



School Parent Handbook 2017-2018

**Prince of Peace School
1421 W. Ball Road
Anaheim, CA 92802
(714) 774-0993**

www.princeofpeaceanaheim.org or
school.princeofpeaceanaheim.com

*“Let the children come to me and do not stop them,
because the Kingdom of heaven belongs to such as these.”
Matthew 19:14*

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Theme for 2017-18

Thanking God for What We Have

“Rejoice in the Lord always, I will say it again, Rejoice!”

Philippians 4:4

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MISSION STATEMENT

The mission of Prince of Peace Lutheran Church is winning souls for Christ, through the power of the Holy Spirit, equipping these people with Christian values, and providing them with opportunities for Christian service.

PHILOSOPHY

Prince of Peace Lutheran School is a coeducational ministry of Prince of Peace Lutheran Church for children preschool through grade eight.

The purpose of Prince of Peace Lutheran School is to share in accomplishing the mission of the Holy Spirit, equipping these people with Christian values, and providing them with opportunities for Christian service. The school, first and foremost, is accountable to God to share the Good News of salvation and to equip and strengthen the saints. It is educationally accountable to parents to produce students that are ready to meet the challenges of the future. The school is also accountable to local, state, and federal governments to meet prescribed educational, health, and safety requirements. We do this in accordance with God's instructions, "You shall receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth." Acts 1:8

Prince of Peace maintains a cooperative relationship with other Lutheran schools through the Pacific Southwest District Lutheran Educators' Conference and membership in the Lutheran High School Association.

SPIRITUAL LIFE

Our ultimate desire is that all students accept that they are a unique part of God's creation, that they are sinful, and that through faith in Jesus Christ they are forgiven and empowered by the Holy Spirit to witness for Christ and serve others." And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord." Ephesians 6:4.

EDUCATIONAL LIFE

Man has a God-given desire and capacity to discover universal truths and to obtain knowledge. Learning is sequential and developmental. Children have different learning styles: linguistic, logical-mathematical, spatial, musical, bodily kinesthetic, and interpersonal. Curricular content is considered, objectives are prescribed, instruction is given, and the teacher evaluates results. "And Jesus kept increasing in wisdom and stature, and in favor with God and men." Luke 2:52

DISCIPLINE

School discipline is a demonstration of protection and love. Positive reinforcement encourages a life of doing right. Consequences for misbehavior will be logical and serve as a deterrent. Discipline helps students acquire self-control. Our philosophy is to teach each student to recognize, nurture, and utilize his/her potential in all aspects of life: physical, emotional, intellectual, spiritual, and social. "I have directed you in the way of wisdom, I have

led you in upright paths. When you walk, your steps will not be impeded; and if you run, you will not stumble.” Proverbs 4:11, 12.

PRINCE OF PEACE SCHOOL

1421 West Ball Road

Anaheim, California 92802

(Between Harbor Blvd. & Euclid Ave.)

School Phone (714) 774-0993

Fax (714) 774-0183

Email: princeofpeacelutheran@yahoo.com HYPERLINK "mailto:princeofpeacelutheran@yahoo.com"

Web site: www.princeofpeaceanaheim.org

ADMISSION AND ENROLLMENT PROCEDURES

The following rules govern admission to this school:

- A. Prince of Peace Lutheran School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, scholarship, athletic, and other school-administered programs.
- B. Age for Admission:
 1. To be eligible for Kindergarten, a child must be 5 years old on or before September 1.
 2. To be eligible for First Grade, a child must be 6 years old on or before September 1.
 3. Birth certificates or proof of age must be presented when enrolling your child.
- C. All applications pertain to one school year. Applications must be submitted annually for approval by the school board.
- D. All enrollments are on a probationary period for the first quarter of the school year. Permanent status is granted only after this period, pending favorable reports concerning the child's conduct, willingness to work, and parental cooperation.
- E. Our school accepts children on a priority system based on the following four categories:
 1. Active members of Prince of Peace Lutheran Church
 2. Mission prospects
 3. Active members of sister congregations
 4. Other denominations

Other factors, such as older children attending our school, financial responsibility, regular church and Sunday school attendance, parental cooperation, and service in the Parent Participation Program will be considered in accepting students.

- F. Children entering Grades K through Eighth may be asked to have an interview with their teacher and the principal.

G. For further information regarding enrollment in Day school or Preschool, please contact the school office at **714- 774-0993**.

AIDS POLICY for Students (day school & preschool)

A. Any student found to be infected with the Human Immune-deficiency Virus (HIV), which leads to Acquired Immune Deficiency (AIDS), will be treated with respect and dignity.

B. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.

C. Decisions regarding the type of education and care setting for a student infected with the AIDS virus should include the behavior, neurological development, and physical condition of the student.

D. For most infected students the benefits of an unrestricted environment should be given priority in the decision-making process.

E. For an infected preschool child who lacks control of his bodily secretions or who displays abnormal behavior such as biting, a more restricted environment is advisable.

F. Any decision regarding the types of educational services to be provided to a student with the AIDS virus must be made in consultation with the student's physician, counselor, parents, principal, teacher, Pastor, and the members of the school board.

ATTENDANCE:

Good attendance habits are an absolute necessity to develop responsibility and punctuality. Tardies disrupt the class and cause the late student to start the day already behind in the class work. A grade for punctuality will be given on student's report card which will be based on number of days in the quarter.

Excused Absences

1. Illness
2. Optometry services
3. Medical services
4. Quarantine
5. Dental service
6. Bereavement

We ask all school parents to follow the procedures stated below. Do not allow yourself to become lax.

Procedure for notifying the school

1. Each day that a child will be absent, a **parent** should call the school office at **714-774- 0993**, write a note, or email about the absence.
2. The child must present a note from his parent explaining the reason for the absence upon arrival to the school office the day of his return.

3. Children who are tardy at the beginning of the day need to pick up an admittance slip from the school office to explain their tardiness.
4. Children must meet all health requirements set forth by the state for re-admission to the classroom.

Teachers are required to keep records of daily attendance. Attendance will be recorded on the following basis. If a student arrives between these hours, he will be marked as follows:

8:16-10:00 Tardy
10:00-12:00 ½ day absent

Perfect attendance awards are issued at the end of the year to children with perfect attendance and no tardiness.

AWARDS

Awards will be given throughout the school year. Talk with your student's teacher for more information.

BAPTISM

As Lutheran Christians, we uphold the authority of God's Word, seek to obey His commands, and trust in the promises He makes to us in Holy Scripture. Baptism was established by Christ as a means of making disciples of all nations and adopting them into the family of His Kingdom, not discriminating by sex, race, social status, or age (Matthew 28:19). God attaches the promise of forgiveness of sins and eternal life to all who are baptized in the name of the Father, the Son, and the Holy Spirit (Acts 2:38, Romans 6:3-4). We love and care for your student and family, so we encourage and invite all who are unbaptized, both children and adults, to talk with the pastor further about baptism.

BICYCLES

Bicycles may be ridden to school only if students follow these basic rules:

1. Wear helmets.
2. Follow all traffic laws.
3. Walk bikes on school properly.

All students planning on walking or riding home need to have a permission form filled out and signed by the parents on file in the office.

CHAPEL SERVICES

As a Christian Church and School, worship is a vital aspect of our faith and life together. In worship, God promises to be present with us (Matthew 18:20), to strengthen our faith, and deliver His promises of forgiveness, life, and salvation through His Word (Romans 10:17). We respond to God's gracious presence and work among us through song, prayer, and offerings. Each week the students and faculty of Prince of Peace gather for chapel on Wednesday mornings; chapel is at 8:30 for 1st-8th grade and at 9:15 for Kindergarten-preschool. We invite and encourage all parents and caregivers to attend these worship services with us. We have special event chapels throughout the year, and Baptismal birthdays are celebrated the first Wednesday of the month. Offerings are collected every chapel service. **One hundred percent of our chapel offerings go to support important projects around the world.** Before the beginning of each school year, the faculty chooses one project for each school quarter.

CLOSED CAMPUS

We have a closed campus here at Prince of Peace. This is for the safety of the students. Driveway gate will open at 7 AM, be closed during the school day (9:00 am – 2:45pm), and closed at 6 PM.

For the safety of our students, ALL parents and visitors need to stop in the school office to check in. All lunches and items dropped off by the parent should be left in the school office with the students name clearly marked.

COUNSELING SERVICES

There are times in everyone's life when counseling help from a specialist may be needed. We realize that our families are not immune from disappointment, heartbreak, stress, and other kinds of individual and family problems.

Because of this, we are pleased to make available to you the names of several well-qualified counselors who work with children and families in their private practices. Our Pastor is always available to meet with anyone to discuss concerns or needs. Please contact the office for further information.

CURRICULUM

The curriculum at Prince of Peace Lutheran School is consistent and aligned with California State Standards and conforms to or exceeds all Core Curriculum Standards.

All of the areas are consistent with and flow out of the study of Scripture.

DISASTER PREPARATION

We are prepared to keep your child safe in every emergency. We hold monthly fire drills, and quarterly earthquake drills and lockdown drills.

Each parent can help us prepare for those emergencies:

- **Be certain that your emergency contact information is always up to date!**
- **PLEASE DO NOT PHONE THE SCHOOL.** We need to keep our phone lines open for communication with officials and our staff will be busy attending to the needs of the children
- Please supply high-energy foods and comforts for your child.
- Each child should have an earthquake kit at school by bringing the needed items to school **no later than the second Friday of school.**

Earthquake

- At the occurrence of a life-threatening disaster or major and devastating earthquake - **It is important that parents come to pick their children up as soon as the situation allows.**

Lock Down

- **DO NOT COME TO THE CAMPUS** – you will be informed where and when to pick your children up if the school is evacuated.
- After the event we commit ourselves to officially inform parents of the nature of the event within 24 hours.

Evacuation

In the event that we must evacuate the school our pre-arranged pick up locations are:

- 1. Ball Junior High 714-999-3663**
- 2. Walnut Village 714-776-7150**

DISCIPLINE

Christian love is the guiding rule in this area.

A sheet explaining specific discipline procedure for your child's grade level will be sent home on orientation night or the first day of school that you should sign and return the following day. We ask that all families and their children cooperate with Prince of Peace School by obeying and respecting all school and classroom rules. Students who do not cooperate and who do not accept school and classroom discipline will be subject to the following disciplinary steps:

1. Classroom teacher will correct and instruct the student.
2. Conferences will be held with parent and teacher. (in person or by phone)
3. Conferences will be held with parent, teacher, and the principal.
4. Student will be suspended. Before being re-admitted, a conference will be held with parent, teacher, the principal. The school board chairman and the pastor will be notified and may participate in the conference.
5. Student may be expelled.

Detentions: Detentions will be arranged by the teacher. Detentions are NOT study halls. Students are to sit quietly for the period of their detention.

Any parent wishing to discuss an "incident" that has taken place on school grounds or during school-sponsored activities between his child and another student must contact the teacher first, then the principal if more help is needed.

Under NO circumstances may a parent approach another student to take action on behalf of one's child.

Suspension and Expulsion

General Guidelines

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or serious offense is committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the California Education Code will be the criteria used at Prince of Peace.

E.C. 48900 Bullying will not be tolerated as defined by the Education Code...

E.C. 48901 Smoking or having tobacco on school premises constitutes good cause for suspension of a pupil...

E.C. 48903 Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault and battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force, or violation directed toward school personnel, at any time, or place shall constitute good cause for suspension or expulsion from school...

E.C. 48907 The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct...

E.C. 48909 Any minor who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor ...

Sexual Harassment Policy for Students

Prince of Peace recognizes that sexual harassment can cause embarrassment, feelings of helplessness, loss of self-confidence, and reduced ability to perform schoolwork. Prince of Peace will not tolerate sexual harassment of any student by any other student or any employee. Any student or employee found guilty of sexual harassment shall be subject to disciplinary action up to and including being expelled or dismissed.

Teachers shall discuss this policy with their students in an age appropriate way and assure them that they need not endure any form of sexual harassment. Teachers and staff are encouraged to immediately report incidents of sexual harassment to the administrator, who will report it to the School Board. In no case shall the student be required to resolve the complaint directly with the offending person. No form of retaliation against individuals reporting sexual harassment will be tolerated.

Types of conduct which are prohibited and which may constitute sexual harassment include the following:

1. Unwelcome leering, sexual flirtation, or propositions.
2. Unwelcome sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body overly personal conversations.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students involved in a predominantly single sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment or on the playground.

Students Possessing a Weapon

Any student found on the property of Prince of Peace Lutheran Church, School, Preschool, Extended School Care facility or at a school activity off school grounds in possession of a fire arm, any knife, explosive, or other dangerous object of no reasonable use to the student shall have the object confiscated and the parents/guardians contacted to immediately pick up the student. The student shall be suspended for five school days and shall not be allowed to attend classes or participate in extracurricular activities until the student and parents/guardians meet with the principal and School Board Chairman.

Extracurricular activities include, but are not limited to, sports, club meetings, field trips, extended school care, and graduation.

Any second offense will result in expulsion from the school.

The student shall not be excluded from any regularly scheduled church services.

Students Possessing a Controlled Substance

Any student found on the property of Prince of Peace Lutheran Church, School, Preschool, Extended School Care, or at a school activity off school grounds in possession of or under the influence of a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, or alcohol shall have the substance or alcohol confiscated and the parents/guardians contacted to immediately pick up the student. The student shall be suspended for three school days and shall not be allowed to attend classes or participate in extracurricular activities until the student and parents/guardians meet with the School Board Chairman and Pastor.

Extracurricular activities include, but are not limited to, sports, club meetings, field trips, extended school care, and graduation.

Any second offense may result in expulsion from the school.

The student shall not be excluded from any regularly scheduled church services.

It is our concern in this procedure to bring about a spirit of repentance, a willingness to cooperate with a positive attitude, and a change to Christ-like behavior.

EXTENDED SCHOOL CARE

Prince of Peace can provide care for your child from the hours of 7:00 AM to 8:00 AM and 3:00 PM to 6:00 PM. You may make arrangements for care of your child on a regular basis, or you may wish to use it only occasionally. (If a child is in extended school care one day a week or more, he will be charged for extended school care when he is serving detention for disciplinary reasons or when he is doing homework that he has failed to do.) Students will not be charged for extended school care if a teacher is helping them make up work due to illness.

On days when school is dismissed early, children who are regularly enrolled for that day will be given care at no additional cost.

The Extended School Care fee is subject to change at any time.

EXTRA CURRICULAR OPPORTUNITIES

Enrichment classes, Study Hall, Sports, and various Clubs will meet on campus after dismissal at 3:15 PM. Programs may require additional fees. Students not picked up by end of program will be checked into ESC by the person in charge of the program.

FAMILY WORSHIP

While Prince of Peace Lutheran Church has provided the school to aid parents in providing for the Christian education of their child, it does not remove the God-given responsibility of the parents to supply Christian training at home. We urge parents to join with the child in morning and evening prayers, in family devotions, and regular church and Sunday school attendance. If you would like further information about devotions, church, or Bible classes, feel free to talk with any of the teachers or the Pastor.

GRIEVANCE POLICY

A parent should first speak with their child's teacher.

If this is a program issue the teacher will bring the matter to the next team meeting.

IF this is a grievance issue then....the grievance portion below-will be observed

Prince of Peace encourages open communication, especially between parents, teachers and staff at all times. Any conflict or misunderstanding should be resolved on the basis of scripture. Consequently, the grievance procedures below are based on Matthew 18:15-17. With the exception of sexual or other illegal harassment, each step must be taken before proceeding to the next level. If you have a concern, please follow these procedures:

1. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." The first step is to go directly to your child's teacher or the person with whom you have a concern. Attempt to resolve the matter without involving other people.
2. "But if he will not listen, take one or two other along, so that every matter may be established by the testimony of two or three witnesses." The next step is to take the matter to the Principal.
3. "If he refuses to listen to them, tell it to the church." If, after you consult with the Principal and the issue remains unresolved the issue may be taken to the School Board. The decision of this board will be final. If any party remains disruptive then disciplinary action may follow.

Therefore

- First, a person should speak with the individual with whom they have the grievance. If the matter cannot be resolved by that one-to-one communication, then,
- Second, the Principal is available to discuss any matters including discipline and other issues involving the school and staff. (If the principal is not on campus, and the matter needs immediate attention, Mr. Brehm is the next in charge.)
- If an issue is not resolved satisfactorily, then a person may address their concerns in a letter to the School Board, and they may also meet with that board.

GUIDANCE AND TESTING PROGRAM

To determine a pupil's progress as well as his academic strengths and weaknesses, the Cognitive Abilities Test will be given in grades 3, 5, and 7 and the Iowa Test of Basic skills in grades K through 8th. These tests will be given in the fall and results shared with you as soon as they are received. These tests help teachers to prepare instruction that will fit the level and learning style of their class.

HOMEWORK AND GRADES

Each teacher will inform parents of classroom homework policy. Parents may monitor their student's progress and homework through www.JupiterGrades.com.

INSURANCE

Your child is covered by a student accident policy during school hours at the school and school functions. This policy is supplemental to your existing health and accident insurance policy. In case of injury, please contact the office immediately for an accident report form.

LUNCH

We have a hot lunch program for all students provided by an outside vendor – Cater Tots. Menus for this program and information for selections and payment are online. Certain lunch options are available weekly; check their website these lunch options.

MEDICATION POLICY

School staff and/or personnel will not give medication of any kind to students unless the following requirements are met:

1. Prescription medication is needed during school hours; the medication must be brought to the school office in the original bottle given to you by the pharmacy. A parent is required to sign and fill out our medication authorization form giving the school permission to administer the medication to your child.
2. If you would like the school to administer any type of medication (Tylenol, Advil, cough syrup, etc.) to your child during school hours, you are required to sign and fill out our medication authorization form (in the school office). Please bring a bottle of such medication to the school office so we will have it on hand for your child.

Children are not allowed to keep prescription or non-prescription drugs in their possession. Medication must be given to the extended school care supervisor or taken to the office by the parent, at which time you may sign and fill out proper paperwork.

NUTRITION BREAK

Each morning at 10:00 AM classes will be breaking for a recess. We ask parents to provide nutritional food, good for the child's health. This should be a light snack only. Your child should bring fruits, juice, or other nutritional foods.

PARENT PARTICIPATION PROGRAM - "Giving Back"

We believe that an important lesson for each child to learn is how to share. Children learn how to share from adults. For adults we call sharing – "volunteering" or in more recent thought "giving back".

PARENT TEACHER ALUMNI LEAGUE (PTAL)

All of our parents are part of our Parent Teacher Alumni League. The PTAL sponsors such activities as school parties, Open House, and PTAL meetings. All parents are encouraged to participate in school time help, workday help, family fun events, and special fund raising events.

We expect the parents of our schools to set an example for their children by giving back 40 hours in service to Prince of Peace School or Church over each school year.

Parents who are unable to donate 40 hours per year will be assessed \$10.00 an hour for hours not completed. You may pay \$400 at the beginning of the year in lieu of volunteering throughout the year.

PHYSICAL EDUCATION AND ATHLETICS

Children in all grades will have an active program of physical education. In grades K through 2nd, children should wear, or have available each day, athletic shoes for playing. In grades 3rd through 8th, children will be required to dress for P.E. in the **required uniform**.

Grade Point Average for Sports:

The Lutheran Orange County Athletic League (Local) requires that all participants have a C average.

PICTURES

A professional photographer visits the school each year to take pictures of all the pupils. Various packages of pictures will be available (Please see the calendar for picture day.) Pictures taken on campus or at school sponsored events may be placed on our website or used at our discretion. If you do not want your child's image shared, you need to fill out the Media Release Form in the school office.

PRESCHOOL

The preschool hours are 7 AM to 6 PM, Monday through Friday except holidays. A course of preschool instruction is offered daily from 8:30 through 11:30 AM. The program gives instruction in religion, crafts, motor skills (gross and fine), and beginning concepts in math and reading. Contact the preschool for information and a handbook.

REPORT CARDS AND CONFERENCES

Four times during the school year, parents will receive report cards telling of their child's progress. After the first quarter, a day will be set aside for Parent-Teacher conferences. We encourage you to communicate with your child's teacher to set up a conference.

At the end of the year, report cards will be mailed to all those who have completed their financial obligations.

SCHOOL DAY GUIDELINES

When people live and work together, they need certain basic guidelines within which to operate harmoniously. A school is by no means an exception. The following basic school guidelines have been developed so that students and teachers can live and work together in a safe atmosphere conducive to a good teaching-learning environment. Students are reminded to leave gum at home, respect the rights of those who are playing, and leave all toys and electronics at home.

Students leaving campus during school hours must be signed out.

Remember that **the entrance and exit driveways** off Ball Rd. are **ONE WAY**. Please enter only from the east driveway and exit only from the west driveway.

Before the Opening of School

Morning Guidelines

Classes begin at 8:15 AM each day. All students will gather at the flagpole at 8:00 AM for Morning Prayer and the flag salute. The students will then be led to their classes by their teachers. Students who arrive after 8:15 AM will be considered tardy and must receive an admittance slip from the school office before going to their classroom.

1. In the interest of proper supervision, we request that children not be dropped off on the school grounds before 8:00 AM. If you need to arrive early, please make arrangements for Extended School Care (ESC).
2. Children are under the supervision of the ESC personnel from 7:00 to 8:00 AM.
3. Children who are dropped off at campus before 8:00 AM must report to ESC. (Parents will be charged the ESC fee if they are dropped off before 8:00 AM)
4. Children are to remain in the classrooms once they have entered unless they have permission to leave.
5. School Hours:

K – 8: 8:15 AM – 3:00 PM

Every Monday school dismisses at 2:30 for faculty meeting

Stairways and Sidewalks

1. Students are to remain downstairs. When given permission, they may walk up the stairs.
2. Students are to WALK on all sidewalks.
3. Students are to walk (not ride) their bikes once they are on school grounds.
4. Children outside the classroom during school time must be with an adult or have permission from a staff member.

Lunch Period: starts at 11:45 am

1. Students are to observe common table manners.
2. Students are encouraged to eat all of their lunch.
3. Students are to remain on the school grounds.

After School

1. Day school children are to be picked up at the flag pole.
Please follow the traffic pattern.
2. Classes are dismissed at 3:00 PM.
3. Children must remain on the sidewalk until entering your car. Stop, look, and listen for cars entering and leaving the school property.
4. Students not picked up by 3:15 PM. will report to Extended School Care and sign in at the parents financial responsibility. (Parents will be charged the ESC fee if they are not picked up by 3:15 PM)

TELEPHONE

The secretary, ESC director, and the teachers will also make decisions on whether a student may use the phone in the office. iPods may not be used during school hours (8:00-3:00)

Cell Phone Policy

- The Supreme Court has ruled that students **MUST** be allowed to have cell phones in classroom.
- They are to remain in the student's backpack.
- **CELL PHONES MUST BE TURNED OFF FROM THE BEGINNING OF SCHOOL (8:00 am) TO THE END OF SCHOOL (3:00).** Unless an emergency arises.
- An emergency is classified as a situation in which bodily harm or injury has occurred to a student or teacher or a natural disaster (fire, earthquake, etc.) has taken place.

TUITION AND REGISTRATION

Registration Fee

A registration fee is required of each child who enrolls. See the school office for the current registration fee amount. This fee pays for supplies, books, and testing materials. This fee also covers a mandatory school insurance policy. Children in grades 3 through 8 may have additional charges for special projects or trips unique to those classes. The Registration Fee is **non-refundable** and due at time of enrollment.

Smart Tuition is used by all families who want to spread out their tuition payments over 10 or 12 months. This service has an annual fee which will be billed to your account. All families needing a payment plan must be on the Smart Tuition Program. This program provides many benefits including, accurate accounting of all payments submitted and the ability for you to log on to www.smarttuition.com to check the most current status of your account. A new SMART tuition form must be filled out at the beginning of each year.

Payments made in the school office will incur a \$25 fee per payment.

Incentives Satisfied and enthusiastic families are our best publicity. Here are some of the incentives we are offering for the school year.

A **\$500.00 credit per family** to your tuition account, for referring a family that enrolls in our school. Both families will need to remain current for the entire year to receive your credit.

Scrip: when a family purchases scrip, ½ of the rebate for that scrip will be credited to the student's account at the end of the year.

THE DEADLINE TO PURCHASE SCRIP FOR TUITION CREDIT IS APRIL 15th.

Late Fee: A late fee of \$40.00 will be charged for tuition fees.

Fees delinquent 30 days may result in removal of your child from school. No child will be enrolled for the following year without payment of the previous year's fees.

Returned checks: Returned checks for any payment will be charged a fee of \$25.00.

Tuition fees are subject to review and possible adjustment each semester.

UNIFORM POLICY

- All students must wear red, blue or white uniform shirts with Prince of Peace logo.

- Pants and shorts must be navy blue or Khaki **uniform** style.
- White or navy blue tights and leggings must be plain with no design.
- Socks are to be plain white, navy blue or red.
- SWEATSHIRTS AND JACKETS with school logo or plain uniform colors (navy blue, white, khaki or red.)
- Caps, hats, and beanies are not permitted in the classroom
- Belts must be worn on the waist with pants/shorts that have belt loops.
- Girls' skirt or shorts length must be no shorter than 2" above the knee.
- Shoes must be appropriate for school for your child's safety: no ballet flats, slippers, UGGS, boots, heels, or sandals. Athletic shoes are recommended.
- All clothing must be in good repair. On alternative dress days, do not wear jeans with rips or holes in them.
- 2016-2017 was the last year "Cardinal" uniform shirts were permitted.

UNIFORMS MAY NOT BE ALTERED.

Girls: Make-up is permitted in seventh and eighth grades ONLY and is limited to mascara, lipstick, and blush.

Boys: Earrings are not permitted. Heads may not be completely shaved and hair must be above the collar.

Extreme haircuts, styles, and colors are not permitted and will be under the discretion of the faculty.

Excessive disregard for the dress code will be handled in the following manner:

1st occasion:

Students will be reminded and parents will be notified.

2nd occasion:

Parents will be notified and students will serve ½ hour detention.

3rd occasion:

Students' parents are required to bring appropriate clothing or take them home to change into appropriate clothing.

4th occasion:

Parents are required to bring appropriate clothing or take the child home to change clothes and arrange a conference with the principal.

5th occasion:

Suspension is given to student, from school for the day.

If there is any doubt when you are shopping as to whether or not a particular article of clothing complies with our regulations, don't buy it. If you already own an article of clothing that you are not sure about, don't permit your child to wear it until you have checked with the school office. (714) 774-0993

On occasions when students are permitted to wear "Spirit Shirts" or other special non uniform attire, the clothing must still be school appropriate. Leggings should not be worn as outer garments. All clothing must still be modest. The principal is the final authority as to what is appropriate. When in doubt, don't wear it.

VOLUNTEERS

Our school would cease to function if interested parents did not participate. Please consider these positions and help your child's education by becoming involved: field trips, room parent/guardian, and PTAL helper. *Please sign in at the school office when you are on campus.* Contact school office at **714-774-0993** to volunteer.

“WHAT WE TEACH AND BELIEVE” CLASS

During the school year, your child will receive a great deal of biblical instruction. As parents you should be informed regarding our faith and doctrine. In the coming school year, a series of doctrinal information classes will be held to give you an idea of our religious beliefs. We invite and encourage all families to attend, especially those who are unfamiliar with the Christian faith and the Lutheran confessions. Dates and times of the classes are published during the school year.

Thanking God for What We Have
“Rejoice in the Lord always, I will say it again, Rejoice!”
Philippians 4:4

PRINCE OF PEACE LUTHERAN CHURCH & SCHOOL

**1421 W. Ball Rd.,
Anaheim, CA 92802
714-774-0993
FAX 714-774-0183**

Email: princeofpeacelutheran@yahoo.com

Web site: www.princeofpeaceanaheim.org

FACULTY and STAFF

CHURCH STAFF

Senior Pastor Rev. Darrin Sheek, BA, MDiv
Business Manager Mrs. Heather Walton
Secretary Mrs. Julie Gamboa

SCHOOL OFFICE STAFF

Principal – Mrs. Carol Smallwood, BS, MA
Secretary – Debbie Yungkans
Maintenance Supervisor - Ron Jones

SCHOOL FACULTY

Kindergarten – Miss Theresa Pekarcik, BA, MS
First Grade - Miss Mary Rode, BA
Second Grade – Miss Heather Newcom, BA
Third Grade – Mrs. Lesli Ayers, BA
Fourth Grade – Mrs. June Sardo, BA, MS
Fifth Grade/ Sixth Grade – Mr. Paul Brehm, BA, MS
Seventh Grade/ Eighth Grade – Miss Jennifer Steinert, BA
Extended School Care – Mr. Ron Jones, AA, BA

PRESCHOOL STAFF

Director – Miss Maria Milla, BA
Beverly Newcom
Mary Perera
Teresa Monteyne
Cledy Milla

SCHOOL BOARD

Chairman - Mr. Guy Sardo, BA, MS
Mrs. Rhonda Clave, Mr. Phil Claypool, Erin Dettmer-Bartels, Linda Henderson, Ray Steinert

Rev. 8/10/17

