

PRINCE
of PEACE
Anaheim



School Parent/Student
Handbook
2024-2025

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

www.princeofpeaceanaheim.org

"I have said these things to you, that in me you may have peace. In the world you will have tribulation. But take heart; I have overcome the world."

John 16:33

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MISSION STATEMENT

The mission of Prince of Peace Lutheran School and Preschool is to nurture the soul and educate the mind through service, learning, and community so that our students will learn to live joyfully in faith with love and concern for others.

STUDENT LEARNER OUTCOMES - PRINCE OF PEACE

S - Spiritually Minded/Servant Leadership

- Develop a personal relationship with Christ
- Demonstrate Christian ethics in a diverse world
- Stewardship of time, talent, and treasures

A - Academically Focused

- As foundational skills of an academic learner, we promote preparation, critical and analytical skills, real world application of academic topics, and explanation of thought process; in order to be ready for high school and beyond.
- Critical and analytical skills
- Preparation
- Real world application of academic learning/scientific method
- Prepared for high school and beyond

I - Integrated Curriculum

- Improve and growth in their physical understanding and capabilities
- Will interact with and explore different genres/types/cultures in the arts (music, painting, drama, etc)
- Encouraged to apply classroom lessons in real world situations (STEM)
- Increase ability to communicate with others of different backgrounds/cultures

N - Necessary Life Skills

- Work with others and clearly present ideas
- Being aware of the gifts God has given us and taking care of them (money, Earth, self, talents, etc)
- Use and adapt our God given gifts to the best of our abilities

T - Technologically Literate

- As a technologically literate individual, a student of Prince of Peace will be able to use technology responsibly, look at media and academic resources critically, and be mindful of their technological footprint in order to use of of these areas safely.
- Responsibility with equipment and resources
- Look at all sources of information with a critical eye
- Have internet awareness and safety on all new sites in all new ventures
- Awareness of technological footprint

S - Social/Emotional Intelligence

- Demonstrate perseverance, positivity, kindness, empathy, and respect for yourself and others
- Demonstrate physical, mental, and spiritual resilience

PRINCE OF PEACE LUTHERAN SCHOOL

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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 after enrollment. 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 other Lutheran congregations
 - 4. Members of other Christian 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, please contact the school office at **714-774-0993**.

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.

Excused Absences

1. Illness
2. Optometry services
3. Medical services
4. Quarantine
5. Dental and orthodontic 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 must** 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:

8:16-9:00 Tardy

9:00-11:00 ½ day absent

TARDY POLICY

After the first 3 tardies in a quarter: Principal will email parent, child sits at first recess.

After 6 tardies in a quarter: Principal will call parent, child sits at first recess. If your child gets to this level in any quarter of the year, they will not be eligible for perfect attendance awards.

After 9 tardies in a quarter: Principal will call the parent in for a conference, child again sits for a recess.

If tardies continue: The Principal will make a judgment on what the next steps will be.

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 property.

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 9:30 for K-8th grade and at 9:00 a.m. for Preschool. We invite and encourage all parents and caregivers to attend these worship services with us. We have special event chapels throughout the year. 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 7am, be closed during the school day (8:15 a.m. – 2:45 p.m.), and closed at 3:15 p.m. **The front gate will be closed at all times, with each faculty member and school parent getting an individual code to use to enter from 6:00AM-6:00PM (Monday-Friday) Parents code will not work other times of the day, weekends or holidays.**

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 need to be left in the school office with the student's 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, our Principal and Pastor are always available to meet with anyone to discuss concerns or needs. We also use the services of SEEDS counseling services for individual sessions with students. Please stop by the school office for registration paperwork. SEEDS sessions do have a small fee for the families who use them.

CURRICULUM

The curriculum at Prince of Peace Lutheran School is consistent and aligned with California State Standards. We are yearly updating different parts of our curriculum as needed.

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
- Each child should have an earthquake kit at school. The needed items need to be at school **no later than the second Friday of the school year.** (Kits can be purchased from the office.) **The school may decide to provide all students with these. Parents will be informed if they will need to purchase this on their own.**
- **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.
- We will 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. We ask that all families and their children cooperate with Prince of Peace Lutheran 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 depending on the severity of the offense.

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, and 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. These are some of the behaviors that will not be tolerated at Prince of Peace.

- Bullying (see Anti-Bullying Policy in this handbook)
- Social Media (see social media Policy in this handbook)
- Smoking or having tobacco on school premises
- Destruction of school property
- Continued disobedience
- Habitual profanity or vulgarity
- Open and persistent defiance of authority
- Assault and battery upon any person
- Threat of force against any person
- The school may suspend or expel pupils for misconduct when the principal and/or school board feel it is the correct course of action and/or other means of correction fail to bring back proper conduct.

ANTI-BULLYING POLICY

John 15:12 – “My command is this: Love each other as I have loved you.”

In an effort to instill biblical values and to protect our loving environment, our school has adopted this Anti-Bullying Policy. From time to time, conflict will occur between students. Prince of Peace Lutheran School realizes that while conflict may occur, when it turns into bullying it is never acceptable. We have zero tolerance for such conduct and consistent with this policy any bullying violation will result in appropriate disciplinary action, including and up to expulsion. Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity and school policies.

The purpose of this policy is to implement a clear framework for the handling of bullying incidents in order to protect our students and to help them all to learn how to relate to each other in a way that is appropriate and in line with biblical principles.

Definition

The Merriam-Webster Dictionary defines bullying as: "Abuse and mistreatment of someone vulnerable by someone stronger or more powerful; prone to or characterized by overbearing mistreatment or domination of others."

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behavior directed at them by others. (Greg Griffiths, "Bullying in Schools-The Hidden Curriculum" (2003).

The following actions may constitute bullying and are included in all references to "bullying" herein:

- Physical aggression-including hitting, punching, kicking;
- Teasing or verbal abuse, including insults, name calling or racial/sexual remarks;
- Social isolation or manipulation, including intentional exclusion from activities or friendship groups;
- The setting up of humiliating experiences;
- Damaging a person's property/possessions or taking them without permission;
- Threatening gestures, actions or words;
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slander;
- Cyber-bullying through social media, text messaging, email or other electronic means.

Policy Statement

Prince of Peace Lutheran School will not tolerate behavior that infringes on the safety or wellbeing of any student. A student shall not intimidate or harass another student through words or actions. Salem Lutheran School expects students, faculty, staff and parents to immediately report incidents of bullying to the principal or other school staff member. All reported incidences will be taken seriously and promptly investigated. All Prince of Peace Lutheran School personnel who witness such acts shall take immediate steps to intervene when safe to do so. This policy applies to students on school grounds, when traveling to and from school for a school-sponsored activity, or at any school-sponsored activity, whether on or off campus.

To ensure bullying does not occur, Prince of Peace Lutheran School provides staff development training in bullying prevention. Teachers will discuss this policy with their students in age-appropriate ways and will reinforce that they need not endure any form of bullying.

Student Code of Conduct

Bullying Prevention shall be followed by every student while on school grounds, when traveling to and from school for a school-sponsored activity, and at any school-sponsored activity, whether on or off campus. This also includes whenever a student is interacting (in person or online) with a fellow student(s) when that interaction interferes with a student's educational opportunity or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

Bullying Prevention includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students who experience bullying or those who witness it are expected to immediately report these incidents to the principal or school staff member.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal or the Prince of Peace Lutheran School Board.
- The school strictly prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All staff, students, and their parents will receive a copy of this policy at the beginning of the school year as part of the student handbook and when any changes or updates are published.
- Staff members who witness acts of bullying shall take immediate steps to intervene. People witnessing or experiencing bullying are strongly encouraged to immediately report the incident.
- The school will make reasonable efforts to keep any report of bullying and the results of every investigation confidential.

Procedures

- Investigation into bullying allegations will be undertaken in a timely manner after the reporting of a bullying incident and will be carried out in such a way as to minimize the risk of escalation.
- All parties will be spoken to, including students directly involved and sufficient bystanders to establish the facts of the situation. All parties will be asked to give their account of what has happened with the goal of understanding the whole picture. At the discretion of school administration, the school-related materials and electronic device(s) of the students involved in alleged bullying incidents may be examined for investigative purposes.
- Parents/caregivers of involved students will be informed and may be invited to be present in discussions. In some cases, this may apply to parents/caregivers of student bystanders also.
- All incident investigations will be documented in writing.
- All incidents of bullying will be followed up by the administration with parents/caregivers of the students directly involved.
- Students directly involved will be monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation or repeated inappropriate behavior.
- Any disciplinary action will be based on findings of fact and on the severity of the offense.
- The administration of Prince of Peace Lutheran School reserves the right to treat any single act as severe enough to warrant expulsion from school.

Reporting Bullying

- It is the responsibility of all students, parents, faculty, and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of retaliation or reprisal. Additionally, students who feel that they have been or are the victims of bullying behaviors should promptly notify the principal, teacher or other staff member. Any student who withholds information regarding bullying behavior or provides inaccurate or false information may be subject to disciplinary action.

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 person by any person on campus. 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 or overly personal conversations.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting student's access to educational tools based on gender.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment or on the playground.

***Above all respect peoples (both adults and students) body and personal space. Do not do anything that is unappropriated to do here at Prince of Peace Lutheran School.**

***Teachers, Staff, and Principal will correct a student if something happens during school that is inappropriate and they will assume correct source of action when needed.**

Students Possessing a Weapon

Any student found on the property of Prince of Peace 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 may be suspended for up to 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.

Students Possessing a Controlled Substance

Any student found on the property of Prince of Peace, 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 may 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.

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 each session will be checked into ESC.

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 others 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 MAP Growth assessment is being used. These tests will be given in the fall, winter and spring. Results will be shared with you upon request. These tests help teachers to prepare instruction that will fit the level and learning style of your student.

HOMEWORK AND GRADES

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

INSURANCE

Your child is covered by a student accident policy on the property and at 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.

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 which 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 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".

We require the parents of our students 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, other family members, friends and students can serve these hours. Donations of \$15.00 may be used in exchange for 1 service hour, up to 20 hours.

Parents who are unable to donate 40 hours per year will be assessed \$15.00 an hour for hours not completed.

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, Grandparent/VIP Day, and PTAL meetings. All parents are encouraged to participate. **A monthly meeting is held that all parents are welcomed to attend. Keep informed of this by reading our weekly newsletter.**

PHYSICAL EDUCATION AND ATHLETICS

Children in all grades will have an active program of physical education. In grades K through 2nd, children should wear athletic shoes for playing. In grades 5th through 8th, children will be required to dress for P.E. in the **required uniform, this includes athletic shoes.** Physical Education grades may be lowered with too many times a student does not dress out.

Grade Point Average for Sports:

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

PICTURES

A professional photographer (**Turville Photography**) visits the school **twice a year** to take pictures of all the students. 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.

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.

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 respect the rights of others and leave all toys and electronics at home.

Students leaving campus during school hours must be signed out in the office.

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. Drop-off is along the back driveway, near the flagpole from 8 until 8:15 a.m. Do not drop off students in the front parking lot. 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, children may not be dropped off on the school grounds before 8:00 AM. You must wait until the staff is at drop-off to provide supervision. 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. A fee may be assessed
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 12:00 pm

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. Students may not wait to be picked up in the front of school.
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.
(Parents may be charged the ESC fee if they are not picked up by 3:15 PM)

CELL PHONE /SMART WATCHES / DIGITAL DEVICES / SOCIAL MEDIA

All Digital Devices and Social Media Policy

Prince of Peace Lutheran School recognizes that school-issued as well as personal digital devices, including mobile phones, tablets, smartwatches, and various products that provide the ability to communicate, access the Internet or capture pictures/video, have become an integral part of daily life for families and students. Responsible use of a mobile phone, tablet, smartwatch or other personal electronic device can serve to accomplish many legitimate and/or educational purposes. Therefore, it is the goal of Prince of Peace Lutheran School to train students in the wise and appropriate use of digital devices and social media, ensure the privacy rights of all students, maintain academic integrity, and limit disruptions to the learning environment.

Based upon the ever-changing advancements of technology, this policy will be adapted or revised as necessary to keep in step with changes in culture or technology.

Digital Device Use

- Students may possess a digital device, while on the school campus as long as the presence of this device does not disrupt the educational environment and is not used for illegal or unethical purposes (i.e., cheating, harassment, etc.). Students caught using digital devices for illegal or unethical purposes will lose the privilege of possessing a digital device at school and face other disciplinary action as appropriate.
- Personal digital devices are to be kept off and in the student's backpack, unless otherwise directed, while on campus, unless a student has the specific permission of a school employee to use the device.
- Students are prohibited from the unauthorized use of a digital device, to access the school's wireless internet system. Students are prohibited from accessing internet sites or material not permitted under the school's Technology Use policy. The accessing of obscene or other objectionable material while at school will result in disciplinary action that may include loss of digital device use privileges, suspension, or expulsion.

Social Media Use

- Students are prohibited from posting video images or audio recordings taken at school anywhere online, including the web or in applications. Students are also prohibited from taking pictures while on campus, unless specific permission is granted. The inappropriate posting of material will result in disciplinary action including the possibility of suspension or expulsion.
- No student may use a digital device to infringe on the privacy rights of another student, teacher, or member of the school community. Use of the digital device's camera, video recording, or audio recording capabilities to capture unauthorized images or sound recordings of others are examples of privacy infringement. Misuse of a digital device in this manner will constitute a violation of school rules and may result in suspension or expulsion.
- Cyber-bullying will not be tolerated. Refer to Anti-Bullying Policy.
- This may include things that were posted not during school hours if it negatively affects someone else, either a Prince of Peace student or family, or somehow is connected to a Prince of Peace school family.

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Before, During and After School

Students are not permitted to use their mobile phone or smartwatch prior to the start of school. They will turn their mobile phones and smartwatches off at the beginning of the school day once they arrive on campus and the teacher will have a holding place for each student's cell phone. Students are not permitted to use their mobile phones or smartwatches after school while they are waiting to be picked up. In an effort to promote safety and minimize congestion, students shall not use their mobile phone or smartwatch when walking in and out of the carpool lines. If a student needs to use their mobile phone or smartwatch before, during, or after school, they must receive permission from a teacher and/or staff member. Mobile phones are to be kept inside the students' backpack during transition from being dropped off to class and from class to being picked up from their parents/guardians.

- Junior High students (and any student who brings a cell phone) - Cell phones need to be turned off and must be stored in a holding case in their homerooms. Cell phones can only be used if the teacher grants permission.
- They are to remain in the student's backpack turned off. Before and after school. Unless of emergency.
- 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.
- Students must request permission to use their cell phone during pick-up time.
- Please, don't text your child during the school day. They will not be allowed to use their phone.

Students may be permitted to take mobile phones on long-term field trips, such as the 7th grade Catalina trip and 8th grade Washington DC trip. Specific permission is given at various times for students to use their mobile phones, mostly for use as a camera. All other

undesigned use is not permitted and any infraction will be handled by school authorities in attendance.

Consequences for Digital Devices and Social Media

The School reserves the right to determine, in its sole discretion, the appropriate consequences in all disciplinary cases based upon the facts of each case. Further, the school will take into account previous disciplinary history when making all disciplinary decisions. Unauthorized use of a digital device or cell phone will subject a student to the following discipline (any step in this process may be bypassed depending upon the severity of the offense):

- First time offense – Confiscation of the digital device or phone to be picked up by student at the end of the day from the teacher.
- Second offense – Confiscation of the digital device or phone – must be picked up by a parent at the end of the day. Teacher will talk with parent.
- Third offense – Loss of digital device or cell phone privileges at school. A special plan may be assigned for that student as it relates to their cell phone.
- Repeated infractions of this policy will be considered defiance and will be dealt with as such within the discipline policy (detention, in-school suspension, out-of-school suspension, or expulsion as necessary).
- **The principal and/or school board may deem an action requires that some of these steps will be skipped an go directly to the final step in the consequences.**

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 K 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. An incentive we are offering for the school year is 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.

Late Fee: A late fee of \$50.00 will be charged for late tuition payments. 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 \$35.00. After 2 returned checks, you will not be permitted to write checks to Prince of Peace for a full calendar year.

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.
- With a skirt, white or navy-blue tights and leggings must be plain with no design.
- SWEATSHIRTS AND JACKETS must be school appropriate at the discretion of the faculty. **New for the 2024-2025 school year: All outerwear must be in either Red, Blue, or White color. There can be no large writing or pictures on these. A plain Red, Blue, or White hoody for example is fine. We are working on getting Prince of Peace outerwear that you may purchase if you wish.**
- Caps, hats, and beanies are not permitted in the classroom.
- Girls' skirt or shorts length must be no shorter than 2" above the knee. **Girls must wear privacy shorts or leggings with skirts.**
- Shoes must be appropriate for school for your child's safety: no ballet flats, slippers, UGGS, boots, heels, Crocs, 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.

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 during school hours.

3rd occasion:

Students' parents are required to bring appropriate clothing or take them home to change into appropriate clothing. Students will serve ½ hour detention during school hours.

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, do not permit your child to wear it until you have checked with the school office or your child's teacher.

(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 at school.** All clothing must still be modest. The principal is the final authority as to what is appropriate. When in doubt, don't wear it. **You should check with your teacher before you wear something that you are not sure if you should.**

VOLUNTEERS

You bless our students by volunteering. Please consider 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.

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**

Web site: www.princeofpeaceanaheim.org

FACULTY and STAFF

CHURCH STAFF

Senior Pastor
Business Manager
Secretary

Rev. Darrin Sheek, BA, MDiv
Mrs. Heather Walton
Mrs. Kayleen Ojeda

SCHOOL OFFICE STAFF

Principal – Mr. Jim Violette, BA
Maintenance Supervisor – Mr. Ron Jones

SCHOOL FACULTY

Kindergarten – Mrs. Sarah Salazar, BS
First Grade/ Second Grade – Mrs. Janet Moreno
Third Grade / Fourth Grade– Miss Heather Newcom, BA
Fifth Grade/ Sixth Grade – Mr. Paul Brehm, BA, MS
Seventh Grade/ Eighth Grade – Mr. Cole Fencl, BA
Extended School Care – Mr. Ron Jones, AA, BA
Preschool Director – Miss Maria Milla, BA

SCHOOL BOARD

President- Mrs. Kelly Umali
Mrs. Mary Drennan, Mrs. Linda Henderson, Mrs. Shavonia Wilson, Mr. Ray Steinert,
Mr. Matt Cooper, Reverend Darrin Sheek

2023-2024
PARENT-STUDENT
HANDBOOK
ACKNOWLEDGMENT

Name: _____
Please Print Family

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

Student: _____ Grade: _____

We know how to access or obtain the Prince of Peace Lutheran School Student Handbook for 2023-2024. We are responsible for reading the information it contains about Prince of Peace rules and policies. We will comply with the policies and payment schedules contained therein. We will discuss school policies and rules with our student(s).

Parents/Guardian Signature:

Date _____

One copy of this form must be on file for each family attending Prince of Peace Lutheran School.

Please return this form to your teacher or the school office.

Thank You