



# **PARENT/STUDENT HANDBOOK 2020-2021**

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[www.popcs.org](http://www.popcs.org)

**It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of Prince of Peace Christian School. POPCS reserves the right to modify this handbook as the school sees fit, throughout the school year.**

***This handbook is to serve as a general guideline for policies and procedures at Prince of Peace Christian School and is not a contract nor is it binding on either party. Please be aware that numerous changes have been made to the handbook. Please take the time to become familiar with this entire document.***

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

**2020-2021**  
**Prince of Peace Christian School Parent/Student Handbook**  
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## Administration and Office Staff

	<u>Extension</u>
Chris Hahn, Headmaster	1105
Dr. Jeremy Lowe, Upper School Principal (9-12 <sup>th</sup> )	1070
Todd Baringer, Lower School Principal (K-5 <sup>th</sup> )	1005
Betsy Graham, Middle School Principal (6 <sup>th</sup> -8 <sup>th</sup> )	1060
Tyler Burke, Athletic Director	1093
Brenda Jordan, Chief Financial Officer	1111
Patrick Carlove, Chief Advancement Officer	1108
Krista Bates, Annual Fund Coordinator	1112
Susan Bitting, US Administrative Services Manager	1072
Meredith Brady, School Manager	1106
Merrie Buono, Middle School Office Manager	1062
Kelli Castro, Accounting	1119
Debbie Coleman, Financial Office	1127
Valerie Gabriel-Swenson, Marketing & Public Relations	1109
Chad Henke, Middle School Assistant Principal	1058
Sue Joiner, Advancement Database Manager	1107
Keesha Koehler, ELC Director	1033
Rose Konsella, Purchasing	1113
Sheri Land, Advancement Volunteer/Events Manager	1048
Micah Lorenzen, Academic and College Guidance	1079
Michelle Roberts, School Secretary	1100
Tori Rush, Admissions	1102
Casey Schrier, Accountant/Financial Customer Service	1129
Phil Seris, Upper School Asst. Principal	1090
Rachel Sosinski, Preschool Division Head	1014
Kelly Walsh, Digimedia Coordinator	1119



# I. MISSION / MINISTRY

## INTRODUCTION

Welcome to Prince of Peace Christian School. It is important for students and parents to know why our school is here and what the teachers are hoping to accomplish. Below is an explanation of the purpose for providing an education at Prince of Peace Christian School.

### **Mission Statement**

POPCS provides a Christ-centered exemplary education equipping students for leadership, service and success.

### **Our Commitment**

Every student at POPCS will be:

- Welcomed
- Known
- Connected
- Prepared

We will prepare them academically, nurture them in the Christian faith, challenge them to be upright citizens in their communities, and equip them to accomplish meaningful work that helps others.

### ... “Christ-centered”

“So then, just as you received Christ Jesus as Lord, continue to live in Him, rooted and built up in Him, strengthened in the faith as you were taught, and overflowing with thankfulness.” Colossians 2: 6, 7

POPCS is committed to

- providing a teaching staff dedicated to the Lord and His children.
- studying daily Bible lessons with all students.
- implementing a curriculum that integrates Christian beliefs and understanding in all areas.
- directing our faith in action through service, love, and kindness.
- creating an atmosphere where each student feels care and respect.
- involving students in worship in both small and large group settings.

### ... “exemplary education”

“But just as you excel in everything – in faith, in speech, in knowledge, in complete earnestness and in your love for us – see that you also excel in this grace of giving.” 2 Corinthians 8:7

POPCS is committed to

- providing a stimulating curriculum that challenges students.
- integrating subject matter across the curriculum with practical application.
- involving progressive technology to prepare students for success in today’s world.
- leading the exploration of new concepts and ideas.
- developing critical thinking skills for learning and understanding.

### ... “equipping disciples and leaders”

“Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the Word of God.” Ephesians 6:13-17

POPCS is committed to

- helping students discover spiritual gifts and talents to be effective for God's Kingdom.
- challenging students to improve academically, spiritually, physically and emotionally.
- teaching students and families that prayer empowers believers for God's work.
- building a firm foundation on the Gospel to strengthen the body of Christ.
- providing students and families with the resources to grow in the knowledge of being saved to serve.
- training students to live in this world according to the standards and commands of God.

## **The HEART of an Eagle**

We believe that a positive, collaborative, and constructive relationship between the school, the teacher, the student, and student's parent(s) is critical and required for the fulfillment of the school's mission. The core of this relationship is the HEART of an Eagle.

Proverbs 4:23 *Above all else, guard your heart, for everything you do flows from it.*

### **HONESTY**

**Our commitment:** We will demonstrate integrity and honesty in our words and actions and admit when we make a mistake. We will speak the truth in love.

**Verse:** Ephesians 4:15 *Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ.*

**Our expectation:** Speak the truth in love and demonstrate integrity and honesty with all words and actions.

### **ENCOURAGEMENT**

**Our commitment:** We will pray for and encourage families in order to build a positive Christ-centered community.

**Verse:** 1 Thessalonians 5:11a *Therefore, encourage one another and build each other up.*

**Our expectation:** Promote a positive community through all interactions.

### **ACCOUNTABILITY**

**Our commitment:** In our partnership we will listen and respond in love to resolve concerns. We will forgive and seek forgiveness.

**Verse:** James 1:9 *Everyone should be quick to listen, slow to speak and slow to become angry.*

**Our expectation:** When you have concerns, go directly to the source and listen and respond, seeking to restore partnership.

### **RESPECT**

**Our commitment:** We will respect that you have your child's best interests in mind and we will partner with you to help your child grow spiritually, emotionally, and academically.

**Verse:** 1 Thessalonians 5:12-13 *Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard and love because of their work. Live in peace with each other.*

**Our expectation:** Respect and acknowledge that we are capable, trained, professional educators with your child's best interests in mind.

### **TRUST**

**Our commitment:** We will trust God's guidance in all we do. We will be trustworthy and committed to developing a lasting partnership with your family.

**Verse:** Proverbs 3:5-6 *Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him and he will make your paths straight.*

**Our expectation:** Trust that we're committed to a lasting partnership with your family and trust your child with age appropriate ownership.

## Organization

Prince of Peace Christian School is a Recognized Service Organization of the Lutheran Church – Missouri Synod, located in Carrollton, Texas, and is administered through the Christian School Board of Directors. The school was established in 1980 and serves students, 6 weeks through 12th grade. In March 2015, Prince of Peace Christian School was re-organized as an independently owned and operated 501(c)(3). Prince of Peace Christian School is recognized by the Texas Education Agency through the accreditation process of the Lutheran School Accreditation Commission of the Texas District of the Lutheran Church-Missouri Synod. Prince of Peace is accredited by AdvancEd and the National Lutheran School Association, following an Accreditation Visit in April 2017. Prince of Peace was recognized as an Exemplary School of NLSA following the 2013-14 school Year. Prince of Peace Christian School was named a National Blue Ribbon School of Excellence by the U.S. Department of Education in October, 2005.

## Christian Belief

Our Christian School and Church members are members of the Lutheran Church - Missouri Synod. We believe and teach:

1. That the entire Bible is the inspired Word of God, without error, and reveals His plan of love and salvation.
2. That God is Triune - three Persons, one eternal God - Father, Son and Holy Spirit.
3. That sin - separation from God through disobedience - places all people under God's eternal judgment.
4. That through the redeeming death and Resurrection of Jesus Christ, and through Him only, the curse and threat of sin is completely removed and salvation is possible.
5. That salvation is a gift of God offered at the initiative of His love, not based on the merit of people.
6. That this gift of salvation is offered to all who, by God's grace through faith in Jesus Christ, receive Him as Savior and Lord.
7. That the church of Jesus Christ consists of those faithful people who rely on Him for forgiveness and strongly hold to His teachings and the Sacraments of Baptism and Holy Communion.

## PHILOSOPHY OF PRINCE OF PEACE CHRISTIAN SCHOOL

We believe that the Christian training of children is primarily the responsibility of the parents (Deut. 4:9, Deut. 11:19, Proverbs 13:1, Proverbs 22:6, Ephesians 6:4). We further believe that through the Great Commission (Matt. 28:18-20) our Lord gave a secondary responsibility for the Christian training of all, including children, to His church. The purpose, therefore, of Prince of Peace Christian School is to assist parents in carrying out their responsibilities in Christian education. Parents should read this handbook, familiarize themselves with the contents, and abide by the policies of Prince of Peace Christian School. **The school reserves the right to withdraw, release, or remove a student at any time for any reason, including failure of the parent to adhere to the policies, philosophies, and procedures of the school.**

The goal of Christian education at POPCS is accomplished by developing good home-school communications so that together we can provide a quality Christian education for each of our children so that in the end, they may best serve their Lord and fellow man. Our school is designed to provide a Christian educational program that is centered on Biblical principles. Every subject is taught by our faculty from a Christian point of view and permeated with Christian values. It is our commitment that children of Christian and non-Christian families hear the Good News of Jesus' love and share it with their families, friends, and community.

Prince of Peace Christian School's philosophy carries out Christ's command to "make disciples" who are responsible, believing, committed followers of Jesus Christ. This is accomplished by emphasizing **educational excellence, worship, witnessing, caring, and service.**

**Educational excellence** occurs daily in all subjects to prepare children to serve God and people throughout their lives. Teachers care about and minister to the whole child working toward SPIRITUAL, INTELLECTUAL, PHYSICAL, EMOTIONAL, and SOCIAL development. The teacher, by example as well as through curriculum, teaches the knowledge, skills, and attitudes necessary for development into responsible Christian adulthood. We are aware of the differences in race, culture, and life experiences in each of our students. With this awareness, we have planned and implemented an educational environment that will help lead each student to an understanding and acceptance of self and others.

**Worship** in our school is not confined to daily classroom devotions or to student body worship experiences, but occurs throughout the day. Children are helped to grow in their prayer lives by learning to pray privately and corporately whenever needs or opportunities arise. Students lead and participate in worship experiences. Teachers provide a Christian model by leading worship in school, by faithfully attending congregational worship, and by participating in other aspects of congregational worship life. Children learn to **witness** naturally and effectively through instruction and by observing their teachers witness to unchurched children and families. Students bear witness to each other and to their community through their words and actions. They will be encouraged to invite their unchurched classmates, friends, and neighbors to attend Sunday school and church activities. Teachers encourage **caring** for one another and love for all people. Active participation by students and teachers in **service**, to the church, school, and community, is stressed by use of time, talents, and gifts.

## **II. PROFILE OF A PRINCE OF PEACE GRADUATE**

### **Mission of Prince of Peace Christian School**

POPCS provides a Christ-centered exemplary education equipping students for leadership, service and success.

### **Our Commitment**

Every student at POPCS will be:

- Welcomed
- Known
- Connected
- Prepared

We will prepare them academically, nurture them in the Christian faith, challenge them to be upright citizens in their communities, and equip them to accomplish meaningful work that helps others.

### **Portrait of a POPCS Graduate**

#### **Growing in Knowledge**

The POPCS graduate is college-ready and life-ready, with a desire for intellectual, spiritual and personal growth. They have a curious mind that seeks new ideas and diverse perspectives.

#### **Walking in Faith**

The POPCS graduate has a firm understanding of Jesus Christ and his ministry and has had the opportunity to grow in the Christian faith through discipleship, fellowship and service.

#### **Leading With Courage & Compassion**

The POPCS graduate is active in their workplace, church and community. They lead with courage and conviction, knowing who they are and Whose they are, as well as compassion, recognizing other cultures, perspectives and strengths.

#### **Seeking To Serve**

The POPCS graduate meaningfully participates in making better wherever God places them. Appreciating how they are blessed, they embrace their responsibility to make a difference for others while pursuing their God-given passions.

### III. ACADEMIC INFORMATION

**\*Due to concerns related to COVID-19, some academic requirements may change for the 2020-2021 school year.**

**ACADEMIC PROMOTION** - For a lower school student to be promoted to the next grade level, the student must have a combined passing grade in an average of all subjects taken, as well as a yearly passing average in each of the core subject areas - Math, Science, History, Language Arts, and Literature. Middle/Upper School students must have passing averages for each semester.

The school reserves the right to decline re-enrollment of a student for the following year if it is felt that the student could not meet learning expectations, behavioral expectations, or the school cannot meet the learning needs of the child. Students who have been on Academic Probation more than two grading periods during a school year are in jeopardy for promotion. Excessive absenteeism may affect academic promotion (See Attendance Policy).

Such a decision would be made in conjunction with the school-wide "Special Education Guidelines" (see Resource Students, page 26)

#### **Administrative Guidelines -**

1. Transfer students are evaluated on an individual basis. POPCS will evaluate and grant credits from accredited high school programs based upon a review of the student's transcript. Home school students who are not under the umbrella of an accredited program will be evaluated on a case-by-case basis that may include demonstrating proficiency in core subject classes by written exam.
2. The Administration reserves the right to evaluate courses and make placement decisions accordingly based on the student's transcript.
3. Courses in which students do not earn a credit/passing grade must be made up prior to the next school year. An official document proving successful completion with a passing grade must be provided to POPCS the week **before** school begins in order for the student to re-enroll.
4. Students may show remediated credit for courses via end of course exams, online courses, or portfolio-based assessments through Prince of Peace Christian School.

**ACADEMIC SUPPORT PROGRAMS** - All Academic Support Programs at POPCS require a monthly fee to be paid in addition to tuition.

**Upper School-** The mission of the **Academic Support Program (ASP)** is to provide academic assistance to students who learn differently, encouraging success, confidence and independent learning in a Christ-centered environment.

Students are eligible for the ASP if they have been admitted into Prince of Peace Christian School, have a current and complete educational evaluation from a qualified diagnostician on file, and have completed an ASP application. (The evaluation must include an IQ test and an achievement test and must be updated every three years). Appropriate accommodations will be extended to students in the ASP program.

This program will be supervised by one staff member and will operate like a regular classroom; however, it will not be for credit, but will be a mandatory study class period. Daily attendance and keeping an up-to-date assignment book/planner are required. ***Enrollment is limited.***

The Academic Support Program provides:

- Multiple class periods per week of small group and individualized academic support will be provided in accordance with the daily schedule.
- Study skills instruction (on an as-needed basis)
- Weekly analysis of student performance in the regular classrooms
- Contact with classroom teachers on a regular basis
- Homework reports and contact with parents on a regular basis

**MS Learning Lab** - The mission of the Middle School Learning Lab is to provide academic assistance to students who learn differently, encouraging success, confidence and independent learning in a Christ-centered environment.

The Learning Lab Program provides accommodations and five class periods per week of academic support to promote student success at POPCS.

The Learning Lab Program provides the following assistance:

- Weekly assignments are printed, due dates highlighted, and an individual conversation with each student about completion of these assignments
- Weekly analysis and report of student academic progress
- Liaison between classroom teachers and students
- Ongoing communication with parents
- Study skills instruction (on an as-needed basis)

This program will operate like a regular classroom; however, it will not be for credit, but will be a mandatory study class period. Daily attendance and keeping an up-to-date assignment book/planner are required.

Students are eligible for the Learning Lab Program if they have been admitted into Prince of Peace Christian School, and have a current and complete educational evaluation from a qualified diagnostician on file. The evaluation must include an IQ test, an achievement test and must be updated every three years. Appropriate accommodations will be extended to students in the Learning Lab Program (LL). **Enrollment is limited.**

The Learning Lab program fee is in addition to the regular tuition. Fees are billed monthly from September through May.

**Diagnostic testing** is available through Prince of Peace Christian School for students who have been referred by a teacher or parent based on concerns about learning or underperformance in school. Diagnostic testing is used to assess a child's cognitive (i.e. intellectual) abilities, academic achievement levels, information processing abilities, as well as general emotional and behavioral issues and their impact on the child's academic success through the use of specialized tests, such as:

- Wechsler Intelligence Scale for Children (for cognitive abilities)
- Woodcock-Johnson Test of Achievement and Woodcock-Johnson Test of Cognitive Abilities (academic levels)
- Tests of Information Processing Skills (visual-motor integration, phonological processing, etc.)
- Tests related to general emotional and personality functioning

Parents who want testing for their child should contact Karin Rogers for further information and to schedule a testing session. Testing takes approximately 8 hours (depending on the student's age and the referral question). It can be completed in one session or scheduled over the course of several sessions. Parents will receive the testing results in a formal report which will provide an explanation of the child's learning disability and give recommended accommodations for school and support strategies for home.

**Academic Support Program and Learning Lab Fees** are charged for 9 months (September through May). The fees are in addition to the regular tuition, billed monthly through FACTS Family Portal, and are not paid through FACTS Tuition Management with tuition. Fees may be prorated for a portion of the year. Fees are as follows:

A fee schedule may be requested from the Financial Office.

## **Lower School – Eagle's Nest**

### **Eagle's Nest Reading Kindergarten-2<sup>nd</sup> Grade**

The Eagle's Nest Reading K-2 gives young learners extra assistance in Phonology, Reading Comprehension, Reading Fluency, Vocabulary Skills, Handwriting, and Written Expression. Students work with the Eagle's Nest teacher for one hour per week during non-core curriculum times. The students may be recommended by their teacher or parent. The Eagle's Nest teacher will administer a reading evaluation to each student recommended for the program.

### **Eagle's Nest Reading 3<sup>rd</sup> – 4<sup>th</sup> Grade**

Students enrolled in Eagle's Nest Reading 3-4 use the same curriculum that is used in the regular classroom setting but they receive extra assistance in Phonology, Spelling, Reading Comprehension, Reading Fluency, Vocabulary Skills, and Written Expression while in a smaller group setting (maximum 8 per class).

### **Eagle's Nest Math 3<sup>rd</sup> – 5<sup>th</sup> Grade**

Students enrolled in Eagle's Nest Math 3-5 use the same curriculum that is used in the regular classroom setting but they receive extra assistance in Math Operations and Math Fluency through guided practice and through the use of hands-on math manipulatives while in a smaller group setting (maximum 8 per class).

### **Eagle's Nest Study Skills 5<sup>th</sup> Grade**

Students enrolled in Eagle's Nest Study Skills 5<sup>th</sup> Grade receive help with organizational skills, class assignments, and test preparation. This class meets twice per week during 5<sup>th</sup> grade study hall.

**Eagle's Nest Fees** are charged for 9 months (September through May). The fees are in addition to the regular tuition and may be prorated for a portion of the year. A fee schedule may be obtained from the financial office.

**Diagnostic testing** is available through Prince of Peace Christian School for students who have been referred by a teacher or parent based on concerns about learning or underperformance in school. Diagnostic testing is used to assess a child's cognitive (i.e. intellectual) abilities, academic achievement levels, information processing abilities, as well as general emotional and behavioral issues and their impact on the child's academic success through the use of specialized tests, such as:

- Wechsler Intelligence Scale for Children (for cognitive abilities)
- Woodcock-Johnson Test of Achievement and Woodcock-Johnson Test of Cognitive Abilities (academic levels)
- Tests of Information Processing Skills (visual-motor integration, phonological processing, etc.)
- Tests related to general emotional and personality functioning

Parents who want testing for their child should contact Karin Rogers (Karin.rogers@popcs.org) for further information and to schedule a testing session. Testing takes approximately 8 hours (depending on the student's age and the referral question). It can be completed in one session or scheduled over the course of several sessions. Parents will receive the testing results in a formal report which will provide an explanation of the child's learning disability and give recommended accommodations for school and support strategies for home. There is an additional cost for this testing.

**ACHIEVEMENT TESTS** – The Iowa Test of Basic Skills (ITBS) is administered to Prince of Peace Christian School students in grades 1-8 in the spring of each year. Every effort will be made to have students make up any part of testing missed due to absences during the week. However, at times make-up testing may not be possible, in the case of excess absenteeism. Test results will be made available to parents, as well as being placed in the permanent student file.

Eighth (8<sup>th</sup>) and 9<sup>th</sup> grade students will take the PSAT 8/9 Test and the PSAT/NMSQT is administered to 10<sup>th</sup> and 11<sup>th</sup> grade students in October.

## ADMISSIONS POLICY -

1. Students must meet the following age requirements on or before September 1 of the applicable school year:

<u>Class</u>	<u>Age By September 1</u>
Preschool Prep 2's	2
3-year-old Preschool	3
4-year-old Preschool	4
Kindergarten Prep & Kindergarten	5
First through Twelfth grades	*

\*First grade and above must provide a transcript of previous passing status and meet all testing requirements.

2. Application for admission to the Early Learning Center should be accompanied by application fee, immunization records, and a copy of the child's official Birth Certificate. Children under two years of age must have a physician's health statement, stating that the child is able to participate in a school program. Students applying to the Early Learning Center are not given an admissions test, but may be asked to come for evaluation and brief site visit.
3. Application for admission to the Preschool program should be accompanied by application fee, recent photograph, immunization records, a copy of the child's official Birth Certificate, and a teacher's evaluation if previously enrolled in another school. An onsite visit and observation/assessment is required for preschool applicants.
4. Preschool children enrolling in Preschool 3's or older must be toilet-trained when school starts. If the child is not toilet-trained prior to attending, the parent may hold the class placement by continuing to pay the tuition even though the child is not attending school. Alternatively, the parent may discontinue payments and ask that the child be placed at the top of the waiting list. The child will be admitted once toilet-training is complete and placement becomes available. If the child starts school and it becomes apparent that the child is not toilet-trained, an administrator will release the child from school, and the parents may exercise one of the two options listed above.
5. For applicants entering Kindergarten and above, an application fee\*, a recent photograph, immunization records, and a copy of the child's official birth certificate must accompany the completed application. Teacher evaluation forms are required, and are included in the application. A copy of the child's most recent report card and most recent standardized test scores must also be submitted.

\*The application fee will be waived for students returning to Prince of Peace within 3 years of withdrawal.

6. Applicants entering Kindergarten through 12th grade are required to take an admissions test. Testing for students entering Kindergarten – 4<sup>th</sup> grades will be scheduled through the Office of Admissions after the application has been received. Students entering 5<sup>th</sup> – 12<sup>th</sup> grades will take the ISEE Test and must schedule testing through ISEE. [www.iseetest.org](http://www.iseetest.org) Other standardized testing, such as PSAT, SAT, ACT may be accepted in lieu of ISEE testing upon approval from the Office of Admissions.
7. If the student has previously been tested or enrolled at Prince of Peace Christian School, past test results may be considered in determining grade placement. The Office of Admissions reserves the right to require current admissions testing.
8. Interviews and Classroom Visits:
  - Students applying for Preschool will have a classroom visit arranged by the Director of Admissions or Early Childhood Director.
  - In addition to entrance testing, new students in grades K-5 will interview with an administrator and/or visit a class prior to acceptance.
  - Students entering middle or high school (6th grade and above) will interview with an administrator. Middle/High School applicants may also arrange a shadow visit through the Office of Admissions.
9. Students with learning differences may be considered for enrollment at Prince of Peace. Before a student can be enrolled, school records, diagnostic testing results, and confidential teacher evaluation forms must be submitted, along with the online application and application fee. All applicants are required to take the appropriate admission test for their grade level. Once the student's applicant file is complete, the admissions committee will review the file and



make recommendations for admission and placement. The student and parents will meet with an Administrator to discuss the committee recommendations and determine if the student can *best* be served at Prince of Peace. Some applicants may benefit from educational services which offer more intervention than Prince of Peace is equipped to provide. A complete copy of the Prince of Peace Christian School Special Education Guidelines may be obtained from the school office.

10. All applicant files will be reviewed by an admission committee and administrator. Upon review, parents/guardians will be notified of acceptance or non-acceptance and grade placement. Enrollment and payment of applicable fees must be completed within 10 business days of notification of acceptance.
11. Prince of Peace Christian School reserves the right to determine final grade placement for any applicant.
12. It is the mission of Prince of Peace Christian School to provide a Christ-centered exemplary education to all enrolled students. POPCS seeks to enroll the most qualified students from mission appropriate families. Students must demonstrate, through academic records, the capability to be successful academically, and must have a behavioral history that matches the behavioral expectations of the Prince of Peace community. Additionally, Prince of Peace Christian School seeks to admit students from families who are mission appropriate and have demonstrated family support and cooperation for their child's school. Enrollment at Prince of Peace, as in many private and parochial schools, involves mutual responsibilities, partnership, and support. Prince of Peace Christian School must consider the best interest of its student body as a whole when considering new applicants, and their families, for admission. Therefore, Prince of Peace Christian School does not guarantee admission to all applicants.
13. Prince of Peace Christian School admits students of any race, creed, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to a student.
14. Parents must provide the following information annually:
  - a. Updates of immunization records.
  - b. Emergency contact and authorizations online through Facts Family Portal
15. Admission to the school shall be with the understanding that parents have familiarized themselves with and agree to the philosophy and agree to comply with the policies of Prince of Peace Christian School, as stated in the Parent-Student Handbook, viewed at this link, <http://www.popcs.org/resources/handbook/index.htm>
16. The registration/facility fees are due upon enrollment. **Tuition, Registration Fees, and Facility Fees are non-refundable** unless a student is not granted enrollment due to waiting list or other school-determined reason. Tuition paid for children enrolled in the Early Learning Center may be refundable with 30 days' notice of withdrawal. Those desiring to pay tuition on a monthly schedule must complete the FACTS Tuition Management process on-line.
17. A student may be dismissed for non-payment of tuition and fees. POPCS reserves the right to withhold a student's report card and/or transcript and deactivate Facts Family Portal accounts if payments are not current. Students will not be allowed to reenroll if tuition and/or fees are delinquent.

## **ADMISSIONS PRIORITY**

1. Currently enrolled POPCS students who re-enroll during priority reenrollment
2. Siblings of currently enrolled POPCS students
3. Prince of Peace Lutheran Church Members who complete application process before February 15
4. New applicants who complete application process by February 15
5. Applications received after February 15 will be considered in order of receipt, as space is available

When a student's applicant file is complete, it will be reviewed by the Admissions Committee to determine acceptance. Placement is subject to the student meeting entrance requirements and receiving approval to enter the requested grade. If a class is at capacity, students who meet admission requirements be placed on a waiting list

Reenrollment for current students will begin online through FACTS Family Portal in January. Reenrollment must be completed each year. The online reenrollment packet must be completed and submitted along with the annual registration fee. Priority reenrollment will be open until January 31. **After January 31, reenrolling students may not be given priority placement.** New students who have completed the application process and have met the criteria for admission will be notified of acceptance and offered placement after the priority reenrollment period ends.

Applications are accepted at any time for new students. Available placement is given on a first come basis, subject to fulfilling the policies and requirements of the school. All placements are subject to the student meeting admission requirements and receiving school approval to enter the requested grade. Reenrollment or application priority does not guarantee acceptance.

**ADVANCED LEVEL COURSES/HONORS (Middle School)** - Prince of Peace Middle School offers advanced level (Honors) courses in Math and English. Advanced level courses are the equivalent of being one grade level ahead.

Advanced level placement is determined upon student entrance into Prince of Peace Middle School as a sixth grade student. Students must meet the criteria listed below:

- Students must score a 1.5 or higher above the current grade level equivalency on the IOWA score in the subject matter
- Students must have a 90% in the course each semester throughout the previous school year
- Teachers may recommend placement in the advanced program

Transfer students are handled on an individual basis based upon application paperwork. Current students will be required to meet the criteria listed above and placement will be based upon class availability. To maintain honors placement, students must have an 85% or higher at the end of each grading period.

**ADVANCED PLACEMENT (Upper School)** – All students taking Upper School Advanced Placement courses are required to purchase their own textbooks for the class. Advanced Placement testing fees will be collected at the beginning of the spring semester. The fee amount is set by the College Board to cover the cost of the test. The cost of the test for the 2020-2021 school year is \$95.00 per test; the charge for AP Seminar is \$143. Students in an Advanced Placement class are required to take the Advanced Placement test. Students/Parents should consider the selection of an AP Course carefully. If a student misses an AP exam, the student will be charged the “unused exam penalty” assessed by the College Board, unless there are approved extenuating circumstances.

Students who earn scores of 3 or higher for AP Seminar, AP Research, and 4 additional AP exams of their choosing will receive the AP Capstone Diploma, a diploma program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. AP Seminar, more specifically, requires students to investigate real-world issues from multiple perspectives, to gather and analyze information from various sources in order to develop credible and valid evidence-based arguments.

**ATHLETIC PERIOD, MIDDLE SCHOOL-** All students in Middle School will have Athletics or P.E. as an elective. Students should wear non-marking athletic shoes for class (See uniform policy). Students will dress out for PE in a POPCS t shirt and athletic shorts.

Students will sign up in advance for PE modules and for team sports. Students will be dismissed by groups to attend practice or class. Students should be in their designated location until parent arrival or the regularly scheduled school dismissal time.

Students participating in a PE class or team sport will receive a Pass/Fail grade.

**CLASS SCHEDULING** - In the spring of each year, Middle and Upper School students are given a course request sheet to indicate the required courses for the next year. Student choice forms are to be returned by the deadline given. The student’s schedule will be based upon the indicated choices as closely as possible. Schedule changes require a Request for Schedule Change form and administrative approval and must be made within the first 2 weeks of the semester. Students may not request specific sections or teachers.

**COLLEGE DAYS** – Students in grades 11 and 12 are encouraged to visit prospective colleges to gain first-hand information about college life. The best times to do this are the spring of the junior year and the fall of the senior year. With this in mind, 11<sup>th</sup> and 12<sup>th</sup> grade students are permitted to be absent from school **2 (two)** additional days during their junior year and **3 (three)** additional days during their senior year to visit colleges. The school prefers that these absences be arranged at least one week in advance to be excused. Students are given a College Day form to have signed by the parent and initialed by each of his/her teachers. These absences are not included in the 4 day per semester limit and do not count against exemption from senior finals.

**COMPUTER / RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY** - Technology resources at Prince of Peace Christian School are provided for the purpose of supporting the educational experience and mission of the school. The goal in providing these resources is to enhance the teaching and learning experience for all members of our school community.

**I understand that using digital devices (*personal or school owned*) and the POPCS network is a privilege and when I use them according to the following Responsible Use Guidelines, I will keep that privilege.**

1. Prince of Peace Christian School students will use all forms of technology in a responsible, ethical, and legal manner at all times both on and off campus.
2. It is the responsibility of the student to consider whether or not his or her communications and/or actions may be regarded as offensive, hurtful, or otherwise inappropriate by others. Students should always use technology, including social media, in a manner that represents themselves, their family and the school positively.
3. The Prince of Peace network should only be accessed using authorized means. Students should only utilize user accounts, equipment, and wireless networks specifically assigned to them. Any activity that interferes with the proper functioning of the POPCS network is prohibited.
4. Required devices must be loaded with the standard operating system and be updated regularly.
5. Students will keep personal information private. User passwords should never be shared. In addition, home/mobile phone numbers and mailing addresses should not be shared without parent approval.
6. All Prince of Peace network activity and technology use is subject to monitoring by school staff. Any student's computer or device may be inspected and confiscated if inappropriate use is suspected.
7. It is the student's responsibility to acknowledge and give proper credit for the ideas and work borrowed from other sources. Assume all digital material including text, graphics, photos, music, videos and software is copyright protected unless otherwise indicated.
8. If students are authorized to use their own equipment on campus, they assume sole responsibility for the care and safekeeping of each device. Any loss or damage, regardless of the cause, will be the strict financial responsibility of the student.
9. All inappropriate use of technology should be reported immediately.

**Parents will be required to sign an acknowledgement during enrollment to acknowledge that both students and parents have read, understand, and agree to follow the POPCS Responsible Use Guidelines for Technology as written above.**

**CONDITIONAL ENROLLMENT** - Students may be enrolled at Prince of Peace Christian School with a conditional agreement. The status of students enrolled conditionally will be reviewed by the Administrator no later than after the first grading period or enrollment, followed by a formal review after the second grading period of enrollment. The formal review will include the Administrator and the parents. At that time, the student may be enrolled as a student in good standing, the conditions may be extended, or the student may be released to pursue a more appropriate learning environment.

**COUNSELOR, ACADEMIC** – The Director of Academic and College Guidance serves all Upper School students in a variety of ways. Every upper school student will meet with the counselor at least once during the school year. Students will discuss a 4 year upper school plan, including class choices, PSAT, ACT, SAT testing, college options and choices, college scholarships, and any other matters of interest – whether personal or school related. Students can make an appointment with the counselor for any reason to address matters of concern.

The Counselor is also available to meet with parents to provide guidance and counseling and facilitate communication. To make an appointment parents may call the upper school counselor at 972-598-1073.

**COUNSELING, CARE AND CRISIS** – A certified care and crisis counselor is available for students to assist with emotional and personal issues. The care and crisis counselor works alongside parents, teachers, coaches, and administrators, to provide a safe, confidential environment for students to express and cope with their feelings. The Counselor is equipped to provide referrals and resources on a variety of topics for any school families. Email [gary.prindiville@popcs.org](mailto:gary.prindiville@popcs.org) for more information about the counseling department or to set up an appointment.

**CREDITS, ACADEMIC** - Academic credits toward graduation are earned beginning with the freshmen year. For each course in which a grade of 65 or above is earned, the student is awarded ½ credit per semester.

**CURRICULUM** - Specific questions regarding curriculum should be addressed to the appropriate grade level Principal.

**New Works of Literature:** Periodically teachers find new and exciting literary works that have not been incorporated into curriculum thus far, that they deem appropriate for classroom use and for their respective grade level. A request for inclusion of a new novel for classroom use may be submitted in writing to the English Department Professional Learning Community, comprised of all literature teachers in grades 1-12 and school librarian, as well as the Principal governing the particular grade level for the work. A plurality of the committee must be in agreement for the work to be incorporated for classroom use. New works may not be incorporated for classroom use until the English Department PLC has approved it for inclusion. Works that have been previously used in the classroom, but are not currently included in the curriculum, may also be resubmitted for future inclusion.

Materials that are identified as being unsatisfactory by an individual within the community of Prince of Peace Christian School (including staff, students, family members, and other associated individuals) may be recommended for removal. To do so, the interested individual should complete the “Request for Reconsideration” and submit it to a school administrator. The request will be reviewed by a school committee that will include the librarian, a teacher, a parent representative, and a member of the administration. (The review committee will be appointed by the Headmaster). The review committee will make the decision on whether the particular instructional material will be used in the school (at least three out of four committee members must vote in favor of a book for it to be used in library circulation). The parent submitting the “Request for Reconsideration” will be notified in writing as to the decision of the review committee. During the review period, the item in question will remain in general use.

**DAILY SCHEDULE** – For the 2020-2021 School Year, classes are scheduled as follows:

Early Learning Center	7:30 a.m. – 6:00 p.m.
Preschool/Kindergarten	8:15 a.m. - 3:00 p.m.
Grades 1 - 5	8:15 a.m. - 3:15 p.m. (classrooms open at 8:00 a.m.)
Grade 6-8	8:00 a.m. – 3:00 p.m. (classrooms open at 7:50 a.m.)
Grades 9-12	8:00 a.m. - 3:05 p.m. (classrooms open at 7:50 a.m.)

**Grades PS-12 will have a Late Start at 8:30 a.m. on Wednesday mornings. Classrooms open at 8:20 a.m. Dismissal times do not change.**

**Preschool / Lower School** - Students may arrive at 7:50 a.m. and will go straight to their classrooms. There is no morning supervision.

**PS/LS students should be picked up at 3:00/3:15 p.m., depending on grade level,** unless they are enrolled in The Zone extended care program. Students not enrolled in extended care are not permitted to wait after school past 3:45 p.m. (late fees may apply). Students not picked up by 3:15/3:30 p.m. will be sent to The Zone. Applicable Drop-In rates will be charged if the student is not enrolled in a Zone plan. (See “The Zone”.) Students remaining after school hours for extracurricular activities must remain under supervision of the director of the activity.

**Middle School** – No morning supervision is available.. A supervised study hall is available after school for Middle School students (fees apply). (See “Middle School Proctored Study Hall”)

**Upper School parents or guardians** should be aware that Prince of Peace is responsible for students only between the hours of 7:40 a.m. and 4:00 p.m., unless the student has an extra-curricular activity scheduled before or after school. Upper school students may be dropped off at 7:40 a.m. to go directly to their 1<sup>st</sup> period classroom and must be picked up by 4:00 p.m. unless prior arrangements have been made by the parent with a teacher/supervisor.

**DEVELOPMENTAL PLACEMENT** - POPCS entrance tests and teacher observations assist in placing students where they can best succeed. Placement is based on factors such as academic achievement and social and emotional maturity. For Early Childhood students (ELC, Preschool-grade 2) attention is also given to the child’s physical development and motor skills.

**DUAL CREDIT** – Students may take dual credit classes at POPCS and receive college credit hours. Students take courses as usual at POPCS and simultaneously enroll online in an approved on-line course. College credit is given as a yearly grade at the completion of the course.

Students may attend on-campus classes at Collin College and Brookhaven College and obtain dual credit at POPCS. Students must be in good standing at POPCS (passing all classes), get pre-approval from the Director of Academic and College Guidance, complete all the paperwork at POPCS and register with the university.

**ELECTIVES, MIDDLE SCHOOL** - Elective courses will be offered to each Middle School student. Students have the opportunity to choose from a provided elective list. Elective sign-up forms will be sent out during the current school year for the following year to all Middle School students. Elective choices are developed based on the order of which they are received. Students must follow the elective requirements when choosing their classes. Prince of Peace Christian School reserves the right to make changes in the elective schedule and the Principal makes the final decisions concerning all elective matters.

To teach the whole child, Prince of Peace offers electives in the following content areas: **Physical Education, Technology, Fine Arts (art, band, performing arts, SmartLab, and digital media), as well as Foreign Language.** Students will also have the opportunity to sample other classes in a variety of content areas.

**Fees for Electives** – Please refer to the Elective sign-up forms for requirements and for any course fees. **Course fees may be paid in advance or will be billed by the POPCS Financial Office.** The exception is 7<sup>th</sup>/8<sup>th</sup> PE Electives. These classes should be registered and paid for on-line. Students may not participate in the classes which require payment, until the registration and payment are complete. Report Cards and student records may be held and FACTS Family Portal Accounts deactivated for unpaid fees.

\*See Fees for Independent Contractors and Athletic Participation Fee for more information.

**EXAMS, MIDDLE SCHOOL\*** - Students enrolled in the Middle School will take cumulative semester exams over a two day period. Students will receive study guides from teachers to facilitate the review process. The two days prior to testing will be considered “Dead Days” where no new information will be presented. Final exams will count for 10%\* of the semester average. \*Subject to change.

In order to avoid overlapping major projects and tests, the teachers do co-ordinate testing schedules. Major tests and assignments are listed on FACTS Family Portal each week. Middle School teachers strive to schedule no more than 3 major tests per day. While the staff will work hard to make sure that students do not normally have many overlapping tests and projects, it will happen periodically.

Parents and students are encouraged to access FACTS Family Portal, which includes updates on homework and test schedules.

**EXAM EXEMPTIONS** - Exam exemptions apply to each semester for junior and senior students. In order to qualify for exemptions a student must have a 90% average in his/her class at the end of the semester. Students may choose which class(es) he/she will be exempt from. At the end of the each semester the student must have a 90% average in the specific class in which he/she is requesting an exemption. **Students who take a year-long AP class do not have to take the POPCS spring exam for that class but are required to take the fall semester exam without exemption. Students who take a year-long Dual Credit class are required to take the fall and spring semester exams without exemption.** Exam exemptions are as follows:

Freshmen	no exemptions
Sophomore/Juniors	may be exempt from one core class exam per semester
Seniors	may be exempt from two core class exams per semester

**FACTS FAMILY PORTAL** – FACTS Family Portal is the primary means of communication used by Prince of Peace teachers and administrators.

All parents of enrolled school students should activate their web accounts at [www.FACTS Family Portal.com](http://www.FACTS Family Portal.com). By activating the secure logon to FACTS Family Portal, parents will have access to weekly grade reports and assignment information for students, parent newsletters, and upcoming school calendar information.

**Email** - To activate a FACTS Family Portal account, an active e-mail address will be necessary. The email address will be protected and will only be used by school staff in order to send official school communications. This will be the primary means through which the school will send e-mail messages in the future, allowing for efficient communication. Please allow two weeks after the start of school for FACTS Family Portal to be fully functional.

**Grades** - The teaching staff will upload grade information for students to FACTS Family Portal on a weekly basis. By Monday at 5:00 pm, grades from the previous week will be available. Report card information will also be available online. All grade information is viewable by means of a secure connection similar to the security used in an online credit card sale.

**Report Cards for 1<sup>st</sup> – 12<sup>th</sup> Grades will be posted on FACTS Family Portal at the end of each grading period.**

**Changes in Information** – If there are changes in address, phone numbers, or email addresses, parents should log into their FACTS Family Portal account and make changes under School Information/Web Forms.

Report cards may be held and FACTS Family Portal accounts deactivated for the following reasons: unpaid tuition or fees, missing textbooks or athletic uniforms, unreturned library books.

**For FACTS Family Portal Questions** - Please e-mail [renweb@popcs.org](mailto:renweb@popcs.org).

**FAILURE** – In grades 6 through 12, courses required for graduation/advancement must be completed with a grade of 65 or above each semester. If the semester grade is below 65, the course must be repeated. Repeating a course may be accomplished through these means:

- Repeating the course in an approved summer school with a 65 or above.
- Repeating the course through an approved on-line school.
- Passing the course in Summer School is required before Fall admission will be granted.
- Grades are based on POPCS numeric average only. Written administrative approval may be granted for an off-site course if scheduling conflicts arise or if courses are not offered at POPCS.

**GRADE POINT AVERAGE** – Each student’s grade point average (GPA/GPNA) is computed semester by semester. A cumulative GPA/GPNA average of core classes taken in the 9<sup>th</sup>-12<sup>th</sup> grades is kept by the registrar’s office. Prince of Peace Christian School does **NOT** rank students except for those meeting the Top 10% criteria as set by the Texas Automatic College Admissions Policy and who have attended all four years (8 semesters) of high school at POPCS. Core classes are defined as Math, Science, English, and Social Studies. Only core classes count toward a student’s GPA.

In the case of a tie in GPA, we will use GPNA to determine Valedictorian and Salutatorian. Students who transfer to POPCS will receive credit for courses taken at their previous school(s), but only the grades from core courses are counted as part of their GPA. However, all courses will count as part of the prescribed graduation requirements. Those students who transfer to POPCS after the start of their freshman year will be given a cumulative GPA but will not be included in ranking for the purposes of determining the Valedictorian or Salutatorian. Only students attending all 8 semesters of high school at POPCS will be considered for Valedictorian and Salutatorian.

For college application purposes POPCS is a non-ranking school; however, in accordance with the Texas top 10% law, the seniors ranking in the top 10% of their class will be issued a letter in the fall indicating that they are in the top 10%. Top 10% is determined by GPA of core classes and Honors and AP classes are given the extra points when calculating the score. Only students attending all 8 semesters of high school at POPCS will be considered for Top 10%.

Students who have pre-approval for summer school in core classes will receive credit toward their GPA which will be counted toward the top 10% calculation and the determination of Valedictorian and Salutatorian if the student meets the eligibility requirements for those designations.

Semester grades in all Honors/Pre-AP classes are given an extra weighted grade of 0.5 and AP classes are given an extra weighted grade of 1.0 due to the level of difficulty.

**Upper School Grading Scale and Weight of Grades**

<u>Grades</u>	<u>Numeric Value</u>	<u>Weight of Classes</u>	<u>Weight of Honors/Pre-AP Classes</u>	<u>Weight of AP Classes</u>
A	90-100	4.0	4.5	5
B	80-89	3.0	3.5	4
C	70-79	2.0	2.5	3
D	65-69	1.0	1.5	2
F	Below 65	None		
I	None	None		

Upper School level courses and elective courses will have their own weighting based upon the specific structure and organization of such classes. Please review the syllabi for these classes which can be found on those specific FACTS Family Portal class pages.

There will be a minimum of two (2) test grades, ten (10) quizzes/homework/daily work assignments, and five (5) participation/preparedness grades per grading period for core classes.

**Middle School Class Weighting and Organization**

The Middle School of Prince of Peace will follow the standardized grade weighting as listed below. These classes include Math, Science, English, History and Theology.

Test and Projects	45%
Quizzes/Homework/Daily work	45%
Class Participation/Preparedness	10%

**Middle School Grading Scale**

<u>Grades</u>	<u>Numeric Value</u>	<u>Grades</u>	<u>Numeric Value</u>
A	90-100	D	65-69
B	80-89	F	Below 65
C	70-79	I	None

Prince of Peace Christian School offers 8<sup>th</sup> grade Honors level Math and English, Upper School credit for a language other than English class and a Health class that provides students the opportunity to take a class in Middle School and receive Upper School credit. Classes taken for Upper School credit must meet the standards and guidelines as set by the Upper School.

Middle School Valedictorian and Salutatorian honors are based upon the numeric grade point average on core classes over the three years they are enrolled at Prince of Peace for Middle School. These honors are determined at the close of the third grading period of each year. The Valedictorian and Salutatorian of the Eighth Grade Class will be recognized during 8<sup>th</sup> Grade Recognition on the last day of school. The Valedictorian and Salutatorian will be awarded a tuition reduction of \$1,000 per year while enrolled in Prince of Peace Upper School and remain in good standing.

### GRADING, LOWER SCHOOL –

The evaluation scale listed below is used for Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grades to evaluate a child’s developmental level in a variety of areas:

I have mastered this.	I can do this independently.	I can do this with support.	I can do this in a very limited way.	This has not yet been evaluated.
4	3	2	1	NA

The evaluation scale listed below is used in Grades 3-5 to evaluate conduct, study habits, handwriting, and non-core subjects.

E = Excellent      S = Satisfactory      N = Needs Improvement      U = Unsatisfactory

The numeric scale is used for core subject classes in Grades 3 - 12 and for elective courses in Grades 6-12.

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 65 - 69%
- F = Below 65%

All report cards for 1st through 12<sup>th</sup> graders will be posted on FACTS Family Portal. Kindergarten students will receive printed reports.

**Prior to assigning an “F” grade on a Report Card for any grading period, it is understood that the instructor will make every effort to communicate with both the student and the parent/guardian as early as possible before the grade is issued.**

**GRADUATION REQUIREMENTS, UPPER SCHOOL** - To graduate from Prince of Peace Christian School, students in the class of 2021 must earn 25.5 credits during their four years including Theology courses. Theology credits for students who enroll as sophomores through seniors will be modified for graduation requirements. Beginning with the class of 2019 total requirements are reduced to 26 total credits. These are the subjects and credits which must be completed in order to receive a diploma.

<u>Credits</u>	<u>Subject</u>
4.0	English
4.0	Math (Algebra I, Geometry, Algebra II required)
4.0	Science (Biology, Chemistry, Physics required)
3.0	Social Studies (World Geography, World History, American History required)
1.0	Government/Economics
2.0	Same Foreign Language
1.0	Physical Education
0.5	Communication Applications (Speech)
2.0	Electives (including 1 Fine Arts) (Fine Arts include Art, Band, Choir, Theater)
4.0	Theology (1 for each year of attendance)
25.5 Total*	

\*Based on semester academic calendar

Students must be enrolled in core subjects of Math, English, Science, and Social Studies each year of upper school.

The School Board reserves the right to change the graduation requirements. Prince of Peace Christian School follows the guidelines for the Texas Recommended High School Program of Graduation. All students must take the classes listed above to obtain a Prince of Peace Diploma.

## **General Rules:**

While earning the 26.0 credits needed, other guidelines which must be met include:

1. A passing grade of 65 or above in all courses or remediated failures in an approved summer school.
2. Complete all graduation requirements.
3. Be enrolled each semester in 8 courses per day unless approved by the upper school principal.

**GRADUATION, UPPER SCHOOL** - As part of the graduation service, a Valedictorian and Salutatorian will be presented. Rules for calculating Valedictorian and Salutatorian can be found under the **GRADE POINT AVERAGE** heading. If a senior does not meet the graduation requirements by the end of their senior year they may not be able to participate in the graduation ceremony. Requirements for graduation can be found under the **GRADUATION REQUIREMENTS** heading.

**HOMEWORK** – Students at POPCS will be assigned homework; it is an integral part of the school program and will help the student in advancing their studies. Students are expected to complete their homework.

Homework is to be turned in during the class on the day it is due.

Homework for middle/upper school students may be accessed through FACTS Family PortalCanvas.

**INCOMPLETE GRADES** – An incomplete grade is assessed when a student cannot complete the course/homework in any given grading period/semester. Usually an incomplete is given when a student has extreme extenuating circumstances and is unable to attend school. Administrative approval must be obtained before an incomplete may be given.

**LANGUAGE OTHER THAN ENGLISH** - Students in Preschool through grade 5 have Spanish language instruction as part of their weekly classes. Starting in 7<sup>th</sup> Grade, student may continue instruction in language other than English if they choose to. POPCS offers classroom instruction in Spanish, Computer Science, and ASL (American Sign Language) at both the MS and US levels. Students who pass a class in language other than English in 7<sup>th</sup> and 8<sup>th</sup> combined, receive one Upper School Foreign Language credit. Sometimes students are interested in pursuing study of a language other than English that is not offered on-campus. These students are encouraged to register for a POPCS monitored online class to complete the requirement. Online classes offered are: German, Latin, Chinese, and French. For Upper School graduation, students are required to earn 2 years of credit in language other than English.

## **LATE WORK –**

**Upper School** - Prince of Peace Upper School believes that it is important for students to turn in completed homework on time. The following consequences will be in effect if homework expectations are not met in a subject area:

- **Late assignments (turned in the next day the course meets to receive 50% of the grade earned) accepted per semester. Students should be strongly encouraged to make up ALL work, regardless of consequences, so they can move on successfully in the class.**
- Excessive late work may cause students to be placed on probation from extra-curricular activities.

**For clarification purposes:** If a student turns in a late assignment, the teacher may ask for additional revisions of that assignment until the work has been completed and deemed credit-worthy.

Teachers will communicate with the student's parents if he/she is unable to complete assignments on a consistent basis. Missed assignments will be noted on Progress Reports.

**Late work and make-up work are not the same.** Make up work occurs because of a student absence. Late work occurs when a student does not turn in his/her work at the beginning of the class hour on the due date. Major assignments are due upon the student's return to school, unless otherwise specified when the assignment is given.

**Middle School** - The Prince of Peace Middle School believes that it is important for students to turn in completed homework on time. The following consequences will be in effect if homework expectations are not met in a subject area:

25% off if turned in on the next school day.

50% off after 2 or more days.

Once the grading period ends, the student will receive a Zero if the work was never turned in.

Teachers will communicate with the child's parents if he or she is unable to complete assignments on a consistent basis.

Each teacher will work with students to teach them the expectations and routines regarding the homework in each class. Teachers will work with individual students who are struggling to complete homework regularly.

**Lower School** - Prince of Peace Lower School believes it is important for students to begin developing and maintaining healthy homework habits at a young age. Teachers will work closely with each student and family if a student is not submitting homework on time, to find out what is causing the issue and how best to resolve it. The goal is that students complete their work, even if late, so they do not miss the opportunity to master the content. The Lower School Late Work policy is:



- 10% points off if turned in the next school day
- 20% points off if turned after 2 days
- 25% points off after 3 days until the end of the grading period

**MAKE-UP WORK DUE TO ABSENCES** - If a student is absent due to illness from school all or part of a day, it is the student's responsibility to consult with the teachers and find out about any missed assignments. Assignments for each class are posted to Canvas.

Homework must be made-up **within the same number of classes missed in that course as the student is absent due to illness**, not to exceed five classes (5). For example, if a student is absent one day (1), then she/he has one class day (1) to make-up the work; for a two class day (2) absence due to illness, the student has two (2) class days in which to make-up the work. It is the student's responsibility to request and complete the make-up work, including tests and quizzes, and see that it is turned in within the allotted time. **Make-up work not completed within the allotted time period may receive a zero (0)**. Appeals may be made to the teacher in extenuating circumstances.

Test and quizzes missed during an excused absence must also be made up with in the absence rule as well. Test/quizzes not made up will receive a zero (0). If the student was absent the day of the test/quiz but in attendance the day the test/quiz was assigned, then she/he **must** take the test on the course day he/she returns to school. Students may be required to arrive early or stay late to take any missed exams or to make up missed labs in science.

Students should be strongly encouraged to make up ALL work, regardless of consequences, so they can move on successfully in the class.

**For the 20-21 School Year, in the case of extended absences, the administrator for each division will work with each student to provide a learning plan.**

**NOT CLEAR LIST** - Students who owe the school money (athletic uniforms, overdue/lost book, tuition/fees etc.) will be placed on the **Not Clear List**. Report cards, transcripts, diplomas, and all school records will be held and FACTS Family Portal deactivated until the outstanding obligation has been rectified.

**PARENT CONFERENCES** – Parent conferences are encouraged and may be scheduled with the Teacher, Principal, or Headmaster.

If a conflict arises, an appointment may be made to discuss a resolution. In some cases, more than one meeting may be necessary in order to reach a solution. **Conflicts should be addressed first with the classroom teacher, then with the Principal if necessary.** The Principals will serve as final authority for day to day issues concerning students.

**PLAGIARISM/CHEATING** – Plagiarism/Cheating is considered a serious offense. Plagiarism involves lying, cheating, or stealing. POPCS faculty feels that it is critical for our students to understand what plagiarism means; it is a serious moral and academic offense and will be dealt with accordingly. To **plagiarize** means:

- Copying homework.
- Copying assignments.
- Copying lab work or lab reports.
- Providing homework to another student.
- Giving false data or information for a paper or a report.
- Cutting and pasting from the internet.
- Retrieving information from a private email account
- Presenting information as your own which is not your own (this includes undocumented sources and also taking ideas from another student's work as well as information from all forms of digital media).
- Discussing the contents of any tests or quizzes with other students who were not present.
- Cheating on tests or quizzes (having access during the test to any information which is relevant to the test, talking to anyone during the test, looking at another student's work).

POPCS students are expected to express original ideas through written, verbal and project based activities. In many cases, students will be expected to research the works, thoughts and ideas of others. Such research could be used to explain or support a concept being explored as part of their coursework. It is important that students be able to represent and cite the works of others rather than presenting such work as their own original ideas. This includes the sharing of answers on daily assignments, quizzes, tests, as well as projects and papers.

Prince of Peace will use the following definition: "Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."

Any work suspected of being plagiarized will be investigated by the teacher. Any evidence found will be turned over and discussed with the appropriate principal.

Any act of plagiarism is in direct conflict with the mission statement of Prince of Peace Christian School and will be addressed immediately based upon the following information:

First offense	<ul style="list-style-type: none"> <li>• Students will be called in to review the assignment, guidelines for the assignment and proof of plagiarized work.</li> <li>• Parents will be notified of the incident.</li> <li>• Teachers will make the determination of what consequence is appropriate.</li> <li>• Official Documentation will be turned in to the Principal.</li> </ul>
Second offense	<ul style="list-style-type: none"> <li>• Students and parents will be called in to review the assignment, guidelines for the assignment and proof of the plagiarized work.</li> <li>• Student will receive a zero for the assignment.</li> <li>• Students will receive an additional consequence determined by the teacher.</li> <li>• Official Documentation will be turned in to the Principal.</li> </ul>
Third offense	<ul style="list-style-type: none"> <li>• Students and parents will be called in to review the assignment, guidelines for the assignment and proof of plagiarized work.</li> <li>• Student will receive a zero for the assignment.</li> <li>• The Principal will determine what further course of action will be taken. This could mean a suspension or possible expulsion from Prince of Peace Christian School, or removal from Honors level classes.</li> <li>• Official Documentation will be turned in to the Principal.</li> </ul>

**PROBATION** – Students at POPCS may be placed on probationary status by the administration for either behavioral or academic reasons.

**Academic Probation** - Students will be placed on Academic Probation when they struggle in the academic arena and, through their grades, demonstrate they need special attention.

When a student is notified by the Principal that he/she will be placed on Academic Probation, a parent conference will be held in which specific criteria will be set for that student to improve her/his scholastic standing the next grading period. If the student’s grades improve, he/she will be taken off Academic Probation; however, if there is no improvement in the scholastic arena, the student may face academic dismissal from POPCS.

**Behavior Probation** – Serious or chronic behavior/discipline offenses may result in behavior probation for a student. That student will be given individual conditions for his/her continued enrollment at POPCS. Some students may be accepted to POPCS on behavior probation.

**PROGRESS REPORTS/ACADEMIC WARNINGS (Middle/Upper School)** - Progress reports are issued in each class to let the student and parent know if the student is having difficulty in maintaining a passing academic average.

Progress reports will be sent home by individual teachers at mid-point of each grading period if a student has a numerical grade average of 75 or lower. If at a given time two or more progress reports are given to one student indicating possible failure of several subjects, a parent conference may be held. Progress reports may also be given at a teacher’s discretion at any time in order to notify the parents of a student’s progress.

**REPORT CARDS** – Report cards are posted to FACTS Family Portal each grading period approximately 10 days after the completion of the quarter. Report cards will not be posted for students who are on the **Not Clear List**. This means that the student has been placed on the **Not Clear List** because they owe for a damaged or lost textbook, a library fine, or have overdue books, or are in debt to the school in some other manner. When the **Not Clear** status has been rectified, the report card will be posted to FACTS Family Portal. Final report cards for the year will be posted to FACTS Family Portal for 1st–12<sup>th</sup> graders, and mailed to students in 1st – 5<sup>th</sup> grades.

**RESOURCE STUDENTS** - Prince of Peace strives to serve students with varying abilities and needs; however, the school is limited in the type and amount of personalized education that can be offered. Students with physical or learning differences are not automatically excluded from enrolling; Prince of Peace Christian School reserves the right to determine whether its staff and programs are able to meet each student’s specific needs.

If a teacher has a concern about a presently-enrolled student’s ability to function within normal classroom guidelines, he/she will confer with an administrator and may recommend testing or consultation with a professional diagnostician,

counselor, or physician. It is expected that this recommendation will be followed within three months. A report, including written results and recommendations, will be shared with the teacher and administrator within two weeks of receipt of report.

If it is determined that the student's needs could be better served in a more comprehensive Special Education Program at another school, or if a parent chooses not to follow administration/teacher/diagnostician/counselor recommendations for testing and/or treatment, the student may be released to pursue a more appropriate educational environment. Tuition for months not yet attended will be refunded. Prince of Peace reserves the right to refuse re-enrollment in future years.

Further information about acceptance of students can be found in the Prince of Peace Admissions Policy under #9. For a copy of Prince of Peace Christian School's Special Education Policy, contact the school office.

**SEMESTER GRADES** \*- Each of the two grading periods plus the exam equal the final semester average, i.e., upper school grading periods are worth 40% and the final exam is worth 20% when computing the semester's average, middle school grading periods are worth 45% and the final exam is worth 10% when computing the semester's average, lower school grading periods are worth 50% when computing the semester's average.

**SUMMER SCHOOL** – Prince of Peace offers courses for credit during the summer. Any other summer school class must be approved by the Counselor and/or the Principal.

**Credit Recovery (Middle School)** -Students must earn a semester average of 65% in order to earn semester credit for their core classes. Students that are unable to reach this benchmark will be notified by the middle school office regarding the need to complete a credit recovery program during the summer. Students that do not complete the credit recovery program may jeopardize their enrollment for the following school year.

## **TEXTBOOKS -**

**Issuance:** The school issues all basic classroom textbooks to the student for use during the school year. Students should place their name in the appropriate place upon receipt of the textbook. These texts remain the property of POPCS and should be treated as such. The condition of the text will be recorded at the time it is issued and examined again at the end of the school year. No stretch cover or adhesive covers are permitted.

Students taking AP courses are required to purchase textbooks for each AP Course. Books may be purchased on-line through eCampus before the beginning of school. Some AP courses have reading requirements that must be completed before school starts. It is imperative that students be able to write in and use their textbooks at the AP level, as they will in college. The cost of the textbooks for each class varies. An "AP fee" will be charged for each AP course in which your student is enrolled. This fee covers the AP Exam fee, pre-set by the CollegeBoard. Please also keep in mind that AP courses are college level courses for which your student could earn college credit, depending on the score earned on the AP Exam and the requirements of the college or university. These fees will be billed through the business office.

**Lost and Damaged Books:** Whenever a book is lost or damaged, it must be paid for by the parents/guardian.

**UPPER SCHOOL HOUSES AND FAMILY GROUPS** - Each student who enters the upper school program will be matched with class advisor according to his/her grade levels. The class advisor should always be the first contact point for either student or parent when there is a question about school life that does not apply to a specific teacher.

**Students should contact the classroom teacher first if there are academic concerns or other matters that need the attention of an adult at school.** A student should feel free to seek advice from his/her advisor or the upper school counselor if he/she is struggling academically.

**MS Advisory** - All students in the Middle School Program (grades 6-8) will be placed into an advisory group. These mixed level groups are supervised by a middle school teacher. Middle School Leadership team members lead devotions and prayers, clubs and organizations meet, and kids participate in school spirit activities as well. Some study hall opportunities are given if appropriate.

## IV. STUDENT ACTIVITIES

**\*Due to concerns related to COVID-19, not all activities will be possible for the 2020-2021 school year.**

### ACADEMIC CONTESTS

During the school year, students in grades 6-12 are invited to participate in a number of extra-curricular academic contests. The following contests occur on a yearly basis:

Lutheran Schools Math Contests, for 6<sup>th</sup>-8<sup>th</sup> students (January)

PSIA, for 1<sup>st</sup>-8<sup>th</sup> students

TAPPS Academic

Initial competitions are held in the individual classrooms. Top finalists then go on to the different final competitions. More information will be given to the students and parents as the contests draw closer.

**BAND PROGRAM** -Prince of Peace offers band programs for students in grades 5, 6-8 and 9-12. Rehearsal times are primarily held during elective times, but occasional morning or afternoon rehearsals are held. Efforts are made to reduce conflicts between band and athletic schedules. Students are responsible for buying or renting their own instruments. Private lessons are encouraged and are available through The Arts School. A demonstration for students and an orientation meeting for parents will be held each spring.

**CHAPEL AND WORSHIP** - Chapel services are held for Early Learning Center, Preschool, Lower School, Middle School and Upper School each week:

Preschool Prep	Thursday at 10:45 a.m.
Preschool- K Prep	Monday at 8:30 a.m.
K-5 <sup>th</sup> Grades	Thursday at 8:30 a.m.
Middle School	Thursday at 11:00 am.
Upper School	Thursday at 11:00 a.m.

Chapel is led by teachers and classes, administrators, members of the pastoral staff at Prince of Peace, and guest speakers. During chapel the students and staff sing, pray together, and participate in Biblically-based lessons for life. School parents and visitors are invited to attend weekly chapel services.

One Middle School class per week travels by POP bus to the Seven Loaves Food Pantry for a service project.\*

Students are required to wear dress uniforms on Chapel Days. Classes also have classroom devotion times when students participate in or lead worship. Chapel offerings are taken each week. These offerings support Christian mission projects around the world.

**CLASS TRIPS, MIDDLE SCHOOL\*** - Prince of Peace Christian School offers a class trip in the spring of each year to students in 6<sup>th</sup>-8<sup>th</sup> grade in order to provide students with a unique educational experience that expands classroom learning and to develop Christian character in each student through involvement in group activities and responsibilities. Contact the Merrie Buono for 6<sup>th</sup> grade class trip questions, Michelle Grant for 7<sup>th</sup> grade class trip questions and Lisa Chase for 8<sup>th</sup> grade class trip questions.

#### Current Programs:

Grade Six: Two day (one night) retreat in May to Pine Cove (via bus)

Grade Seven: Three day (two night) trip in May to Austin and San Antonio (via bus)

Grade Eight: Three day (two night) trip in May to Corpus Christi (via bus)

Parents and students should understand that these programs are learning experiences.

No alternative classroom activities or supervision will be provided for students who choose not to participate in the class trip. Students not participating in the class trip will receive absences for those days.

**Expense** - Class trips are paid for separately and will be billed in advance of the class trip. Trips should be paid for before the date of travel.

**Eligibility** - It is our goal that all students participate in the class trip program. A student may forfeit the opportunity to participate if they do not display a reasonable amount of self-control and self-discipline during the school year. Parents will

be contacted by the Middle School Principal if a student's participation is in question. The final decision regarding participation rests with the Principal.

**Chaperones** for the trip will be POPCS teachers and staff. If other adult supervisors are needed, the Middle School Principal will be responsible to fill those positions.

**CLUBS or CO-CURRICULAR ACTIVITIES** - All clubs and activities at POPCS must be educational in nature and support and further the mission of the school. Each organization must be approved by the appropriate Principal and have an adult advisor who has been approved by the administration.

On occasion, a team of students participating in extracurricular clubs/teams, may be invited to participate in local, state, and national competitions. Travel expenses for these activities are subject to the approval by the appropriate Principal, are self-funded, and may or may not qualify/receive partial school funding.

**FIELD TRIPS/SPECIAL ACTIVITIES** - During the school year, there are various opportunities for students to visit points of interest which are beneficial to their total education. Most field trips are planned prior to the first day of school and are publicized on both monthly and weekly school calendars. Classroom teachers will also send reminder notes home prior to the field trip day. POPCS school buses are used for all field trip transportation. All students attending the activity must ride the bus to the activity accompanied by their teachers and teacher's assistants.

**Chaperones:** Two parents per class will attend as chaperones for each trip. Designated chaperones will ride the bus to help assist with supervision on the field trip. Parents who have not been designated as an official parent chaperone are invited to follow the bus and attend the activity with their child if the activity is one that does not have limited capacity (for example - the zoo). Siblings may not attend. Parents who drive to field trips may take their child home, after providing advance notice to the teacher in writing and checking out with the teacher before leaving. If parents do not wish their child to participate in a field trip, the school does not provide alternative supervision or instruction during that time. Each field trip is part of the educational activity of the day.

**Enrichment Trips\*** - Several enrichment trips may be offered each year, varying each year, e.g. Grand Canyon, Yellowstone, Washington D.C. The students invited to participate vary by division (Middle or Upper School). Trips are paid for by parents, in addition to regular tuition. Parents are invited to attend. All chaperones are teachers, parents, and volunteers who have been background-checked.

**NATIONAL HONOR SOCIETY (NHS)** - The National Honor Society chapter of Prince of Peace Christian School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those upper school students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been tailored to meet our local chapter needs. Qualified students are selected each year in April by the faculty.

Students in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades are eligible for membership. Candidates must have been in attendance at the school the equivalent of one year. For the *scholarship* criterion, a student must have a cumulative grade point average of 3.50 (which includes only core subjects of Math, Science, English, and Social Studies) and must have taken at least one Honors or PreAP course each semester during their sophomore year. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty with information regarding the candidate's *leadership* and *service*. A history of leadership experiences and participation in school or community service is required.

Following notification, a formal induction ceremony is held at the school to recognize all the newly-selected members.

Once inducted, new members are required to maintain a 3.50 cumulative grade point average in their core subjects and continue to take at least one Honors, PreAP, or AP course each semester. In addition, the member must regularly attend monthly chapter meetings and participate in service projects sponsored by our chapter each year.

Being in the National Honor Society is a noble calling and requires discipline of character. Cheating and/or plagiarism may result in removal from NHS. Violation of criminal law or other school regulations will result in disciplinary action and can result in dismissal of a member. These violations include, but are certainly not limited to: school conduct code, DWI, stealing, destruction of property, truancy, possession, selling, or being under the influence of drugs or alcohol, whether or not at school or school-related activities. Once removed from the NHS, for whatever reason, a student may apply for reinstatement.

**National Junior Honor Society** – POPCS is a member of the National Junior Honor Society at the Middle School Level. This nationwide organization recognizes student accomplishments in the areas of leadership, character, scholarship, and service. Students may apply during the spring semester of the 7<sup>th</sup> grade year. Students are required to have a cumulative grade average of 90 or higher in all core classes, including Theology, and applicants are required to complete a Student Activity Information Form that provides the teacher sponsors with information regarding the candidate's leadership and service. The committee of teacher sponsors reviews each application carefully for acceptance. Notification takes place early in the spring

semester. All members of NJHS are expected to adhere to NJHS bylaws as stated in their membership packets. For more information, contact Marianne Schnell at [marianne.schnell@popcs.org](mailto:marianne.schnell@popcs.org)

**OFF CAMPUS LUNCH\*** – Off campus lunch extends only to grades 11 and 12.

A schedule of off campus lunch dates will be provided to junior and senior students during the first week of school. Students are expected to return to campus and be on time to their last class. Students who return late from an Off Campus Lunch will not be allowed to participate in the next scheduled Off Campus Lunch.

Juniors may begin off campus lunch at the beginning the 2<sup>nd</sup> semester. Rules are the same as those for the Seniors.

**General guidelines and expectations include these:**

- A signed parent permission slip to leave campus must be completed in On-Line Enrollment.
- Student behavior must represent POPCS in an exemplarily manner and be in accordance with the *Student Handbook*.
- Observing safe driving procedures on and off campus.
- Managing time so that all students are on campus and in their last period class on time.
- Students late to last period will lose the next off campus lunch privilege.

**Off campus lunch may be revoked or modified as student behavior dictates.**

**STUDENT COUNCIL** – Student Council is an upper school student-led activity group that promotes student development by offering opportunities for Christian leadership under the direction of an advisor. The Council consists of an executive board with members from each of the student classes within the High School.

The primary functions of Student Council are as follows: to facilitate communication between administration and the student body, organize events and activities that foster and encourage fellowship among the various classes, and to build spirit and unity among the students of Prince of Peace Christian Upper School.

All members are selected by their peers through elections which are held at the close of the spring semester following the completion of the application and interview process. Positions on the executive board are open to all students who are enthusiastic about serving their school and their student body.

**TAPPS – ACADEMIC, ART, MUSIC, and ONE ACT PLAY COMPETITIONS\*** – Students wishing to be involved in these competitions must meet Texas Association of Private and Parochial School (TAPPS) eligibility requirements. Outside preparation for these events is a must. Students may be asked to travel as a POPCS team to TAPPS district/state events. See Make-up work due to absences.

**UPPER SCHOOL RETREAT** - Prince of Peace Christian School may take a retreat each year to students in order to provide students with a unique educational experience that expands classroom learning and to develop Christian character in each student through involvement in group activities and responsibilities. Locations, times, and chaperones will be determined by the administration. The cost of the HS Retreat is included in tuition.

## V. ATTENDANCE / TARDIES

**\*Due to concerns related to COVID-19, some academic requirements may change for the 2020-2021 school year.**

Regular attendance is important to the success of each student in school. Punctuality is another essential element of student success. Excessive tardiness and absenteeism will result in ineffective learning and possible failure to complete a course. POPCS makes distinction between excused and unexcused absences.

### Absences:

1. Parents should email or phone by 8:30 a.m. when a student is absent from school
  - a. For US students - [highschool@popcs.org](mailto:highschool@popcs.org) or call the upper school office 972-598-1000, A doctor's note is required after 3 days. Commencing with the 5<sup>th</sup> absence of a class, the student may not receive credit for the course.
  - b. For MS Students – [merrie.buono@popcs.org](mailto:merrie.buono@popcs.org) or 972-598-1062.
  - c. For LS Students – [receptionist@popcs.org](mailto:receptionist@popcs.org) or 972-447-0532 or Classroom Teacher
2. Students who arrive after the school day has begun must immediately report to the appropriate school office for admittance.
3. Students who are returning to school after an absence must also report to the upper school or middle school office for an admit slip. The student must bring a signed note from their parent/guardian or doctor identifying the specific reason the student was absent, which should include the date of absence(s), reason for absence, and signature of their parent/guardian or doctor.
4. **If a student misses more than 20 minutes of a class, the student will be marked absent.**
5. Students are allowed four (4) excused absences per semester per class.

### For homework purposes, there are 3 categories into which an absence may fall.

1. **Unexcused Absences** - Students will be required to turn in any assignments due and to make up any tests missed while they were absent but **no credit will be received**.
2. **Excused Absences** – Students will be required to turn in any assignment due and to make up any tests missed while they were absent. Proper credit will be received if work is turned in within guidelines. These absences include:
  - Personal illness, not to exceed 3 consecutive days; after 3<sup>rd</sup> day the absence may only be excused with a parent or doctor's note. Prolonged absences must be approved by the Administration.
  - Medical and dental appointments require a note from doctor to accompany student upon returning to school.
3. **Other Absences** - The following may be considered absences which could be exempt from application to "No Credit Due to Absences". Students will be allowed to make-up missed assignments and tests. All efforts should be made to complete assignments prior to the absence whenever possible. Administration makes the final determination in these cases.
  - Extended hospital stay or quarantine
  - Bereavement in the immediate family. Immediate family is defined as mother, father, brothers, sisters, or grandparents.
  - Court appearances, note from court must accompany student
  - POPCS Extra-curricular activities
  - Teacher-sponsored activities
  - Extenuating or unusual circumstances ascertained by the Administration.
  - Juniors have an additional two days (2) per year for the purpose of visiting colleges and universities.
  - Seniors have an additional three days (3) per year for the purpose of visiting colleges and universities.

With an excused absence, the student has the privilege of making up the work missed for full credit according to the time limits in the Make-up Work section of this handbook.

**To participate in an after-school activity, a student must not have missed more than half of the school day (arrival after 11:30 a.m. or leaving before 11:30 a.m.) on the day of the activity.** Parents are requested to notify an administrator in advance if a student is to miss three or more consecutive school days. In the case of an emergency or sickness, parents are requested to call the school at their earliest opportunity. Failure to make prior notification of a non-emergency absence of three or more days may result in the student being placed on attendance probation.

**Absences and tardies** will be recorded on each student's report card (Kindergarten to grade 12) as an indication of time spent away from regular school days. Students not arriving by the beginning of school (8:00 a.m. for grades 6-12; 8:15 a.m. for

grades Kindergarten-5) will be counted as tardy. **Students arriving late must check in with the school office in order to receive a pass to be admitted to class.**

Lower School students arriving late with a signed note from a doctor verifying an off-campus appointment will not have a tardy recorded unless the student misses two or more hours of school. For every three tardies a student is given, one additional absence will be counted in the calculation of attendance awards.

Students who leave school during school hours must be signed out at the front reception desk. If the student returns to school, he/she must sign back in at the reception desk. It is vital that we know if children leave school during the day.

**Absence Calculation** - When a student misses school for more than two hours on any given day, an absence will be recorded. Students missing between 2-4 hours per day will be given a half day's absence. Students missing more than 4 hours per day will be given a full day's absence. Prince of Peace makes no distinction between excused or unexcused absences for students in Kindergarten-8<sup>th</sup> Grade. All absences are recorded. Likewise, all students with an absence will be given an opportunity to make up work, usually one day for each day absent. (See Make-up Work)

**To participate in an after-school activity, a student must not have missed more than two hours/grades K-5 or 2 class periods/MS-US of the school day on the day of the activity.** Parents are requested to notify an administrator in advance if a student is to miss three or more consecutive school days. In the case of an emergency or sickness, parents are requested to call the school at their earliest opportunity. Failure to make prior notification of a non-emergency absence of three or more days may result in the student being placed on attendance probation.

**A student reaching 15 absences (K-5<sup>th</sup>) in one school year will be placed on attendance probation\*.** Excessive absenteeism (4 or more per semester) in a specific class due to outside appointments may result in a grade deduction or failure in the class. The parents will be asked to meet with an administrator in order to develop an action plan for improved attendance. Failure to meet the goals of the action plan will result in either the student not being promoted to the next grade or not being cleared to re-enroll for the coming year. *Administrators will review extenuating circumstances on an individual basis.* Parents are encouraged to make appointments outside of school hours whenever possible.



## VI. STUDENT CONCERNS

**\*Due to concerns related to COVID-19, some activities/procedures may change for the 2020-2021 school year.**

### **AFTER SCHOOL MIDDLE SCHOOL PROCTORED STUDY HALL / SUPERVISION\*\*\***

Prince of Peace Christian School offers a supervised after-school study hall for Middle School students.

- Study Hall will be held in one of the MS classrooms on school days from 3:00-6:00 p.m. Middle School students are not allowed in the Church, high school commons, gym or fellowship hall after school without supervision.
- **Students who are not participating on a POPCS sports team or other supervised activity must be in Study Hall if they remain on campus after school.**
- Parents may pay a drop-in rate or enroll for the entire year. A fee schedule may be obtained from the Financial Office.

\*\*\*Study Hall will not be held on Early Release Days.

### **ALLERGIES – POPCS will make every effort to create an allergen-safe school environment.**

- Prince of Peace Christian School will use information provided by parents/guardians, at enrollment, regarding potential allergens to identify students in an attempt to protect them from offending allergens. Avoidance of exposure to allergens is the key to preventing a reaction.
- The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and parent/guardian work together to develop a management plan for the student through the identification of potential allergens and the creation of an allergy action plan.
- Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

For a copy of the complete **Life Threatening Allergy and Anaphylaxis Policy**, please contact the school clinic or the school manager.

**Peanut/Nut Policy** - POPCS recognizes that nut allergies are potentially fatal. This policy helps to protect our students.

**ELC** - Prince of Peace Early Learning Center will be totally **Nut Aware**, to include all activities, shared food products and lunches provided from home for individual students. **Nut Aware restrictions will also apply to self-contained classrooms where eating takes place on a daily basis (such as preschool) if a severely allergic student is enrolled in that classroom.** Parents will be informed in writing if this is necessary.

**Preschool through 12<sup>th</sup> Grade** - will be “Nut Aware” for all **SHARED** food products. **Nut restrictions will apply to self-contained classrooms where eating takes place on a daily basis (such as preschool) if a severely allergic student is enrolled in that classroom.** Parents will be informed in writing if this is necessary.

- All food served by Flik Independent School dining will be nut-free, including regular lunches, food for special events and snacks.
- All **shared** snacks that are brought into the school by parents will be required to be “Nut Free”. This includes such items as:
  - Classroom snacks that are **shared** with other students
  - Birthday snacks
  - Concession snacks
  - Afternoon snacks in The Zone and Summer in the Zone
  - Refreshments served at school events, during the school day. \*\*\*\*\*Please note that concession sales at athletic or fine arts events are not guaranteed to be peanut free.
- When a child is severely allergic to nut products, nut products will not be allowed in self-contained classrooms where eating takes place on a daily basis. This restriction will include: party items, snacks etc.
- School projects will be required to be “Nut Aware” At **no time** will a classroom knowingly use peanut butter or nuts in any classroom activities.
- Nurses will provide each classroom teacher, as well as The Zone program, with a roster that lists the allergies of all students in that class. Included in this roster will be the location of Epipens and/or medication needed, should a reaction occur.
- Nurses, or someone designated by the nurses, who is certified in first aid, will provide training to all teachers in the correct use of Epipens and what to look for visually when a student is having an allergic reaction.
- Teachers who have a child with a severe allergy will be required to carry the Epipens with them when leaving the classroom for recess, lunch, field trips, etc.

- Parents will be required to provide at least two Epipens: one for the classroom and one for the nurse’s office. If a student is enrolled in The Zone after-school care, an additional Epipen will be required.
- In severe allergy cases, parents are encouraged to provide a snack from home to be 100% sure that cross contact contamination of a shared snack has not taken place.

**CELL PHONES – Cell phones are allowed on campus. Parents and friends are asked to not call students on their cell phones during scheduled class time.**

Consequences of cell phone use vary by division.

- Elementary school - cell phones will be confiscated and released only to parents if they are used during school hours
- Middle School –Misuse of an iPad or electronic device may result in the device being confiscated by a teacher or administrator. Repeated violations may result in a parent conference with the Principal. The Principal along with the parents may develop a plan of action which may involve additional consequences. Text messages are encouraged to alert students of early pick-up or changes to pick-up time or location.
- Upper School - Cell phones will be confiscated and collected from upper school students using their phones outside of the cell phone guidelines. Phones will be kept in the Upper School Office and may be picked up after school by the student. More than two infractions of the cell phone guidelines will result in disciplinary measures.
- All confiscated items will be given to the appropriate Principal. **Prince of Peace Christian School is not liable for loss or damage.**

Audio/video phones should not be used in classrooms without instruction/consent from the teacher and may be confiscated. **No device should ever be used in a restroom, dressing room, or locker room for any reason.**

**CLOSED CAMPUS** – POPCS is a closed campus (the campus means the school grounds). Students may not leave the campus before the designated closing time without permission from the office. Once students arrive at school, they are not to leave the campus unsupervised until the end of the school day (unless they are otherwise excused by the school’s authorized representative).

**DROP-OFF/PICK-UP PROCEDURES** - Maps detailing the drop-off and pick-up procedures are available at the beginning of the school year and on the school website and app.

- Upper School students may be dropped off as early at 7:40 a.m. at the high school commons.
- Lower School students may be dropped off at the south gym lobby or the main front doors as early at 7:50 a.m., to go directly to class;
  - Middle school students may be dropped off at the north clinic doors and go directly to class.

Preschool – Kindergarten students may be dropped at the south double doors at the PS/K hallway at 7:50 a.m. and go directly to class.

Dismissal Times:

Preschool/Kindergarten	3:00 p.m.	Lower School	3:15 p.m.
Middle School	3:00 p.m.	Upper School	3:05 p.m.

Students may be picked up in the carpool line. Older siblings (except Upper School students) may go to the lower school sibling's class line to be picked up at the same time. Lower School students remaining after the carpool line is finished will come to the South Gym Lobby to wait until 3:45 for pick up. After 3:45, the student will go to The Zone. Drop-In charges will apply if the student is not enrolled in a Zone plan. (See “The Zone”).

Middle School Students remaining after carpool will be sent to supervised study hall in the MS. Drop-In charges will apply if not enrolled in the full-year plan. (See “Middle School Proctored Study Hall”)

Upper school students are dismissed at 3:05 p.m. They may be picked up at the east end of the Upper School buildings. Students should be picked up no later than 4:00 p.m.

Parents picking up a student during school hours should come to the school office to sign students in or out.

Students remaining after school for an extracurricular activity must remain with the activity supervisor until picked up.

Permission for someone other than the parent or regular carpool to pick up a child should be put in writing and given to the school office. Parents may also call the school office to give permission for alternate pick-up. Please be prepared to give the driver’s license number of the person picking up for identification purposes.

**Teachers are unable to hold impromptu conferences during morning or afternoon carpool.** Please schedule a time to speak with the teacher. (See Parent Communication)

## **EMERGENCIES -**

**Injuries** - In case of serious injury, an attempt will be made to contact the parents. If a parent cannot be reached, the school staff will use the information given on the registration and/or emergency forms to deal with the injury.

**Disaster Drills** - The school will conduct regular drills for the procedures to be followed in cases of fire, lock-down, or tornado. Emergency procedures will be posted in a prominent place in each classroom. In case of an emergency requiring school closure, parents will be contacted by phone if possible. The school will also attempt to have the closing broadcast on the radio stations that broadcast inclement weather closures (see Inclement Weather Procedure).

**EMERGENCY NOTIFICATION PROCEDURES** - Prince of Peace Christian School sends emergency notifications through FACTS Family Portal and the POPCS app. This system is activated if important notifications must be shared with parents immediately. Parents will be notified by email and text directly to email and/or cell phone in an emergency. Parents may refer to the school website at [www.popcs.org](http://www.popcs.org) for additional information.

**EVACUATION PROCEDURES** - POPCS has designated emergency evacuation areas for students. All classes report to their designated area, where attendance is taken. Students remain in their areas until the all-clear is given by a member of the Administration. \*See Emergencies – Disaster Drills

**FACTS FAMILY PORTAL (formerly Renweb/ParentsWeb)** - **FACTS Family Portal** is the primary means of communication used by Prince of Peace teachers and administrators.

All parents of enrolled school students have an account at [www.FACTS Family Portal.com](http://www.FACTS Family Portal.com). The FACTS Family Portal account allows parents to have access to weekly grade reports and assignment information for students, parent newsletters, and upcoming school calendar information.

**District Code** – the FACTS Family Portal District Code is PRINCE-TX.

**Email** - Email addresses will be protected and will only be used by school staff in order to send official school communications. This will be the primary means through which the school will send e-mail messages, allowing for efficient communication.

**Grades** - The teaching staff will upload grade information for students to FACTS Family Portal on a weekly basis. By Monday at 5:00 pm, grades from the previous week will be available. Report card information will also be available online. All grade information is viewable by means of a secure connection similar to the security used in an online credit card sale.

**Report Cards for 1<sup>st</sup> – 12<sup>th</sup> Grades will be posted on FACTS Family Portal at the end of each grading period.**

**Changes in Information** – If there are changes in address, phone numbers, or email addresses, parents should log into their FACTS Family Portal account and make changes under School Information/Web Forms.

Report cards may be held and FACTS Family Portal accounts deactivated for the following reasons: unpaid tuition or fees, missing textbooks or athletic uniforms, unreturned library books.

**For FACTS Family Portal Questions** - Please e-mail [Renweb@popcs.org](mailto:Renweb@popcs.org).

**HEAD LICE** - POPCS has a “no nit” policy, which means that students who have contracted head lice may not return to class until they are nit-free and have been examined by the school nurse. An email will be sent to parents of each student in an affected class, notifying them there has been a case of lice. This notification will include the recommendations of the Centers for Disease Control and Prevention for the treatment and prevention of lice; and will not identify the child who has lice. Parents may then contact the Prince of Peace Clinic if they would like their student checked for lice. Students in the class, or grade, where lice was discovered, will not automatically be checked. If there are several cases of lice in a classroom, the email will be sent to the parents of each student in the entire grade, where lice was discovered. If a student is found to have lice, his/her parent/guardian will be contacted and the student will be sent home for the day. Once the student receives treatment for lice and is nit free, they must visit the nurse at Prince of Peace for examination, prior to returning to class.

**HEALTH SERVICES** - In compliance with Health and Safety Code, Chapter 36, all students ages 4 by September 1st, in Kindergarten, 1st, 3rd, 5th, and 7th grades are required to be screened for possible vision and hearing problems.\* Students older than age 4 who are enrolled at Prince of Peace Christian School for the first time will also be screened regardless of their grade.

Health and Safety Code, Chapter 37, requires all children undergo screening for abnormal spinal curvature in accordance with the following schedule: Girls will be screened two times, once during the fall semester of grade 5 and again during the fall semester of grade 7. Boys will be screened one time during the fall semester of grade 8. These health services

are intended only as an aid to alert parents and students of potential needs that should be followed up by a more complete check up with their provider.

**ILLNESS** - When a child is at school, he/she is expected to participate in all activities, both indoors and outdoors. Children who have received anesthesia (including for dental work) should not be brought to school on the same day. If your child meets the criteria listed below to return to school following an illness but requires medication to be administered during the school day, please refer to the separate Medication policy section. Pursuant to Texas Administrative Code, Title 25, Part 1, Chapter 97, students will be sent home for the following reasons:

- Temperature of 100.0 or greater (oral, tympanic, or temporal). Students may not return to school until they have been fever-free for at least 24 hours, without the use of fever-reducing medications such as Tylenol or Motrin.
- Too uncomfortable or too tired to participate in activities
- Uncontrolled coughing
- Difficulty breathing, including requiring breathing treatments every 2 hours or more
- Diarrhea – may not return to school until free from diarrhea for 24 hours
- Blood in stools
- Vomiting – may not return to school until free from vomiting for 24 hours
- Persistent abdominal pain that continues for more than 2 hours
- Diagnosed rash accompanied with behavior change
- Undiagnosed rash
- Purulent conjunctivitis (“pink eye” with thick discharge from eye)
- Head lice or nits (see Head Lice)
- Impetigo (a bacterial skin infection), until 24 hours after starting treatment. Upon return, open sores must be covered at all times.
- Strep throat or other streptococcal infection – may return the following day after starting antibiotics as long as fever-free
- Chickenpox, until all sores have dried and crusted (typically 7 days).

**Medications** will not be given at school without written permission from parents. All medications must be in their original containers and accompanied by a Medication Request Form. The form and medication must be provided to the school nurse before medication can be administered. (see Medication)

Allergies / Peanut-Nut Allergies – please see Allergies.

**Communicable Diseases** - The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. Certain communicable diseases may require a period of time away from the workplace in order to protect the health and safety of others. In the case of more global or local threats, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases.

The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School’s response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. The response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as an employee refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, travel restrictions or cancelation of business travel (including field trips), a medical exam and release, and being sent home. Depending on the event, the School may require employees and parents to disclose upcoming travel and to self-quarantine upon return. School closure may be necessary or the School may need to modify its operations, curriculum, schedules, length of school day, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

We rely on our employees and our parents as the first step in preventing infection in the school environment. Our employees are professionals and we count on them to use good judgment in protecting our students and their parents, coworkers, our visitors, and the public. Sick employees should stay home. Employees who know or have a reasonable basis for believing that they have a communicable disease that may pose a threat to students, parents, coworkers, visitors, or the public should immediately contact their health provider. Employees have a “reasonable basis” for believing that they have a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable

disease. It is the responsibility of an employee who has a confirmed communicable disease that poses a risk to others in the school community to report that information to the Human Resources Manager for the health and safety of the School community. Employees have a responsibility to conduct themselves responsibly and to not engage in any activity that creates a material risk of transmission to others in the community. The Texas Department of Health shall be notified when an employee is sent home because of a communicable disease. In case of absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the employee returns to work (indicating that the employee is no longer infectious). Our Human Resources Department will work with affected employees about applicable sick or other leave, including under the FMLA.

Public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of employees and students no further than is necessary to ensure the health and safety of employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements

**IMMUNIZATIONS** - All students must be current on their immunizations, as dictated by the Texas State Department of Health. Parents will be notified if their students are lacking any immunizations. If students are not in compliance and do not receive the required immunizations, they will not be allowed to attend Prince of Peace Christian School and they will not be reinstated until they have met the requirements. The school nurse may be called if there are any questions regarding immunization status.

Student health information is completed on-line when students are re-enrolled/enrolled.

Health Forms, signed by a physician, stating that the child is able to participate in a school program, is required for all Early Learning Center students.

**INCLEMENT WEATHER PROCEDURE/SCHOOL CLOSURE** - Prince of Peace Christian School will determine its own schedule for school closure for inclement weather or other emergencies, due to the wide distribution of POP families. School closures or delays will be announced using all of the following avenues of communication:

- School Voicemail Message. Call (972) 447-0532.
- School Website Announcement on the opening page ([www.popcs.org](http://www.popcs.org))
- School FACTS Family Portal Announcement on the opening page ([www.FACTS Family Portal.com](http://www.FACTS Family Portal.com))
- Television Station -WFAA Channel 8
- School-wide email via FACTS Family Portal and POPCS App

If the school is closed, the Zone program will also be closed.

The decision about opening, delaying or closing will be made as timely as possible. Our goal is to make a decision no later than 6 a.m. on the day of bad weather. Please understand that this may not be possible with rapidly developing or approaching weather systems.

**Late Start** - In some cases, it may be prudent for school to have a delayed start. On those days, teachers will report by 9:45 a.m., the school will open at 10:00 a.m., with classes beginning at **10:15** a.m. All normal doors will be opened for drop-off.

**LIBRARY** – Prince of Peace Christian School provides a library for the resource and use by POPCS students and faculty. It is staffed by a professional librarian and is fully automated. Students visit the library weekly to provide time for book selection, review of library skills, and “story time”.

Students may hold a book for one week in grades KP-2<sup>nd</sup>, two weeks in grades 3 and 4, and three weeks in Grades 5-12. No overdue fines will be assessed for late books. However, the borrower must return the late book or pay for a replacement before another book can be checked out. The library collection database is available for review on the school Internet site.

No food or drink is allowed in the library unless approved by the librarian.

Final report cards will be retained and FACTS Family Portal Accounts deactivated if library books have not been returned or paid for by the last day of school.

#### **Library/Media Center Selection Policy**

The objective of the Prince of Peace Christian School library/media center is to provide a collection of materials to enrich and support the curriculum and to meet the needs of individual students and teachers. The library collection will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats.

## Criteria

1. Library materials should support and be consistent with the educational goals and objectives of Prince of Peace Christian School and specific courses.
2. Care will be taken to select library materials that meet standards of high quality including:
  - a. Educational significance
  - b. Physical format
  - c. Presentation, including special features, such as indexes, table of contents, illustrations, photographs, maps, charts, and graphs
  - d. Readability
  - e. Authenticity/accuracy in factual content
  - f. Artistic quality or literary style
  - g. Technical production/construction that is well crafted, durable, manageable, and attractive
3. Library materials should be considered relative to their overall purpose and their direct relationship to instructional objectives and/or the curriculum.
4. When applicable, library materials should be selected representing opposing points of view on controversial issues, encouraging individual analysis.
5. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
6. Library materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
7. Gifts and donated materials will be evaluated using the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

**Procedures for Selection** - The professional librarian will be responsible for the selection of library materials. In coordinating this process, the librarian will:

1. Use reputable, unbiased, professionally prepared selection aids.
2. When possible, examine items that need to be purchased.
3. Consider recommendations from faculty, administrators, students, and parents.
4. Judge gift items by standard selection criteria.
5. Purchase duplicates of extensively used materials.
6. Purchase replacements for worn, damaged, or missing materials basic to the collection.

**Request for Reconsideration** - Requests for reconsideration of library materials will follow the same procedures as outlined in the POPCS Parent /Student Handbook Curriculum Materials policy.

**LOCKERS** – All Students in Preschool - Upper school are provided cubbies or lockers in which to keep their supplies. **If a student wishes to put a lock on the locker, the lock must be purchased from the school office.** Other locks will be removed. Lockers should be kept neat and treated properly. The inside of lockers may be decorated in an appropriate manner, but the school reserves the right to require students to remove decorations that are inappropriate. **Locker decorations should be hung with magnets or magnet strips only.** Students should not use tape or other adhesives as this ruins the surface of the locker. Fees will be assessed based on the amount of damage. Lockers may be decorated on special occasions. The guidelines listed above apply also for outside decorations as well.

**The school also reserves the right to inspect a student's locker at any time.**

Locker decorations by classroom teachers will be allowed on lockers for students in grades 2-4. Lockers may be decorated for birthday celebrations. Decorations must be taken down by the Friday after they were put up or they will be removed by the janitorial staff. No other locker decorations may be put up for any reason.

Lockers are 12” wide and 11” deep. Backpacks should be able to fit into the lockers, with the doors being able to close easily. High School sports bags that do not fit into lockers should be stored in the north gym hallway. These items should be picked up each day in order for the hallway to be useable for other groups in the evening. The school recommends that large sums of money or other valuables not be brought to school. **The school is not responsible for any personal property, including iPads, kept at school, and student property is not covered by school insurance.**

**LOST AND FOUND** - Lost and Found areas are located in the school office, south gym, and in the Upper School Commons. Any items found should be turned in to the Lost and Found or to the main school office. Items labeled with a student name will be returned to the student through the teacher. The Lost and Found should be checked when an item has been misplaced, and checked periodically if the item is not found right away. The Lost and Found will be periodically cleared out and unclaimed items will be given to a charitable organization.

**LUNCHES** – The school lunch program will be managed by Flik Independent School Dining. All students will have lunch included with tuition. Students may bring their own nut-free lunches from home, but there will not be a reduction in tuition. Students will not be able to order and receive any outside commercially prepared food.

Lunches will be served in the Dining Hall on each full school day. Lunches will not be available on half-days or days that regular school is not in session.

Students with a medical condition may request an exemption from participation in the lunch program. Doctor's orders must be submitted with the request. Concerns regarding special dietary needs must be discussed with the school nurse. The school nurse, in consultation with the chef and the Flik nutritionist, will make the final determination regarding exemption.

**MEDICATION** - All prescription medications\* should be administered by the school nurse with the exception being a dosage that is needed while a class is on a field trip. In this case, the teacher may take the medication with him/her and sign the logbook in the nurse's office for that day. Each student should come to the office at the time of day the medicine should be administered. The school nurse will administer the medicine and keep appropriate records.

All prescription medication must be in the original container, with the prescription label clearly visible. The label must contain the child's name, a date, directions and the physician's name and be accompanied by a Medication Request Form. All medications must be dropped off by a parent or guardian. In the case of controlled substances, a count of the quantity of medication will be made at the time the medication is dropped off and the parent will sign a sheet to verify that count. The school **must administer the medication as stated on the label directions**. The school must not administer medication after the expiration date.

All non-prescription medication must be in the original packaging and be accompanied by a Medication Request Form. The school must administer it according to the label's directions. If the medication is to be administered in a different time, dosage or route than is indicated on the packaging, or for more than 30 days, it must be accompanied by a signed doctor's note.

Medications are considered to be any pills, liquids, inhalants, sprays, eye drops, ear drops, cough drops, or topically applied creams and ointments that are expected to relieve symptoms. Prince of Peace does not keep a supply of medications to be administered to students. If a parent wishes for their child to receive medication during the school day, the medication must be supplied by the parent and accompanied by a signed Medication Request Form. These forms must be renewed annually.

All medications must be dropped off by a parent or guardian. At no time should any student carry any medication, prescription or over the counter, on their person, in a backpack, or keep in their locker, etc. unless allowed by law for self-administration and prior authorization has been made with the appropriate paperwork. Any student that is not following this policy could be subject to disciplinary action. Prince of Peace staff will not be responsible for the exchange of student medications between a student's parents/guardians unless the medication is for medical emergencies such as Diazepam, Epinephrine, or Glucagon. Should the student require medication at multiple households, it is the responsibility of the parent/guardian to facilitate the provision of medication to necessary caregivers outside of the school setting.

Parents should use every effort to have medication administration set for time periods other than school hours to avoid disruption of the student's school day. It is recommended the first dose of any new medication be given at home where the parent can monitor the effects. All medication will be administered by the school nurse, nurse substitute, health assistant, or other school employee designated by the Headmaster with the exception being a dosage that is needed while a class is on a field trip. In this case, the teacher may take the medication with him/her and sign the logbook in the nurse's office for that day. Otherwise, each student is expected to come to the clinic at the time of day the medicine is to be administered.

All prescription medication must be in the original container, with the prescription label clearly visible. The label must contain the child's name, name of medication, date the prescription was filled, directions that match the parent/doctor request, physician's name, and be accompanied by a signed Medication Request Form. The school must administer the medication as stated on the label directions. If the medication is to be administered at a different time, dosage, or route than is indicated on the label, it must be accompanied by a signed doctor's note until a new label can be obtained. Request the pharmacy to dispense two labeled bottles if the medication will be needed at home and school. In the case of controlled substances, a count of the quantity of medication will be made at the time the medication is dropped off and the parent will sign a sheet to verify the count.

All non-prescription medication must be in the original packaging and accompanied by a signed Medication Request Form. The school must administer the medication as stated on the label directions. If the medication is to be administered at a different time, dosage, or route than is indicated on the packaging, or for more than 10 consecutive days, it must be accompanied by a signed doctor's note. Expired medications will not be administered.

All medications must be picked up by the end of the school year unless the student is enrolled in Summer in the Zone. Any medications left in the clinic will be disposed of properly.

**PERSONAL PROPERTY** - Because school should be an environment of mutual respect, students and teachers rightfully expect that their possessions will not be harmed in any way or borrowed without the permission of the owner. Students must understand their personal responsibility in maintaining such an environment: labeling their possessions, storing them in the

proper places, and keeping their lockers secured. Students' locker contents and teachers' desk contents are personal property and are not to be removed without permission. The school recommends that large sums of money or other valuables not be brought to school. **The school cannot be responsible for any personal property kept at school, and student property is not covered by school insurance.**

Students are strongly urged to lock up iPads when they are not being used for classwork. Prince of Peace Christian School is not responsible for lost, damaged, or stolen property.

**PHYSICAL EDUCATION** – Middle School/Upper School Students – Students dress out for PE or Athletic Period in a POPCS Spirit shirt and athletic shorts.

**PORTRAITS** - Individual student portraits are taken in the fall. Orders will be placed on-line after pictures are taken. **Dress uniforms are required for individual school portraits; however, boys may wear uniform shorts rather than pants as portraits do not show below the waist.** Individual portraits will be used for the school yearbook.

A Retake Day is scheduled after Christmas Break for new students and absentees.

Class pictures will be taken in the spring. These pictures are pre-ordered. **Complete Dress uniforms must be worn for class pictures.**

**THE PSAT** - The PSAT is administered to 8<sup>th</sup>-11<sup>th</sup> graders. This test is a practice test for the college boards Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. All sophomores and juniors are automatically enrolled for this test. Scores will be returned in late December or early January. Scores from this test are also used to qualify for National Merit Scholarships.

8<sup>th</sup> and 9<sup>th</sup> grade students will take the PSAT 8/9 Test and the PSAT/NMSQT is administered to 10<sup>th</sup> and 11<sup>th</sup> grade students in October.

**SAFETY AND SECURITY** - Being part of a large, expansive campus (37.5 acres) with many buildings, means that there are some unique and challenging safety and security issues. Prince of Peace Christian School is very serious about maintaining a safe and secure facility. The cooperation of all the drivers and visitors to our campus is necessary. All parents are provided with detailed information regarding drop-off and pick-up, parking, and entering the buildings.

**Drivers are asked to:**

Drive slowly and be alert. Speed limit on campus is 15 m.p.h.

Do not use cellular phones while driving on campus

Enter and exit through designated gates

Park outside the gates during designated hours

**Visitors are asked to:**

Sign in and out at the high school office

Enter and exit through designated doors

**Not open doors and admit other visitors who have not signed in**

Help the staff to maintain a safe and secure learning environment

**SCHOOLWIDE DISTRIBUTION POLICY** – Any information (emails, flyers, or forms of any kind) should be submitted to one of the principals for approval.

**SPIRIT / SPECIAL DRESS / FREE DRESS DAYS** – Each Friday has been designated as Spirit Day. Special Dress for Spirit Days will be POPCS t-shirts/sweatshirts and appropriate jeans or uniform shorts or pants. Jeans should not be low-riding, baggy, or torn. Sandals or “flip-flops” may not be worn by students in athletic facilities, labs, or on the stage/backstage.

Other days may be declared as Special Dress Days (i.e. Red/Green for Christmas, Valentine Dress). Parents and students should watch the Eagle Express for reminders about Spirit/Special Dress Days.

Free Dress Days may be given as a reward or earned by purchase of Shop of POP gift cards. Students may wear clothing of their choice, as appropriate for a Christian School. Shirts may not have inappropriate designs, shorts and shirts should be of appropriate length, and jeans must not be low-riding, baggy, or torn.

**SUPPLIES** – Middle School and Upper School Teachers will provide students with a list of needed supplies.

All students in Preschool 3s through 5<sup>th</sup> Grade will receive pre-packaged school supply packs. Supply packs will be delivered to the students' classrooms before the first day of school.



## VEHICLE REGULATIONS

1. Students who drive without a valid driver's license may have their keys confiscated and the vehicle towed. This action may result in suspension or expulsion.
2. Students who drive to school must register their vehicles upon obtaining their license, when they are legally allowed to drive a vehicle without adult supervision. Vehicle registration can be done on the student's FACTS Family Portal account under School Information/Webforms.
3. Parking stickers will be issued by POPCS and should be visible in the vehicle window.
4. Students must park in the designated parking area.
5. All vehicles must be parked correctly in marked parking spaces.
6. **Reckless or careless driving will not be tolerated.**
7. Vehicles may not be driven after arrival in the morning until leaving for the day.
8. The speed limit is **15 mph.** on school property.
9. Students are not permitted to go to their vehicles during school hours unless they receive permission from the teacher or the high school office.
10. No writing, pictures, or symbols shall be displayed on any vehicle, which promotes a philosophy contrary to the philosophy of POPCS.
11. **No loud music will be permitted in the vehicles while on school property or at school activities.**
12. Violation of any of the above regulations may result in not being able to drive on school property for a specified period, or other disciplinary action.

**YEARBOOK** - Prince of Peace publishes a yearbook each May in recognition of the year's activities, which is distributed in the fall of the following school year. This yearbook is produced with the assistance of staff, students, and volunteers. A copy of the yearbook is provided for each student. Parents are may be asked to share photographs from school activities in order to give all classes representation in the yearbook.

To share photos with the yearbook staff, email [photos@popcs.org](mailto:photos@popcs.org).

Yearbooks for the previous year are distributed at the beginning of the new school year, in order to include all of the end of year activities. Students who have not reenrolled may pick up their yearbook from the school office.

## VII. MISCELLANEOUS

**\*Due to concerns related to COVID-19, some procedures/activities may change for the 2020-2021 school year.**

**ADMINISTRATIVE AVAILABILITY** - The school administrators are willing to meet with any parent regarding the situations and programs for which they are responsible. There are four divisions: Early Childhood (ELC/Preschool/KPrep), Lower School (Grades K-5), Middle School (Grades 6-8) and Upper School (Grades 9-12), with a principal leading each division. **The Principal is the parent's first point of administrative contact after contacting the teacher.** The School Headmaster provides overarching leadership for the day-to-day operations of the school and coordination and supervision of the Principals. The Headmaster's focus also is on strategic initiatives, external affairs, comprehensive program monitoring and the long range planning of the school.

Because of the varied schedules each day, **please make an appointment with the appropriate administrator.**

**ADVANCEMENT PROGRAMS** - Contributions of spiritual and financial gifts, as well as time, are necessary for the growth and operation of the school. Tuition and fees do not cover the complete cost of educating the students at Prince of Peace. Most private schools use non-tuition funds for approximately **25%** of their operating expenses. Prince of Peace currently has approximately **4%** of its **operating** budget funded by non-tuition dollars. Information about the following programs will be provided during the course of the year through the Eagle Express or special mailings.

### **SCHOOL FUNDRAISERS:**

- **Annual Eagle Fund**
- **Annual Casino Night**

All funds raised through these programs will be divided in a 60/30/10 split, with 60% going to Facilities, 30% to Programs, and 10% to Endowment.

**All fund-raising activities planned by any organization must be submitted to and guidelines must be approved and calendared by the Advancement Department before August 1st of each year.** Questions regarding fund-raising activities should be directed to the Advancement Department.

### **PHILOSOPHY OF GIVING**

1. Contributions to the organization are gifts of God's people given in response to God's love and grace.
2. The organization recognizes its responsibility to use these gifts of God's people in God-pleasing ways.
3. In light of our mission statement, the organization affirms that the majority of funds given should be used to gather people together to grow in Christ, to address human need, and to share the hope of the Gospel.
4. Development and fundraising activities of the organization will be conducted in accordance with the Biblical principles of stewardship, generosity towards others, and use of funds primarily for the mission of the organization.
5. Proper stewardship, however, does require the spending of a portion of funds for promotion of the mission of the organization, for adequate record keeping and donor acknowledgement, for good will, and for reaching out to congregations, businesses, and individuals.

**THE ARTS SCHOOL** - The Arts School offers private lessons in brass, guitar, percussion, piano, strings, voice, and woodwinds, as well as group classes in art, choir, drama, piano, viola, and violin. Instruction is held on the Prince of Peace Christian School campus if provided by a member of the POPCS faculty/staff. Virtual lessons may be provided by instructors who are not POPCS faculty/staff members.

Enrollment in The Arts School is available online at [www.theartsschool.org](http://www.theartsschool.org). A non-refundable registration fee of \$50 will be due for all new and returning students at the beginning of each school year.

Tuition Rates for 2020-2021 are determined by class and are listed on the registration site. Tuition may be paid in two installments by check at the beginning of each semester or in monthly installments by FACTS online. Monthly payments by check are not accepted. Instructors do not collect enrollments or payments of any kind. The Arts School reserves the right to cancel and/or deny lessons for payments not received.

Instructors must be notified directly if a student expects to miss a lesson. Private instructors are not required to make up missed lessons, though they may choose to do so. Lessons not completed by the end of the year due to instructor absence will be credited to the student.

Because of the nature of the group class setting, The Arts School will not reimburse for missed classes, and make-up classes will not be available. In the event that the instructor of the class is not available or the class is canceled due to inclement weather, the class will be made up.

If a student wishes to discontinue his/her private lessons, a 30-day written notice is required. The student will be financially responsible for the lessons that occur within the 30 days from the date that the notice is given, whether or not the student chooses to attend the lessons. The registration fee is nonrefundable.

Lessons and classes are held on early release days but not on school holidays. The Arts School follows the inclement weather policy of Prince of Peace Christian School.

**BEFORE-SCHOOL FAMILY VISITS** - The purpose of Family Visits is to provide an initial opportunity for teachers to build positive, personal, co-operative relationships with students and their families before the school year begins so that effective communication can take place throughout the school year. This strong relationship is essential for a child to receive the best education possible and for the faculty to minister to the child and whole family. During the visit, the teacher will share information about the upcoming school year and become better acquainted with the student and family.

Families of students in preschool prep through 4<sup>th</sup> grade will be contacted by the teacher before the beginning of school to set up a visitation time. For students in pre-school through 5<sup>th</sup> Grade, the visit will take place in the classroom at POPCS.

Middle School Students, and Upper School Students will have special activities before the start of the school year.

### **BIRTHDAY CELEBRATIONS -**

- **Preschool** – treats must be pre-packaged.
- **Lower School** - Parents are encouraged to provide a pre-packaged snack for the class. Please coordinate the time and date directly with the classroom teacher.
- **Middle school** – Birthdays are celebrated by the advisory class once a month.

Invitations to birthday parties and other events and thank you notes, if not including the entire class, may not be given out at school. **Any food brought to school must be nut-free.**

**CHANGE OF ADDRESS** – Parents are asked to make changes in address, phone numbers, or email addresses, by logging into their FACTS Family Portal account and making changes under School Information/Web Forms.

**CLASSROOM VISITATION\*** Preschool – 5<sup>th</sup> grade teachers will inform the parents of activities to which they are invited. If a parent wishes to observe the classroom activities during a regular school day, the teacher should be contacted at least two days in advance to schedule an appointment, to allow visits to be scheduled for an appropriate part of the day.

Items to be delivered to students may be left at the front reception desk.

**CLASS PLACEMENT** – Preschool and Lower School students are placed in classes based upon the recommendations of their teacher from the previous school year. An effort is made to balance class size and gender. Final class placements are the responsibility of the principal.

**Placement of presently enrolled 4 year old Preschool students:** Students currently attending a 4 year old Preschool class at Prince of Peace will receive Kindergarten or K-Prep grade placement based on the results of the *Gesell Developmental Assessment*, as well as input from the classroom teacher. Following the assessment, a detailed report will be sent to the parents of those children whose assessment indicates that they are developmentally ready for kindergarten placement. Parents of students whose assessments indicate K-Prep placement will be personally contacted by the Early Childhood Director.

**CLASS SIZES** – The ideal number of children in a classroom varies depending on the class level.

- Early Learning Center: the infant class will be limited to 9 babies per two teachers. The Toddler Class will have a maximum of 12 per two teachers. In the 2's class, the maximum is 16 children to 2 staff/shared assistant.
- Preschool classes have a maximum of 16 students.
- Kindergarten classes have a maximum class size of 18 students.
- Grades 1 and 2 have a maximum enrollment of 22 students.
- Grades 3-5 have a maximum enrollment of 24 students.

**Teacher Assistants:** Preschool classes have teacher assistants for 5 hours per day. Lower School Classes will have teacher assistants determined by the number of students in the class. The Lower School Principal will determine the hours for assistants to work.

**CRISIS PLAN** – In the event of a crisis, Prince of Peace Christian School has a Crisis Plan to be put into effect immediately. Each classroom teacher and staff member has a copy of the Crisis Plan for immediate access. Copies of the Crisis Plan are available in the school office for parents to review.

**DANCE GUIDELINES FOR POPCS UPPER SCHOOL SPONSORED DANCES\*** – Student dances are an acceptable part of the co-curricular activities at POPCS and are a wholesome activity if properly conducted.

**Guidelines:**

1. These are evening affairs normally starting at 8:00 p.m. or earlier and concluding by 11:00 p.m. Junior/Senior Prom will conclude at midnight. Special extensions of time may be granted by administration.
2. Normally tickets are to be purchased on campus prior to the event; however, exceptions may be made for casual dances.
3. Appropriate dress is expected. Dress is semi-formal at special dances such as Homecoming and Prom. Semi-formal means that spaghetti straps or strapless dresses are acceptable as long as the dress is “tasteful” which means not too short, tight, low, or revealing. The staff has the right to say what is appropriate. All other dress code guidelines are expected to be followed.
4. No alcohol, drugs, tobacco, e-cigarettes or weapons allowed.
5. No inappropriate or sexually explicit dancing.
6. No lighted bracelets, neck collars, key chains, light sticks, or other lighted devices.
7. All regular school guidelines for behavior shall apply. Parents are to be notified immediately should a student refuse to follow established behavior standards. Parents may be requested to come and get the student from the activity if the circumstances warrant such actions.
8. There is to be no loitering in the immediate vicinity or parking lot adjoining the dance area and there is to be no re-admission after leaving.
9. Students are expected to stay for the entire duration of the dance. POPCS will sign students out that leave more than one-half hour prior to the event’s ending time. POPCS is not responsible for student once they have left the event.
10. Middle school students (6<sup>th</sup>-8<sup>th</sup>) will not be allowed to attend upper school dances.
11. Students bringing non-POPCHS guests must give have Non-POPCHS Guest Form completed and returned prior to the event to the sponsor of the event.

**ANY VIOLATIONS OF THE ABOVE RULES WILL RESULT IN THE FORFEITURE OF THE TICKET COST, LOSS OF ADMISSION TO THE DANCE AND FUTURE DISCIPLINARY ACTION AS REQUIRED.**

**DIRECTORY, STUDENT** – The Student Directory is accessed on-line through FACTS Family Portal. Parents are responsible for granting permission for information shown, through FACTS Family Portal.

The POPCS Student Directory is not to be used for purposes of solicitation.

**EIGHTH GRADE RECOGNITION** - Students completing 8<sup>th</sup> grade will participate in a recognition service following dismissal on the last day of school each year. The intent of this service will be to celebrate with the 8<sup>th</sup> graders and their families the accomplishment of finishing school through 8th Grade.

The class Valedictorian and Salutatorian will be presented and all students who meet the requirements of 8<sup>th</sup> grade will receive a certificate. The Valedictorian and Salutatorian will be awarded a tuition reduction of \$1,000 for each year that he/she is enrolled in Prince of Peace Upper School and remains in good standing. See Grade Point Average.

**ELC LATE FEES** – The Early Learning Center closes at 6:00 p.m., according to the school clock. It is the parent’s responsibility to make arrangements for their children to be picked up on time. A late fee of \$20.00 per child will be charged after 6:05 p.m. Another \$20.00 per child will be charged for every 10 minutes more (\$40 at 6:15, \$60 at 6:25, etc). Late fees will be charged through FACTS Family Portal.

**FEES – ENROLLMENT AND REGISTRATION** – Enrollment Fees for **new students** entering Kindergarten through 12<sup>th</sup> grades and Registration Fees for all new students are payable upon acceptance of placement into Prince of Peace Christian School. Registration Fees for students re-enrolling are payable upon submission of re-enrollment applications.

Registration Fees are a non-refundable portion of the total cost of education that reserves the student’s placement in a class. Enrollment Fees are non-refundable fees used to cover the cost of facilities.

Registration fees for the Early Learning Center are paid annually.

**FEES FOR INDEPENDENT CONTRACTORS** – POPCS is recognized as an exempt organization under IRC Section 501C3, and must dedicate its assets to its exempt purposes, and it may not operate for the benefit of private interests. Treas. Reg 1.501C(3-1(d)(1)(ii). POPCS is unable to allow independent contractors to operate their private businesses using

school's facilities without fair compensation to the School, as it is considered a private benefit that is prohibited. As such, Independent contractors will pay a percentage of their proceeds to POPCS for the use of space. \*See Tutoring/Therapist Guidelines.

Fees for any services by Independent Contractors (i.e. Gymnastics, Chess, academic tutor, private athletic skills instruction, weight / fitness training, resource specialist, etc.) should be paid directly to the provider. Exceptions: Tuition for The Arts School and MS electives (tennis) are paid directly to the school.

### **Tutoring / Therapist Guidelines:**

**\*Due to concerns related to COVID-19, outside tutors/therapists will not be allowed to see students for the 2020-2021 school year, until further notice.**

Parents may engage tutors/therapists to help their children and must pay those tutors separately. Tutoring/therapy is not included in school tuition.

Tutors/therapists must be approved by the division principal, prior to any services being provided. If possible, tutoring/therapy may be arranged during the school day and on campus. POPCS does not guarantee that space will be available and that the student's schedule can be arranged to accommodate tutoring/therapy.

Tutors/therapists must adhere to school policy by:

- Interview / Approval of Division Level Principal you will be tutoring
- Having a current background check on file in the school office
- Go through the Ministry Safe Child Abuse Prevention program (provided by the school)
- Payment to the school is 15% of fees charged, to be paid to the school for using school facilities. Fees for any services provided by any independent contractor / tutor should be paid directly to the individual; POPCS is not responsible for any billing or collection of fees charged by independent contractors, therapists or tutors.
- Independent Contractors, Tutors and Therapists must submit a list of students/income to the School Manager with the monthly compensation by the 10<sup>th</sup> of each month for services and fees provided and collected in the previous month.
- Independent Contractors, Tutors and Therapists who are working with students with a medical diagnosis, updated and approved Student Accommodation Plan (SAP), and those children enrolled and paying for services in Eagles Nest and the Academic Support Program (ASP) will not be charged for the use of school space during school hours.
- Fees do not apply to therapists provided by a public school district.
- Approval and room assignment (as space allows) of tutors/therapists will be made by the Division Level Principal or his / her designee, who will coordinate with the School Manager.
- Independent Contractors, Tutors and Therapists (who are not employees of Prince of Peace Christian School) must carry liability insurance and annually provide POPCS CFO with a Certificate of Liability Insurance, naming POPCS as an additional insured, prior to working with any children. Liability coverage must be for a minimum of \$1,000,000 general liability coverage and damage to rented premises of \$100,000 for each occurrence.
- POPCS will not be liable for damages caused by the tutor/therapist or students under his/her supervision or for alleged malpractice by tutor/therapist.
- Non-Prince of Peace students may be tutored on the Prince of Peace campus, after school hours, and with approval of Division Level Principal.
- A schedule of students and dates/times of tutoring/therapy must be provided to the Division Level Principal on a monthly basis.
- Tutors/therapists must supply their own materials. POPCS is unable to provide books or other supplies.
- Students who are tutoring other students must be under adult supervision.
- Tutors are expected to support and speak highly of the faculty and staff, mission and ministry of POPCS, and follow teaching methodology that aligns with POPCS curricula/standards, failure to do so may result in the discontinuation of the service privilege.
- POPCS reserves the right, at any time, to modify the policy as it deems fit, while considering space availability and services provided.

**HALLOWEEN / HARVEST HOE DOWN/TRUNK OR TREAT** - As a school, we do not celebrate darkness or evil and avoid things that might frighten children. However, we do celebrate children and the blessings of being a ministry serving children 6 weeks through high school. Fall Celebrations will include Harvest Hoe-Down (Western Day/Dress), Trunk or Treat, and Pumpkin celebrations.

Psalm 118:24 says, “This is the day the Lord has made; let us rejoice and be glad in it!” October 31<sup>st</sup> is indeed a day the Lord has made and we are to shine HIS light on that day. We desire to use Halloween to bring our community together and as an opportunity to be LIGHTS in our community.

Philippians 4:8 states, “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.”

**HANDGUN POLICY** - Under Texas law, handguns are not allowed on school property.

**INFORMATION MEETINGS\* (Kindergarten, Middle School, & Upper School)** - Information Meetings will be held for Middle School and Upper School. These will be scheduled during the year in order to introduce the parents of students entering Middle or High School in the next school year to these programs.

For incoming Kindergarten students, students are invited to attend Kindergarten Kick Off. While students enjoy a morning of Kindergarten activities, parents are invited to meet with the Lower School Principal for information regarding the Kindergarten program.

**INSURANCE, STUDENTS** - All students are covered by school accident insurance which includes all school activities both on and off campus. Prince of Peace accident insurance is secondary to personal insurance and is primary if a student does not have other medical coverage. Student insurance pays for deductibles and co-insurance amounts up to a maximum of \$25,000.

Initial paperwork must be filed within 90 days of the incident. Anyone who is a witness to an accident should complete an Accident Report and turn it in to the Purchasing Manager immediately. The Purchasing Manager will assist any claimants with the process.

**IPADS** - iPads are required for classwork for Middle School and Upper School students. Students are responsible for their own iPads. They are encouraged to keep them locked in their lockers when not required for class work. **Prince of Peace Christian School is not liable for loss or damage.**

**LATE FEES** – ELC and The Zone programs end at 6:00 p.m., according to the school clock. It is the parent’s responsibility to make arrangements for the pick-up of children. At 5:55 all remaining Zone children will be brought to the Dining Hall and classroom doors will be locked. ELC students will remain in ELC. A late fee of \$20.00 per child will be charged after 6:05 p.m. Another \$20.00 per child will be charged for every 10 minutes more (\$40 at 6:15, \$60 at 6:25, etc.). Late fees will be billed through FACTS Family Portal. Unpaid Zone late fees may result in the student not being allowed to attend The Zone.

**NEPOTISM** – The essential and basic employment policy of POPCS is to hire the best-qualified person available for a particular position. POPCS permits the hiring within the school of individuals of the same family\* when the gifts and abilities of the educator are the best match for a position. Executive School Board Committee notification, involvement and approval are required prior to consideration of the hiring or promotion of a family member of the Headmaster or family members of the School Leadership Team, as a direct or indirect report. All other hires require Headmaster approval. Summer employment for the children of employees and volunteers requires Headmaster approval and is acceptable and encouraged, provided there is no reporting relationship. In cases of family members hired within the same department, the employee’s reporting relationship will be changed to avoid a conflict of interest or an appearance of conflict of interest.

To clarify a reporting relationship, please contact the School Manager.

Personnel actions such as retention, promotion, salary, work assignments, leaves of absence etc. affecting members of a POPCS faculty or staff member by a member of that person’s family must be approved by the next higher level of supervision.

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Headmaster, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time. It is the responsibility of the employee to advise his or her manager/supervisor, at the earliest possible time, of an impending change in their family plans or household which could create a conflict of interest or the appearance of a conflict of interest

Questions or concerns regarding the nepotism policy may be brought directly to the School Board Chairman or the Chairman of the Audit Committee of the School Board.

\*Family is to be interpreted as broadly as possible and includes a spouse, parent, child, sibling, aunt/uncle, niece/nephew, grandparent/grandchild of Headmaster or Principal or any in-laws of these relationships.

**NON-DISCRIMINATION POLICY** - Prince of Peace Christian School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**OUTDOOR ACTIVITIES** - Most classes have outdoor activities (recess, P.E., etc.) on a daily basis. At times, weather conditions make it necessary for groups to remain indoors. The decision as to whether to go outside during recess or physical education is made by the administrators. All weather advisories are considered when deciding to shorten or eliminate an outside activity. Students should come to school on cold days with warm clothing for outside play. Classes will typically have regular outdoor sessions unless the temperature drops below 40 ° or exceeds 95°.

**PARENT COMMUNICATIONS** - Clear communication between the school and parents is essential to the educational process. The school newsletter, *The Eagle Express* is e-mailed to all school families. The school newsletter may also be accessed through the school website.

Handouts for Lower School students are sent home with students on Thursday. Teachers will distribute weekly or monthly classroom letters to give specific information about classroom activities.

Information will be communicated to MS/HS parents through FACTS Family Portal, which will be updated on a weekly basis. Announcements and information will be sent to families and/or students via email. Parents may access calendars, schedules, and other information through FACTS Family Portal.

Each teacher has a voice mail extension for messages. Please use this system to leave a non-urgent message for teachers. Classroom phones do not ring for outside calls (calls are transferred directly to voice mail). If there is an urgent message, please contact the school office for immediate assistance. Teachers will respond within 24 hours. **Please set up an appointment with a teacher if a face-to-face conversation is necessary. Prince of Peace teachers have specific advisory/supervisory duties before and after class time.**

Teachers may also be contacted by e-mail. In most instances, the e-mail address is the first-name dot last name @popcs.org. (example: for Jane Doe, the address would be [jane.doe@popcs.org](mailto:jane.doe@popcs.org)) The school respectfully requests that parents not call teachers at home in the evening unless it is a matter of major importance and urgency, or if the teacher has given prior approval.

Contact Information:

- The main school reception desk - email [receptionist@popcs.org](mailto:receptionist@popcs.org) or call 972-447-0532.
- The upper school - email [highschool@popcs.org](mailto:highschool@popcs.org) or call 972-598-1000.
- The middle school - email [merrie.buono@popcs.org](mailto:merrie.buono@popcs.org) or call 972-598-1062.

**PARENT CONFERENCES** - Parent/Teacher conferences are scheduled for all students twice during the school year, once each in fall and spring. Grades are reported through parent conferences and report cards following each grading period. Follow-up conferences may be scheduled on an as-needed basis. Parents and teachers are encouraged to communicate frequently about the needs and successes of each student.

All middle school and upper school core subject and advisory teachers will be available for conferences. Parents are welcome to request a conference at any other time during the school year as well with the Teacher, Principal, or Headmaster. Please contact the individual teacher via e-mail or voice mail to set up an appointment.

**PARENT ORIENTATION** –Parent Orientation nights are held at the beginning of the year for Preschool, Lower School, Middle School and Upper School parents. These meetings will give parents the opportunity to meet all of their child’s teachers, review and discuss the curriculum, policies and procedures of the high school, and also to get to know other parents of students in the program.

**PARENT PARTICIPATION\*** - Prince of Peace welcomes and encourages parents to be involved in areas that support our school programs. Most parent participation is coordinated through the Advancement Office and Volunteer Coordinator. The staff of Prince of Peace Christian School is very grateful for the support of parent volunteers.

Lower School Parents will have the opportunity to volunteer for classroom activities through Sign Up Genius. Classroom needs will be communicated by the classroom teachers or Lower School Principal.

**PARTIES** - Throughout the school year, various class parties are held to celebrate holidays such as Thanksgiving, Christmas, Valentine's Day and Easter. Each class plans its own activities with the aid of parent volunteers\*. Parties generally begin at 2:15 p.m.

**PEANUT/NUT POLICY** – Please see Allergies (page 33 ).

**PETS** – Due to liability concerns, students and parents are not allowed to bring pets onto campus, with the exception of service/therapy dogs.

**RE-ENROLLMENT** - Priority re-enrollment for current Prince of Peace students is held in January of each year. Registration fees are due at the time of re-enrollment. Students not re-enrolled on or before January 31 lose priority enrollment status. Delay in submission of the re-enrollment packet, non-payment of the registration fee, and/or failure to adhere to payment arrangements may jeopardize the possibility of the student's return to POPCS, due to class size restrictions.

Registration fees increase on March 1 and again on June 1.

Families with payment plans beginning after March must bring tuition payments current with the 10-month payment schedule so that tuition is paid in full by the December payment. Monthly and bi-monthly tuition payments must be paid in full by the end of December.

Students attend and remain at POPCS by invitation only. POPCS may decline to extend an invitation for admission or re-enrollment at POPCS' sole discretion.

When a student demonstrates an unwillingness to uphold the rules of good conduct, he/she may be asked to withdraw or be unable to reenroll for the next school year. The following are examples of kinds of behavior that merit a request to leave POPCS:

- Stealing
- Repeated acts of cheating, plagiarism, and /or forgery
- Physically fighting with another student and/or being in possession of a weapon
- Possession, use, or being under the influence of liquor, drugs, or mind-altering substances on campus or during a school sponsored function
- Causing disgrace to the school
- The third offense with a suspension sanction over a four year period

All Tuition and Fees must be current before students are able to reenroll.

**Students who have not been reenrolled for the following school year may not participate in activities geared to the next school year, such as, but not limited to, student government elections, cheer/drill team, or sports.**

**SCHOOL BOARD** – The Christian School Board (CSB) shall consist of no less than five members, plus the Headmaster. The CSB is comprised of POPCS Parents, members of POPLC, and representatives from the community. The CSB will maintain a simple majority of LCMS members. The CSB has three responsibilities:

1. Provide input, information, and perspective to the school administration to help shape school policy, programs, and long range planning
2. Monitor policy compliance
3. Evaluate how effective the school ministry is accomplishing its mission of providing Christ-centered, exemplary education for each child.

The School Board deals with policy, programs, and long-range planning. They are not involved in the day-to-day management of the school ministry. CSB members shall be appointed to 3-year terms. The Nominating Committee of the School Board will submit a slate of officers for election. The officers of the School Board are the Chair, Vice-Chair, Secretary, and Treasurer.

The Headmaster is responsible for the management and operation of the school ministry and is the primary decision maker on all school matters. The Headmaster reports to and is supervised by the Christian School Board.

The Christian School Board generally holds meetings on the fourth Monday of every month, year round. Information packets for each board meeting are distributed one week in advance. School Board minutes are available for review in the school office.



**SUBSTITUTE TEACHERS** - Substitute teachers are necessary for times when regular teachers are unable to teach. Substitutes in K-12 must have a bachelor's degree and be a certified teacher or have classroom experience. Qualified candidates may contact the School Manager for an application and will be interviewed and approved by the appropriate principal. A list of approved substitutes will be maintained by the School Manager.

**SUMMER PROGRAMS – CAMP POP** - Camp POP (full day care) is offered to POPCS students and their siblings.. Programs will generally begin during the week following the final day of school. However, the start date of Camp POP may vary from year to year.

Enrichment Camps are open to the community as well, with camps offered in June and July.

Camp information is available in the early spring.

**TELEPHONE** – Parents may call

- Main School Office at (972) 447-0532
- Middle School Office at (972) 598-1062
- Upper School Office at (972) 598-1000

between 7:30 a.m. and 4:00 p.m. The fax number for elementary/middle school is (972) 267-4202; the upper school fax number is 972-447-9328. Please call the school office before 9:00 a.m. if a student cannot be in school due to illness.

Students are not allowed to leave class to come to the office to speak to a parent on the telephone. The message for the student will be passed on at a time that does not interrupt the classroom activities. Students may use a telephone in the school office after obtaining permission from the teacher and office staff.

**TRANSCRIPT REQUEST** – All financial accounts must be current and all school property (i.e. textbooks, DVDs, uniforms or other school-issued items) returned prior to release of transcripts or school records.

**TUITION** - Registration fees and tuition are paid annually for students attending Prince of Peace Christian School. In order to re-enroll students, parents must have met all previous financial obligations to POPCS (including but not limited to tuition, fees, and the Zone payments) submit a signed tuition agreement, and pay the appropriate registration fee. Parents of new students must pay the registration fee in full upon acceptance, as well as the one-time enrollment fee for students entering Kindergarten – 12th grade, and submit a signed tuition agreement.

Parents may choose one of two tuition payment plans. Annual tuition may be paid in full by the date designated each year, with a \$50.00 discount for part-time programs and \$200.00 discount for full-time programs. Monthly or bi-monthly tuition payments are due in ten monthly or twenty bi-monthly equal installments and must be paid in full by the December payment. Monthly and bi-monthly tuition payments are made through FACTS Tuition Management. Families with payment plans beginning after March must bring tuition payments current with the 10-month payment schedule so that tuition is paid in full by the December payment. If a family who is enrolling a new student after the designated early payment date chooses to make the annual tuition payment, the appropriate early payment discount will apply if annual tuition payment is made within 10 business days of the date of the Tuition Invoice.

**Multiple Child Discounts** - All families with more than one child attending POPCS (ELC-12<sup>th</sup> Grade) will receive a \$500/student discount beginning with the 2<sup>nd</sup> child. Multi-child discounts apply to students enrolled in Monday-Friday, full day programs only. Part-time students (MWF or TT) students do not qualify for multi-child discounts.

All fees and tuition amounts are reviewed annually and are set by the Prince of Peace Christian School Board. Enrollment and Registration Fees are refundable only in the case of not being granted enrollment due to waiting list or other school-determined reason.

The Valedictorian and Salutatorian will be awarded a tuition reduction of \$1,000 for each year that he/she is enrolled in Prince of Peace Upper School and remains in good standing.

**Pastoral and Military Discounts:** A 25% Pastoral Discount may be awarded to full time ordained pastors, who are employed by a Christian church or to a missionary supported by a Christian ministry. Verification by the employer (on church/ministry letterhead) will be required annually to continue qualification for the pastoral discount. The pastoral discount is available to students in Preschool 3 through 12<sup>th</sup> Grade.

Children of full-time, active duty Military Personnel are entitled to a 25% tuition discount for Preschool 3 through 12<sup>th</sup> grade tuition. Military orders or other documentation will be required annually to verify full-time, active duty military status.

- The Pastoral and Military discounts are not applicable to Early Learning Center tuition (including Infants, Toddlers, and Preschool Prep Two's).
- Only one discount may be applied per student (i.e. a student who receives a tuition discount for being the 8<sup>th</sup> Grade Valedictorian may not receive the multi-child discount.) [Board: July, 2013]

All fees and tuition amounts are reviewed annually and are set by the Prince of Peace Christian School Board. Facility and Registration Fees are refundable only in the case of not being granted enrollment due to waiting list or other school-determined reason.

**Delinquent Tuition/Collections** - If a tuition payments is returned to FACTS, the parent will be notified by FACTS of the missed payment and the date that collection will be reattempted. Collection of tuition payment will be attempted two more times, with a \$30 Returned Payment Fee being assessed at each attempt.

If a check or online payment to POPCS is returned unpaid, a \$30 NSF Fee will be added to the balance due. A statement will be emailed through FACTS.

If Tuition and/or Fees become delinquent by 2 months, the Financial Office will make contact by email or phone call to resolve the problem. If the account is not brought current following this contact, a letter will be delivered to the parents, stating that the parent has 14 days to pay, remove the child(ren) from school, or make solid arrangements with the Financial Office to resolve the delinquency. If no resolution occurs, the School Board will send a certified letter to the family, giving notification that the student(s) cannot remain in school.

The school reserves the right to withhold the student's records (including report card, diploma, and transcript), and FACTS Family Portal accounts may be deactivated until accounts are brought current.

## **TUITION ASSISTANCE / SCHOLARSHIPS**

POPCS offers the following to assist families in affording a POPCS education:

- Need based tuition assistance is granted based upon demonstrated need and availability of funds.
- Scholarships in recognition of academic achievement, commitment to extracurricular activities, leadership, and merit.

### **Tuition Assistance**

Tuition assistance is based upon the family's financial need, as determined by FACTS and reviewed by a tuition assistance committee. Deliberations and decisions made by the committee are strictly confidential. The maximum amount of assistance awarded from tuition assistance is not to exceed ½ of total tuition.

Tuition assistance is awarded annually, and all awards are made on a year-by-year basis. There is no guarantee that a student who receives assistance one year will be offered tuition assistance at the same or comparable levels in subsequent years. Tuition assistance must be applied for each year.

Admission and tuition assistance decisions are made independently. New applicants must have completed the admissions process in order to be considered for tuition assistance. Current students applying for assistance must be in good standing to be considered for awards.

### **How to Apply for Tuition Assistance**

1. Complete the FACTS online application for Grant and Aid. The application is available at [www.factsmtg.com/aid](http://www.factsmtg.com/aid). New FACTS Grant and Aid users must create a new account. Current families who have applied for tuition assistance in previous years should log in using established FACTS Grant and Aid account information.
2. Upload supporting documents into the online application.

POPCS will communicate decisions on tuition assistance via email to applicants. Tuition assistance decisions are based upon the family's financial need, as determined by FACTS application data, and review by the tuition assistance committee.

### **Scholarships**

POPCS seeks to attract a diverse and talented student body. To ensure a fair process, the children of POPCS administration, faculty, staff, and Board of Trustees are not eligible for scholarships, with the exception of the Middle School Academic Merit awards.

While the majority of tuition assistance is provided through need based tuition assistance, we are proud to offer the following merit scholarships:

- POPCS High Achievement Award - \$5000 - This scholarship is awarded to top academic students entering Upper School. Scholarship criteria based upon, but not limited to: ISEE scores, academic success, conduct, leadership, service, and attendance. Awarded to new students. No additional application required.

- Middle School Academic Merit - \$1,000 award, awarded to valedictorian and salutatorian of 8th grade class - This award is renewable for 4 years of Upper School attendance, for up to \$4,000. Available to POPCS current Grade 8 students. No application is required.
- Heart of An Eagle Scholarships:
  - Upper School Heart of An Eagle 2.5k - \$2500 - The Heart of an Eagle scholarship is awarded to students who demonstrate the Heart of An Eagle. No additional application is required for new students. Current students may submit a Heart of An Eagle project and nomination form to be considered.
  - Upper School Heart of An Eagle - \$1000 - The Heart of an Eagle scholarship is awarded to students who demonstrate the Heart of An Eagle. No additional application is required for new students. Current students may submit a Heart of An Eagle project and nomination form to be considered.
  - Loyalty and Legacy Awards:

More information can be found on the POPCS website at [www.popcs.org](http://www.popcs.org), Admissions, Affording POPCS.

**TUTORING\*** - Some students may need extra help in specific subjects. Parents may engage tutors/therapists to help their children and must pay those tutors separately. Tutoring/therapy is not included in school tuition.

Tutors/therapists must be approved by the principal of the appropriate division. If possible, tutoring/therapy may be arranged during the school day and on campus. POPCS does not guarantee that space will be available and that the student's schedule can be arranged to accommodate tutoring/therapy.

POPCS requires payments from the tutors/therapist to cover the cost of facilities being used. See "Fees for Independent Contractors).

**VISITORS\*** - To ensure a safe environment, visitors are required to check in through the main school entrance and are asked to:

- Visitors are required to check in through the main school entrance. Visitors will have their IDs scanned by Raptor Security, which accesses state databases across the United States for convicted sex offenders. Return visitors must sign in and will be issued visitor badges to wear while they are on campus.
- Not open doors to admit other visitors who have not signed in
- Park in designated areas only.
- Help the staff to maintain a safe and secure learning environment.
- **Student visitors must receive permission from the Principal/high school office by 8:00 a.m. of the day of the visit.**
- If requesting classroom observations, please contact the appropriate Principal to make arrangements.
- Not linger in the school halls during school hours, so as to not distract students.

**VOLUNTEER CONFIDENTIALITY** – Volunteers are an important part of the school program. While serving in this capacity, they may become aware of confidential information. There is an expectation that volunteers will not share this confidential information with others for any reason.

**WITHDRAWAL OF STUDENTS** - If a student transfers, please notify the school as soon as possible. Student records will be transferred upon written request from the school to which the student is transferring, if all financial accounts are in good standing. Parents may review or obtain copies of their child's records from the school office at any time by written request if in good financial standing. No records will be released until all forms are completed and financial matters are resolved. **Tuition refunds, if applicable, will be governed by the terms of the POPCS refund policy as stated in the Tuition Contract.**

Withdrawal from ELC requires 30 day notice to the Early Childhood Director.

**THE ZONE (After school care)** - This program is designed to give working parents a caring and safe place to leave their children. The Zone provides after school care for children who are enrolled in Preschool-5<sup>th</sup> Grade at Prince of Peace Christian School. It is also available during teacher in-service days and some holidays for an additional fee. After school care is provided from 3:15 p.m. until 6:00 p.m.

**Payments:** The Zone yearly tuition is based on school days only, unless the plan chosen states otherwise. This tuition can be paid in full in advance or divided into monthly or bi-monthly payments and paid with school tuition through FACTS Tuition Management. There is no prepayment discount for payment in advance.

- Students attending Zone who are not enrolled in a Zone plan will pay the applicable Drop-In rate for Zone. For regular school days, the Drop-In rate is \$15 for mornings, and \$15 per hour for afterschool care.
- Prepaid unused Zone fees are refundable in case of withdrawal from The Zone.
- Days listed on the calendar as Holiday Care will be paid separately at a cost of \$80 for a full day and \$40 for an early release day if the student is not enrolled in a Zone plan which includes Holidays. Parents will receive notification about upcoming Holiday Care days. The reservation form must be submitted one week before a given holiday. Holiday Care and Drop-In Care fees will be billed through FACTS the following week; payment is due upon receipt.
- Delinquent Zone Fees may result in report cards or records being held. Repeated failure to pay Zone fees may result in the student not being allowed to attend the Zone.
- Students may be enrolled in the Zone Bundle, which includes before/after school care, Holiday care and Camp POP summer care in the Zone at one price. Reservations are required for attendance on Holiday in the Zone days and for Camp POP.

**Early Release Days** – students must be in class by 9:00 a.m. on Early Release Days to be eligible to stay for the afternoon in Zone.

**Calendar:** The Zone operates from the first day of school to the last week of school. See official school calendar for the schedule of the school year. The Zone will be available for select days during Thanksgiving and Christmas breaks. Changes in The Zone calendar are subject to change according to changes in the school calendar. Holiday care fees will apply if changes are made.

If your child is in after-school extracurricular activities, please notify the director of the schedule.

**Release of Children:** Parents are requested to send a written note or email to [zone@popcs.org](mailto:zone@popcs.org) if your child will be picked up by someone else or will be leaving the campus after school. During the day, a fax may be sent to the school office at 972-267-4202 to inform The Zone office of changes. Unless notified, children will only be released to people listed on the emergency contact card. Children are to be signed out in The Zone class notebook.

**Closing Time and Late Fee:** The Zone program ends at 6:00 p.m., according to the school clock. It is the parent's responsibility to make arrangements for the pick up of children. At 5:55 all remaining children will be brought to the Dining Hall and classroom doors will be locked. A late fee of \$20.00 per child will be charged at 6:05 p.m. Another \$20.00 per child will be charged for every 10 minutes more (\$40 at 6:15, \$60 at 6:25, etc.). Late fees will be billed through FACTS Family Portal. Repeated failure to pay late fees will result in students not being allowed to attend The Zone.

**If you are late: Please phone The Zone at 972-598-1170.**

**Lunch: Lunch service is served by FLIK and will be included in Zone tuition.**

**Rest time:** Preschool students will have an afternoon rest time. Children are required to lie on their mats quietly so as not to disturb children who are sleeping. Children are encouraged to bring a small pillow or blanket for rest time comfort. All personal items need to go home on Friday to be cleaned. Prince of Peace Christian School is not responsible for lost items left at school over the weekend.

**Snack:** An afternoon snack and drink will be provided for all students. Candy and soda are not allowed to be consumed in The Zone.

**Enter and exit** through the designated entrance before and after school.

**Middle School Proctored Study Hall / Supervision** - Middle School offers an after-school program for middle school students – Proctored Study Hall / After School Supervision for 6<sup>th</sup>-8<sup>th</sup> graders. Study Hall is held in one of the MS classrooms on school days from 3:30-6:00 p.m. Students who are not participating on a POPCS sports team or other supervised after-school activity must be in Study Hall if they remain on campus after school. **Middle School Study Hall will not be held on Early Release Days.**

Parents may choose to enroll for the entire year or pay daily drop-in fees per day attended. Drop-in Study Hall fees will be billed the following week, and payment is due upon receipt.

All MS students who remain after school must be in Study Hall if not participating in another supervised after-school activity.

MS Supervision ends at 6:00 p.m., according to the school clock. It is the parent's responsibility to make arrangements for the pick up of children. A late fee of \$20.00 per child will be charged at 6:05 p.m. Another \$20.00 per child will be charged for every 10 minutes more (\$40 at 6:15, \$60 at 6:25, etc.). Late fees will be billed through FACTS. Repeated failure to pay late fees will result in students not being allowed to attend MS Study Hall.

**Other notes:** Uniforms are not needed on a non-school days; Children may dress comfortably but must wear shoes appropriate for outdoor play. Personal items (toys, video games) are not to be used in The Zone. Prince of Peace will not be responsible for lost items.

The Zone program will close when school is canceled because of inclement weather.

**The Zone program follows all other policies as outlined in this Parent/Student Handbook.**

## VIII. CONDUCT AND DISCIPLINE POLICY

### ANTI-HARRASSMENT / BULLYING / CYBERBULLYING POLICY

*Care for each love, agree with each other, and be friendly to each other. Don't push your way to the front. Don't be obsessed with getting your own advantage. Forget yourselves long enough to lend a helping hand. Think of yourself the way Christ Jesus thought of himself. Philippians 2-2-4; Love your neighbor as yourself. Mark 12:31*

The environment at POPCS must be one in which all individuals are free to work, learn, and develop relationships without fear of discrimination, intimidation and humiliation as a result of unwanted or unacceptable behavior from others.

**The following criteria may be used in evaluating behaviors that are undesirable or inappropriate:**

#### **Immature Behavior**

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and / or their property

\*Behavior will be addressed by classroom teacher, redirection, classroom consequences, apology / reconciliation, possible loss of classroom privileges.

#### **Unkind Behavior**

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity is low
- Behavior may be impulsive and is infrequent
- Behavior duration is short

\*Behavior will be addressed by the classroom teacher and may involve School Principal. Consequences for behavior may include loss of privileges, parent-teacher conference, apology / reconciliation.

#### **Bullying**

- Is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in certain ways to gain power or control over another person.
- Intent is to be harmful (physical or emotional)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

\*Behavior will be addressed by the classroom teacher and School Principal. Consequences may include loss of privileges, parent teacher conference, apology / reconciliation, suspension and possible separation from the school community for repeated behavior.

POPCS maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for all to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. This includes all postings on **any** social networking site (i.e. Facebook, YouTube, etc.) It is essential to the well-being of all that students, teachers, parents, and staff members treat each other with due respect for rights, individuality, and personal dignity.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the work place of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

If anyone feels that he/she is being, or has been, harassed in any way, please report the facts of the incident or incidents to a Principal or the Headmaster, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including separation from POPCS.

**CONFLICT RESOLUTION** - If a conflict should arise, the student, the teacher, and the parents are encouraged to follow the guidelines of Matthew 18:15-18 in order to resolve the conflict in a Christian manner.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

**Information regarding conflict should not be shared with uninvolved persons.** Doing so tends to create an atmosphere of distrust and is not constructive to solving the problem.

If a conflict arises, an appointment may be made to discuss a resolution. In some cases, more than one meeting may be necessary in order to reach a solution. **Conflicts should be addressed first with the classroom teacher, then with the Principal if necessary.** The Principals will serve as final authority for day to day issues concerning students.

On occasion, educators who are close relations of a Prince of Peace employee have been hired. These hires are made based on the decision that the gifts and abilities of the educator are the best match for a position. In cases such as this, the employee’s reporting relationship has been changed.

To clarify a reporting relationship, please contact the School Manager. Conflicts should be addressed first with the classroom teacher, then with the Principal or direct supervisor, if necessary.

**\*See also – Nepotism (Page 44)**

**DISCIPLINE** - It is the expectation at Prince of Peace Christian School that all members of this community (both adults and children) treat one another with respect and kindness, as is fitting for a forgiven child of God. This is essential to ensure an orderly, safe, and caring environment in which to work.

As school members seek to grow in their ability to show respect to others, they focus on the following areas:

**R** - respect Christ, your **R**edeemer through your thoughts, words, and actions.

**E** - respect your learning **E**nvironment

**S** - respect your **S**elf and recognize your own worth in God’s eyes

**P** - respect yourself by presenting your **P**ersonal best

**E** - respect the **E**ducational process

**C** - respect your **C**lassmates by treating them in a kind and fair manner

**T** - respect **T**eachers and others in authority

While faculty members work to manage an orderly school environment, they also seek to be role models of the love, forgiveness, and grace that are part of a maturing relationship with Jesus Christ.

Each teacher has a similar program for discipline in his/her classroom. These policies will be outlined at the beginning of the school year. Teachers will attempt to resolve minor problems with the student using their classroom systems. If inappropriate behavior persists, the teacher will communicate with parents and administration for further assistance. If the student is referred to an administrator for disciplinary action, the parents will be contacted directly by the administrator. The Early Learning Center will practice positive discipline with emphasis placed on redirection.

The Administration of Prince of Peace Christian School reserves the right to suspend or expel any pupil. The following violations are viewed by the school as serious offenses and are grounds for immediate expulsion, including but not limited to: assault, blatant disrespect toward a teacher or other adult; malicious behavior resulting in personal injury or property damage; foul, vulgar, threatening, or abusive language; cheating; lying; possession of obscene material; theft; vandalism; the possession of weapons, firearms, drugs, drug paraphernalia, tobacco, tobacco-related products, e-cigarettes and paraphernalia, other illegal substances, or for unlawful activity.

Parents may be required to come to the school for a meeting with the Principal or Headmaster for any reason. Failure to do so may result in student dismissal from the school. The school reserves the right to withdraw, release, or remove a student at any time for any reason, including failure of the parent to adhere to the policies, philosophies, and procedures of the school.

**DISCIPLINE PROCEDURES** - POPCS teachers utilize a very specific procedure when correcting students for inappropriate choices. When a student does not exhibit the proper level of conduct that is expected, specific consequences will result. These consequences may be implemented for actions during the school day **or at any school-sponsored activity**, both on and off campus. Prince of Peace Christian School also reserves the right to take action if a student is shown to be involved in behavior outside of school that demonstrates a significant risk to the safety and Christian environment of the school

The following is a list of behavior infractions each detailing the immediate consequence, but is not comprehensive. **The school reserves the right to add or delete from this list during the course of the year as situations warrant, for any reason.**

### **Inappropriate Conduct – Grounds for Teacher Intervention**

- Unkind behavior
- Immature behavior
- disruptive behavior in the classroom, hallways, parking lot, or other area on the school grounds
- being in an unauthorized area
- bringing inappropriate items into the classroom/lockers (teen magazines, music/CDS, etc.)
- food/drinks in classroom
- invasion of privacy
- Taking up/use of cell phone during school hours (Cell phones will be taken up by the teacher/staff and will be taken to the high school office. Prince of Peace Christian School is not liable for loss or damage.
- non-compliance or disrespectful behavior
- defacing property
- use of inappropriate language
- public displays of affection (opposite and/or same sex)
- actions or attitudes that are spiritually detrimental to the school environment
- lying to a teacher
- other violations that are recurring/defying authority

### **Grounds for Immediate Referral to Principal**

- extreme cases from the previous category
- inappropriate physical contact
- defiant behavior
- destruction of property
- swearing or using vulgar language
- cheating or plagiarism
- forgery of a parent signature
- violent behavior
- leaving campus without permission
- sexual harassment
- bringing a dangerous object to school
- theft
- vandalism
- inappropriate social media posting
- the use of racial slurs

### **Grounds for Immediate Expulsion:**

- assault
- possession of illegal substances/items
- possession of drugs or drug paraphernalia
- possession of tobacco or tobacco-related products, including e-cigarettes and paraphernalia
- possession of a weapon
- gang activity
- threatening remarks of a very serious nature
- threats towards another person, or on another person's life, Prince of Peace Christian School and/or the POPCS Community
- unlawful activity

**Behavior Detentions** - Each teacher will administer his/her own classroom discipline and administration, faculty and school staff will administer school discipline. Discipline may be offered in the forms of verbal reprimands, behavioral contracts, counseling, withdrawal of privileges, detentions and conferences with administrator and/or conferences with parents. All student disciplinary offenses will be recorded in the disciplinary file.

**Classroom Detentions** - Faculty may use classroom detentions as discipline for infractions of student conduct, classroom rules and other behavioral problems. The faculty member assigning the detention will determine the time, length and activity and will be responsible for supervision. Missing an assigned classroom detention may require attendance at a Saturday detention. Accumulated detentions may be referred to the Principal for further discipline.

**Saturday Detentions** - If deemed necessary by school administration, a Saturday detention may be assigned in 2 or 4-hour blocks of time. A 2-hour block carries a fine of \$20.00 per student. Saturday detentions will be served at school and the Principal will determine the type of service.

**Suspension** - The Principal in consultation with the school Headmaster may suspend a student from POPCS. The Principal assesses suspensions to students for relatively serious first time offenses or for chronic attendance or behavioral offenses. Credit may be withheld for work due while suspended unless special arrangements are made with the administration.

Generally the first suspension for a chronic problem is a one-day suspension. The next suspension is for three days, followed by a five-day suspension. If the student continues to display the unacceptable behavior after the five-day suspension, he/she will be asked to leave the school. All of these steps are accompanied by contact with the parents and counseling with the student.

Suspensions for serious offenses may vary in length at the discretion of the principal, for periods of up to five days.

**Expulsion** - The Principal in consultation with the school Headmaster may expel a student from POPCS. Expulsion will take place after all other ministry opportunities and disciplinary options have taken place (except in extreme situations).

Parents may appeal the decision for expulsion in writing to the School Board. This written appeal must be given to the Principal who will then present it to the Headmaster in a timely manner.

An expelled student will be asked to leave POPCS for at least one full semester. The student's re-enrollment will be the decision of the Principal in consultation with the school Headmaster. This decision will be based on recommendations of the school of attendance, meetings with the Principal, student and parents, and an evaluation of whether or not the child and school will benefit from re-enrollment.

**DRUG TESTING/SEARCH AND SEIZURE** - School personnel may conduct a search of a student, his/her locker, vehicle, and/or belongings if there is cause to believe that a student has an item in his/her possession prohibited by POPCS school rules or which may constitute a criminal offense under the laws of this state. Authorized school personnel may also request drug testing of any student, at the parent's expense, with suspicion of drug usage. Failure to comply with the request may result in the student/family being released from Prince of Peace Christian School.

**GENDER IDENTITY** - TAPPS recognizes a student's gender as that which is denoted on the student's birth certificate as presented from a recognized authority of the State of Texas or other such governing body authorized to issue birth certificates for their citizens.

**POLICIES and PROCEDURES FOR RELEASING A FAMILY, EXPULSION HEARING - A** student may be released from Prince of Peace Christian School, as outlined in the **POPCS Tuition Contract**.

A copy of the complete policy may be obtained from the school office.

**PREGNANCY** - POPCS seeks to provide an atmosphere where Christian values and principles are fostered. Pre-marital sex is not in keeping with Christian morals and principles, and is not considered acceptable. However, out of concern for the welfare of the person, any student involved in a pregnancy will be dealt with in a sensitive and Christian manner on an individual basis. A conference will be held with the student, parents, and principal to determine the arrangements deemed best for all concerned for the student to complete his/her education.

**PUBLIC NOTORIETY** - Students and parents are expected to represent POPCS in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any social networking or internet site (including but not limited to FaceBook, YouTube, Twitter, Instagram, SnapChat, Vine, Tik Tok, etc.). The administration will deal directly with any student or family member who draws attention to POPCS in a negative manner. Negative actions, which cause notoriety, could result in separation from the school.



**SEARCH AND SEIZURE/DRUG TESTING** - School personnel may conduct a search of a student, his/her locker, vehicle, and/or belongings if there is cause to believe that a student has an item in his/her possession prohibited by POPCS school rules or which may constitute a criminal offense under the laws of this state. Authorized school personnel may also request a hair follicle drug test of any student, at the parent's expense, with suspicion of drug usage. Failure to comply with the request may result in the student/family being released from Prince of Peace Christian School.

**SMOKING** – Smoking or use of tobacco products in any form is not allowed on the Prince of Peace Campus, by students, parents or faculty. This includes, but is not limited to, use of electronic cigarettes, personal vaporizers (vaping) or electronic nicotine delivery systems (ENDS). Failure to comply may result in separation of the student from POPCS.

**SOCIAL MEDIA** - Postings by students on any social media site (including but not limited to FaceBook, YouTube, Twitter, Instagram, Vine, SnapChat, Tik Tok etc.) are subject to review. Any postings including the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential school information.
- Discriminatory statements or sexual innuendoes regarding co-workers, management, school families, or vendors.
- Defamatory or threatening statements regarding the church/school, its employees, members/students/families, competitors, or vendors.
- Use of racial slurs

Any reference to Prince of Peace Christian School must include a disclaimer, which states that any opinions expressed are the student/parent's own and do not represent the School's position, strategies, or opinions. These prohibitions apply to postings and blogging occurring at any time and from any computer.

Negative actions, which may or may not cause notoriety, could result in a student's separation from the school.

**SUBSTANCE ABUSE / BEHAVIORAL DISORDERS** - POPCS students are forbidden to use or possess illicit substances (narcotic or mind-altering), tobacco products/e cigarettes/nicotine delivery system, or alcoholic beverages. Violation of this rule jeopardizes a student's privilege to attend POPCS. The faculty, administration, and the school board recognize the prevalence of substance abuse among some members of the school-aged population. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration actively seek to identify students in the school community whose actions indicate that they may be using drugs or alcohol. Where evidence or suspicion exists that a student may be involved, the parents will be apprised of the school's concern and urged to seek professional help.

In those instances where students are reported or their behavior strongly indicates drug or alcohol use, the administration will require an evaluation by a certified professional in a center that specializes in the field of substance abuse.

Subsequent treatment, if indicated, will be required in order for the student to continue enrollment at POPCS. The school reserves the right to require a drug test at any time from any student. POPCS reserves the right to dismiss a student who is uncooperative or who consistently uses illicit substances. Student distributing illegal substances for monetary or non-monetary benefit will be asked to withdraw from POPCS. If a student or parents refuse to withdraw voluntarily, the administration will seek an expulsion hearing with the School Board.

Students with a substance abuse problem, eating disorder, or any other emotional problem will be required to successfully participate in a treatment program in order to remain at POPCS. Withdrawal from or nonperformance in such a program may result in a student's dismissal from POPCS. A dialogue among the parent/guardian, student, counselor, and administrator will occur to discuss treatment options and communication regarding that treatment.

## IX. UNIFORM DRESS CODE

Uniforms for Prince of Peace Christian School are required for all children in Preschool/KPrep, Kindergarten, and grades 1-12. Uniforms should be purchased through Risse Brothers Uniforms ([www.rissebrothers.com](http://www.rissebrothers.com)) for students in Preschool 3s – 12th grade. Uniforms for Preschool Prep may be purchased in the school office. The **required dress uniform** is to be worn on these days:

- Chapel Days
- Picture days
- All field trips (unless inappropriate for the activity)
- Other days as designated by the administration, such as Grandparents Day

On other days, the student may choose uniform items from the optional list. If there is a violation of the dress code, students may receive a detention. Ongoing violations will be reported to the high school Principal.

Boys in grades 1-5 may substitute navy shorts for pants on chapel days; dress uniform shirts should be worn with shorts. Spirit wear (sweatshirts) may be worn in chapel, unless otherwise directed by the teacher (due to special circumstances such as performances). Students are expected to maintain the uniform standard. On other days, the student may choose uniform items from the optional list for the appropriate grade level.

Uniforms purchased from other supplier's/retail stores are not allowed, to avoid variations in color, style, and durability.

If there is a violation of the dress code, parents will be notified by a uniform notice, demerit or detention. Ongoing violations will be reported to the appropriate administrator.

### GENERAL GUIDELINES:

- All shirts (oxford and polo) must be embroidered with the POPCS logo.
- Students should be appropriately dressed on all occasions, including school-sponsored events. All students should have clean hands, face, hair and clothes.
- Overall, students are to groom themselves in an appropriate manner. Styles should not create a disruption or unnecessary attention in the classroom or a change will be required. This policy includes hairstyles, jewelry, make-up (grades 6-12) shoes and socks, and other items.
- Students are allowed to wear a nice looking closed toe & closed heel shoes for daily attendance. Cleats, open-toe, open heel, and flip-flops are not to be worn during school for safety purposes. Shoe heels must not be excessive. Preschool-Lower School Students are allowed to wear tied/velcro athletic shoes for daily attendance..
- Headbands should be worn by female students only. Coordinating hair bows are acceptable.
- Haircolor should be a natural color.
- Earrings may be worn by girls only. Jewelry or accessories to the facial area other than earrings are not permitted.
- Belts should be worn on all shorts or slacks, except those made without belt loops. Clothing where the belt loops have been removed are not acceptable. All shorts and slacks should be worn properly at waist level. Belts must have standard buckles. Over-sized buckles are not allowed. All shorts and slacks should be worn properly at waist level.
- Hats and hoods attached to sweatshirts are not to be worn in the building.
- Shirts should remain tucked in while on campus.
- Shorts should be uniform shorts purchased from Risse Brothers Uniforms and short length should be just above the knee.
- Skirt length should be longer than the girl's finger tips when arms are hanging to the side of the body and fingers extended.
- Socks: Optional for high school/middle school students. If worn, sock color should coordinate with the uniform. Socks may not extend over the knee.
- Socks: preschool / lower school students must wear socks with shoes at all times. Socks should be a solid color (including white) that matches the uniform. Matching trim on a solid sock is acceptable. Socks must be visible above the shoe, but not extend over the knee.
- On occasion, the school will have special non-uniform days. Specific guidelines will be published for those days. Students should dress in compliance with the spirit of the theme for the day with clothing items that are neat, clean, and appropriate for a Christian environment. On special dress days, athletic shorts of appropriate length may be worn.
- During recess and P.E., when time allows and with teacher permission, K-Prep - 3rd grade girls may remove their jumpers, if wearing modesty shorts underneath. Students in grades 6-12 will dress out for P.E.

- All students must wear non-marking tennis shoes for P.E. class. If possible, older students are encouraged to keep a pair of athletic shoes in their lockers to be worn only for P.E.
- Students are not required to have a school logo jacket or sweatshirt. Uniform sweaters may be worn in the classroom. Prince of Peace logo sweatshirts purchased through the school store may also be worn in the classroom over a collared shirt. Jackets, coats, or non-uniform sweaters/sweatshirts should not be worn in the classroom or in chapel.
- Undershirts may be worn, but must be solid color so they are not seen through the uniform shirt.
- Pants may not be worn beneath skirts. Girls may wear tights or leggings instead (Navy, white, tan or black / solid colors).
- Free Dress Days – Students may wear appropriate clothing of their choice. T shirts may not have inappropriate wording or pictures. Jeans should not be low-riding, baggy, or torn. Shoes of other styles besides tennis shoes may be worn on Special Dress or Free Dress days. Athletic shorts may be worn on Free Dress Days; no short shorts for girls; sandals or “flip-flops” may not be worn at all by students.
- Boys must have their hair neatly cut and trimmed. If sideburns are worn, they can be no longer than the mid-point of the ear. Extreme styles, such as “faux hawk” are not acceptable.

### **REQUIRED UNIFORMS:**

**Early Learning Center (Infants and Toddlers):** Comfortable sensible clothing that will allow the child to play and experience all aspects of play is suggested. Tennis shoes or closed toe rubber soled shoes are required for safety. No flip flop or sandal type shoes will be allowed.

#### **Preschool Prep – Kprep:**

- Red, Navy, or white polo shirts
- Navy pull-on pants/shorts.
- Girls may wear Plaid jumpers with white blouse (with or without puffed sleeves) or plaid skirt.
- Polo dress with POPCS logo.
- Preschool students should wear athletic shoes with tie or Velcro closures.
- A POPCS cardigan is optional.

#### **Lower School, Kindergarten- 5th Grades:**

- **Boys Dress Uniform–**
  - Navy pants
  - Light blue button-down oxford shirt with POPCS logo
  - Brown or navy weave belt
  - White, navy, or black socks
  - Closed toe athletic shoes
- **Boys Alternatives-**
  - Red or white polo shirts with POPCS logo
  - Navy shorts
  - Navy or red cardigan sweater with POPCS logo.

Closed toe athletic shoes

- **Girls Dress Uniform –**
  - Plaid jumper with POPCS logo
  - White blouse with peter pan collar (with or without puffed sleeves)
  - Navy modesty shorts
  - Navy, white, or red socks.
- **Closed toe athletic shoes Girls Alternatives-**
  - Red or white polo shirts with POPCS logo
  - Navy or plaid shorts/skorts or navy pants
  - Navy or red cardigan sweater with POPCS logo
  - Closed toe athletic shoes

### **Lower School, 4<sup>th</sup> and 5<sup>th</sup> Grades:**

- **Boys Dress Uniform –**
  - Navy pants
  - Light blue button-down oxford shirt with POPCS logo
  - Brown or navy weave standard buckle belt
  - White, navy, or black socks
  - Closed toe athletic shoes.
- **Boys' Alternatives-**
  - Red or white polo shirts with POPCS logo
  - Navy shorts
  - Navy or red cardigan sweater with POPCS logo.
- **Closed toe athletic shoes**
- **Girls Dress Uniform –**
  - Plaid skirt
  - Light blue button-down oxford shirt with POPCS logo
  - Navy modesty shorts
  - Navy, white, or red socks.
  - Closed toe athletic shoes
- **Girls Alternatives:**
  - Red or white polo shirts with POPCS logo
  - Navy shorts, plaid skirts or navy pants
  - Navy or red cardigan sweater with POPCS logo.
  - Closed toe athletic shoes

### **Middle School:**

- **Boys Dress Uniform-**
  - Navy relaxed-fit pants
  - Light blue button-down oxford shirt
  - Standard buckle brown or navy belt
  - White, navy, or black socks
  - Closed toe, closed heel, and hard/rubber sole athletic shoes.
- **Alternatives –**
  - Khaki or navy pants
  - Khaki or navy shorts,
  - Red or white polo shirts with POPCS logo
  - Athletic shoes with non-marking soles for daily wear.
- **Girls Dress Uniform –**
  - Plaid skirt
  - Light blue button-down oxford shirt
  - Navy modesty shorts
  - Navy, white, or red socks
  - Closed toe, closed heel, and hard/rubber sole athletic shoes.
- **Alternatives -**
  - Khaki or navy pants
  - Khaki or navy shorts
  - Navy skirts, red or white polo shirts with POPCS logo
  - Navy pullover or sweater vest with POPCS logo
  - Athletic shoes with non-marking soles for daily wear.

## Upper School:

- **Gentlemen's Dress Uniform:**

- Slacks relaxed fit navy pants (required)
- Shirts Short or long sleeve light blue oxford with POPCS logo
- Socks Optional. If worn, sock color should coordinate with the uniform. Socks may not extend over the knee.
- Shoes - Students are allowed to wear a nice looking closed toe & closed heel shoes for daily attendance. Cleats, open-toe, open heel, and flip-flops are not to be worn during school for safety purposes. Shoe heels must be not be excessive.
- Belt required with appropriate buckle.
- Tie - Color and design may vary; must be appropriate for Christian environment.
- Sweaters - navy v-neck sweater or vest with POPCS logo
- Turtleneck White, navy or red; worn under other approved shirts

- **Gentlemen's Alternative Uniform:**

- Slacks - relaxed fit navy or khaki pants
- Navy or khaki walking shorts
- Shirts - short or long sleeve polo knit in white, red, or navy with POPCS logo or long sleeve rugby shirt – navy & white with POPCS logo
- Socks - optional. If worn, sock color should coordinate with the uniform. Socks may not extend over the knee.
- Shoes - students are allowed to wear a nice looking closed toe & closed heel shoes for daily attendance. Cleats, open-toe, open heel, and flip-flops are not to be worn during school for safety purposes. Shoe heels must be not be excessive.
- Belt - required with appropriate buckle.
- Sweatshirts - POPCS approved school/team sweatshirts. Uniform shirts must be worn under sweatshirts. Senior students may wear college sweatshirts if they have been accepted to that college.
- Turtleneck White, navy, or red; worn under other approved shirts

- **Ladies' Dress Uniform:**

- Skirt - plaid skirt; Skirt length should be longer than the girl's finger tips when arms are hanging to the side of the body and fingers extended.
- Shirts - oxford light blue short or long sleeve with POPCS logo
- Socks - optional. If worn, sock color should coordinate with the uniform. Socks may not extend over the knee.
- Shoes - students are allowed to wear a nice looking closed toe & closed heel shoes for daily attendance. Cleats, open-toe, open heel, and flip-flops are not to be worn during school for safety purposes. Shoe heels must be not be excessive.
- Tights - solid color navy, white, tan or black
- Sweaters - navy v-neck sweater or vest with POPCS logo
- Turtleneck – white, navy or red; worn under other approved shirts

- **Ladies' Alternative Uniform:**

- Skirt - navy or khaki pleated skirt; skirt length should be longer than the girl's finger tips when arms are hanging to the side of the body and fingers extended.
- Slacks - relaxed dress fit navy or khaki slacks
- Shirts - short or long sleeve polo knit in white, red, or navy with POPCS logo (banded polo shirts are available)
- Long sleeve Rugby shirt – navy & white with POPCS logo
- Shoes - Students are allowed to wear a nice looking closed toe & closed heel shoes for daily attendance. Cleats, open-toe, open heel, and flip-flops are not to be worn during school for safety purposes. Shoe heels must be not be excessive.
- Socks - optional. If worn, sock color should coordinate with the uniform. Socks may not extend over the knee.
- Tights - solid color navy, white, tan or black
- Sweatshirts - POPCS approved school/team sweatshirts. Uniform shirts must be worn under sweatshirts. Senior students may wear college sweatshirts if they have been accepted to that college.
- Turtleneck- white, navy, red; worn under other approved shirts

**Spirit Dress days - special dress days determined by Administration**

- Shorts/slacks - Jeans or uniform shorts. Girls may wear capri jeans. No leggings may be worn.
- Shirts - POPCS spirit shirt or uniform shirt.
- Shoes - any shoe (See policy regarding “flip-flops”) may be worn on Spirit days in the High School.
- Sweatshirts - POPCS approved school/team sweatshirts. Senior students may wear college sweatshirts if they have been accepted to that college.

**Upper School Grooming Policy:**

While on campus, a student is to have clean, well-groomed hair of modest proportionate length and style. These are the guidelines to be followed:

- Male students must be clean shaven.
- Hair should be well groomed.
- Male student will refrain from wearing accessories in their hair.
- Hair on the forehead must allow the eyes to be completely visible and be kept out of the face.

**Not Acceptable:**

- hair in eyes
- tailed hair or extreme contrast in hair length between the side and top of head
- spiked hair greater than 2 inches long
- hair color that is not a natural hair color (i.e. pink, blue, green)
- Visible tattoos
- body piercing
- body art (including drawing on self)

Our goal is to ensure that our students are clean, appropriately dressed and well-groomed within social dictates and what we as a Christian school want to represent to our community. Therefore, the POPCS Administration reserves the right to change policy as deemed necessary; and are the final arbiter of what is appropriate for our school. These policies are effective immediately.

Students should be appropriately dressed on all occasions. Clothing items should be comfortable and agreeable to the learning climate. All pupils should have clean hands, face, hair and clothes. Respect for their fellow students, values, and the presence of others are guides for dress and cleanliness. Students in Preschool Prep through Twelfth Grades must follow the uniform policy.

**P.E. DRESS CODE** - Upper school students will be dressing out for Physical Education (P.E.) classes. All students in high school may have P.E. as an elective to complete the P.E. requirements. Students should wear non-marking tennis shoes to class to prevent scuff marks on the gym floor. Athletic shorts and t-shirts are to be worn during P.E.

## X. ATHLETICS

The Prince of Peace Christian School Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at POPCS. The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by his/her squad members to the rules, regulations, and policies governing athletics at POPCS, and as a TAPPS member school. The Athletic Director will administer these rules and regulations as they relate to inter squad and inter coach relationships. Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules. Our Athletic Department should serve as a vehicle to teach and drive commitment, persistence, and the ability to process both success and failure without self-serving reactions or the placement of blame.

**SCRIPTURAL FOUNDATION - ISAIAH 40:31** - But those who trust in the Lord, will receive new strength.

They will fly as high as eagles. They will run and not get tired. They will walk and not grow weak.

**Vision Statement** - The Athletic Department is an integral part of the total educational process of POPCS. Athletics at POPCS exists to provide our student body with the opportunity to build relationships, value diversity, and develop work ethic through the participation in a *competitive* environment. Being involved in athletics provides the student with opportunities to learn game specific skills, good sportsmanship, develop leadership abilities and learn the benefits of fair play, ethical behavior, and time management – which are necessary for an impactful existence in our society today. It also provides POPCS student-athletes with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, our school, and their teams. POPCS encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for young men and women.

**Mission Statement** - The POPCS Athletic Department strives to develop young men and women spiritually, mentally, physically, and socially through Christ-centered athletic competition with equal emphasis on teamwork, sportsmanship, spiritual growth, and respect for authority.

**Governance** - The POPCS upper school athletic program is a member of and governed by the Texas Association of Private and Parochial Schools (TAPPS). The Middle School program holds membership in and is governed by the Texas Association of Private School (TAPS).

**Coaching** - POPCS strives to hire experienced coaches, knowledgeable in their field, in pursuit of further expertise and dedicated to the ministry of student-athletes. POPCS coaches should enrich the lives of our student-athletes through the embodiment of our Athletic Core Values, the development of athleticism and specific skills, and the implementation of their faith within the program. Our preference is to hire coaches who are also leaders in the classroom. However, not every coaching position in our Athletic Department is filled by a full-time faculty member. But, coaching staff members are held to the same standards outlined in the POPCS Faculty Handbook & the POPCS Athletic Handbook, as well as the POPCS Coaches Handbook whether they are full-time faculty members, or hired from outside.

**MinistrySafe**- All POPCS coaches are required to complete the Ministry Safe program. This program trains coaches and staff how to avoid the pitfalls of sexual harassment, appropriate/inappropriate contact, bullying, etc. These concepts are reiterated at the start of each school year in the August Coaches Kick-off Meeting. A complete outline of the program can be found in the POPCS Staff Handbook.

**Sportsmanship** - As members of the POPCS athletic program, **students, coaches and parents** are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. **Student-Athletes and coaches are expected to exhibit the highest levels of appropriate conduct, both on and off the playing fields, as they are at all times a representative of their team, school and community.**

**Commitment** - In order to be successful, a student-athletes must place a high priority on commitment to and investment in their preparation to compete athletically and achieve academically. **Team members should be accountable and either meet or exceed these commitment standards.** Often, this means sacrificing a social opportunity, an out of town trip, or another event that comes into conflict with the rigors of training and competition. Student-Athletes and their parents should evaluate the time required to participate competitively in a sport prior to their decision to commit. Learning how to make choices, and budget time is one of the most valuable life lessons a student-athlete takes from an athletic program.

## ATHLETIC DEPARTMENT INFORMATION, EXPECTATIONS, PRACTICES & POLICIES

**Athletic Period** - POPCS offers an athletic period as part of a student/athlete's school day. Since this period is offered during the school day **it is considered and should be respected in the same manner as other subject area curriculum classes**. The purpose of the athletic period is to provide the POPCS student-athlete with the opportunity to develop their body and mind for athletic rigors and competition, as well as prevent and rehabilitate injuries. Although the primary focus is the aforementioned development of athleticism, student-athletes will also have the opportunity to do off-season sport-specific skill work on days that specific and appropriate facilities are available. In-Season team practices may also begin during the Athletic Period. Student-athletes are **required** to report to the period as with any other class and receive a **Pass or Fail grade based on their attendance**. All tardy and attendance will be governed as stated in the POPCS Family and Student Handbook.

**Athletic Period Participation** – *(Students who do NOT participate in a POPCS Team Sport):* A PE credit required for graduation may be earned if a student completes two semesters of the athletic period class, or participates in the Summer Strength & Conditioning program. In this case, attendance to the Athletic Period will be monitored in the same manner as regular classroom attendance. *(Student-Athletes who are/or intend to be members of a POPCS Team Sport):* Are required to be enrolled in the POPCS Athletic Period, and participate in Strength & Conditioning throughout the school year. A student who is not enrolled in the Athletic Period **will NOT** be permitted to compete as a member of a POPCS Team Sport, unless extreme circumstances exist.

**Academic Eligibility** - Participating in Athletics is a privilege based on the student/athlete's academic performance and classroom conduct. With that in mind, a Prince of Peace Christian School's student/athlete's eligibility for both middle school and high school will be governed in the following manner:

1. Each student/athlete begins the school year with full academic eligibility unless there are academic matters from the previous school year that are unresolved, i.e. summer courses (semester failures corrected).
2. At the end of each grading period, grades will be reviewed and any student with 1 F or 2 D's will be declared academically ineligible. This ineligibility begins on the day after quarter grades are posted to Ren Web. The ineligible student/athlete remains ineligible for a two-week period.
3. At the end of that two week period, all grades will be reviewed and if the student has C's or better, (1 D is allowed) the student/athlete regains his/her eligibility. This determination will be made on the Tuesday or Wednesday after grades are updated on Monday.
4. If a student/athlete regains their eligibility at the two-week review they remain eligible for the remainder of that grading period.
5. If at the two-week review the student/athletes continues to have 1F or 2 D's the ineligibility will continue and will be reviewed weekly. If during weekly reviews, the student/athlete has passing grades they regain their eligibility for the remainder of the grading period.
6. An ineligible student/athlete may practice, but not suit up, travel, or participate in other team activities outside the practice period.
7. Eligibility lost for conduct will follow the process outlined above. The Upper School and Middle School Principals, working with the Athletic Director, may declare a student/athlete ineligible based on his or her conduct.
8. If a student/athlete remains ineligible for 5 consecutive weeks, they will be released from the team.
9. If a student/athlete is released from a team they are allowed to try out for a team in the next season (i.e. released from a fall team, may try out for a winter team) if their end of quarter grades meet the eligibility standards set forth above.

The student/athlete's eligibility will be determined by Middle School or Upper School Office personnel and notification to the student/athlete, parents, and coaches will be made by the Middle School Office for Middle School student/athletes and by Upper School Office for Upper School student athletes.

**Daily Eligibility** - Student/Athletes in both the Middle School and Upper School must attend two class periods on the day of an athletic contest. Exceptions would be doctor's appointments or other related appointments.

**Behavioral Eligibility** - **A student/athlete's on or off-campus behavior that is deemed detrimental to POPCS may be released from the team of which they are a member.** Admission to a team roster may also be denied, as proper conduct is a precursor to team membership.

- A. **Social Circumstance Policy (National Anthem)**- POPCS will have a pregame prayer and play the National Anthem at every varsity event hosted on the POPCS campus. POPCS student-athletes, coaches and game administrators are **expected to stand for the anthem and prayer**. POPCS student-athletes, coaches, and game administrators are encouraged to involve themselves in positive ways to address an issue of concern. On occasion, those positive opportunities are made available through school sponsored and student led activities as approved by POPCS Administration.



**Health Eligibility** - Every student/athlete must have a current medical physical on file in the Athletic Office as part of their eligibility to compete on a POPCS team. ImPact Concussion testing is also required for all contact sport athletes. This test is administered on campus by the POPCS Lead Athletic Trainer and the schedule of testing dates available emailed throughout the school year.

**Gender Identity** - POPCS along with The Texas Association of Private and Parochial Schools (TAPPS) recognizes a student's gender as that which is denoted on the student's birth certificate as presented from a recognized authority of the State of Texas or other such governing body authorized to issue birth certificates for their citizens.

**Athletic Registration and Fees** - Every sport at POPCS requires the Student/Athlete to pay an athletic fee. To do so, the student/athlete must register and pay online for each sport in which they participate using the Eagle Pay link found on the Athletic page of the school website. Parents will receive email notification from the Athletic Office regarding the deadline for registering and paying for each sport. However, the online link is open the entire school year if a parent desires to pay in advance for the sport or sports they know their son or daughter will be participating. Athletes will not be allowed to participate in practice, receive their uniform, play in games or travel with their team until they have registered online and fees are paid. In addition, report cards and records may be held, Parents Web accounts deactivated and students may not be allowed to reenroll if fees are delinquent. The fee schedule is available in Addendum II of the Athletic Handbook and at [www.popcs.org](http://www.popcs.org) in the Athletic portion of the website.

**Transportation** - POPCS strives to provide transportation to and from athletic contests depending on the availability of qualified drivers and buses. **All team members are expected to ride with the team to and from contests when a POPCS bus is provided, with the following exceptions: in instances of natural disaster, personal or family hardship, or national pandemic.** With prior permission of the coach, parents may drive their child and other teammates directly home after a contest.

#### **Guidelines for Bus Drivers**

- Drivers must maintain safe speed, not to exceed the posted speed limit. Driver should consider road conditions, weather, bus capability, etc. to determine appropriate speed.
- Drivers may not text, access the internet or use cell phones while driving. If he/she needs to make a phone call or consult a map, the phone should be handed to another person, who can relay information to the driver.
- Drivers should not use earphones while driving.
- Drivers should consult maps prior to the trip, to become familiar with the route ahead of time.
- All buses are equipped with toll tags. However, drivers should be prepared to pay tolls, in extraordinary circumstances (out of state trips). Cash may be obtained from the purchasing manager in advance of the trip.
- Drivers should make the trip as pleasant as possible by:
  - o Having a friendly, approachable manner to students and chaperones.
  - o Pull up as close as possible for loading and unloading of passengers
  - o Help with unloading of bags, if applicable
- Drivers are responsible for leaving the bus clean for the next trip.
- The Athletic Director and Middle School Athletic Director are responsible for fueling of the buses.
  - Operators of POPCS buses must complete a pre and post travel inspection form. That form should be submitted to the Athletic Director within (24) hours of a scheduled trip's return.

#### **Transportation (Coaching Staff Members)**

A member of POPCS Coaching Staff must be present onboard any bus in-route to an athletic contest. ***It is required of the Head Coach***, and preferred of any assistant coaches on staff. Should a Head Coach be unable to travel to a game onboard team transportation, the Athletic Director must be given (24) hours' notice if reasonably able. It is the responsibility of the Head Coach to then assign an Assistant Coach to serve as 'staff member in charge' aboard team transportation in their absence. Should no member of a coaching staff be available or able to travel with a team, it is the responsibility of the Head Coach in conjunction with the Athletic Director to find an adult to fill that role in-route to a contest. NO POPCS athletic team should travel to an athletic contest absent of a coaching staff member or 'staff member in charge' onboard.

Athletic travel plans MUST be communicated by the Head Coach to team members and their families with AT LEAST (24) hours notice. These plans should be detailed with approximate departure and arrival times, as well as any planned stops along the route. In the event of a planned stop – the Head Coach and staff members onboard must also exit the vehicle and monitor the movement of team members, then account for their return before departure. Should travel plans need alteration in-route to an event or contest, the Head Coach is responsible for immediate communication to team members families as soon as safe communication methods are available.

## Transportation (Student-Athletes)

ALL members of a POPCS athletic team are expected to travel with the team to and from athletic contests (unless in circumstances listed above). In travel circumstances that involve both male and female teams onboard the same transportation vehicle: Coaches of each team must sit between genders onboard team transportation. ***Male and female student-athletes should not share seating, or sit in a design that mixes male and female.***

**Scheduling of Buses** - All requests for use of buses must be submitted to the Athletic Director with at least (24) hours' notice. The Athletic Director will schedule use of all school buses and coordinate with a charter company, if necessary.

### Chartered Athletic Transportation

Regular Season Contests: unless expected travel exceeds (2) hours in duration, POPCS will NOT charter transportation. Circumstances may occur in which this provision may become necessary, ie: inoperable buses, no bus availability – in which case a charter will be provided.

Post-Season Contests: POPCS strives to reward the accomplishments of team athletics with the provision of charter transportation to and from all post-season contests ***beyond the AREA*** round of the playoffs; or, when participating in a contest that requires an expected travel time of more than (2) hours.

Fan Buses: POPCS strives to include our student-body as frequently as possible. A chartered fan bus may be provided by POPCS for students & teachers to and from all post-season contest ***beyond the REGIONAL*** round of the playoffs **when financially possible**. Fan buses are not a guarantee or requirement for any post-season contest.

**Athletic Trainer/Strength/Conditioning/Rehab** - The Strength and Conditioning Coach can be reached by emailing [alex.pena@princeofpeace.org](mailto:alex.pena@princeofpeace.org). **The Lead Athletic Trainer can be reached by emailing [cierra.young@popcs.org](mailto:cierra.young@popcs.org).**

**Facility Usage Policy** - POPCS offers numerous athletic facilities that are available for LIMITED use by teams or groups populated by POPCS students. This usage is scheduled by priority, listed below:

1. Upper School In-Season, Competitive Sports
2. Middle School In-Season, Competitive Sports
3. US/MS Event
4. Any other POPCS event or entity

Facility usage is governed and allotted by the Athletic Director. All requests must be submitted to the AD and approved PRIOR to facility usage. Unauthorized usage of athletic facilities will not be permitted.

**Weight Room** - Weight room usage outside of POPCS athletic teams may be scheduled with Alex Pena, [alex.pena@princeofpeace.org](mailto:alex.pena@princeofpeace.org).

## Inclement Weather Policies

### Lightning

The following is mandated by TAPPS rules:

- a. When thunder is heard or cloud to ground lightning is observed, the storm is close enough to strike your location with lightning. Suspend play and take shelter immediately. Lightning strikes in the 10 mile safety zone demand immediate evacuation of the outdoor event in progress.
- b. Thirty Minute Rule: Once play has been suspended, play may not resume until at least 30 minutes after the last thunder is heard or flash of lightning is witnessed.
- c. After beginning application of the 30 minute rule, any subsequent thunder or flash of lightning shall reset the clock and teams shall wait an additional 30 minutes from that point prior to resuming play.
- d. Games - In the event the outside temperature or heat index reaches 100 degrees as determined by the home team or event host, that interschool contest will not be played without the mutual consent of the teams involved in the contest. If the teams agree to play, water breaks every 20 minutes are required and additional water breaks will taken as deemed necessary by school personnel.
- e. Games - In the event the outside temperature or chill factor reaches 32 degrees as determined by the home team or event host, that interschool contest will not be played without the mutual consent of all teams involved in the contest.
- f. If an outdoor athletic event scheduled for an evening start is delayed by weather, the latest that contest may restart is 9:15, in accordance with City of Carrollton ordinance.

## Temperature – POPCS Athletics

The following guidelines are followed by POPCS:

Practice Guidelines for outdoor practices: Practice for competition in hot and humid environments poses special conditions for student-athletes. Heat stress and resulting heat illness is a primary concern in these conditions. Constant surveillance and education are necessary to prevent heat-related disasters.

The following practices will be adhered to:

- a. Heat Index of less than 100° – water breaks every 30-45 minutes
- b. Heat Index of 100-105° -
  - If wearing full pads – water breaks every 30 minutes (break must be at least 5 minutes in duration)
  - If wearing shirts, shorts and helmets – water breaks every 40 minutes
  - Cardiovascular Conditioning – student-athletes must remove helmets
- c. Heat Index of 106-110° -
  - If wearing full pads – water breaks every 20 minutes (break must be at least 5 minutes in duration)  
Practice cannot exceed 1 hour 45 minutes
  - If wearing shirts, shorts and helmets – water breaks every 30 minutes (break must be at least 5 minutes in duration; Practice cannot exceed 2 hours; Athletes must be allowed to remove helmets when in non-contact drills
  - Cardiovascular Conditioning – student-athletes must remove helmets and shoulder pads
- d. Heat Index of 111-115°
  - Wearing shirts, shorts and helmets ONLY – water breaks every 20 minutes (break must be at least 5 minutes in duration; Practice cannot exceed 2 hours; Athletes must be allowed to remove helmets when in non-contact drills
  - Cardiovascular Conditioning – student-athletes must remove helmets and shoulder pads; duration and intensity must be reduced
- e. Heat Index of 116-117°
  - Water break every 20 minutes (break must be at least 5 minutes in duration); Practice cannot exceed 1 hour 30 minutes
  - Cardiovascular conditioning not permitted.
- f. Heat Index Greater than 117° - NO OUTSIDE PRACTICE ALLOWED FOR ANY SPORT

**Safety / Accidents / Injury** - Coaches have available medical forms for all players at all practices and contests.

Coaches are trained in CPR and basic first aid. If an accident or injury occurs, the coach submits a written accident incident report to the Lead Athletic Trainer within 24 hours. If the injury is serious the coach will call 911 and the parent. The coach will stay with the student until help is secured. If there is a confidential health issue for a particular student/athlete the coaches will treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice.

**Physical Contact** - Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation. A volunteer (other than parent or legal guardian) alone in a one-on-one situation with a player is considered inappropriate. If an adult is alone with a player it should be in a visibly public site. Some coaches are expressive -- using their hands to give a pat on the back, a rub on the head, or other sorts of contact to show appreciation or indicate a job well done. In a public setting, those acts are understood. POPCS acknowledges there are appropriate times and places for showing such approval. However, there should be no touching at all in a private one-on-one situation. Even the suspicion of inappropriate contact with a player may be enough to create the impression that it has occurred. Coaches must think defensively so that there is no question of impropriety.

During an out of town competition, a non-parent custodial adult shall not share any sleeping arrangement with a player or players. Adults should respect the privacy of players and allow privacy in changing rooms, showers and restrooms at all times.

Suspicious behavior by an adult of a sexual nature should be reported to any school official according to POPCS procedures. Reports can be made to the head coach, Athletic Director, any administrator or teacher. Protecting our children and our coaches is everyone's concern.

**Illegal and Performance Enhancing Substances** - Any athlete found to be in possession of or involved in the use of alcohol, tobacco, smokeless tobacco or narcotics during the season, while attending school or at any POPCS-sponsored activity, will be suspended from athletics for a period of time determined by the POPCS Administration.

Performance enhancing substances are strictly prohibited. POPCS recognizes that the use of androgenic/anabolic steroids (“steroids”) and other performance enhancing supplements presents a serious health and safety hazard and said use is a TAPPS violation. Student-Athletes in grades 6-12 shall receive a lesson on the effects of steroids as part of their health, physical education, or drug education program.

### **Athletics Code of Conduct - “The Next Play Mentality Initiative”**

POPCS has a duty to assure that the athletic program imparts important life skills and promote the development of good character as a Christian institution and as a member of and in the spirit of the Texas Association of Private and Parochial Schools (TAPPS). At all practices and athletic contests, coaches, players and parents are expected to emphasize/model the proper ideals of sportsmanship, ethical conduct and fair play. Further, it is our responsibility to model Christ like behavior because POPCS is a Christian institution and we must hold ourselves to that higher standard.

With this in mind, POPCS embraces the Next Play Mentality (NPM) Initiative. When one considers the complaints or displays of bad behavior or inappropriate comments, we would agree that this happens over a play that has already occurred. The coach vehemently disagrees with a call and receives a technical over a play that has already happened. A player displays visual disgust in gestures and words that warrant a technical foul/red card/ejection over a play that has already happened. A parent or fan screams their displeasure at an official over a play that has already happened. All of this displays behavior inappropriate for constituents of a Christian institution, or of any institution. And it is always over a past play. All the vocal protestations or gestures over a play which cannot be redone or a call which cannot/will not be changed seems rather foolish. In the meantime, we, coaches, players and parents, miss out on being positively involved in the next play-- which is what we can control. We can positively impact the next play but will never do so when mired in complaints regarding the previous play. So we must engage the Next Play Mentality and when we do our modeling of true sportsmanship, of Christ like behavior, will emerge. With the NPM in mind:

#### **Coaches will:**

- ✓ Be prompt to practices and games
- ✓ Model proper sideline behavior during games
- ✓ Be gracious in victory and accept defeat with dignity
- ✓ Deal in a respectful manner with officials and opposing coaches, no profanity, inappropriate gestures
- ✓ Refrain from teaching tactics that violate the spirit of the rules of their sport
- ✓ Hold players accountable for their behavior
- ✓ Conduct a pre-season team meeting to review the NPM with parents and players.

#### **Players will:**

- ✓ Be prompt to practices and games and communicate with the coach when missing is necessary
- ✓ Be gracious in victory and accept defeat with dignity
- ✓ Be respectful to others - No profanity, obscene cheers or gestures, negative signs, artificial noise makers, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations or other actions that would demean individuals or the sport.
- ✓ Treat game officials with respect – no complaining about calls during or after an athletic event
- ✓ Exercise self-control – no fighting or excessive displays of anger or frustration
- ✓ Promote healthy life-style encouraging good nutrition and rest
- ✓ Be open-minded, willing to listen and learn
- ✓ Encourage team work on and off the field
- ✓ Honor the spirit and letter of rules of the sport – avoid improper gamesmanship techniques that violate the highest traditions of sportsmanship
- ✓ Engage in positive cheering only.

#### **Parents/Fans will:**

- ✓ Cheer positively for their team
- ✓ Refrain from using artificial noise makers
- ✓ Refrain from shouting at officials
- ✓ Refrain from shouting coaching comments – leave coaching to the coaches
- ✓ Refrain from making demeaning comments regarding the officials or opposing school
- ✓ Support the coach even if you disagree
- ✓ Follow proper channels of dispute resolution
- ✓ Attend one of the scheduled NPM meetings

As part of the NPM program, parents must attend an NPM meeting (Parent Pep Rally) conducted by the Athletic Director every other season their student/athlete is participating in the POPCS Athletic Program. This meeting will be conducted in the Fall for all Middle School and High School athletes and parents. Two meetings will be offered on the date selected, one in the morning and one in the evening. *A parent **must** attend one of these meetings for their student/athlete to be eligible to play the sports they desire.*

## **Consequences for Violations of Athletic Code of Conduct**

Players, coaches, or fans who violate the NPM code of conduct will incur the following sanctions:

### **Coaches**

- ✓ Any coach receiving a technical or other official directed enforcement will have their coaching stipend fined at the rate of \$50 per occurrence.
- ✓ Any coach receiving three technical fouls or other official directed enforcement will not be retained as part of the next school year's coaching staff.
- ✓ A coach who is ejected from a game is fined \$200 by TAPPS and is required to sit out the next scheduled contest. Fine is paid by POPCS and then POPCS is reimbursed by the coach.

### **Players**

- ✓ Inappropriate court/field behavior may result in reduced playing time and/or benching.
- ✓ A player receiving an unsportsmanlike conduct penalty/ technical foul/yellow card or other official directed enforcement may receive coach directed discipline ranging from in game/in practice discipline to next game suspension. If a player is ejected from a game, he/she is subject to the TAPPS ejection rule, and that incurs a \$200 fine paid to TAPPS and a suspension from the next scheduled contest. Fine is paid by POPCS and then POPCS is reimbursed by the parent.
- ✓ Continued game/practice misconduct will result in removal from the team.

### **Parents/Fans**

- ✓ May be ejected from the contest for inappropriate behavior.
- ✓ Persistent violations may result in that parent/fan being asked not to attend future contests.

**Conflict Resolution** - An additional piece of the "Next Play Mentality" is the adherence to the following conflict resolution process.

Step One: Student/Athlete contacts coach – The student-athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.

Step Two: Parent contacts coach – If needed the parent contact the coach directly. Parents are asked to refrain from contacting the coach just before, during or after a game or practice. The parents should contact the coach via email or phone call to set an appointment to meet with the coach.

Step Three: Parent contacts Athletic Director -- If a satisfactory solution/resolution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. As needed, a meeting may be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. The AD will respond to student athletes and parents in a timely manner as to the disposition of their concerns.

Step Four: Contacting the Principal -- If there is still not a satisfactory resolution, the student or parent may contact the High School Principal. The Athletic Director should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

Retribution – Students and parents must be confident that the voicing of an opinion or concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are

committed to insuring that, after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the athletic department at POPCS.

## **Other Policies of Coaching**

**Fundraising** - All fundraising activities are governed by the POPCS Advancement Office. No coach or team may engage in a team fundraiser activity.

**Recruiting** - Recruiting for an athletic purpose only is forbidden by TAPPS. Coaches may have contact with student/athletes at the middle school level, at youth camps, in club sports and in the community. Encouraging student/athletes to come to POPCS as athletes only is not acceptable. Encouraging athletes to join a certain club team is also not acceptable.

**Club Sports** - Many athletes at POPCS are involved with club sports. POPCS teams are independent from all club sports. Participation in club sports may not fulfill PE requirements, nor is it a criterion for playing on a POPCS team. Participation on outside club sports teams is not an excuse for leaving a POPCS team practice early or missing POPCS team practices or games.

## GENERAL INFORMATION FOR PARENTS AND STUDENTS

**Athletic Staff** - Coaches manage their teams under the supervision of the Athletic Director. Some coaches are full time POPCS employees and some serve as stipend only coaches for an individual season. Varsity coaches oversee the JV, and Middle School programs for their sport.

The Athletic Director reports to the High School Principal. The Athletic Director provides for overall leadership and coordination among the various sports to facilitate programs that provide student/athletes with worthwhile learning experiences.

All POPCS coaches are required to complete the MinistrySafe program and CPR training every two years. Annually, High School coaches must complete TAPPS SCOPE, concussion testing and other TAPPS required testing or certifications.

**POPCS Boosters “Eagle Club”** - The POPCS Eagle Booster Club supports the athletic programs of POPCS. In recent years, POPCS parents, through membership and fund raising activities have raised in excess of \$20,000 each year in support of the POPCS athletic program.

- Membership - Families join the Eagle Booster Club through the purchase of a season pass which allows admission to home games (excluding tournaments). Levels of membership afford the family varying upgrades, ie admission, admission and reserved seating, admission, reserved seating and parking. Members may be called upon to help with projects of the Booster Club.
- Fundraising – The Eagle Booster Club raises funds through membership, banner sales and some merchandise.
- Parent Participation/Team Parent - Parents are encouraged to support their athletes, go to games, serve as team parents, and help coordinate team activities.
- Scholarships - The Eagle Booster Club offers four \$500 scholarship awards each year to the most outstanding graduating female and male athletes at POPCS. These are awarded at the POPCS Awards Assembly conducted at the end of each school year.

**Retirement of Jerseys** - POPCS may choose to retire a Student/Athlete’s jersey. For this to occur the following criteria must be met:

Attended POPCS all four years of Upper School.

Played the sport for which the jersey is being retired all four years of Upper School.

Selection to the All District First Team for three of the four years of participation.

Selection to the All State First or Second Team at least once during Upper School Career.

Posted stats above production norms. In each case, the Athletic Administrative staff will review these norms.

A jersey may be retired in special circumstances as determined by the Athletic Administrative staff.

**South Gym Recognition Photos** - The POPCS South Gym lobby and entry walls have photos and information as a recognition of student/athletes who have gone on to play collegiately after their careers at POPCS. The basketball 1000-point club is also displayed there, as are the track records. All of these displays are updated at the end of each summer as records are broken and changes are necessary.

### State Contest Attire

When a team advances to a state tournament, team members may dress in professional attire the day before or day of departure to the tournament. While attending the state tournament the team will wear attire as directed by the coach of that sport. On the school day following the state tournament the team members may wear team or state contest t-shirts.

### Sports Seasons / Offerings

**Fall** Cross Country, Football, Volleyball

**Winter** Basketball, Soccer, Swimming

**Spring** Baseball, Golf, Softball, Track & Field, Tennis

**Note: Athletic Fees Apply – see Addendum I**

**Required Forms** - The following forms are required to be on file and current annually in the Athletic Office before participating in Eagle athletics:

- TAPPS Medical History Form
- TAPPS Physician's Release Form
- TAPPS Student Acknowledgement of Rules Form (HS Student Athletes only)
- TAPPS SACS Awareness Form
- TAPPS Concussion Awareness Form
- TAPPS Transfer Form (if applicable)

**Teams** - The POPCS athletic program consists of Middle School, JV and Varsity teams within each sport. The Varsity coach supervises the athletic program for each sport. On occasion, Varsity coaches may select JV players to attend practices or games, and/or playoffs. The coaches of all teams work together to build skills and develop players to compete successfully at all levels.



## TEAM SELECTIONS

### MIDDLE SCHOOL TEAM SELECTION GUIDELINES

Dates for tryouts/team selections will be set by the athletic department and announced through an e-mail to parents. Selections will adhere to the following roster guidelines:

<u>Sport/Activity</u>	<u>League</u>	<u>Maximum Roster</u>
Cross Country	none	unlimited
Football	TAPS	unlimited
Volleyball	TAPS D-1 and D-2	12 per team
Swim Team	none	unlimited
Basketball	TAPS D-1 and D-2	12 per team
Winter Soccer	TAPS Boys and Girls	18 per team
Baseball	TAPS	18
Softball	TAPS	18
Golf	none	15
Track	TAPS	unlimited
Tennis	none	unlimited

**Note: Athletic Fees apply – see Addendum II**

**Selection Process** - In the season where roster sizes are limited the POPCS coaching staff will conduct tryouts and make team selections. Sixth through Eighth grade students are eligible for these tryouts and the roster selections will be constructed by selecting the best players available based on grade level, skill level, attitude and academic eligibility. The tryout process may span 2-3 days of evaluation prior to final team selections being completed.

**Playing Time** - In the Middle School, it is the program's desire to provide each player with similar playing time in each game. However, one must understand that due to roster size, practice attendance, attitude, skill level, and flow of the game there will be some disparity in playing time.

### Advancement to the LMST National Basketball Championship Tournament

Middle School boys and/or girls basketball teams may advance to the LMST National Basketball Championship Tournament only if they win the LMST State Basketball Tournament.

**UPPER SCHOOL TEAM SELECTION GUIDELINES** - Dates for tryouts are set by the athletic department and announced via e-mail to parents. Selections will follow these guidelines:

<u>Sport/Activity</u>	<u>League</u>	<u>Maximum Roster</u>
Cross Country	TAPPS	unlimited
Football	TAPPS	unlimited
Volleyball	TAPPS	
Varsity		10
JV		10
Freshmen		10
Swim Team	TAPPS	unlimited
Basketball	TAPPS	
Varsity		15 (both boys and girls)
JV		15 (both boys and girls)
Winter Soccer	TAPPS	20
Baseball	TAPPS	18
JV		18
Softball	TAPPS	20
Golf	TAPPS	10 (5 boys and 5 girls)
Track	TAPPS	unlimited
Tennis	TAPPS	12 (6 boys and 6 girls)

**Note: Athletic Fees Apply – see Addendum II**

## **Post Selection Process**

Once the tryouts have been completed and the team selected, those players who were not selected will meet with the coach to review their individualized selection process report card. The reasons for non-selection will be discussed and encouragement to continue to work to improve necessary skills given. This student/athlete may be given direction to an alternative league and or team (if available).

**Playing Time** - In the Upper School, playing time is allotted at the coach's discretion. Each player's skill level is assessed by the respective coach and playing time earned by attitude, practice and game performance.

**Practices** - Coaches will conduct regular practice schedules depending on availability of field, pool or gym space. Varsity/JV practices are normally 2 hours in length, 5-6 days per week. Middle School practices are usually 1 hour 15 minutes, 5 days per week. Early morning practices may be held due to facility availability. Coaches may schedule practice times or games during vacations depending on the season. Coaches may add additional practices but these practices may not be tied to team performance, (i.e. team played badly so a practice is added.) It is expected that coaches and players will abide by the POPCS Code of Conduct during all practices and games.

**Multi-Sport Athletes/Leaving a Sport** - A student athlete must complete the full season and any post-season games before trying out/moving on for/to the next season. All multi-sport athletes will have an opportunity to tryout (if necessary) for a team in a subsequent season, even if the season has started. Visit [www.popcs.org](http://www.popcs.org) for updated season and schedule information. Student athletes desiring to play two sports in the same season must schedule a meeting with both coaches and their parents to sign the Primary/Secondary Sport contract. This practice should be carefully considered due to the conflicts that arise with team schedules, practices and academics. In addition, a student athlete cannot leave (quit) a team during the season for any reason. This also includes being dismissed from a team. If a student athlete leaves or is dismissed from a team prior to the completion of a season they may not participate in any other sport for one calendar year and may return to play for that team the next school year only with that coach's permission. For each sport, the student athlete has until the first game that they can participate in to decide if they want to continue playing that sport for that season. Once they suit up for that first game they are then committed to complete the season. If they leave the team after suiting up for the first game then they incur the one year ineligibility. The only exception to the first game participation being the final point for separation is football. Any football player who completes the first week of fall practice, may not leave/quit the team. If they do so the above rule is in effect. It is understood that on occasion extenuating circumstances may arise and those situations will be considered by the Athletic Director and coaching staff on a case by case basis.

**Games and Tournament Schedules** - Varsity Coaches schedule games unless they request the Athletic Director's assistance. The Athletic Director reviews the schedules to identify any possible conflicts. Middle School games are scheduled by the Varsity coaches and the Athletic Department. All game schedules will be available at [www.FACTS Family Portal.com](http://www.FACTS Family Portal.com).

**Schedule Conflicts with Other School Commitments** - Athletes may request to miss a practice or game in order to participate in another academic or extra-curricular school activity such as music performance. Athletes must recognize that missed practices or games may result in reduced playing time in future contests.

**Off Season Practices** - TAPPS establishes that coaches may work with student/athletes during the Athletic Period. Pre-season, off-season activity is voluntary and not a requirement for team selection. Coaches will clearly explain to student/athletes the benefits of off-season conditioning. Coaches may provide information about recommended pre-season practices and conditioning activities. No athlete currently competing on a POPCS team may participate in pre-season activities for a subsequent season. However, Varsity/JV coaches may articulate the expected level of conditioning and skill development for team selection.

**Hazing** - Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Hazing is strictly prohibited at POPCS.

**Coaching Evaluations** - Coaches are evaluated by the Athletic Director annually based on criteria including: Attendance at mandatory coaches training each year; upholding policies and regulations of the POPCS and TAPPS; exhibiting the same high standards of behavior and commitment expected in an academic classroom; clear communication with student athletes and parents regarding coaching philosophy, team rules and expectations, practice and games schedules, and procedures for conflict resolution. Student athletes and parents may be invited to complete a survey at the end of the season

**Uniforms and Equipment** - Athletes are issued uniforms and equipment for each team. All equipment and uniforms must be returned to the head coach or athletic director within 7 days of the last game. A student will be charged for the

replacement cost of uniforms and grades/schedules will not be released until all obligations are met. All purchases of athletic wear are to follow the Branding Guide (see Appendix VI). In addition, parent purchases of team sweatshirts or tournament t-shirts must follow the Branding Guide and also be approved by the Athletic Director.

**Championship Rings** - POPCS teams often win state championships and with that accomplishment the ordering of commemorative state rings is the practice. When a team or individual wins a championship and opts to purchase a state ring, POPCS will pay for one fourth of the cost of the ring and the student/athlete and their family is responsible for three fourths. The cost of the rings may not exceed \$350.

Special Note: In Track and Tennis, only those student/athletes who compete at the State Meet are eligible to receive the one fourth school contribution to the purchase of state rings. Participants who score points at the district or region competitions may opt to purchase a ring as a member of the team at their own expense.

**Signing Ceremonies** - Student/athletes who sign on a national signing date will be afforded a signing photo opportunity for dissemination to local news media outlets. The Athletic Office must be contacted by the student/athlete's parents to arrange this opportunity. In addition, each Spring POPCS recognizes those student/athletes who have signed letters of intent with a particular university or college to play a collegiate sport. This ceremony is conducted as part of an April or May student assembly. Student/athletes choosing to walk on to a collegiate athletic program are not included in this ceremony. A student/athlete who provides proper documentation of receiving preferred walk-on status will be recognized.

## **League Information -**

**Upper School:** POPCS is a member of the Texas Association of Private and Parochial Schools (TAPPS). The Purpose of TAPPS is and shall be to organize, to stimulate, to encourage and to promote the academic, athletic and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship and wholesome competition for boys and girls. The TAPPS slogan is "Completion with Honor."

The objectives of this organization are:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition so that School Boards, Administrators, and school faculties will regard interscholastic athletics as an educational resource to be encouraged and fostered.
2. To establish the responsibility for the administration of high school athletics by member schools in order to ensure satisfactory supervision.
3. To provide a constitution, by-laws, and organization through which member schools shall administer their interscholastic athletic programs.
4. To cultivate cordial and friendly relations among schools through good standards of sportsmanship.
5. To promote equal opportunities for all involved in TAPPS competitions.

The TAPPS organization provides districts or divisions that provide the majority of a team's regular season schedule. However, the high school teams may/will also schedule non-district/division opponents as well as public school (UIL) teams to complete their regular season schedule.

**Middle School** -The middle school athletic program holds membership in and is governed by the Texas Association of Private Schools (TAPS). League play provides the majority of the middle school athletic schedules but the middle school teams also play TAPPS district and public school opponents when possible.

## ADDENDUM I

### PRINCE OF PEACE CHRISTIAN SCHOOL ATHLETIC FEES 2020-2021

#### Upper School Sports Fees

Football	\$340
All other Varsity Sports	\$240
All JV sports excluding Football	\$215

#### Middle School Sports Fees

Cheerleading	Consult Head Coach
Football	\$295
All other MS Sports excluding soccer	\$210
MS Soccer	\$100

*Note: All student/athletes will register and pay fees online through Eagle Pay. Notification for registration and payment will be sent via email at the beginning of each sport season once rosters are finalized.*

## ADDENDUM II

### Ten Principles for Parenting an Athlete

- Be positive with your student-athlete. Let them know they are accomplishing something simply by being a part of the team.
- Avoid offering excuses for the student-athlete if they are not playing or seeing only limited action. Encourage them to work hard, reach their potential, and contribute to the team's efforts.
- Open criticism of the coaches is unnecessary. By openly criticizing the coaches, your student-athlete becomes trapped between the coach's authority and the parent's criticism. This situation merely erodes the athlete's effectiveness and affects their contributions to the team effort.
- Encourage and support your student-athlete's efforts to follow the team's rules and athletic code. Remember that you sign a parent athletic pledge stating your support of the athletic code, its enforcement and penalties. This is a year-round responsibility and not limited to the athletic season.
- Emphasize the importance of academics and understand the academic requirements necessary for participation in interscholastic athletic activities. With few exceptions, most student-athletes do not receive athletic scholarships. Their future as an active, contributing citizen is determined by their academic abilities, not their high school athletic abilities.
- Criticizing or showing envy in relation to the failures or successes of other student-athletes is inappropriate behavior. Most are trying the hardest on any given day and they deserve respect for their efforts. Living your life vicariously through your student-athlete puts undo pressure on all concerned. Remember, a sport is a game and it is supposed to be fun.
- The coaches work with the athletes on a regular basis and they have had the opportunity to evaluate the athletes' strengths and weaknesses objectively. Focus your energy toward being a supporter of the team and do not waste it tearing the team down. Remember, every team is composed of three groups: athletes, coaches, and parents. Be a positive part of the team.
- Emphasize good sportsmanship with your student-athlete. Win or lose, they must show respect for opponents and demonstrate the maturity necessary to show class. In addition, encourage your student-athlete to respect the authority of the officials. Self-respect begins with self-control.
- Emphasize that "team" must take precedence over the individual. Recognition of individual's contributions happens at the end of the season. Recognition is directly affected by the success of the team and the individual's contribution to the team's success. Remember, there is no "I" in the word team.
- The lessons learned through athletic competition are lessons for life. The skills learned are for leisure in the future. Keep sports in perspective.