



# PRINCE *of* PEACE *Catholic School*

## **Parent/Student Handbook**

2023-2024 School Year

Prince of Peace Catholic School

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# I. FOREWORD

## Diocese of Charleston Elementary Schools Statement of Common Belief

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church*, 2270-2275.

Based upon this belief of human life the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See <https://sites.google.com/stanneschool.net/doc-teacher-toolbox/catholic-identity/diversity-equity-and-inclusion>). Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

### School Mission Statement

We are the primary apostolate of Prince of Peace Parish, collaborating with families to offer children a rigorous curriculum that promotes intellectual formation and virtue development, immersed in the teachings of the Catholic faith. \*Revised- 2020

## School History

The origins of Prince of Peace Catholic School (which opened for the first time in 2003) begin with the ideas for founding a pre-school or Prince of Peace Child Development Center (CDC) a full six years earlier. In 1997, a group of young parents from Prince of Peace parish began investigating the idea of a pre-school or Child Development Center on campus for one to four year old children. With the permission of our pastor Father Chet Moczydlowski, they visited other area pre-schools and began laying the groundwork for a proposal to the Diocese. By 1998, the proposal was completed and was presented to the Diocese of Charleston. Approval was given for the Child Development Center to open the following fall, 1999.

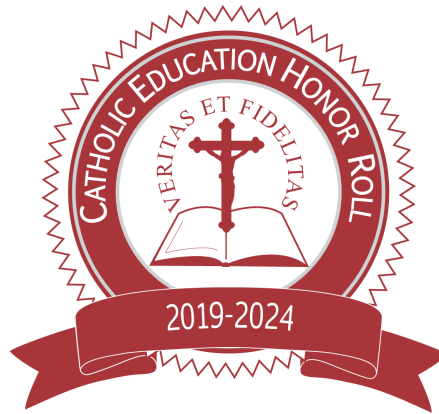
On September 2, 1999, the Child Development Center hosted an Open House for its incoming students, and 5 days later, on September 7th, 2009 the Child Development Center opened doors to its first students welcoming a single class at each grade level, K-1 (our program for one-year-olds) through K-4 (for four-year-olds).

In November, 2001, Diocese of Charleston approval was given for a ½ day Kindergarten class to be added in September 2002. Investigations into the possibility of adding grades and growing an elementary school continued, with the idea of beginning with the primary grades and adding one grade level each year through 8th grade. Half-day Kindergarten started in September 2002.

In August 2003, Prince of Peace Catholic School opened with two Kindergarten classes and a single 1st grade and 2nd grade class each. There were a total of 43 students in the school as the year began, rising to 47 by the end of the year. The following years we added a grade to accommodate the oldest class through 8th grade.

At the end of the 2008-2009 school year, Prince of Peace Child Development Center was closed after one decade of serving families and their children of pre-school age. The K4 class was rolled into the elementary school. The three classrooms made available by the closing of the CDC made it easier to grow the elementary school (adding 6th, 7th, and 8th grades). Then in 2023-2024, K3 was added to the K4/K5 program after multiple requests from the wider POP school and parish community.

## II. Our Catholic Identity



### Principles of Catholic Identity in Education

[Catholic Identity in Education](#): Principles articulate the elements the Church expects to find in all Catholic schools and which distinguish them from other schools. The principles are derived from Church documents related to education, including the documents of Vatican II, documents from the Vatican Congregation for Catholic Education, and the writings of various Popes. The five principles are:

- I. Inspired by Divine Mission
- II. Models Christian Communion and Identity
- III. Encounters Christ in Prayer, Scripture & Sacrament
- IV. Integrally Forms the Human Person
- V. Imparts a Christian Understanding of the World

### Marriage and Family, Pro-Life, and Social Justice

Prince of Peace Catholic Church and School is committed to following the Catholic Church's teaching on marriage and family life, pro-life and bioethical issues, and social justice, as outlined in the Catechism of the Catholic Church (para 1601-1658, 2259-2283, 2331-2391, 2402-2449) and other Magisterial documents of the Catholic Church. Because families enter into a partnership with the parish and school, clergy, and staff, it is important that all families understand that their children will be taught in accordance with Catholic teaching on these issues.

The school reserves the right to remove or not admit students: (1) who are publicly engaging in scandalous actions that are contrary to the teachings of the Church or (2) whose parents are publicly engaging in scandalous actions that are contrary to the teachings of the Church.

# III. Admissions

## Admissions Policy

A K3 student must be three years old on or before September 1 of that school year. K4 students must be four years old on or before September 1. A kindergarten student must be 5 years of age by September 1st. Parents must provide a birth certificate, baptismal certificate (for Catholic students), current immunization records, transcripts (for a transfer student) including standardized test scores(not applicable to K3), and an application fee in addition to the appropriate application form at the time of registration. If a child has a diagnosed learning disability, parents must provide a copy of any existing Individualized Education Plan and all evaluation paperwork. Prospective students and transfer students (except students entering K3- K4) are required to take a placement test and are accepted to POPCS provisionally, pending their placement. All students are also expected to be up to date in any legally required immunizations prior to enrollment. Given the advanced academic rigor of the school, it is not uncommon for a new student to repeat their current grade level when admitted to the school. At the end of the semester, the student's performance will be evaluated by the teacher and/or the principal. This evaluation is to determine if POPCS is the best place for the student. Students are admitted for one school year, and registration is conducted annually.

New students are admitted to Prince of Peace Catholic School (pending seat availability) and according to the following order of priority:

- 1) Active Prince of Peace Parishioner: Defined as a family engaged in the ministries of the Church and attending Mass at Prince of Peace a minimum of 75% of the time on Sundays and Holy Days of Obligation.
- 2) Active Parishioner of a local Catholic Parish
- 3) Active Parishioner of a Catholic Parish arriving from outside our local area
- 4) Non-Catholic

### Custody Issue Policy:

The School will consider all child custody arrangements to be joint legal custody and shared physical custody between the parents unless a copy of a court- ordered custody agreement ("Custody Agreement") providing a different arrangement has been delivered to the School Principal or other staff designee. Each parent of a child for which there is a Custody Agreement shall be responsible for ensuring that the Custody Agreement on file with the School is current and for providing any supplemental orders altering the custody arrangement.

### Class sizes:

Class size is limited to 22 students in K5 - 3rd grade. Class size is limited to 24 students in 4th through middle school. Newly enrolled families will have 24 hours to accept or decline their spot if offered. Interested families will be placed on a waiting list in the event that a given grade level is full. Families placed on the waiting list will be updated on the status of enrollment each month and asked if they wish to remain on the list, or taken off. Waiting lists for those families who wish to remain on will be rolled over from one year to the next.

### Re-enrollment of current students:

In January, current students and siblings are given the opportunity to re-enroll for the following academic year. This registration process takes place prior to the open registration for new students. The registration deadline for returning students is typically the Friday of the last full week of January each year. For families re-registering at POPCS, all financial obligations to the school must be paid prior to the student's name being placed on the re-enrollment roster (pastor and/or principal will decide on exceptions). New applicants will have an opportunity to submit their registration information for the next school year once re-enrollment has completed. Admissions decisions for new students will be made beginning on or around March 15th. It is expected that parents who seek to enroll their children at Prince of Peace Catholic School are committed to the mission, philosophy and values of the school and will support the school by giving of their time, talent and treasure.

### **Non-Discrimination Policy:**

In each category, applications will be processed on a first come, first served basis. Prince of Peace Catholic School does not discriminate on the basis of sex, race, creed, color, religion or national origin with regards to the administration of educational, admissions, and school administered policies and programs

## **Admission of Students with Special Needs**

Following are guidelines regulating the classroom inclusion of students with professionally diagnosed learning disabilities. A learning disability is "professionally diagnosed" by one qualified in the appropriate field of medicine or education who can provide documentation assisting parents and the school to better assist the child in the learning process. These guidelines apply whenever a parent or guardian requests or requires exceptions, adjustments, or accommodations to the teacher's ordinary classroom expectations or classroom management strategies.

1. When a student with a professionally diagnosed learning disability applies for enrollment, the family must disclose this to the school as a part of the application process. The School Learning Specialist will meet with the parents to define the student's needs and the school's ability to meet those needs. These needs must be identified with the assistance of documentation and recommendations provided by a qualified professional such as a letter from a doctor or an Individualized Accommodation Plan (IAP).
2. Classroom inclusion of a student with a professionally diagnosed learning disability requires the cooperation of both the school and the parents, and the realization by both that circumstances and available resources may make such inclusion of a particular student impossible. "Inclusion" means including the student in a regular classroom and classroom activities according to a teacher's usual learning or classroom management expectations.
3. An annual written agreement between the school and the student's family should be developed and executed each academic school year. This agreement will set forth specific goals and expectations of the student and the responsibilities of the school and the family. This agreement will be based on the recommendations provided by the parents to the principal, learning specialist, and the teacher from a qualified professional.
4. Special arrangements for homework, preferential seating, grading, promotion, graduation, or other identified exceptions, adjustments, or accommodations will be developed and described within the annual

agreement.

5. Failure of the student or his/her family to abide by the terms of the annual agreement or to cooperate fully with both the principal and the classroom teacher shall be grounds for student withdrawal.

## FACTS Management

Prince of Peace Catholic School utilizes the services of FACTS Management for our enrollment management, tuition collection, after care payments, book fees, re-registration fees, lunch fees, as well as housing our family and student information. Families are required to create a family account as a part of the admission process when they enroll in the school. INstructions and support for creating a family account will be provided to each family. The utilization of FACTS helps in keeping costs down for our school. The fees charged by FACTS will be incurred by our parents each year. Please see FACTS Management for exact fees.

Parents are reminded that all registration fees, book fees, and tuition payments are non-refundable. If tuition is late by more than 60 days, the principal/pastor may request the withdrawal of the student after late tuition notification has been sent. If for any reason the principal agrees to accept a check, all returned checks to the school are subject to a \$25 fee. Checks mailed directly to FACTS are subject to FACTS terms and conditions. All late payments to FACTS are subject to a \$35.00 late fee.

## Financial Aid

Financial aid and scholarships from Prince of Peace Catholic School are available only to Prince of Peace parishioners who remain in good standing as an active parishioner with students in Grades K5 – Grade 8. Non-parishioners should contact their pastor to seek financial assistance for their child's education. Financial aid applications or information about how to apply for financial aid on-line may be obtained from the school office or by going to [www.factsmgt.com](http://www.factsmgt.com). An application fee payable to Facts Management (FACTS) is required.

The financial aid application window opens in January for returning families and February for new families. Applications of accounts in arrears will not be processed unless an approved payment plan has been set up with the school. Applications for financial aid must be fully completed and received by FACTS no later than April to be considered for the next school year.

Families will be notified of financial aid awards from the school by June 1st. Because of the limited amount of funds available for financial aid, priority will be given to fully completed applications submitted on time and demonstrating the greatest need. Financial aid awards are on a sliding scale based on need, with all families expected to contribute what they can toward tuition.

### Receiving the Active Parishioner Discount

Since Prince of Peace Catholic School is supported financially by Prince of Peace Catholic Church, the children of active parishioners are granted a discount in tuition over non-parishioners. For you to receive the active parishioner discount, you must meet our active parishioner guidelines as follows:

- At least one parent must be a **baptized** Catholic and registered member of Prince of Peace Catholic Church for at least 6 months or sooner, per Pastor approval.
- Families **relocating** from out of the Greenville area may eliminate the 6 month waiting period by submitting a letter from their former pastor confirming active parishioner status at their former parish.

- The registered family or parent must faithfully attend **Mass at Prince of Peace** on Sundays and Holy Days. This can *only* be verified when you make weekly **use of the envelope system** in support of Prince of Peace Parish. To maintain active parishioner tuition, envelopes must show attendance at mass at least **75% of the time**.
- To sacrificially support the parish's weekly offertory collection. If you use EFT (Electronic Funds Transfer) or use envelopes periodically (i.e. once per month) to support the parish, you still need to drop an "empty" envelope in the basket weekly to show mass attendance. Although Prince of Peace does not yet require a certain dollar amount, many local parishes require at least **\$25-40 a week** on average.
- Families must be actively **involved in a ministry** of the church (Prince of Peace Catholic School is included as a ministry). Volunteer hours recorded by the PTO will be shared with the parish committee evaluating parishioner status.
- Families which find themselves with legitimate reasons for **missing Mass** more than 25% of the time must **communicate** with the Pastor, the Principal, and the Director of Administration and Finance in writing as soon as possible.
- **Special Circumstances** must be addressed by the Pastor, the Principal, and the Director of Administration and Finance.

Prior to the start of each school year and mid-way through the school year, a parish administration will review parishioner status data and verify with the School, in writing, that these criteria have been met.

## **Fundraising**

Tuition alone does not cover the entire cost of operating the school. Improvement of facilities and other goals outside the basic operation of the school require revenue from fundraising. Therefore all families are encouraged to support fundraising efforts. All fundraising efforts are approved by the principal. Opportunities for you to financially support the school and school organizations are found in participation in our Annual Fund, and the Parent Teacher Organization (PTO)'s events, including the POP-Art Party and Auction each year.

### ***Our Biggest Fundraiser: POP-Art-Party Tickets***

To support the fundraising mission of the parish (by non-competing for funds), Prince of Peace Catholic School limits its fundraising to two major activities each year: the Annual Fund and the annual POP-Art Party. We require that all parents purchase one ticket (single parent families may purchase one ticket) to our annual POP-Art-Party as a way of celebrating our students and school community and of supporting the school's financial goals outside of our usual tuition and fees.

## **Withdrawal Policy**

If a student is transferring to a new school, a transfer of records form must be requested from the new school. After receiving the completed request, records will be sent directly to the new school. Student records may not be hand-delivered to the new school by parents. Prince of Peace Catholic School will provide a copy of a child's immunization record if requested in writing. Additionally, no student records will be forwarded to another school until all accounts have been settled. The school will conduct an exit interview with families who are withdrawing to document reasons for the withdrawal.



# IV. Educational Program

## Academic Program

Prince of Peace Catholic School is proud to provide a robust, engaging and rigorous curriculum from K4 through the 8th grade in all subject areas. Prince of Peace Catholic School is a school within the Diocese of Charleston and a member of both the National Catholic Education Association (NCEA) and the South Carolina Independent School Association(SCISA). Prince of Peace Catholic School is a SACS accredited academic institution. In 2014, Prince of Peace Catholic School was recognized as a National Blue Ribbon School of Excellence by the US Department of Education. In 2019, Prince of Peace Catholic School was named to the National Catholic Education Honor by the Cardinal Newman Society, and as a School of Distinction by the National BETA Club organization.

We offer a [comprehensive program](#) in K4 through 8th grade in:

- Theology
- Reading and Literature
- Grammar and Writing
- Science
- Mathematics
- History
- Foreign Languages: Latin (4th/5th), Spanish (Middle School)
- Related Arts: Physical Education, Technology, Library, Art, Music

## Awards

Students at POPCS participate in a variety of academic competitions during the course of the school year including Battle of the Books, Spelling Bee, National Poetry submissions/contests, and a range of other academic competitions through BETA Club.

Additionally, students are eligible to receive a variety of awards (core subject awards, physical education awards, music awards, art awards, and Foreign Language awards) and will be presented with these awards during an awards assembly at the end of the school year.

Kiwanis Award – Terrific Kids Award T- thoughtful, E- enthusiastic, R- respectful, R- responsible, I- inclusive F- friendly, I- inquisitive, C- capable : This award is given to elementary school students. It is awarded to two students per grade each quarter. This award is given in recognition of efforts to be a responsible citizen and student.

Monthly Virtue Awards- Each grade level recognizes one student who has proven to be an exemplary example of the virtue of the month highlighted in the Virtues in Practice Program.

# Beta Club

The National Beta Club is the largest independent, non-profit, educational youth organization in America. And for more than 80 years, it has prepared today's students to be tomorrow's leaders.

BETA Club endeavors to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary school students:

ACHIEVEMENT	Recognizing and honoring high academic achievement
CHARACTER	Preparing young people for life and empowering them to be successful
LEADERSHIP	Developing the leaders of tomorrow
SERVICE	Demonstrating our motto: Let Us Lead by Serving Others

BETA Club serves as a medium for student government at POPCS. Students in grades 6 through 8 are eligible to participate and are selected to be a part of BETA utilizing the following criteria:

- Students must complete an application to be considered for BETA, stating why they would like to take part in service and leadership for the school.
- Students who apply for BETA must interview with the principal and BETA Club moderator to go through their application.
- MAP Scores in Math and Reading will be used to determine eligibility
- Students will be selected in part by teacher recommendation

Students will be selected to BETA Club in the fall with an induction ceremony and remain members in good standing as long as they uphold the membership expectations set forth by BETA and the school.

In order to remain a BETA Club member in good standing, participating students need to uphold the integrity of the values of the school and BETA Club, and remain in good conduct and leadership throughout. The school reserves the right to remove students from BETA Club at any time if they are in violation of school rules and policies.

## Field Trips

Field trip Information is provided to parents at the beginning of the school year. Field Trips are designed to correlate with teaching units and to achieve curricular goals. They are also designed to have each student experience something engaging, inspiring and interactive such as: musical productions, art gallery exhibits, etc. Students may expect to have written work associated with the trip upon their return. Where possible, the school will utilize bussing for field trip experiences. If bussing is not an option, parents will be needed to transport students and to act as chaperones for the trip. Parents must be approved volunteers, which includes having their background screening complete and their Safe Haven training up to date. Lack of drivers/chaperones will result in the cancellation of the trip. Parents driving for field trips are required to complete an insurance verification form and release before the date of the trip. For planning purposes, all drivers must be approved one week in advance of the field trip. The morning of the trip, parent drivers must show their current insurance card to the front office.

Students in grades 3 to 8 are required to wear their dress uniform on field trips unless informed otherwise.

All students must possess a signed Diocesan permission slip in order to participate in the field trip. A telephone call or fax in lieu of the written permission slip is not acceptable. Students without an acceptable form of permission slip will remain at school. Fees associated with field trips are non-refundable. All fees for field trips are paid/collected through family accounts on FACTS.

A school field trip is a privilege extended to the students. However, if the principal and/or the teacher determine a child should not attend a field trip due to improper behavior, missing assignments, etc., the child will remain at school.

## Grading Scale

K4 and K5:

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

First Through Eighth Grades (all subject areas):

A+ =	98 – 100 %	C+ =	80 – 82 %
A =	95 – 97 %	C =	77 – 79 %
A- =	92 – 94 %	C- =	74 – 76 %
B+ =	89 – 91 %	D =	70 – 73 %
B =	86 – 88 %	F =	Below 70%
B- =	83 – 85 %		

## Homework

Homework is assigned in order to reinforce classroom learning and should be completed and returned the day it is due. Not all homework is written. At times, material will need to be read or studied at home. Some homework may be digital. At all levels, homework is included in some format in determining the grades on the report card. Failure to complete homework could result in lower grades. Parents should keep in mind that all students work at different paces. The following are suggested homework time allotments:

Grades 1-2:	30 - 45 minutes
Grade 3:	45 - 60 minutes
Grade 4:	60 minutes
Grade 5:	60 – 90 minutes
Grades 6-8:	90+ minutes

The academic workload may vary depending on the academic calendar. Students can expect more work in a class as they approach an assessment. Approaching a marking period may also be a catalyst in requiring more time spent on homework. Younger grade levels may not assign homework on Fridays. Students should not expect homework or assessments over long weekends and holidays. If you have specific questions about homework expectations, please reach out to your child's teacher.

## **Honor Roll**

An honor roll system has been established at Prince of Peace Catholic School to challenge students in Grades 1 – 8 to strive for excellence in all phases of their academic development.

Criteria for Honor Roll honors are as follows:

Principal Honor Roll:	Grades of A or higher in all subjects
Honor Roll:	Grades of A - or higher in all subjects
A/B Honor Roll:	Grades of B (not B-) or higher in all subjects (and at least one A)

Honor roll recipients are based on FINAL, cumulative, grades for the year rather than quarterly grades.

## **Report Cards and Parent/Teacher Conferences**

There are four marking periods during the school year on FACTS/SIS, our web-based school information manager. Grades are live and posted online between issuance of report cards to alert parents as to whether the child is doing satisfactorily or not in both academics and behavior. Parents are encouraged to check on their child's progress in FACTS/SIS weekly. Gradebooks are live during the school year and teachers put in grades throughout each marking period. Final report cards will be sent home to custodial parents with the child on the last day of school. Unless otherwise specified in a court order, non-custodial parents must request a copy of their child's academic reports from the custodial parent who then requests that official records be released; records will not be automatically sent without a written request for records release. Final report cards are sent directly to custodial parents if all tuition and fees are paid.

Parent/teacher conferences will be held each year in the fall (required) and in early spring (optional), after winter MAP scores are published. Conferences are by no means limited to report card time. If the need for a conference does arise, the parent or teacher may request it. It is only through the closely coordinated efforts of the home and school that the goals of education can truly be achieved.

## **Standardized Testing**

Prince of Peace Catholic School is committed to providing quality education in the most appropriate academic setting for each student. Students in kindergarten through 8th grade will be tested at least three times per year utilizing the Measure of Academic Progress (MAP) assessment program. Each year in September, January and May students engage in MAP Testing as required by the Catholic Schools Office of the Diocese of Charleston. These tests will be used by the teachers and the principal to determine strengths and weaknesses of the implementation of the curriculum at the school. The MAP Tests are just one means to evaluate students and the academic program in order to assist in the task of improving.

At times, other testing may be recommended to enable the teacher to better assist the student. In the event that the principal believes that Prince of Peace Catholic School is unable to adequately meet the academic needs of a student, this will be communicated to the parents, and suggestions for tutorial help or alternative placement will be made. The parents' cooperation in matters of testing, extra assistance and alternative placement is expected.

## **Textbooks**

Textbooks are supplied to students for their use during the school year. These books are “rentals” and must be returned by the last day of school. Students are required to cover books to protect them from damage. Check with your child’s teacher regarding the acceptability of “book socks” or other covers. Some covers can damage book bindings. Tape should not be applied directly to the book. Rather it should be applied to the cover itself. Books lost or damaged will be replaced at the parent’s expense. Any student that does not return his/her book(s) at the end of the year will have their report card held until it is returned to the school or the cost of the missing book(s) is paid.

## **Chromebooks**

Students are responsible for the general care of the Chromebook they borrow. Chromebooks that are broken or fail to work correctly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. The School will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that the student is responsible to pay for. The School will make its best attempt to purchase replacement parts at the best possible price. School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

# IV. Student Expectations

## Absenteeism & Recording Absences

To provide program continuity, planned absences must be approved by the principal as far in advance as possible (e.g. a funeral or sacramental events such as a wedding, first communion, or baptism). Student absence for such events important to family life is EXCUSED. Absences are also “excused” for ensuring the health and safety of your child as well as the other children enrolled in our school: illness, medical, or dental appointments, or similar reasons approved by the principal or school nurse.

When a child is absent from school, the child will be recorded “Absent Unexcused” in FACTS until the parent verifies by phone or a note is sent to the main office with an explanation. After verification from the parent, the absence will be changed to “Excused.” Parents are required to report any absence by calling the office before 9:30 a.m.

If appointments must be made during school hours, a student may be excused from class by a written request from a parent. Students, when excused, must be picked up at the office.

If a student is absent three or more consecutive days, a medical excuse from a doctor must accompany the absentee note.

### **Tardiness:**

Elementary students who arrive at school after 8:15 a.m. are considered tardy. Middle school students who arrive after 7:55 a.m. are considered tardy. A parent must sign in the tardy child at the main school office. Four tardies in a quarter will be recorded as a full day absence from school. Chronic tardiness will result in a conference with the principal. “Excused” tardies are granted for doctors’ appointments (with a doctor’s note) or emergencies beyond the control of the family.

### **When Absences + Tardies Equal More Than 10 Days Out of School:**

Students absent for more than ten days of school (whether excused or unexcused):

- will receive communication from the principal addressed to the parents warning of the 10-day absentee threshold and encouraging parents to recommit (if absences are not due to illness) to faithful attendance at school. The communication will remind you of this written policy.
- risk the loss of the academic school year and may be ineligible for promotion to the next grade as prescribed by South Carolina State Law. The principal, in consultation with the pastor, will determine whether or not to retain a child because of absences from school.

Please contact the school if there are special circumstances beyond control of the family that may contribute to repeated tardiness. The school will partner with the family on a course of action to help remedy the issue.

### **Early Dismissal:**

An early dismissal is permitted for children who have appointments. We ask that parents email the teacher or send a note to school with your child for his/her teacher that morning. Students will not be dismissed through the office after 3:00 P.M. We kindly ask parents to help us with an orderly dismissal and safe accounting of all our students by not interrupting the dismissal process after 3:10.

### **Make-Up Work for Students Who are Absent:**

If a child is absent from school, all work missed must be made up. That being said, when a child is ill they should focus on resting and getting well enough to return to school. Because of that, unless a student is absent for more than two consecutive days, we will not arrange for materials to be picked up at the end of the day and will work with families to help get the student caught up when they return to school.

For absences which are “excused,” a child will have one school day for every day absent to turn in any missed work. Teachers post all assignments and tests in FACTS (LMS in Middle School) or by email in elementary school by 5:00 p.m. daily where parents can find a list of assignments assigned during an absence. If a child is not ready to take an assessment due to their illness or special circumstances, an appropriate test date will be set up by the teacher.

For unexcused absences, students will take a missed test or assigned test on the day they return. For excused absences, parents are free to ask the teacher to postpone any test, quiz, or due assignment up to the number of days the child was absent. Postponement of any tests or student work is at the discretion of the teacher.

Sometimes a child is expected to be absent for an extended period of time due to a lengthy illness (1 week or more) or accident. In this case, please contact the teacher to make arrangements for making up the missed work and keeping up with class material covered during the absence. The school Learning Support Team will assist students, families and faculty in helping students who have had prolonged absences make up their work.

### **Vacation Policy :**

For an unexcused absence such as a “vacation,” then, the following rules apply:

1. Students on a “vacation” will be recorded “Absent Unexcused”.
2. Students who miss tests, quizzes, or other graded classwork because of a “vacation” during school days will be required to make up within three days of when they return to school.
3. A teacher is not required to give work ahead of time, to review material or tutor a child over what was deliberately missed. All assignments are posted on FACTS (LMS) or sent via email (elementary) and may be reviewed by you during your time away.
4. All work submitted or accomplished after the vacation will be graded and weighted the same as the work of all the other students in the class.

### **How We Officially Record Absences & Tardies:**

Students who arrive at school after 9:30 a.m. or who leave before 2:30 p.m. at the end of the school day will be counted absent for 0.25 or one quarter of a day. Thus, a combination of four tardies or four early dismissals will account for one full day of absence.

- Students will be counted absent for a half day if they arrive between 9:30 a.m. and 12:00 p.m.
- Any arrival after 12:00 p.m. will be counted as a whole day absent.
- Students who leave school before 2:30 p.m. will be counted half day absent.
- To be considered present for a full day, a student must be in school for a minimum of four hours.

## **Bookbags & Book Covers**

All students are required to have a bookbag or backpack for transporting books and supplies. All book bags or backpacks must be labeled with the student's name. The only rolling book bags permitted are those which are the size of a backpack.

## **Conduct & School Pledge**

As is stated in the Principles of Catholic Identity in Education, we are helping each child grow in character and virtues that will serve them in family life and in the world. Our goal is to teach each child to be a responsible and contributing member of society through reinforcing and extending what parents have already instilled in the home. Below are our commitments to creating a courteous and respectful environment:

### **Prince of Peace Catholic School Pledge:**

*“As a member of Prince of Peace Catholic School, I will show respect for myself and others at all times. I will honor my work and the work of others, and I will work to the best of my ability for I have been made in the likeness and image of Jesus Christ.”*

## **Discipline**

In keeping with the school's Code, Prince of Peace Catholic School will strive to teach and nurture students to behave in a manner that reflects a commitment to honesty, respect for others, and respect for self. Every effort is made at Prince of Peace to provide a learning experience that is safe, challenging, and nurtures the heart and mind. In order to uphold this expectation, rules and structure are developed to help guide students in the choices they make. It is human nature to make mistakes, and our faculty will respond to help a student learn from the missteps that come with growing up.

Teachers are responsible for setting behavioral expectations and classroom discipline management. Serious breaches of conduct in the classroom or violation of school rules will be referred to the principal, and may result in further disciplinary action. All matters of student conduct shall be under the general supervision and review of the principal. All disciplinary dealings with the school are held in confidence between the student, parent(s), and the school representatives. All disciplinary decisions of the administration shall be final.

When a student violates school policies, the following approaches may be taken:

### **Classroom Rules and Expectations:**

Faculty members will develop and communicate clear expectations for their classrooms as well as appropriate consequences when expectations are not met. In all such instances, the following principles will serve as a guide with regard to disciplinary action:



1. Every attempt will be made to maintain the dignity and self-respect of the individuals involved.
2. Students will be guided and given the opportunity to solve the problems they have created, without creating problems for anyone else.
3. If a student cannot or chooses not to solve a problem they have created, the teacher will work to resolve the problem in keeping with the context of the situation and the individuals involved.
4. Misbehavior will be handled with natural or logical consequences whenever possible.
5. When this is not possible, other age-appropriate consequences will be assigned. Any necessary reconciliation and restitution will be part of the process.
6. Misbehavior will be viewed as an opportunity for accountability, individual problem solving, and preparation for the real world.
7. Parents will be notified of misbehavior that is deemed necessary by the classroom teacher. The principal will be notified for serious incidents of misbehavior or if a pattern of less serious incidents develops.
8. Instances of isolated or minor infractions may not be cause for parental notification.
9. Serious, disruptive, or harmful behavior may be referred to the principal for a progressive discipline plan of action.

### **Progressive Discipline**

Occasionally, a student may require a more progressive plan to ensure that immediate changes in behavior are made. When deemed appropriate, based on the context of the situation, the administration of the school, along with the classroom teacher and parents will develop a behavioral plan to help the student become successful in managing his/her behavior.

Parents are expected to cooperate with the school in such situations. In the case of harmful, dangerous, or seriously ongoing disruptive behavior, the administration may utilize a suspension or an expulsion (if deemed serious enough). When progressive measures of this kind do not help the situation, or when there is a lack of partnership between the parents and the school, an expulsion from school may be judged to be in the best interest of the student and school.

### **Academic Integrity**

Academic integrity occurs when teaching and learning happen according to principles of the Prince of Peace Code. Disrupting the academic integrity of a class through scholastic dishonesty is a violation of this code. Students of all ages and grades are expected to present their own work and to be honest in their test-taking. Scholastic dishonesty is misrepresentation of one's own work. It may include plagiarism (uncited presentation as one's own work done by another, whether from a published source, parent, friend, or relative), cheating, or other falsification on any type of assessment such as a homework assignment, paper, project, quiz, test, or exam. Cheating and plagiarism will result in a zero on the assessment or assigned work, in addition to any further consequences deemed appropriate by the school. Depending upon frequency or severity, violations of academic integrity may include more progressive consequences, including suspension or expulsion.

## Bullying/Harassment and Expulsion Policy for Diocese of Charleston Schools

### Definitions

- **A. Harassment** - Harassment is any unwanted behavior, physical or verbal (or even suggested) that makes a reasonable person feel uncomfortable, humiliated, and/or mentally distressed. 1. It is the intentional act of annoying, threatening, intimidating, or causing fear in another person.
  - 2. Harassment happens when someone is targeted because they belong, or appear to belong, to a *protected class*, including socio-economic status, and when the conduct is so serious that it creates a *hostile environment*.
  - 3. Harassment is considered a form of discrimination and is punishable by law. 4. This includes:
    - · Intimidating
    - · Teasing
    - · Making improper propositions
    - · Verbal abuse, such as name calling, slurs, taunts, insults (including visual insults) · Graphic or written statements, demeaning comments, cartoons, pictures
    - · Physical assault, including physically impeding or blocking behavior
    - · Threatening or discriminating against a person due to race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits.
- **B. Bullying** – Bullying, including cyber-bullying, is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or to gain real or perceived power.
  - 1. Bullying is a repeated behavior which can be defined and not limited to the following:
    - a. Fighting, threatening, name-calling, teasing, or excluding someone repeatedly and over time
    - b. Creating an imbalance of power (i.e., size or popularity)
    - c. Causing physical, social, and emotional harm
    - d. Hurting another person to get something
  - 2. Bullying is **NOT**:
    - · Not liking someone
    - · Being excluded for a single event
    - · Accidentally bumping into someone
    - · Disagreements or differences of opinion between two or more people or groups · **Single** act of telling a joke about someone or their interests
    - · Expression of unpleasant thoughts or feelings regarding others
    - · **Isolated** acts of harassment, aggressive behavior, intimidation, or meanness.

### Discipline- Cyberbullying:

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through text, apps, or online in social media, forums, or gaming where people can view, participate in, or share content. cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else

causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. If there is evidence of cyberbullying on campus, POPCS will take disciplinary measures in keeping with the severity of the incident including, but not limited to detention, suspension from school, or expulsion, if deemed egregious enough. POPCS will respond in accordance with “Off Campus Conduct” policies for incidents of cyberbullying that happen outside of school.

The most common places where cyberbullying occurs are:

- Social media- such as Facebook, Instagram, Snapchat, Twitter and other social media outlets that come on line.
- SMS (Short Message Service) also known as text message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

## **Dress Code Expectations**

- All students are expected to dress in full uniform and groom themselves neatly on a daily basis.
- Girls are not permitted to wear make-up, including nail polish.
- Boys are not permitted to wear earrings.
- Girls with pierced ears may wear one stud only in each earlobe (small pearl, silver or gold studs only).
- All fad haircuts/styles, such as mohawks or shaved in designs, and/or hair colored an unnatural color, for either girls or boys, are not permitted.
- Boys' haircuts should be short. Hair should be above the ears and not touch the collar of the shirt.
- Religious necklaces, medals, scapulas are allowed, but should be worn inside the shirt or blouse for safety.
- Items such as hair ribbons, barrettes, and hair bands, worn by girls, are limited to uniform colors; uniform plaid, navy, white, red, or yellow – ribbons only.
- Holiday/colorful ribbons, bows, and hair bands are permitted on “TAG” days.
- Undergarments: GIRLS: where undergarments can be seen through clothing they should be white without lettering or markings (plain). This includes undershirts, t-shirts, bras, camisoles, and so on. BOYS: t-shirts must be plain, unmarked, white.
- Uniforms (see below) are available through both READ’s Uniforms and Tommy Hilfiger Uniforms.

### **Uniform Policy for Students in K3 - Grade 5**

Students are expected to wear uniforms on all regular attendance days. Dress uniforms should be worn on all mass days and for all field trips for Grade 3 – Grade 5, unless otherwise informed. Uniforms must be purchased from School Uniforms by Tommy Hilfiger and/or Read’s. Socks, shoes and belts may be purchased from any vendor.

#### **Girls or Boys – K3 Daily Uniform:**

- Knit Shirts- Polo style shirts in red, white, or blue, long or short banded sleeves
- Pants- Navy blue or khaki
- Skirts- Girls may wear navy or khaki skirts or skorts, no more than 3” above the knee
- Shorts- Navy blue or khaki, no more than 3” above the knee
- Socks- Plain socks of any color (must be at least 2” above the ankle)
- Shoes- Plain sneakers or closed toed shoes in any color. No sandals, open toe shoes, boots, clogs, high-tops, etc.

**Girls – K4 - Grade 5- Daily Uniform:**

- Jumper- Plaid jumper, length may not be higher than top of knee
- Knit Shirts- White, long or short banded sleeves
- Dress Shirts- White, long or short sleeves, pinpoint collar
- Pants- Navy blue, flat front, straight leg
- Shorts- Navy blue, flat front, no more than 3” above the knee
- Sweaters (optional)- Navy blue, long sleeves, V-neck pullover, button down cardigan, with POPCS logo  
*\*Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters/fleece with a logo may be worn during class time.*
- Socks- Plain, white socks (must be at least 2” above the ankle, no ruffles, decorations, lace, etc. should be on socks) or plain white or navy tights. White or Navy knee highs are permitted. Black is not permitted. Navy knee highs must be purchased at Read’s Uniforms to be consistent with color.
- Shoes- Plain sneakers in all white or all black. Plain dress/boat shoes in navy blue, black, brown, tan or beige. No sandals, open toe shoes, boots, clogs, high-tops, etc.
- Belts- Navy blue, black or brown. Must be worn with all pants and shorts. Need only be worn with pants that have belt loops (K4 and K5). K4 pants do not need to have belt loops. This will help with bathroom issues.

**Girls – Grade 3- Grade 5- Dress (Mass) Uniform:**

- Plaid jumper
- White pinpoint collar shirt with navy uniform tie
- White socks covering the ankle by at least 2” or white tights
- Plain, solid navy blue, brown, tan, beige or black dress/boat shoes, no more than 1” high from back of heel.

**Boys – K4 - Grade 5- Daily Uniform:**

- Knit Shirts- True red, long or short banded sleeves, with school logo
- Pants- Navy blue, flat front, straight leg
- Shorts- Navy blue, flat front, no more than 3” above the knee
- Sweaters (optional)- Navy blue, long sleeves, V-neck pullover or button down cardigan, with logo *\*Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters/fleece with the POPCS logo may be worn during class time.*
- Socks- Plain (no logos or stripes), dark colored or white socks with pants and shorts. Socks must be at least 2” above the ankle.
- Shoes- Plain sneakers in all white or all black. Plain dress/boat shoes in solid navy blue, black, brown, tan or beige. No sandals, open toe shoes, boots, clogs, high-tops, etc.
- Belts- Navy blue, black or brown. Must be worn with all pants and shorts. Need only be worn with pants that have belt loops (K4 and K5). K4 pants do not need to have belt loops.

**Boys – Grade 3 - Grade 5- Dress Uniform:**

- Navy blue pants, flat front, straight leg
- White oxford, button down collared shirt (long or short sleeves) with uniform tie
- Navy blue, long sleeved V-neck pullover or button down sweater, or sweater vest, with POPCS logo
- Plain, solid navy blue, brown, tan, beige or black dress/boat shoes.
- Altar servers must wear black socks and black shoes with black soles.
- Plain dark (no logos or stripes) colored socks
- Official POPCS bow tie, clip-on tie, or a regular tie must be worn—please see required vendors (Only Read’s carries the bow tie)

### **Physical Education Attire – Boys and Girls - K4 – Grade 4:**

- Students go to PE in their regular daily uniform. They are not able to change clothes or shoes.
- Girls may wear uniform pants, shorts, or jumpers on PE days.
- Boys and Girls must wear plain tennis shoes with laces or Velcro

### **Physical Education Attire – Boys and Girls - Grades 5 - 8**

- On PE days, students in grades 5-8 should wear their normal uniform and bring PE clothes and sneakers in a bag to change into before class.
- Plain tennis shoes
- Navy blue PE shorts with POPCS logo, solid gray t-shirt with POPCS logo.
- PE Uniforms are available through both READ's Uniforms and Tommy Hilfiger Uniforms.

### **Uniform Policy for Students in Grades 6-8**

Students are expected to wear uniforms on all regular attendance days. Dress uniform should be worn for mass, field trips for Grades 6 – 8, unless otherwise informed. Uniforms must be purchased from School Uniforms by Tommy Hilfiger and/or Read's and must have the appropriate embroidery identification. Socks, shoes and belts may be purchased from any vendor.

#### **Girls – Grades 6-8- Daily Uniform:**

- Skirt- Plaid, box-pleat skirt, length may not be higher than top of knee
- Knit Shirt- Navy polo, short or long sleeves, with POPCS logo
- Sweater - Navy blue, long sleeves, V-neck pullover or button down with POPCS logo(optional for daily wear) *\*Any outerwear may be worn with the uniform for outdoor play, but only uniform sweaters/fleece with POPCS logo may be worn during class time.*
- Socks- Plain white or navy socks (must be at least 2" above the ankle, no ruffles, decorations). Plain white or navy tights
- Shoes- Plain sneakers in all white or all black. Plain dress/boat shoes in solid navy blue, black, brown or beige. Heels must be no more than 1" high from the back of the heel. No sandals, open toe shoes, boots, clogs, etc.

#### **Girls – Grades 6-8- Dress (Mass) Uniform:**

- Plaid skirt
- White pinpoint short or long sleeved dress shirt, with plaid uniform tie
- Navy blue, long sleeved V-neck pullover or button down sweater, or sweater vest with POPCS logo
- Plain, solid navy blue, brown or black dress shoes (Heels no more than 1" high from back of heel) Brown, beige, or tan boat shoes.
- White or navy socks covering the ankle by at least 2" or white tights

#### **Boys – Grades 6-8- Daily Uniform:**

- Knit Shirts- True red, long or short banded sleeves, with school logo
- Pants- Navy blue, flat front, straight leg
- Shorts- Navy blue, flat front, no more than 3" above the knee
- Sweater - Navy blue, long sleeves, V-neck pullover or button down with POPCS logo(optional for daily wear) *\*Any outerwear may be worn with the uniform for outdoor play, but only uniform sweater/fleeces with POPCS logo may be worn during class time.*
- Socks- Plain (no stripes or logos), dark colored or white socks with pants. Must be at least 2" above the ankle
- Shoes- Plain sneakers in all white or all black. Plain dress/boat shoes in solid navy blue, black, brown or beige. No sandals, open toe shoes, boots, clogs, etc.
- Belts- Navy blue, black or brown. Belts must be worn with all pants and shorts.

**Boys – Grades 6-8- Dress (Mass) Uniform:**

- Navy Blue pants with belt
- White oxford button down collared shirt with uniform tie
- Navy blue, long sleeved V-neck pullover or button down sweater, or sweater vest with POPCS logo
- Plain (no logos or stripes), dark colored socks
- Plain, solid navy blue, brown, black or beige dress/boat shoes.
- Altar servers must wear black socks and black shoes with black soles.

**Physical Education Attire – Boys and Girls - Grades 6 - 8**

- On PE days, students in grades 5-8 should wear their normal uniform and bring PE clothes and sneakers in a bag to change into before class.
- Plain tennis shoes
- Navy blue PE shorts with POPCS logo, solid gray t-shirt with POPCS logo.
- PE Uniforms are available through both READ's Uniforms and Tommy Hilfiger Uniforms.

## **Dress Code Accountability**

A “uniform check” will be conducted each morning by the classroom teacher (elementary) or homeroom teacher (middle school). A uniform violation communication will be sent home (or by emailed) by the teacher for students identified as being out of compliance. Where possible, students in violation of the dress code will be brought into compliance. A supply of uniform socks, belts and other accessories will be kept in the office. Families will be charged for any accessories that are required to bring the child into compliance. Repeated violations of dress code expectations will result in a meeting with the principal.

## **Electronic Devices**

- Cell phones, tablets, cameras and any other electronic devices are not permitted at school during academic hours (unless teacher authorized).
- School phones may be used for emergencies or for pick up times during extra-curricular activities (i.e. school dances, sporting events).
- The school reserves the right to inspect backpacks and lockers at will.

## **Internet and Social Media Policy Statement**

This social media policy encourages students, parents, faculty and staff to protect themselves, other students, and the reputation of our school to ensure the future success of all parties.

**Social Media Policy:**

The school reserves the right to remove from it or not admit children of families whose parents have engaged in any form of communication which the clergy and administration of the school consider inappropriate, injurious to the reputation of the parish and its school, irresponsible, or contrary to the teaching of the Catholic Church as outlined in the Catechism of the Catholic Church. This includes but is not limited to: texting, emails, Facebook, Twitter, Instagram, Snapchat, WeMe, and any other public social media platform.

**Internet Use on School Property:**

Prince of Peace Catholic School understands and acknowledges the changes in technology and how those changes affect students in our school. Our school utilizes the changes in technology to prepare students for their future endeavors by allowing students access and use of the Prince of Peace online network. Students are expected to use the Internet to visit only appropriate websites as directed by their teachers.

While on school property, students are not permitted to access, either on a school device or a personal device, social exchange websites including, but not limited to, “Facebook,” “Instagram,” or “Snapchat,” without permission from their teacher. Any student who uses such sites without permission either on a school device or a personal device may be subject to disciplinary measures, including loss of school computer privileges or suspension, up to an expulsion from school.

## Off Campus Conduct

Students are expected to conduct themselves appropriately at all times. This responsibility is expected whether the students are in uniform or out of uniform, and whether they are on campus or off campus. Students may face disciplinary consequences for their off campus, out-of-school behavior, if the inappropriate behavior results in a disruption of the learning environment at school or does not reflect the values of the school. Any disciplinary action taken is at the discretion of the administration of the school and in keeping with the context of the incident. POPCS will not engage in disciplinary actions for inappropriate off campus conduct that is more appropriately suited for parents.

## TAG Day Dress Guidelines

Certain days of the school year are designated free dress days. On these days, students may opt out of wearing their uniforms. Listed are guidelines for appropriate dress on these days:

- Student dress and grooming must be neat, clean, modest, fit well and be free of symbols and/or slogans contrary to the mission of the school.
- Clothing that inappropriately exposes body parts is not permitted, including low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests, or see-through or mesh garments worn without shirts. Shoulder straps must at least be three inches wide. Bra straps and bra sides should not be visible.
- Girls may only wear leggings with a tunic length shirt that is at least mid-thigh.
- Students shall not dress in such a way that exposes underclothing.
- At no time should the student’s midriff be visible while standing, sitting, or participating in normal school activities, e.g. raising hand.
- Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothes with rips and tears, must have something underneath so that skin is not shown. Sweatpants are not permitted, Clothing may not drag the floor. Non athletic pajama pants are not to be worn on “TAG” Days.
- Skirts should fit and be in good taste and not be more than three inches above the top of the knee.
- Shorts and athletic shorts must be properly fitted, in good taste, without messages on the rear, and the length may not be more than three inches above the top of the knee.. Biker shorts, short athletic shorts, or “short shorts” are not permitted.
- Headwear (hats, sunglasses, head bands, bandannas, etc.) is not permitted to be worn.
- Shoes or sandals must be worn. Heels no higher than 1 inch. Flip-flops (shower-type shoes) and thong-type shoes are not permitted. Heelys (shoes with wheels built into the soles) are not permitted.
- Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.

- Unnatural hair coloring is not permitted.
- Facial jewelry is permitted to be worn (by girls) only on the ears and no more than one earring (no more than a half inch in diameter) in each ear is permitted.
- Make-up is not allowed to be worn. Face painting and temporary tattoos are not permitted.
- Nail polish may be worn, but must be removed before returning to school on the next school day.
- Sleepwear is not permitted. This includes bedroom slippers unless for a special event within the classroom.
- The principal may make exceptions to these guidelines for medical situations or for school spirit or curriculum activities. The principal has the authority to judge a student's dress situation not specifically listed in this handbook. Students not dressed according to TAG Day guidelines may be sent home to change at the discretion of the school.



# VI. Health Information and Student Care

## Health & Safety

Prince of Peace Catholic School employs the following as part of our effort to help ensure the health and safety of all students, staff, and campus visitors:

- Prince of Peace employs a full time nurse who serves as the director of all health services for the school.
  - The school has an active safety committee that meets as needed to review or discuss safety routines and issues,
  - Faculty and staff members are trained in CPR, First Aid, and Blood-borne Pathogens.
  - Fire, tornado, earthquake, and lockdown safety drills are practiced on a regular basis in keeping with legal requirements of the State of South Carolina.
  - Emergency forms and cards must be completed by parents and returned to the school during the first week via the blue folder. These forms contain important emergency contacts and student health information. Parents are required to keep emergency contact information current throughout the year. These forms will also be given to Morning Care and After Care Programs.
  - All visitors will be screened upon arrival at the school office before entering any school building. A visitor's tag will be issued to all visitors. Upon entry, all visitors are further screened through the RAPTOR system that conducts a background check on each visitor. Visitors must also sign-out.
  - Every classroom is equipped with a phone for contacting the office or dialing 911 in an emergency.
- \*ALL accidents or injuries on school property or while participating in a school activity at any location must be reported to the office, documented, and an accident report must be filled out. In all cases, all incidents are reported to the school nurse and documented in FACTS. In each incident, the parent is informed and an accident report is completed based on RN assessment.

## Illness

Students MUST be fever free for 24 hours before returning to school. The same applies for all stomach issues (nausea, vomiting, and diarrhea). The school staff will make every effort to protect the health and safety of your child. Cooperation of parents in helping to prevent the spread of communicable diseases is greatly appreciated. Please keep your child at home if he/she has a sore throat, nausea, diarrhea, enlarged glands or fever. If your child has an illness that prevents them from participating comfortably or requires continuous supervision, please keep him/her at home. A child needs to be free from nausea, diarrhea, and/or fever for 24 hours without the use of medications before he/she can return to school. Therefore, students who are sent home during the school day with fever and or stomach issues will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. If a child becomes ill during school hours, the parent(s), guardian(s) or emergency contact person will be notified and asked to pick him/her up as soon as possible (preferably within 30 minutes or less).

### **Exclusion Guidelines with Regard to Disease:**

Prince of Peace follows the guidelines set forth by DHEC every January. However, Prince of Peace reserves the right to deviate from said guidelines at the discretion of the Health Room and/or Administration.

Guidelines may be found here:

<http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

Prince of Peace reserves the right to request a doctor's note for return to school if the nurse or principal feels this is necessary for the protection of other students. In the event of a contagious disease, all families of exposed children will be notified. If an accident occurs, first aid will be administered and the parents will be notified. If the parents cannot be reached, the emergency contact will be called. This person's name should be listed in the emergency information section on FACTS, which is filled out at the beginning of the school year. Please inform the school of a new emergency contact if such a change occurs. In the event the school is unable to reach parent(s), guardian(s) or emergency contact(s), EMS may be called. If a student is absent three or more consecutive days, a medical excuse from a doctor should accompany the absentee note. (Noted above in Absenteeism & Recording Absences)

If you have any questions regarding the above guidelines, please call the school nurse or principal

## **Immunizations**

The South Carolina Department of Health and Environmental Control requires immunizations for any child admitted to public, private or parochial schools (K-12). To ensure that all students are properly vaccinated, a copy of current immunization records must be kept in the student's file. It is the responsibility of the parent to update this record as additional vaccines are administered. Transfer students have 30 days from the first day of school to provide the school with a current South Carolina immunization record.

Note: Diocesan policy- no immunization exemptions beginning in the 2015-2016 School Year. Those students who entered POPCS before the 2015-2016 School Year are under an umbrella for the new Diocesan Immunization Policy.

## **Medical Guidelines**

In addition to immunization requirements and illness protocol discussed previously, the following are medical guidelines for all students:

- All enrolled students must be toilet trained. Students who have 3 accidents within a week period will be asked to remain home for 24 hours to retrain
- The school follows all appropriate DHEC guidelines (please see Appendix A). School policy states that students with a temperature of 100.4 degrees or above will be sent home. This policy also applies to vomiting and diarrhea. Please be prepared to pick up your child if deemed necessary by the POPCS staff.
- If a student becomes ill at school, he/she should report to the Health Room. The Health Room will notify the parents if the student is too ill to remain in school. No student may leave school without authorization from the office.
- Teachers are provided with emergency bags that are to be with them at all times.

## **Medication**

A completed Diocesan form must be completed by the parent for OTC meds such Benadryl, Ibuprofen, Acetaminophen, chapstick, cough drops, etc.. OTC meds do not need to be authorized by a physician. These meds must be new and unopened. This form must be completed by the doctor or have a doctor's note that accompanies the medication. With proper authorization, this medication can then be dispensed by the school nurse or authorized staff member. No medications will be accepted if not in a properly labeled container. If a parent wants their child to use cough drops. If a student needs cough drops or Chap Stick a medicine administration form must be completed by the parent. (it is in FACTS).

ALL MEDICINE MUST COME TO THE OFFICE. STUDENTS ARE NOT PERMITTED TO KEEP MEDICATIONS IN THEIR POSSESSION.

## Health Guidelines Appendix

According to DHEC guidelines, students with the following conditions must be excluded from attendance:

1. The student with symptoms of possible severe illness which may include (but are not limited to) fever, difficulty breathing, unusual lethargy, unusually severe irritability.
2. Fever, accompanied by behavior changes or other signs and symptoms of illness (sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion) until medical evaluation indicates inclusion is acceptable.
3. Uncontrolled diarrhea (three or more loose stools in a 24-hour period) or stools that contain blood or mucus, until symptoms are resolved or medical evaluation indicates that inclusion is acceptable.
4. Infection with Escherichia coli or other shiga-toxin producing e coli, until diarrhea resolves and two stool cultures are negative. Medical note required for return.
5. Shigella infection, until asymptomatic. Medical note required for return.
6. Salmonella typhi (typhoid fever) infection. Exclude until 24 hours without a diarrhea stool. Medical note required for return.
7. Rash with fever or behavioral change, until a physician has determined that the illness is not a communicable disease. Medical note required for return.
8. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until evaluated and treated. Medical note required for return. Note: Non-purulent conjunctivitis (defined as pink conjunctiva with a clear, water eye discharge without fever, eye pain or eyelid redness) does not require exclusion from school.
9. Tuberculosis, until the local health department authority or treating physician states that the student is noninfectious. Medical note required for return.
10. Streptococcal pharyngitis (strep throat) until afebrile and at least 24 hours after treatment has been initiated. Medical note required for return. Please refer to POPCS 24-hour guideline period listed under both the Attendance and Illness sections of this handbook.
11. Head lice from the end of the school day until after the first treatment. Parent note is required for return.
12. Scabies, until after treatment has been applied. Medical note required.
13. Impetigo, with lesions that cannot be covered, if part of a cluster of cases within a school or if there are drooling or hygienic concerns, until 24 hours after treatment has been initiated.
14. Varicella (chickenpox) until all lesions have dried and crusted (usually six days).
15. Varicella-Herpes Zoster (shingles) with lesions that cannot be covered, until lesions have crusted.
16. Pertussis (whooping cough) until completion of five days of appropriate antibiotic therapy. Medical note required.
17. Mumps, until nine days after onset of parotid gland swelling. Medical note required.
18. Measles, until four days after onset of rash. Medical note required.
19. Rubella, until seven days after onset of rash. Medical note required.
20. Hepatitis A virus infection, until one week after onset of illness or jaundice. Medical note required.
21. COVID, based on the latest DHEC recommendations.

*NOTE: Conditions or illnesses that a health care provider indicates warrant exclusion require a written medical note.*

Children with the following conditions do not need to be excluded from school:

1. Mild upper respiratory tract infection, even if it is associated with green or yellow nasal discharge, as long as the student does not have a fever or any of the other excludable symptoms described above.
2. Fifth disease (parvovirus B19 infection). Individuals are no longer contagious once the rash appears, and they cannot be diagnosed with fifth disease before the rash appears.
3. A red eye without a yellow or green discharge, fever or matting.
4. Cytomegalovirus (CMV) infection
5. Croup
6. Pneumonia
7. A rash without a fever
8. Bronchitis
9. Ear infection
10. Warts
11. Pinworm
12. Ringworm (for a student to return to school when they have been diagnosed with Ringworm a note is needed from the parent stating that treatment has been started. They may return after the first treatment)

## VII. General Information

### Advisory Council

The purpose of the School Advisory Council is to advise the pastor and the principal on the needs of the school. It is consultative in vote and advisory in function. It is composed of school parents (current and alums), and parishioners who support the mission of the school. Where possible, council members are sought who have a particular talent or expertise in some facet of the strategic work of the school (finance, facilities, technology, marketing).

Advisory council members are appointed by the principal and current (or outgoing) board members and approved by the pastor. Appointed members serve for three years terms that can be renewed at the discretion of the pastor.

Its responsibilities include:

1. Acting as liaison with appropriate public authorities.
2. Promoting understanding and support of Catholic education in the community.
3. Assisting the pastor and principal in evaluating the effectiveness of the educational programs.
4. Interpreting policies and directives from the Catholic Schools Office or any of the administrative offices of the Bishop of Charleston
5. Assisting with local policy relating to planning, operating and maintaining the facilities and equipment.
6. Assisting with the preparation and implementation of the school's operating budget, and coordinating the budget with the parish and school finance committees. (This includes assisting with tuition rates.)
7. Assisting with the promotion, development and advancement of the school to ensure sufficient enrollment for the operation of the school.
8. Assisting with the development and implementation of the strategic plan of the school in the following areas: Catholic identity, marketing, enrollment, finance, facilities, and technology.
9. Meeting monthly from August to May.

### Carline- Drop Off and Pick Up

A map outlining the flow of traffic for drop-off and pick-up is available at the school office, posted in FACTS, and is also distributed at the New Family Orientation and Open House in August. Families are required to hang their family placard on their rearview mirror for afternoon pickup. Hanging placards must be those issued from the school. Please be prepared to show identification if you do not have the proper car placard. Please contact the school office for a replacement placard if you need a new one.

If there are any questions about the flow of traffic, please do not hesitate to call the office. **ALWAYS USE EXTREME CAUTION WHEN DRIVING THROUGH THE PARKING LOT.** 7 MPH is the suggested speed for traveling on the POPCS and POPCC Campus

#### **Drop off - K3: 8:15 -8:25 AM**

K4 students are to be dropped off at the exterior K4 classroom door starting at 8:0015 a.m., where they will be logged into our DSS system. Each student is to be signed in by their parent/legal guardian.

#### **DROP OFF- K4: 8:00-8:15 AM**

K4 students are to be dropped off at the exterior K4 classroom door starting at 8:00 a.m., where they will be logged into our DSS system. Each student is to be signed in by their parent/legal guardian.

## **DROP OFF- K5 through 8th grade: 7:35 - 8:15 AM**

**Middle School:** Families with Middle School students (and their siblings) may begin dropping off students no earlier than 7:35 a.m. Staff members will be at the Cafeteria/Gym door for Middle School students to enter the Cafeteria until the 7:45 classroom entry time. Middle School students will report to their homeroom in the Middle School building.

**K5-5th grade:** Families who do not have Middle School students may begin dropping off students starting at 7:45 a.m. Once K5 through 5th grade students enter the PAC after drop off, they will report to their designated space in the PAC to wait for morning assembly, which will begin promptly at 8:15 a.m. Students will be escorted to classrooms by their teacher at the conclusion of our morning assembly (prayer, pledge, announcements).

**PICK UP- K3: Half Day,** Half day K3 students are to be picked up and signed out by their parent/legal guardian at the exterior K3 classroom door starting at 12:15 p.m.

### **PICK UP- K4: Half Day, Late Stay**

Half day K4 students are to be picked up and signed out by their parent/legal guardian at the exterior K4 classroom door starting at 1:00 p.m. Late Stay K4 students will be brought to the Gym at 3:05 for pick up.

### **PICK UP- K5 through 8th grade: 3:15-3:35 PM**

K-5 through 8th grade students will be led by their classroom teachers to the Gym for pick up. Students are called by family name to the pick up stations in the car line as parents approach.

Any student arriving after their designated drop off time must sign in at the school office with a parent. Students who have not been picked up by 3:35 p.m. will be sent to the aftercare program in the gym. Parents are responsible for all payment of applicable fees.

**Safety Patrol:** All middle school students are required to participate in after-school carline patrol. A schedule will be determined by the middle school teachers and communicated to parents. Fifth grade students may participate in morning carline duty, this is not mandatory. A schedule will be provided for that as well. All students are responsible for obtaining substitutes if they cannot perform their carline duty.

### **Carline Best Practices:**

- FOLLOW THE DIRECTIONS AND GUIDANCE FROM SCHOOL STAFF AND STUDENTS ON SAFETY PATROL
- EVERY DRIVER PICKING UP A STUDENTS MUST BE ON OUR APPROVED CONTACT LIST TO PICK UP THE GIVEN STUDENT. PLEASE UPDATE FAMILY CONTACT INFORMATION AT THE START OF THE SCHOOL YEAR TO INCLUDE THOSE AUTHORIZED TO TRANSPORT YOUR CHILD.
- STUDENTS ARE NOT ALLOWED TO ENTER OR EXIT ON THE DRIVER'S SIDE.
- PARENTS PLEASE REFRAIN FROM USING CELL PHONES DURING DROP OFF OR PICK UP.
- ALL FAMILIES MUST USE SCHOOL ISSUED PLACARD CAR SIGNS.
- PLEASE REMEMBER TO BUCKLE UP BEFORE LEAVING THE PICK-UP AREA.

# Child Abuse

Prince of Peace Catholic School abides by the Child Abuse Laws of the State of South Carolina. This law mandates that all cases of suspected child abuse/neglect be reported to Child Protective Services.

## Communication between School and Home

To be effective in the collaborative effort between the school and the family in the education of each child, parents and school personnel must have means of clear and frequent communication. At Prince of Peace Catholic School, we communicate with families in a variety of ways:

**Weekly Blue Folders (Elementary):** Blue folders will be sent home weekly with each elementary student. Only important information, typically requiring a hard copy signature, will be sent home via the blue folder. It will also be helpful for all individual student information such as TAG day money, signed papers, absence notes etc. to be returned to school in the blue folder. This will make housekeeping, as well as bookkeeping more efficient. We encourage all parents to read and respond to any and all important information on the next school day.

**Weekly Middle School Communication:** Middle school teachers utilize the LMS system to communicate subject-specific information, as well as events and happenings specific to middle school students. Middle School teachers will also email directly to parents when necessary. Middle School information is also communicated weekly through The Good News (see below).

**Weekly Pto Folders:** PTO folders will be sent home weekly with each family's youngest student. Only PTO communication will be sent home via the PTO folder. Please return only PTO items back to the school in this folder. Please return the folder with the same student it went home with.

**Weekly E-Newsletter (The Good News):** Each Sunday evening, the school sends to all families a weekly e-newsletter update to help keep parents informed on things going on in the school from one week to another: schedule changes, event updates, requests, instructions, answers to common questions and information from our PTO (Parent Teacher Organization) are some of the topics included in the newsletter. The Good News serves as the primary communication outlet from the school and should be read each week to stay up to date on school happenings and expectations.

**School Website:** On the school website you will find an interactive school calendar, school documents like curriculum highlights, registration information, school news, and teacher, staff and administrative contact information.

**Teacher Packet & Newsletter:** Some elementary teachers may send a packet of student work home weekly for parent review. Elementary teachers may also send home a newsletter (and may post news and information in FACTS) informing you of important upcoming dates and deadlines, work completed the previous week, and what is to come in the next week. Check with your child's teacher for their approach.

**FACTS:** Using our SIS (Student Information System) you can review news, grades, discipline, handbooks, calendars and other information pertaining to your child by logging in with a given username and password. Middle School students and parents will be trained in the use of the online LMS (Learning Management System) where they will find information and communication specific to each of their Middle School classes, including announcements, assignments and important academic dates and expectations.

**E-mail:** Teachers are easily reached with e-mail messages and often utilize email to communicate with families, including classroom group emails when appropriate. The current address format for faculty and staff is: [first.last@popcatholicschool.org](mailto:first.last@popcatholicschool.org), With the exception of [principal@popcatholicschool.org](mailto:principal@popcatholicschool.org), [reception@popcatholicschool.org](mailto:reception@popcatholicschool.org), and [nurse@popcatholicschool.org](mailto:nurse@popcatholicschool.org). We have a professional expectation at POPCS that emails are responded to within 24 hours.

**Appointments:** Contact the teacher using one of the above means to schedule an appointment with your child's teacher. Please remember that our faculty are very busy, and an after school appointment is often the best time for them to meet. Also please refrain from even brief impromptu meetings with teachers that might distract them from their task of teaching or supervising students.

**Refrain From Calling Teachers' Homes or Personal Cell Phones:** Parents are encouraged to contact teachers through the school in any of the official school mediums above rather than at home or on teachers' personal cell phone, unless the teacher invites you to do so. Like all of us, teachers need their private time at home and with family away from the school.

**Principal:** The principal welcomes all communication with parents, informally or by appointment. You can make an appointment with the principal through e-mail or by calling the school office. If you have a complaint or concern, please follow our POPCS Grievance Policy:

If you have a concern, problem or question relating to a classroom or school situation, following the principle of subsidiarity, please speak first with the person involved. If your concern or problem is with a particular teacher, contact that teacher first. Generally, most problems can be resolved at this level. However, if you are not satisfied with the solution after discussing the matter with the person involved, you may then ask for an appointment with the principal. If after going through these steps you are still not satisfied, the last recourse for the unsettled concern would be a request from the parent for a meeting with the Pastor of Prince of Peace Catholic Church.

## Communication Among Members of the POPCS Community

This policy shall apply to any communication not addressed by the Student Conduct and Code of Courtesy, appearing in this handbook.

For the purpose of this provision, the following definitions shall apply:

- a. Member of POPCS Community- current students, employees, volunteers, clergy and parishioners.
- b. Communicate- to attempt in any medium, whether received or not, to convey an idea to a member of the POPCS community or about a member of the POPCS community.

Any member of the POPCS community who communicates with another member of the POPCS community or about a member of the POPCS community shall do so consistently with the directive set forth in Matthew 7:12- "So always treat others as you would like them to treat you; that is the Law and the Prophets." Characteristics of communications that are consistent with this directive include, but are not limited to: Truthful, Constructive, Necessary, Kind, Loving

Gossip, in person or through social media, is destructive, counterproductive, and violates school policies around how to appropriately manage a grievance at the school. Any member of the POPCS community who violates this policy may be removed from the POPCS community temporarily or permanently.



## **Emergency Drills**

Fire drills are held monthly during the school year to ensure that each student is aware of the fire exits. Exit routes are posted in each classroom and students are instructed in proper procedures so that they can exit the building in a calm and orderly manner. Additional safety drills will occur during the course of the school year (tornado, earthquake, lock down).

## **Emergency Notification**

The student emergency contact information must be kept current with the school office. These forms must be updated each year in FACTS by the parent or guardian. This database contains information about the student's physician and emergency contact information.

\*COMPLETION OF THIS INFORMATION IS MANDATORY AND SHOULD BE UPDATED PRIOR TO THE START OF EACH SCHOOL YEAR.

## **Facebook® & Other Social Media Postings**

Prince of Peace Catholic School works diligently to protect the confidentiality rights of all students and families. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. POPCS adheres to these laws in its attempt to protect the privacy rights of students. As a result, the parents of students enrolled at POPCS are forbidden from posting photographs taken at school sponsored activities that include the images of students other than their own on their personal social media pages. Such postings are a violation of the POPCS adherence to FERPA and CPA. The students of parents who post such photos may be separated from POPCS.

## **Grievance Policy**

If you have a concern, problem or question relating to a classroom or school situation, following the principle of subsidiarity, please speak first with the person involved. If your concern or problem is with a particular teacher, contact that teacher first. Generally, most problems can be resolved at this level. However, if you are not satisfied with the solution after discussing the matter with the person involved, you may then ask for an appointment with the principal. If after going through these steps you are still not satisfied, the last recourse for the unsettled concern would be a request from the parent for a meeting with the Pastor of Prince of Peace Catholic Church.

## **Inclement Weather**

In the event of inclement weather, it might be necessary for the sake of the safety of our families and students who travel daily to close the school. If Prince of Peace Catholic School closes because of inclement weather, we will list this fact on WYFF Channel 4 and send a FACTS alert to email and cell phones authorized in the alert system. . In the event of school closing, the school will provide a remote learning plan for home.

## **Lost and Found**

The school is not responsible for any lost items. Please have your student check lost and found periodically for lost items. All lost items will be placed in the PAC lost and found bins.

## **Lunch**

Students have the choice to bring their own lunch or purchase a lunch through the school lunch program. Hot lunches can be ordered ahead of time through FACTS from a variety of local food vendors. In addition, milk may be ordered monthly. Please make every effort to provide nutritious lunches, and please do not send candy or soda. If a student forgets to bring lunch, parents will be called and asked to bring a lunch to school. If there is extra lunch available from the lunch program, a student may be given lunch. Parents will be expected to pay for this lunch and will be charged accordingly. In an emergency, a supply of food will be kept on hand so that our students will have nourishment if lunch cannot be provided for them. There will be a cost charged to the family for this service.

Parents are always welcome for lunch. Parents or guests must register in the school office and wear a visitor badge before proceeding to the Cafeteria.

## **Non-Smoking Policy**

Prince of Peace Catholic School is a smoke-free environment. Smoking (and vaping) is not allowed at any school function when students are present, regardless of whether the function is held on or off campus. The Media Center, Elementary School Building, PAC, and Middle School Building are also smoke-free environments.

## **Parents as Partners Policy**

“The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably “broken”.

In order to establish a solid partnership with POPCS, we ask parents to set rules, times, and limits so that your child is set up with support from both home and school:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has a nutritional snack and lunch everyday.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To notify the school with a written note for absence or tardiness;
- To notify the school office of any changes of address, phone numbers, emails, etc;
- To meet all financial obligations to the school;
- To notify the school of any special situation regarding the student’s well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read the weekly school newsletter;
- To support the religious and educational goals of the school;

- To attend mass regularly with your child;
- To support the discipline policy of the school;
- To treat all school personnel with respect and courtesy and expect the same from all school personnel

## **Parent/Teacher Organization (PTO)**

This organization has been formed to provide parents an opportunity to coordinate activities for the enrichment of their families, assist in fundraising activities, and to provide input concerning school affairs. Parent participation is required and essential for both the organization and the school. Committees include: POP Art, Catholic Schools Week, Lunch Buddies, Room Parent, Guardian Angel (new parent mentor), and Teacher Appreciation to name a few. All families are required to belong to the POPCS PTO. In addition, each family will be required to complete 20 volunteer hours. The PTO By-laws are available in the school office.

## **Safe Environment**

As an ongoing effort to provide a safe environment for our students please be advised that any parent/guardian known to our diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

## **School Hours**

The school calendar provides for 180 days of school. Supervision of K5 to 8th grade students begins at 7:35a.m. Students may not arrive before this time. The school day for K4 to 5th grade begins at 8:15 p.m. and ends at 3:15 p.m. (or 1:00 p.m. for half day K4 students and 12:15pm for K3 students). Middle school students must arrive in their classrooms by 7:55 a.m. to begin class at 8:00 a.m.. Periodically, the school will have a "half-day" schedule. For half-days, arrival time will be as normal and dismissal will start at 12:00 p.m..

Pick-up time for half-day K4 is at 1: p.m. Pick-up time for K3 is 12:15pm. Pick-up time for full-day K4 through 8th grade is from 3:15 p.m. to 3:35 p.m. Students not picked up by 3:35 p.m. will be escorted to After School Care (in the PAC/ gym) and assessed a fee of \$7. If not picked up by 4 p.m., there will be a \$7 hourly aftercare fee charged. Aftercare is available until 6:00PM.

If you have arrived late to pick up your child at the end of the school day, park your car and come through the left entrance at the back door of the PAC (gym) building where drop off and pick up take place. For security, the door may be locked – just ring the doorbell.

## **Visitors**

Safety is the concern of all involved in the school. Visitors to the school for any reason must enter the building through the main doors and sign in at the school office. Books, lunches, and other items being delivered to students must be left at the office. Students will then be called to the office to pick up these things if the office staff is unable to make the delivery. Parents are asked to conference with teachers by appointment only – not during school hours. We respectfully ask parents or other visitors eating lunch with their children to observe the 10 minutes of silence with their child at the beginning of the lunch period. All visitors to POPCS will be screened in the main office through [RAPTOR Technologies](#) safety screening platform for schools.

## **Volunteer Hours- Family Requirements**

Adult family members of current students are required to volunteer 20 hours (per family) of service during the school year under the direction of the principal and the Parent/Teacher Organization (PTO). K3 and K4 are required to volunteer 10 hours (per family) of service during the year. Prince of Peace Catholic School believes it is important that all families fulfill volunteer commitments in order to ensure the school's success. Utilizing the time and talent of our adult family members also works to keep tuition costs low. Volunteer opportunities include: lunchroom helpers, clerical helpers, library assistants, fundraising helpers, organizational sponsors and officers. As with all visitors to the school, volunteers are required to sign in at the office and pick up a volunteer badge upon arrival each day. All volunteers must be Safe Haven trained and background screened if they are planning to drive on field trips, substitute in the classroom, or volunteer to head up a school club, or activity. This information and paperwork is sent home at the beginning of the school year for completion prior to any volunteer work.

## **Volunteers- Safe Haven Program**

The Bishop of the Charleston Diocese has required that all employees and volunteers participate in the Safe Haven It's Up to You program. The Bishop's wording is firm in this matter: "The Diocese of Charleston will not employ or accept as a volunteer anyone who refuses or fails to attend an educational session on the prevention of child sexual abuse and the creation of safe environments." Information about how you can participate in this program so you can be a school volunteer is available in the main office of the school or from a PTO board member. The Diocese also requires that new volunteers agree to a background check.

## **Right to Amend**

Prince of Peace Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to the parents via email and through FACTS.

# VIII. After-school Programs and Activities

## Aftercare

The POPCS Aftercare program is available to students enrolled at POPCS from 3:35 to 6:00 each day. After care is open Monday through Friday when school is in session. Please refer to the academic calendar for dates of operation. In case of inclement weather, please refer to POP Catholic School postings on WYFF4 and FACTS communications directly from the school. If school is canceled or dismissed early, after care will not be in operation.

We strive to provide a safe, supervised Catholic environment for school-aged children after school hours. Students are required to do homework each school day. All students are required to participate during homework time. Reading is required and is an important part of our program. The program is both academic and recreational in nature and strives to complement the student's day rather than duplicate it.

Late charges of \$1.00 per minute will be charged after 6:00 p.m. for the first 15 minutes. In addition, \$2.00 will be charged for each additional five minutes thereafter.

**AFTERCARE FEES SHOULD BE PAID UPON RECEIPT OF BILL.**

Students who are not picked up at the end of afternoon carline, or upon completion of their after-school extracurricular activity, will report to aftercare and parents will be registered for aftercare and charged the appropriate rate for their time in the program.

### **Aftercare – Medication, Injuries, Illnesses, & Discipline**

All school policies regarding medication will apply to after care. Our staff will provide necessary first aid for minor injuries. In the event of a serious injury, parents/guardians will be notified immediately. If parents cannot be reached, the child will be taken to Greenville Memorial Hospital Emergency Room via EMS. Students will be accompanied by a teacher or staff member as well as EMS. Parents will be required to pay all expenses incurred due to an emergency involving their child. We have specific guidelines from DHEC concerning illness. If your child becomes ill while at aftercare, you will be expected to pick them up immediately.

All school policies regarding discipline will apply to aftercare. Prior to admission, an after-school care discipline policy form outlining the behavioral expectations must be signed by a parent or guardian.

## **Extra-Curricular—Athletic Programs**

The goals of our athletic program are to develop teamwork, confidence, responsibility, character, and sportsmanship. Winning is a goal of the program, but it is not the number one goal. Students who are members of a team can expect to play; however, they are not guaranteed playing time. A variety of sports are offered each season depending on interest and participation:

**Fall:** Coed Cross Country (5th-8th grade), Coed Soccer (1st-8th grade), Girls Volleyball (5th-8th grade)

**Winter:** Boys and Girls Basketball (1st-8th grade)

**Spring:** Archery (4th-8th grade)

The head coach of each team makes decisions during practice and contests that he/she deems necessary. At times these decisions may not be popular with the athletes. Athletes may be suspended from one game as a result of disciplinary infractions. This decision will be made by the principal, athletic director, and head coach.

POPCS offers organized team sports for the middle school, and each student who participates must maintain a "C" average or above in each subject to be eligible to play. As a parent, you have the right to speak to the coach about your child. The conversations must be held during a scheduled appointment (not during/after practices or games). Our coaches, players, teams, and program need your support. If you have challenges, talk to the coach, then the athletic director, then the principal. You are asked to support the program, not undermine it with discontent. Good sportsmanship is always something we strive to exemplify as a player, coach, team, parent, fan, and school. Our program will not tolerate displays of poor sportsmanship during practices or games. If this type of behavior continues by a player, coach, parent, or fan they will be asked to leave the facility.

revised 7/12/23

