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This Handbook is an extension of board policy and a reflection of the goals and objectives of the board. The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the Handbook. All employees support the policies of the Prince of Peace Catholic Education System and are responsible for their implementation. All parents/guardians and students are responsible for the knowledge of the contents of this Handbook.

Diocese of Davenport

Equal Opportunity and Nondiscrimination Policy 101.0

The Educational System of the Diocese of Davenport is committed to equal opportunities and does not discriminate on the basis of race, color, national or ethnic origin, sex or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and the Title I of the Americans with Disabilities Act in the educational programs or activities which it operates. The Educational System policy not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities, and services. It admits both employees and students of any race, color, national and ethnic origin, or sex or disability, all the rights, privileges, employment opportunities, programs, activities and services generally accorded, or made available, in the programs / activities. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

PRINCE OF PEACE ACADEMY K – 8
PRINCE OF PEACE COLLEGE PREPARATORY 9 – 12
312 South 4th Street
Clinton, IA 52732
563-242-1663

PRINCE OF PEACE PRESCHOOL AND CHILDCARE CENTER
Childcare – Preschool – After School Care
245 26th Avenue North
Clinton, IA 52732
563-242-9258

Mission and Philosophy Statement

Mission Statement

We, the Jesus Christ, Prince of Peace Catholic Education System, serve to facilitate the teaching ministry of the parish. Our purpose is to provide educational programs, which promote Gospel values and Catholic tradition in the context of a changing world.

Philosophy

We believe that parents/guardians have the primary responsibility for the education and moral development of their children. However, the entire people of faith have an obligation to provide each individual with the opportunity to share in the Catholic heritage through an academically excellent, value-based education. Each individual is seen as a gift and a symbol of the growing Christian community. As stewards entrusted to share in the development of the individual with his or her family we are committed to a school system which:

- is staffed by Christian professionals.
- fosters a spiritual life that includes a personal prayer life and participation in liturgy.
- reinforces values based on sacred scripture, Catholic doctrine and principles of social justice.
- offers a curriculum preparing the individual to contribute meaningfully to society.
- supports self-control, self-esteem and self-actualization.
- provides culturally rounded experiences, inclusive of the arts, cultures and athletics.
- encourages social interaction and cooperation through extra-curricular activities.

Prince of Peace Catholic Education System Goals and Objectives

The administration and faculty assume the responsibility of assisting the parents/guardians, who are the primary educators of the child, in educating the whole child while preserving individuality and uniqueness. We established the following goals and objectives:

1. Develop in students a love and understanding of the Church and the teachings of Christ and to help them develop a spirit of prayer, worship and commitment.
2. Assist in the development of moral and spiritual values, ethics, standards of conduct, integrity and self-concept.
3. Develop in students the ability to evaluate societal and personal experiences in the light of the Gospel and in so doing build a value system that will help them to promote social justice.
4. Help students become aware of their local and global relationships and responsibilities.
5. Provide resources and opportunities, which assist students in acquiring skills and in developing talents and cultural appreciation.
6. Develop in all students a respect for the rights and properties of individuals and groups.
7. Develop in students a positive attitude toward learning, a sense of responsibility for learning and a realization that education is a life-long process.
8. Continue to maintain and expand communications with the local community.
9. Provide a forum for exchange of ideas and opinions among administration, faculty, parents/guardians and students regarding curricular, extra-curricular and disciplinary areas of the school.

Parental Expectations

Parents and guardians are a child's primary educator and influence. Parents and guardians are expected to teach their child (children) through their example of reverence, responsibility and respect. The Catholic school will assist parents in forming their children as disciples of Jesus Christ. The Catholic school teacher is a dedicated professional who makes sacrifices to teach in a Catholic school. Parents will show cooperation, support and gratitude by adhering to the following:

I will not tolerate vulgar, sarcastic, catty, foul, off-color or suggestive language from my child, and I will set a good example in my own use of language.

I will not tolerate bullying, violent, or aggressive speech or behavior.

I will not serve alcohol to my child or any other minor and I will refuse permission for my child to attend an event where there will be underage drinking.

I will show respect for the teacher and any other adult in authority in front of my child, regardless what I may think of their actions or say to them in private.

I will never lie to the pastor, principal or teachers to protect my child from the consequences of his/her behavior, nor will I excuse his/her absences or tardiness.

I will stop rumors. I will go through the proper channels when I have a problem. I will not air grievances on social networking sites. I will not defame, ridicule or criticize the school, administration or faculty on these sites.

I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know that the good of all the children must be a consideration.

I will follow the school's rules, calendars, and deadlines and expect my child to do the same, even when I might disagree.

Admissions

Student Admission – Open Enrollment

Prince of Peace Catholic Education System follows the Diocesan Policy 510.2 Open Enrollment. Open enrollment means that students meeting the school's academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed.

Registration and admission are not finalized until all educational records, including health and special education records, have been received, reviewed and an interview with the administrator has been conducted.

A student who has been identified as having special needs will be accepted at the discretion of the administrator and if the parents/guardians agree to have the student receive services and follow recommendations of the Area Education Agency and other resources available to the school. In order to serve the best interests of the student, the administrator may determine continued enrollment status.

Open enrollment means that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race or ethnic origin according to subsequent provisions of this policy.

As a private school the admission policy must reasonably reflect the purpose for which the school was established, giving due consideration to the constituency, those people responsible for its foundation and maintenance. Consequently, priority is given to the admission of children of the constituency. Other students are admitted as space and conditions allow.

New or transfer students are accepted on a probationary status for a period of nine (9) weeks. Such status may be continued at the discretion of the administrator.

Non-Catholic families may apply for registration. Parents/guardians must give evidence of their interest in a religiously oriented atmosphere and agree to have their children participate in religion classes and prayer services. Available space is a determining factor.

Kindergarten Admission

Children may be registered for kindergarten if they are five years of age by September 15, with exceptions made according to IA Code 282.3. An immunization form must be presented to complete registration. Students must receive a medical examination and a readiness assessment before entering kindergarten.

School Hours

Grades K through 12	7:50-3:00
Administrative Office	7:30-3:30

Daily Class Schedule 6 – 12

1 st Hour	7:50-8:35
2 nd Hour	8:38-9:21
3 rd Hour	9:24-10:07
4 th Hour	10:10-10:53
Activity Period	10:56-11:26
Middle School Lunch	11:26-11:56
High School 5 th Hour	11:29-12:12
Middle School 5 th Hour	11:59-12:42
High School Lunch	12:12-12:42
6 th Hour	12:45-1:28
7 th Hour	1:31-2:14
8 th Hour	2:17-3:00

Early Dismissal Schedule 6-12

1 st Hour	7:50-8:25
2 nd Hour	8:28-9:00
3 rd Hour	9:03-9:35
4 th Hour	9:38-10:10
5 th Hour	10:13-10:45
Middle School Lunch	10:45-11:15
High School 6 th Hour	10:48-11:20
Middle School 6 th Hour	11:18-11:50
High School Lunch	11:20-11:50
7 th Hour	11:53-12:25
8 th Hour	12:28-1:00

Late Start Schedule 6-12

1 st Hour	9:40-10:25
2 nd Hour	10:28-11:00
3 rd Hour	11:03-11:35
Middle School Lunch	11:35-12:05
High School 4 th Hour	11:38-12:10
Middle School 4 th Hour	12:08-12:40
High School Lunch	12:10-12:40
5 th Hour	12:43-1:15
6 th Hour	1:18-1:50
7 th Hour	1:53-2:25
8 th Hour	2:28-3:00

Mass Schedule 6-12

1 st Hour	7:50-8:25
Mass	8:30
2 nd Hour	9:25-10:02
3 rd Hour	10:05-10:42
4 th Hour	10:46-11:23
Middle School Lunch	11:23-11:53
High School 5 th Hour	11:26-12:05
Middle School 5 th Hour	11:56-12:35
High School Lunch	12:05-12:35
Activity Period	12:38-1:08
6 th Hour	1:11-1:45
7 th Hour	1:48-2:22
8 th Hour	2:25-3:00

School Cancellations / Late Start

School cancellations or general announcements due to inclement weather conditions or emergencies will be broadcast over local T.V. and radio stations. During times of inclement weather we will follow the same decision as the Clinton Community Schools for emergency school closings. This also includes the preschool and childcare programs. We encourage families to check local TV & radio stations for cancellations of sporting and other extra-curricular events. Iowa School Alerts is a program that provides an email or phone notification of cancellation of our major school events. You must register at schoolalerts.iowa.gov in order to receive this service.

Absences

Parents or guardians are expected to call before 9:00 am to report an absence. If notification of an absence is not received by 2:55 pm the absence will be recorded as unexcused. A ½ day absence is recorded if a student is not in attendance by the end of second hour. A full day absence is recorded if a student is not in attendance by the end of fifth hour. Perfect attendance is awarded if a student has missed not more than three periods of one day.

If a student is not in attendance by third period or leaves during the school day due to illness, the student is not allowed to participate or attend school related events/activities for that day.

Students are expected to be in school the 180 days as required by state law. The Department of Education provides guidance to schools identifying acceptable and unacceptable reasons for absences. Regular attendance is necessary for students to learn well. Parents and guardians are strongly encouraged to ensure the attendance of their children. Necessary absences as approved by the administrator will be considered excused.

Excused absences may include the following reasons:

- personal illness
- family emergencies
- medical appointments
- funerals
- legal appointments
- school related activities
- family vacations

The administrator may request evidence or written verification of the student's reason for an absence in order for it to be considered excused. Students who leave during the day for a medical or dental appointment are to provide a written verification from their doctor's office upon their return to school.

An unexcused absence is one without a reasonable excuse. These absences shall include but are not limited to the following:

- failure to report an absence
- leaving the building without permission
- oversleeping or sleeping in
- transportation problems
- employment
- haircuts
- shopping
- baby-sitting
- family meetings
- helping with household work

- inclement weather
- concerts
- preparing for or participating in parties or celebrations
- “senior skip day”
- senior pictures

Unexcused absences are subject to disciplinary action. A pattern of excused or unexcused absences may be determined by the administrator to be considered truancy. Parents or guardians will be notified by the administrator of the problem. If the student continues to be truant, the administrator will refer the matter to the county attorney for investigation.

Students are not to leave the school grounds at any time without the permission of school personnel and their parents/guardians. Prior approvals may be required.

Tardiness

Students are expected to be on time for school and for their classes. After the class bell has rung, the tardy student will report to the office to receive an admit slip to get into class. A detention will be assigned for each unexcused tardy to school or to classes. The administrator or designee will determine whether the reason for tardiness is excused or unexcused.

Each student is allowed three excused tardies to school per quarter without penalty. Excused tardies will be for emergency and unusual circumstances as approved by the administrator. After the third excused tardy to school, students will receive detention time regardless of the reason.

Make up Work for an Absence

Students whose absences are approved shall make up any work missed without out penalty. For each day of excused absence, the student will be given two days in which to make up the work. Students leaving during the school day for school sponsored activities are to turn in assignments prior to leaving the building. Students are responsible for learning what assignments are due for the following day and are expected to have them completed. Students taking an approved family vacation will make up the schoolwork upon return. The student is responsible for communicating with the teacher to determine what work needs to be made up and the due dates for the missed work

Prior Approvals

The student’s parents/guardians request prior approval in writing or by phone. The student receives a prior approval form from the office. The student takes this form to the teachers for signatures. Completed prior approval forms must be turned in to the office. Students must sign out when leaving and sign in when returning. Prior approval and admit forms are not needed for absence from classes for school-sponsored activities.

Sign In and Sign Out

Students must sign out in the office when leaving school grounds and sign in when returning.

Transportation

Arrival and Dismissal K – 12

Students must be dropped off and picked up at the parking lot on the west side of the building. Students and parents/guardians should enter the parking lot from Fourth Avenue South and exit onto Third Avenue South. Do not enter on the Third Avenue South driveways. Student drivers are required to exit the parking lot using the access driveway parallel to Zion Lutheran Church. Other drivers are required to use the access driveway closest to the school to exit the parking lot onto Third Avenue South.

Clinton Community School buses will drop off students in the front of the building (west side) before school and will pick students up after school on South 4th Street (east side).

Teachers are not responsible for supervision after the last bus leaves. Students are to be picked up promptly. Students should be instructed by their parents/guardians to return to the office if they have a transportation problem. Students should clear the building by 3:10 p.m. unless they are under the direction of a teacher or other supervisor. If a student in grades K-8 is not picked up by 3:15, the student will be taken to the after school program and the parent will be charged the hourly rate for the service.

Busing Eligibility

Students in grades kindergarten through twelve are eligible for busing through Clinton Community Schools if they live the required distance from their school sites. To determine a student's eligibility, please call the Director of Transportation, at 243-4441 for confirmation of your status. Bus routes and stops will be sent to all eligible families before school starts, including after school care students.

Clinton Community School Bus Safety Rules:

- Be on time. Keep the bus on schedule.
- Obey the driver's instructions.
- Keep your heads, arms and hands inside the bus.
- For your safety, remain seated (no standing allowed).
- Be courteous. No profane language.
- Work together to keep your bus safe and clean.
- Animals or hazardous objects are not allowed on the bus.
- Keep the noise level down. No radios or tape players.
- No smoking.
- If you must cross the street, walk ten feet in front of the bus and wait for directions from the bus driver.

The bus driver must report all students who disobey the rules to the Transportation Center. A bus conduct report will be sent to the Prince of Peace School Administrator. Disciplinary action may result.

Parking Regulations

Students who hold authorized driver's licenses may drive cars or motorcycles to school. Students must enter the parking lot from the Fourth Avenue South entrance and park in the south lot. Students must exit via the access drive next to the Zion Lutheran Church parking lot onto Third Avenue South. Please note that students are not guaranteed a parking place in the lot and might have to park on the street. Failure to follow these rules or driving in a manner that is dangerous or disruptive may result in a detention and/or the loss of driving privileges on school grounds.

School Sponsored Trips

1. Student riders will be responsible for following the Code of Conduct.
2. When transportation is provided to or from a school activity, students who are participating in that activity must use the transportation provided by the school, whether it is an organized carpool or bus. Students are expected to be on the bus at the departure time. Any student who travels another way will not be allowed to participate. An exception may be made if written arrangements have been made by the parents/guardians with the sponsor of the event or the Athletic Director.
3. Students may not ride to or from an activity with a driver who is a minor or high school student.
4. Exceptions to numbers two and three may be made upon approval of the administrator and completion of the required release forms.

Field Trips

All class trips and field trips scheduled during the school day must be arranged by a teacher and approved by the administrator. These may last the whole school day and possibly extend beyond dismissal time depending upon the destination of the trip. Students are expected to attend the field trip as their day of attendance. The students who do not attend the field trip must attend school. The student must be in school in order to count as a day of attendance. If a student does not attend, an unexcused absence will be recorded in the student's file.

Volunteer drivers, including student volunteer drivers, must complete the Driver Information Sheet, which requires current proof of insurance and a copy of a valid driver's license. This form will be kept on file in the office. Volunteers must complete diocesan training as outlined under the Volunteer Expectation Section.

Academics

Academic Requirements for Graduation

Twenty-eight Carnegie units are required for graduation from high school. A Carnegie unit is two semesters of successfully completed study. A credit is one semester of successfully completed study. Only classes taken while in grades 9 – 12 apply to meeting graduation requirements.

The following are required:

- 4 units English
- 4 units Religion
- 4 units Social Studies
- 3 units Mathematics (4 strongly recommended)
- 3 units Science (4 strongly recommended)
- 2 units Foreign Language (4 strongly recommended)
- 2 units Physical Education
- 1 unit Fine Arts
- 1 unit Health
- .5 unit Speech
- .5 unit Computer
- 3 units of Electives - May include post-secondary classes.

Students may elect one study hall per semester.

Course Offerings

Grades K – 5

Classes are self-contained. Specialized instructors teach art, music and physical education.

Students are instructed in religion, math, science, social studies, Spanish, language arts, computer skills and library skills.

Grades 6 - 8

Classes in these grades are departmentalized. Classes include: PE, music, language arts, social studies, math, science, art, religion, Spanish, technology and study/research skills.

Grades 9 – 12

*COMPUTER (1 semester required)

Computer Literacy I

Computer Literacy II: Trends and Topics

Business courses may be taken online.

*FINE ARTS (2 semesters required)

Art I

Advanced Art

Clay & Sculpture

Calligraphy

Advanced Clay and Sculpture

Studio Art (determined by student experience, level of skill and permission of teacher)

Applied Music (Theory & application)

Music Appreciation (Historical perspective)

Chorus

Band

Students are strongly encouraged to experience both visual and musical arts.

FOREIGN LANGUAGE (4 semesters required; 6 or more recommended)

* Spanish I (2 semesters)

* Spanish II (2 semesters)

Spanish III (2 semesters)

Spanish IV: Spanish Language Literature (2 semesters)

*HEALTH (2 semesters required)

LANGUAGE ARTS (9 semesters required)

*English I : Literature and Composition Freshman survey (2 semesters)

*English II: World Literature and Composition Sophomore survey (2 semesters)

*English III: American Literature and Composition (2 semesters)

*English IV: British Literature and Composition (2 semesters)

*Speech/Communication (1 semester)

Creative Writing (1 semester)

Literature in Theater (1 semester)

MATHEMATICS (6 semesters required; 8 strongly recommended)

*Algebra I	(2 semesters)
Geometry (prerequisite Alg. I)	(2 semesters)
Algebra II (prerequisite Geometry)	(2 semesters)
Pre-Calculus (prerequisite Alg. II)	(2 semesters)
AP Statistics (prerequisite Alg. II)	(2 semesters)
AP Calculus (prerequisite Pre-Calc.)	(2 semesters)

***PHYSICAL EDUCATION (2 units/4 semesters required)**

Conditioning, Individual & Dual Sports:

(walking, tennis, badminton, bowling, handball, gymnastics)

Fitness, Individual Sports skills:

(weight training, archery, golf)

RELIGION (8 semesters required)

* Freshman Religion: Catholic Identity	(2 semesters)
* Sophomore Religion: New Testament/Morality	(2 semesters)
*Junior Religion: Old Testament/Catholic Social Teaching	(2 semesters)
* Senior Religion: Vocations	(2 semesters)

SCIENCE (6 semesters required; 8 strongly recommended)

*Biology	(2 semesters)
AP Biology	(2 semesters)
Chemistry	(2 semesters)
AP Chemistry	(2 semesters)
Physics	(2 semesters)
Anatomy & Physiology	(2 semesters)

SOCIAL STUDIES (8 semesters required)

*World History	(2 semesters)
*American History	(2 semesters)
*Government	(1 semester)
*Economics	(1 semester)
*Geography/Current Events	(2 semesters)
Great Wars in U.S. History	(1 semester)
World Geography	(1 semester)
General Psychology (post-secondary)	(1 semester)
Abnormal Psychology (post-secondary)	(1 semester)

***Required course**

Additional AP courses are available through the Iowa AP Academy.

Additional online courses are available through Iowa Learning Online.

When a student transfers from another school after freshman year has begun, earned credits will be placed on our transcripts. Grades earned will be calculated according to the school's grading scale for determining a grade

point average. The religion requirement will be determined by the administrator depending upon the enrollment date of the transfer student. The foreign language requirement for International students may be waived.

When students enroll after the school year has begun, their in-coming grades earned may be accepted for the semester upon the approval of the administrator. When students leave during a semester, their out-going grades earned may be accepted by the transfer school.

Transfer students must complete four semesters at Prince of Peace College Preparatory in order to be considered for Valedictorian or Salutatorian.

On-line Courses

Students may be eligible to take on-line courses due to scheduling conflicts, credit recovery or college credit. On-line Class Enrollment Agreements must be signed by the student and the parent or guardian. A student may take an on-line class for credit advancement during summer. The student and parent or guardian must agree to the procedures, rules and policies outlined in each agreement. Students must provide a copy of the syllabus, mid-term and final grades to the Director of Student Services as soon as they become available.

If a student is enrolled in an on-line class due to scheduling conflicts, the school will cover the cost of the class. The textbook is generally provided with the on-line class.

If the student is enrolled in an on-line class due to credit recovery, the student will assume the cost of the class and administrative fees associated with it. The textbook is generally provided with the on-line class. Some on-line classes are offered at no cost.

If the student is enrolled in an on-line class for college credit, the school will cover the tuition cost of one semester class per year. The student will be responsible for any supplies/textbooks associated with the class. The cost for any additional college courses will be assumed by the student.

With the approval of the administrator, a student may enroll in an on-line class during the summer. If the student is enrolled in a summer class, the family will assume the cost of the class and administrative fees associated with it. The class credit and grade will be included on the first semester transcript of the coming school year.

In all cases, if a student receives an “F” for a final grade, the student will be responsible for all of the school’s costs. If a student receives a “D” for a final grade, the student will be responsible for half of the school’s costs. If a student earns a “D” or “F” in any of these courses and wished to take additional on-line classes, a deposit of half the cost is required prior to enrollment in the class. If a student withdraws from a class the student will be responsible for all costs associated with the class.

Students will be required to follow the drop policies set by the institution to which they are enrolled. If a student decides to drop the class after it starts, he/she will be responsible for any costs that are not refundable to the school.

Christian Service

Christian service and charity are components of our K-12 curriculum. Students in grades 6-12 are expected to participate in annual service days as outreach for our community. Additional service hours or classroom projects may be required as part of our religion curriculum.

Early Graduation

The manner of arriving at graduation is through a progressive four-year course of study. Educationally this pattern is considered to be the most beneficial for students. Early graduation is not encouraged.

Early graduation procedures outlined below will be followed:

1. The request for consideration should be made before the beginning of junior year.

2. A conference is held with the Director of Student Services to discuss the reasons for the request. The student's academic record will be assessed.
3. A conference with the administrator, parents/guardians and student will be arranged.
4. A determination if credit requirements can be met in a satisfactory manner will be made.
5. The Administrator makes the final decision.

It is the policy of the Prince of Peace Catholic Education System that tuition for graduates will be charged on the basis of four years of study. Students graduating early may return and participate in commencement exercises.

Post-Secondary Enrollment Options Act

Eligible students may enroll in college courses at participating colleges and have up to \$250.00 of the cost paid by the public school district under the Post-Secondary Enrollment Options Act. Approval to enroll in college classes is determined by the public school principal.

To be eligible for tuition reimbursement, the student must enroll in a course not offered by the school or a course that is more rigorous than one offered at the high school. Summer school credits do not count for tuition reimbursement even though the high school may accept the credits toward graduation. If a student fails the course, the student is responsible for all fees and tuition.

Students must provide a copy of the syllabus, class schedule, mid-term and final testing schedules to the Director of Student Services as soon as available.

Grading

Grades K - 2

Students in K-2 receive grades of O (Outstanding), S (Satisfactory), N (Needs Improvement), and I (Improving) for each quarter.

Grades 3 - 5

In grades 3 through 5, students receive letter grades, A (94% - 100%), A- (91% - 93%), B+ (88% - 90%), B (85% - 87%), B- (82% - 84%), C+ (79% - 81%), C (76% - 78%), C- (73% - 75%), D+ (70% - 72%), D (67% - 69%), D- (64% - 66%) and F (63% and below). Exceptions to this are Art, Music, P.E., Penmanship, and Citizenship which are given the grades of O (Outstanding), S (Satisfactory), N (Needs Improvement), and I (Improving).

Grades 6 - 8

In grades 6 – 8 students will receive letter grades, A (94% - 100%), A- (91% - 93%), B+ (88% - 90%), B (85% - 87%), B- (82% - 84%), C+ (79% - 81%), C (76% - 78%), C- (73% - 75%), D+ (70% - 72%), D (67% - 69%), D- (64% - 66%) and F (63% and below). In some classes, circumstances may require a P (Pass) or F (Fail) grade be given and will not be included in the student's Grade Point Average (G.P.A.). A student may request to drop band or chorus within the first week of the semester. Administrator and parental approval are required. Forms are available from the Director of Student Services.

Grades 9 - 12

Scholastic achievement is graded according to this scale:

A	94% - 100%	A-	91% - 93%
B+	88% - 90%	B	85% - 87%
C+	79% - 81%	C	76% - 78%
		B-	82% - 84%
		C-	73% - 75%

D+	70% - 72%	D	67% - 69%	D-	64% - 66%
F	63% and Below	I	Incomplete	P	Pass
W	Withdrawal				

Only semester grades are recorded on transcripts and are used to determine a student's official Grade Point Average. If a student or parent wishes to contest a grade, the administrator or Director of Student Services must be notified within two weeks of the report card issue date.

A student may request to drop an elective within the first week of the semester. Administrative and parental approval is required. Forms are available from the Director of Student Services.

A student who does not complete all major requirements for a course will receive an "F". Examples of major requirements are semester tests and term papers. A student who fails a required course must repeat the course.

No student will be allowed more than one study hall per semester unless the administrator grants a variance.

Incomplete Grades 6 - 12

If a student is unable to complete the required work an incomplete grade is received. A student will have two weeks after the end of a grading period to make up required work. Unusual circumstances may require special arrangements with the teacher and administrator. If a student has a status of an incomplete grade, the student will not be identified on the honor roll for the quarter in which the incomplete status exists.

Middle School Students Taking High School Courses

Prince of Peace College Preparatory grants acknowledgement of high school courses completed by middle school students and will be noted on the student's high school transcripts. Grades earned by middle school students taking high school courses will not be figured into the student's high school grade point average. Students are still required to complete the assigned number of credits to meet graduation requirements.

Homework

Students are expected to do a reasonable amount of independent homework to reinforce skills, build responsibility and to give the parents/guardians a better understanding of what the child is learning. If you have concerns regarding homework, you are encouraged to contact your child's teachers.

In grades 3 – 8, parents/guardians are instrumental in helping students develop organizational skills.

Homework organizers are required for students in grades 3 – 12. If used correctly, the organizer is an excellent communication tool among students, parents/guardians and teachers.

Standardized Testing

- The Iowa Test of Basic Skills is given to students in grades K – 8 each year to determine academic strengths and weaknesses and provide a basis for instructional emphasis. Career exploration assessments are also provided to 8th grade students.
- The EXPLORE (Pre-ACT) is given annually to 8th grade students. A career exploration report is made available with the assessment results.
- The ITEDS (Iowa Test of Educational Development Skills) are given annually to students in grades 9 – 12. Career exploration assessments are also provided to 10th grade students.
- The PLAN (Pre-ACT) test is given annually to sophomores. A career exploration report is made available with the assessment results.
- The PSAT-NMSQT (Pre-SAT/National Merit Scholarship Qualifying Test) and the ASVAB ((Armed Services Vocational Aptitude Battery) tests are given annually to all juniors.
- The ACRE (Assessment of Catechesis Religious Formation) test is given periodically to students in grades 5, 8, & 11.

Standardized test results are given to parents/guardians. Information and registration materials for the ACT and SAT tests are available from the Director of Student Services.

Honor Roll

Grades 6 - 12

An Honor Roll will be published quarterly for middle school students and each semester for high school students. To be eligible a student must have a grade point average of 3.0 or higher for that grading period. Students on the Highest Honor Roll must earn a G.P.A. of 3.667-4.000, High Honor Roll must earn a G.P.A. of 3.333-3.666 and Honor Roll students must earn a G.P.A. of 3.000-3.332.

Probation

A student who receives F's in two or more subjects during a semester grading period may be placed on academic probation. The length of the probation is determined by the progress that the student makes during the next grading period.

A student on academic probation is ineligible for:

1. all clubs, sports, and other extra-curricular activities
2. all class and club offices.

A student on academic probation is subject to dismissal.

Extra-Curricular Eligibility

Students must be in school by the beginning of 3rd period to participate in any extra-curricular activity including practices or attending any school activities or events. A student leaving during the day due to illness may not participate in any practices, attend any school activity or event. A pattern of misuse may result in revocation of extra-curricular privileges. The administrator may grant a variance.

In order to maintain eligibility for sports and other extra-curricular activities, students must pass all courses. If a student fails any subject he/she will be ineligible for extra-curricular activities as follows:

Eligibility for Grades 7 & 8

- A student becomes ineligible after earning an F in any subject (not including Study Skills) on a quarter grade.
- Ineligibility letter will be mailed home with quarter grade reports. Coaches will be notified.
- Reinstatement of eligibility requires that a passing grade in the failed subject be earned at either the scheduled progress reporting times or on a quarter grade report. If an F is earned in another subject, the ineligibility period continues until all grades are passing. Progress reporting times and quarter grade reports are identified on the Academic School Calendar.
- Ineligibility does not continue beyond the end of the academic year.

Students with formally identified learning disabilities will undergo an academic review by the teacher, counselor, and administrator to determine academic eligibility after the first third and second third of each quarter.

Eligibility for Grades 9-12

- The eligibility policy for grades 9-12 is the policy of the Iowa High School Athletic Association.
- A student must receive credit in at least four subjects at all times and be making adequate progress toward graduation to remain eligible.

- If not passing all subjects at the end of a semester, the student is ineligible for the first period of thirty consecutive calendar days in the interscholastic athletic event in which the student is a contestant.
- The period of ineligibility starts with the first day on which competition is allowed, not practice. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first school day after final grades are issued. Softball and baseball players have the same penalty as all other students.
- If an ineligible student transfers to another school, the athletic ineligibility will be reported to that school.
- The eligibility of students participating in band or chorus will be those set forth by the Iowa High School Music Association and will be communicated to students by the directors of these programs.

Students with formally identified learning disabilities will undergo an academic review by the teacher, counselor, and administrator to determine academic eligibility after the first third and second third of each quarter.

Final Exams

Grades 9 - 12

Students will take final exams on the last three days of each semester. Please do not schedule appointments for your child during the time of tests. Students who are late will not be allowed into a class after the testing period has begun. A special makeup time will need to be arranged with the teacher.

Students who begin and end their day with a study hall are not required to attend these as testing periods. Students are dismissed after their last final.

Final exam grades constitute 20% of a student's semester grade.

Conferences

Grades K - 12

Parent/guardian and teacher conferences are scheduled each year in November. Additional conferences may be requested by parents/guardians or teachers at any time.

Academic Reporting/Progress Reports

Grades K - 5

Report cards will be issued at the end of each quarter. Progress reports will be sent mid-quarter.

Grades 6 - 8

Report cards will be issued at the end of each quarter.

Grades 9 - 12

Reports cards will be issued at the end of each quarter. Only semester grades are recorded on transcripts.

In grades 6-12, if a student is deficient in the teacher's determination, or not working up to potential, a progress report will be mailed home notifying the parents/guardians. Coaches and supervisors of activities and organizations will be notified. In each grading period, progress reports will be sent home after the first third and again after the second third of each quarter. Students and parents/guardians are responsible for seeking the teacher's help.

Study Hall /Activity Period

Each student will bring all books, materials, and supplies necessary for the duration of the study hall.

A student who wishes to meet with a teacher/counselor or conduct other business must first report to the study hall or activity period supervisor to obtain a hall pass.

Students will not be assigned more than one study hall per semester. However, post-secondary students may have an additional study hall when not attending a college class.

Environment and Safety

Asbestos Management

In accordance with the Asbestos Hazard Emergency Response Act, our school was inspected to identify our asbestos containing building materials. From this inspection, an asbestos management plan was developed to help manage the asbestos that was found. Re-inspections are performed periodically. The management plan is on file and is available for review during normal school hours.

Fire Drills

The warning for a fire drill will be a continuous alarm. When the alarm sounds, all students will exit immediately and as rapidly as possible by the route indicated by their supervisor. Specific instructions are posted in each room for assigned areas of evacuation. Students are expected to evacuate in an orderly and quiet manner throughout the duration of the drill.

Hallways

Students are responsible for keeping their books, coats, backpacks and other possessions off the hallway floor. Items found on the floor before, after or during the school day will be taken to the office. A detention will be assigned for this safety violation.

High School Dances

Students, who wish to bring a guest to a high school dance, including Prom, must have the dance request form completed and submitted to the school office three days prior to the dance. Student guests may be current high school student or the previous year's graduate from Prince of Peace Preparatory. Guests must show current photo identification in order to attend the dance.

Tornado Drills

A tornado warning will be short intermittent sounds of the alarm. Specific instructions are posted in each room for assigned areas of evacuation. Students are expected to move to safe areas in an orderly and quiet manner and remain that way throughout the duration of the drill.

Safety /Security (Protocol 2000)

Protocol 2000 will go into effect for the safety of students and staff. Staff members and students are instructed in this practiced protocol.

A Protocol happens when there is an event that occurs in the school that results in the need for students to stay in classrooms with staff.

An announcement will be made over the P.A. system advising students and staff to follow the Protocol 2000.

All classroom doors are to be locked. Students in the hallways are to enter the nearest classroom and report to the teacher or staff supervisor.

An announcement will be made over the P.A. system when the event is over. Instructions will be given at that time.

Hall Passes

Students are to be in their assigned classrooms/area each period throughout the academic day. Students are not permitted in the hallways during class unless they have a pass signed by a teacher or administrator.

Passes should be obtained only for emergencies or to keep appointments with school personnel. Any student found in the hall or any area not designated by the pass is subject to a school detention.

Visitors

For security, all visitors, including family members, must first report to the main office for identification pass and permission to see a student or a staff member or visit a classroom, lunchroom or playground which includes the time before and after school. Students from other schools are not allowed to visit Prince of Peace during school hours.

Students, parents/guardians or visitors who wish to post or distribute information must receive permission from the Administrator. This applies to school sponsored or non-school sponsored activities.

Parents/guardians are always welcome, but are expected to make an appointment to see school personnel. Please call the office, leave a message and the teacher, administrator or staff member will return your call promptly. Parents wishing to visit the classroom are to make arrangements with the administrator prior to the visit.

The front doors are locked during the school day for security reasons. Visitors are required to sign in and out and secure a pass to wear while in the building.

Students inviting out of school dates to school dances must have their guest submit a completed Dance Request Form at least three days prior to the date of the dance. This form requires the signature of the principal of the guest's school

Finance

Tax Deduction/Tax Credit

The Iowa Legislature passed legislation allowing tuition and other school expenses to be claimed as deductions or tax credits. Please see your tax preparer for details. Forms are available in the Business Office.

Tuition Collection Policy

The following policy shall apply to the collections of delinquent tuition:

1. Tuition is due by the 10th of each month.
2. Accounts delinquent over 15 days will receive a collection reminder.
3. Accounts delinquent over 30 days will require the family to meet with the Tuition Review Committee and discuss an alternative tuition payment plan. To determine if the alternative payment plan request is based on hardship, the responsible party will be required to complete and submit a financial aid application, as directed by the committee.
4. Failure to meet with the Tuition Review Committee or keep the alternative tuition payment plan established current will result in a review by the Tuition Review Committee and the Pastor of Jesus Christ Prince of Peace Parish.
5. After the committee's and Pastor's review, a final decision will be reached regarding continued enrollment. Notification will be sent to the family of the decision.

6. The party responsible for the tuition payment may be turned over to a collection agency if deemed necessary at any time during the fiscal school year.

The Tuition Review Committee consists of the school business manager, school board president, vice president and chair of finance. The business manager is a non-voting member. Respect of confidential information will be maintained by all Tuition Review Committee members.

Note: Delinquent accounts must be paid in full prior to August 1, for child(ren) to attend/enroll for the upcoming school year. Contact the business manager with any questions or concerns regarding this statement.

Financial Aid

Financial aid is available from several sources for qualifying families. Funding may be available from the Student Tuition Organization, The Prince of Peace Education Foundation and other grants and scholarships. In order to receive any financial assistance, families are required to file a financial aid application with an independent provider of this service that will determine the level of financial need for applicants. The annual percent at which need will be funded may vary depending upon the source of the funding. Deadlines for filing are published with annual registration materials and must be met in order to receive financial aid. Failure to meet the filing deadline may result in no financial aid or a reduced amount of financial aid.

Fundraising

Because fundraisers decrease the amount of tuition for all students, all school families are expected to support our fundraisers. Support may not only be financial but also a commitment of time and talent. All major fundraisers require board approval annually. All fundraising activities must be submitted and scheduled by the Development Director, which allows coordination of donor lists and activities. If you have fundraising ideas please contact the Development Director.

All students will be invited to periodically participate in Christian charity activities. These are voluntary opportunities to contribute time, talent and treasure to others. Examples are: bake sales, jeans days, food drives, pop can tabs and almsgiving.

Food Service Programs

Lunchrooms Grades K - 12

Students are expected to follow all lunchroom rules including dining etiquette, neatness and cleanliness. Students who are disruptive or who do not follow cafeteria regulations and procedures may be referred for disciplinary action. Students may only leave the lunchroom with the permission of a supervisor. No outside deliveries of food will be accepted.

Grades K – 12

Prince of Peace Academy offers a federally funded hot lunch/milk program. Milk is included in the cost of the lunch. The food service program is an “offer versus serve” program. “Offer versus serve” is a provision that allows a student to choose at least three food items from the lunch served that day. The regulation states that the student must be offered all of the five food components; however, they may choose only three of these for a complete lunch.

The free and reduced lunch program is also offered according to government regulations. A form is included in the inside of the school handbook on registration day. If a family is eligible, the form needs to be completed

and returned to the school office as soon as possible. A letter will be sent to each family who qualifies after the form has been verified. Returning students who were eligible for free or reduced lunch the previous year will have a thirty-day carry over qualification period for current school year or until current year application is verified. New applicants will need to pay regular price until application is verified for free or reduced price qualification. If a family's financial situation should change, application may be made at that time.

Student Leadership

Student Council / Student Government

Grades 6 – 8: The 6 – 8 grade Student Council serves as representation for the middle grades. Leadership opportunities are available through an election procedure. All elections will require petitions, address by the candidates to the student body, and written ballots.

Grades 9 – 12: The Student Council is the main leadership group of the high school student body and the liaison between the students and administration. Student Council representatives are elected positions. All elections will require petitions, address by the candidates to the student body, and written ballots.

National Honor Society

Any senior, junior, or 2nd semester sophomore who has maintained a minimum grade point average of 3.25 is eligible to be nominated for membership in the Prince of Peace College Preparatory Chapter of the National Honor Society. Students who are eligible scholastically will be notified by letter and will be asked to file an application detailing their character, leadership, and service abilities. Appointed by the administrator, the Faculty Council will then give consideration to each nominee based on his/her application and other verifiable information. Students will then be notified on the status of their selection. National Honor Society members are expected to follow the school's Code of Conduct. Failure to do so will result in consequences outlined by the national organization disciplinary standards and actions, directed by the Faculty Council.

Student Services

Director of Student Services

The Director of Student Services is a member of the guidance department staff and along with the counselor provides program for students in K-12. The director assists the administration in the following areas: the school assessment program, registration and scheduling of students, and reporting student achievement. The director coordinates career exploration opportunities, college planning, oversees graduation requirements, records and files permanent records, updates GPA and processes transcripts and related correspondence.

Counselor

The Counselor is a member of the Guidance Department staff which provides a comprehensive counseling program for students in K – 12. The Counselor implements classroom guidance curriculum and activities, provides guidance/consultation, identifies and counsels at-risk students, collaborates with outside agencies, provides resource materials and programs to teachers and parents/guardians of troubled students, and oversees and updates school crisis intervention plans.

Confidentiality is maintained in all cases except when imminent harm to the student or another person may result. State and federal laws may require school personnel to make reports in some instances.

College Visits

Students wishing to visit a college may arrange the trip through the Director of Student Services, who will call and schedule the appointment with the admissions office. School arranged college visits will not be considered a recorded absence. Students must obtain and complete a prior approval form available in the office for any college visit. Juniors and seniors are allowed two visits per year.

Student Records

Parents or legal guardians of students under age 18 have the right to inspect and review their child's educational records, including a right to copy the records for a reasonable fee. They also have the right to ask the school administrator to amend the child's educational records if they feel the information in the records is misleading or inaccurate. Should the school refuse to amend the records, they have a right to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate. Any student age 18 or older has the same rights regarding his/her own educational records.

Divorced and separated parents/guardians will have access to the records that are directly related to the child unless the school has been provided evidence in a legally binding document that restricts such access. When both parents/guardians have legal custody, they are joint decision makers for the child and each has parental right to information and the file.

Transcripts

Students desiring transcripts should make their request in writing to the guidance office. Official transcripts are not given directly to students or graduates. There is a \$5.00 fee for each transcript after graduation.

Procedures for Investigating Allegations of Abuse

It is the policy of Prince of Peace Schools to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation. The processing of a complaint or allegation will be handled confidentially. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Prince of Peace Schools has appointed the administrator, a level-one investigator and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate will be provided training in the conducting of an investigation, at the expense of the school.

Student Health

Communicable Disease Control

Students with contagious diseases are to be excluded from school and school related activities for the duration of their disease. The building administrator may require a signed note from a doctor before the student is readmitted to school.

A child is required to be free of fever, vomiting or diarrhea for 24 hours before returning to school or participating/attending in any school function or event.

If head lice are discovered, a note will be sent to all families whose children have potentially been exposed. Parents/guardians are responsible to report that the head lice have been detected to help reduce the spread of lice. They are also to report when the lice have been treated. If recurring cases of head lice are evident, the administrator may request that a community nurse contact the family to communicate the effective treatment and procedures for eliminating the potential for reoccurrence. In order to control the spread of head lice, a non-chemical treatment may be administered at school.

Dental and Lead Screenings

Dental and Lead Screenings are required by state law for students entering kindergarten. Dental screenings are also required for students entering the 9th grade and all students upon enrollment in an Iowa school. Forms are available in the school office. Completed forms are kept in the student's cumulative folder. Dental screenings are also required of all students upon enrollment in an Iowa school.

Health Concerns

The parents/guardians of students who have acute or chronic health problems or serious allergies must notify the school as to the nature of the problem. This information may be shared with appropriate staff at the discretion of the administrator or counselor. When a health problem causes frequent absences a medical report may be required for verification.

Health Assessment

Teachers may approach the administrator or counselor when a student appears to need a formal health assessment. The administrator will then bring this to the attention of the parents/guardians of the student.

Students in kindergarten, first, second grade and new students are eligible for a hearing screening provided by the Area Education Agency. Results of this screening will be provided to the student's parents/guardians if a problem is found. Students who may be experiencing a hearing problem will be screened by an AEA audiologist if a referral of need is made by the administrator or parent/guardian.

Other Area Education Agency services will be provided when necessary and appropriate.

Health Insurance

Families of students are responsible for providing health care. Any student participating in athletics should be adequately insured. Hawk-I, a state sponsored program, provides low cost health insurance for income eligible families. Applications are available in the school office. Income eligible families are encouraged to apply.

Health Records

Each student's immunization record must be completed and filed in the school office. Students may be excluded from the total school program if not in compliance according to Iowa Code 641-7.6.

All persons enrolled or attempting to enroll in a licensed childcare center or a public or non public elementary or secondary school shall submit a valid Iowa department of public health certificate of immunization to the admitting official [IAC 614-87.5 (1)]. Exemptions will be granted according to IA code 614.7.3.

An emergency form is kept on file for each student and needs to be kept updated. Parents/guardians are asked to list names of at least two people who will care for the child in an emergency if parents/guardians can't be contacted.

Illness or Injury at School

If a child becomes ill or seriously injured at school, the parents/guardians or an emergency contact will be notified as soon as possible. In an extreme emergency an ambulance may be called.

The school assumes no responsibility for medical treatment of students.

A child is to be free of fever, vomiting or diarrhea for 24 hours prior to returning to school or participating/attending school related events/activities.

Students will be expected to go out for recess unless a doctor's note indicates otherwise.

Student Medications

If medicine is to be dispensed by school personnel, it must be under the following conditions:

1. All medication (both prescription and over-the-counter medicine) will be kept in the office and administered by authorized school personnel.
2. The medicine is to be brought to school in the original prescription container. (If a prescription container is unavailable, directions written by a doctor will be accepted.)
3. The container and doctor's directions must include the student's name, doctor's name, dosage, and date.
4. A parent/guardian authorization slip for dispensing medication during school hours must accompany the medication. This form may be obtained from the school secretary.
5. Elementary students will be reminded when it is time to take their medication. Middle and High School students must assume the responsibility for notifying the teacher that it is time to take the medication.
6. Under no circumstances will the school furnish any medication.
7. The school assumes no responsibility for medical treatment of students.
8. The school secretary will keep a record of all students receiving medication.
9. Notation regarding long-term medication will be part of the student's file.

Emergency Information

Emergency forms must be submitted to the office. Parents/guardians must inform the school immediately of any changes to this form.

Disclosure of Personal Information

The following information about each student may be released to the public upon request: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, school or institution most recently attended prior to enrollment at Prince of Peace Schools, participation in officially recognized activities and height of members of athletic teams. Any student, parent or guardian who does not want this information released, must provide the school with a written request at the beginning of each school year. In addition, families who do not want their child's picture used in any public relations release or website must also follow this procedure.

Code of Conduct and Discipline

Code of Conduct

All students of Prince of Peace Catholic Education System are responsible for their actions. Teachers and administrators have a legal and moral mandate to insure student respect for persons and property, and to insure an orderly educational climate in the school. The student body and this community take this mandate seriously and deserve to have a school experience uninterrupted by disorder and disrespect.

Prince of Peace Catholic Education System sponsors a multi-dimensional discipline program that covers a wide variety of cases involving discipline. We do not attempt to define all examples of misconduct, violent, destructive, seriously disruptive behavior, or inappropriate behavior. Instead, Prince of Peace school administrator reserves the discretionary privilege of interpreting matters of discipline on an individual basis. This Code of Conduct applies to incidents occurring during either school related functions or non-school related functions. Civil authorities may be involved. Included in this section are policies addressing specific behavior violations. Due process will be followed.

Definition and explanation of terms:

- Detentions: Detentions may be assigned for infractions of attendance or discipline policies.

- Expulsion: Any behavior by a student that is deemed threatening to the welfare and safety of our school community may result in the expulsion of that student.
- Fines: Fines may be imposed as restitution.
- In-School Suspensions: This suspension is reserved for serious violations of the attendance, safety and discipline policies. Students serve this suspension on school grounds. Students will receive and be expected to return all academic materials covered during the suspension period.
- Out-of-School Suspension: During the period of out-of-school suspensions, students are prohibited from attending school and any school-related activities. This suspension is reserved for the most serious violations of the attendance, safety and discipline policies. The same academic allowances granted under in-school suspension will also apply during out-of-school suspension.
- Period of Probation: A period of suspension required when a student is found to be in violation of Prince of Peace Catholic Education System's alcohol and drug policies.
- Student Pranks/Vandalism: A mischievous act, which, in the opinion of the administration, disrupts the educational process of the school.
- Work Details: Work details may be assigned for infractions.

The following is a listing of some areas of conduct that will lead to immediate disciplinary action:

1. Stealing, causing damage to, or destroying school property or the property of others.
2. Threatening, intimidating, hate speech and/or causing or attempting to cause physical injury to anyone.
3. Bullying, taunting and intimidating language or behavior.
4. Possession or use of anything that might be considered a weapon.
5. Using profane, indecent, or obscene language or actions toward anyone.
6. Gambling or any gaming activity.
7. Failure to comply with the directions of teachers and other staff members.
8. Failure to comply with attendance regulations and procedures.
9. Student pranks as defined in the Prince of Peace Catholic Education System Parent/Student Handbook.
10. Inappropriate displays of affection.
11. Initiations, hazing, sexual or other forms of harassment.
12. Cheating, plagiarism, false reporting or other academic dishonesty.
13. Pulling a fire alarm or calling in false alarms.
14. Possession or use of tobacco, alcohol or illegal drugs.
15. Violation of technology policies and procedures.

Violations of the Code of Conduct will result in consequences at the discretion of the administrator, which may include the following:

1. Detentions
2. Work details
3. Fines and/or financial reimbursements
4. Suspension from extra-curricular activities
5. In-School Suspension
6. Out-of-School Suspension
7. Expulsion

It is important for students to understand that participation in pranks near the end of the year could jeopardize their participation in year-end activities and ceremonies, including graduation.

Internet Acceptable Use Policy

General Rule Regarding Computer Use

The following activities are **NOT** permitted:

1. Changing physical setup of software or hardware
2. Moving speakers or CPU's
3. Sabotaging the work of others

The following activities are permitted **ONLY** when they are part of the curriculum and monitored by a teacher:

4. Changing backgrounds
5. Moving icons around on the desktop
6. Creating passwords
7. Renaming files
8. Saving to the computer's hard drive

The following activities should be considered general practice when using school computers:

9. At the end of the class period, the computers should be returned to their original settings.
10. Everything a student creates needs to be saved to an external storage device such as a CD-R, CD-RW, or flash drive. The librarian will have external storage devices available for purchase in the library store.
11. All external storage devices need to be scanned for viruses before they can be used on school computers.
12. The computer will be properly booted up and shut down when directed by a teacher following correct log-on and log-off procedures.
13. Workspaces are to be left clean and organized.
14. Peripherals are **NEVER** to be unplugged when the computer is powered up.
15. External storage devices are **NEVER** to be left in the computers.
16. Students should receive permission from the supervisor before printing, and students must know how many pages an article contains and whether they need the entire article or just part of it.
17. Students must properly document cited material used from the Internet.

Security and Operation

18. Students may not compromise the security or operation of the network.

Password and Account Integrity

19. Unless authorized by school staff or administrator, students should not give passwords to anyone.
20. Passwords for online classes must be shared with the coach/mentor of that class.

Malicious Activities

21. Do not create, run, install, or share viruses or other malicious code.
22. Do not access, modify, copy or destroy another person's data.
23. Do not break or attempt to break into network resources or computer networks for which you do not have rights (i.e. hacking).
24. Intended transmission or reception of material that would tend to violate the moral teaching of the Catholic Church or be scandalous to the Church is prohibited.

Computer Resource Operations

25. Do not monopolize or overload computer or network resources, such as running a large program over the network, or printing too many copies.

26. Do not vandalize any district hardware, software, or data.
27. Do not violate the regulations prescribed by the network provider.

Legal and Ethical Use

28. Conducting illegal activities via the district's electronic resources is strictly prohibited.
29. Students may not receive or transmit obscene, abusive, or sexually explicit material while using school's electronic resources.
30. Commensurate with the school's anti-bullying policy, students may not harass, threaten, or transmit materials that are slanderous or defamatory in nature.
31. Students are not permitted to get from or put onto the school's computers any copyrighted material, including software.

Guidelines for Students

- Bring only necessary materials to the computer lab.
- Wait for directions from the teacher before computer use.
- Get organized - have your task at hand and use time wisely.
- Do not use the Internet at school without a teacher, staff member or parent volunteer present.
- Students may not use teachers' personal classroom computers.
- Never give your name, address, telephone number or any other personal information over the Internet.
- Report anything you see on the Internet that makes you uncomfortable to your teacher or supervisor.
- Learn to distinguish between reliable and unreliable Internet sites and information.
- Keep your Internet search goals firmly in mind and don't stray.
- Work quietly and stay on task.
- Read the instructions on the computer screen before asking for help.
- Work on other school projects if you finish assignments or have extra computer time.
- Report malfunctions and glitches. Do not attempt to repair problems on your own.
- Use spell-check and print preview before printing.

Penalties for Violations

Penalties for violations may include legal, financial, loss of access for the remainder of the year, or other disciplinary action. The administration, faculty, and staff of Prince of Peace Academy and College Preparatory may request the system administrator (AEA) to deny, revoke, or suspend specific user accounts and/or access to the Internet and other resources. Depending upon the severity and frequency of the infraction, the following disciplinary actions may be implemented if violations occur: verbal warning, no computer use for ten school days, no computer use for 30 school days or revocation of computer privileges for the remainder of the school year.

Resources:

- <http://www.loudoun.k12.va.us/schools/lovettsville/Technology/COMPAPPS.html#Top>;
- http://www.educationworld.com/a_tech/tech/tech044.shtml;
- Prince of Peace Technology Committee.

Created: 1/05
Revised: 9/08

Use or Possession of Alcohol/Drugs/Tobacco

The use of alcohol, drugs or tobacco is hazardous to health, leads to dependency disorders and may cause many other negative impacts on health and is detrimental to academic and athletic performance. Prince of Peace Schools is committed to working with families, law enforcement officials and health organizations in the community to assist the students in prevention of substance abuse.

Prohibited substances are tobacco products or illegal drugs, including steroids, marijuana, drug look-alikes, drug paraphernalia, prescription drugs without a prescription, or any other controlled substance.

The use or possession of tobacco products and illegal drugs, including steroids, marijuana, drug look-alikes, drug paraphernalia, prescription drugs without a prescription, or any other controlled substance is prohibited. If the administrator determines a circumstance to endanger the students of Prince of Peace Schools, mandatory drug testing, extended suspensions or expulsion may result and these options may supersede any other related policies.

If a student knowingly hosts a gathering during which prohibited substances are present, the penalty for violation for non-school related offense will apply and be considered the progressive discipline as indicated in this policy.

Students are in violation of this policy under the following circumstances:

Possession or Use of Prohibited Substances On School Grounds or at School Functions

Any student who attends school or school functions in possession of, or under the influence of alcohol or illegal drugs as determined by and/or witnessed by administration or designated school officials or representatives will automatically serve an in-school or out of school suspension in addition to the penalties outlined in this policy.

Furnishing or Selling Alcohol or Prohibited Substances On School Grounds or at School Functions

Any student who furnishes or sells prohibited substances as previously identified, on school grounds or at a school function as determined by and or witnessed by administration or a designated school officials or representatives will automatically serve an out of school suspension, must meet with the administrator along with a parent or guardian and serve the penalties outlined in this policy.

Use of Prohibited Substance Generally Not on School Grounds or at School Functions

Any student who is found to be using or in possession of prohibited substances as previously identified and as determined and reported to the school by law enforcement personnel, parent/guardian reporting his/her son or daughter, a foreign exchange program representative or as witnessed by an administrator or designated school officials or representatives will serve the penalties outlined in this policy.

Student Self-Reporting

The student who self reports personal violation of the Code of Conduct to the administrator before the administrator learns of the incident through other formal reporting sources, the student will receive a 50% reduction in the length of required work detail.

Student Who is Knowingly in the Presence of Underage and/or Illegal Consumption of Prohibited Substances

If a student is determined to have not personally consumed or otherwise engaged in the use of Prohibited Substances as judged by law enforcement personnel or the administration the following will apply:

1st Offense: The administrator will meet with the student and the parent/guardian to discuss the incident and ways to avoid similar circumstances in the future. A formal warning will be placed in the student's discipline file.

2nd Offense: The administrator will meet with the student; notify the parent/guardian that the student will receive an immediate three-day in-school suspension from all school activities.

3rd Offense: The penalty will include a three-day in-school suspension 30 hours of work detail and a 30 calendar day suspension from participating in or attending any school related activities.

Penalty for Violation on School Grounds or at School Functions

First Violation

1. Student will serve a one-day in-school suspension.
2. A 1,000-word essay will be assigned by the administrator indicating a due date. The administrator will provide the sources for this paper.
3. Complete 15 hours of work detail as arranged by the administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for 15 calendar days of extracurricular or school related activities or attending school related activities such as games and dances. (Suspension from activities that receive academic credit will not affect a student's grade.)

Penalty for Violation on School Grounds or at School Functions

Second Violation

1. Student will serve a two-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated with this assessment. A summary report will be provided to the administrator. This report will be placed in the student's discipline file.
3. Complete 30 hours of work detail as arranged by the administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for 30 calendar days of extracurricular or school related activities or attending school related activities such as games and dances. (Suspension from activities that receive academic credit will not affect a student's grade.)

Penalty for Violation on School Grounds or at School Functions

Third Violation

1. Student will serve a three-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated with this assessment. A summary report will be provided to the administrator. This report will be placed in the student's discipline file. The student will complete a recognized alcohol/substance abuse education program. Verification of attendance and completion of the program will be provided to the administrator.
3. Complete 60 hours of work detail as arranged by the administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for sixty calendar days of extracurricular or school related activities or attending school related activities such as games and dances. (Suspension from activities that receive academic credit will not affect a student's grade.)

Penalty for Violation for Non-School Related Offense

First Violation

1. Student will serve a one-day in-school suspension.
2. A 1,000-word essay will be assigned by the administrator indicating a due date. The administrator will provide the sources for this paper.
3. Complete 15 hours of work detail as arranged by the administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for four dates of extracurricular activities or school related activities or attending school related activities such as games or dances. If the student self-reports, the student will be prohibited in participating for three dates of extracurricular activities or school related activities or attending school related activities such as games and dance. (Suspension from activities that receive academic credit will not affect a student's grade.)

Penalty for Violation for Non-School Related Offense

Second Violation

1. Student will serve a one-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated with this assessment. A summary report will be provided to the administrator. This report will be placed in the student's discipline file.
3. Complete 30 hours of work detail as arranged by the administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for seven dates of extracurricular activities or school related activities or attending school related activities such as games or dances. If the student self-reports, the student will be prohibited in participating for six dates of extracurricular activities or school related activities or attending school related activities such as games and dance. (Suspension from activities that receive academic credit will not affect a student's grade.)

Penalty for Violation for Non-School Related Offense

Third Violation

1. Student will serve a one-day in-school suspension.
2. The parent/guardian will schedule an alcohol use assessment for their child or dependent with a recognized alcohol/substance abuse organization and will incur any cost associated with this assessment. A summary report will be provided to the administrator. This report will be placed in the student's discipline file. The student will complete an alcohol/substance abuse education program. Verification of attendance and completion of the program will be provided to the administrator.
3. Complete 60 hours of work detail as arranged by the administrator. These hours will be verified by assigned personnel.
4. The student will be prohibited from participating for twelve dates of extracurricular activities or school related activities or attending school related activities such as games or dances. If the student self-reports, the student will be prohibited in participating for eleven dates of extracurricular activities or school related activities or attending school related activities such as games and dance. (Suspension from activities that receive academic credit will not affect a student's grade.)

Violation of Suspension

Should a student attend an event before his/her suspension is complete, the entire penalty will be repeated beginning when the violation is discovered.

Subsequent Violation

Subsequent violation in addition to those outlined in this policy will be handled at the administrator's discretion, which may include expulsion.

Minimum Penalty

These consequences are the minimum penalty. Coaches and club advisors may also have rules for their particular organization that involves a code of conduct. Violations of these types of rules will be addressed with the students by those supervisors and will be kept on file in the administrator's and athletic director's office.

School Activities

School activities may include graduation and baccalaureate exercises, intra-mural activities, open gyms, summer competitions, prom, post-prom, athletic contests, dances, performances, club events or other social activities.

Effective Policy Dates

This policy is in effect throughout the student's enrollment or re-enrollment at Prince of Peace Schools including the summer months. This policy does not apply when a student is in the presence of his/her parents/guardians at non-school related functions, unless the parents/guardians request the policy be enforced.

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The board is committed to providing all students with a safe and civil school/faith formation environment in which all members of the school/parish community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school/parish.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of each local boards of education/faith formation committee; while on school/parish-owned or school/parish-operated vehicles; while attending or engaged in school/parish-sponsored activities; and while away from school/parish grounds if the misconduct directly affects the good order, efficient management and welfare of the school/parish.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school/parish employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school/parish volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school/parish grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school/faith formation/youth ministry environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school/parish.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education/faith formation or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic/faith formation decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic/faith formation performance by creating an intimidating, hostile, or offensive education or faith formation environment.

In situations between students and school/parish officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education/faith formation or participation in school/faith formation programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, a “no tolerance” stance will be taken. The perpetrator will be suspended from the educational program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school/parish official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school/parish employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school/parish volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school/parish grounds.

The school/parish will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school/parish officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the Diocesan Board of Education and each school/parish board of education/faith formation committee. The superintendent or designee shall report to each board/faith formation committee on the progress of reducing bullying and harassment.

Each local board/faith formation committee will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school/parish or school web site, and the Diocesan website
- (other)

and a copy shall be made available to any person at the administrative office of each school/parish/Diocese.

Anti-Harassment/Bullying Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or administrator to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or administrator; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or administrator including;
 - what, when and where it happened;

- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

Complaint Procedure

An individual who believes that the individual has been harassed or bullied will notify the school administrator, the designated investigator. The alternate investigator is the school councilor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept **confidential** to the extent possible.

The investigator, with the approval of the Director of Faith Formation, or the Administrator has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. Designated investigators for Prince of Peace School are the administrator, the school counselor and Chad Steimle, Administrator of JFK Catholic School, Davenport, Iowa.

Resolution of the Complaint

Following receipt of the investigator's report, the administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the administrator may, at the administrator's discretion, interview the complainant and the alleged harasser. The administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The administrator will maintain a log of information necessary to comply with Iowa Department of Education and Diocesan reporting procedures.

Points to remember in the investigation:

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Due Process

Process for Appealing Electronic Resource Penalties, Detentions, Work Details, Fines and/or Financial Reimbursement

The appeal must be written by the student and follow the format listed below:

32. A written appeal must be submitted to the Dean of Students no later than two school days after the discipline has been assigned. This appeal must be typed on an 8 ½” x 11” sheet of paper. It must include the following:
 - a. the date the appeal is being filed;
 - b. the signature of the student appealing;
 - c. the signature of at least one parent/guardian;
 - d. a brief explanation of the reason(s) for the appeal.
33. The appeal will be reviewed by the administrator and a decision on the discipline situation made. The decision of the administrator is final.
34. Detention, work details, electronic penalties, financial reimbursement and fines will be postponed pending an appeal.

Process for Appealing Suspensions or Expulsions

The appeal must be written by the student and follow the format listed below:

1. A written appeal must be submitted to the Dean of Students no later than two school days after the discipline has been assigned. This appeal must be typed on an 8 ½” x 11” sheet of paper. It must include the following:
 - a. the date the appeal is being filed;
 - b. the signature of the student appealing;
 - c. the signature of at least one parent/guardian;
 - d. a brief explanation of the reason(s) for the appeal.
2. The appeal will be reviewed by the administrator and a decision on the discipline situation made.
3. If the student wishes to appeal the administrator’s decision, an Appeal Council will meet. The student must give a written request to the administrator for a meeting of the Appeal Council within two school days of receiving the administrator’s decision. The appeal must be typed on an 8 ½” x 11” sheet of paper. It must include the following:
 - a. the date the appeal is being filed;
 - b. the signature of the student appealing;
 - c. the signature of at least one parent/guardian;
 - d. a brief explanation of the reason(s) for the appeal.
35. The Council will meet no later than one week after the written request has been received by the administrator.
36. The Appeal Council will be composed of two faculty members and one school board member. The school board member shall be the chairperson of the board’s policy committee or the president of the board. An alternate Appeal Council member may be requested by the board president. The school board member serves as chair for the Council. The Appeal Council determines the participants and procedure of the meeting. The student and his/her parents/guardians will be able to attend the Appeal Council meeting. The Appeal Council may request administration, faculty, and other students to be present for all or part of the meeting. The Appeal Council decides whether to uphold or modify the Administrator’s decision, and notifies the student, his/her parents/guardians, and the administrator in writing within two school days of the Council’s meeting.
37. No outside legal counsel will be able to attend the meeting of the Appeal Council, as this is not a court of law.

38. If the student wishes to appeal the Appeal Council's decision, the student may appeal the decision to the School Board. This appeal must be in writing and made no later than two school days after the Appeal Council's decision. The appeal must be typed on an 8 ½" x 11" sheet of paper. It must include the following:

- a. the date the appeal is being filed;
- b. the signature of the student appealing;
- c. the signature of at least one parent/guardian;
- d. a brief explanation of the reason(s) for the appeal.

The appeal is addressed and mailed to the president of the board and the administrator.

39. The School Board will act on the appeal not later than ten school days after the appeal has been received. The school board president will determine the participants and procedure for the meeting. The decision of the School Board is final.

Detentions

A 24-hour notice will be given to students when school detentions are assigned.

Most school detentions will be 30 minutes. Some violations of the Code of Conduct will result in lengthier detentions. If a student receives three detentions in an eight-week period, each additional detention will be one hour.

Students who exhibit a pattern of detentions and/or a pattern of skipping school detentions will have further steps taken.

When students receive a school detention they must be in attendance for the detention on the day assigned. School detentions are normally served on Tuesdays and Thursdays for the assigned time. In special circumstances, alternative times may be arranged with the Dean of Students. These arrangements must be made prior to the normally scheduled time. Athletic games, practices, other extra-curricular activities, or out of school appointments are not excusable reasons for failing to serve an assigned detention. A student who does not report for a school detention will be assigned an additional detention time or an in-school suspension and parents/guardians will be notified.

Detentions may be served under a teacher's direction or that of the Dean of Students.

Hall Conduct

Littering, running, pushing and loud noises in the halls are considered poor behavior and may result in a detention or other disciplinary action.

Search and Seizure

Individuals entering the school, whether students, employees, or guests are expected to conduct themselves appropriately. To provide students and employees with a safe and healthy environment, the school reserves the right to conduct inspections of school property and the property of students and visitors on school premises. Included within this policy is the right to inspect the following:

1. Lockers
2. Knapsacks, briefcases, bags, gym bags or similar articles brought onto or existing on school premises.
3. Vehicles on school premises.
4. Clothing.
5. Desks.
6. Other student or visitor property on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action including suspension or expulsion.

Citizenship

Being a citizen of the United States, of Iowa and of Prince of Peace Catholic Education System entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state, school and faith communities in a manner that entitles them to keep these rights and privileges.

As part of the education program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens. As part of this learning opportunity, students shall be instructed in the elements of good citizenship, the role quality citizens play and their obligation to service as Christians.

Student Conduct

Good Conduct Policy

Any student declared ineligible under the prior school district's Good Conduct Rule and then, without having completed the full period of ineligibility at the school, transfers to Prince of Peace Academy or /College Preparatory, will not be eligible for interscholastic competition at Prince of Peace Academy or College Preparatory until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Prince of Peace Academy and College Preparatory as far as any Good Conduct Rule is concerned.

Volunteer Expectation

Parents/guardians are expected to make efforts to volunteer their time. Sign up times are offered regularly for activities. If you don't sign up you may be called or assigned a time to work.

Volunteer drivers are also needed. Volunteer drivers must provide a copy of the current proof of insurance card and a valid driver's license to the school office. A "Volunteer Driver" form must also be completed annually and submitted to the office to be kept on file.

All personnel and volunteers must complete the Diocesan Training Program, a brief questionnaire, and sign an annual acknowledgement of receipt that signifies the understanding and acceptances of diocesan policies regarding personal behavior. Waivers allowing background checks are required of those who work regularly with students.

Diocesan policy will be followed regarding school volunteers.

Electronic Devices

Telephone/Cell Phones

Teachers or students will not be called to the telephone during school hours except in cases of extreme necessity or emergency. Messages may be left with the office staff. If a student needs to use the telephone during the school day, the student is to request permission from the office staff to use the office telephone.

Students' cell phones are not to be activated during the school day. If a student is found using a cell phone or if a cell phone sound is heard, the cell phone will be confiscated for a period of time. The first violation will result in a two-day confiscation. The second offense will result in a three-day confiscation. The days of confiscation will be consecutive school days, which may include the weekend. The third offense will require a meeting between the administrator and the parents or guardians and disciplinary action will result. After the first or second offense, a student's parent or guardian must pick up the device in the school office and sign for the

device. Communication devices or other electronic devices are subject to the same rules. In appropriate use of electronic devices to access or record restricted information related to exams or school assignments will be subject to disciplinary actions

Other Electronic Devices

Students may bring personal CD players, iPods, PDAs and similar devices to school. Students' listening choice should be in accordance with the Code of Conduct and school philosophy.

Students must ask permission of the classroom teacher or supervisor for use at times including activity period, study hall and lunchtime. Annoying behavior will result in the revocation of the privilege of using these devices.

Lockers

Each student in grades 6-12 is assigned a locker. Students must use only the assigned locker. Students are responsible for the care of the locker issued to them and are expected to keep their lockers neat and closed at all times. If a locker is found to be in great disarray, a supervised cleaning may take place. Old food items and open containers of beverages are unacceptable. Disciplinary action may result. No items other than musical instruments and sports bags may be kept on top of the lockers. Any books, notebooks, or other items found on lockers will be turned into the office and a detention may be assigned. Hallways are to be kept clear and free of litter, books, and personal items.

Only school issued locks may be used. Students may request the use of a school lock. Students who lose the lock must pay the \$5.00 replacement cost.

The locker remains the property of Prince of Peace Catholic Education System and may be inspected from time to time, for any reason. The school will not be responsible for lost, damaged or stolen property.

Only appropriate pictures or personal items may be displayed.

Athletics

Cooperative Sports

Students may participate in cooperative sports with area public schools. If a student wishes to participate in a cooperative sport, he/she must inform the athletic director prior to the beginning of the sport's season. The eligibility policy of our school will be used in determining a student's academic eligibility.

Practice Attire

Practice attire is to be modest and reflect the values of our Catholic school. Exposed underwear and clothing that is too short, too tight or too clinging is never appropriate.

School Apparel/Student or Team Images/Items

Logos, slogans or designs on any school apparel/student or team images and items are to reflect the values of Prince of Peace Academy and College Preparatory. Slogans or designs are to be free of sexual innuendo, suggestions of gross behaviors, violence or other inappropriate language or graphics.

Any clothing, images or items sold to or worn as a team is considered team apparel. Any clothing, images or items worn by Irish teams or fans and sold to or given to support any school team, club or organization must be approved by the administrator prior to its creation and purchase.

Any clothing, images or items worn by, sold to or given to school teams, which carries the word "Irish" or "Prince of Peace" or the Prince of Peace logo must be approved by the administrator prior to its creation.

No individual, group or business shall create or sell clothing, images or items suggesting school affiliation to Prince of Peace teams or fans without written permission. Students are not allowed to sell apparel, images or items to other students during the school day or on school property.

Any team apparel purchased by the school for any sport will be the official school colors.

Sports Physicals

A current sports physical is required before any student may practice or participate in any interscholastic sport. This information is kept in the Athletic Director's office.

Sportsmanship

All students, participants, and fans should set an example of good sportsmanship at all times. The highest respect must be extended to game officials, visiting players and fans. Remember that our visiting teams and spectators have been invited as our guests. When visiting other schools, students and fans should act, as they would expect guests to act. Booing, name-calling, inappropriate words or actions are always out of place and will be dealt with appropriately. The Iowa High School Athletic Association (IHSAA) has also set forth a code of conduct for fans and players during specific events.

Uniforms

The school will purchase team uniforms on a rotation basis. No team shoes will be required. Students or parents may not purchase team attire. Any team apparel purchased by the school for any sport will be the official school colors.

Students who do not turn in their athletic uniform as requested may be assigned detentions.

Dress Code

Student Appearance

The importance of proper dress for Prince of Peace students cannot be overstressed. The dress code and the traditions it conveys demonstrate our commitment to quality Catholic education. It is an expression of unity that eliminates materialistic competition and creates a sense of belonging that strengthens our academic focus and discipline.

The primary responsibility for complying with the dress code lies with the parents/guardians. Parental/guardian support and cooperation are needed.

The administration reserves the right to determine appropriateness of attire in relation to the dress code in particular instances.

Please read carefully and adhere to the following regulations:

1. Clothing must always be clean and in good repair.
2. See-through clothing is prohibited as well as clothing that is too tight, too baggy, clinging or too short.
3. Jackets and sweatshirts without hoods (right side out) may be worn. Jackets or sweatshirts must be dress-code colors or Booster Club designs without hoods. Tops must be worn over a dress code shirt that is tucked in and has its collar showing.
4. Hairstyles, tattoos, body piercing, jewelry and make up should be appropriate for a Catholic school and may be prohibited. Students in grades K-4 are not allowed to wear make up.
5. Slacks, shorts, or skirts with belt loops require a belt. K-2nd grade students are not required to have belts.
6. Grades 6-12 Physical Education dress code: Plain white t-shirt; plain black, navy or royal blue shorts (no stripes). The length of shorts must meet dress code guidelines as found in the handbook.

7. School Dress Code enforcement begins when the first bell rings, continues through lunch, and ends when school is dismissed.

Kindergarten – 12th Grade Dress Code

1. Slacks: Students may wear only black, navy blue, tan, or khaki dress or corduroy slacks. Students may wear modest Capri length pants. No athletic style pants, cut offs, pajamas, bibs, leggings or stretch pants are allowed.
2. Shorts, skorts, and skirts: Students may wear only black, navy blue, tan, or khaki shorts, skorts or skirts. The bottom hem should be three inches lower than the student's fingertips when that person is standing and the arm is extended straight down. If there is a slit in the (garment), the top of the slit will be considered the height of the bottom hem. Shorts and skorts may only be worn during August, September, October, April, May and June.
3. Jumpers: Students may wear only black, navy blue, tan, khaki or school plaid jumpers. Jumper hems must follow skirt guidelines.
4. Shirts and Tops: Students may wear only solid color white, yellow, blue, gray or green short or long sleeved polo, oxford or turtleneck shirts. Small manufactured symbols or insignias are allowed. All shirts must be tucked into the waistband and collars must be visible. No sleeveless tops are allowed. Modest necklines are required.
5. Sweaters and Sweatshirts: Students may wear sweaters, sweater vests or non-hooded sweatshirts (right side out) of any solid dress code color (white, yellow, blue, gray or green). The collar of an approved shirt must show, (and must be worn over any of the approved shirts) unless the sweater/non-hooded sweatshirt has a collar. Shirts under sweaters and sweatshirts must be tucked in.
6. Shoes:
Grades K-5: Students must wear tennis shoes or street shoes (closed heel and toe shoes) for safety on the playground. No wheeled shoes are permitted.
Grades 6-12: Students must wear tennis shoes, street shoes, or sandals with a closed heel or heel strap. All students will be required to wear tennis shoes for gym class. No wheeled shoes or flip-flops are permitted.
7. Headwear: Scarves or hats are not appropriate dress code items.
8. Booster Club items that meet dress code specifications (colors and no hoods) will be allowed.
9. Game Day Attire: Teams must adhere to dress code on game days. A school jersey may be worn over an approved dress code shirt. In addition, the Girl Scouts may wear their sashes/vests with dress code shirts and the Boy Scouts may wear their uniform shirts on scout days.
10. Special Days: Periodically throughout the school year, and during finals, attire other than dress code will be allowed such as a jeans day. Jeans and T-shirts when allowed must be clean, in good repair, and

avoid unacceptable brand names, images and words. Only approved footwear is allowed and pajamas are not allowed.

11. Tank tops, running tops, spaghetti straps, bare midriffs, tube tops, sleeveless undershirts, revealing necklines, exposed underwear or short shorts are never appropriate.

K-8 After School Program

The after school program begins at dismissal time and ends at 5:30 p.m. The assigned supervisor will take students to the designated areas. A child may bring his/her own snack. Homework or quiet time will be scheduled daily. Age appropriate craft activities, indoor games and outside playtime will be provided.

Parents or those designated to pick up children must enter the building and sign out the child or children being picked up. Information will be provided to families regarding procedures for scheduling, payment and picking up children. If a child is picked up 10 or more minutes after 5:30 p.m., the family will be charged for the hour.

Parents may choose the preschool site for childcare arrangements if it is a more convenient program.

The cost of the program is \$2.50 per hour for the first child and \$2.25 per hour for each additional child. There is a minimum charge of \$15.00 per week for each child using the after school program.