

**POPE JOHN PAUL II REGIONAL CATHOLIC ELEMENTARY SCHOOL**

**FAMILY HANDBOOK**

**2017-2018**

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# **SECTION I: ABOUT THE SCHOOL**

## **MISSION STATEMENT**

Pope John Paul II Regional Catholic Elementary School is a Catholic faith community that strives to love and serve God and others. We are committed to pursuing spiritual growth and academic excellence. With Saint John Paul II as our patron and model, we endeavor to meet the challenges of society through prayer, service and the living of our Catholic faith.

## **PHILOSOPHY**

We believe that:

- As a precious child of God, each student is treated with dignity and respect.
- The spirit of our school calls each student to a life of prayer.
- Education is the shared responsibility of the student, family, school, and community.
- Teachers and Staff are deserving of respect and dignity.
- A nurturing and safe environment is provided for all students.
- Parents are active participants in the learning process.
- Individual learning differences are respected.
- Each educator is a model of Catholic identity.
- Self-esteem is a vital component of success.
- Understanding of diversity is essential to world peace and justice.
- Children serve others through their God-given talents and gifts.
- Catholic/Christian values are a guide for students now and for the future.
- Reverence and respect are the responsibility of the entire PJPII School Community

## **SCHOOL HISTORY**

Our school has a rich and historic background dating back to 1907. In 1970, the parishes of St. Cecilia, St. Joseph and St. Stanislaus Kostka consolidated their parish schools into Coatesville Area Catholic Elementary School (CACES). Originally housed in three buildings at each parish, the CACES students finally moved to the present 30-acre site and state of the art facility in West Brandywine, PA in 2007.

Now known as Pope John Paul II Regional Catholic Elementary School, the school serves the surrounding community as well as the parishes of St. Peter, Our Lady of the Rosary, St. Joseph(Coatesville) and Our Lady of Consolation. Our Principal Sister Anne McGuire, IHM is responsible for the general direction of the educational program and meets regularly with the Board of Limited Jurisdiction to keep them informed of important happenings at the school.

## **SCHOOL STRUCTURE**

### ***ARCHBISHOP***

The primary responsibility in all matters of religious duration is held by the Archbishop of Philadelphia. In policy he is advised by the Archdiocesan Board of Education, the Vicar for Catholic Education, and the Office of Catholic Education. The supervision of the schools is the responsibility of the Archdiocesan Superintendent whom the Archbishop appoints and delegates to represent him in school matters.

### ***BOARD OF LIMITED JURISDICTION***

While the principal is responsible for the general direction of the educational program, decisions related to personnel, the daily operation of the school, the raising and distribution of funds, and the stewardship of the budget, the Board of Limited Jurisdiction assists with the long-term viability of the school. They oversee finances, facilities, development, and marketing/enrollment.

### ***PARISHES***

Pope John Paul II Regional Catholic Elementary School is a consolidated school serving children from the following parishes:

Our Lady of the Rosary  
Rev. Thomas Brennan  
80 S. 17th Ave.  
Coatesville, PA 19320  
610-384-1415

St. Joseph  
Rev.  
404 Charles St.  
Coatesville, PA 19320  
610-384-0360

St. Peter  
Rev. Michael Fitzpatrick  
2835 Manor Road  
West Brandywine, PA 19320 610-380-9045

SCHOOL COLORS - Maroon and White



## **MEMORANDUM OF UNDERSTANDING**

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to and education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.

Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.

While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.

Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.

In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

## **SECTION II: ADMISSION**

### **ADMISSION POLICIES**

Parents desiring admission of their Catholic children to our school must be registered in one of the partner parishes. Children of other faiths are welcome and accepted on a space available basis.

The age for admission of students complies with the policy of the local public school district. To enter first grade a child must reach the age of 6 years by September 1; to enter Kindergarten a child must reach 5 years of age by September 1; to enter the Pre-K 4 Program a child must reach 4 years of age by September 1.; to enter the Pre-K 3 Program a child must reach 3 years of age by September 1. All students enrolled at Pope John Paul II Regional Catholic Elementary must be toilet independent.

It is the philosophy of Pope John Paul II Regional Catholic Elementary School that students be placed in an educational environment where they will succeed. Pope John Paul II Regional Catholic Elementary School may not be able to meet the educational needs of every student; therefore, not all students who apply will be accepted. If your child is accepted, there is a non-refundable fee due at the time of registration. Registration is not complete until the registration fee is paid.

#### ***Requirements for entrance:***

1. Completed application
2. Payment of the non-refundable registration fee
3. Birth certificate
4. Immunization records
5. Catholic students: Written notice of Parish registration, signed by the Pastor; certificates of baptism and any other sacraments received
6. Social Security number
7. Court ordered custody agreements (if applicable)
8. Tuition agreement form
9. Certificate of Individual Request for Loan of Textbooks and Instructional Materials
10. Signed copies of all required policy agreements: Responsible Use Policy, Family Handbook Policy Agreement, Photo Release Form, and Transportation Regulations

#### ***Academic and Conduct Requirements***

The principal shall review the information provided by the Application/Registration form and other information deemed appropriate to determine whether a student should be admitted to the school. Factors to be considered by the principal include, but are not limited to, the following: proof of promotion to the grade to which the student is seeking entry; results of mathematics and language arts testing; any prior academic, conduct, or psychological records; the student's and parent's reasons for seeking admission to the school; and the prior identification of any IEP, 504, or specialized instructional plan. If the student is admitted to the school, the principal shall place the student at the grade level that is in keeping with the student's competence.

All students are admitted on probationary status. At times, a contract between Pope John Paul II Regional Catholic Elementary School, the child and the child's parents will delineate continued enrollment at Pope John Paul II Regional Catholic Elementary School. Should behavior problems surface and impede the academic and or social progress of the student or class, an alternative educational program may be required. Admission is on the recommendation of the administration after the review of the necessary documents.

### ***Admission of Transfer Students***

In addition to the above requirements, transfer students must present a copy of the current report card, permanent record, most recent standardized testing and agree to the release of academic, conduct/behavior, and health records to Pope John Paul II Regional Catholic Elementary School. A satisfactory academic and conduct record from the prior school is essential. If a student has an IEP, 504, or specialized instructional plan from any previous school, a copy of the plan must be submitted to the principal as part of the admissions process. Transferring students will be accepted on a probationary basis to insure a satisfactory incorporation into the academic and behavioral code of the school.

### ***Parental Commitment to a Catholic Faith Life***

The parents of our partner parish school children are expected to embrace the spiritual responsibility of modeling adult Catholic living by their commitment to regular and active participation in the sacramental life of the Church, to integrity and consistency in everyday moral decision-making, to a personal and family prayer life, and to a generous stewardship of time, talent and treasure in service of others, both within and outside our parish community.

Parents foster their children's faith development both by consistent encouragement of their children to continue learning about our Catholic faith and by their own personal example of living the faith day to day. These two together form a strong foundation and support to the religious education and faith formation provided to children enrolled in Pope John Paul II Regional Catholic Elementary School.

The sacraments of Reconciliation, Eucharist, and Confirmation are prepared for and administered in accordance with the Guidelines of the Archdiocese of Philadelphia. Requirements for reception of the sacraments is governed by the individual pastors. As the blessing of parents at the end of the Rite of Baptism proclaims: "May you, who are the first teachers of your children in the ways of the faith, also be the best of teachers, bearing example to the faith by all you say and do in Christ Jesus, our Lord."

## **SECTION III: ACADEMIC PROGRAM**

### **ACADEMIC POLICIES**

#### ***General Curriculum***

Pope John Paul II Regional Catholic Elementary School is fully accredited by the Middle States Association of Colleges and Schools. Pope John Paul II Regional Catholic School follows the curriculum set by the Office of Education for the Archdiocese of Philadelphia in accordance with the standards of the

Commonwealth of Pennsylvania and customized to meet the needs of the Pope John Paul II Regional Catholic Elementary School student body where local variations are permissible.

### ***Religious Formation***

Development of faith and trust in God and neighbor is our priority. The curriculum centers on the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in a solid prayer life.

Working with the family of each student, we ask the parents to uphold by word and example the efforts made at school, and through their Parish Priests, to develop strong Catholics and good citizens.

Our goal is to make each student's study and practice of religion become not merely a lesson learned, but a life lived. Since God is the central reality of our existence, the faculty strives to help students understand more fully the goodness of God, His message and His love by providing students with a variety of living and learning experiences.

The prime responsibility for the fulfillment of this obligation rests upon the parents since they are the first educators of their children. Parents have the responsibility of developing their children's love of the Eucharistic Celebration as the center of our Catholic Worship by providing the opportunity to assist at Mass every Sunday and on Holydays of Obligation.

We cannot stress often enough the importance of forming right consciences in regards to Catholic attitudes in fulfilling the Sunday Mass obligation and participating in an active life in your individual parish. We urge parents to participate in the Eucharist and the Sacrament of Reconciliation with their children. Actions speak louder than words: children imitate what they see in their parents.

### ***Liturgical Celebration***

Liturgies during the school day include Mass on the First Friday of most months, important occasions during the year and the closing of school. Parents are very welcome to attend. Students in grades 3 through 8 receive the Sacrament of Penance at least twice a year. We encourage parents to receive this Sacrament with their child(ren) frequently in their home parish. Students participate in the Stations of the Cross during the Season of Lent. Parents are encouraged to attend liturgical celebrations.

### ***Sacramental Preparation***

According to the directives of the Archbishop each child receives the Sacraments for the first time in the parish in which the family is registered. Each parish schedules its own preparation for the Sacraments; therefore, more responsibility is given to the parent as the prime educator.

Children in the 2nd grade prepare for First Penance and First Communion; in 5th-8th grades for Confirmation, depending upon the parish. Parents of children who are receiving these sacraments share with the priests and teachers the privilege of preparing their children for these sacramental experiences. Meetings, talks, discussions and presentations enable the child and parents to receive Our Lord and the Holy Spirit more intimately.

### ***Books and Materials***

Every student must carry his/her books to and from school in a suitable book bag. Students should follow guidelines for covering books established by the teacher. All covers must be neat and clean and free from inappropriate material. All lost or damaged books, library or texts must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books can be replaced by the school. Students are required to take care of their personal belongings, their books and their clothing. All students must be encouraged to use all books and school supplies properly. Students should not tear pages from copybooks, skip pages, or use their copybooks or workbooks as drawing or scribbling pads. Texts are to be used gently and must be free from pencil or ink markings.

### ***Student Academic Responsibilities***

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in a consequence appropriate to the grade level.

### ***Class Participation***

Students are expected to:

1. Give attention and respect to the teacher at all times
2. Show respect and concern for other students by a willingness to share and to take turns
3. Actively participate in class by responding orally or in writing as circumstances dictate

### ***Homework policy***

Homework, an extension of school experiences beyond the classroom, includes written and study assignments with emphasis on study. Its purpose is to reinforce skills taught in the classroom, to develop study and memorization skills, to encourage reading for information, and to develop creative ability, critical thinking and special talent through a project assignment.

Homework time allotments (guidelines): Kindergarten - 10 minutes

Grades 1 & 2 – approximately 30 minutes

Grades 3 & 4 – approximately 60 minutes

Grades 5 - 8 – approximately 90 minutes

Parents can help a great deal by showing interest and by providing an atmosphere conducive to study: a quiet workplace, free of distraction. Please control the use of television and distracting music. If a child is absent, parents may call for homework by 9:00 AM. This will give the teacher ample time to gather together the student's work and books for pick-up at dismissal. If you call after 9:00 AM, we cannot promise the student's work by dismissal.

### ***Missed Assignments and Assessments due to Absence***

Students are responsible to make up missed work and tests. Missed assessments and assignments will be made-up at the discretion of the teacher but must be completed within one week of the return to school.

**All students from Grades K through 8 have access to the IXL Program at home which is available from August, 2017 through August, 2018 seven days through the week, 24 hours per day.**

### ***Student Progress Monitoring***

Option C is the program utilized for reporting to the school community. Families are issued individual student access account codes and secure passwords for each registered student. The families may access the student's grades online through the Internet website. If family access codes are lost or the accounts become locked out due to failed attempts accessing, a \$2.00 fee will be charged to reactivate the family's account.

Student Progress Reports are available to families six weeks prior to the end of the trimester grading period. These dates are posted on the monthly calendar. The system is accessible for each trimester grading period until two weeks prior to the distribution of report cards at which time it is closed for the preparation of printing of the report cards and distribution.

### ***Academic Probation***

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. Often, this is a consequence on the part of the student of not fulfilling his/her academic responsibilities. In such an event, the school reserves the right to impose academic probation. A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for a period of time designated by the administrator. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school

### ***Report Cards***

Report cards are issued in December, March and June. We ask parents to sign the envelope and return it to school within a week.

Please pay particular attention to your child's grades in conduct and effort. These impact all remaining school grades. Any student who gets a "1" in conduct for the school year will be re-admitted the following year on a probationary basis. Drastic improvement must be demonstrated during the first quarter of the new school year or the student will be dismissed from school.

If you would like to schedule a teacher conference, please note it on the back of the report card envelope.

### ***Student Recognition (honor roll)***

Students in Grades 4 through 8 will earn this academic award for every trimester if they meet the following criteria:

FIRST HONORS: A General Average of 93 or above with no mark below 90 “3” or above in all other areas

SECOND HONORS: A General Average of 88 or above with no mark below an 85 3” or above in all other areas

### ***Standardized Testing***

The Terra Nova Test is administered each year to students in grade levels determined by the administration. The results are utilized by the school for curriculum planning, flexible grouping, and the determination of honors math placement.

### ***Honors Math***

Pope John Paul II Regional Catholic Elementary School adheres to the honors math policies put forth by the Archdiocese of Philadelphia. Students must meet the criteria in order to be placed in honors math. Students will not be placed in honors math by parent request.

The principle criteria for admission to this program, as stated in the Archdiocesan guidelines for the Elementary Honors Program, include:

- Cognitive Skills Quotient in the 125 range
- Standardized test scores: 90 in Mathematics and 80 in Reading
- Consistent scores of 85 or better on Archdiocesan Level Evaluations
- 90 overall Mathematics independent average for the year
- Periodic evaluation will be used to determine continued participation in this program.

The final decision regarding placement of students in the honors math program is made by the administration in conjunction with a recommendation from the student’s math teacher. Students must meet the performance standards in order to remain enrolled in honors math.

### ***Promotion or Retention***

A student is promoted if he has achieved a proper balance of academic, social, physical and emotional development. Student progress is monitored throughout the school year. At the first trimester report card period, the parent/guardian is informed of the student’s academic, social and emotional progress. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, in order to discuss support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parents/guardian(s). If extended support services which the school cannot provide is indicated or retention is necessary, the parent(s)/guardian(s) will receive an official notification, which must be signed and returned to the school administration. Retention is at the discretion of the administration in consultation with the teacher. Older students, who cannot achieve passing grades for the year, may be required to attend a summer program. This course of study must be pre-approved by the school and a final report of the child’s progress must be submitted to the school before admission to the next grade in the fall.

## ***Graduation***

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth grade student from participating in graduation exercises if, in the view of the school, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended. The Administration will determine procedures for graduation exercises. In keeping with the policy of the Archdiocese of Philadelphia, closing exercises for the Eighth Grade are kept simple with concentration on the religious aspect of the event. Awards and diplomas are presented following the Eucharistic Liturgy. All tuition must be paid in full for a student to participate in graduation exercises.

## ***Class Placement Requests***

Pope John Paul II Regional Catholic Elementary school has assembled a highly qualified faculty who are committed to ensuring a successful school year for every child. Teachers collaborate in each grade to determine the most beneficial placements for all students with regard to each child's promotion. Teachers' professional observations help guide their assessment of where each child will best thrive. From a parent's perspective, sometimes when we've had a great experience with a wonderful teacher we want to replicate that experience; however, each child is unique and no experience can be exactly the same for any child. Classroom placement is a delicate balance and many factors are taken into consideration; therefore the administration will not accept or honor requests for specific teachers. Should you have a compelling circumstance or consideration of which the administration is not aware, please pass these specific and articulable concerns, in writing, to the principal. No specific classroom placements will be considered for the following school year after the last day of school.

# **SECTION IV: STUDENT RECORDS**

## **ATTENDANCE**

### ***Arrival and Dismissal***

Supervision of the children begins at 7:50 AM and ends at 2:45 PM. Children who arrive before 7:50 AM must remain in their bus or car and children who remain after 2:45 PM must join the After School Program (CARES) for a separate fee. Students must be in their homeroom by 8:15 AM.

**Daily attendance is extremely important** since each time a child is absent from class he/she not only misses the work covered that day, but much of the first day on which he/she returns.

### ***Excused Absences***

Illness, quarantine, doctor's appointment, death in the family, school related absences, "take your child to work day", absences prearranged with the principal and those due to exceptionally urgent matters are cause for excused absences. However, the child is still marked absent for the time he/she is not in school. A student's parent or guardian must provide a satisfactory written explanation for the student's absence. The student must present this note to the homeroom teacher upon return. If a student is absent for three or



more days he/she must provide a doctor's note.

### ***Unexcused Absences***

An elementary student who accumulates eighteen (18) or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the child's promotion to the next higher grade. Absences are unexcused if they fail to meet the criteria of an excused absence.

Students who are chronically absent for other than serious health reasons will not be permitted to participate in any extracurricular activities, field trips or other activities deemed eligible by the school administration.

Chronic absence from school without a diagnosed illness may be viewed as truancy and could result in notification of the proper civil authorities.

Any student who does not fulfill the mandatory requirements for attendance for the school year, will not be promoted to the next grade in PJPII School. (Chronic/serious illness excepted.)

### ***Lateness***

A student is late for school if he/she is not in the designated homeroom by 8:15 AM. If arriving after 8:15 AM, a student must report to the office with a written notification of the reason for lateness. A parent / guardian must accompany the student and sign in the student. Then a late pass will be issued which will admit the student into his / her homeroom. Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival. Students who are chronically late will not be eligible for First or Second Honors

### ***Doctor and Dental Appointments***

If at all possible, dental and medical appointments should be made at a time that would not take the child from his/her classwork. If it is absolutely necessary for a child to have a dental or medical appointment during school hours, the student must bring a written note requesting permission to leave school.

### ***Early Dismissal***

No student may leave school without permission. If a student must leave school during the course of the day, the parent or guardian must provide a written request for the student's release. The parent/guardian or authorized representative must come for the student and sign the child out of school in the office.

### ***Vacation Policy***

If you are planning a vacation with your child(ren) during the school year, please first check the school calendar to determine the holidays and early dismissals so as to avoid having the child(ren) miss valuable presentations of curriculum. **Vacations are unexcused absences** (see below). Assignments are given when a student **returns** from a vacation. Assignments will not be given in advance, only upon return to class with specific due dates. All work must be completed within one week of returning to school.

### ***Perfect Attendance***

Perfect attendance is no longer recognized as an achievement. Parents/Guardians have the responsibility to determine whether or not their student should attend school based on the policies and procedures of Pope John Paul II Regional Catholic Elementary School and within the requirements of the law.

### ***Release of Child***

All students must have a Student Release Authorization Form on file. Students will only be released to persons listed on the Student Release Form. For your child's safety, requests for changes in dismissal or transportation must be IN WRITING with a signature (no phone calls, please!). Authorized individuals picking up a student must have with them a valid driver's license. Once the student arrives at school, they may not leave school grounds without explicit permission of the Principal.

### **REVIEW OR TRANSFER OF RECORDS**

To transfer records for enrollment in another school, the parent/guardian must complete the Release of Records form. Pope John Paul II Regional Catholic Elementary School will transfer student records directly to the receiving school. If a parent wishes to review their child's official file, the request must be made in writing twenty-four hours prior to the review.

## **SECTION V: RULES AND EXPECTATIONS**

### **CODE OF CONDUCT**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Catholic – a Catholic committed to the observance of just rules and regulations, which will assist the student in responding to their responsibilities and obligations to themselves and others.

Correct training in discipline means that a student learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus contributing to a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with school regulations. Students who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to

Corrective discipline is a necessary procedure for the safe and orderly daily functioning of Pope John Paul Regional Catholic Elementary School. A positive sense of self-discipline is the most desirable method to

provide an environment conducive to learning. Effective discipline has as its end the development of students who respect themselves, other persons, and those in authority. As a general rule, the classroom teacher manages the discipline issues of the class and enlists the help of the administration in cases involving serious or repeated misbehavior.

The list of behaviors which violate the school code of conduct is by no means all inclusive. It is impossible to designate a given infraction and give it the same weight under all circumstances. The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

### ***The responsibilities of students:***

1. Making an earnest effort to do his/her best work on a consistent basis.
2. Following the instructions of the administration, faculty, and staff.
3. Accepting responsibility for his/her actions.
4. Attending school daily and being on time and prepared for classes and school functions.
5. Being aware of written and orally communicated rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
6. Following the uniform dress code as outlined in the school handbook.
7. Exercising proper care when using school facilities and other equipment.
8. Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
9. Knowing that disrespect in attitude, word, or action, as well as indecent language, written or spoken, will not be tolerated.
10. Making positive contributions to the Pope John Paul II Regional Catholic Elementary School that will generate an atmosphere of respect, responsibility and reverence.
11. Students will not bring certain items to school. These items include, but are not limited to the following: ALL digital media and CD's, DVD's, handheld gaming systems, electronic tablets of similar devices, iPods, toys, tobacco, alcohol, illegal substances, medication out of compliance with school policy, matches, sharp instruments, etc.

### ***Academic Misconduct***

Academic misconduct is considered conduct that undermines the academic integrity of Pope John Paul II Regional Catholic Elementary School and includes, but is not limited to, academic dishonesty, plagiarism, and falsification.

### ***Academic Dishonesty***

During assessments/examinations, academic dishonesty includes, but is not limited to:

- Referring to information not specifically condoned by the instructor

- Taking or receiving information from a fellow student
- Stealing, buying, receiving, selling or transmitting any portion of an assessment/examination

Outside of examinations, academic dishonesty includes, but is not limited to:

- Allowing another student to copy any portion of one's own work
- Using unauthorized aid of any kind
- Stealing, buying, receiving, selling or transmitting coursework of any kind

### *Plagiarism*

Plagiarism on papers, projects or any assignment prepared for a class includes, but is not limited to:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing or quoting a specific passage from a specific source without properly referencing the source
- Replicating another person's work, in whole or in part, and submitting it as an original work
- Submitting work previously used to fulfill academic requirements for any course at any institution at any level, including Pope John Paul II Regional Catholic Elementary School, without permission from faculty members
- Purchasing material of any kind and representing it as one's own work

### *Falsification*

- Falsification of a school document includes, but is not limited to:
- Unauthorized signing of another person's name to an official form or document
- Unauthorized modification, copying, or production of a university document or any document to mislead the reader
- Citing a source that does not exist
- Falsely attributing ideas or information to a cited source that does not contain that material
- Including a source in a bibliography when the source was neither cited in the body of the paper nor consulted
- Communicating false information to a faculty member in connection with an academic matter

**A student who knowingly assists in any form of academic misconduct will be considered as equally responsible as the student who accepts such assistance.**

**A student who engages in academic misconduct will earn a failing grade for the assignment and be subject to other disciplinary measures outlined in this handbook or determined by the administration. The student may be required to re-submit acceptable work for no credit.**

### *Cafeteria Conduct*

We expect each student to practice these general rules of good manners:

1. Good table manners

2. Quiet conversation while eating
3. Care of the table and surrounding eating areas.
4. Placement of trash in the proper containers
5. Absolutely no throwing of food at any time.
6. Respect and obedience toward staff or parent lunch providers and moderators at all times.

The same general expectations for classroom behavior apply in the Cafeteria. Students are to remain orderly in line while awaiting the purchase of their lunch. Students may leave their table only when excused by the lunch monitor or designated adult. Courtesy and good manners are expected of all students at all times. The students will remain in the cafeteria until the faculty and staff members dismiss the students to the play area.

### ***Play Area Rules***

1. The lunch monitor or teacher will take the students from the cafeteria to the field.
2. Students may not leave the cafeteria until the teacher or lunch monitor instruct them.
3. Students will play in the designated area.
4. Students will not re-enter the building at lunch time except for an emergency or if accompanied by a teacher or a parent designated by the teacher.
5. Students will use all playground equipment properly and respectfully. Incorrect or unsafe use of playground equipment will result in loss of privileges. Only soft recess equipment, such as nerf balls are permitted in the play area.
6. Students may not engage in games which result in the exchange or winning of possessions.
7. Student will respect and follow the directives of all lunch monitors on the play yard.

### ***Harassment***

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

### ***Violent/Threatening/Harassing and Inappropriate Conduct***

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct, by either a student or a parent/guardian, may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. It is our goal to foster a safe environment for students within the school setting. "School setting" means at school, on the school grounds, in school vehicles, at a designated bus stop, on a school bus, or at any activity sponsored, supervised or sanctioned by the school. Electronic or cyber bullying is the use of technology such as phones, internet, websites, blogs, cameras, video, iPads, etc. to engage in bullying behaviors. Bullying means any repeated or pervasive intentionally

harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student or students that does any of the following:

- Causes fear, humiliation, pain, emotional distress, or injury;
- Causes social isolation or ostracism based on actual or perceived characteristics of the student/s who are objects of the bullying behaviors;
- Creates or reinforces a power imbalance which disadvantages a student or students;
- Substantially interferes with a student's education;
- Creates a threatening environment; and/or
- Substantially disrupts the orderly operation of the school

Consequences are determined for a violator on a case-by-case basis, taking into consideration, age, development, the degree of harm, and other contextual factors. Conduct that rises to the level of bullying as defined above will generally warrant disciplinary action assigned to the student responsible for the bullying behaviors. The focus on disciplinary action with regard to bullying scenarios focuses on stopping the bullying behaviors, ensuring emotional and physical safety for all students, and decreasing the likelihood that the bullying behaviors will re-occur. False accusations of bullying behaviors and retaliation against those making reports of alleged behaviors are also a violation of our code of conduct.

## **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

### ***Demerit System***

The following list is only a guideline for the classroom teacher in the issuance of demerits/infractions (conduct referrals) are decided on an individual basis. It is not an all-inclusive list of conduct that violates the Discipline Code. The following infractions may warrant a written infraction:

- Not prepared for class – not having proper supplies or books for class repeatedly.
- Improper behavior – including, but not limited to disturbances in class/ playground/lunchroom; i.e. note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- Academic misconduct- academic dishonesty, cheating, plagiarism, and falsification.
- Vandalism & theft– destruction or defacing of school or church property
- Disrespect/Defiance – any improper attitude, fighting, roughness, harassing behavior, irreverence, insubordination or gross defiance displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- Abusive language/Gestures – any inappropriate, profane/obscene, abusive language, or gestures used on school premises.
- Forgery – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- Invading the privacy of another's desk/locker – teacher or student.
- Gum chewing/eating in class – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.

- Dress code violation – any infraction of the uniform dress code.
- Damaging any school, church or personal property.
- Failure to return a signed written infraction.
- Unsigned test papers/mark sheets.
- Out of bounds – any student who is in the wrong place at the wrong time.
- Electronics – any devices permitted on school campus must remain in lockers or backpacks during the school day.
- Other – any other behavior that warrants attention not specified on the above list.

### ***Procedure For Demerit System***

Demerit slips must be signed by the parent/guardian on the night issued. These slips are to be returned to the homeroom teacher the following day. A Parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian's permission for the student to receive the demerit. The teacher issuing the demerit and the administration have already made that decision.

5 demerits = 1 detention

NOTE: After 3 detentions, the student, parent/guardian, and teacher will have a conference with the administration. The teacher will arrange for the conference.

### ***Detentions***

DATE: The date of a detention will be determined by the faculty. Detentions will not be rescheduled due to conflicts related to commitments outside of school.

TIME: 3:00 PM – 4:00PM      LOCATION: Classroom of Teacher

ATMOSPHERE: Silent detention or hour of service as determined by the administration

PICKUP TIME: 4:00 PM      LOCATION: Pickup is at the bus loop

**Children who are not picked up at the appointed time will be sent to the CARES program and parents will be billed the C.A.R.E.S.' fee.**

### ***Suspension***

Formal suspension is a serious disciplinary action taken by school administration against a student whose actions constitute a major disciplinary infraction and are contrary to the good order or safety of the entire school community. Suspension is a major step toward possible dismissal. Suspension from school means suspension from all school related activities and events.

The common good of the entire school community needs to be valued by all. Choices that infringe upon this end must be dealt with in a fair and just manner.

Conduct Resulting in Suspension Serious or severe infractions may include but are not limited to suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored and CYO functions. Examples of Serious Infractions include the following:

1. Truancy – unexcused absences.
2. Violent behavior – any fighting or behavior that causes physical injury.
3. Blatant disrespect for authority – to any adult in the building.
4. Violation of the Responsible Use Policy or unacceptable use of cell phones or the internet (including email and text messaging) both on and off school property and outside of school hours.
5. Possession and/or use of illegal drugs, medications out of compliance with school policy, narcotics, tobacco, alcoholic beverages, or pornographic materials on campus or on bus.
6. Irreverence
7. Vandalism/Theft – destruction, defacing, or theft of parish or school property.
8. Profane/obscene language or gestures or engaging in immoral conduct.
9. Possession of any item which may present a danger to others both in school or out of school.
10. Out of bounds – any student who is in the wrong place at the wrong time
11. Leaving campus without permission from a school authority.

### ***Disciplinary Probation***

Disciplinary probation is a means by which the faculty and administration can closely monitor a student's success when there has been discipline-related difficulties. The administration reserves the right to implement a behavior contract outlining expectations of behavior and the consequences of noncompliance. The length of disciplinary probation will be determined by the school administration.

### ***Dismissal from School or Expulsion***

1. Ordinarily a minimum of two suspensions during the academic year may lead to a student dismissal. In certain incidents, the seriousness of the offense may warrant immediate dismissal.
2. The school administration as well as the Archdiocese of Philadelphia Office of Catholic Education have the authority to dismiss a student from school.
3. A student is given an indefinite suspension pending a thorough investigation. Dismissal from school is not formalized until the investigation is complete, allowing time for discussion, inquiry, and evaluation by the administration, the Archdiocese of Philadelphia Office of Catholic Education, and any law enforcement agencies which may be involved in the investigation.
4. Students who are dismissed may apply for readmission after one full year. A careful review of the student's progress in the school of the previous year will be done before readmission is approved.
5. Tuition and fees will not be refunded if a student is dismissed.
6. The school reserves the right to dismiss any student from school because of the actions of parents or guardians that are in opposition to the school code of conduct or the mission statement. Harassment of teachers or students by parents or guardians may result in the dismissal of the student(s).

## **CONDUCT AND DISCIPLINARY ACTION SUMMARY**

The above discipline categories do not cover every possible situation. Pope John Paul II Regional Catholic Elementary School faculty and administration reserve the right to determine inappropriate and unacceptable behavior.



Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

When the principal receives a report from a student, teacher, and/or parent that a particular student has made a threat to commit a crime of violence, this matter may be referred to the local law enforcement agency. In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community. The administration reserves the right to discipline students for off-campus conduct, if that conduct is in any way associated with teachers, staff or students of Pope John Paul II Regional Catholic Elementary School, where the behavior is contrary to Catholic teachings, or could bring disrepute or embarrassment to the School.

The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

## **SAFETY**

### ***Safety Regulations***

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school, at recess or lunch, or after dismissal, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office to sign in and receive a visitor's pass. The expectation is the visitor will report to the teacher who they are scheduled to see.

### ***Safe Environment***

One of the mandates of the Charter passed by the United States Conference of Catholic Bishops is that preventive measures be put into place to ensure the safety of our youth. With this mandate in mind, we have implemented a Children and Adolescent Protection Program in our schools. The purpose of the program is to help children improve self-reliance and master personal safety skills – all while reassuring

them that most people are kind, safe and committed to their well-being. The material has been prepared according to the teachings of our faith and are taught twice a year. The lessons focus on “Touching Safety” and are age appropriate. The lessons can be found at <http://phillyocf.org/safe-environment/>. By signing the family handbook policy agreement and enrolling in Pope John Paul II Regional Catholic Elementary, parents/guardians consent to having their child(ren) participate in the lessons.

### ***Safety Drills***

Safety drills are required by the Archdiocese of Philadelphia and are an important safety measure. At the sound of the alarm or other designated signal, it is essential that **everyone** in the building act according to the procedures, quietly and quickly. Silence is mandated during drills so students can hear directions from the faculty, staff, and administration.

### ***Emergency Closings/Delayed Openings***

Information about weather related emergency closing, delayed openings, or early dismissals will be communicated via the Option C parent portal, automated phone call, or electronic communication.

In the event of emergency closings, it is impossible to contact the individual parent; therefore, please instruct your child as to where they are to go in case of an unforeseen or emergency closing. We suggest making arrangements with a relative, neighbor or friend. CARES will not be available for weather related early dismissals or closings.

## **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

### *Preamble*

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayer life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students use technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology while challenging them to be digital ambassadors spreading the Good News.

But, it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful is when it serves to make our students better people!

### ***Purpose***

Technology is a valuable and real world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

### ***Scope of Use***

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, text messaging, email, voice over ip, chat rooms, and instant messaging.

### ***Goal***

- The school’s goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:
  - Integrate technology with curriculum to enhance teaching and learning
  - Encourage critical thinking, communication, collaboration, creativity, and problem solving skills
  - Facilitate evaluation and synthesis of information

- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity
- Provide a variety of technology based tools and related technology skills.

### ***Responsibilities of User***

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

- In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.
- Respect One's Self: Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- Respect Others: Responsible users will refrain from using technologies to bully, tease or harass other people.
- Protect One's Self and Others: Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property: Responsible users will suitably cite any and all use of websites, books, media, etc...
- Protect Intellectual Property: Responsible users will request to use the software and media others produce and license agreements for all software and resources.

### ***Technology Use Guidelines***

Educational Purpose/ Responsible Use: School technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, email and/or phone number
- Teacher created, educationally focused networking sites

- Remind Communication app

Teachers, administrators or staff member in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones/Wearable: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add this policy at any time without notice.

### ***Personal Use of Social Media***

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, Youtube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” or “Following” of current students by teachers is forbidden on a teacher's personal social networking site. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media

### ***Policy Violations***

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

## **STUDENT AND PARENT CONTRACT FOR CHROMEBOOKS (GRADES 6-8)**

Pope John Paul II Regional Catholic Elementary School is committed to preparing our students as 21<sup>st</sup> century learners in a global society. To aid in this commitment, we are providing a 1:1 Chromebook deployment to students in Grades 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades. Our goals are to:

- Increase opportunities for collaboration, communication, and creativity
- Increase student engagement using the G-Suite for Education platform
- Increase use of technology to enhance curriculum integration
- Improve access to both teacher content and Internet resources by fostering the acquisition of knowledge and skills through interaction

The Chromebook is first and foremost an educational device. It is essential that this agreement be followed to ensure the safe, efficient, and ethical operation of these devices. As with all devices used at school, the Archdiocese of Philadelphia's and PJPII Acceptable User Policy remain in effect.

Upon receipt of the following documents:

1. Selected Chromebook use and or purchase option form along with the associated technology fees (check made payable to PJPII School)
2. Signed Chromebook Student and Parent Contract
3. Signed G-Suite for Education Agreement Form

The student will have the opportunity to take their Chromebook home. Both the signed contracts and technology fee with the selected Chromebook option should be submitted to the school's main office, ATTN: Janet Tutin.

Handling, Care and Use:

- You are always responsible for your own Chromebook. You should never share your
- personal login information or let any other student use your Chromebook.
- Make sure you start each school day with a fully charged battery on your Chromebook.
- Handle the Chromebook with great care. Do not throw, slide, drop, and toss, etc. the Chromebook. Do not carry or hold the Chromebook in the air by the screen/display.
- Always place your Chromebook into its protective cases before moving to your next class.
- Use your Chromebook for school purposes only. Do not use your Chromebook to access, store, create, consume, or share unauthorized or inappropriate content.
- Do not eat or drink near your Chromebook. Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Do not write on or decorate your Chromebook. Do not remove identification labels or tags placed on your Chromebook.
- Let your classroom teacher know if your Chromebook is not working properly or is in need of repair.

Parent Responsibility:

- Supervise student's use of Chromebook at home.
- Discuss appropriate use of the Internet at home.
- Ensure student is charging the device each night.
- Contact the school with any questions regarding maintenance or functionality of the device.
- Make sure only school personnel troubleshoot, diagnose, or repair the device.

- Do not allow 3<sup>rd</sup> party service vendors to handle, service, or repair, unless you have purchased and own the device.
- Parent may be responsible for replacement if there is evidence of intentional damage, negligence, or loss of the device.

I understand that I am liable for any damage (intentional or unintentional) to the device and will need to make payment to PJPII for repair costs and labor, when necessary.

## **ELECTRONIC DEVICES AND CELL PHONES**

### **Protocol for Cell Phone Possession and use of Cell Phones in School**

There are legal issues involved in permitting students to carry cell phones in schools:

- The potential to communicate about drug deals or other illegal activity
- The responsibility of the school to provide the best possible learning environment, which can be compromised by ringing phones
- The potential to engage in cheating or other forms of academic dishonesty

The administration of Pope John Paul II Regional Catholic Elementary School believes the wisest course is to permit students to bring cell phones to school with a number of conditions.

Cell phone use is not permitted in the classrooms, hallways, or on school grounds by students.

Students may not use their cell phone to record audio, video, take pictures, or post to social media during school hours.

All Cell phones must be turned-in to the classroom teacher upon entering each morning. It is recommended that phones be placed in a plastic bag labeled with the student's name. The cell phone will be locked in the closet and returned at the end of the day. **Students have no need of a private phone while in the school building.**

Phones must be kept in the OFF position on the Bus (except in an emergency) and during school hours. For students in the after school program, the OFF position is extended until the time of pick-up. Students may not use their cell phone to record audio, video, or take pictures on the bus.

The taking of pictures or video of any faculty or staff members is absolutely forbidden without their expressed permission. The same policy applies to students without parental permission.

Harassment, bullying or threatening of persons via the cell phone is forbidden whether during school or after school hours.

Cell phones may not be used for texting, posting game playing, internet or e-mail access, gambling, or making purchases of any kind.



A school official who hears a phone ringing or sees a phone in use during school time will confiscate the offender's phone.

If it is discovered that a student used a cell phone or other electronic device on school property the device will be confiscated, held in the school office until the end of the day, and the parents will be contacted. Pope John Paul Regional Catholic Elementary School reserves the right to search the contents of the cell phone or electronic device if it is brought on school property. If a student must make or receive a phone call during the day due to an emergency, the office phone is to be used. Please do not communicate changes in transportation via your child's cell phone. All changes of transportation must be communicated through the school office.

**Those who violate any of the rules regarding cell phones will forfeit their privileges of bringing them to school.**

### **UNIFORM DRESS CODE**

A student's appearance, self-respect and performance tend to complement one another; therefore, we require each student to exercise reasonable care and neatness in regard to dress and appearance. **The administration and faculty reserve the right to determine appropriate uniform requirements.**

### **ALL UNIFORMS ARE TO BE PURCHASED AT FLYNN AND O'HARA**

*Located in the Festival Shopping Center in Exton.*

### ***PRE-K BOYS AND GIRLS***

**Gym uniform at all times with the option of a long-sleeve t-shirt in lieu of the sweatshirt.**

### ***GIRLS K-1-2-3-4***

Jumper: Official Uniform Jumper

Blouse: White Peter Pan Collar (Long or Short sleeve) Sweater: (Optional) Prescott Red Cardigan sweater with logo Hosiery: Navy knee highs or tights

JEWELRY: One set of post earrings (one in each ear). No other jewelry

MAKE-UP: None

NAIL POLISH: Clear only, no colors

HAIR: Must be well-groomed and neatly styled. Hair may not be dyed, bleached, or an unnatural color Small, sensible barrettes and tie-backs are permitted. No oversized bows.

### ***GIRLS 5-6-7-8***

SKIRT: Official Uniform Skirt

BLOUSE: White oxford button down collar blouse (long or short sleeve)

SWEATER: Prescott red V-neck sweater vest or Prescott red V-neck pullover sweater with logo (Students

must wear one or the other)

HOSIERY: Navy Knee highs or tights

GIRLS' SKIRT/UNIFORM HEMS: **No shorter than 2 inches above the knee.**

Rolling or folding of the skirt waist is not permitted.

FALL/SPRING - \*OPTIONAL Cardinal short sleeve polo shirt with logo

JEWELRY: One set of post earrings (one in each ear). No other jewelry

MAKE-UP: None

NAIL POLISH: Clear only, no colors

HAIR: Must be well-groomed and neatly styled. Hair may not be dyed, bleached, or an unnatural color  
Small, sensible barrettes and tie-backs are permitted. No oversized bows.

### ***BOYS - K-1-2-3-4-5-6-7-8***

PANTS: Navy twill pants

SHIRT: White oxford button down collar shirt (long or short sleeve)

SWEATER: Prescott red V-neck sweater vest or Prescott red V-neck pullover sweater with logo (Students are to wear either one or the other)

TIE: Official striped

BELT: All boys must wear a black/brown leather belt SOCKS: Navy crew socks

FALL/SPRING - \*OPTIONAL Cardinal short sleeve polo shirt with logo (no tie required) JEWELRY:  
None (no earrings, necklaces or bracelets)

HAIR: Hair must be well-groomed and neatly trimmed. No hair touching the shirt collar, below the ears, or hanging over the face. The spirit of the hair description is a traditional, short, male haircut. Extreme razor cuts with shaved-in designs are not permitted. Hair may not be dyed, bleached, or an unnatural color.

GYM T-SHIRT: Maroon gym T-shirt with logo (PJPII)

SOCKS: All White crew socks

### ***Regular Uniform Shoe***

Girls K-2: Dirty Buck or Navy Blue Mary Jane velcro.

Boys K-2: Dirty Buck or Sperry Bluefish Shoe (velcro)

Girls and Boys 3-8: Dirty Buck

### ***GYM UNIFORM BOYS AND GIRLS GRADES Pre-K, K-1-2-3-4-5-6-7-8***

Students wear the gym uniform to school on the day Physical Education is scheduled for that grade.

SWEATSHIRT: Maroon Sweatshirt with logo (PJPII)

SWEATPANTS: Navy Sweatpants with logo (PJPII)

GYM SHORTS - Navy micromesh nylon gym shorts with logo (PJPII) \*Optional

SNEAKERS: Low top – all White athletic sneaker with all white sole – NO skater sneakers, hightops, VANS, or light-up shoes.

Demerits for violations of the dress code will be reflected on the progress report.

### ***Additional Student Dress Code Information***

- Uniforms should be clean, neat, appropriately sized and in good condition.
- Kilt/uniform length should be no shorter than 2 inches above the middle of the knee.
- Ties should be adjusted to cover the top button of the shirt.
- Belts must be worn with slacks and shorts.
- Student's hair is to be neat and clean, and groomed conservatively. No fad hairstyles are permitted. Extreme styles and alteration to natural hair color are not allowed. Boys' hair should not touch the collar and must be above the ears and eyebrows. The spirit of the boy's hair style is a traditional short cut. If this policy is challenged, the student must make the necessary adjustments before returning to school.
- No writing or drawing, etc. on hands, arms, etc. is permitted.
- Tattoos (permanent or temporary) are not permitted.
- Watch for monthly calendars for the date for traditional/warm weather uniforms.
- Students must adhere to guidelines communicated by the faculty or administration in regard to special event clothing.

### ***Dress Differently Days***

In Catholic schools we are proud that our students "dress for success" much like parents do in the workplace. Students must, even on a "dress differently day", dress in a manner that says, "I'm ready to learn". In keeping with our Catholic values, in particular modesty, we want students to appreciate one another for the people they are, not the bodies or clothing they have.

#### *Dress Differently Day Guidelines:*

- Appropriate crew neck shirts with sleeves may be worn.
- Only during the spring uniform time period may shorts be worn. Shorts may not be shorter than two inches above the knees (uniform length).
- Capri's, jogging pants, and jeans are acceptable. Jeans may not be torn or have holes.
- Leggings and yoga pants are not acceptable in grades 5-8.
- Special events may have different guidelines which must be followed

## **TRANSPORTATION**

Parents must provide a note to the homeroom teacher, or fax a request to the school office giving the child's grade, homeroom and teacher, if a student is to go home by transportation other than his/her regular means. **No telephone calls can be accepted.** If a child does not provide a written note from the parent or if the office does not receive a fax requesting a change in transportation the child will be

dismissed from school according to the instructions you provided at the beginning of the school year.

### ***Bus Transportation***

The students must obey, respect and cooperate with the bus drivers, teachers or any person assigned to supervise any part of the school transportation program. If a student receives three bus slips for misbehavior, the bus privileges will be suspended. If the school administration or bus company determines the misbehavior is serious, the student may be immediately suspended. Continued infractions of behavior may warrant the student lose his/her busing privileges entirely. Parents will be expected to provide transportation for any pupil whose privileges have been suspended.

The school administration reserves the right to remove a child from the bus at any time for unsafe or unruly behavior.

### ***Bus Transportation Conduct***

#### *At the bus stop:*

- Parents are responsible for the behavior of their children before the bus arrives
- Be on time, 5 minutes prior to the scheduled arrival of the bus. Missing the bus is not a lawful absence.
- Orderly behavior is required at the bus stop.
- Respect the rights of property owners.
- When walking to or from a bus stop, students must walk on the left side of the road facing traffic.
- When crossing the street, students should look both ways before crossing the street
- Walk to or from the bus; students may not run
- Do not approach the bus until it stops
- After leaving the bus, students should walk in front of the bus and stop before crossing the street
- All school conduct rules apply

#### *On the bus*

- Students must obey the bus driver.
- Students must enter the bus and take their assigned seats without disrupting others and remain in their seats.
- Students may not stand, turn, or switching seats in route; students must remain in their assigned seat.
- Use only the bus and the bus stop assigned.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly, no shouting, and make no unnecessary noises
- Obscene or vulgar language or actions will not be tolerated
- Do not talk to the driver unless it is necessary.
- Keep head and arms inside the bus.
- No food may be eaten on the bus at any time. Please do not send treats with your student on the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Be quiet when the bus is crossing railroad tracks.

- Never stand until the bus comes to a complete stop.
- Do not make gestures to pedestrians or drivers of other vehicles.
- All school conduct rules apply to bus transportation.

#### *Items not permitted on the bus*

- The Pennsylvania Department of Transportation mandates in **67PA** that the interior of the school bus must be free of objects which could cause injury. Nothing can be carried on the bus that will endanger others.
- Objects must be secured and the aisles and emergency exits open and free of blockage.
- Large band instruments or school projects items are not permitted on the bus unless they can be held on the student's lap.
- Items may not be placed under the seats; they become projectiles upon impact
- Nothing can be carried on the bus that will endanger others such as, but not limited to, glass objects, hockey sticks, ice skates, weapons, etc.
- Students may not bring any digital media, handheld gaming systems, digital music devices, toys, tobacco, alcohol, matches, sharp objects, electronic readers, and any other electronic device which is not permitted in school.
- Cell phones may not be used on the bus.

#### *Changes in bus transportation*

- To request a change of bus due to a change in residence, the parent/guardian must submit the request in writing to the office **two weeks** before this change. Any change in transportation not submitted before August 1st of the coming school year will not be processed for two weeks after school opens.
- Students are not permitted to change their assigned bus (even to go home with a friend) without district authority.
- Students may only register and ride busses from one school district at a time based on the student's primary residence.
- The bus company requires that the child must be picked up and dropped off at the same bus stop. **Children may not ride any other bus than the one they are assigned.**
- If a student is to go home by transportation other than his/her regular means the school must have a signed note or signed fax sent to the homeroom teacher or the main office. No telephone calls can be accepted.
- If a student does not provide a written note from the parent/guardian or if the office does not receive a fax requesting a change in transportation, the child will be dismissed from the school according to the instructions provided by the parent/guardian in the beginning of the school year.
- When sending a request for a change in transportation, please include the date, student's name, grade, room, and teacher.
- Requests to change transportation must be received by 1:30 PM.

Infractions of the above rules are reported by the school district to the parents through the administration. Continual abuse of bus privileges will result in a suspension or the denial of transportation. Bus

transportation rules of conduct apply to field trips or any other time bus transportation is used for Pope John Paul II Regional Catholic Elementary School sponsored events.

### ***Car Transportation***

Car riders are to be dropped at the designated spot. Parents are respectfully requested to follow the rules for car rider drop-off and pick up. The rules were made for the safety of the children. Pope John Paul II Regional Catholic Elementary School reserves the right to report drivers who do not follow the guidelines and create an unsafe environment for school students to the appropriate civil authorities.

### ***Arrival and Dismissal***

Students are required to be out of the car and in school by 8:15 AM. If you arrive in the carline at 8:15 am your child WILL NOT be allowed to enter through the car riders doors. If students are late (after 8:15 am) parents/guardians must bring the student into the main office to receive a late pass.

### ***Carline Procedures (K-8)***

- Follow the traffic pattern on the distributed map.
- When entering from Manor Road (82) please DO NOT go straight along the road between the church and school. Please make a right turn into the church parking lot and then enter the car line safely from there.
- When entering from Beaver Creek, please be sure to stay in the car line and follow the single file line through safely
- Do not overtake other cars in order to turn right into the pre-school/pre-kindergarten car line
- When you are exiting the car lines through the faculty parking lot you must either turn right to exit on Manor Road (82) or proceed straight (with caution)through the Church lot, utilizing the last exit. DO NOT turn left and go straight along the road between the church and school.
- The speed limit (even though not posted) is 5 miles an hour through the school grounds. the life that you save from slowing down maybe the life of your own child

### ***Carline Pre-School/PreKindergarten***

- Follow the traffic pattern on the distributed map for the Pre-School/Pre-Kindergarten carline drop off lane.
- All safety regulations listed above apply to Pre-School/PreKindergarten families.

## **SECTION VI: STUDENT SERVICES**

### **STUDENT HEALTH**

#### ***Medical Records***

The Commonwealth of Pennsylvania and the Archdiocese of Philadelphia has mandated that all children entering the Kindergarten or First Grade present documented proof that immunizations have been

received. This information can be found on the Pennsylvania Department of Health website under immunizations

### ***School Nurse***

A registered nurse is provided by the Coatesville Area School District during the hours of 10:00 AM to 2:00 PM. The nurse's responsibility is to implement the Pennsylvania School Health Law mandated programs, such as health screenings, physical and dental exams, and immunization regulations. In addition, she provides first aid, medication administration, and health counseling while in the building. On days the nurse is not in the building the principal or designee assumes these duties.

### ***Communication of Health Concerns***

Parents should notify the school of any serious physical problems or handicaps their child may have and of special treatment or care needed to be given in an emergency. Emergency cards are on file for each student. It is important to keep information current.

### ***Student Exclusion from School***

If it is determined that a student needs to leave school, the parents or emergency contact will be notified. Students must be excluded if vomiting or a fever greater than 100 is present.

**A child should remain home at least 24 hours without fever and vomiting following an illness.** When given an antibiotic by a physician they must be on the medication for 24 hours before returning to school. Keep your child at home when he/she has: fever, chills, unusual skin rash, vomiting, enlarged glands, abdominal pain, sore throat, or inflamed eyes.

The student must present a doctor's note upon returning to school after contracting these illnesses: streptococcal infections, chicken pox measles, mumps, German measles, and eye infections. An absence of three or more days also requires a DOCTOR'S NOTE INDICATING PERMISSION TO RETURN TO SCHOOL.

### ***Immunizations***

Documentation of the Pennsylvania mandated immunizations and updates is required prior to the start of the school year. If your child's immunization are up-to-date and on file in the nurse's office, no action is needed.

### ***Medication Policy***

1. It is recommended that NO medications, including cough drops, be given during school hours. Most medications can be given before and/or after school hours.
2. If any medication MUST be given in school, it must be in its original container accompanied by a signed school district consent form containing the following information and must be on file in the nurse's office:

- a. Current date
  - b. Student's full name and grade
  - c. Name of medication and dosage
  - d. Time(s) that medication is to be given
  - e. Dates(s) that medication is to be given
  - f. Condition for which medication is to be given
  - g. Signature of parent/guardian
3. If all of the above guidelines are followed, in the absence of the school nurse/nurse substitute, the principal or her designee may give prescribed medicine with written and/or verbal consent, i.e., Emergency Cards, or On-going Prescription Medication Form.
  4. All medicines are to be kept in the nurse's office in a locked cabinet. It is the student's responsibility to come to the nurse's office to receive this medication, with their teacher's permission.
  5. It is the responsibility of the nurse to keep the medications under lock and key at all times. No student is allowed to access areas in which student medications are kept and no student is allowed to administer medication to himself; it is to be administered by the nurse, principal, or designee.
  6. A student may carry his/her own medication as determined on an individual basis by the school nurse with a signed consent from the parent and physician. Examples of medicine that may be carried with the student are inhalers or adrenalin kits.
  7. Students on long-term medication that must be taken in school must have the appropriate On-going Prescription Medication Form completed by their parent or guardian.
  8. Medications listed on the back of a signed emergency procedure card that is on file in the nurse's office may be given by the school nurse, principal, or her designee. All medication administration must be documented.
  9. Students may NOT carry medications of any kind on their person. Tylenol, Advil, etc., must be placed in the original container with the student's name on it, and turned in to the nurse accompanied by a note from the parent.

### ***Accident or Illness***

Accidents resulting in injury/suspected injury or unusual illness occurring at school are reported immediately to the main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind may be given to the student. Only basic first aid may be administered. Parents will be contacted immediately if there is any question regarding an injury.

### ***Food Allergies***

Depending on the severity of a food allergy, the possibility exists that a homeroom class is designated as allergy free (peanut free). Please read the label of any food you intend to send into school for the class. If a student has an allergy which would require the administration of medication, such information should be listed on the emergency card and communicated with the homeroom teacher.



## ***Lunch and Snacks***

Pope John Paul II Regional Catholic Elementary School participates in the School Lunch Program sponsored by Nutritional Development Services of the Archdiocese of Philadelphia. Full price lunch is \$2.50 per day for students in all grades per day. Parents who qualify may complete an application for “reduced price lunch” or “free lunch”. Applications are available online.

- The menu is available on OptionC. Choose the meals you wish to purchase. Send one check payable to PJP II for the choices you make for the entire month. Lunch payments are also accepted on a weekly and daily basis.
- Students must bring a lunch to school if they choose not to participate in the School Lunch Program.
- Students may bring a snack for the homeroom’s designated snack time.
- Candy and soda are not permitted for either lunch or snack.

## **GOVERNMENT SERVICES**

Act 89 provides us with Guidance Services, Remedial Mathematics and Reading, and Speech Therapy through the Chester County Intermediate Unit #24. Children also benefit through Title I Services for Reading.

Act 90/195 provides us with instructional materials, workbooks, textbooks, duplication masters and testing materials to accompany the textbooks. Act 372 provides bus transportation.

## **AUXILIARY SERVICES (IU)**

The Chester County Intermediate Unit provides remedial, corrective, or developmental reading, math, and speech skill reinforcement for the students of Pope John Paul II Regional Catholic Elementary School. Students are considered for these programs based on their performance in the Terra Nova Test, assessments given by the CCIU, and classroom teacher recommendation.

### ***Speech and Language Services***

Speech and language services are provided by Act 89 through the Montgomery County Intermediate Unit. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child’s age and ability. Referrals for evaluations are initiated by staff, parents/guardians, or the children themselves. Evaluation and therapy are only provided following the consent of the parent/guardian.

### ***Reading and Math Services***

Remedial services are provided by Act 89 for students on those days authorized through the Chester County Intermediate Unit. Students are considered for this program based upon classroom teacher

recommendation, performance in the Terra Nova test, and informal diagnostic tests administered by the I.U. teacher. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent /guardian.

### ***Counseling and Psychological Services***

The Commonwealth of Pennsylvania provides counseling and psychological services through the Chester County Intermediate Unit. Both individual and group counseling are available to the students. The counselor recommends suitable referrals when needed. After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the school administration, faculty, and parents/ guardians in order to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents/guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.

### **EXTENDED CARE (CARES) AND AFTER SCHOOL PROGRAMS**

Our own faculty members operate this extended care program which consists of snack time, supervised homework/study time and either indoor or outdoor recreation.

For the parents' convenience, the operation times are: 3:00 PM until 6:00 PM. The CARES program is closed on all snow days, in-service days, school holidays, and on days when the school closes early for emergencies and inclement weather.

All students must be pre-registered to attend the extended care program. Drop In students will only be accepted if the student is registered for the program. Parents may request per diem accommodations in the event of an emergency. Requests must be made in writing or by fax no later than 1:30 PM on the date requested.

The cost, payable monthly, is based on the number of school days per month. There are no refunds for absences. Payments must be up to date for students to participate in any school activities (see "TUITION").

### ***Emergency Closing***

If the school closes due to an emergency or inclement weather, the CARES program will not be available for the safety of the staff. Parents/guardians must have a backup plan in the event they will not be able to pick-up their student at the appointed time.

### ***Additional Guidelines***

Additional guidelines and regulations regarding CARES must be adhered to and can be found in the CARES handbook.

## **SECTION VII: PARENTS AND THE SCHOOL**

### **RESPONSIBILITIES OF PARENTS/GUARDIANS**

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first educator of the social virtues essential to any well-ordered society.

*Active cooperation of parents and guardians is expected and required as follows:*

1. Teaching your child self-respect, respect for others, and respect for rightful authority.
2. Assisting their child's spiritual, academic, and moral development.
3. Instilling a positive and enthusiastic attitude in your child in all areas of his/her education.
4. Insisting on prompt and regular attendance and sending a written explanation each time their child is absent from school.
5. Contacting or responding to the appropriate school personnel when situations arise which affect your child's progress in school.
6. Encouraging your child to take pride in personal appearance.
7. Sending their child to school physically fit, clean, and properly dressed and fed.
8. Providing a space conducive for study and completion of homework assignments and being available for assistance and monitoring.
9. Recognizing that unrealistic pressures to achieve can be detrimental to a child's development.
10. Recognizing that faculty and staff are due the same consideration and respect that parents expect from our teachers and that parents expect from their children.
11. Building a mutually supportive working relationship between yourself and your child, his/her teachers, and the school.
12. Understanding and cooperating with the rules of the school concerning student conduct and familiarizing your child with school regulations and procedures.
13. Being aware that faculty and staff assume the parental role while your child is in school.
14. Supporting the faculty and administration in matters of discipline and moral formation.
15. Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings, or the law.
16. Taking an active role in the Home and School Association.

17. The failure of a parent/guardian to take seriously his/her responsibilities in this area is grounds for action by the school, including dismissal of the student.

## **PARENT CODE OF CONDUCT**

Just as we expect faculty and staff to treat our students in a Christian manner, Pope John Paul Regional Catholic Elementary School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school or school personnel on social media is considered conduct inconsistent with the mission of the school. Non-compliance may result in exclusion from school events or the dismissal of their children from Pope John Paul II Regional Catholic Elementary School.

## **CUSTODY OF CHILDREN BY PARENTS**

Parents are asked to inform school personnel when legal custody of the child (ren) resides with one parent. It is the responsibility of the custodial parent to provide a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody. The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled at Pope John Paul II Regional Catholic Elementary School must provide the school with a copy of the court order or custody agreement adjudicating that determination of custody. This agreement is placed in a confidential file. In instances where never-married, separated, or divorced parents/guardians who do not have a court ordered custody agreement in place, both parents are treated as custodial parents.

## **SCHOOL COMMUNICATION**

### ***Family Communication***

Several modes of communication keep parents informed of policies, activities, upcoming events and student progress. Regular forms of communication include electronic communication by e-mail, the Option C parent portal, and postings on the school website for community events ([www.popejohnpaul2sch.org](http://www.popejohnpaul2sch.org)), parent-teacher conferences, and report cards. **Parents are asked to check book bags and folders regularly.** Pope John Paul II Regional Catholic Elementary School subscribes to a communication system whereby all necessary parties are contacted via the telephone, email, and/or text message. This system may be used for emergencies, announcements, or reminders.

Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not deliver items directly to the office unless directed by the school administration or the teacher.

Teachers may not be interrupted during the school day; therefore, lunches, messages, etc. should be left at the office with the child's name and homeroom on the item. Students will receive this information through the office personnel.

### ***Submitting Announcements***

If any internal school organization wishes to submit announcements to be communicated to families, the announcement should be sent in electronic form to the school secretary no later than three days before the communication is to be sent. Only announcements from internal school organizations that are endorsed or sponsored by Pope John Paul II Regional Catholic Elementary and the Archdiocese of Philadelphia will be considered.

### ***Parent Contact of Teachers***

Faculty and Staff should not be called at home. Parents are not permitted to send text messages, make phone calls to a teacher's personal cell phone, or contact teachers and staff through social media. All phone calls should be made to the school office or through the staff member's school e-mail address. Teachers will respond to messages in a timely manner.

### ***Conferences and Appointments***

Pope John Paul II Regional Catholic Elementary School schedules an evening early in the school year for parents as a group to meet the teachers in the classroom setting. The teachers will present their goals and objectives for that particular class and outline their expectations of the students. We strongly encourage all parents to attend..

Before the end of first marking period we arrange individual parent/teacher conferences. This is an opportunity for teachers and parents to share mutual observations on the educational growth of the child. You can expect to receive information in October concerning scheduling these appointments.

If you wish an individual appointment at any other time, please send a written request to the individual teacher and include a suggested time and your telephone number. You may call the school office at 610-384-5961 and access the teacher's voice mail and leave a message. In either event, the teacher will contact you to confirm the appointment. Faculty and staff will be available only by scheduled appointments and/or phone calls and email after the school day.

The school administration will be available only by scheduled appointments and/or phone calls.

School meetings with the teachers or administration will take place only with the parents/guardians and their children. No meetings will take place with a third party present (relative, friend, lawyer, counselor, etc.). Audio or video recording of Pope John Paul II Regional Catholic Elementary Personnel is strictly prohibited.

### ***School Telephone Use***

The telephones in the school are for business only. A student may use the phone only in the case of an emergency. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be left on the teacher's voice mail and they will return your call.

Students are not permitted to use any cellular phones while at school. (see POPE JOHN PAUL II REGIONAL CATHOLIC SCHOOL POLICY: CELL PHONES AND ELECTRONIC DEVICES)

### **TUITION**

All Tuition payments are coordinated through the SMART TUITION PROGRAM. Tuition must be paid in full each year by April 15th. The first payment is non-refundable. The remainder of the tuition is due in monthly payments payable by the 15th of each month, or according to the schedule listed below. We appreciate your cooperation in making payments promptly; it helps us to meet our operational expenses. A tuition schedule and fees are published annually.

### ***Parental Contract***

- When a transferring student leaves during the school year tuition must be paid for the full trimesters in which the child attended school. When the transferring student leaves during a trimester, tuition is due for that entire trimester. If for some reason one child is transferred and others in the family remain in school, the entire original tuition must be paid.
- No tuition is refunded after March 31st of the school year. All tuition payments must be made to SMART Tuition

- There is a \$25.00 fee for a check returned to us because of insufficient funds.
- Should a difficulty arise in your situation, please discuss it with your Pastor and the Business Office at once, so that drastic measures need not be asked of you or your children. The payment of tuition is your responsibility.

**All tuition must be paid in full by April 15th of the current school year.**

***Parish Tuition Rates***

Students whose families are registered and/or participating members of Our Lady of the Rosary Parish in Coatesville, St. Joseph Parish in Coatesville and St. Peter Parish in West Brandywine Township are eligible for “Subsidized Tuition Rates”. If you have any concerns or questions, or if your status has changed in any way, please contact the Business Office.

***Tuition Rates for Non-Parishioners***

Non-Parishioners are defined as families who are not registered nor active in the above named parishes. We are not able to offer the subsidized tuition rates to non-parishioners.

Tuition payments are dictated by the plan each family has chosen through SMART Tuition. Payments commence in May through Smart Tuition. Before school opens in September, at least three Monthly Payments must be recorded. These payments are non-refundable.

***Tuition Assistance***

Please keep in mind that you may be eligible for tuition assistance through EITC funding or through the PJPII tuition assistance program. EITC funding is available for all qualifying PJPII School families; both parishioners or non-parishioners. (Please be sure to apply to [www.smartaidforparents.com](http://www.smartaidforparents.com) ) If your financial status has changed in any way, please call to discuss possible assistance before deciding to transfer your children. Confidentiality regarding your financial needs is guaranteed. If payments are due, and an emergency arises preventing you from paying tuition on time, please contact the business office to discuss the matter. Communication with school administration is extremely important and gives evidence of good will to satisfy tuition obligations.

***Tuition And Fee Delinquency:***

Students are not permitted to attend Pope John Paul II Regional Catholic Elementary if tuition is not paid according to the tuition/financial agreement. If financial difficulties arise and the parents/guardians are unwilling to make suitable alternative arrangements with the administration; the student(s) will not be permitted to remain enrolled. Pope John Paul II Regional Catholic Elementary reserves the right to hold or block access to academic records as well as exclude the students from field trips, activities, or graduation until the tuition/fee obligation has been met.

### *Eighth Grade and Transfer Students*

Tuition and fee obligations for transferring students must be paid in full before the school will complete and transmit academic records to another school. Tuition and fee obligations for eighth grade students must be paid in full one month prior to graduation. Eighth grade families in arrears will not have their child/children participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied. Eighth grade and transferring students whose tuition and fees are not paid in full will have all academic records withheld until all tuition and fee obligations are met.

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is a service-based organization that provides parents and teachers with a means of sharing experiences for the benefit of the child, the home, and the school and to offer services and talents to aid and assist the educational process.

All school families join this organization and support the various activities sponsored by it. In addition, we encourage everyone to take an active role by volunteering their time and talent to the extent they are able. Dues are \$20.00 per year per family.

Many of the programs and services provided by the school could not be fully offered without volunteer help. All parent volunteers all required clearances.

### **VOLUNTEERS AND CHAPERONES**

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community.

Volunteers assist in some of the following ways:

- Lunch & Recess Volunteer – Assist in cafeteria during lunch and recess. Kindergarten lunch is from 11:10-11:40am. Remainder of the Grades are between 11:30am-1:15pm.
- Copy Volunteer – Copy for teachers. 2x/month-1hr each visit
- Art Aide – Grades 1-5 -Coordinate schedule with art teacher.
- Computer Aide – Grades K-4 / Assist teacher with class. Coordinate schedule with teacher.
- Library Aide – Assist librarian with class visits. Coordinate schedule with teacher.
- Gym Aide - Assist gym teacher with classes. Coordinate schedule with teacher.
- Bakers – Help bake for various events when contacted, and available.
- RN Nurse Volunteer & Nurse parent helper, ie. screenings – On an “as needed” basis
- LEAD Homeroom Volunteer (works with individual teacher and assistant volunteers for classroom celebrations and activities)
- ASSISTANT Homeroom Volunteer (works with Lead Volunteer and additional Homeroom volunteers to coordinate classroom celebrations and activities)
- Pretzel Day – Help package and distribute soft pretzels two times a month on Friday mornings 8:15am-9am. Dates noted on school calendar.
- Uniform Exchange – Held periodically throughout the school year in MPR from 6:30 – 7:30 pm. Help set up and organize uniforms.
- Event Volunteer – Help with events at school. In school / after hour events. All help is welcomed.



## ***Volunteer Requirements***

If you plan to volunteer at school in any capacity, you need to have several clearances in place at least one week prior to the activity:

1. Safe Environment Course (one time only). Register at [www.virtus.org](http://www.virtus.org) for training.
2. Mandated Reporter Online Course. Register at <https://childyouthprotection.org/index.php/staff-volunteers/required-training>
3. Pennsylvania Child Abuse History Clearance (valid for 5 years). This form is available online at [http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf)
4. Pennsylvania Criminal History Check (valid for 5 years). This form is available online at <https://epatch.state.pa.us/Home.jsp>
5. Signed copy of Pennsylvania Department of Education Arrest and Conviction Report. This form (PDE-6004) is available online at [http://www.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_\(act\\_114\)/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493).
6. \*FBI Fingerprint Clearance (must be obtained by volunteers living in PA for less than 10 years)

## ***Volunteer Directives***

- All visitors must ring the buzzer and be admitted by the school secretary and present a valid driver's licence or other government issued ID. Upon entry to the building, please sign in at the Main Office and get your pass. When departing please return your pass and sign out.
- All visitors must be individually admitted and identified. Please do not admit visitors without passes.
- The expectation is the visitor will report directly to the designated activity for which they are scheduled to volunteer.
- When working with individual students or groups, you should expect the students to be respectful. Likewise, we ask that you maintain reasonable order at all times.
- Find out the proper procedure to use when a student becomes ill or becomes uncooperative. Be prepared to follow rules for fire drills and all emergency drills. If you are alone with a student when an emergency arises stay with the student until a school staff member relieves you.
- Under no circumstance should you leave a student or group of students without supervision.
- Problems and personal matters of the students, their parents, and the school staff should be kept respectfully confidential and not discussed. As you know, gossip about students, parents or school personnel may cause unwanted difficulties. In the course of your time in our school, you may become aware of a child's misbehavior, or the results of a test or project. It is your obligation not to discuss this situation with anyone, including the child's parent. This is the job of the teacher or principal.
- Pope John Paul II Regional Catholic Elementary School is a drug free zone; therefore, all laws applying to drug free areas will be enforced.
- Appropriate and modest dress is required. Please dress in a respectful and professional manner when helping our students. You serve as a special role model to them. Office casual dress would be considered appropriate.
- No objectionable language will be permitted
- All volunteers must sign a "code of ethics" at the beginning of each year.

Chaperones for field trips must check-in at the office and then proceed to the classroom when directed.

Alcoholic beverages must be absent in any school activities where parents and children are present. All volunteers must agree to refrain from alcoholic beverages while acting as a volunteer at any school activity whether on or off campus. Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety. We respect the rights of adults to drink alcohol but anyone who will not agree to refrain from exercising that right while supervising students at a school activity will not be allowed to volunteer.

## **VISITORS**

All visitors coming to school to bring forgotten articles or to relay messages **MUST REPORT** to the school office. Classes may not be disturbed for the aforementioned reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:30 A.M. and 3:30 P.M., unless the principal/teacher gives permission for such a visit. All conferences must be scheduled in advance with the teacher. All visitors must report to the Office and sign the Visitors Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

## **FORGOTTEN LUNCHESES AND OTHER BELONGINGS**

If a student forgets his/her lunch, someone may deliver it to the school office. Please clearly identify the bag or lunch box with the student's name and grade. Students may not call home for forgotten materials or assignments. Parents may not take lunches or other belongings to the classroom.

# **SECTION VIII: STUDENT LIFE**

## **EXTRACURRICULAR ACTIVITIES**

The Student Council helps to make leadership an integral part of student life. Their mission is to foster the spirit of the student body. The representatives assume leadership roles in their schools, churches, and communities and guide the growth and development of the school through activities that inspire, teach, guide, and support the students of

### ***Student Council***

#### **Qualifications**

- I. The qualifications for the candidates are as follows
  - a. Satisfactory conduct is essential throughout the year
    - i. Maintain at least a 3 in Personal and Social Growth and Effort and Study Skills
    - ii. A "2" in conduct will result in a probationary period
      1. At the end of the probationary period, if improvement has not been made, dismissal from student council will occur
    - iii. A "1" in conduct will result in dismissal from student council
  - b. Must display consistent effort in class
    - i. Chronically failing grades will lead to dismissal from Student Council
    - ii. Grades will be checked at progress report and report card time.

- c. Must indicate leadership qualifications and must be a good role model to other students
  - i. Student Council Pin to be worn with uniform
  - ii. Dressed in proper uniform

The administration reserves the right to dismiss a student from student council for violations of the code of conduct. Additional guidelines for student council will be disseminated by the student council faculty advisor. The administration reserves the right to amend student council policies at any time.

### ***Academics/Fine Arts:***

#### *Science Fair (grades 4-8)*

- PJP II students consistently earn distinguished and high honor awards at the Chester County Science Research Competition

#### *Reading Olympics (grades 5-8)*

- PJP II teams consistently earn blue ribbons at the District Elementary School competition

#### *Spelling Bee (grades 3-8)*

- PJP II has won the District trophy for 10 consecutive years

#### *Band (grades 5-8)*

- Several students are selected for the National Catholic Honors Band each year

#### *Choir(grades 4-8)*

- Several students are selected to the Archdiocesan Honors Chorus each year

#### *Onsite Art Exhibition (all grades)*

- Art projects completed throughout the year are on display at the Spring Art Exhibition
- Eighth graders who excel in the Art program are selected to exhibit their work at the Bishop Shanahan Art Exhibition

### ***Faith & Service Experiences:***

- Daily Prayer and instruction in the Catholic faith and commandments
- Preparation for Sacraments of First Communion and Confirmation(sacrament coord.by parish)
- First Friday Masses
- Living Rosary
- Thanksgiving Prayer Service
- May Procession

- Canned Food Drives
- Clothing Drives for Veterans
- Camilla Hall Drive
- Onsite visits with Seminarians and Novices
- IHM Jr. Companions for Girls (depending on student interest and availability of advisors)
- Animal Rescue/Shelter Drives
- Police, Fire & EMT Appreciation Days
- Senior Citizen Christmas Concert

## ATHLETICS (CYO)

### *Athletic Association*

The PJPII Athletic Program is affiliated with the Philadelphia Archdiocese CYO athletic programs in the Chester County area.

The Pope John Paul II Regional Catholic Elementary School Athletic Association is a school-based program, out of the consolidation of the three parishes, which provides opportunities for youth to grow in faith and understanding of their church through involvement of athletic endeavors. Through a total youth ministry concept incorporating intellectual, physical, emotional, and spiritual aspects of the student, the program strives to enhance the total Catholic education experience.

An Athletic Board run the athletic program. ***Our coaches are not professionals. They are volunteers freely giving their time to help our children.*** Any questions or concerns should be brought to the attention of the coach. If the coach does not answer your questions or concerns, The Commissioner of Sports may also be contacted if questions or concerns persist after discussion with the coach. We encourage anyone with a question, comment, complaint, or even a compliment to contact the Commissioner of Sports, or any board member so issues can be addressed promptly and efficiently.

### *Athletic Program*

The Varsity level is very competitive within the CYO. Healthy competition is expected. Playing time is earned. More complex skills and plays are required. Team play, positive attitude, individual responsibility and self-motivation are expected. All athletes representing PJPII School are expected to be exemplary going to, coming from and during all events.

The Junior Varsity level is competitive within the CYO. Improvement of fundamental skills, self-confidence, team play and individual responsibility are stressed. Starting positions are earned although there is playing time for all. All athletes representing PJPII School are expected to be exemplary going to, coming from and during all events.

Through the management by highly motivated, volunteer, adult leaders, students achieve the life-long Catholic/Christian characteristics of leadership, team play, self-motivation, determination, integrity, and graciousness in both victory and defeat. This is achieved through competition with other schools within

the Catholic Youth Organization (CYO), for grades four through eight, in structured, supervised sporting events enabling maximum individual and team potential.

### ***Eligibility***

CYO is offered to the students who attend Pope John Paul II, or actively participate in the CCD/PREP program at one of the partner parishes. Athletic teams are available based on interest and the availability of coaches. Students may only participate in one school sport per season. Further eligibility requirements can be found in the Archdiocesan CYO handbook.

### ***Athletic Association Rules And Regulations***

The following is a list of guidelines set forth by the Athletic Association in order to ensure the safety and well-being of our students/athletics. We ask that parents be willing to support their child in complying with all rules and regulations.

1. If a child has fulfilled his/her sacramental obligation and does not attend PREP, a letter is needed from the pastor stating his/her active membership in the parish.
2. All school fees and tuition must be up-to-date in order for a student to be registered for any athletic program.
3. All fees (registration or uniform) must be paid in order for student to participate in program. Any part of the uniform the student does not return, i.e. hats, socks, etc is purchased at the athlete's expense.
4. Every athlete is expected to behave in a Catholic/Christian manner. Bad Language, bullying or disrespect of any kind will result in loss of participation on the team.
5. No CYO athlete, coach or spectator is permitted to refuse to abide by an official's decision or heap verbal abuse upon any athlete, coach, or official. Please allow the coaches to do their job by refraining from any negative sideline coaching. Any athlete, coach or spectator who is found guilty of any of the above violations may face a minimum five-game suspension. Verbal or physical demonstrations against any player, coach, official or spectator will not be tolerated.
6. Each athlete is a student first and an athlete second. We realize the value of an extracurricular program, but we also believe the academic progress of each student is of paramount importance. Any student who is absent from school may not practice or play in a game for that day.
  - a. If a student has a failing grade on the report card, the Athletic Association and the Faculty recommend that the parent remove the child from any sports program in an effort to avoid a failure on the report card.
  - b. Once a student does receive a failure or any "1"s on the report card, that student is suspended from all sports for three weeks from the date of the report card. This suspension includes practices, games, tournaments, competitions or all-star activities. If grades, conduct and/or effort have not improved, the student cannot return to play until the approval is given by the teacher. If a student receives more than 2 failure notices, he is ineligible to tryout for a sport.
  - c. Any athlete who receives a school suspension may not participate in any sport activity until completion of the suspension plus the next game following the suspension. This will

- be checked by the Commissioner of Sports.
- d. The school reserves the right, in cooperation with the Athletic Association, to remove any student from the program for academic and behavior issues not in keeping with the school code of conduct or the mission of the school.
  - e. The school reserves the right, in cooperation with the Athletic Association, to remove any student from the program for behaviors exhibited by the student's parents or guardians that are in violation of the school code of conduct or the mission statement of the school.
  - f. The school administration reserves the right to suspend students from any extracurricular sports or activities for chronic lateness.
7. All Athletic Association owned uniforms are to be returned clean to the coach at the end of the season. Any player not returning his/her uniform will be charged for replacement of the uniform. All athletes must be properly uniformed for league games/meets. (Shirts tucked in and pants worn at waist level).
  8. All jewelry is prohibited.
  9. Gum chewing at games and practices is prohibited.
  10. The coach must be contacted when an athlete will be unable to attend a practice or game.
  11. No athlete is permitted to leave the gym or field for any reason without permission of the coach. Please be prompt for all practices and games. Team members must be at the game site one-half hour before starting time, and picked up promptly from both practices and games. Please consider our coaches; they must remain until all children are picked up. Due to insurance regulations, Children, other than the athletes, are not permitted to be left at a practice or game unattended. Coaches will not be responsible for the safety of other children.
  12. The Pope John Paul II team must be a player's first priority when playing on more than one team. Scheduling conflicts must be worked out with the coach.
  13. When a teacher is attending a game/meet, please remember they are there to enjoy our children and the spirit of the game. This is fun time, not conference time.
  14. We ask that spectators cheer in a positive manner. Remember that the participants are not small adults; they are children playing a game. The CYO is not a spectator sport for the benefit of coaches and parents.
  15. All competitions are supposed to be enjoyable for the athletes.
  16. The Administration of PJPII School reserves the right to remove any student for behavior that is not exemplary in all ways, violates the code of conduct, or is inconsistent with the mission of the school.

## **BIRTHDAY AND OTHER CELEBRATIONS**

Students may bring a treat to share with only their homeroom class and homeroom teacher during the designated snack time. Depending on the severity of a food allergy, the possibility exists that a homeroom class is designated as allergy free (peanut free). Please read the label of any food you intend to send into school for the class.

## **SECTION IX: EARLY CHILDHOOD ADDENDUM**

*The Early Childhood Program refers to Pre-School and Pre-Kindergarten.*

### **EARLY CHILDHOOD SCHOOL STAFF**

#### ***TEACHERS and AIDES***

Amy Miller (PreK 4 teacher), Lori Gilbert (aide), Morgan Toner (PreK 4 teacher), Nicole Stewart( aide), Stephanie Siravo (PreK 3 teacher), Yvonne Svokos-Sotiropoulous (aide)

#### **ATTENDANCE**

Attendance/Symptom Record: In the event of a student's absence due to illness, parents are asked to contact the school office or the classroom teacher before 8:00am. The teacher will complete the Attendance/Symptom Record. In case of illness, please notify teacher of diagnosis so it can be properly noted to assist school administration in identifying any trends across the entire school.

#### ***LATE ARRIVAL***

Students should arrive at school no later than 8:15am. Tardiness is difficult for a child because it affects their transition and limits their social time with other children. Any child who arrives later than 8:15am should be dropped off at the school office.

#### ***EARLY DEPARTURE/CHANGE OF TRANSPORTATION***

If a child is go home by means other than his/her regular protocol, parents must send a note or fax to their teacher. Phone calls are not acceptable documentation. If written notification is not provided, the child will be dismissed according to the instructions you provided at the beginning of the school year. This includes all changes of dismissal including CARES. See Option C for a Change of Transportation form.

#### **POTTY POLICY**

Pope John Paul RCES does not have a daycare license and therefore we are prohibited from changing,(cleaning) of students. No diapers or pull ups are allowed. Children must be able to clean themselves. For this reason, children must be completely toilet independent in order to be enrolled in PJPPII pre K programs. In the event of a wetting accident, children must be able to change themselves with only verbal guidance from staff personnel. In the event of a BM accident, the parents will be called to come and change the child. The child can return to class once changed. In the event a student has a second accident in a given day, a parent must come pick up student for the remainder of the day. In the event of recurring accidents (three or more days in a week period), the child will be required to take a break from school to focus on bathroom independence and training. If they return to school and continue to have recurring accidents, a discussion will be had between guardians, teacher, and administration. All children should have a change of clothes, suitable for the season, in his/her backpack at all times.

#### **CODE OF CONDUCT**

General Rules:

- To ensure safety, students are to walk at all times. Running is permitted only when supervised by adults during recess and physical education class.
- Students are not permitted to push, shove, hurt or bully another person.
- Students may not bring any electronic equipment to school.
- Students need to be respectful of school property.

In the case of repeated or serious misbehavior, parents will be contacted by the teacher and/or the principal.

## **BEHAVIOR AND DISCIPLINE**

A positive sense of self-discipline is most desirable method to provide an environment conducive to learning. Effective discipline has as its end the development of students who respect themselves, other persons, and those in authority. As a general rule, the classroom teacher manages the discipline issues of the class and enlists the help of the administration in cases involving serious or repeated misbehavior. Teachers and Aides will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. "Time out" may be used selectively for children who are disturbing others or at risk of harming themselves. The period of "time out" will be just long enough to enable the child to regain control of himself or herself. Use of "time out" will be adapted to the developmental level and the usefulness of "time out" for the particular child. During "time out" the child will be visually observed by a teacher or aide. Teachers and aides will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. Physical restraint will only be used as necessary to ensure a child's safety or the safety of others.

Fighting and/or aggressive behavior (i.e. biting, hitting, kicking, etc) will not be tolerated. If a child strikes another student or a teacher, parents will be contacted and may be required to take the child home. Acts of aggression will be documented and parents will receive a copy of the behavior report. In the event of recurring aggressive behavior, The teachers, parents and administrators will meet to discuss the child's behavior. The child's continued enrollment will be decided by the administration. Corrective discipline is a necessary procedure for the safe and orderly, daily functioning of PJPII School.

## **FOOD**

Mid Morning Snack: Please send your child to school prepared with a small snack.

Lunch: Children may bring a packed lunch from home. PJPII does offer a hot lunch program. Forms for our lunch program can be found on Option C. Allergies: PJPII is not a nut-free school Teachers will make their classrooms "allergen free" as needed. Please be sure clearly communicate your child's allergies to your teacher.

Hot lunches cannot be provided unless ordered by 8:30 A.M. If a student forgets his/her lunch, someone may deliver it to the school office. Please clearly identify the bag or lunch box with the student's name and grade. Parents may not take lunches to the classroom.

## **CARLINE**

Morning car-line runs from 7:50 am to 8:15am. Afternoon car-line runs from 2:45pm to 3:00pm.

Each teacher has prepared name cards. Please have it displayed in your windshield.

If you enter the property from Route 82, you must make an immediate right and drive through St. Peter Church parking lot and get in line. NO LEFT TURN in front of other cars. No driving in the bus lane.

Once in line, from Beaver Creek Road or from the parking lot, do not break line and pass those who are



waiting in line already. NO RIGHT TURN in front of other cars. The speed limit on the property is 5 mph when the children are present.

As you exit the property, bear right to continue through our top parking lot. Once your through the top parking lot, be mindful of others exiting the upper carline, and turn right to proceed to Route 82.

### ***Morning Drop-Off***

- Staff members will be outside to receive your children from the car. If your child is able to competently unbuckle himself/herself from their car seat and open the car door, they may do so when the staff member arrives at your car. If they cannot unbuckle himself/herself, the parent must unbuckle the child from the car seat. Staff members are not permitted to remove children from car seats. They will hold the door, greet them, and escort them to the school.
- Children must exit the car from the rear driver's side door.
- Once inside the building another staff member and older students will direct your child to
- his/her classroom.
- Children will be taken from the cars beginning at the top of the walkway outside of Door (?). The cars will be signaled to move forward so that the next group can be assisted
- We ask that you follow a few rules
- Have coats and backpacks on.
- Have children unbuckled and ready to exit.
- Please be patient. Do not get out of line and pass the cars waiting in front of you. We must have the cars exit in an orderly fashion
- Children should not exit any car without a staff member present.

### ***Afternoon Pick-Up***

- Three staff members will be at the top of the walkway outside of Door (?). When weather permits, the children will be seated outside. During inclement weather, the children will remain in the building with another staff member.
- Upon reading your name in the windshield, the staff will call for your child.
- The staff member will open the car door. The parent is responsible for buckling their child into their car seat. Due to archdiocesan safe environment regulations, staff members are not permitted to put a child in a car seat.
- We ask that you follow a few rules
- Please pull up into the top parking lot to assist your child with car seats and/or buckles to allow the next cars to advance in line.
- Please be patient. Do not get out of line and pass the cars waiting in front of you. We must have the cars exit in an orderly fashion.

### **Half-Day Program Dismissal**

If your child is enrolled in the half-day program, dismissal is at 11:30am. Please enter the upper carline loop (this is different from the traffic pattern you follow for morning drop-off). Wait at the stop sign and remain in your car. Your child will be brought to you by a staff member.

## **PARENT RESPONSIBILITIES**

The partnership between the parents and the school is extremely important to the educational process and sets the tone for future success. You can support your child by:

- Seeing that your child arrives to school and gets picked up on time.
- Reading all the information sent home in the folders on a daily basis.
- Notifying the school of family issues that may impact his/her learning.
- Dressing appropriately for the weather.
- Reading the handbook and agreeing to the policies stated therein.

## **RECESS AND PLAYGROUND RULES**

All children go outside when weather permits. Parents should be sure their child has clothing suitable for the weather. If students are too ill to go outside, they should not be in school.

PJPII has two outdoor play areas — the playground and the open field. The 3s and 4s take turns using these areas.

Rules are as follows:

- Children must play safely at all times keeping hands, feet and other objects away from others.
- Rough play is not permitted.
- Children must not play with sticks or wood chips.
- Children must not dig in the wood chips.
- Children must use slides properly.

## **CONFERENCE/APPOINTMENTS**

individual parent/teacher conferences will be available at a time designated by the teachers. This is an opportunity for teachers and parents to share mutual observations on the educational growth of the child. Parents can expect to receive information regarding scheduling these appointments. If you wish to make an individual appointment at any other time, please send a request to your child's teacher. Teachers cannot receive telephone calls during the school day, or meet with you without an appointment. School meetings with the teachers or administration will take place only with the parents/ guardians unless otherwise directed by the administration.

If English is not the primary language spoken in your home, please contact the office. We will do our best to aid in the location of a translator. Please notify the office if you have a family member who can facilitate communication.

## **UNIFORM**

PreK children wear the gym uniform at all times. Pre K students may wear a PJP long sleeve t-shirt with their uniform.

Parents and students enrolled in the Early Childhood program must adhere to all guidelines in the Family Handbook in addition to the Early Childhood Addendum.

## **SECTION X: DISCLAIMERS**

1. Pope John Paul II Regional Catholic Elementary School reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year.
2. Adherence to policies and procedures is a condition of enrollment at Pope John Paul II Regional Catholic Elementary School.
3. Any reference to parent/parents includes legal guardians as well.

# **APPENDIX OF FORMS**

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## 2017-2018 POLICY AGREEMENT

There have been revisions made to the Family Handbook for the 2017-2018 school year. Copies of the Family Handbook and Responsible and other policies can be found on the OptionC Parent Portal. If you do not have access to the internet and would like to request a print copy, please visit the school office.

By signing this document, I/We affirm I/We have accessed a copy of the 2017-2018 Family Handbook and have carefully read and understand the policies, procedures, and regulations of Pope John Paul II Regional Catholic Elementary School, including, but not limited to: the Memorandum of Understanding, academic policies, student and parent responsibilities, dress code, transportation policies, athletic policies, and disciplinary regulations. I/We hereby express agreement with these policies, procedures, and regulations. I/We accept them as conditions for the enrollment of our child/children in Pope John Paul II Regional Catholic Elementary. I/We pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern Pope John Paul II Regional Catholic Elementary and the Archdiocese of Philadelphia.

I/We agree to the financial responsibilities; which include but are not limited to payment in full of tuition, fees, CARES charges, and any other fees incurred during the school year. Pope John Paul II Regional Catholic Elementary reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year.

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
GRADE

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STUDENT NAME

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GRADE

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STUDENT NAME

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GRADE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## 2017-2018 RESPONSIBLE USE POLICY AGREEMENT

Copies of the Family Handbook and Responsible Use Policy can be found on the OptionC Parent Portal. If you do not have access to the internet and would like to request a print copy, please visit the school office.

### Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Pope John Paul II Regional Catholic Elementary. My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

\_\_\_\_\_  
STUDENT SIGNATURE                      GRADE                      STUDENT SIGNATURE                      GRADE

\_\_\_\_\_  
STUDENT SIGNATURE                      GRADE                      STUDENT SIGNATURE                      GRADE

I hereby release Pope John Paul II Regional Catholic Elementary and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against access materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Pope John Paul II Regional Catholic Elementary. I hereby give my permission for my child to use the Internet and will not hold the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE                      DATE                      PARENT/GUARDIAN SIGNATURE                      DATE

# \_\_\_\_\_

## 2017-2018 PHOTO RELEASE FORM

(ONE FOR EACH STUDENT)

I, Parent/Legal Guardian of (child's name) \_\_\_\_\_ hereby grant permission to Pope John Paul II Regional Catholic Elementary ("PJPII") and the Archdiocese of Philadelphia ("Archdiocese"), their respective agents and assigns, to take and/or use photographs or videos of the above named child in all forms, media and manners in accordance with the "use" option chosen below (the "Use"). I understand the photographs or videos may be exhibited for an indefinite period of time and that my child's school, PJPII, may be identified by name in relation to the photographs or videos.

In accordance with the option chosen below, I agree that (1) the parties may Use the photographs or videos without further notifying me, and (2) I waive any right to inspect the Use of the photographs or videos in any form. I further acknowledge that PJPII owns all rights to the photographs or videos, and, in the case of any derivative works, they may be owned by PJPII or the Archdiocese respectively.

I hereby release PJPII, the Archdiocese of Philadelphia, and their respective agents and assigns from any claims that may arise from the Use, including without limitation claims of defamation or invasion of privacy, or of infringement of moral rights or rights of publicity or copyright.

I hereby warrant that I have every right to contract for the minor in the above regard. I have read the authorization, release, and agreement, prior to its execution, and that I am fully familiar with the contents of it. This release shall be binding upon the minor and me, and our respective heirs, legal representatives, and assigns. This Release expresses the complete understanding of the parties and shall be signed by **BOTH** parents, if applicable, or **ALL** legal guardians of the child.

Please check **ONE OPTION** below:

- Option A:** I **AGREE** with the above and give my permission for my child's picture to be used as deemed appropriate by PJPII or the Archdiocese including, but not limited to, the school Yearbook, classroom/hallway, newsletters, news releases, general website use, social media, marketing, advertising and promotional materials.
- Option B:** I **AGREE** with the above and give my permission for my child's picture to be used in the school **Yearbook only**.
- Option C:** I do **NOT AGREE** with the above and **do not** give my permission for my child's picture to be used in any manner including the school Yearbook.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Room

\_\_\_\_\_  
Signature of Mother/Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father/Mother/Guardian

\_\_\_\_\_  
Date