Parent Handbook

2026-2027

Prince of Peace Christian School
38451 Fremont Blvd.
Fremont, CA 94536
510-797-8186

PRINCE
of PEACE
CHRISTIAN SCHOOL

School Staff

Kindergarten	Ms. Amanda Hauns
Kindergarten	Mrs. Tracy Wentworth
First Grade	Mrs. Ceres Robinson
First Grade	Mrs. Amanda Rodriguez
Second Grade	Ms. Rebecca Symmank
Second Grade	Mr. Tim Voogd
Third Grade	Mrs. Michelle Dolan
Third Grade	Ms. Heidi Blank
Fourth Grade	Ms. Cheryl Rawlins
Fourth Grade	Ms. Elise Nance
Fifth Grade	Mrs. Heather Klemp
Fifth Grade	Mr. Joe Smith
Sixth Grade	Mrs. Erin Mansfield
Sixth Grade	Mr. Trevor Sollitt
Seventh Grade	Mrs. Esther Na
Seventh Grade	Mrs. Cassia Sollitt
Eighth Grade	Mr. Ryan Melcher
Eighth Grade	Mrs. Jenny Woodrow
Art	Ms. Lynne Sparling
P.E. Teacher	Mrs. Alva Valle
P.E. Teacher/AD	Mrs. Lori Robeck
Spanish	Mrs. Viviana Sisniegas
Elementary Aide	Ms. Rebekah Taas
Elementary Aide	Mrs. Tammy Yiu
Elementary Aide/ECC	Ms. Theresa Olson
Music	Ms. Alyssa Presutto
Student Success Coord.	Mrs. Brandi Geer
Band	Mrs. Barbara Ettner
Band	Mr. Bob Sterling
Principal	Mr. Kyle Klemp
Lower Division Head	Ms. Marla Stein
Office Manager	Ms. Tina Stephen
Office Administrator	Mrs. Erin Beckett

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Introduction

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

Prince of Peace Lutheran Church was incorporated in January 1955 and because a Christ-centered education was a high priority, Prince of Peace Christian School opened in 1957, starting with twenty–five students in four grades. The school has grown through the years so that it now serves 450 children, with a preschool licensed for 120 (76 at any one time) and an elementary and middle school with a student population of around 370.

Statement of Faith

WE BELIEVE that God deeply loves each person.
Therefore we emphasize that each child is of the highest value and should be treated with respect and honor.

WE BELIEVE that God desires for us to have a relationship with him,
Therefore we seek to foster a genuine spiritual life in the life of each child.

WE BELIEVE that God has given us the ultimate revelation of himself to us in the person of Jesus.
Therefore we teach the importance of knowing what Jesus taught and did.

WE BELIEVE that Jesus died suffering the punishment for the sins of all people and that the gift of forgiveness is received simply by faith in him.
Therefore we seek to foster faith in Christ as the only way by which people can have a right relationship with God and be saved eternally.

WE BELIEVE that people were created to be in community.
Therefore we encourage children to build healthy relationships, making God's love for people part of everyday life.

WE BELIEVE that God continues to work in us by his Holy Spirit.
Therefore we help children to rely on the Holy Spirit's leading in the everyday activities of learning, relating, and playing.

WE BELIEVE that the Bible is the Word of God.
Therefore it is the basis of all spiritual instruction at Prince of Peace School. Class time is dedicated each day to direct and intensify instruction in the Word of God.

Our Mission

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

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

Our goal is to equip every student with:

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

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

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

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

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

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

Educational Excellence

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

Christ-like Citizenship

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

Accreditation

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

School Ministry Team

The School Ministry Team (SMT) serves as the bridge between Prince of Peace Church and our school community, reflecting the school being a ministry of the church. On behalf of the congregation, the SMT upholds and advances the mission, vision, and goals of Prince of Peace Christian School, ensuring that what we do in the classroom reflects who we are as a Christ-centered community.

SMT is made up of congregation members elected by the Prince of Peace church community and Prince of Peace School's parents, along with the Head of Schools, Elementary Principal, and Preschool Director. SMT is led by a team captain and co-captain who are members of the church, and each serve one-year terms, with the co-captain stepping into the captain role the following year. The captain and co-captain are part of the Church Council, which is the leadership body of the Church. Additional team members are appointed annually based on the needs of the school.

SMT meets monthly and works throughout the year to support the health and direction of our school. Team members:

- Serve as advocates for the school ministry, administration, teaching staff, and parent and student body

- Attend school events as SMT representatives and remain visible in our community
- Actively participate in the annual goal setting and budgeting process
- Provide oversight and approval for curriculum, technology, and other significant school decisions
- Know and uphold school policy and procedures for support and accountability
- Commit to completing assigned tasks that are goal-related and program-related
- Provide representation to the church council and congregation voters' meetings

SMT also functions as an appellate body for parents who feel a concern has not been resolved through the school administration. Their role is not to manage day-to-day operations, but to ensure the school is moving in the right direction and that families are heard.

SMT welcomes your questions, input, and involvement. You can reach the School Ministry Team directly at **smt@popfremont.org**.

Curriculum

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

In keeping with the goals of the school, the educational week also incorporates weekly chapel and bible class. Some subjects are departmentalized to strengthen the curriculum and instruction based on teacher's passions and gifts. The complete Scope and Sequence for every class is available online.

Content Areas by Grade Levels

Kindergarten

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

First through Fifth Grades

Bible	Social Studies	Spanish
English Language Arts	Art	Physical Education
Music	Mathematics	Science
5th Grade: Band, Geography		

Sixth, Seventh and Eighth Grade

Bible	Literature	Social Studies
Science	Mathematics (Pre-Algebra, Algebra, & Geometry)	Language Arts: (Writing, Grammar, Spelling)
Geography (World & U.S.)		
	Electives	Band
Physical Education	Spanish	Art
Performing Arts	Health	Leadership

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

Technology

Each family must sign a Chromebook agreement and adhere to those policies. Student Chromebooks will be monitored throughout the school day by the teachers via GoGuardian.

All Smart devices including but not limited to cell phones, Smart watches, and Smartglasses must be turned off and stored in the classroom technology boxes between 7:55 a.m. and 3:00 p.m. Cell phone rules remain the same while students are in Extended Care. Students abusing this rule will have their devices taken and stored in the principal's office until claimed by a parent. Further abuse will result in loss of device privileges.

**Teachers may confiscate devices any time during the day.

Technology in ECC: Chromebooks are only allowed in the Homework Room. Chromebooks can be used for academic usage such as homework, reports, research for classwork, and academic games (typing games, math games, reading apps). The volume is limited, so please bring headphones.
Students should not bring iPads or handheld video game consoles from home. These devices are not allowed on campus.

It is general policy that all devices used at Prince of Peace Christian School are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines for use means immediate cancellation of device and Internet privilege. No second chances will be granted.

The internet usage agreement below is signed by each student's parent or guardian at the time of enrollment/re-enrollment.

Acceptable Use By Student

- I will use the computer as instructed by my teachers.
- I may use the Internet and World Wide Web only when a teacher or other adult is present and I have permission to do so.
- I will not download any files of software without the permission of a teacher or other Prince of Peace authorized adult.

Safe Use

- I will never give out personal information about others or myself over the Internet.
- I will not use my name, only my first initial, if I am doing project work over the Internet.
- I will inform my teacher immediately if I find materials or sites that make me uncomfortable.
- I understand that I must learn to evaluate the information that I find on the Internet and World Wide Web.
- Internet Etiquette (netiquette).
- I will be polite. I will only use language that is acceptable in my school.
- I will use the computer in ways that will not harm the computer system or other people's work.
- In accordance with the Child Internet Protection Act, Prince of Peace Christian School provides content filtering on computer workstations within the school.

Admission & Enrollment

Prince of Peace Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, admission policies or other school–administered programs.

Enrollment Procedures

Students are accepted for enrollment in the following order:

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

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

Re-enrollment for returning students begins February 1st. Re-enrollment applications are completed through Gradelink and must be received along with the re-enrollment fee before Open enrollment to secure a spot for the upcoming year.

Kindergarten enrollment begins mid-January. Check with the office or the website for the specific date. Online applications are available on our website. A copy of your child's birth certificate must be uploaded with the application, and appropriate fees must be paid for the application to be complete. Assessments will be scheduled for completed applications.

All new students will be interviewed and assessed; parents will be notified if additional academic testing is needed. Notification of acceptance will be given in a timely manner.

Applications for enrollment will be accepted up until the end of the 3rd quarter. Enrollment after the 4th quarter is up to the Head of Schools discretion.

Class size is limited to 22 students in kindergarten and 1st Grade. Grades 2–8 are limited to 24 students. Some exceptions may apply with administrative approval.

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

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

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

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

Tuition, Fees & Scholarships

Registration, Tuition, and Fees

All fees are to be paid as outlined in the Student Fee Structure. Full payments made in August by one party can be made with a five percent reduction in tuition unless a needs-based grant has been awarded. All tuition payments must be made through FACTS Management. Tuition payments of any kind (cash or check) are not accepted in the school office. Payments can be spread over nine to

twelve months. An email will be sent through FACTS Management with instructions to set up a payment plan.

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

Withdrawal

Because it is our desire to constantly improve our school, families who leave Prince of Peace before the end of the school year will be asked to participate in an exit interview. While the application and registration fees are non-refundable, a refund of prepaid tuition is on the following pro-rated basis:

- 65% if withdrawal is in the first quarter
- 40% if withdrawal is in the second quarter
- 20% if withdrawal is in the third quarter
- No refunds are given once the fourth quarter begins

If on a payment plan, payment for the entire month must be paid if student is enrolled over 5 days into the month. If days attended does not coincide with payments made up to that point, additional money may be owed.

Grants and Scholarships

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

The grants include:

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

Commitment to Ministry Grants are available to members of Prince of Peace Church. As a committed member of our fellowship, the use of your abilities, time, service, and regular

offerings helps support all of the ministries in which we are involved, including the school. In the same way, others are committed to you and your child's education, and they have committed to providing grants to families from our fellowship.

Grants Based on Need
Grants based on need are available and can be applied for by completing the financial aid application online at www.factsmgt.com.

Need-Based Grant Application Guidelines
Grants based on financial need must be applied for and are reviewed according to the following schedule and deadlines:

- **Returning Families:** Applications must be submitted at the time of re-enrollment in February. All applications for returning families are due by **March 31**.
- **Kindergarten and New Families:** Applications may be submitted after receiving an acceptance letter. All applications for new families are due by **April 30**.
- **New Families Accepted After April 30:** Grant application information will be included with the acceptance letter.

Please note that need-based grant applications submitted after April 30 are **not guaranteed** to be considered.
All grant notifications and awards are communicated electronically through **FACTS Management**. Awards are strictly confidential and should not be shared with other families.
Late applications will not be considered.

Financial Responsibility

Prince of Peace Christian School is owned and operated by Prince of Peace Lutheran Church and is supported by the church's general fund as well as by the fees and tuition paid by parents. Tuition is due and payable regardless of additional contributions to the church and/or school.

Anyone experiencing difficulty in meeting tuition should reach out to the Business Office Manager to address the concern and set up a payment arrangement if necessary. Any deviation from this policy and procedure must be cleared in writing by the School Ministry Team.

Delinquent Payment Policy

Yearly registration fees are due with the first month's tuition payment. Accounts for tuition and extended care fees must be paid in full each month.
All financial obligations (tuition, fees, and extended care fees) must be cleared before a child is enrolled for the next school year.
Unless the student's tuition is pre-paid, tuition is due on the 1st, 10th, or 20th of each month depending on the choice the parent(s) made for their payment due date.

Payment is considered past due 10 days after the FACTS Management chosen due date.
If payment is past due, notices are sent to parent(s) by FACTS. A $25 late fee will be charged for every month the payment is late.
If it remains unpaid for 31 days after either the tuition or extended care due date, the Director of Operations will notify parent(s) in writing that payment is due, and a copy of this policy will be sent to parent(s) with a written notification of delinquency.
At the discretion of the Director of Operations and school admin team, they will work with parent(s) to prepare a plan for repayment that is agreed upon by both parties, documented and signed by both parties.
If tuition or extended care fees are in arrears for 61 days, the parent will receive a letter from the Director of Operations and the Principal that the student may be suspended from either the school or the extended care program, depending on which account is delinquent, until the account is brought current.

Absent an agreed upon and documented payment plan, all accounts which are not settled within 91 days from the due date may be submitted to a collection agency with collection costs added to the account. At the Principal's discretion, the student may be disenrolled from Prince of Peace Christian School.

Church Membership

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

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

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

Associate Membership of Prince of Peace School

A Christian Church may choose to become an Associate Member of Prince of Peace School. This accomplishes two purposes: First, it encourages that fellowship to use a Christ-centered education as a tool for discipleship. Second, it allows members of that fellowship to receive a financial benefit. For more information and the application, please ask for the Associate Membership form in the school office.

In General

School

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

The school office is located in Building J. Please park in the designated parking area and follow the signs to the office door. Please remember that the school office is a place of business and lengthy personal conversations should be scheduled for times other than working hours. The office opens at 7:55 a.m. and closes at 4:00 p.m.

Parking Lot

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

Starting the Day

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

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

Extended Care

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

Extended Care hours
Before School Care 7:00 a.m.-8:15 a.m.
After School Care 3:15 p.m.-6:00 p.m.
For more information about POP Extended Care, visit
www.popfremont.org

Animals

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

Parent Involvement

Prince of Peace encourages parental support in school related activities. This promotes a strong school climate as well as assisting in reducing certain costs. Parental service time is a requirement for all families. Families are required to generate 32 hours of participation time in approved service activities. Single parent families are required to generate 16 hours. All hours are logged in Gradelink.

As an alternative, parents may elect to satisfy this participation requirement with a cash payment at the rate of $25 per hour. Please note that parents will be billed for hours not logged or logged late.

To encourage parent participation throughout the year, 16 hours are required for the fall semester (August through December) or 8 hours for a single parent. 16 hours are required for the Spring Semester (January through June) or 8 hours for single parents. Hours will be tallied at the end of each semester; unfulfilled hours will be invoice via Facts Management. Hours do not rollover from one semester to the next.

Parent participation hour activities include but are not limited to:

Fall Festival	Office help
Fundraisers	Earthquake Shed / Emergency Supplies
Field Trips	Church Service activities
Workday	Raise Right (previously SCRIP) sales
Hot lunch program	Ground maintenance
Class party assistance	Athletic assistance
Teacher helper	Lost and Found

Computer service	Plays / musical assistance
Clothes Closet	Room parent
Playground Supervisor	Workdays /Facility care
Photography	Food items for major events
Book Fair	Living Nativity

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

Raise Right

Raise Right (previously SCRIP) is a fund-raising effort that takes advantage of your regular shopping. Raise Right can be purchased at the school office and used to pay for many regular items you generally purchase such as groceries, hardware, lunches, etc. Every $100 spent in the Raise Right program qualifies you for 1 hour of Parent Participation hours. A percentage of what you spend is returned to Prince of Peace from the retailer. It costs you nothing!

Extra-Curricular Activities

Athletics

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

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

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

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

Our coaches and assistant coaches comply with Prince of Peace's Athletic Handbook for "Responsibilities of Coaches", by being

witnesses for Christ through the interaction that takes place between players, coaches, and officials at practices and games.

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

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

Eligibility for Participation

While all students are encouraged to participate in extra-curricular activities, participation is a privilege that is earned by maintaining a satisfactory grade point average. Therefore, eligibility for extra-curricular activities will be determined on the Friday closest to the 1st and 15th of each month for grades 6-8, and at mid-quarter reports and quarter report cards for grade 5. Students must maintain a 2.5 (2 Ds and no Fs) grade point average at the time of the reports to be eligible.

When grades are restored at the next evaluation period, students may return to the extra-curricular activity at the discretion of their coach or interest group leader. A plan of action will be created for students who do not restore their grade point average at the time of the next grade check.

Worship

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

Students are invited to share their resources with a chapel offering each Friday morning. The money is dedicated to community and world needs. Offerings are collected in class before chapel and brought to chapel by the teacher to turn in as a class.

Sunday Worship

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

Traditional Worship:	8:30 a.m.
Bible Study/POP Kidz	9:45 a.m.
Praise and Worship	11:00 a.m. (with a praise band)

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

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

Field Trips

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

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

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

All students must stay in his/her assigned car for the entirety of the field trip.

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

Siblings may not attend a class field trip. Likewise, students cannot accompany a parent driver if they are in a different grade from the grade attending the field trip. Drivers/chaperones must be able to take multiple children in their car to assist the teacher and to help build student community. Stopping for food, treats, and other items not on

the field trip itinerary is not allowed. Cars must be fueled up before arriving to drive on the trip.

Field trips outside the Tri–City area must have a ratio of one parent for every three children in Grades K–3 whenever possible. Drivers' forms verifying insurance coverage, current driver's license, car license, and

safety belts are mandatory. Any adult suspected of substance abuse will not be allowed to transport or accompany students.

All drivers must have their valid drivers license with them to drive on the field trip, photo copies or screen shots are not permitted in lieu of.

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

California Law (Effective 01/01/2012):

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

School Communication

The best way to learn about school activities is through the regular updates from the principal, weekly classroom newsletters and folders, the Prince of Peace website (popfremont.org), and information provided from specific departments or committees.

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

Lunch Information

Prince of Peace works with ChoiceLunch to provide hot and nutritious lunches each full day of school. Families can create an account, order lunches, and pay for meals at choicelunch.com. Please make sure to know the ordering and canceling policies that ChoiceLunch has in place.

Parents are strongly encouraged to send lunch with their student each morning or order ChoiceLunch in advance. If a parent needs to drop off a lunch in the school office, it should be dropped off by 10:45am. For safety reasons, Doordash and other lunch delivery services are not allowed for lunch drop-off for students.

Lost and Found

Lost and found items are collected in tubs located near the flagpole and outside room 4. Items not claimed after a period of time will be given to charity. Please put your child's name on EVERYTHING they wear to school. Students in Grades 5-8 are also responsible for identifying PE uniforms.

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

School Safety

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

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

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

Traffic Rules

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

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

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

Parents and Visitors

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

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

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

Playground Safety

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

POP Playground Expectations

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

Playground Areas:

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

Restroom:

- Students may use the restroom after they have permission from the adult on duty

These choices are not allowed:

- Play fighting
- Throwing balls at other children
- People trains on the curvy bars
- No assisted spinning on the bars (pulling, pushing, etc.)
- Eating on the playground (except in areas designated by teachers)

General reminders:

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

Emergency Procedures

Fire and Emergency Drills are conducted on a monthly and quarterly basis for all classrooms. The Emergency Operations Plan is in each classroom and teachers are instructed in specific procedures.

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

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

State of Emergency

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

Communications & Concerns

The staff, School Ministry Team, and faculty at Prince of Peace believe in open and active communication. We know that good, healthy, two-way communication is often the best cure for misunderstandings, confusion, or problems. The Bible gives specific directives addressing concerns with others and places the highest priority on doing so with love, patience, and in a manner that protects and supports another's reputation. For this reason, consistent with God's Word, the first step in addressing conflict is to talk person to person.

Parent Concern Process

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

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

Parents should please follow the Parent Concern Process outlined below when they have a concern about the education of their children. Concerns related to classroom activities, procedures, and programs (e.g. homework assignments, learning difficulties) should be discussed with the teacher first before escalating to the principal.

Concerns about Educational Policy, Practice, and Procedures:

1. First, contact the teacher.
2. For ongoing concerns, contact the teacher or school office to leave a message with the teacher to make an appointment. This message should contain the concern and purpose of the appointment. This will allow the teacher to investigate the concern before the appointment and start the brainstorming process for a solution. A 'Plan of Action' that is agreed on by the parent and teacher will be documented and implemented.
3. If the parent–teacher discussion does not resolve the concern, email the principal or call the school office to schedule a meeting. This should also contain the reason for scheduling a meeting and will allow the principal to investigate the concern. A 'Plan of Action' that is agreed upon by the parent and principal will be documented and implemented.

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

Discipline Procedures

Discipline

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

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

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

1. Obeying the rules established by the teachers,
2. Respecting and encouraging one another as well as teachers,
3. Participating in school activities with positive Christ–like attitudes and behaviors.

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

Peace Christian School when creating their management plans and follow policy noted in the Parent/Student Handbook. The principal is responsible for the oversight of student discipline, teacher accountability, and policy enforcement.

Behavior Expectation of Students

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

Behavior Notification

Parents/Guardians will be notified by the teacher or administration if a student exhibits any of the following behavioral concerns:

- documented reports of repeated minor offenses
- dress code violations
- unkind words
- inconsiderate or defiant behavior
- physical harm
- mean attitudes
- uncooperative behaviors
- negative interactions

Detention

The goal of detention is to provide students with an opportunity to reflect on their choices, develop positive character traits, and work toward establishing consistent patterns of responsible, respectful behavior that support their success in school and beyond.

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

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

IMMEDIATE Suspension or Expulsion

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

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

Sexual Harassment & Harassment

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

Name calling; comments about a person's anatomy, clothing, looks or reputation; telling dirty jokes; circulating pornography or obscene drawings; offensive touch–pinching, grabbing; brushing another's clothes; making unwelcome or inappropriate physical contact; invading another's personal space; cornering or blocking a person from leaving an area; drawing graffiti that denigrates an individual;

leaving love notes or unwanted notes; inappropriate gesturing with hands or body; spoken or unspoken innuendoes.

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

Other

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

- Students are not to chew gum during the school day.

- Public Displays of Affection are unnecessary and distracting in an academic environment. Students are expected to respond positively when counseled about unacceptable public displays of affection. This policy applies to POP students engaged in such activities with either POP or non-POP students before, during, and/or after school and at all school events.

School Uniform Policy and Dress Code

School Uniform Policy

The way students dress reflects the work of education as well as the values of neatness and appropriateness. All students are required to dress according to the school uniform as outlined on the Lands' End website. Our school number is 900054792. Items may be purchased from any of the approved retail stores, but the style and color must match the Lands' End approved uniform items.
Please remember all items in a "uniform department" or on the Lands' End website may not necessarily be on our approved uniform list. Example: cargo pants, crop pants, or jean pants are not in our uniform. Please make sure to use our school number on the Lands' End website to access our approved styles and colors to guide your choices. You may, also shop at any of these retail stores: Target, Kohl's, Old Navy, Walmart, and Lands' End. The "French Toast" brand is also acceptable. Uniforms purchased at any of the above listed stores must model the Lands' End approved styles.

The reason we have a school uniform is to allow students to focus more completely on the school's purpose without the distraction of style, economic advantages, or the latest fad. Parental support in this area is important! You are your child's first monitor in the morning. Please help us set the standard so that teachers are free of monitoring uniforms!

It is the responsibility of the parent/guardian to ensure that their child is properly and cleanly dressed for the school day. If a student is not in proper dress, parents will be notified, and the student will be sent to the office until proper dress is provided.

Clothing Standards:

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

Pants/shorts (boys and girls): Solid khaki, navy, or black uniform. (No denim, no cargo style pants, no drawstring, no elastic ankle band)

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

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

Cardigan Sweaters: Hoodless solid white, light pink, red, navy blue, or black with or without POP logo. Available through Lands' End.

Jackets: Full or half zip fleeces in black, red, or navy blue. Full zip, fleece lined, raincoat in navy or black. POP logo required, only available through Lands' End.

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

Socks: crew, ankle, knee high or tights must be worn at all times. Acceptable colors: <u>solid</u> white, black, navy.

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

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

Please Note:

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

Free or Special Dress Days

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

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

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

Dress Code Standards

1. All uniform items must be size–appropriate to the child’s body.
2. Pants must be worn at the natural beltline.
3. Skirts, shorts, jumpers, and skorts are not to be more than 3” above the knee line.
4. Light make–up for girls in grades 6–8 is acceptable.
5. Hair on both boys and girls is to be well groomed, and both eyes should be visible.
6. Clothing items and accessories that become distracting to the learning environment are not allowed. Example: shoes and hair accessories.

Not Permitted:

1. Any non-POP coats, sweatshirts, or outerwear
2. Hats or bandanas in the classroom (unless it is a cultural trait)
3. Clothing with rips or tears
4. Any hairstyle that is distracting
5. All hair coloring and highlights must be natural colors
6. Any body piercing (girls may have a single pierced earring, small hoops or studs in the ear)
7. Dirty clothing

Since our children grow so fast, we maintain a clothes closet that can be used to shop for replacement items! Please contact the school office for further information on how to access the clothes closet.

Health Services

Managing Life Threatening Allergies in School

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

Parents will provide the following:

1. Licensed provider documentation of the life-threatening allergy
2. Licensed provider order for epinephrine by auto-injector as well as other medications as needed. (Annual renewal)
3. Parent must sign consent to administer all medications
4. A minimum of two current EpiPens (1 to be kept in the office & 1 to be kept in the classroom)
5. Description of the student's warning signs
6. Description of need for support for the student, including an Allergy Action Plan
7. Name/telephone number of primary care provider and allergist
8. Emergency contact information
9. Interest in orientating others in the student's classroom

The school will be responsible for:

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

The students will take age–appropriate responsibility for their life–threatening allergy, taking more responsibility as they get older and are developmentally ready to accept that responsibility. Students will wear medical alert identification bracelets if recommended by the doctor.

Prescription Medicines

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

1. A student who is required to take prescription medication from a licensed physician during the school day, may be assisted by the school staff if the office receives:

A. A written statement from the physician detailing the method, amount, and time schedules for the medication, and
B. A Medication Authorization form must be filled out by the student's parent or guardian giving permission for Prince of Peace staff to administer any medication (includes prescription and over the counter). Forms are in the school office.

2. A student who is taking non–prescription, patented medication will receive school assistance when the office receives:

A. Medication is provided in clearly marked containers with the child's name, amount, and time schedules for the medicine, and
B. A written statement from the student's parents or guardian giving permission for Prince of Peace staff to administer the medication. *Forms are in the school office.

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

First Aid

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

Emergency First Aid

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

Illness

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

child has a communicable illness, please notify the school immediately.

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

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

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

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

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

1. The secretary will take the child's temperature and ask him/her to stay for up to 30 minutes of observation. If a fever is present, or other symptoms noted, the secretary will call the parents. If no fever is present, and there are no other presenting symptoms, the child will return to class.
2. If there is no fever and no other symptoms but the child continues to complain after 30 minutes, the secretary will call the child's parents.
3. While at home if there are obvious symptoms such as fever, vomiting, undetermined rash, the child should be free from

symptoms for 24 hours without medications before returning to school.

Immunization Requirements

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

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

Health Habits

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

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

Attendance

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

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

School Day

Middle School classrooms open at 7:55 a.m.
Instruction begins at 8:00 a.m. for Grades 6–8
All K-5 classes open at 8:00 a.m.
Instruction begins at 8:15 a.m. for Grades K–5

Students who arrive before these designated times are required to be in Extended Care. Students who stay on campus without a planned activity after 3:15 p.m. are required to be in Extended Care. For their own safety and for our liability, unsupervised students – even those "just waiting for a ride" – will be sent to Extended Care after **3:15 p.m**. and parents will be charged accordingly each month.

Absences

Please call the school office when you become aware that your child will be absent for the day. The office opens each morning at 7:55 a.m.

What is an absence?

Students who are not present are considered absent. Students who arrive after 10 a.m. and students who leave school before 2 p.m. are half–day absent. Necessary medical appointments, high school shadow days, and funerals will be noted when running attendance reports.

Long absences

Long absences (over three days) must be reported to the School Office and a doctor's note must be presented when the child returns if ill. If a child is ill, they will have 1 day for each missed day to make up missed class and homework, unless other arrangements have been made by the teacher or school administration. Contact the teacher or the principal of extenuating medical circumstances requiring repeated tardies and/or absences.

Should absences accrue to more than 10 school days, a meeting with the school administration is necessary. Grade level retention or loss of enrollment may result from excessive absences of more than 20 days or long absences without proper documentation.

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

Planned absences

Children missing school for travel, medical appointments, and justifiable personal reasons are requested to complete and turn in a *Planned Absence Form* a minimum of 2 weeks in advance to the principal. Non-medical absences are counted as unexcused. The *Planned Absence Form* must be completed and approved in order for schoolwork to be made up. Homework requested in advance must be completed and turned in on the day the student returns to school.

If a *Planned Absence Form* is not filled out, schoolwork will not be given in advance. Students will then be given one day for each day absent to make up and turn in all absent work. NOT all classwork will be able to be made up. This may include classwork, tests, quizzes, and projects. Students will receive an incomplete (zero credit) if the work is not turned in.

At the teacher's discretion, they may decide to wait and give the missed work to the student when they return to the classroom. The teacher will then make arrangements with the student and family to complete the work missed. Students will be given a reasonable number of days to complete and turn in missed work.

Tardies

What is tardy?

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

Excused tardies

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

Repeated tardies create an unhealthy learning environment and affect the entire class. Starting class late also puts the students at a disadvantage of being prepared for class. To help them and their classmates be successful each day, it is important that students be on time each day. After a student receives their 5th tardy in a quarter, one parent hour will be added to the parents' required hours. For each additional 5 tardies in a quarter, another parent hour will be required. A formal meeting with the parents, teacher, and administration may be necessary to create a plan to correct tardiness after the fifth tardy. Please note that tardies reset each quarter.

Leaving School Early

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

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

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

Communicating with Your Child

In cases of emergency, please call the school office.

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

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

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

Cell phones and Smart watches must be turned off and stored in the classroom phone boxes between 7:55 a.m. and 3:00 p.m. Cell phone rules remain the same while students are in Extended Care. Students abusing this rule will have their phones taken and stored in the principal's office until claimed by a parent. Further abuse will result in loss of cell phone privileges.

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

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

Grading and Homework

Grading

Tomorrow's learning is predicated on today's learning. For that reason, it is our practice to have a prompt turn-around of all homework, evaluated in such a way as to foster learning. While most grading is objective, some evaluation requires the subjective opinion of the teacher (e.g., class participation, effort, creative writing) and any concerns should be addressed to the teacher.

Missing Assignments- Grades 3-8 homeroom teachers will email parents of students who have 3 or more missing assignments.

Progress Reports in written form will be issued in grades 3-4. Grades 5-8 will have their progress reports available online.

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

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

Academic Probation Students in 4th-8th grade will be placed on academic probation for the next grading period if after a nine-week grading period they have earned:

- 2 D's or an F in their core subjects (Math, Science, Language Arts, Spanish, Social Studies and Bible), or
- Below a 2.0 GPA for the grading period.

Students will then be placed on academic probation for the next grading period. Academic probation is a warning to the parents and students that there is an issue that needs to be addressed. **Any student on academic probation cannot participate in any school sponsored sports or activities.** If a student is not able to bring up their grades after a probationary period, their enrollment at Prince of Peace is subject to review.

Our goal is to work with both the parents and students. If a student is placed on academic probation, a meeting between the parents, student, teacher, and administration will be scheduled. As a group a plan will be put in place to help the student be successful in the classroom setting.

The reports will be given to the homeroom teacher so they can check for any missing assignments. This allows the teachers to check in with the students and provide them with any necessary support.

Grading System

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

Recognition

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

Principal's List 4.0–3.8
Honor Roll 3.79–3.5
Honorable Mention 3.49–3.0

Students on the Principal's List and/or Honor Roll for four quarters are awarded a pin. Students on the Principal's List and/or Honor Roll for eight quarters are awarded a medal. Students on the Principal's List and/or Honor Roll for twelve quarters are awarded a plaque. Students

on the Principal's List and/or Honor Roll for sixteen quarters are awarded a special Principal's award at the time of graduation.

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

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

Homework

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

Homework should be . . .

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

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

In the event that homework is out of balance and requiring an unusual amount of time, please talk with the teacher to uncover the source of the problem whether it is a student problem or a teacher miscalculation in the length of assignments.
The following grade level assignment times are averages and ranges of hours/times compiled from many schools. If students do not have specific homework assignments, parents are encouraged to set aside

time for enrichment and reinforcement that could include reading and math facts practice.

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

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

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

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

- Cutting and copying internet sources into an assignment and changing a few words so it looks "original"
- Taking a source and utilizing information without giving that author credit
- Taking a classmate's work and copying the answers as your own.
- Submitting any AI generated work as your own

If there are further questions regarding what is or is not plagiarism, please do not hesitate to talk to your child's teacher. Plagiarizing on an assignment or paper the first time will result in parents being contacted and no credit being given on the assignment with no opportunity for a makeup assignment. On a second offense of plagiarism, parents will be contacted for a conference, a disciplinary teacher's discretion. If there is a third violation, there will be a meeting with parents, the teacher, and the principal to discuss the offending student's future at Prince of Peace.

Employment

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