, either upon suspicion of the administration in its sole discretion, or as part of routine searches for enforcement officers or other personnel with specialized training in the detection of prohibited and/or illegal substances.

Violations: Any student who violates this policy shall be subject to suspension and/or expulsion, as the administration in its sole discretion determines it appropriate. For a student in violation of this policy to be readmitted to Prince of Peace School or to continue enrollment therein, the student will have to complete a discernment process as determined by the school administration. This process may include, but is not limited to, counseling, assessment, and referrals from appropriate personnel and/or random or scheduled drug testing. At the discretion of the administration,

the student may attend school conditionally until the discernment process is complete.

Emergency treatment: Due to the potential health dangers of the use of prohibited substances, students exhibiting evidence of acute intoxication, incapacitation, or drug use/overdose while under the school's jurisdiction, will be transported immediately to the local hospital. School administration shall contact the parents immediately or notify another emergency contact. In case of emergency, the school may contact 911.

Reporting Violations of Prohibited Substances: All Prince of Peace employees shall report any violations of the policy to the administration immediately. The administration will immediately report any known criminal violations to the appropriate law enforcement authorities. Students shall report known violations of this policy to school administration. All efforts will be made to protect the identity of any student reporting violations of this policy.

Bullying, Harassment, and Intimidation

Any form of harassment, whether physical, verbal, cyber, and /or sexual, etc., is forbidden and will not be tolerated at Prince of Peace School. Students shall not engage in any form of conduct or commit acts which alarm or seriously annoy others. Hazing of any kind is considered a form of harassment.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Prince of Peace reserves the right to discipline students for off-campus conduct.

Plagiarism and Cheating

Plagiarism: Plagiarism will not be tolerated. It is defined as: the use of another's intellectual work, without consent, with specific intent to use said work without proper credit. This includes, but is not limited to:

- Paraphrasing without reference
- Borrowing another's arguments and /or ideas with reference

- Buying essays or using essays from another person, including research papers
- Neglecting to include citation references, bibliography, and/or works cited
- Copying printed or electronic work, including excerpts

Students will be educated concerning the definition and nature of cheating in order to prevent dishonesty. If evidence is found that a student has cheated, the student shall be given a zero on any assignment or test. Notification of the incident will be reported to parents/guardians, as well as administration. The teacher of the course in which the teacher has cheated may also assign additional work at his/her discretion. The teacher or administration may also include additional consequences for such infractions.

Cell Phones

Any student who brings a cell phone to school will turn in said phone to a teacher or administration before 8:00 a.m. each day. Cell phones will be returned the student before dismissal at 3:00 p.m. Students may use the school phone located in the main office and classrooms with permission from proper personnel. Parents are asked to call the main office if they need to contact a student.

Internet Acceptable Use

A separate detailed Internet/Computer Use policy is contained in the yearly registration packet. Students are not permitted to use school computers for activities other than school-related work; for instance, a student is not allowed to be on inappropriate, obscene, or violent sites. Sites for personal use such as Instagram, Facebook, ESPN, etc. are also prohibited. Computers are only to be used under teacher or administration supervision.

Grievance Procedure

Anyone experiencing problems at Prince of Peace is asked to consult with the appropriate faculty member first. Parents may ask the administration to

participate in the initial conference. If the parent and/or student are not satisfied with the action or decision, the parent may contact the administration and request a meeting. The administration may ask a third party to be present at any meeting. If the matter is not resolved to the satisfaction of the parent and/or student, the Parochial Administrator/Pastor or the Assistant Superintendent/Superintendent of Catholic Education for the Diocese of Covington may be contacted.

SCHOOL UNIFORMS

The purpose of the school uniform is to create an environment conducive to learning. The school uniform helps to avoid competition and exaggerated appearance, which can detract from the learning environment. All students and parents are expected to respect and follow the uniform policy. The official school uniform company is Schoolbelles Uniform Company. The code for Prince of Peace is s2394.

Regular School Day: Ordinary school day where the uniform code applies.

Spirit Day: Usually, this will occur on the 27th of every month to honor St. John. Spirit Day is an earned reward for positive behavior and academic performance. This privilege for individual students may be granted or denied by a teacher or administration according to behavior, dress code compliance, and/or academic standing.

Girls in Grades PreK-K

Regular School Day

- Blue dresses or school uniform jumper.
- Navy blue uniform slacks – no corduroy, leggings, or cargo pants.
- Long or short sleeve white or navy blue polo shirt (with or without school logo).
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom (with or without school logo). No hoodies or coats are permitted in the classroom.

- Navy blue quarter zip from Schoolbelles with school logo can be worn any day and a uniform shirt must be worn underneath it.
- Navy blue uniform shorts – no cargo shorts. Can be worn from start of school until October 1st and beginning April 1st until the end of the school year.
- White, black, or navy blue socks may be worn.
- Navy blue or black tights or leggings may be worn with socks.
- Any t-shirt worn underneath a uniform shirt must be plain and white.
- Shoes that cover the toe/heel and have laces must be worn (gym shoes or Hey Dudes); no boots, Crocs, or dress shoes can be worn.

Spirit Day

- Prince of Peace hoodies, shirts, sweaters, or sweatshirts may be worn.
- Jeans with holes, rips, tears, or ragged material may not be worn. No leggings or tights may be worn in place of pants. No sweatpants or pajama pants may be worn.
- Only uniform shorts may be worn on Spirit Day during the period that shorts are allowed to be worn.

Boys in Grades PreK-K

Regular School Day

- Navy blue uniform slacks – no corduroy or cargo pants.
- Long or short sleeve white or navy blue polo shirt (with or without school logo).
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom (with or without school logo). No hoodies or coats are permitted in the classroom.
- Navy blue quarter zip from Schoolbelles with school logo can be worn any day and a uniform shirt must be worn underneath it.
- Navy blue uniform shorts – no cargo shorts. Can be worn from start of school until October 1st and beginning April 1st until the end of the school year.
- White, black, or navy blue socks may be worn.
- Navy blue or black tights or leggings may be worn with socks.
- Any t-shirt worn underneath uniform shirt must be plain and white.

- Shoes that cover the toe/heal and have laces must be worn (gym shoes or Hey Dudes); no boots, Crocs, or dress shoes can be worn.

Spirit Day

- Prince of Peace hoodies, shirts, sweaters, or sweatshirts may be worn.
- Jeans with holes, rips, tears, or ragged material may not be worn. No leggings, tights, sweatpants, or pajama pants may be worn in place of pants.
- Only uniform shorts may be worn on Spirit Day during the period that shorts are allowed to be worn.

Girls in Grades 1-8

Regular School Day

- School uniform jumper (grades 1-4) and school uniform skirt (grades 5-8). Jumpers and skirts may not be rolled up or worn more than 3 inches above the knee.
- Navy blue uniform slacks – no corduroy, leggings, or cargo pants.
- Belts (either leather or stretch material in brown, black, or navy blue) must be worn with shorts or slacks that have belt loops.
- Long or short sleeve white or navy blue polo shirt (with or without school logo).
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom (with or without school logo). No hoodies or coats are permitted in the classroom.
- Navy blue quarter zip from Schoolbelles with school logo can be worn any day and a uniform shirt must be worn underneath it.
- Navy blue uniform shorts – no cargo shorts. Can be worn from start of school until October 1st and beginning April 1st until the end of the school year.
- White, black, or navy blue socks may be worn.
- Navy blue or black tights or leggings may be worn with socks.
- Any t-shirt worn underneath uniform shirt must be plain and white.
- Shoes that cover the toe/heal and have laces must be worn (gym shoes or Hey Dudes); no boots, Crocs, or dress shoes can be worn.

Spirit Day

- Prince of Peace hoodies, shirts, sweaters, or sweatshirts may be worn.
- Jeans with holes, rips, tears, or ragged material may not be worn. No leggings, tights, sweatpants, or pajama pants may be worn in place of pants.
- Only uniform shorts may be worn on Spirit Day during the period that shorts are allowed to be worn.

Boys in Grades 1-8

Regular School Day

- Navy blue uniform slacks – no corduroy, leggings, or cargo pants.
- Belts (either leather or stretch material in brown, black, or navy blue) must be worn with shorts or slacks that have belt loops.
- Long or short sleeve white or navy blue polo shirt (with or without school logo).
- Navy blue sweater or crewneck sweatshirt may be worn in the classroom (with or without school logo). No hoodies or coats are permitted in the classroom.
- Navy blue quarter zip from Schoolbelles with school logo can be worn any day and a uniform shirt must be worn underneath it.
- Navy blue uniform shorts – no cargo shorts. Can be worn from start of school until October 1st and beginning April 1st until the end of the school year.
- White, black, or navy blue socks may be worn.
- Any t-shirt worn underneath uniform shirt must be plain and white.
- Shoes that cover the toe/heal and have laces must be worn (gym shoes or Hey Dudes); no boots, Crocs, or dress shoes can be worn.

Spirit Day

- Prince of Peace hoodies, shirts, sweaters, or sweatshirts may be worn.
- Jeans with holes, rips, tears, or ragged material may not be worn. No sweatpants or pajama pants may be worn.
- Only uniform shorts may be worn on Spirit Day during the period that shorts are allowed to be worn.

Personal Appearance and Jewelry

- Students' hairstyles should be clean and groomed and not hanging in the eyes.
- Any type of hairstyle or artificial color, which calls undue or inappropriate attention and distracts from the learning environment, is prohibited.
- Shirttails must be tucked in and no rolling of skirts is prohibited.
- Jewelry that is not distracting is allowed.
- Boys may not wear earrings.
- Chain belts are not permitted.

Make-up

Make-up should be light and not distracting.

ADMISSIONS

The administration will select for admission those prospective students that the administration judges will benefit from, and be an asset to, Prince of Peace School. A student of Prince of Peace School will strive for academic, personal, and religious development. The student's family will support the school financially, according to each family's ability, through volunteer work, and by maintaining a positive, collaborative relationship with the administration, faculty, and staff. The administration will not admit applicants when, in the administration's judgement, the applicant's parents/guardians are not ready to make the commitments necessary for a successful experience at Prince of Peace. No one shall be refused admission to Prince of Peace due to race, gender, religion, or nationality. However, Prince of Peace reserves the right to deny enrollment or re-enrollment of any child at any time.

Admission to Kindergarten

Children entering kindergarten should be FIVE years of age on or before August 1st of the current year. The following documentation is required for admission to kindergarten:

- Birth certificate
- Social Security number
- Baptismal certificate of Catholic student
- Physical examination and immunization records
- Eye examination
- Any other test the school may require

Early admission shall be at the discretion of the administration. The administration will consider items such as:

- Written application or oral request by parent/guardian
- Successful completion of an appropriate test administered by intervention specialist or any competent person selected by the administration.
- Conferences with teachers from previous schools
- Conferences with and evaluations by Prince of Peace faculty
- Best interest of the child emotionally, intellectually, and socially

Admission of Students with Special Needs

Reasonable efforts will be made to meet the needs of all students. Each student's academic needs will be handled on an individual basis. An ALP (Alternative Learning Plan) meeting will take place within two weeks of admission.

Transfer/Admission for Another School

Students transferring from another school may be admitted after completing the following steps:

- The prospective student and his/her parents/guardians are required to contact administration with their request. An interview will be required with either the administration or faculty. Administration shall make the final determination if admission is appropriate.
- The school formerly attended by the student may be contacted regarding the student's grades and conduct.

- The following documentation is required:
 - Birth certificate
 - Social Security number
 - Baptismal certificate of Catholic student
 - Physical exam and immunization records
 - All transcripts including latest grades received and test scores

Transfer to Another School

Students transferring to another school must comply with the following:

- The main office should be notified at least one week in advance of the transfer.
- All debts are to be paid in full before records will be forwarded to the new school.
- All property – books, sports uniforms, etc. – belonging to the school must be returned before records will be forwarded.

SCHOOL SAFETY

Emergency Information

Emergency information of each student is kept on record in the school office. Parents are required to fill out a new emergency card annually. The information includes the following:

- Name, address, and home/cell telephone numbers
- Business telephone of parents/guardians
- Email addresses of parents/guardians
- Name and phone number of family physician and dentist
- Expected management of recurring attacks or seizures to which the student may be susceptible or any other medical needs or issues
- Names and phone numbers of alternate persons to contact when parents can't be reached

Emergency Procedures

Prince of Peace has an Emergency Procedures Plan in every classroom and in the school office for review, which can be read upon request. All teachers, staff, and administration are trained in the procedures for the most common emergencies and practice their roles during drills.

Drills

Drills for earthquakes, fires, tornados, and lockdowns are held according to diocesan regulation. Specific routes for tornado and fire are posted in each room. All drills and/or evacuations should be conducted in a serious matter.

Medical Crisis

In the event that a student suffers a medical crisis, 911 and parents/guardians will be called immediately.

Emergency Notification

In case of an emergency at the school, the administration will act according to the plan created for such incidents. Parents are asked not to contact the school office by phone or in person but wait for information that will be sent through local media for further instructions. While we understand your concern for your student, jamming phone lines or taking our staff away from their roles only slows down getting students to safety.