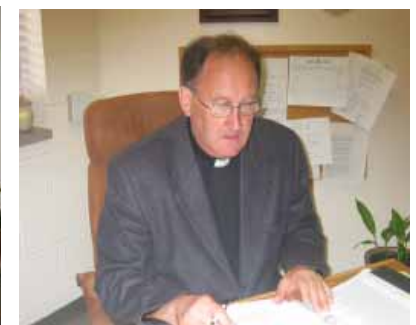
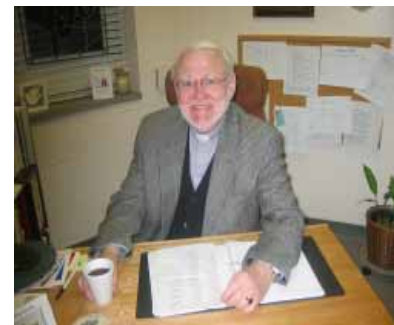


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Vision Statement

We light the candles, they light the world.

Mission Statement

The mission of Prince of Peace Catholic School is to educate the whole child. We believe in providing a Christian program. We strive to provide a curriculum which fosters spiritual, academic, physical, and moral growth. In partnership with each family, we strive to educate our students to become mature, responsible, and productive members of our society who enlightened by their faith, will go forth to better their community and serve God.

Beliefs

- We recognize and value the uniqueness, dignity, and intrinsic goodness of each individual child of God.
- Students, parents, faculty, and administration work as a team to develop life-long learners in a climate of mutual respect and cooperation.
- Students have a right to a positive and safe learning environment where all students have the opportunity to be successful.
- All students share the responsibility of student learning and the quality of the classroom experience.
- Faith is developed and justice is promoted by modeling Gospel values in our school community.
- We strive to develop in all students a respect for the dignity and rights of others, to translate their faith into action.
- A variety of learning activities and assessment techniques accommodate differences in learning styles to promote student achievement.



Prince of Peace School Hours

Office Hours:

7:30 am - 3:30 pm (Monday - Friday)

Elementary and Middle School Hours:

7:45 am - 3:00 pm (Monday - Thursday) 7:45 am - 2:15 pm (Friday)

Students may arrive as early as 7:30 a.m. After entering through carpool all grades report to their homeroom.

Early & After School Care Hours

K5 – 8th grade

Early Morning Care is available Monday- Friday from 7:00 a.m.-7:30 a.m. in the cafeteria for a fee of \$2.00 a day per child. All students dropped off before 7:30 must report to the cafeteria.

After School Care is available Monday - Friday until 5:45 pm every afternoon after regular dismissal for \$8.00 per day or \$6.50 per day per student for two or more children.

After-care is not available on early dismissal days.

Preschool Hours

Office Hours 7:30 a.m. – 3:30 p.m.

School Hours 8:00 a.m. – 1:00 p.m.

Aftercare 1:00 pm -2:45 pm (Monday - Thursday) 1:00 pm - 2:00pm (Friday)

Weekly Liturgies

Weekly Mass will be held every Friday at 8:15 a.m. unless indicated otherwise on the school calendar or classroom newsletter (i.e. Holy Days). Parents are invited and encouraged to attend.



School History

Prince of Peace Catholic School opened August 17th, 2000, with 140 students, ages six months through second grade. The school continued to add one grade each year to meet the needs of the community. In 2007, Prince of Peace graduated its first eighth grade class. Since its inception, the facility has experienced tremendous growth guided by the visions of Father Fallon, Mrs. Angstadt, the parish, and the school community.

Visitation Procedures

Parents are welcome visitors in our school! For the security of our students and to minimize interruptions in the instructional program, all visitors must report to the school office upon their arrival to sign in and receive a school visitor badge. If a conference with a teacher is desired, please be sure to make an appointment in advance with the teacher. This will help avoid conflicts and assure you a private conference.

Family Service Hours

As a reminder to our students of our school's commitment to community service, Prince of Peace Catholic School encourages families to be service oriented. Each family is asked to perform 15 hours of service to the school during the academic year. The service must be performed by adult members of the family (18 and older) and can be fulfilled in a variety of ways. Examples would be coaching, driving on field trips, cleaning the playground, volunteering in classrooms, serving on committees, etc. It is our hope that by showing students that our commitment to our school family goes beyond just paying tuition, that we can encourage them to be better models of our Christian principles and to show true pride in our school.



Official Admission Policy

The State of Alabama and Prince of Peace Catholic School requires that a child must meet the following requirements for admission.

3K (Pre-Kindergarten)	3 years of age on or before September 1 st
4K (Pre-Kindergarten)	4 years of age on or before September 1 st
5K (Kindergarten)	5 years of age on or before September 1 st
1 st Grade	6 years of age on or before September 1 st
2 nd Grade	7 years of age on or before September 1 st

Parents must furnish a certified birth certificate, baptismal certificate, social security number, and a health/immunization record when applying for admission. Previous report cards and all standardized records must be reviewed prior to acceptance.

The application fee must be submitted with the completed application. The registration fee is paid upon acceptance. These fees are non-refundable and cannot be applied to any other financial obligation. Re-enrollment forms must be submitted each year.

Order of Priority

1. Parishioners with students presently enrolled in POP school.
2. Parishioners who are registered and actively participating in the Parish. Active indicates that a member:
 - a. Attends Church regularly
 - b. Participates in Parish Activities
3. Non-Parish families with students presently enrolled in POP school.
4. Catholic families from other parishes.
5. Non-Catholic families

IF THERE ARE MORE APPLICANTS FOR ENROLLMENT THAN SPACE AVAILABLE FOR PARISHIONERS, THEN PROIRITY WILL BE BASED ON THE DATE OF THE FAMILY'S REGISTRATION IN THE PARISH, IN CONJUNCTION WITH MEETING THE DEFINITION OF PARISHIONER, AS STATED ABOVE.

Tuition Information

Tuition and fee payments will be managed by FACTS Management Company (FACTS). PAYMENTS WILL NOT BE RECEIVED BY THE PRINCE OF PEACE CATHOLIC SCHOOL OFFICE.

There are three tuition payment options for your convenience:

1. **One Annual Payment-** Tuition for the entire school year must be paid in August. There are two methods of payment available:

a. Automatic Draft- payment will be deducted from a designated account on August 5th or August 20th. b. Invoice- election of an invoice method of payment will require tuition to be paid in full by August 1st. An invoice will be sent by FACTS prior to August 1st requesting that payment be made by check or online.

2. **Semi-Annual Payments-** Tuition shall be paid in two installments where half is paid in August and half is paid in January. There are two methods of payment available: a. Automatic Draft- payments will be deducted from a designated account on August 5th and January 5th or August 20th and January 20th. b. Invoice- election of an invoice method will require payments to be made by August 1st and January 1st. An invoice will be sent by FACTS prior to August 1st and January 1st requesting that payment be made by check or online.

3. **Monthly Payments-** Monthly tuition payments will be automatically deducted from a designated account on the 5th or 20th of each month. There is the option of a ten month payment plan beginning August or an eleven month payment plan beginning July.

Beginning of the Year Fees

Beginning of the year fees may be paid in full with the first tuition payment or spread over the first three payments. If you wish to divide the fees into 3 payments, you must notify Prince of Peace Catholic School Office in writing. Written notification must be received no later than April 15th (prior to the new school year.) Unless the school office receives written notification, all fees will be deducted with the first tuition payment.

Incidental Charges

All incidental charges (after school care, chapter books, field trips, etc.) will be billed separately from tuition. An invoice will be sent by FACTS indicating the incidental charge(s). There is the option of payment by check or online.

Miscellaneous

FACTS charges an annual enrollment fee of \$41 per family.

All payments may be made by credit card (MC/Amex/Discover) for an additional 2.5% fee.

Delinquent Tuition

Tuition and fee payments that are more than sixty (60) days past due are considered delinquent. Delinquent accounts will be reported to the Prince of Peace Catholic Church Parish Finance Council. Designated members of the Parish Finance Council will advise the Prince of Peace Catholic School Finance Office regarding delinquent accounts and make recommendations to the School Principal regarding families with delinquent accounts.

Tuition note: If a hardship has affected your ability to pay, you have the option to discuss the situation with the pastor of Prince of Peace Catholic Church.

Communication

The school phone should be reserved for calls that are of the utmost importance, as over 400 people depend on the phone for emergencies and business needs of the day. Neither students nor teachers will be called to the telephone during class hours except in an emergency. Important messages will be taken by the office and relayed to the person concerned.

Telephone Policy

1. Use of the phone in the school office is determined by teacher permission. Only students with notes will be permitted to use the phone. All other phones in the building are restricted, unless permission is given by the teacher.
2. Students may call home for illness. A teacher note is required. A student **may not** call home for forgotten homework, books, etc. unless directed by a teacher.
3. Students **may not** use beepers or cell phones during school hours. Cell phones must remain in backpack from 7:30 am until student enters parent's vehicle at dismissal. All phones seen or heard will be confiscated and returned to the parent after 3:00 pm. Continued infractions will result in loss of privilege. (Cell phones may not be carried in purses or pockets.)

Attendance

Arrival: School begins at 7:45 a.m.

Dismissal: Daily classes are dismissed at 2:55 p.m.
(*except Fridays, dismissal is 2:15 p.m.*)

Any child not picked up by 3:10 p.m. will be sent to the extended day care program.

Tardiness

Carpool doors close at 7:45 a.m. Any student arriving after 7:45 a.m. and after Safety Patrol has been dismissed **MUST** be signed in at the school office by an adult and must have a tardy slip completed by a faculty member in order to be admitted to class.

Check-In/Out Procedures

Students who must leave school before the regular dismissal time must be checked out in the office by a parent or person designated by the parent on the enrollment card, which is signed by the parent and kept on file in the office. A photo identification will be required. Please sign the check in/out book. All students must have a written excuse for all absences and tardies.
Students may not be checked out during the last 30 minutes of any day.

Daily attendance: In order that each student grow to his/her highest academic potential, it is important that attendance at school be regular. Parents are urged not to have their children out of school except for illness or grave emergencies.

If a student is checked out of school:

Before 11:00 a.m. it is counted as a full day's absence

After 11:00 a.m. it is counted as being present a full day.

Any student attending more than 3 hours of the school day will be considered present.

Child Custody

A court certified copy of the decree of custody **must** be on file in the school office.



Absences

A written note must be turned in upon return to school. If a student does not bring a note for an excusable absence, he/she will have three (3) school days (*including the date of return*) to have the absence excused. After this time passes, the absence is “unexcused” and will remain as such. All notes are to be sent to the office and NOT to the teacher.

Excused absences include the following:

1. Illness
2. Inclement weather which would be dangerous to the life or health of the student if the student attended school.
3. Death in the immediate family.
4. Emergency conditions as determined by the principal.

Planned absences:

All requests for a planned absence must be sent to the principal’s office two (2) weeks prior to the absence to request approval. Vacations and family trips are considered unexcused. If a student has an unexcused absence, he/she will receive a zero for any work missed. **Please note that after 20 days of absence in one year, Alabama State Law gives the principal the right to retain a student.**

Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public/private schools (K-12) shall explain in writing the cause of any and every absence of the child, not later than three (3) school days following the return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education’s current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (*Warning*)
 - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the

truancy.

- b. Parent/guardian shall also be provided with a copy of Alabama’s compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (*Conference*)
 - a. The parent, guardian, or person who has custody of the child shall (1) attend a conference with attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made, or an emergency exists.
 - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama* (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
 3. No earlier than the seventh unexcused absence, but within ten (10) school days (*Court*)
 - a. File complaint/petition against the child and/or parent/guardian, if appropriate.
 4. Child under probation
 - a. The school attendance officer should be notified by the juvenile probation office of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama*, (1975), 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.



Grading Policies

Grading for Kindergarten and Grade 1 will be a checklist developed for all schools in the Diocese. The coding system for each skill will be the following:

M	Mastered
I	Improving
NP	No Progress
NA	Not applicable at this time

Grading for Grades 2 through 8 will be letter grades with a scale given on the report card. The following subjects will be given letter grades: Religion, Reading/Literature (Language Arts), Math, Science, Social Studies, Music, Art, and Physical Education.

The grading scale will be as follows:

A	93-100
B	84-92
C	74-83
D	65-73
F	64 and below

Students in Grades 6, 7, and 8 will take exams. Exams will be given in Math, Science, English, Reading/Literature, Social Studies, and Religion.

When semester exams are given, the semester grade is computed as follows:

First Quarter	=	2/5 (40%) of Semester Grade
Second Quarter	=	2/5 (40%) of Semester Grade
Semester Exam	=	1/5 (20%) of Semester Grade

In order to retain a student in Grades 2-8, the actual grades on the report card must indicate failure. If a student receives an "F" in either Reading or Math, he/she must attend Summer School, or be tutored by a certified teacher over the summer, in order to be promoted. In addition, a student fails for the year if he/she has a yearly average of "F" in two or more of the following areas: Reading/Literature, Language Arts, Math, Science, Social Studies, or Religion. For primary children not receiving letter grades, the decision as to what constitutes failure is to be made at the local level with discussion between the teacher and principal.



Conditional promotion may be an option for Grades 7 and 8, provided the student has no more than two F's and can successfully pass the failed courses over the summer. The final decision on this is to be the principal's and will be made on a case-by-case basis.

Make-Up Work

An excused absence will allow a student to make up work missed in each class. Make-up work should take approximately the same time as the time missed from school. If more time is needed, this may be requested. Failure to obtain make-up work is no excuse for not doing work missed. A student who is absent may seek additional help from a teacher.

Class work may be requested for a student on day 2 of absence. A student too sick to come to school needs rest and does not need to be doing school work. Class work and tests cannot be made up for unexcused absences. Each teacher will provide a specific make-up policy for his/her class.

When a student is absent for 2 days or more, the parent can request homework to be prepared for pick up. If the homework is requested by 10:00 a.m., the work can be picked up after school of the same day. If no work has been sent down to the office, students should call a classmate to verify assignments. Long-term assignments turned in late, due to an unexcused absence, will NOT receive full credit.



Movies

Movies shown in the classroom must be “G” rated. “PG” movies may be shown to grades 4-8 provided the movie has been previewed by the teacher, and approval has been granted by the principal. “PG-13” movies will not be shown.

Birthdays

A small treat (cookies) for the entire class may be sent to school or brought to the office in recognition of your child’s birthday. Please send a note in advance informing the teacher of your plans and the date. **Invitations to parties may not be handed out at school.** Birthday treats will be eaten at lunchtime. Parents should consider allergies when planning celebration snacks. Please check with your child’s teacher regarding possible student allergies. Cupcakes are not permitted.

Holiday Celebrations

Teachers will coordinate with room parents in order to plan other holiday parties.

FIELD TRIPS

The purpose of these guidelines is to assure the safety of all Prince of Peace children while they are participating in field trips from the school campus.

- * All drivers must complete the Driver Form DT-Z.
- * Youth Protection I is required for all drivers and chaperones.
- * Chaperones are assigned specific children for whom they are responsible for the entire trip (whether trip is by chartered bus or private automobiles). That chaperone is responsible for making sure each of his/her assigned children is with them before leaving the school, after exiting transportation vehicle, when leaving the destination, and upon arrival back at the school.
- * There will be a sufficient number of chaperones on each trip so that no chaperone is responsible for more than seven children.
- * **Chaperones and drivers cannot take younger siblings on a field trip.**
- * If the children are to be transported in individual cars, each child must be seated and restrained with a seat belt. **No child shall be seated in the front seat of a car. This includes the child of the parent driver. All K5 and 1st grade students must travel in carseats.**
- * All drivers must agree to obey all traffic laws while Prince of Peace students are in their vehicles.
- * Unauthorized stops may NOT be made with the Prince of Peace students except in the event of an emergency.
- * No firearms or weapons of any kind may be in any vehicle carrying Prince of Peace students.
- * Drivers may not use cell phones unless the vehicle is parked.

The principal approves all field trips.

Transportation Safety (Carpool)

1. Parents may begin dropping children off at 7:30 a.m.
2. K-5th grade students are to be dropped off in front of the school with the assistance of Safety Patrol.
3. Students in 6th, 7th, and 8th grade should be dropped off in front of the church. Students may only be dropped off when a faculty member is present (7:30 - 7:45 a.m.). Please follow carpool map.
4. Students must exit vehicles on the passenger side only.
5. Any student arriving after 7:45 a.m. must be signed in at the school office (see Tardiness Policy - page 5).
6. No student may enter the building after 7:45 without an adult.
7. Students may not walk to other locations in the parking lot.
8. All cars must be driven **slowly**, using extreme caution while in the parking lot.
9. Carpool will begin promptly at 3:00 p.m. Monday-Thursday and at 2:15 p.m. on Fridays. Students in K-5th grades will be called to the carpool line and loaded under the supervision of faculty members and Safety Patrol.

Students in 6th, 7th, and 8th grades will walk to the front of the church and enter vehicles under the supervision of a faculty member. Any middle school student who misbehaves during carpool will be required to use the K-5th grade carpool.

*** Middle school carpool closes at 3:15 Monday through Thursday and 2:30 on Friday. All middle school students should be picked up and dropped off before elementary siblings.**

Weather *Emergency Closing Due To Weather*

In the event of severe weather, an announcement will be made on local TV and radio that **all schools in the Birmingham or Hoover City Schools area of the Catholic Diocese of Birmingham will be closed.** The name of the individual schools will not appear on the list. Listen for the name of our diocese instead.

Our school's policy is to do everything possible to protect the health and welfare of our students. When a weather warning has been issued for the immediate area, the school will take appropriate safety precautions, which may result in not releasing or dismissing a student until the warning has expired. Any parent or other individual interfering with this policy will assume any and all liability that may result, whether accidental, intentional, negligent or otherwise, as a result of such parent's or individual's action.

Severe Weather Plan - Schoolcast will notify every parent via phone call of all emergency closings. Parents are required to keep pertinent information updated on the Schoolcast site.

* The schoolcast emergency phone system may also be used as a schoolwide information hotline.



UNIFORM POLICY & DRESS CODE

ALL UNIFORMS MUST BE PURCHASED THROUGH Dennis School Uniforms

www.dennisuniform.com
1901-B Hoover Court
Hoover, AL 35226
(205) 822-7025 or (800)419-4231

Uniform Policies Applying to All Students:

1. All students K-8 are required to wear uniforms in good condition (i.e. not frayed, torn, drawn on, or slit).
 2. **Any student arriving at school out of dress code will be sent home immediately for a change of clothing.**
 3. **All shirts must be tucked in at all times, except girls 3/4 sleeve blouse.**
 4. Outerwear (POP gray sweatshirts, black anorak pullovers, maroon nylon jackets, and maroon fleece jackets) may not be worn in class. They may be worn before school, during outside time such as recess, and after school.
 5. Hair color must look **natural** — no hair coloring, tattoos, or body piercings.
 6. Shoe Rules: -Shoes may not light up or have characters on them.
 - Dennis Uniform sells brown suede buck shoes which may be worn by all students and may be worn for PE. They also sell black Mary Jane shoes for girls.
 - Boots, platforms, or heels of any kind are not permitted.
 - May wear solid white, black, or gray tennis shoes. (No embellishments in a different color are permitted.)
 - Middle school students may also wear black or brown closed toe / closed heel shoes.
 - All shoes must be tied at all times.
 7. Backpacks - Students may carry a backpack of their choice. Backpacks with wheels and backpack accessories are NOT permitted. Middle school backpacks are stored in a locker, not brought to the classrooms.
 8. All students may wear medals, crucifixes, and watches. Watches may not light up or have characters on them. Neither rings nor bracelets may be worn. Girls may have one ear piercing only. Earrings must be post and no larger than the size of a dime. Earrings may not dangle in K-5.
 9. Middle school students are required to wear regulation maroon mesh gym shorts and gray t-shirt for PE. Socks and regulation colored tennis shoes are required.
- Uniform sweats from Dennis may be worn during cold months. Uniforms and shoes may be stored in student PE locker.

Boys

- Hair:** K-8 Length should be moderate in length:
1) out of the eyes
2) not below the bottom of the ear
3) not below the top of the shirt collar in the back.
- Belts:** K Black Belt Optional (Stretch Belt available from Dennis)
1-5 Required Black Belt from Dennis
6-8 Required Black or Brown Belt from Dennis
- Socks:** **Socks are required and must be visible around the ankle.**
Socks must be solid black, gray, or white.
- Shirts:** K-5 Must wear shirts with POP logos — white or maroon knit golf shirts, white turtleneck, maroon sweatshirt or sweater. Visible undershirts must be white or gray.
6-8 May wear solid white, solid gray, or required PE t-shirt under school uniform. Long sleeve t-shirts may not be worn under short-sleeved shirts.
6-8 Must wear shirts with POP logos — white oxford button down, black knit golf shirts, and turtlenecks.
6-8 May wear black sleeveless sweater with oxford shirt only.
6-8 May wear black long sleeve v-neck or crew neck sweater with any uniform shirt.
- Pants:** K-5 Gray pants or shorts.
6-8 Khaki pants or shorts.



Girls

- Hair:** Hair accessories must be solid white, black, or maroon. Plaid uniform hair accessories are available at Dennis.
- Belts:** K Black Belt Optional (Stretch Belt available from Dennis)
 1-5 Required Black Belt from Dennis (Pants and Shorts)
 6-8 Required Black or Brown Belt from Dennis (Pants and Shorts)
- Socks:** **Socks must be visible around the ankle.**
 K-5 Plain socks/tights must be solid black, gray, maroon, or white.
 6-8 Plain socks/tights must be solid white, gray, or black.
- Shirts:** K-5 Must wear shirts with POP logos — white or maroon knit golf shirts, Peter Pan shirts, white turtleneck, maroon sweat shirt or sweaters. Visible undershirts must be white or gray.
 6-8 May wear solid white, solid gray, or required PE t-shirt under school uniform. Long sleeve t-shirts may not be worn under short-sleeved shirts.
 6-8 Must wear shirts with POP logos — white oxford button down, black knit golf shirts, turtlenecks and white 3/4 sleeve length blouse.
 6-8 May wear black sleeveless sweater with oxford shirt only.
 6-8 May wear black long sleeve v-neck or crew neck sweater with any uniform shirt.
- Pants, Skirts, & Skorts:** All skirts, shorts, skorts, and jumpers must be not more than 2” above the knee.
 K-5 Gray pants or shorts, plaid shorts, jumpers or skorts. Jumpers must be worn with Peter Pan shirts and black bike shorts that are not longer than the length of jumper .
 6-8 Must wear uniform pants, walking shorts, skorts, or skirt. Plaid skirts must be worn with white blouses or black knit shirt.

- Purses:** K-3 Not allowed
 4-5 Purses must be solid gray, black, or maroon.
 6-8 Purses of own choosing.

- Make-up:** K-5 Not allowed
 6-8 May wear clear lip-gloss and clear nail polish
 8 May wear very light, natural looking make-up.
 May wear lip gloss, not lip stick.
 May not wear eye-liner or eye shadow or bright blush
Failure to comply will result in loss of privilege.

**For each of the following special days,
 clothes must meet uniform policies #1 and #2.**

Middle School House Day

On Fridays, or other designated House days, middle school students must wear House shirt and jeans or uniform khaki pants or uniform khaki shorts. Black or brown belts must be worn and shirts must be tucked in. Uniform shoe rules apply. (Jeans may not be frayed, embellished or torn).

Dress Down Day

On these special days, students may come to school dressed in tasteful outfits of their choosing. Jeans, pants, capris, and shorts (not more than 2” above the knee) may be worn. However, no dresses or skirts are permitted. Shirts must completely cover shoulders and stomachs. No offensive wording, images, or content may appear on clothing. Uniform shoe rules apply.

Spirit Day

Dress will consist of a POP Spirit shirt (available through PTO) and jeans or jean shorts (not more than 2” above the knee). Uniform shoe rules apply.

**Uniform Infractions may result in the
 loss of Dress Down and Spirit Day privileges.**

Health

Any student who gets sick at school will be sent to the office. Parents or guardians will be notified to pick up their student. A health card must be on file in the office for each student. All students should be free of illness for 24 hours before returning to school. *Please refer to the policies for returning to school.*

Health Form (Immunization Form)

An Alabama Immunization Form is required to be on file for each student. This form may be obtained from your doctor or from any health department. Students coming from out of state must obtain this form for registration.

Health Records

It is imperative that we have a health card on each student. Information on allergies or health problems and phone numbers where parents can be reached is important.

Medications

Medications, including over the counter medications (Tylenol, aspirin, etc.), should be given at home whenever possible. Medications that need to be given three times per day can easily be given before school, after school, and at bedtime. If medication must be administered at school, it must be in the original container with the prescription label attached and the physician's directions included. **All medications must be brought to the office by a parent.** Students are not permitted to have medication with them at any time while at school. This includes cough drops.

A signed authorization form, available on the school website or from the school office, is required for school personnel to give a student prescription or over the counter medication. The Physician must sign forms for prescription medication to be administered. In case of an emergency, the school should have a written notification of all medications your child is taking.

If a child must take medication while at school, please use the following guidelines.

1. Prescription medication needs to be in the original container. The student's name, type of medication, and doctor's name must be clearly visible. A note from the physician indicating the time and dosage that is to be given should also accompany the medication.
2. Please send only the amount to be prescribed at school in the original container. Ask pharmacist to divide prescription if necessary to administer at school. Medication will not be sent back and forth with students each day.
3. Non-prescription medication needs to be in the original container and requires a completed over-the-counter medication form available on the school website or in the school office. Please send only amount of medication needed. Medication will not be sent back and forth with the students each day.
4. The school will keep a log each time a student is given medication, whether it is prescription or non-prescription drugs.

Students are not allowed to carry any type of medication with them during the day. School requires parent/guardian to bring the medication in its original container to the school office.



Parent/Teacher Conferences

Parent-teacher conferences are encouraged for better communication. If a conference is desired, please call the school office for an appointment. The school secretary will help arrange the conference at the earliest possible time.

The school year is divided into four grading periods. Report cards are given out at the end of each period.

First Nine Weeks: Parents are **required** to have a conference with the teacher to receive their child's report card.

Second Nine Weeks: Report cards are sent home and conferences may be requested by the parent or teacher.

Third Nine Weeks: Parents should consider conferencing with their child's teacher this month.

Fourth Nine Weeks: Report cards will be mailed home.

Lunch Room Policies

1. Students may purchase their lunch through our hot lunch program or bring a bag lunch.
2. **Fast food may not be brought into the lunchroom.**
3. If a student forgets his/her lunch, the school will provide a lunch and parents will be billed.
4. Students may purchase milk through our milk program.
5. Parents may join their children for lunch. They may purchase a hot lunch by calling 824-7886 ext. 33 and ordering one. Orders must be placed by 9:00am. Parents will pay at the end of the lunch line.
6. Students may not bring the following: Carbonated drinks, glass containers, or drinks with openings larger than a nickel.
7. Classes in K5-5th grade may be required to begin lunch with 10 minutes of silence to ensure that all students eat a healthy lunch.
8. Bring all lunch items needed.
9. Lunch menus are available on our school website.



Lunch Area Conduct

Students are urged to keep the lunch area as clean as possible. In order to accomplish this, the following rules must be followed:

1. Students are to put all used disposable articles in the containers provided.
2. Students are not to misuse any lunchroom facilities, including equipment, chairs, and tables.
3. Students who spill food or drink in the lunchroom are expected to clean up.
4. Students are to be orderly, courteous, quiet, and respectful in the serving line.
5. Students may not, under any circumstances, use each other's milk or ice cream card.

Evacuation Procedures

Safety is important. In order to be prepared for a fire, tornado, or other such emergency, drills are held regularly at school. The drills are to give students practice in using precautions that should help them avoid possible injuries. There is to be no talking during any evacuation procedure and all students should remain in their assigned area throughout the drills. In the event of an actual evacuation, The Schoolcast Emergency System will notify parents as to where and when to pick up students.

Electronic Devices

Catholic Schools in the Diocese of Birmingham make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be in the school building. If any are used, seen, or heard during school hours, they will be confiscated. Consequences will be decided by the principal. The above pertains to radios, tape players, pagers, televisions, iPods, MP3 players, and cameras, but are not limited to these items.

Cell phone usage will be discussed during the parent meetings in August. Students may carry a cell phone in their backpack. Cell phones must be turned off during all school hours, including carpool. Any phones seen or heard during school hours will be taken away and given to the principal.



School/Parent Partnership Agreement

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their children. Registration at Prince of Peace Catholic School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between Prince of Peace Catholic School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Prince of Peace Catholic School, or by word or action is not supportive of its goals, or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child, or children, from Prince of Peace Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

It is understood that this Agreement is continuing in nature and shall be in effect for the duration of the child/children's enrollment at Prince of Peace Catholic School.

Discipline Code

Minor Infractions for K-4th

In order to promote a favorable teaching-learning climate at school and to help all students develop appropriate standards for self-discipline, students will be disciplined in a reasonable and fair manner with regards to the offense.

Teachers in grades K-4th Grade use individual discipline plans for the appropriate grade level. Discipline procedures are sent home by the teacher and discussed at parent orientation. Students who do not respond to the classroom discipline plan will meet with the principal.

Minor Infractions

1. Disruption of the educational process
2. Chewing gum or eating inappropriately anywhere in the school, church, or playground
3. Inappropriate behavior on campus or on school related trips
4. Bringing nuisance items to school
5. Running, pushing, shoving, yelling, or horse-playing
6. Public display of affection
7. Selling any items not approved by the school
8. Possession of over-the-counter medication
9. Mischievous behavior regarding the possessions of others
10. Lying
11. Using inappropriate words
12. Any other conduct that is inconsistent with the philosophy of Prince of Peace Catholic School

When a student continues to be unresponsive to the classroom discipline procedure, a parent conference will be arranged to set up an individual behavior plan. A student's continuation of school attendance will be based on the improvement of behavior. If student is unresponsive to school policies or procedures, the student will be disenrolled.



Major Infractions

1. Disrespect in any form towards faculty or other adults (arguing, talking back)
2. Any form of fighting, including provocations that are verbal and/or physical (retaliation)
3. Leaving school grounds without permission
4. Copying or cheating on tests or schoolwork
5. Gambling
6. Continued misconduct that warrants being sent to the principal's office.
7. Use of curse words
8. Theft or destruction of others' possessions
9. Vandalism - Parents and students will be personally liable, including financially, for any damage that occurs as a result of an act of vandalism. This includes both property damage and/or damage to an individual's possessions, occurring either at school or at a school function
10. Any form of bullying, harassment, or threat
11. *Possession or distribution of any type of pornographic materials
12. *Threat of bodily harm or destruction
13. *Possession of any type of weapon or dangerous item
14. *Possession or use of drugs, including drug paraphernalia
15. *Possession and/or consumption of alcohol or tobacco products on school grounds, on a school outing, or at a school related event
16. Any other conduct that is inconsistent with the philosophy of Prince of Peace Catholic School.

*Commission of **ANY** offense #11-15 will result in punishment at the **5th Offense** level. (See Punishment for Major Violations.)

Students committing a major infraction will be immediately sent to the principal's office, and parents will be notified.

Punishment for Major Violations

Principal will take appropriate action:

- 1st Offense:** Parent Conference including student, teacher, parents and/or guardian. Two days of one hour after school detention will be assigned.
- 2nd Offense:** Three days of one hour after school detention will be assigned.
- 3rd Offense:** One day of In School Suspension will be assigned.
- 4th Offense:** Two days of In School Suspension will be assigned.
- 5th Offense:** Student will be assigned three days of Out of School Suspension.

In-School Suspension

The student will be assigned class work and separated from the class for the given time. A substitute teacher will be assigned to this student. Parents are responsible for all costs incurred. Students will receive a zero for all tests, assignments, and activities for the suspension time period.

Out of School (Home) Suspension

Student will be required to stay home for 3 days. Student will not be permitted to make up any missed work or tests.

Suspension and Expulsion Appeals Process Policy Adapted: Diocesan Catholic School Board

It is the expectation of the Diocesan Catholic Schools that students will behave according to the policies, rules, and regulations of the school in which they are enrolled. When the rules are violated, the school will impose reasonable disciplinary measures within the established authority of the school so that students are treated with fairness and firmness.

The classroom teacher is the primary disciplinarian in the classroom. When it is deemed necessary for the classroom teacher to take extraordinary disciplinary action, the behavior of the student and the recommended action will be reviewed by the person(s) responsible for student discipline and knowledge of school policy and implications. This person will probably be the Dean of Students, Assistant Principal, or Principal.

After a thorough investigation is conducted and it is determined that more severe action is appropriate, such as suspension and/or expulsion, the following procedures will apply:

Suspension:

When it becomes necessary to suspend a student because of a disciplinary problem or a violation of school regulations, the appropriate school authority

will notify the student and the student's parent or legal guardian immediately by telephone and/or in writing by registered mail no later than three (3) school days after the incident. The Principal is the appropriate authority when communicating a suspension to the parent or legal guardian. An appeal of the decision must be made by the parent or legal guardian to the Principal no later than three (3) school days after notification. The final decision to suspend will be determined by the Principal.

Expulsion:

For serious disciplinary reasons and/or violations of major school regulations, a student may be expelled from school after the Principal has met with the student and the student's parent or legal guardian. If the Principal decides that an expulsion is warranted, a written notice of expulsion will be sent to the parent or legal guardian by registered mail no later than three (3) days after meeting with the student and the student's parent or legal guardian.

Expulsions may be appealed to the Principal in writing by the student's parent or legal guardian no later than five (5) school days after the disciplinary meeting with the student and parent or legal guardian (or one week if school is not in session). If there is cause for further review, a written appeal should be submitted to the Principal that clearly states the grounds for the appeal and all the pertinent information.

The Principal will immediately forward the appeal letter to a Disciplinary Review Committee. The Committee will consider the application of school policy as indicated in the Student Handbook and will determine if due process was followed.

Sufficient grounds for an appeal are limited to the following criteria: (1) an issue of procedure, i.e., school officials inappropriately followed procedures explained in the applicable Student Handbook, (2) an issue of policy, i.e., school officials did not follow policy as explained in the applicable Student Handbook, or (3) substantial new information has come forward after the censure was administered.

If the Disciplinary Review Committee determines that there are not sufficient grounds for an appeal, the parent or legal guardian will be notified by registered mail of this decision no later than five (5) school days after receipt of the appeal letter by the Principal.

If the Disciplinary Review Committee determines that there are sufficient grounds for an appeal, the parent and/or legal guardian will receive written notification of this decision no later than five (5) school days after receipt of the appeal letter by the Principal. Included in the letter will be the notification of the date, time, and place of the appeal hearing. The Disciplinary Review Committee will conduct the hearing no later than ten (10) school days after notification of the existence of proper grounds for appeal.

CONSIDERATION

The Principal will receive the recommendation of the Discipline Review Committee and will communicate the recommendation to the parent or legal guardian by registered mail. The decision of the Discipline Review Committee is final.

Records are kept on all proceedings.



5th - 8th Grade Discipline Policies

Blue Slip Infractions (Minor Infractions)

1. Disruption of the educational process.
2. Chewing gum or eating at inappropriate times anywhere on campus.
3. Inappropriate behavior on campus or on school related trips.
4. Bringing nuisance items to school.
5. Running, pushing, shoving, yelling, or horse-playing.
6. Public display of affection.
7. Selling any items not approved by the school.
8. Tardiness by bell system (between classes).
9. Possession of over-the-counter medication.
10. Mischievous behavior regarding the possessions of others.
11. Lying.
12. Any other conduct that is inconsistent with the philosophy of Prince of Peace Catholic School.

Within a nine week period, the following schedule will be followed:

Blue Slips Issued	Consequence
1	Warnings from the teacher Blue Slip Celebration denied (see below)*
2	Warnings from the teacher Blue Slip Celebration denied
3	Sent to principal's office and parent conference scheduled Blue Slip Celebration denied
4-5	After school detention assigned Blue Slip Celebration denied
6**	The sixth blue slip will be considered a major infraction Three days detention as per first major infraction Blue Slip Celebration denied

**If a student receives six or more blue slips in a nine week period, a student/parent/administration meeting will be scheduled. All blue slips received after the 6th will follow the major infraction offense procedures for discipline.

*Celebrations, which may consist of Dress Down Days, will be planned for 5th-8th grade students NOT receiving Blue Slips or Yellow Slips during a nine week period. Students receiving 1 Blue Slip may participate in 1 Dress Down Day when applicable.



Major Infractions

1. Disrespect in any form toward faculty or other adults (arguing, talking back)
2. Any form of fighting, including provocations, that are verbal and/or physical (retaliation)
3. Leaving school grounds without permission
4. Copying or cheating on tests or schoolwork
5. Gambling
6. Continued misconduct that warrants being sent to the principal's office
7. Use of curse words
8. Theft or destruction of others' possessions
9. Vandalism - Parents and students will be personally liable, including financially, for any damage that occurs as a result of an act of vandalism. This includes both property damage and/or damage to an individual's possessions, occurring at school or at a school function
10. Any form of bullying, harassment, or threat
11. *Possession or distribution of any pornographic materials
12. *Possession of any type of weapon or dangerous items
13. *Possession or use of illegal drugs or illegal drug paraphernalia
14. *Possession and/or consumption of alcohol or tobacco products on school grounds, on a school outing, or at a school related event
15. *Threat of bodily harm or destruction
16. Any other conduct that is inconsistent with the philosophy of Prince of Peace Catholic School

*Commission of **ANY** offense #11-15 will result in punishment at the **5th Offense** level.

Students committing a major infraction will be immediately sent to the principal's office, and parents will be notified.

- 1st Offense:** 3 days after school detention
Students may not enter after school care after detention.
- 2nd Offense:** 5 days after school detention
Student may not enter after school care following detention.
- 3rd Offense:** 2 days of ISS (In School Suspension)
Student will receive a zero for all homework, classwork, and tests. Parents will pay for all expenses incurred (\$60/day).
- 4th Offense:** 3 days of ISS
Student will receive a zero for all homework, classwork, and tests. Parents will pay for all expenses incurred (\$60/day).
- 5th Offense:** 3 days of out of school suspension
Zeros will be given for all homework, classwork, and tests.

If a student committed a 5th level offense, he/she is considered to be unresponsive to the classroom/school discipline procedures. It may be suggested that the child be evaluated by his/her pediatrician or local school district. Students missing quizzes, tests, or homework because of a disciplinary procedure will be required to take assessments and turn in homework upon return. **Students will not receive credit for work turned in.**

Conduct Outside of School

Prince of Peace students must behave in a manner consistent with the beliefs, values, and code of conduct of the school both on and off school property. Behavior may include, but is not limited to, internet usage, e-mailing, and instant messaging. Any conduct deemed by the principal and/or pastor to be inappropriate or disrespectful to the integrity of Prince of Peace or any of its students, may be subject to school disciplinary action.





Internet Usage Policy

Introduction

To ensure that students receive a quality, Catholic education and that employees are provided the opportunity to work in a professional and intellectually stimulating environment, it is the policy of Prince of Peace Catholic School (“the School”) to provide all students and employees with opportunities for access to, and use of, a variety of technology resources (includes, but is not limited to, computer hardware, networks and network access, etc., provided by the school).

Technology resources provided by the School and used by students and employees must be used in legally and ethically appropriate ways consistent with the mission and goals of the School. The School is responsible for securing its computer network and technology resources against unauthorized access and/or abuse while making them accessible for students and employees. This responsibility includes informing students and employees of expected standards of conduct and the disciplinary consequences for failing to adhere to such standards. The legal and ethical use of computer hardware and software will be taught to all students and employees.

Therefore, it is the policy of the School that all technology resources will be used in accordance with other School policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology resources. Additionally, it is the policy of the School that all students and employees shall use the School’s technology resources so as not to waste them, abuse them, and/or interfere with or cause harm to other individuals or institutions.



Policy Statement

The technology resources provided by the School are intended to support the educational, instructional, and administrative endeavors of the students and employees of the School. Any other use of the School's technology resources is forbidden without the express written permission of the Principal.

Specifically, students and employees shall be subject to the following guidelines and/or standards of conduct:

1. All technology resources provided by the School for use by students and employees, regardless of purchase date or location, shall be subject to this policy.
2. Students and employees are required to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Network Administrator.
3. All systems designs, computer hardware, computer software (whether created internally or purchased from outside vendors), documentation and other materials are the exclusive property of the School and are not to be disclosed to outside parties without the express written authorization of the Principal.
4. Information specific to a student, to his/her family, or to an employee that resides in computer files shall be treated as confidential and shall not be disclosed to outside parties without the express written authorization of the Principal.
5. An individual may only use computer hardware, software, accounts, files, and data assigned to that individual under their password. All user identification codes, passwords, and other access control information are for the use of the individual to whom they are assigned and are not to be disclosed to another individual. An individual shall take all reasonable precautions to prevent unauthorized access to accounts and data. An individual is accountable for the use of assigned access control information, and is responsible for reporting to the Principal, and/or the Network Administrator, any suspected violation of security.
6. The School is licensed to use computer software from a variety of outside companies. The School does not own either this software or its documentation, and unless authorized by the software developer, does not have the right to reproduce it. Duplication of any copyrighted software is prohibited unless specifically permitted by the license agreement. Any questions concerning copyright provisions shall be directed to the Network Administrator. Illegal copies of software may not be created or used on the School's computer equipment.
7. All hardware and software used on the School's network, as well as any individual computer workstations not on the network, must be approved and installed by the Network Administrator. Students and employees, other than the Network Administrator, shall not install hardware on any computer owned by the School.
8. All purchases or donations of hardware or software must be coordinated through the Network Administrator.
9. Students and employees of the School shall not attempt to modify technology resources and/or configurations, change the restrictions associated with their accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
10. The use of the School's technology resources by students and employees is a privilege, not a right, and inappropriate use shall result in the cancellation of that privilege. **Examples of inappropriate use which shall be considered major violations are the following:**
 - a) Damage to any hardware, software, or to the network;
 - b) Changing work station and/or printer configurations;
 - c) Placement of unauthorized information, computer viruses, or harmful programs on individual work stations or on, or through the network;
 - d) Use of another's password;
 - e) Trespassing in another individual's files, folders, or work (including deletion, examination, copying or modification) without their consent;
 - f) **Violation of copyright laws;**
 - g) Use of the School's technology resources to send obscene language, or to harass, insult or attack others;
 - h) Eating or drinking near computers.

The Principal and/or the Network Administrator shall determine other inappropriate uses and disciplinary action on a case-by-case basis, and their decision shall be final.

11. Teachers are responsible for monitoring use of the School's technology resources in their individual classroom and for emphasizing the School's technology resources policy with students.
12. Violations of this policy shall be handled in a manner consistent with comparable situations requiring disciplinary action, including but not limited to the following:
 - a) Loss of access to technology resource;
 - b) Disciplinary action in line with the School's Discipline Policy;
 - c) Financial responsibility for any damages;
 - d) Loss of employment; or
 - e) Legal action, if applicable.

Use of the Internet

Information from electronic sources, such as the Internet, alters the educational environment by opening unlimited information resources and creating opportunities to search for information on practically any subject. The goal of the School in providing access to information resources available via the Internet is to promote educational excellence by facilitating resource sharing, innovation, and communication. It is intended that the students, faculty, and staff will access the Internet and retrieve and use information that is appropriate for their various curricula, age, and developmental level. Information resources accessed via the Internet will be screened for content prior to introduction into the educational environment.

Use of the Internet at the School must be in support of education and research, and it must be consistent with the education objectives, mission, and goals of the School. The School's Internet account may be used for the following purposes only:

1. Educational/Academic support and research;
2. Electronic communication for educational purposes only (i.e., no "chat rooms"); and
3. General information.

With the complex internetworking and access to systems worldwide through the Internet, the Network Administrator, faculty and staff cannot control the content of information available through access to the Internet. Users and parents of users are advised that some systems contain offensive material. The School does not condone the use of such materials and will not permit access to, or the use of, such materials at the School. Violations of this policy will be handled in the same manner as discussed above.

All of the School's policies and rules for appropriate technology usage shall apply to use of the Internet. Students will be allowed to conduct research and communicate on the Internet only with teacher direction and supervision and only upon the receipt of the appropriate permission form signed by a parent. Permission is not transferable, and may not be shared. The Network Administrator, Principal, and faculty shall have the right to review any and all information accessed and/or downloaded from the Internet through the use of the School's computer system.



Use of School Facilities

Parents requesting the use of school facilities must have a signed agreement with the principal or facility director.

Drug Abuse, Alcohol and Smoking

Purpose and Intent

The constant teaching and Tradition of the Catholic Church upholds the sanctity of life and the dignity of the human person. As Catholics, we believe men and women are made in the image and likeness of God. We believe our bodies are temples of the Holy Spirit. The Fifth Commandment, Thou shall not kill, forbids the abuse of alcohol, tobacco, and drugs that alter our consciousness and harms our bodies. This profound and over reaching belief in the dignity of the human person and the sanctity of life is the foundation of the following Diocesan Policy 4500.1 pertaining to alcohol, tobacco and drugs:

It is strictly forbidden for any student to use, possess, or distribute drugs and alcohol, including, but not limited to tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, or controlled substances as defined by federal, state law for which the student has no prescription from a duly recognized medical authority, or use of another person's prescription on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. Students found using or possessing alcohol or drugs or who arrive at school or any school function under the influence of drugs or alcohol shall be subject to disciplinary action as outlined by the school's policies and regulations.

Implementation of this policy is consistent in each of the diocesan schools. Our Catholic Schools provide a caring family environment that is free of alcohol, drugs and tobacco. Our school should present to the community a clear witness of our Catholic commitment to respect our bodies as temples of the Holy Spirit. Our Catholic faith also teaches compassion. The intent of the following regulations is not to punish but to encourage students to make choices consistent with a healthy lifestyle.

School officials have the responsibility to be proactive in providing and maintaining a safe school environment. In order to accomplish this, an important component is providing educational opportunities for parents, students and school personnel. All students and faculty are responsible for attending the alcohol, tobacco and drug presentations offered by the school. By accepting admission into the school, parents assume the responsibility for cooperating with school officials in fostering in their children healthy lifestyle choices.

Disciplinary Regulations

The policy of Catholic schools strictly forbids the possession, use and distribution of alcohol, drugs and tobacco. The consequence for violation of this policy is referral for suspension and/or expulsion. In each instance, the administrator's final disciplinary decision will be based on an investigation, evidence, and consultation with the student and parents. Prescribed medications and other necessary medicines are distributed by the school in accordance with school procedures.

If a school official suspects that a student has violated the policy or may be associated with anyone who has, the school administrator will respond appropriately. For possession, use and/or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel. School administrators may:

- *Search a student's locker and personal belongings;
- *Require medical evaluation at a designated facility;
- *Require additional medical evaluations at the parents' expense if the initial one is positive;
- *Require individual and/or family counseling, as needed.

In an effort to maintain a safe school environment, the school administrator may authorize random searches (by school personnel or local authorities) of students, their personal belongings, and lockers. The administration may also authorize random medical evaluations at the school's expense.



Counseling Services

Prince of Peace School is part of the Diocese of Birmingham. As part of this system, we benefit from the services offered by the Catholic Schools Office in Birmingham under the direction of Mrs. Frances Lawlor, Superintendent. Not only does this office serve as an information center for our schools, but also as a resource for solving problems which arise in the educational program.

Prince of Peace School has a Guidance Counselor on staff. Some guidance services offered are: assistance with educational planning, interpretation of test scores, occupational and career information, study skills, help with home, school, and/or social concerns, or any other questions the student may feel he/she would like to discuss with the counselor. A student may be seen up to three times by the counselor before reporting to parents.

Grievance Policy

Complaints should always go through proper channels. Discussing a problem with others, who are not involved, does not help eliminate the problem. On the contrary, it may only create more discontent and animosity between the parties who are actually involved. Any problems about school can, and should, be resolved by communicating to one another in a Christian manner. The following are procedures for dealing with complaints:

1. Begin by holding a conference with the teacher.
2. If satisfactory adjustments or explanations are not made, hold a conference with teacher and principal.
3. If satisfactory adjustments or explanations are not made, hold a conference with the pastor.

Final decisions shall not be reached in the presence of the grieved party, but only after a closed session to discuss the matter privately. All ordinary standards of due process will be followed in the exercise of these procedures.

Again, let us always communicate with one another in a Christian manner.

Homework

The amount of homework you may expect your child to do each evening is specified below. The number of minutes should be considered the average amount of time to allocate for homework, including nightly reading assignments.

Grades 1-2	30 minutes
Grade 3	40 minutes
Grades 4-5	50 minutes
Grades 6-8	90 minutes

If both the student and his/her parents determine that homework is regularly requiring more time than has been indicated, please contact the teacher, or teachers, involved to determine why such a situation exists. If and when this situation occurs, parents are asked to note on top of the homework the amount of time spent studying, and to sign the homework paper.

As has been indicated above, your child can expect to have homework every day. Parents are therefore strongly encouraged to review their child's homework every evening to reinforce the concept of homework as a valuable activity.

One further note seems especially appropriate regarding homework. It seems that many students have a very narrow concept of homework, limiting their understanding of homework to be only specific written assignments. Thus, many children tell their parents that they have no homework, when in reality they have been instructed to study for a test, read assigned pages, or memorize poetry, etc. Parents are asked to remember: **HOMEWORK IS ASSIGNED DAILY!** It must also be noted that test preparation may vary from student to student. While some students are able to utilize a minimal amount of time in order to study for a test, others require a more intense study schedule. Study time may increase the amount of time required for nightly assignments. The recommended times above are to be used as a guideline for written assignments.

Prince of Peace Parent-Teacher Organization (PTO)

The PTO represents the parents and teachers of our school. Together we ensure the classrooms remain equipped and the needs of the students and faculty are met, as well as providing opportunities for fellowship within our school community. Our representatives are here to serve the parents and teachers of Prince of Peace. Through the generosity of our families and community support of our fundraisers, we have been able to provide many items for the school including computer equipment and classroom furnishings. Please contact any of our PTO officers with concerns, questions or ideas. We look forward to hearing from you.

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- Kimberly Messina, Registrar kmessina@bham.rr.com
- Tim Wammack, Secretary
- Gary Eiswirth, Equipment Manager geiswirth@southernstorefixtures.com
- Joe Kraus, Facilities Manager
- Lisa Willet, Volleyball Commissioner
- Paul Lydon, Basketball Commissioner
- Amanda Thompson, Cheer Commissioner
- TBA, Soccer Commissioner

The Prince of Peace Sports Committee meets monthly at the school. If you have any questions, comments, or concerns, please contact a member of the Sports Committee.

Sport	Grade	Players	Season
Volleyball	3rd-8th	Girls	Fall
Soccer	K3-8th	Girls/Boys	Fall/Spring
Cheerleading	1st-8th	Girls/Boys	Winter
Basketball	1st-8th	Girls/Boys	Winter

Soccer players must be 3 years of age by September 1st.

Basketball players must be 6 years of age by August 1st.

Registration dates TBA

Information available on school website: www.popcatholic.org, through the Church bulletin, The Dove, and Sports Committee members.

Believing is the First Step in Achieving!

Sports programs are open to all Prince of Peace Parishioners and Prince of Peace School students.



School Advisory Board

Members

Connie Angstadt, Principal	cangstadt@princeofpeaceschool-hoover.org
Katie King, Vice Principal	kking@princeofpeaceschool-hoover.org
Marilyn Bochnak, Chairperson	jamboch@aol.com
John Willett, Vice Chairperson	jdw3rd@gmail.com
Tena Diliberto, Secretary	tenad@charter.net
Kristi Beaird	kbeaird@charter.net
Tom Callahan	callahantj@vestavia.k12.al.us
Melinda Guillaume	mguillaume@charter.net
Sean Monte	smmonte@bellsouth.net

Prince of Peace Mission and Purpose

The mission of the Board is to foster, promote and support the mission of Prince of Peace Catholic School by advising both the Principal and the Pastor in providing the best possible Catholic education for the students at Prince of Peace Catholic School in cooperation with the Diocese of Birmingham.

Purpose

The purpose of the Board is

- * To promote and articulate the mission of the school in the parish community and public forums;
- * To encourage parental participation in Catholic Education;
- * To provide stability for the future by setting short and long term goals and evaluating progress on these goals;
- * To develop, promulgate and evaluate local policies in alignment with policies of the Diocesan Catholic School Board;
- * To deal with the school's financial need today and plan for the future, including helping plan the budget;
- * To serve as an instrument of communication between Pastor, Principal, parents, and parish.

Article VII:

Section 2: Addressing the Board

The right of nonmembers to address the Board shall be limited to those whose petition has been approved for the agenda by the Executive Committee in advance of the meeting. The board will go into executive session whenever the issues involve personnel or other confidential matters.

