

CHRIST, PRINCE OF PEACE SCHOOL

FAMILY HANDBOOK 2018-2019



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TELEPHONE DIRECTORY	7
MISSION STATEMENT OF CHRIST, PRINCE OF PEACE SCHOOL	9
VISION STATEMENT FOR CHRIST, PRINCE OF PEACE SCHOOL.....	9
PHILOSOPHY OF CHRIST, PRINCE OF PEACE SCHOOL.....	10
GUIDELINES OF CHRIST, PRINCE OF PEACE SCHOOL.....	11
Admissions Policy.....	11
Admission Guidelines	11
Custodial and Non-Custodial Parents.....	11
Priorities for Admission	11
Early Learning Center Registration and Admission.....	11
Kindergarten Registration and Admission	12
Grades 1 – 8 Registration and Admission.....	12
Readmission	13
Admission of Non-Catholic Students.....	13
After School Care	13
Algebra	13
Arrival and Dismissal	13
Morning Drop-off.....	13
After Hours.....	14
Off Grounds.....	14
Attendance	14
Absence	14
Truancy.....	15
Tardiness	15
Early Release.....	15
Excessive Absence or Tardiness	15
Returning to School for Forgotten Items.....	16
Dual Enrollment	16
Vacations	16
Birthdays	16
Cancellations/No School	17
Cell Phones.....	17
Change of Address	17
Class Size	17
Wait List.....	18

Classroom Aid Policy	18
Communications.....	19
Methods of Communication	19
Questions	19
Confirmation Attire	20
Copyright Materials.....	20
CPOP Updates	20
Disaster Plans	20
Discipline	21
The Rights of Students at Christ, Prince of Peace School.....	21
Serious Disciplinary Consequences	21
Suspension	21
Probation	22
Withdrawal for Cause.....	22
Violations	23
Tobacco	25
Drug, Alcohol and Substance Use and Abuse.....	25
Search and Seizure	25
Discipline Procedures.....	25
Electronic Devices Policy	26
Emergency Fire Drills	27
Evaluations and Testing	27
EXPLO	27
Extracurricular Activities	27
Student Publications	27
Sportsmanship	28
Facilities and Management.....	28
Use of the School Building	28
Faculty Meetings	28
Fads	28
Fasting for School Masses.....	28
Fax	28
Fees.....	28
Registration/Book Fee	28
Activity Fees.....	28

Lunch Duty Fee	29
Library Fee	29
Field Trip Policy	29
Field Trip Guidelines.....	29
Fundraising	31
Eighth Grade.....	31
Grade Classification Policy	31
Grade Placement.....	32
Grading System	32
Graduation	32
Graduation / Confirmation Attire	32
Harassment Policy	32
Harassment Guidelines.....	33
Health Program.....	33
Health Documents	33
Immunizations	34
Administration of Medication	34
Students with Significant Medical Conditions	34
High School Visits.....	35
Homework	35
Hours	36
Returning to School for Forgotten Items.....	36
Inclement Weather	36
Indoor Recess	36
Internet Policy and Electronic Communications Conduct	36
Interruptions	37
Intruder Drills	37
Kindergarten Registration	37
Late Start	37
Library	37
Lockers	38
Lost and Found.....	38
Lunch Duty Guidelines	38
Sign up.....	38
Buy-out.....	38

Failure to Show	38
Substitutes	38
Times and Duties	39
Lunch Program	39
Lunchroom Etiquette	39
Lunch Schedule	39
Mailing Lists.....	39
Maintaining School Privacy	40
Media.....	41
Medication.....	41
Ministering at Mass	41
Parent-Teacher Conferences.....	41
Parties	41
Political Process	41
Protecting God’s Children.....	41
PTO	42
Questioning of Students	42
Records / Transcripts	42
Access to Student Records by Parents	42
Transfer of Records	42
Release of Student Discipline Information	43
Procedures for Release of Student Discipline Information	43
Reduction in Force	44
Report Cards and Mid-Quarter Reports	44
Restroom Guidelines	44
Students	44
Adult Visitors	45
School Advisory Board	45
Sixth/Seventh Grade Camp	45
Special Needs Policy	45
Guidelines.....	45
Special Needs Records	46
Extra Textbooks	46
Student Council (STUCO)	47
Technology	47

Technology Education Night.....	47
Internet Activities	47
Internet and Electronic Communications Conduct	47
Telephones.....	47
Textbooks and Property.....	48
Tuition Policy	48
Guidelines.....	48
Tutoring.....	48
TWB (Together We're Better)	49
Uniform Policy **Updated**	49
General	49
Supplier	49
Uniform Requirements	49
EARLY LEARNING CENTER.....	49
ELEMENTARY SCHOOL.....	50
Hair.....	Error! Bookmark not defined.
Uniform Policy Exceptions	52
Vehicle Safety Policy	53
Violence Policy	53
Visitors	55
Classrooms	55
Deliveries to School	55
Volunteers	55
Walking Policy	56
Weapons	56
Website.....	56
Appendix	58
Party Guidelines For Christ, Prince of Peace.....	58
Physician Consent for Medication Administration	59
PERMISSION TO DISPENSE MEDICINE.....	60
Drop Off and Pick Up Diagrams.....	61

TELEPHONE DIRECTORY

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Vice-President	Mrs. Mary Kate Mortland		
Secretary	Mrs. Becky Diehl		
Finance	Mr. Patrick Barry Mr. Henry Saur		
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MISSION STATEMENT OF CHRIST, PRINCE OF PEACE SCHOOL

Christ, Prince of Peace is a Catholic parish elementary school whose mission is to educate and nurture the whole child – body, mind, and spirit – in a Christ-centered, loving environment.

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VISION STATEMENT FOR CHRIST, PRINCE OF PEACE SCHOOL

Guiding our students to:

- ...a love of God and others
- ...a commitment to lifelong learning
- ...a dedication to stewardship

Guiding our parents to:

- ...participate in the education of our children
- ...invest in the future of our students and school
- ...a partnership focused on spiritual growth

Guiding our community to:

- ...share knowledge and resources
- ...build relationships and feel connected with our school
- ...support and nurture our Catholic values

PHILOSOPHY OF CHRIST, PRINCE OF PEACE SCHOOL

We believe:

- Parents are the primary educators of our children
- Virtues guide our behavior
- Students have a responsibility to God, self, family and community
- A caring and respectful environment is essential to learning
- Faith and knowledge should be shared

GUIDELINES OF CHRIST, PRINCE OF PEACE SCHOOL

Admissions Policy (Revised 3/07)

Christ, Prince of Peace School enrollment policy follows the general guidelines established by the Archdiocese of St. Louis.

Archdiocesan Policy 4101

“All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.”

The principal, in proper consultations with the pastor and/or the Board, will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedure. Cooperation of the parents with their church and school can be an important criterion in determining the acceptance of the application for admission.

Admission Guidelines

Custodial and Non-Custodial Parents_ (Archdiocesan Policy 4103)

The registration process includes verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

Priorities for Admission

1. Catholic students currently enrolled.
2. Catholic students with siblings currently enrolled in the school.
3. Catholic students who are siblings of school graduates.
4. Catholic students, whose families have the greatest longevity as supportive, registered members of Christ, Prince of Peace parish. “Supportive” defined as a registered family who meets their annual stewardship commitment for time, talent, and treasure.
5. Catholic students currently enrolled in the Parish School of Religions (PSR).
6. Catholic students attending a full time Catholic school who move into the parish and register as members of the parish.
7. Catholic students living in the parish boundaries who are not members of the parish.*
8. Catholic students living outside the parish boundaries who are not members of the parish.*
9. Non Catholics*

*Non-parishioners see tuition policy.

Early Learning Center Registration and Admission

1. To apply for preschool, a child must be THREE YEARS OLD by August 1 and toilet trained.
2. Applications for entrance will be open to current families one week prior to opening for new families.

3. A copy of the child's birth certificate and baptismal certificate should be presented at time of registration.
4. A nonrefundable registration fee is due with the application. If the application to Christ, Prince of Peace is not accepted due to space availability, the fee will be refunded.
5. Students eligible and registered for preschool must have a complete physical examination and present a copy of the physical showing signature of the attending physician and proper immunizations.
6. Each student will be considered on an individual basis, and a determination will be made whether Christ, Prince of Peace can provide the type of education that fits the individual needs of the child.

Kindergarten Registration and Admission

1. To apply for Kindergarten, the Archdiocese requires that a child must be FIVE YEARS OLD by August 1.
2. Applications for entrance into kindergarten will take place in the month of February.
3. A copy of the child's birth certificate and baptismal certificate should be presented at time of registration.
4. Students eligible and registered for kindergarten will be given the KIDS test by the kindergarten teacher in the Spring.
5. A nonrefundable registration fee is due with the application. If the application to Christ, Prince of Peace is not accepted due to space availability, the fee will be refunded.
6. Students eligible and registered for kindergarten must have a complete physical examination and present a copy of the physical showing signature of the attending physician and proper immunizations.
7. Each student will be considered on an individual basis, and a determination will be made whether Christ, Prince of Peace can provide the type of education that fits the individual needs of the child.

Grades 1 – 8 Registration and Admission

Current Students

1. Registration for the next year for students currently enrolled in Christ, Prince of Peace will be held in the Spring, before enrollment is opened to new students.
2. No registration is complete until the registration fee per child is paid.
3. Admission is not guaranteed until the current year's tuition and all fees are paid in full. If this poses a hardship, please contact the business office.
4. Continued enrollment shall be subject to the students' and families' acceptance of the philosophy, the policies and the procedures set forth in the Christ, Prince of Peace Handbook as well as those established throughout the school year.

New/Transfer Students

1. At the time of registration, parents must present a complete registration form, health form, baptismal certificate and nonrefundable registration fee.
2. Parents and student(s) will meet in person with the principal.
3. All previous school records, health records, testing results, etc., are received from previous schools. These documents will be reviewed by the administration.
4. An appropriate recommendation for admission is received from the previous school or potential students have passed the Christ, Prince of Peace academic screening.
5. Acceptance letters will be sent by April 1 of the current school year.

6. The first twelve months of enrollment will be a probationary period for all students and families at Christ, Prince of Peace School (K – Eighth).

Readmission

Once a student withdraws from Christ, Prince of Peace School for any reason, readmission to the school will be at the discretion of the pastor and the principal.

Admission of Non-Catholic Students

Non-Catholic students are welcome to apply for admission to Christ, Prince of Peace School and will be admitted according to admission guidelines. Once admitted, Non-Catholic students are expected to participate in religion class and Mass as appropriate. Non-Catholic students are also expected to be an active part of Sacramental preparation in second, seventh and eighth grade. Questions regarding this participation should be directed to the coordinator of the sacrament in question.

Please note, Archdiocese procedures require the preschool and K-8 be kept separate. Therefore, registration, tuition, etc. are two separate procedures even if the students are in the same family.

After School Care

Christ, Prince of Peace after school care provides a safe, fun, faith-filled environment from 3:00-6:00 p.m. for students whose parents are unable to pick them up or may otherwise be left home alone after school.

Algebra (Revised 7/16)

To be exempted from taking the placement test for the 8th grade algebra course, a student must have a 90% or higher on the math section of the IOWA assessment AND have at least a 90% average in 7th grade math. If a student only meets ONE of those requirements, they may take a placement test to be placed in the course. A score of 80% or higher is preferred on the placement test.

Arrival and Dismissal

Both arrival and dismissal are subject to change when deemed appropriate.
See diagrams in appendix.

Morning Drop-off: The preferred arrival time for morning drop off is 7:45 a.m. when the school doors open. Parents should enter at the north driveway and follow traffic in front of the church to the upper portion of the south lot. Parents should pull all the way up to the last cone before allowing children to exit vehicles. All students should exit from the passenger side of the car. Cars should then continue on to the south driveway and exit on Weidman Road. Please do not exit the north driveway as this creates problems with the cars arriving for drop off and causes congestion.

Afternoon Pick-up: Dismissal time is 3 p.m. on full days and 12 p.m. on noon dismissal days of school. Parents should park in the south lot or the parking lot in front of church. In the south lot, cars back in along the fence line or pull forward in a double row facing at an angle. In front of

church, cars back into spaces including handicap spots. A second line forms along the curb in front of church.

Once dismissal begins and students are moving around the lot (about 2:50 - 2:55 p.m.), those cars still arriving go to the holding zone, which is the east lot closest to Weidman Road. **Students are not permitted to cross the center median to enter these cars but must wait in the holding zone.**

After Hours: If you are going to be late in picking up your child, we would appreciate a phone call to inform us. Any child/ren not picked up by 3:05 p.m. each day will be brought into the office.

Off Grounds: Children are not allowed to walk off the grounds unsupervised. This is a liability that Christ, Prince of Peace will not incur. If a child is to walk home regularly, written permission must be on file in the school office. A note is required in the office anytime a child walks home or off school grounds.

See Facilities and Safety Policy

Attendance (Revised 7/16)

Absence (Archdiocesan Policy 4201)

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

When your child is absent from school or is going to be late you are required to **call the school office** between 7:30 and 8:30 a.m. Requests for homework must be made by 8:30 a.m. Homework may not be picked up before 2:45 p.m. If no call is made, homework will not be sent home.

If it appears the illness will be prolonged, please keep the office advised daily in order to inform teachers concerning assignments.

Upon the child's return, a written excuse from the parent IS REQUIRED. The note should include dates of absence, reason, and signature. If a child is too sick to complete assignments before returning to school, please write a note. The child will be given an extension to complete this work. All work and test scheduling will be the RESPONSIBILITY OF THE STUDENT.

If your child becomes ill or injured during the school day, the office or school nurse will notify you. The child must be signed out in the school office. Please remember that a child must be fever free for 24 hours without medication before returning to classes.

If a student misses more than two hours of school on a given day, he/she will be marked half day absent.

Children are marked absent under two hours if they arrive after the tardy bell or are absent for a period of time under two hours. This will include all doctor/dental appointments. This affects a student's attendance record. Attendance at school should always be a priority. Sleeping in because of a sports activity or staying up late is not modeling the importance of school.

Truancy (Archdiocesan Policy 4201.1)

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Tardiness (Archdiocesan Policy 4202)

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

At Christ, Prince of Peace any student arriving after 7:55 a.m. is considered tardy and must go to the office to be taken off the absentee list. Academic classes begin at 8 a.m. If the student is late, a **parent is required to come into the office with the student and sign him/her in and receive a class admittance slip.** Tardiness is reported on the student's permanent record. Sleeping in and arriving at school late is considered an unexcused tardy. Tardy designations affect a student's attendance record as well.

Early Release

If a student has to leave school during the school day, a written note is required. The student will be called to the office when the parent arrives. Only when the parent or guardian has signed the release book in the office will the child be dismissed. Keeping doctor appointments to a minimum would be greatly appreciated. If your child has an early appointment and will not arrive at school until after the appointment, please send a note the day prior to this appointment and call the office to advise of the late arrival. If possible, doctor appointments should be made on half days.

Excessive Absence or Tardiness (Revised 5/11)

By way of definition, being absent for ten days will be considered excessive and being tardy fifteen times will be considered excessive. Students with excessive absences (full day, half day or two hours out) or tardiness are at risk for failure as a student. Parents of students who are excessively absent or tardy will be required to meet with the principal and the child's teacher. The conference will focus on understanding the consequences of continued absence.

A student who is absent more than ten days total must provide a doctor's note for all subsequent absences.

- A student who is tardy fifteen days total will be required to make up work in a mandatory, before-school study hall starting at 7:15 a.m.
- A student who is absent more than 15% of the school year (26 days of the required 174 days) is required to attend 14 hours of summer school or approved tutoring.
- A student who is absent more than 20% of the school year (35 of the required 174 days) is at risk for being retained.
- A student who is tardy a total of 35 times will not only be required to attend two mandatory, before-school study halls, but will also be required to attend 14 hours of

summer school or approved tutoring.

Failure to comply with these requirements will result in a mandatory meeting with the parents, principal, and pastor to determine eligibility for continued enrollment.

Please note that students who have excessive absences due to medical reasons will be given consideration under Archdiocese Guidelines for Significant Medical Conditions. This will be handled on a case-by-case basis.

Returning to School for Forgotten Items (Revised 10/10)

Neither parents nor students should return to school to pick up forgotten books, schoolwork, etc. after 3:30 p.m. At no time will a classroom be unlocked by maintenance for forgotten items.

Dual Enrollment (Archdiocesan Policy 4204)

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Vacations

Christ, Prince of Peace does not give permission for students to take vacations during scheduled class time. Parents are encouraged to schedule family vacations during breaks within the school year. We ask all parents to give vacation time serious consideration. It is difficult for the child and the classroom teacher to make up work. Children often do poorly on a test, quiz, or assignment because of missing school.

A note from the parent must be sent both to the school office and your child's homeroom teacher. Parents> Secure Login>Forms>School Documents>Parents.

If a vacation is taken, advanced notice (at least one week), must be given the office and the teacher.

NOTE: A complete list of advanced work cannot be given due to the fluency of the school day. If a list of advanced work is requested with a week's notice, the teacher will do his/her best to provide a tentative list of assignments. It is the student's responsibility to see what changed on this list and what additional requirements there are once they return to school. Times for making up missed tests will be scheduled by the teacher after the student returns.

Birthdays

As a special birthday "treat," students will be allowed to dress out of uniform on the day of their birthday. If a student's birthday falls on a weekend or during a break, they may dress out the day before or after. Students with summer birthdays may dress out on their half-birthdays. Students should follow out-of-uniform guidelines for appropriate dress.

In order to comply with Archdiocese Wellness Plan standards, birthday treats are not to be sent into school. In lieu of classroom treats, parents (or another "significant" visitor) are invited to bring or send a special lunch for their child on their birthday. Visitors are invited to stay and eat with the student. Fast food will be permitted for lunch on this special day.

Cancellations/No School

All families will be contacted through our SchoolReach program when school is canceled. In addition, an announcement will be relayed on television channels 4 and 5 under the school title, "Christ, Prince of Peace-Manchester." When a snow schedule is announced, classes will begin at 9:30 a.m. Please drop off your children on those days by 9:20 a.m. DO NOT CALL the rectory, school office, or teachers. School will NOT be closed once it has begun. If you feel the weather is deteriorating and would like to pick up your child/ren, you are free to come at any time. Please inform the parents of your carpool of your intention. If you are picking up children besides your own, please inform the office.

Archdiocese regulations require us to indicate when a child leaves the building, regardless of the reason.

Cell Phones

See Electronic Devices Policy

Change of Address

A change of address, telephone number, or emergency phone number must be reported immediately to the school office. This is necessary for emergency situations as well as for keeping school records current.

Class Size

The following policy replaces the "Class Size/ Wait Lists" sub-policy formerly included under the Admissions policy and revised by the School Board in October 2010. This policy applies to Kindergarten through 8th Grade.

It shall be the policy of Christ, Prince of Peace Parish School (the "School") to maintain an appropriate number of students per class within limitations imposed by School facilities and School resources and within applicable state and Archdiocesan guidelines, if any. Furthermore, it is the desire of the School to establish and maintain teaching conditions that will promote efficient and effective teaching and learning. Accordingly, the School will continue to monitor student/teacher ratios.

The School shall strive to limit the size and balance the composition of all classes, including specials (Art, Music, Physical Education, etc.), so as not to exceed the number of students that can safely and effectively be served in each subject. Because of varying instructional needs of the students and resources of the School, the School believes that it is imperative to maintain flexibility rather than hard and fast rules with regard to classroom size and student/teacher ratios. Input from teachers, specialists, the Principal, Pastor and parents shall play a significant role in the creation of classes that provide the best possible learning conditions in each classroom.

The Pastor, acting with the advice of the Principal, Parents and School Board, shall make the final determination of class size for each grade. Splitting of grades into two classes should only happen at the beginning of a school year. Because of space planning and financial considerations, extreme

circumstances must exist before considering whether to split a grade after classes have commenced. In determining class size, the factors to be considered include, but are not limited to:

- (a) The makeup of the impacted grade level(s) including their developmental needs, social dynamics, maturity, behavior and discipline issues;
- (b) The impacted teacher(s) including his/her/their experience, familiarity with the class, and knowledge of the grade level curriculum;
- (c) Whether the split of a grade into two classes is in the best long-term interests of the School rather than the short-term interest of a single grade;
- (d) The financial impact of splitting a grade into two classes including the potential positive impact of having two full classes per grade; and
- (e) Any other factor the Pastor, Principal or School Board deem relevant and important to the best interest of the Parish and School.

Past decisions regarding class size or splitting shall not be binding precedent on the Pastor, Principal or School Board since the factors listed in (a) – (e) will vary. Based on the foregoing, the following guidelines apply to class size at the School:

Target Number of Students Per Class:	25
Maximum # of Students Per Class:	30 ¹
Minimum Number to Consider Split of Grade:	26
Maximum # Enrolled + Wait List For Split of Grade:	38 ²

Wait List

The goal of the School is to have 30 or fewer students per class. At the discretion of the Pastor and Principal, the Principal may institute a wait list for any grade level when enrollment reaches 30 students or a number less than 30 that, in the discretion of the Principal, is appropriate for the makeup of the individual grade. The Principal should not, without good cause, enroll any new students until there are at least 8 students on the wait list at which time the prospective students may be enrolled and the grade split into two classes.

Classroom Aid Policy

As an alternative to splitting a class while ensuring that students are properly instructed, the Pastor, acting with the advice of the Principal, Parents and School Board, shall determine whether a classroom aid is in the best interest of a grade. The Pastor, Principal and School Board shall be guided by the factors set forth in (a) – (e) of the Class Size Policy above. Generally, the hiring of a classroom aid will be considered in accordance with the following class sizes:

Hiring of Full Time Aid (K only):	26-30
Hiring of Part Time Aid (K only):	21-25
Parent Volunteer Aids (K only):	< 21
Aids for elementary grades:	Special Determination

¹ Archdiocese of St. Louis maximum class size is 35 students.

² Also see the Wait List Policy. It is the intent of these Policies to limit the maximum number of students in a class to 30. Except to fill vacancies created by a departing student, students on the wait list will not be enrolled until and unless the grade is capable of being split into two classes in accordance with the considerations explained in the Policies. Generally, a grade level would require a minimum of 38 students, i.e. approximately 8 students on a wait list after enrollment of 30, before the wait listed students are enrolled and the grade split into two classes.

Communications

Methods of Communication

CPOP Updates: This is a notice sent via e-mail of any changes, reminders, or general information about the school or activities. See CPOP Updates for more information.

- **CPOP News:** A monthly newsletter will be sent electronically on the first Wednesday of each month. This will contain a letter from the principal and other information from the school office.
- **SchoolReach:** This is the system utilized to contact parents in the case of school closing, emergency, or for important reminders. In order to be a part of this system, we must have current phone numbers. Please contact the school office for additional information.
- **Church Bulletin:** The church bulletin is distributed after all masses on the weekends and is available on the church website.
- **Additional Notices:** Please check your children's pockets, books, lunch boxes, backpacks, etc.
- **Telephone:** All teachers have classroom extensions that can be reached through the school's phone directory.
- **Website:** Our website is www.cpopschool.com. You may contact the principal or teachers via email through the website.

Questions

The principal, faculty, and staff at Christ, Prince of Peace School believe firmly that the quality of home and school relations is the key to determining the effectiveness of the educational setting. It is our goal to create an atmosphere of open and honest communication. Your child's teacher is the best person to contact to resolve a concern. The most expedient way to clarify and resolve a situation or concern is to:

First, contact the teacher involved in the situation to request a conference. The teacher is to be contacted through the school phone system, an email, or a written note. Please allow 24 hours for the teacher to reach you. There are times when our teachers make sincere efforts to contact parents, and the parents are not at home. If you do not hear from the teacher within 24 hours, please call the school office. We ask that you do not call the teachers at home. The principal should be contacted with any general concern; one that does not necessarily pertain to a teacher.

If the situation or question is not satisfactorily resolved, please call the principal. The principal will arrange a meeting with the teacher/s and the parent/s. The purpose of this meeting will be to discuss the situation/question and come to a consensus.

If a consensus cannot be achieved through the above meetings, the pastor will be contacted and consulted. The parent/s are required to present the pastor with a written explanation of the problem and the suggested resolutions. The Archdiocesan Guidelines for School Advisory Boards do not permit the handling of any personnel problems by the Board.

School Faculty is not available for on-the-spot or drop-in conferences before school or during the school day. Parents needing to schedule a meeting should contact a teacher via voice mail or e-mail.

Confirmation Attire

See Graduation Attire

Copyright Materials (Archdiocesan Policy 5202.6)

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet websites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

CPOP Updates

"CPOP Updates" is an e-mail system that sends information from school or parish organizations directly to the home. A weekly e-mail of upcoming events is sent on Sundays. All "Updates" come as direct e-mails; there are no notices sent as attachments. All new families are automatically included in the Updates' contact list with the email address provided at registration. If families do not want to receive the Updates or would like to add an email address they can send an email stating such to updates@cpopschool.com.

Additionally, if an individual would like to have an announcement included in the Updates the following guidelines should be followed:

- All announcements should be e-mailed to updates@cpopschool.com. Do **not** call the office with something to be included. Please send the announcement as a typed e-mail message; do not send as an attachment. The announcement needs to be written exactly as it will appear in the "Updates" so that it can simply be copied and pasted, and must include a contact person and phone number or e-mail where questions concerning the information can be directed.
- All announcements need to be one hundred (100) words or less.
- Announcements cannot contain attachments.
- All announcements must be school or parish related.
- Announcements for the "Updates" must pertain to at least one full grade of students. Meetings or events for a small select group of people or volunteers will not be sent through the announcement section of the "Updates." A single line notice for the calendar section may be sent for small group meetings.
- All announcements need to be received at the above e-mail address by Friday at 10:00 p.m. to be included in the following Sunday's "Updates." A "received" message will be sent to assure delivery of the message.
- No midweek Updates will be sent unless the principal grants permission or a correction is required.

Disaster Plans

In the event of any disaster, (i.e. tornado, earthquake) the students are instructed to stay with their

teacher. When all students are accounted for and are in a safe area, a process will be initiated whereby siblings will be gathered together if appropriate. In order to keep track of every child, it is imperative to report to the principal or the secretary any time any children are leaving the grounds. A more in-depth plan is available for your perusal in the office.

Discipline (Revised 7/16)

Self-discipline is the basis of good Christian behavior of all students at Christ, Prince of Peace School. The aim of the school community is to assist each student to be respectful and courteous during the school day and at all school events.

Communication and cooperation by all students, parents, teachers, and administrators are essential to promote and maintain effective discipline. The principal has a responsibility to the student body, faculty, and the staff to insure responsible conduct by all students.

The students of Christ, Prince of Peace School are expected to show respect for all students, teachers, and adults. Students are expected to carry out reasonable requests by the teachers, playground supervisors, and other personnel. At all times, discipline policy applies, whether incidents occur on or off school premises.

The Rights of Students at Christ, Prince of Peace School

I have the right to be treated with respect;
 I have the right to be myself;
 I have the right to be safe;
 I have the right to learn;
 I have the right to play fairly and safely;
 I have the right to a clean and well-kept school.

Serious Disciplinary Consequences (Archdiocesan Policy 4302)

The administration and/or local school board, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

1. an individual infraction of a major school rule;
2. disrespect of authority;
3. repeated truancy;
4. repeated infractions of school rules;
5. disruption of the learning environment;
6. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
7. harassment, threats, or physical acts against others;
8. out of school conduct which seriously detracts from the reputation of the school.

Suspension (Archdiocesan Policy 4302.1)

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

If students are placed on suspension the follow procedures will be followed:

1. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
2. A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and the conditions of the student's return to school, and the procedure for the student making up classwork. A copy of the statement is to be kept by the principal at the school, and a copy is given to the family.

Probation (Archdiocesan Policy 4302.2)

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

If a student is placed on probation, the parents/guardians and student should be informed in writing. The communication should indicate: the reason for the probation, the period of time of the probation, the conditions of the probation, and when or under what circumstances the probation will be reviewed, continued, or ended. A copy of the statement is kept by the principal at school, and a copy is given to the family.

Withdrawal for Cause (Archdiocesan Policy 4302.3)

Withdrawal for cause is the permanent end of enrollment of a student from school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parent/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the Pastor of the parish with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

When considering the decision regarding withdrawal for cause, the principal and pastor need to realize the potential effect, if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe School Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

The administration and/or local school board may determine specific reasons for the withdrawal of a student for cause. The following serious conduct may lead to withdrawal for cause:

1. engaging in public behavior or take a public position contrary to Church teachings;
2. membership in organizations which espouse positions contrary to Christian values;
3. serious violations of Archdiocesan Violence Policy;
4. possession of a weapon;
5. assault, with or without a weapon;
6. possession or distribution of controlled substances;
7. serious acts of harassment;
8. inappropriate conduct of a sexual nature.

When considering withdrawal for cause, the follow procedure **MUST** be followed:

1. The student should be placed on indefinite suspension and the parent/guardian and student are notified that withdrawal for a cause is being considered.
2. The principal should consult with staff members, students, or others to obtain information about the student's behavior leading to consideration of withdrawal for cause.
3. The principal should also consult with the appropriate member of the Catholic Education Office to review the situation before a decision is made.
4. The principal should recommend to the Pastor of the parish that withdrawal for a cause is the appropriate action given the student's behavior, and in the best interest of the school community.
5. A conference should be held with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause.
6. Following the conference, a decision should be reached by the pastor and communicated to the parents in writing. The Catholic Education Office should be informed of the decision.
7. "Withdrawal for cause" should be recorded on the student's cumulative record, along with the date of the action. No other comment or information about the action should be included in the student's cumulative record.

Violations

The following specific violations could result in a conduct referral, detention, parent conference, and/or suspension. When appropriate, restitution will be made. A legal referral may also be made. The principal and pastor will enforce the consequences.

The pastor, principal, and teacher have the right to work with any family whose child maintains a persistent non-receptive attitude. Should a student's continued influence be deemed detrimental to the school, an alternative place of education will need to be chosen.

Acceptable Use Policy (AUP):

All students must sign an acceptable use policy (AUP). Please refer to technology.

Out-of-Uniform:

Please see uniform regulations.

Fighting:

No fighting or play that may be perceived as fighting on school grounds or at any school sponsored activity is allowed.

Spitting:

Spitting is not allowed.

Playground:

Minor playground misconducts will be handled by the supervising adult/s. The principal will handle persistent misconduct when the matter is referred by the supervising adult/s.

Cheating:

Students will be considered cheating if they communicate (verbal or nonverbal) during a test, look at another's paper or test, use the work of another student, provide answers for

another student, use cheat sheets, alter graded answers, and/or plagiarize. **There is an additional consequence of a 0 (zero) given to the parties involved.

Gum chewing:

Gum chewing is against school rules and could result in a conduct referral.

Harassment:

Harassment is defined as physical or verbal abuse toward another person or persons.

Harassment is not allowed. See Harassment policy.

Damaging/Defacing Property:

Defacement or damaging of school property or another person's possessions is not allowed.

No items (such as rocks) should ever be thrown or propelled at another child or on the premises.

Leaving Premises:

Students are not allowed to leave the school building or grounds except at dismissal or as specified under Attendance – Early Departure.

Stealing:

Stealing is not allowed.

Insubordination/Disrespect:

Insubordination is defined as willful disobedience of any reasonable requests or regulations, or voicing of disrespect to those in authority. Under no circumstances should a student ever be disrespectful of a teacher or adult. Some examples of disrespect are as follows:

1. blatant disrespect
2. refusal to follow request
3. arguing
4. a pattern of disruptive conduct.

Profanity, Obscenity, Suggestive Language/Gestures:

Any obscenity, gesture or suggestive language, verbal or written, is not acceptable behavior at school or at any school sponsored activity. Any inappropriate material will be confiscated.

Inappropriate Materials:

Inappropriate materials are not to be brought to school. Laser pens, water pistols, beepers, lighters, cigarettes, skateboards, and electronic games are some of the articles considered inappropriate.

Guns, knives, and other objects which could be used as dangerous weapons are prohibited from parish property. These violations warrant immediate suspension and possible withdrawal for a cause. The principal and Pastor will take reasonable steps to arrive at the appropriate action.

If a student knows what is expected and deliberately acts contrary to those expectations, he/she should be ready to accept the logical consequences. For instance, if a child damages property, he/she should expect to pay for it or replace it. Consequences should fit the

situation. Each action is different; therefore, consequences will differ.

Tobacco (Archdiocesan Policy 4303.1)

As educational institutions dedicated to the promotion of the growth and well-being of every aspect of a student's life, schools should prohibit tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves smoke free environments.

Drug, Alcohol and Substance Use and Abuse (Archdiocesan Policy 4303.2)

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use or transfer of un-prescribed or illegal drugs, or the use of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

At all times, discipline policy applies, whether incidents occurred on or off school premises.
(Revised 10/10)

This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Search and Seizure (Archdiocesan Policy 4303.5)

School officials with sufficient reasons to do so may search a student's locker, cubbies, or desk. Furthermore, the school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

Discipline Procedures

The faculty and the community of Christ, Prince of Peace School expect the students to adhere to the Rights of Students as stated above. In the case of a violation teachers and staff will follow the processes below, however, the severity or the frequency of the misconduct may alter the succession of steps followed.

ELC – 2:

Each teacher establishes a behavior management system that is age level appropriate. This system is communicated with parents in August of each school year. Primary teachers communicate regarding any on-going concerns as needed.

Grades 3 – 4:

A uniform system of behavior management will be used across the 3rd and 4th grade. It will be established by the 3rd and 4th grade teachers at the beginning of the year and communicated to the parents in August.

Grades 5– 8:

At the beginning of each quarter, students will be assigned a green Gator Card. This card has four sections – Uniform, Respect, Prepared for Class, and Special Class Behavior. Underneath each section the numbers 1 – 5 are listed. When a student makes an inappropriate choice, a teacher or staff member will ask for the student’s card, mark one of the numbers, sign, and date. If a student gets 5 marks in one area, the following actions will be taken:

- If a student gets five marks in one section on a green card, they will be assigned a yellow card and have a conference with their parent, principal, and homeroom teacher.
- If a student gets five marks in one section on a yellow card, they will be assigned a red card and serve a detention.
- If a student gets five marks in one section on a red card, they will be assigned another red card. Consequences will be assigned based on the student’s infractions but could include a second detention, mandatory service hours at school, loss of special event (field trips, assemblies, STUCO dress out days, etc.) privileges, mandatory meetings with the school counselor, or in-school suspension.
- Loss of a Gator Card will result in automatic movement to next Gator Card color.
- If a student does not fill up any section on their green card, they will receive an out-of-uniform day or another appropriate award.

Students receive a new green card at the beginning of each quarter.

Students progressing regularly to the red Gator Card or going through more than one red Gator Card in a quarter will be required to meet with their parents, the principal, and pastor to determine the terms of continued enrollment at Christ, Prince of Peace school.

A suspension may be either in-house or out of school. Administration will make the determination as to where the suspension occurs. A child serving a suspension must arrive at 7:30 a.m. and will be dismissed at 3:30 p.m. During a suspension, all the required schoolwork must be completed to the satisfaction of the teacher. Tests must be made up and the student is responsible for scheduling a time when this can be done. It may be necessary for a student to arrive earlier or stay later on a particular day to complete work and tests. A fee for a substitute will be assessed in order that children are supervised.

Electronic Devices Policy (Revised 5/16)

Students are not to use electronic devices at school. Devices covered by this policy include, but are not limited, to the following: PDA’s, cell phones, camera phones, pagers, walkie-talkies, handheld gaming devices, and portable music players.

Further, such devices should not be used in a way to capture/create/present/disseminate images or pictures that would demean, harass or otherwise cause offense to the school, its faculty, staff and students or be deemed inappropriate.

The penalty for using any of the devices listed above in the manner described above or during school hours will include but not be limited to the following based on circumstances:

1. For first offense
 - a. Detention
 - b. Device confiscated and held in the school office
 - c. Device picked up only by a guardian or parent

2. For each subsequent offense
 - a. Device confiscated and held in the school office
 - b. Device picked up only by a guardian or parent
 - c. Fine of \$25 imposed
 - d. Discipline procedures outlined in violations section of Family Handbook apply.

Emergency Fire Drills

Emergency drills are conducted on a regular basis. These drills include fire, tornado, intruder, and evacuation. We follow our safety plan which is approved by the Archdiocese and the local fire and police departments.

Evaluations and Testing

Students in grades three through eight take the Iowa Assessments in the fall. On Monday through Wednesday of testing week, no homework will be given. The children may have homework due on Thursday and a quiz may be scheduled on Friday. This applies to third through eighth grade. Test results are sent home in November. The kindergartners take the Metropolitan Reading Test in the Spring.

EXPLO

EXPLO is a special program in the middle school that allows students to explore interests outside the regular curriculum. Offerings may include classes such as etiquette, knitting, pottery, creative writing, cooking, calligraphy, physical fitness, etc. Participation in the EXPLO program is considered a privilege. Students who are unable to participate due to academic or behavioral concerns will be placed in mandatory study hall.

Extracurricular Activities (Archdiocesan Policy 5202.10)

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

Student Publications (Archdiocesan Policy 5202.101)

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

Sportsmanship (Archdiocesan Policy 5202.102)

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

Facilities and Management

Supervision of students is outlined under Morning Drop-off and After Hours Policies. Parents and students may not return to school for forgotten items after 3:30pm.

Use of the School Building

Use of the school building after 3:15 p.m. requires prior approval. Use of the cafeteria requires permission from the parish office. Use of the classroom or school commons requires principal approval. Groups who do not have approval will be asked to leave the premises.

Faculty Meetings

Faculty meetings are generally held every other month. Dismissal time on these days is 12 noon. One or two all-day faculty meetings may be planned during the year. Because of scheduling conflicts, some meetings may be held after school. All faculty meeting dates are listed on the school calendar. These meetings are scheduled for the purpose of communication and educational exchange.

Fads

Decisions regarding fads will be made at the discretion of the principal.

Fasting for School Masses

For the 8 a.m. school Masses, the one-hour fast rule before receiving Communion has been dispensed in order that breakfast may be eaten at home.

Fax

The school fax number is (636) 594-0082.

Fees

Registration/Book Fee is \$250 per child, subject to annual review. Half the fee is due at registration. This fee is non-refundable. The remainder is due on the first day of school. Checks are payable to Christ, Prince of Peace.

Activity Fees are due October 15 of each school year and include the following:

- A fee, which pays for class, trips, professional entertainment for the school, outside speakers, school plays, and any other similar activities.

- A fee assessed per family to pay monitors to supervise the playground during the lunch period.
- A publication fee assessed per family.
- Variable fees assessed based on the grade level respective activities.

Lunch Duty Fee: See Lunch Duty Guidelines

Library Fee: Library fees may be assessed if a book is not returned on time. If a book is lost, a replacement cost will be billed to the family. Report cards will be held for any outstanding library fines.

Field Trip Policy (Revised 7/16)

Each Catholic elementary school in the Archdiocese of St. Louis determines the appropriateness of school-sponsored field trips.

Field Trip Guidelines

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and the goal(s) of the trip. An advance trip by the teacher is suggested where possible. Field trips that include potentially dangerous activities for students, such as water events, are prohibited. Age-appropriate outdoor educational activities and programs that are effectively integrated into the curriculum are fitting experiences for elementary school students (i.e. 6th grade camp experience).

A written consent of parents must be obtained for every child participating in a field trip. No student may participate unless a signed permission slip for the specific event is on file with the school.

Permission slips must inform the parent(s)/guardian of the following:

1. Name, location, and date(s) of the event*
2. Cost to the student
3. Mode of transportation
4. Name of faculty member(s) overseeing the activity
5. Dress code
6. Departure time and anticipated time of return to Christ, Prince of Peace School

*The location for the 8th Grade Mystery Trip will simply say Mystery Trip. Once the students are on the bus, the Mystery Trip organizer is required to send out a list of ALL locations being visited to the parents. The parents are asked not to share this information with the students on the trip.

At least one teacher, or designated faculty member should accompany students on the field trip. This teacher/faculty member will accompany the class at all times and serve as supervisor of the students and drivers/chaperones.

According to Archdiocese Policy Published in January 2014, emails granting permission for field trip participation are not an acceptable substitute to a standard, signed permission slip. However, a signed and faxed slip may be accepted.

Whenever possible, bus transportation by an insured carrier should be provided.

A private passenger vehicle may be used if the following criteria are met:

1. A driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The driver must be twenty-one years of age or older. The driver should be experienced and demonstrate the maturity necessary to provide for the safety of those he/she is transporting.
3. The vehicle should have a valid registration and meet state safety requirements.
4. The vehicle must be insured for \$100,000.00 per person, \$300,000.00 per accident, and \$100,000.00 per accident property damage (100/300/100). Proof of insurance and financial responsibility must be on file with the school.
5. Every person in the private passenger vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. Airbag front seat recommendations (from the manufacturer) must be followed. Individuals must be 13 years of age or older and weigh a minimum of 100 pounds to sit in the front seat.
7. Drivers and/or chaperones should be given a copy of the field trip itinerary, including the approved route for travel. All drivers should follow the approved route.
8. The driver should have a cellular phone for emergency purposes only and should refrain from using the phone while driving/supervising students.
9. The driver/chaperone will possess the Emergency Information sheet for each student in his/her charge. This will be provided by the teacher/faculty member before departure. Driver/chaperone is required to return all Emergency Information sheets upon returning to Christ, Prince of Peace. This information is confidential and should only be used in case of an emergency.
10. Drivers are not allowed to make any unscheduled stops.
11. Adults are not permitted to smoke in the vehicle.
12. The driver/chaperone must be in compliance with the Safe Environment Program of the Archdiocese of St. Louis.
13. *Drivers and chaperones should turn off or silence cell phones once assigned to a group. Parents needing to return phone calls should check in with the faculty sponsors to ensure students will be properly supervised.*

Drivers should be given copies of the above criteria to sign per field trip along with the request for copies of the drivers' valid licenses and proof of insurance.

All Day Field Trips and Activities Guidelines:

- No overnight field trips are allowed (with the exception of the Wildnights Zoo Experience and Sixth/Seventh Grade Camp). This follows Archdiocesan guidelines.
- No field trips involving water are allowed. This follows Archdiocesan guidelines.
- The safety of the field trip must be taken into consideration.
- The appropriateness of the destination must be considered.

- In choosing a destination, the time traveled cannot be greater than the time spent at the destination.
- The Archdiocese of St. Louis does not allow students to attend field trips which would require additional parental release forms, for example, Sky Zone, Bounce U., etc.

Note: The eighth grade mystery trip must meet the above criteria and must have the approval of the eighth grade teachers and the principal before being presented to the class.

Fundraising (Revised 7/16)

Fundraising is an important part of any school's structure. The cost to educate a child at Christ, Prince of Peace is more than the cost of tuition. The parish contribution and school-sponsored fundraisers make up some of costs in excess of the tuition charged. School sponsored fundraisers necessary to close the gap between the costs to educate a child and the actual charge are considered mandatory fundraisers, and all families are expected to participate. Other fundraisers held throughout the year that do not impact education costs are considered optional and do not require mandatory participation, although participation is encouraged.

The School Administration shall approve all school fundraisers in advance. Fundraisers shall be designated as either 1) optional or 2) mandatory by the School Administration. School fundraisers that supplement tuition shall be clearly designated as such and are considered "mandatory." These fundraisers require 100% participation either by direct contribution (buy out) or selling activity. If the financial obligation of a mandatory fundraiser is not **fully** met by a school family, the school reserves the right to directly bill the difference and/or withhold reports cards. School fundraisers should be coordinated on the master school calendar to eliminate conflicts and to manage the overall activity. Finally, school fundraisers can be limited per grade at the Administration's/School Board's discretion.

Eighth Grade

The eighth grade families do fundraising in order to fund eighth grade activities that include the Mystery Trip, Graduation, Video/Memory Book, etc. Each year, the eighth grade class is permitted to hold two fundraisers that involve school families. These fundraisers must receive School Board approval prior to their beginning.

As good stewards of the money received, eighth grade parents are to spend this money wisely. If a class should find themselves in need of additional funds, they are permitted to collect extra money from each family to fund the graduation dinner and mystery trip. This money should not be collected to spend on "extra" unneeded items that will be thrown away once the event is over.

If a class should find themselves with additional funds, the extra money will be used, first, to pay for the framing of the class t-shirt for the school hallway. If additional funds are still remaining, they are to be donated to the parish scholarship fund or towards the purchase of an item that has been approved by the Pastor and Principal.

Grade Classification Policy (Revised 10/10)

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level. The decision of the principal and Pastor is final.

Grade Placement

A great deal of time is spent each year on class placement. Factors taken into consideration are the child's learning style, a teacher's teaching style, the child's individual personality, a teacher's personality, peer relationships, number of boys and girls in class, students that have special needs and a multitude of other aspects. The administration asks that you trust the professionalism of our teachers, staff, and administration in assigning classroom placement, and not put the staff in an awkward position by requesting particular teachers.

Grading System

Grades 1-2: Standards Based Grading

Grades 3-8:

A+	98-100	C+	82-84
A	95-97	C	80-81
A-	93-94	C-	78-79
B+	90-92	D+	75-77
B	87-89	D	73-74
B-	85-86	D-	70-72
		F	Below 70

Language and writing skills will be applied and evaluated in all content areas at the third through eighth grade levels.

Graduation (Archdiocesan Policy 4502 & 4502.1) (Revised 10/10)

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

Payment in full must be made for all financial obligations to the school two weeks before the day of graduation. A family with an eighth grade student is not to be allowed to participate in graduation activities unless all financial obligations have been met.

Graduation / Confirmation Attire

The girls may wear either a "just above the knee" length or longer dress for both events. Remember that the dress selected must be appropriate for church and should reflect the reverence of the event. Dresses that are extremely short, low cut, barebacked, strapless or with spaghetti straps are not allowed. A sweater or jacket may be required to be worn. A student who disregards these guidelines will not be a part of the graduation picture.

Boys should wear a conservative tie with a sport jacket. Dark socks should be worn with dress shoes.

Harassment Policy (Archdiocesan Policy 4303.7, Revised 5/16)

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student, faculty or staff member shall be subjected to any type of harassment. Catholic schools forbid

harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with an individual's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that an individual has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Harassment Guidelines

Before disciplinary action is taken, an immediate assessment of the situation will be held with **all** parties deemed necessary by the principal. If necessary and appropriate, the following procedure will occur.

1. **First Offense:** Teacher-student-principal conference. Parent/s will be notified of the conference. Depending on the severity of the offense, the parent/s may be requested to attend.
2. **Second Offense:** Teacher-student-parent-principal conference. Depending on the severity of the offense, a one to three day in-school suspension will occur.
3. **Third Offense:** Same procedure as above, pastor included. Automatic three-day suspension with counseling required.

Health Program

A registered nurse staffs the Health Room five days a week between the hours of 8:30 a.m. and 2:30 p.m. If a student becomes ill during the day, parents/guardians will receive a phone call advising the child's condition. Please remember that a child must be fever free for 24 hours without medication before returning to classes. **This means that if your child goes home in the afternoon, he/she is not fever free until that time the next day. If a child comes to school before the 24-hour period, he/she will be sent home.**

Health Documents (Archdiocesan Policy 4401.2)

As a part of the registration process, appropriate medical information should be collected on each student and maintained in a secure area. All students should have:

1. A completed emergency form;
2. A registration form indicating special needs.

Students may also have an action/care plan, and/or mediation administration form.

School health records should be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. An exception will arise when health care is delivered as a part of the student's educational program, such a health services delivered in an Individualized Service Plan. ("ISP")

The policy of Christ, Prince of Peace regarding altered consciousness-head injury or pain with back injury is to call an ambulance (911) immediately. If parents cannot be reached after ambulance is called the child will be sent to the hospital requested on the emergency sheets.

Physicals

State regulations govern immunization and health record requirements. Physical examinations must be administered to all students entering Kindergarten, third grade and sixth grade. These are due September 15.

Immunizations

Students not meeting state immunization requirements are not allowed in school until the shots have been received and immunization records are on file in the school.

Administration of Medication (Archdiocesan Policy 4401.4)

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 1: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. Written consent of the parent/guardian for school personnel to administer the medication (Appendix 2: Parental consent for Medication Administration to their Child);
3. Medication in the original container;
4. Proper training of personnel on medication administration.

Students who need medication (over the counter or prescription) are to send a Medication Authorization Form to school signed by the parent and the doctor (your doctor may fax this authorization) with the medication in its proper bottle stating when and how much medication is given. This is for Tylenol as well. The only lip balm that doesn't need a prescription is the Vaseline sold in the tube. Most common, over the counter medications, will be kept in stock in the health room.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

Students with Significant Medical Conditions (Archdiocesan Policy 4401.6)

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

High School Visits

Some of our area high schools invite seventh and/or eighth graders to spend time in their schools. In general, the high schools feel a half day is sufficient. The administration understands these visits are valuable when making a high school selection, so seventh and eighth grade students are granted a scheduled day off for making visits to area high schools. This day is determined each year by the teachers and principal and announced the previous Spring. All high school visits should be made on this day off or coincide with an early dismissal day or a day school is not in session. Any other school days missed due to high school visits are considered days of absence.

Please note: Following the guidelines of the Archdiocese, Christ, Prince of Peace does not write recommendations for entry into high schools or other area middle schools. If the high school/middle school requests a recommendation, please direct them to call the grade school principal.

Homework

Students in grades three through eight are to write their homework assignments in the assignment notebook provided at the beginning of the year. Replacements may be purchased through the school office.

Students at all grade levels are to set aside time each evening for study. This study may require reading a book, reviewing class work, writing assignments, studying for tests, etc. The primary purpose of homework assignments is to reinforce and enhance the concepts taught in class. Although homework is basically a student's responsibility, parental interest and encouragement are vitally important. Lack of appropriate study time may result in inadequate performance on quizzes and tests that are given by the teacher. In addition, homework is often used as a preparatory lesson for material to be covered in class discussion.

The homework must be done thoughtfully, neatly, and completely. It is the responsibility of the child to see that the assignment gets to school and to the proper class on time. Class work, assignments, and tests will be sent home for parental signature as necessary. We ask that you look the work over carefully and discuss the grades and quality of your son's/daughter's work.

Primary, Intermediate and Middle School Levels establish respective homework policies. Students are subject to the policy distributed by the teachers at the beginning of the school year. Generally, a student will have approximately 10 minutes of homework per grade; i.e., if your child is in fourth grade, expect about 40 minutes of homework per day. This does not include reading time. If you find that your child is spending an excessive amount of time on his/her homework, you should contact the teacher.

Hours (Revised 10/10)

School office hours of operation are 7:30 a.m. – 3:30 p.m.

School begins at 7:55 a.m. each morning. The school day ends at 3 p.m. On faculty meeting days, the children are dismissed at 12 noon. The faculty meetings are generally on the first Friday of every month. One or two all-day faculty meetings may be held during the school year.

The students attend an All School Mass weekly on Fridays. Other special liturgical celebrations are held accordingly throughout the year and can be found on the school calendar.

The school doors are opened by 7:20 a.m. The school is not responsible for any children who arrive before school hours of operation.

Students should not arrive before 7:30 a.m. and should be picked up no later than 3:30 p.m., unless in an after school program. Students who arrive before a teacher is on duty should wait inside by the school office.

Returning to School for Forgotten Items (Revised 10/10)

Neither parents nor students should return to school to pick up forgotten books, school work etc. At no time should you ask a custodian to unlock a classroom to pick up forgotten items.

See Facilities and Safety Policy

Inclement Weather

See Cancellations/No School

Indoor Recess

Opportunity for daily, outdoor play is important for the students. Every effort will be made to take the students outside for recess, even on cold days. Students will, however, be kept indoors on any days where the temperature or wind chill falls to 25 degrees or lower.

Internet Policy and Electronic Communications Conduct (Archdiocesan Policy 4303.2, Revised 10/10)

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

All reported or observed instances of inappropriate use of the internet, whether instances occurred on or off school premises, shall be addressed in a timely manner according to the requirements of state and local laws and accepted educational practice.

All students and all parents are required to sign an Acceptable Use Policy.

See Technology

Interruptions

Parents are not to disturb classes during school hours.

See Visitors

Intruder Drills (Revised 7/16)

Intruder Drills will be held at least twice a year according to Archdiocese requirements. What is practiced during these drills will vary as age appropriate. At least once per year, students will be shown a “rally point” as part of PE class.

In the event of a true intruder incident, parents will be communicated with as soon as possible. Parents will not have access to the school grounds due to the presence of emergency personnel. Instead families will be reunited at our “reunification point” at Queeny Park. Parents are asked to make note of this reunification point in their phones so they have it on hand.

Kindergarten Registration

See Admissions

Late Start

If a late start has been called, students are to arrive at 9:20 a.m. and school will begin at 9:30 a.m.

Library

The Christ, Prince of Peace School library provides books to support the different interests and reading levels of the students and classroom curriculum.

Students attend the library weekly for instruction and to check out books for a one-week period. Books are to be returned or renewed weekly. Students with overdue books will not be allowed to check out additional books. Overdue notices will be sent several times during the semester. In the event a book is not returned, a bill will be sent at the end of the semester to cover replacement costs. Children’s books go out of print quickly and are sometimes difficult to replace, so efforts to return books are appreciated.

Students are given time to read during their library periods. If a student does not check out a Christ, Prince of Peace School library book, he/she should bring a book from home to read during this time.

Donations can be made to the Christ, Prince of Peace School library honoring birthdays and/or other special events. The child’s name and the event will be placed in the front of the book.

See Fees.

Lockers

Students in grades five through eight are assigned lockers by the teachers. The following rules apply to lockers.

- Lockers are the property of the school
- No decals, pictures, mirrors, etc., on/in the locker
- The locker should only contain books, school supplies, and coat/sweater
- No food is to be left in the locker at the end of the day

Lost and Found

Lost and found articles are kept in a properly marked box. Periodically the staff goes through the lost and found and returns to the students any items marked with their names. The remaining items are given to charity.

Lunch Duty Guidelines (Revised 2/07)

Each family is required to participate in the lunch duty program. Parents are expected to be available from 11 a.m. until 12:30 p.m. Due to health regulations, close-toe shoes are required.

Sign up

1. Each year a stipulated number of lunch duty assignments are required for each family.
2. In May, a letter is sent out to each family explaining the program and their options along with a sign up form that must be returned by a designated date. Failure to return the form will result in families automatically being assigned lunch duty.

Buy-out

1. The buy-out fee is **\$150.00**
2. The buy-out fee must be paid at the time all forms are returned.
3. Failure to pay the buy-out fee by the designated date will result in families automatically being assigned lunch duty dates.

Failure to Show

1. Once you are assigned lunch duty dates, those dates become your responsibility.
2. Failure to show will result in a **\$75.00** penalty fee. Checks should be made payable to Christ, Prince Of Peace School and sent to the office.
3. Failure to pay a penalty fee in a timely manner will result in your child(ren)'s report card being held.
4. Families may trade out of their assigned date with someone else, but remember that the date is your responsibility. If your substitute does not show up, you are still responsible to pay the fee. The office will refer to the original calendar to verify the individual who is responsible for the date.

Substitutes

1. If unable to work a scheduled shift, please switch with someone or obtain a substitute. A list of substitutes is available on the school website. You are responsible for paying the substitute \$25 per shift.

2. DO NOT call the school office or the cafeteria. They are not responsible for assisting with substitutes.

Times and Duties

1. Mid-summer all assigned work dates will be available on the school website. Please review each month's calendar to find your assigned work dates. The number of shifts may vary from year to year.
2. On your scheduled date, you should arrive in the cafeteria at 11 a.m., sign in the "Cafeteria Volunteer" book, and check in with the Food Services manager, who will instruct you what needs to be done.
3. It is suggested that comfortable shoes and clothing are worn since duties include walking around the cafeteria, cleaning tables, washing dishes, serving food. etc.
4. The shifts should end about 12:30 p.m.

Lunch Program

Food Service Consultants provides the school lunch program. The lunch program is based on a declining balance system. This system gives our ELC and kindergarten a hot lunch option. Students in grades one through eight will have multiple options as announced.

If you have any concerns regarding Food Service Consultants, their e-mail is fsc@cpopschool.com, or contact the school office.

Lunchroom Etiquette

- Students will be expected to show courtesy and respect to all cafeteria workers including students and volunteers.
- Each week, students are assigned to wash tables and sweep floors. Tables may not be wiped until all students have left the table.
- All students are responsible for keeping their eating area clean.
- Trays are to be wiped off and placed in appropriate area.
- No throwing food or saving seats. Students are not allowed to exchange seats.
- Due to health regulations, food may not be exchanged.
- The lunchroom procedures established at the beginning of the year must be followed by all students.

Lunch Schedule

Recess occurs before lunch. This is in accordance with Archdiocese Wellness Plans.

Grades 5 through 8 have recess 11:00 a.m. - 11:20 a.m. and lunch 11:20 a.m. – 11:40 a.m.

Grades ELC through 4 have recess 11:25 a.m. – 11:45 p.m. and lunch 11:45 p.m. – 12:05 p.m.

Mailing Lists (Archdiocesan Policy 4402.5)

Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial

enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Maintaining School Privacy (Revised 05/13)

Christ, Prince of Peace School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the students/parents have the express written permission to do so. For the purposes of this policy, permission by email shall suffice as written permission. This includes but is not limited to online photo sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express written permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recording of staff members unless the students/parents have the express written permission from the school staff member. This includes but is not limited to online photo sharing and posting videos to YouTube or similar applications. This portion of the policy does not apply to school functions where members of the school community are invited and there are reasonable expectations by school staff that pictures, audio and video recordings will be taken; e.g., grade level presentations, school performances.

Social media forums and electronic devices are dynamic and evolving tools that are not easily regulated by static written policies. Therefore, at Christ, Prince of Peace School, the Maintaining School Privacy policy will be enforced by the Pastor and principal with the degree of subjectivity necessary to achieve the policy goals at present and in the future. For the purposes of this Policy, the term "publicly" includes, but is not limited to YouTube, Instagram, Facebook, Google+/Picasa, Flickr, Pinterest and similar social media forums. The test for determining compliance with this Policy is not whether a registration process and assignment of login/password is required for access. Exceptions to the Policy include posting of photos/videos that are solicited from the School for use in composing the annual Yearbook. Discipline for violations of this policy will be determined on a case-by-case basis and may include suspension and expulsion. Factors considered in determining any disciplinary actions will include: (1) intent of the person posting the photo(s)/video(s)/recording(s), e.g. bullying or embarrassment; (2) whether the person depicted in the photo(s)/video(s)/recording(s) was aware that he/she was being imaged or recorded; (3) whether the photo(s)/video(s)/recording(s) was taken during school hours by a student in violation of the School rules regarding use of electronic devices during school hours; (4) the nature of the event; (5) the content of the photo(s)/video(s)/recording(s); (6) the website/ social media forum where the photo(s)/video(s)/recording(s) was posted; (7) the level of access to the photo(s)/video(s)/recording(s); (8) whether persons capable of viewing posted photo(s)/video(s) were capable of downloading or "reposting" said photo(s)/video(s); i.e., does the poster lose absolute control of the image and data; and (9) prior violations.

Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy. In areas where this policy does not provide a direct answer for how members of the school community should answer social media questions, members should contact the Pastor or principal.

Media (Archdiocesan Policy 4402.3)

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Medication

Laws prohibit teachers from administering any kind of medication except on field trips. Students may not bring medication of any kind to the classroom. All medication must be stored in a locked cabinet in the nurse's office with appropriate documentation from parent and physician. See Health Form, Appendix 1, for more information.

Ministering at Mass

Christ, Prince of Peace highly encourages the students to volunteer to minister at our weekly Masses. In order for a student to minister, they must be on time for school. Students who are acting as servers or are ministering may be asked to report directly to the sacristy rather than the classroom on their assigned day. Doing so will not impact their attendance record. If a student has not reported by 8 a.m. due to tardiness, a substitute will be appointed.

Parent-Teacher Conferences

Parent-teacher conferences are normally held in the fall for parents of all children. However, if there are any questions or concerns you may have about your child at any time of the year, please call the school or write the teacher to make an appointment. ELC – Second Grade have an additional conference held in the spring.

Parties

See guidelines for parties in appendix.

Political Process (Archdiocesan Policy 6203)

School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity. In addition, schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property.

Protecting God's Children

All parents must fulfill the requirements of the Archdiocese in regard to protecting our children. A background check must be completed and all parents are required to attend a "Protecting God's Children" workshop. Parents will not be allowed to participate in school/classroom volunteer

opportunities or chaperone a field trip unless the requirements set by the Archdiocese have been fulfilled.

PTO

The purpose of the PTO is to aid the principal in the smooth running of the school. PTO Board members and committee heads are listed in the Buzz Book. The PTO Board meets several times a year and the school calendar lists exact date, time, and place.

Questioning of Students (Archdiocesan Policy 4402.2)

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

Records / Transcripts (Revised 7/16)

There is a charge of \$10 to send school records to another grade school.

Access to Student Records by Parents (Archdiocesan Policy 4601.2)

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy.

Transfer of Records (Archdiocesan Policy 4601.4)

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents of students but are transferred directly from the school to the institution designated to receive them. The following documents may be acquired from the school office:

- Request for Student Records
- Authorization to Exchange Information Regarding Title I Services
- Annual Disabilities Census
- Authorization for Release for Disabilities Census Information

Access to Student Records by Others (Archdiocesan Policy 4601.3)

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

An individual who is not a school employee has not automatic right to access student records, simply because the person is providing services to the school or its students. Either the individual must be denied access to all student records and information, or expressed written consent of the parent/guardian must be obtained for each student whose record is to be accessed by the individual.

EXCEPTION: In the case of a public school district requesting information in order to verify that a student's family qualifies under Federal economic deprivation guidelines for the purpose of

determining the allocation of Federal education funds for the Catholic school, the following information may be released to the district without expressed written consent of the parents:

- The address of a family reported by the Catholic School as living in that district;
- The grade level of the student(s) living in the household; and,
- The economic deprivation status of the household.

No names or other information are to be provided without additional guidance from the Catholic Education Center.

It is recommended that this information be provided to the district in a spreadsheet. For the economic deprivation status, it should be sufficient to indicate with a “yes” or “no” as to whether the family was reported as meeting the Federal guidelines based on the evidence the Catholic school has obtained.

Release of Student Discipline Information (Archdiocesan Policy 4601.6)

Although schools may keep notes or logs on individual student behavior in a file separate from the cumulative file, student discipline information is not part of a student’s cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student’s parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

Catholic schools often receive requests for discipline information when a student transfers to another school. Since Catholic schools are not extended liability protection under the current version of the *Safe School Act* (August 2000), the following procedures should be followed when responding to a request for student discipline information.

Procedures for Release of Student Discipline Information (Archdiocesan Policy 4601.61)

Although the revised *Safe School Act* law does not require a private school to forward any school-generated pupil information, including discipline information, it is essential that Catholic schools maintain adequate discipline information and document, in writing, communication with parents about discipline matters.

When any school requests discipline information, Catholic school administrations should follow the procedure described below:

1. When a school receives a school form requesting discipline information, DO NOT complete.
2. If there has been no significant discipline problem or no problem that warranted written communication to parents, inform the school that no significant discipline violations have occurred. If there is information regarding discipline issues that must be communicated, all communication to the school requesting information should be written.
3. If there have been discipline problems, but all communication with parents has been verbal, OR if the discipline problem involves any of the offenses covered by the *Safe School Act*, OR the Archdiocesan violence policy, contact the Catholic Education Center before responding to a request for discipline information.

4. Inform the school requesting information that in order to release discipline information, the school requesting information must have the parents complete the ***Authorization for the Release of Student Discipline Information***.
5. When the completed and signed ***Authorization*** form has been received, the Catholic school may then provide the discipline information in written form.
Written information would include:

- a. the school discipline code and consequences for discipline violations;
- b. the student's violation of the school's discipline code;
- c. notification of suspension of the student for disciplinary reasons;
- d. notification that the student has been placed on disciplinary probation;
- e. specific action required by the student and/or parents on discipline matters;
- f. notification of enrollment termination.

NOTE: If serious discipline problems of an eighth grade student need to be communicated to a Catholic high school during the application or transition period, an elementary school should follow the same procedures.

Reduction in Force (Archdiocesan Policy 3307.165)

Policies governing a reduction in the number of teaching positions due to declining enrollment or financial constraints should be developed by local school boards and communicated to the teachers. Note that it is never permissible in justice to eliminate a teacher from the staff based solely on his/her position on the salary scale.

Report Cards and Mid-Quarter Reports

Student academic progress in grades three through eight is communicated using PowerSchool. Please check the school calendars for exact mid-quarter and end-quarter dates. If a family is behind in tuition, owes lunch/library fees, etc., PowerSchool access will be removed. Access will only be reinstated once all fees are fulfilled.

A failing grade is not given without prior written notice, phone call or conference with the parents.

Please note the following:

- A student receiving an F as a final grade in a subject is required to complete 14 hours in summer school work before being accepted into class the following school year.
- A student with a final average of D in a subject is highly encouraged to seek summer reinforcement.

All fees are to be paid before PowerSchool access can be granted, a written report card can be issued, and before any transcript is sent to another school.

Restroom Guidelines (Revised 7/16)

Students

At the beginning of each school year, school faculty and staff will be provided with a cleaning schedule for school bathrooms. Teachers are not to send students to bathrooms during times

designated as closed. Students will be sent to the restrooms in pairs when appropriate for their grade level and/or the event they are attending

Adult Visitors

The boys and girls restrooms located by the school gym, the school cafeteria, and in the intermediate and middle school hallways are designated as student only restrooms from 7:30 AM to 3:30 PM each school day. Adult visitors needing to use a restroom will be directed to an adult only bathroom by school personnel.

School Advisory Board

The Christ, Prince of Peace School Board acts in an advisory capacity to the Pastor and the principal. The School Advisory Board is composed of nine members. The Board generally meets the first Monday of every month. Anyone is invited and encouraged to attend a meeting. Concerns should be brought to the attention of the president and be placed on the agenda prior to the next meeting. When arrangements are made, the number of speakers, the length of time, and the topic are specified. A summary of minutes from the past meeting is published each month and is attached to the Monthly News.

Sixth/Seventh Grade Camp

Our sixth/seventh grade students attend Camp Lakewood every other Fall. This is a part of the curriculum and every child must attend unless there are circumstances preventing a child from attending.

Special Needs Policy (Archdiocesan Policy 5204)

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

Guidelines

The learning consultant/reading resource teacher will work with students who have a formal diagnosis affecting educational performance from a professional qualified in the area of the student's special learning need. In addition, the reading resource teacher will work with any student struggling with reading if recommended by the teacher.

Complete documentation of a student's evaluation, diagnosis, and recommended accommodations

will be required before determining what steps are necessary to meet the educational needs.

Once a student's needs are determined, individual learning profiles will be collaboratively written by the learning consultant/reading resource teacher, the student's classroom teachers, and the school administration.

Profiles will be based on the recommendations that are included in the reports of the formal evaluation conducted by the professional qualified in the area of the student's special learning needs.

The school will require that documentation of the formal evaluation, diagnostic conclusions, and recommendations be provided, and this report will be included with the student's cumulative record.

Profiles, as well as subsequent reports, diagnostic evaluations, IEPs or Services Plans, or any other information regarding a student's special need will become part of the cumulative record and therefore be included when parents authorize release of records for transfer to another school or for admission to high school.

Cooperation and consistent reinforcement at home by parents of a student with special learning needs and regular communication on the part of all involved with the student are essential for meeting particular learning needs. Student learning profiles will be reviewed with parents at least once each school year.

If after implementing appropriate minor accommodations, the school determines that it cannot properly educate a student or adequately provide for the special need, or the student's abilities were misunderstood or misrepresented, the school may need to consider assisting parents in placement of their child in an alternative educational environment.

The Archdiocesan Department of Special Education provides programs and services that address special learning needs. Their services are among those which the school will recommend to parents as appropriate.

A special needs insert is included in this handbook for informing the school if your child/ren have special learning needs.

Special Needs Records (Archdiocesan Policy 5204.1)

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

Extra Textbooks

Due to availability, extra textbooks are only released to students who receive this accommodation as part of a formal, approved ISP. Parents of other students wishing to have an extra set of textbooks at home should contact the learning consultant for information on renting/purchasing options.

If textbooks are available through an online license purchased by the school, use of the online code will be provided.

Student Council (STUCO) (Revised 7/16)

The following has been taken from the Constitution of Christ, Prince of Peace Student Council: The purpose of this organization shall be to contribute to the growth of Christian ideals within this community, to promote school spirit and encourage pride in the school, to utilize the democratic process, to develop leadership abilities in the students, and to be of service to the school community.

Elections for Student Council Offices are held in May each year. A student **MUST** be registered for the upcoming school year in order to run for office.

Technology

All students, with parent consent, are to sign the Acceptable Use Policy (AUP). Violation of this policy will result in loss of computer privileges in the lab and classroom. Minimum time for loss is six computer periods beginning at time of infraction. Depending upon severity the time could be extended. All computer assignments must be completed as arranged by administration during this period. Satisfactory completion is the responsibility of the student violating the Acceptable Use Policy.

Technology Education Night

Attendance is required every other year for at least one parent and their middle school child. Non-attendance will result in the inability to have access to school technology.

Internet Activities (Archdiocesan Policy 5202.71)

Communications or depictions through e-mail, text messages or website postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences. (See 4303.4, Internet and Electronic Communications Conduct)

Internet and Electronic Communications Conduct (Archdiocesan Policy 4303.4)

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

Telephones

Use of the telephones by students is limited to calling home for medication or glasses. Students are not to call home for lunches, homework, or to make plans for after school activities. Students are

not allowed to use cell phones or pagers during the school day.

See Electronic Devices Policy

Textbooks and Property

Hardcover textbooks are used on a rental system and must be covered at all times. If a book is lost or damaged beyond use, the cost of the book will be charged. Books must be maintained in usable condition. A fee will be assessed for any damages. The same will apply to any item of school property.

All textbooks used by the students are chosen from a recommended list from the Catholic Education Office of the Archdiocese.

See Extra Textbooks.

Tuition Policy (Revised 6/07)

Tuition and Fees must be paid when due, unless special arrangements have been made with the Parish Business Office.

Guidelines

Tuition for the school year is collected during 10 months, from August through May each year.

Tuition payments are made through the FACTS Program. Registration on this website is required for all families, unless a one-time tuition payment is made prior to August 15.

Tuition rates are established by the School Board and approved by the Pastor.

Periodically throughout the school year the Parish Office will review whether any tuition payments are past due and send a delinquency notice to those families. However it is the responsibility of each family to know whether they are behind on tuition and to contact the Parish Office to work out a solution. If a family is delinquent and has not made arrangements with the Parish Office, the following penalties will be imposed:

- Report cards will not be issued
- Transcripts will not be forwarded to other schools or to high schools
- Registration for the next school year will not be accepted
- Entry into school the next semester will not be permitted
- The student will not be permitted to participate in graduation. (See Graduation)

New families during the school year must pay full registration and activity fees regardless of when they register. Tuition for partial year students will be charged on a pro-rata basis.

Tutoring

Many of our teachers tutor during the school year and summer. If tutoring is recommended, we would encourage you to check with our staff for availability. If an outside tutor is employed, we

ask that you inform the classroom teacher. If summer tutoring is required, the tutoring hours must be completed and documented in order for the child to advance to the next grade

TWB (Together We're Better)

The Together We're Better Program (TWB) is an all year PTO sponsored fundraising program that benefits the Christ Prince of Peace school community. Families at Christ Prince of Peace order gift cards to area stores and restaurants from school at face value. The school, however, is able to purchase the requested gift cards from their supplier at a discounted price, and the difference is profit for the school. The TWB certificates and gift cards work like any other gift cards or certificates that can be purchased, and are worth the amount paid by Christ Prince of Peace families.

A TWB order form will come home every Tuesday in a blue TWB envelope. To purchase gift cards, the parent fills in the order form and returns it to school with a check made out to CPOP TWB for the amount of the purchase. The orders are filled and returned in the blue envelope to the student on Thursday afternoon. If families do not want to place an order in a particular week, they simply return the envelope with the unused form to school.

Support of the TWB program is highly encouraged as it allows all families to contribute while making purchases they would normally make, such as groceries, going out to eat or shopping for gifts.

UNIFORM POLICY **UPDATED** (Revised 4/26/18)

GENERAL: Christ, Prince of Peace students are required to wear uniforms to school as specified by the administration. Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. (Archdiocesan Policy 4303.6)

Students and parents will be responsible for following the Uniform Policy. If there is an important reason why a student cannot be in uniform, please send a note to school. Disregard for uniform regulations will result in a uniform violation slip being sent home to be signed by the parent/s. The principal will handle any continued problems with disregard for the uniform.

SUPPLIER: The school's uniform supplier is: Just Me Apparel 232 Old Sulphur Spring Road Ballwin, Missouri 63021 (636-391-3551)

Uniform Requirements

(Note: Plain* means no monograms, logos, names, emblems, trim, etc.)

EARLY LEARNING CENTER:

Uniforms are optional in the preschool. Parents wishing to have their preschool student wear a

uniform may purchase them at Just Me Apparel.

Preschool students should always be dressed in comfortable clothes/shoes that allow for movement and active play.

ELEMENTARY SCHOOL:

Girls

PLAID: Regulation, [Blue Marymount](#) plaid skirts are available at Just Me Apparel.

The old red plaid jumpers and skirts will be “grandfathered” for one year during the 2018-19 school year.

- Jumper for Grades K-2.
- [Jumpers, Skorts, or Skirts](#) are options for Grades 3-8.
- Skirts should be the appropriate length. Appropriate length is defined as no longer than the center of the knee and no more than two inches above the top of knee (measured from the top of the knee cap). Skirts [outside of appropriate length](#) will result in a uniform responsibility slip.
- Please Note: Care should be taken in hemming uniforms to ensure they can be “let down” as needed throughout the school year.

TOPS:

- Plain* white, grey, or [purple](#) short sleeve or long sleeve knit polo style shirt with a collar.
- [PURPLE POLOS \(WITH OR WITHOUT THE CPOP LOGO\) MUST BE PURCHASED FROM JUST ME APPAREL FOR COLOR CONSISTENCY.](#)
- [White & Purple CPOP logoed polos](#) are optional during the 2018-19 school year but must be purchased at Just Me Apparel. Please Note: Beginning in the 2019-20 School Year, it will be required for 3rd through 8th grade students to own just 1 white OR 1 purple logoed polo to be worn on days of importance... (tbd by administration) ie... All School Mass, Field Trips, Regional School Mass, Class Presentations, etc.
- White round collar poly/cotton blouse, short sleeve blouse.
- Plain* white turtleneck.
- [ANY OTHER CPOP SPIRIT SHIRT OR SWEATSHIRT, WITH A CPOP LOGO, PURCHASED FROM THE CPOP SPIRIT CART, JUST ME APPAREL, OR JOHNNY MACS MAY BE WORN ON WEDNESDAYS.](#)
- 8th grade students may wear their approved class shirt.

SOCKS

- [SOCKS MUST BE WORN AS PART OF THE UNIFORM.](#)
- Plain solid color socks should be worn. No ladder back, designs, or logos should be showing. Socks should be Navy blue, black, or white.
- [White & Purple socks](#) sold via Athletic Association or Spirit Cart.

LEGGINGS & YOGA PANTS

- Tights/leggings (white, gray, black or navy blue) [may be worn under the girls uniform Jumpers or Skirts during the winter months.](#)
- [CPOP Logo Yoga Pants & Leggings](#) maybe worn under the girls uniform Jumpers or Skirts during the winter months.

SLACKS

- Navy blue cotton or poly/cotton twill uniform style slacks with a solid colored belt. (Belts are optional in primary grades [K-2](#).)
- No sweats, knits or baggy pants.
- **8th Grade** girls may wear khaki, twill, or corduroy slacks--no surplus/cargo, or flare styles.
- Some slacks may be considered inappropriate because they fit too tightly. A faculty member will tell students if their slacks are inappropriate.

Boys

SLACKS

- Navy blue cotton or poly/cotton twill uniform style slacks with a solid colored belt. (Belts are optional in primary grades [K-2](#).)
- **8th Grade** boys will wear khaki twill or corduroy slacks--no surplus/cargo, or flare styles.

SHIRTS

- Plain* white, grey, or **purple** short sleeve or long sleeve knit polo style shirt with a collar.
- **PURPLE POLOS (WITH OR WITHOUT THE CPOP LOGO) MUST BE PURCHASED FROM JUST ME APPAREL FOR COLOR CONSISTENCY.**
- **White & Purple CPOP logoed polos are optional during the 2018-19 school year but must be purchased at Just Me Apparel. Please Note: Beginning in the 2019-20 School Year, it will be required for 3rd through 8th grade students to own just 1 white OR 1 purple logoed polo to be worn on days of importance... (tbd by administration) ie... All School Mass, Field Trips, Regional School Mass, Class Presentations, etc.**
- White round collar poly/cotton blouse, short sleeve blouse.
- Plain* white turtleneck.
- **ANY OTHER CPOP SPIRIT SHIRT OR SWEATSHIRT, WITH A CPOP LOGO, PURCHASED FROM THE CPOP SPIRIT CART, JUST ME APPAREL, OR JOHNNY MACS MAY BE WORN ON WEDNESDAYS.**
- 8th grade students may wear their approved class shirt.

SOCKS

- **SOCKS MUST BE WORN AS PART OF THE UNIFORM.**
- **Plain solid color socks should be worn. No ladder back, designs, or logos should be showing. Socks should be Navy blue, black, or white.**
- **White & Purple socks sold via Athletic Association or Spirit Cart.**

All Students

SHOES

- Shoes for all students should be athletic or other soft-soled & non-marking-
- No clogs, sandals, open-backed shoes, or open-toed shoes.
- No lights, sounds or wheels are allowed.
- Shoes should be tied, zipped, strapped, or of fastened with Velcro so the shoe stays on the foot and does not present a tripping hazard.

- High-heeled shoes are not allowed.
- Boots will be permitted **ONLY** during winter months (**November – March**). Tennis shoes should, however, be brought for P.E. **if Boots are worn to school.**

OUTER WEAR

- Plain* navy blue or **heather grey** cardigan or pullover sweater.
- **CPOP Embroidered heather gray ¼ zip cotton pullover with logo can be purchased from Just Me Apparel.**
- **8th Graders** may wear their class-approved sweatshirt.
- **The Black CPOP Gators Hoodie will be “grandfathered” in for one year during the 2018-19 school year.**

UNDERSHIRTS: Shirts worn under the uniform must be plain **white** or turned inside out. No printing should show through the uniform.

PHYSICAL EDUCATION Uniform

- **THERE IS NO LONGER A “GYM UNIFORM” OPTION FOR P.E. STUDENTS SHOULD COME TO P.E. CLASS IN THEIR TRADITIONAL DAILY UNIFORM ATTIRE.**

SUMMER UNIFORM

- **DRESS SHORTS:** Our summer uniform, which is navy dress twill walking shorts with zipper and belt loops, are in effect during the months of August, September, October, April and May. (8th Grade students may wear khaki **dress shorts**.)

JEWELRY: No dangling or hoop earrings due to playground/PE safety.

MAKE-UP

- No make-up is allowed.
- Girls in **K-8** may wear any colored nail polish. (All nails must be the same color.)
- No perfume or lip gloss is allowed.

HAIR

- **All Students** are expected to have neatly groomed and clean hair. Extremes in hairstyle: **must not impede the learning environment for said student and/or his/her classmates, and will be at the discretion of the Administration.** Hair color must be the student’s solid natural color, i.e. bleached, highlighted, dyed hair is not permitted.
- **BOYS**
 - **NO Facial Hair.**

Uniform Policy Exceptions

OUT-OF-UNIFORM DAYS:

* On days designated as out-of-uniform days, the following rules apply:

- Clothing which may be appropriate for a recreational/social activity outside of school time is not necessarily appropriate for school. We rely on the sound judgment and good taste of parents in avoiding unsuitable clothing such as clothes that are ragged, too short, and T-shirts that have inappropriate connotations. The school reserves the right to determine whether a student's dress and appearance satisfies our requirements.
- As a general rule of thumb, students should have as much skin covered when they are out of uniform as they do in uniform.
 - If shorts are allowed, they must be an appropriate length consistent with the intent of the Uniform Policy;
 - If leggings are worn on an "out of uniform day" they should be a modest fit. Shirts should be worn long enough to cover the back side of the student.
 - Shirts or blouses must be appropriate for school;
 - Tank tops, strapped tops, tube and crop tops are not allowed. At no time should there be any inappropriately exposed skin.
- Advertising/logos on shirts must be appropriate and consistent with the intent of the Uniform Policy.
- Shoes must be sensible and appropriate for the expected activity.

BIRTHDAYS: On a child's birthday or half birthday, he/she may dress out of uniform following the above guidelines for Out-of-Uniform Days.

GENERAL: If any other days occur that are out of uniform, a note will be sent home stating proper attire for the day.

Vehicle Safety Policy (Revised 3/07)

Drivers may not use cell phones, PDAs, or any other electronic devices on parish property while their vehicle engine is running. Drivers and passengers must comply with Missouri State laws regarding seat belts and child safety restraints.

Violence Policy (Archdiocesan Policy 4303.3, Revised 5/16)

Catholic schools shall provide a safe learning environment for all members of the school. The climate of Catholic schools/PSR's shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, communications or actions that threaten, result in, or have the potential to result in hurt, fear, or injury. These words, gestures, communications or actions can be committed in person or through any virtual means. Violence includes threats of injury (no matter if the person is actually capable of inflicting the injury or not), harassment, assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school property, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

Guidelines:

A safe learning environment requires more than the absence of physical conflict or the toleration of others who are perceived to be enemies. Violence prevention includes both reducing the risk factors that lead to violence and strengthening the protective factors that resist violence. Schools/PSR's should include the following among their prevention strategies: identifying the Christian response to situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self-esteem and sense of belonging; teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, maximizing students' academic achievement, promoting appreciation of differences, media literacy, and providing parent education related to violence prevention.

The faculty and school/parish community should be made aware of the causes and signs of possible violent behavior.

Schools are encouraged to use Care Teams to assist with addressing possible problems before violent behavior occurs.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

If a student engages in serious threatening or violent behavior, the following steps should be taken:

- a. The student will be removed from any contact with the school, and inform the parents a meeting will be held regarding the consequences.
- b. The school will contact appropriate diocesan officials (staff of the Catholic Education Office).
- c. The principal/Pastor will review the student's behavior to determine if it is grounds for "withdraw for cause".

If a student is not going to be withdrawn for cause, before a student can continue to attend or be readmitted to a school or PSR, the admission must receive reasonable assurance that the student does not pose a future danger to self or others. In this case, the following steps should be taken:

- a. Contact the parents and inform them that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself and to others. Appropriate forms for the release of information must be signed to allow communication between school officials and the mental health professional.
- b. Notify the police of the threat. Police should be notified of and /or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons should be turned over to the police. Parents of the student who made the threat should be informed that the police have been notified.
- c. Communicate with any staff or students (and their parents/guardians) who may have been the target of the violent threat. Inform them of the threat and the actions taken to deal with the threat. Counseling or other needed support should be provided.

Visitors

Classrooms

All parents, visitors and volunteers must register in the office. Please pick up a badge to wear during your visit. Please do not go to classrooms during school hours unless the teacher expects you.

Deliveries to School

Any messages or items should be dropped off at the front desk and will be delivered by the school secretary.

Volunteers

It is important for the success of the school that all parents volunteer. All parents should find some way to contribute to the school environment. Please be responsible with your volunteer duties and show up at appointed times. The children are directly affected when a volunteer fails to appear. It is requested that volunteers show professionalism and act in a discretionary manner while in the school. A volunteer may sometimes hear or see something that should remain private and not be a part of conversation. There should be absolutely no discussion regarding any children in the school.

NOTE: ALL VOLUNTEERS MUST UNDERGO A BACKGROUND CHECK AND

ATTEND A PROTECTING GOD'S CHILDREN WORKSHOP. SEE PROTECTING GOD'S CHILDREN.

Walking Policy

Students walking home from school on a regular basis must have a Walker Permission Slip on file with the school office. Parents must send a note with a student who walks home on a one time, special occasion. Students may not leave campus on foot unless this paperwork is on file. Students walking home must walk on sidewalks and cross at appropriate crosswalks.

Weapons (Archdiocesan Policy 6202.1)

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Christ, Prince of Peace is strictly prohibited. The prohibition expressly includes those persons licensed to carry concealed firearms.

Website

Christ, Prince of Peace School maintains a website which is updated regularly. Only school related information is put on this website. The address is: www.cpopschool.com.

THIS PARENT HANDBOOK CONTAINS ESTABLISHED POLICIES AND PROCEDURES FOR THE SCHOOL YEAR. SINCE IT IS NOT POSSIBLE FOR A HANDBOOK TO ADDRESS EVERY SITUATION THAT MAY ARISE DURING A SCHOOL YEAR, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO AMEND OR REVOKE THE POLICIES AND PROCEDURES IN THIS HANDBOOK AT ANY TIME AS CIRCUMSTANCES MAY REQUIRE. WHEN CHANGES ARE MADE TO THE HANDBOOK, PARENTS AND STUDENTS WILL BE INFORMED OF THE CHANGE IN WRITING IN A TIMELY MANNER, AND THIS WILL INCLUDE A STATEMENT ABOUT WHEN THE CHANGE WILL TAKE EFFECT.

Appendix

Party Guidelines For Christ, Prince of Peace

Following are guidelines for the parties held during the school year. Please read these guidelines and if there are any questions please direct them to the teachers or the principal. The goal is to provide parties that will be fun while keeping them appropriate for the children.

- A Halloween and Valentine's (or Mardi Gras) party for each class will be scheduled as appropriate for the school calendar.
- Parties in K - 8 will begin at 2:00 p.m. and must end at 2:45 p.m. with the students helping cleanup.
- Times for ELC parties will be determined by the teachers.
- Open flames are prohibited by Archdiocese Safety Standards.
- Parents are asked to coordinate the activities, etc., between rooms of same grades. Parents may select any game that is on the list of appropriate activities for the individual classrooms. No running games are allowed.
- No more than four parents per room should help with a party.
- No favors should be given at parties.
- All treats must follow Archdiocesan guidelines. Treats must be individually packaged.
- If a party falls on a half day, the party will begin at 11 a.m. and end at 11:40 a.m. for cleanup.

Room parents will be provided with a party planning form to complete to ensure compliance with Wellness Plan standards. A copy of this form must be turned into the homeroom teacher and the principal **at least one week prior** to the party. It may be submitted via email.

Physician Consent for Medication Administration

Date: _____ Name of Student: _____

Medication: _____ Dose: _____

Time Interval: _____

Diagnosis or reason for treatment: _____

Side Effects to look for: _____

Restrictions: _____

Signature: _____



PERMISSION TO DISPENSE MEDICINE

This parent permission form is required to give any medication to your child.

A doctor's order is required to give prescription and over-the-counter medicine. This order should include dosage and frequency that medication can be given.

(School Fax Number: 636-594-0082)

The **medicine** ordered must be in the **original container** marked with child's name.

Thank you for your cooperation!

Kathy Gannon, RN

Amy Ramella, RN

.....
Date: _____ Homeroom: _____

Christ, Prince of Peace personnel have my permission to administer:

(MEDICATION)

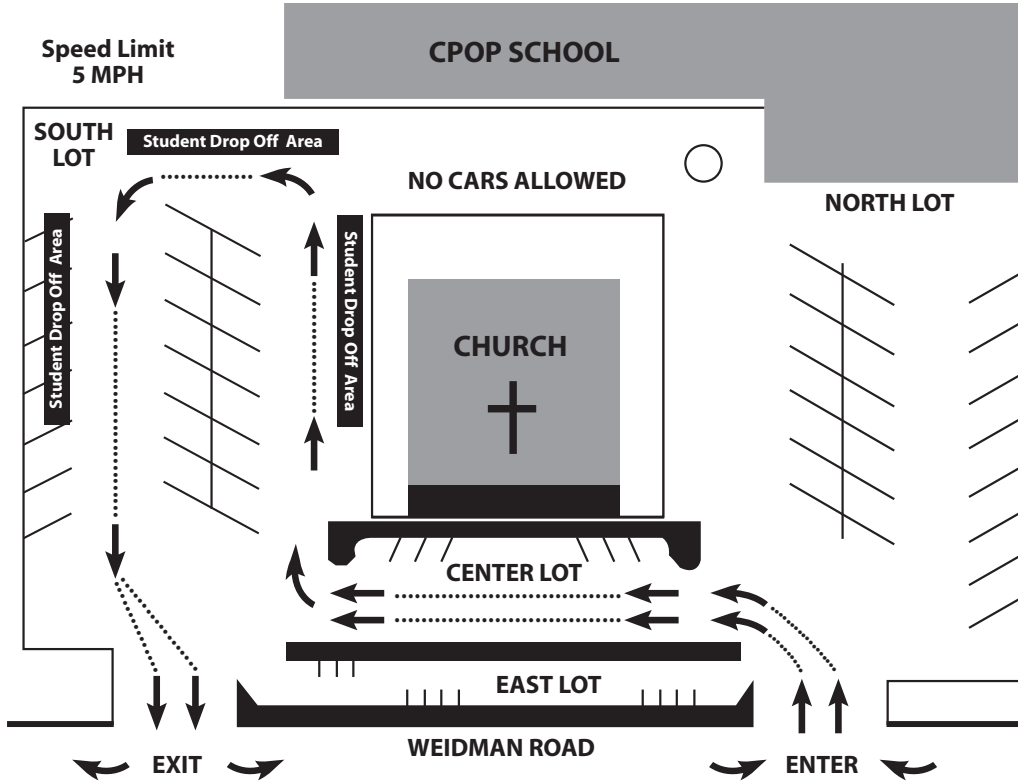
as ordered by our physician to:

(Child's Name)

(Parent Signature)

Drop Off and Pick Up Diagrams

CPOP Morning Drop Off Procedure



CPOP Dismissal Parking Procedure

