

Parent ~ Student Handbook

2007-2008 Academic Year

Pope John Paul II



Pope John Paul II
Regional Catholic Elementary School
2875 Manor Road
West Brandywine, PA 19320
610-384-5961

RETURN THIS PAGE TO SCHOOL

Pope John Paul II Regional Catholic Elementary School

Parents' / Guardians' Names: _____

Children: _____ Grades: _____

We have read the contents of the Parent/Student Handbook with our child(ren) and we will carefully follow the directives throughout the school year.

Please return by September 12th

Date: _____
Parent or Guardian Signature _____

This Handbook has been compiled to provide information necessary for effective communication between the school and the parents and students. Please read it carefully and keep it for reference during the school year.

Pupil-Parent-Teacher relationships are an integral part of the child's learning experience. We hope this Handbook will contribute to that end and serve as a single source of valuable information.

Coatesville Area Catholic Elementary School

1996 Recipient

**Middle States Association
of Colleges and Schools**

Accreditation

SCHOOL'S RIGHT TO AMEND THIS HANDBOOK

Pope John Paul II Regional Catholic Elementary School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

ADDRESS OR TELEPHONE CHANGE

It is important that parents keep our records up-to-date. Please notify the school office in writing of any address or telephone change affecting your home or work place.

MISSION STATEMENT
POPE JOHN PAUL II
REGIONAL CATHOLIC ELEMENTARY SCHOOL

Pope John Paul II Regional Catholic Elementary School is a faith community which embraces the Church's mission to proclaim the Gospel message of Jesus Christ. A sound educational program inculcates in students an awareness of their personal uniqueness, a blending of parish communities, and a sensitivity to global needs. The Pope John Paul II Regional Catholic Elementary School Community is rooted in liturgical prayer and seeks to nurture and strengthen an active and living faith, which will sustain the students throughout life.

Pope John Paul II Regional Catholic Elementary School calls faculty and students to pursue educational excellence, critical thinking, and social awareness which will implement lifelong learning. The primary purpose of the school community is religious, therefore, all educational experiences are related and integrated in light of the gospel. All are encouraged to discover their Catholic identity, and become aware of the Divine Presence in themselves and in others. With this awareness, students acquire the skills necessary to meet the challenges of personal commitment, effective witness and service to others.

Pope John Paul II Regional Catholic Elementary School, the faculty and staff respect the privilege and duty of parents as the primary educators of their children and strive to assist them in this responsibility. Through the collaborative spirit of the home and school, the student's spiritual, academic, psychological, physical, and social development become the common vision and purpose. This collaborative effort is actualized in an active and supportive Home and School Association. The values of mutual respect, reverence, and harmony are brought to fruition through this cooperative endeavor.

Pope John Paul II Regional Catholic Elementary School strives to build a Catholic Community. Collegial cooperation encourages, strengthens, and challenges the common vision to teach as Jesus did. The ultimate goal of each educator as a disciple of Christ is to model for the students what it means to be a Catholic, therefore, enabling the students to "go forth and teach all nations."

PRINCIPAL'S MESSAGE

Education at Pope John Paul II Regional Catholic Elementary School promotes the spiritual, academic, social, emotional and physical development of its students. The faculty and staff members of the school are dedicated individuals who profess a deep commitment to Catholic Education and the development of each child according to his or her God-given talents. In all daily tasks we strive to provide opportunities which will assist the students to possess solid Christian values as well as a strong moral and character formation. We recognize the need to prepare the students for the challenges of the Twenty-First Century and so we will provide an atmosphere which will encourage them to become life-long learners and to strive to work cooperatively in a multicultural, ever-changing society.

Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is important that teachers, parents and administrators communicate openly and frequently concerning the progress of students. We stress the necessity to approach the learning needs of students in a TEAM fashion. Parents, as the first teachers of their children, must make a commitment to become active participants in the learning process of their children. Invest totally in your children by your support of the school, your words of encouragement, and your presence at school.

It is true that you can not hide the school pride! The spirit of the school reflects the positive and nurturing atmosphere experienced in the halls of the school, athletic fields and courts and the social gatherings throughout the year. You are a member of a great TEAM. As a Home and School Member you share in the awesome enterprise of shaping our future through our children. With your support and cooperation we will not only touch the future but we will make it brighter as we serve the needs of God's youngest members.

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PARISHES

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

St. Cecilia

Rev. Francis J. Mulranen
99 North 6th Ave.
Coatesville, PA 19320
610-384-0422

St. Stanislaus Kostka

Rev. John V. Oulds
209 W. Lincoln Hwy.
Coatesville, PA 19320
610-384-1172

Our Lady of the Rosary

Rev. Hans A. Brouwers
80 S. 17th Ave.
Coatesville, PA 19320
610-384-1415

St. Joseph

Rev. John V. Oulds
404 Charles St.
Coatesville, PA 19320
610-384-0360

St. Peter

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

PHILOSOPHY OF CATHOLIC EDUCATION

To stress the vital relationship between school and community, we present to the families the philosophy of Catholic education as the integrated and harmonious development of the whole child. Included in this formation is the student's spiritual, moral, intellectual, social, and physical growth. With emphasis on the education of the whole person for life and eternity we strive to actualize the uniqueness of each child through an integrated ministry embracing three interlocking dimensions:

Teaching the message of Christ
Building community
Serving others

The threefold purpose of Catholic education is central to the daily program and is integrated throughout the entire curriculum. We stress the recognition of this religious purpose for the non-Catholic students attending Pope John Paul II Regional Catholic Elementary School. We require their full participation in the daily program.

CARDINAL ARCHBISHOP

The primary responsibility in all matters of religious duration is held by the Cardinal 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 Cardinal appoints and delegates to represent him in school matters.

BOARD OF PASTORS

As pastor and teacher the bishop of a diocese shares his ministry with those he appoints as his pastors in the parishes of the diocese.

The pastors of the five parishes meet with the principal of the school monthly to discuss school matters. While the principal is responsible for the general direction of the educational program, the pastors are kept fully informed of all important happenings. The pastors are ultimately responsible for the cooperation of their school with the Office of Catholic Education and the Archdiocesan Board of Education.

SCHOOL COLORS - Maroon and White

— ADMISSION —

ALL STUDENTS

Parents desiring admission of their Catholic children to our school must be registered in one of our five feeder parishes. Children from Our Lady of Consolation Parish as well as children of other faiths are 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.

Requirements for entrance:

1. Birth certificate
2. Immunization records
3. Catholic students: Written notice of Parish registration, signed by the Pastor; certificates of baptism and any other sacraments received
4. Payment of the non-refundable registration fee
5. Social Security number

TRANSFER STUDENTS - Additional Requirements

In addition to the above requirements, transfer students must present a copy of the current report card. A satisfactory academic and conduct record from the prior school is essential.

— AFTER & BEFORE 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, we divide this into two periods. You may select either the first or both:

1. 3:00 PM until 4:00 PM
2. 4:00 PM until 5:30 PM

A "before school" program is also available starting at 7:00 AM.

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").

This service is NOT available on a day to day basis. It is only for those children who are pre-registered and attend on a regular basis.

— ATHLETIC ASSOCIATION —

The school administers our sports activities. Students pay an annual fee at fall registration to participate in the program.

Our Athletic Program depends on volunteer coaches and personnel. Our children appreciate all our parents who help develop this program and keep it in operation.

SPORTS PROGRAMS

<u>Sport</u>	<u>Level</u>	<u>Grade</u>
Soccer	Junior Varsity	5 - 6
	Varsity	7 - 8
Cheerleading	Junior Varsity	5 - 6
	Varsity	7 - 8
Softball	Junior Varsity	5 - 6
	Varsity	7 - 8
Basketball	Girls J. Junior Varsity	5 - 6
	" Junior Varsity	5 - 6
	" Varsity	7 - 8
	Boys J. Junior Varsity	5 - 6
	" Junior Varsity	5 - 6
	" Varsity	7 - 8
Baseball	Boys	6 - 8
Track	Boys & Girls	4 - 8

ELIGIBILITY

Any student who is absent from school can not practice or play in a game for that day.

If a student receives a failure notice in any academic subject, conduct, or effort 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.

Once a student does receive a failure on the report card, that student is suspended from all sports for three weeks from the date of the report card. This suspension includes no practices, games, tournaments, competitions, or all-star activities.

Any athlete who is suspended from school can not participate in the sport until completion of the suspension.

— ATTENDANCE —

Our responsibility for the children begins at 8:00 AM and ends at 2:45 PM. Children who arrive before 8:00 AM or who remain after 2:45 PM must join the After and/or Before School Program - at a monthly fee.

Regular attendance is 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 the he/she returns.

PERFECT ATTENDANCE

To merit Perfect Attendance for the school year a student must attend the **full day** schedule each day and be on time each day. Students who come to school but leave before 12:30 PM because of sickness, etc. will be marked absent for the afternoon session. If your school district of residence is closed due to inclement weather and PJPII is open, your child is not marked absent if you cannot get him/her to school.

LATENESS

A child is late for school if he/she is not in the designated place by 8:15 AM. The child must stop at the office for a late slip. If a student is late because of a school bus delay, the lateness is excused.

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.

DENTAL and DOCTOR APPOINTMENTS

If at all possible, these 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.

LEAVING SCHOOL EARLY

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.

FAMILY VACATIONS

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. All work must be completed within one week of returning to school.

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.

— CAFETERIA —

SCHOOL LUNCH PROGRAM

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 \$1.70 per day for students in grades 7 and 8; \$1.60 per day for students in Kindergarten through 6th grade. Parents who qualify may complete an application for "reduced price lunch" or "free lunch". Applications are in the main office.

The menu is sent home in advance. Choose the meals you wish to purchase. Send one check payable to PJPII for the choices you make for the entire month. Lunch payments are also accepted on a weekly basis.

Students may also bring a lunch to school if they choose not to participate in the School Lunch Program.

Students may bring or purchase a snack for the morning recess period.

RULES OF BEHAVIOR

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

1. Observance of good table manners
2. Quiet conversation while eating
3. Silence when the bell is rung for Grace after meals and dismissal
4. Leave the table and surrounding area clean
5. Place trash in the proper containers
6. Walk quietly out of the cafeteria

The students will remain in the cafeteria until the volunteer lunch mother takes them outside. No student will re-enter the school building during lunch except for an emergency or if accompanied by a teacher or a parent designated by the teacher.

FORGOTTEN LUNCHES

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.

— CLASS SCHEDULE —

Children may enter the school building at 8:00 AM. The initial bell rings at 8:15 AM for morning prayer. Each grade prepares their class schedule which includes a mid-morning bathroom and snack break.

K-1-2 Lunch at 11:30 AM
3-4-5 Lunch at 12:00 noon
6-7-8 Lunch at 12:30 PM

The bell to end the school day rings at 2:40 PM for the final prayers of the day. Dismissal starts at 2:45 PM.

— CLOSINGS and DELAYS —

PJPII follows the direction of Coatesville Area School District regarding cancellation, delay and closing decisions. WCOJ Radio broadcasts these announcements on 1420 AM radio. TV channels 6, 8, 10 and 11 announce our closings. Our school website also posts changes in the normal routine.

Web sites offering information:

www.popejohnpaul2sch.org

NBC 10: www.NBC10.com

WPVI: www.WPVI.com

If your school district of residence is closed and PJPII is open you may bring your child to school and pick him/her up after school. No transportation is provided if the district is closed.

Please do not call the school to inquire about school closings or early dismissal. If our phones are tied up with parents calling in, we may not receive the call from the district giving us the information. Often we ourselves have to listen to the radio for dismissal times.

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.

— COMMUNICATION —

Our school communicates regularly with the parents through (1) an annual CALENDAR OF EVENTS which is mailed to the parents after the initial tuition payment, (2) a monthly calendar and (3) a monthly newsletter.

We send these communications, as well as other periodic flyers, notices, and memoranda, to your home with your oldest child on Mondays in a Correspondence Envelope. We ask that you remove the correspondence, sign this envelope and return it the following day.

— COMPUTERS —

ACCEPTABLE USE GUIDELINES

Users, staff and administration of Pope John Paul II Regional Catholic Elementary School have the opportunity to access the Internet to facilitate educational and personal growth in technology, information gathering and communication skills. The following statements apply to all users when they access any school network connection.

RESPONSIBILITIES OF USER

Users are responsible for adhering to the school Internet guidelines and policies and to the School Code of Conduct.

The school facilitator has the right to monitor all activities.

Transferring copyrighted materials to or from any school network without express consent of the owner of the copyright is a violation of Federal Law and is, therefore, forbidden by the school.

Users accept the responsibility of keeping all inappropriate material from entering the school network.

Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden. Each user has the responsibility to report all violations of privacy.

Accessing personal E-Mail accounts through the school's computer is forbidden.

Users may not allow any other person to use their password or to share account information.

Attempts to circumvent system security in any way to gain unauthorized access to local, network, or Internet resources are forbidden.

Use of the Internet for commercial gain or profit is not allowed from an educational site.

Users may not move, repair, reconfigure, modify, or attach external devices to the systems. The Network Administrator has the right to monitor all accounts.

DISCIPLINE

Violation of these rules will be dealt with by the administration of the school.

For reasons of personal safety, users will *NEVER* post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.

Users will not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence or discrimination towards other people.

Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas of writings of others and presenting them as if they were one's own.

Users will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the internet, harass or annoy any other users.

Users will not knowingly or recklessly post false information about a person or an organization.

Users will not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal.

The illegal downloading of copyrighted software for use on home and school computers is prohibited.

Violation of these rules may result in any or all of the following:

Loss of Internet access

Disciplinary or legal action by the school or other involved parties

The school or the Archdiocese of Philadelphia reserves the right to amend this policy. Additional rules and regulations may be added at any time. Users are responsible for reading and following these rules.

— CONFERENCES and APPOINTMENTS —

We schedule 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 not only to attend but to participate in the question and answer dialog.

After the 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 late November 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 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. For obvious reasons, our teachers can not be called to the telephone 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 and their children. No meetings will take place with a third party present (relative, friend, lawyer, counselor, etc.).

— CURRICULUM —

We believe that the most desirable teaching method is one that recognizes learning as a process of self-improvement which teaches the student to think, judge, and act for oneself according to sound principles and right reason.

RELIGIOUS EDUCATION

The 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 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. 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 and Benediction of the Most Blessed Sacrament during the Season of Lent.

Sacramental Preparation

According to the directives of the Cardinal 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 4th, 5th and/or 6th 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.

INTEGRATED LANGUAGE ARTS

The philosophy of Integrated Language Arts advocates the use of whole class instruction with flexible small grouping while using a literary anthology for instructional purposes.

Integrated Language Arts is the integration of reading, writing, thinking, listening and speaking. We accomplish this by combining the curriculum of Language Arts with the Reading program or Anthology used in each grade. The curriculum emphasizes the connections and relationships in the learning process. The result is that Reading and Language Arts become a unified whole.

Library

The school library is an integral part of the school's program and serves as a central source for both students and teachers. Its purpose is to assist its users to discover, evaluate and apply information. The student strengthens knowledge and skills in reading and other curriculum areas. They develop individualized tastes which enrich their future contribution to society. We urge parents to encourage the children to grow in love for reading.

We expect parents to share the responsibility of caring for the borrowed books and to be aware of the date on which these books are due. Students are responsible for the replacement value of books lost or destroyed.

Through the assistance of the library staff, our library is computerized in the Winnebago library system.

MATHEMATICS

The Mathematics Program focuses on the vision of the Standards for School Mathematics. This reflects the full breadth of relevant mathematics and its interrelationship with technology. We strive to build the student's confidence in his/her ability to become a problem solver so that the student learns to communicate and to reason. We employ modern techniques and procedures in the presentation of class material.

The school provides the opportunity for students who meet the qualifications to participate in an HONORS MATH PROGRAM starting in the 5th grade. Those students complete Algebra I by the time they complete 8th grade. The Principal determines the eligibility of students for the program following the guidelines provided by the Office of Catholic Education of the Archdiocese of Philadelphia.

SCIENCE

Children have a natural curiosity about the world around them. We channel this curiosity to develop critical thinking skills through the presentation of concept processes appropriate to the student's developmental and cognitive level. To this end, the students will perform research, conduct experiments and develop special projects.

SOCIAL STUDIES

In our Social Studies Program we present History as the story of people - their needs, emotions, problems, and struggles for improvement. By focusing on the dignity and destiny of men we strive to bring to the students the realization that people of every country have a common bond: namely, their responsibility to God and to each other, and the proper use of the natural resources of this earth.

The correlation of map and global studies with the study of History enables the student to visualize the location of the peoples studied in the past and the present.

MUSIC

All students receive instruction in the fundamentals of music. Following the Archdiocesan guidelines, each grade receives:

Grades K - 4	-	45 minutes per week
Grades 5 - 8	-	50 " " "

The students learn sequenced concepts and skills through singing songs, listening to recorded music and playing rhythmic instruments and melodic bells. Musical performances featuring various grade levels and choruses are scheduled periodically.

COMPUTERS

Our program begins with introducing the computer to our kindergarten students and builds as the student progresses through 8th grade. The overall objective of our program is enrichment through curriculum oriented software in the Primary Grades as well as development in the older students of skills in wordprocessing, spreadsheet operations, research and the creation of multi-media presentations.

We are committed to keeping pace with this exploding technology to the extent that our resources, both physical and financial, allow. The school has local network capability and Internet access.

Our program for the grades K to 4 includes:

1. Microsoft Windows and popular Windows-based software

2. Keyboarding skills
3. Understanding how the computer works
4. Use of curriculum oriented software that integrates classroom work in other subjects
- 5 . Computer assisted instruction

For grades 5 to 8 the program includes:

1. Microsoft Windows and popular Windows-based software
2. Word processing, spreadsheet operations and database applications
3. Multi-media programs
4. Research using CD-ROMs and the Internet
5. Power Point

PHYSICAL EDUCATION

Physical Education develops the physical and mental growth of the child while fostering good sportsmanship as well. We develop skills in a gradual and sequential manner.

CO-CURRICULAR PROGRAMS

Altar Servers	Contests
Athletic Program	- Math, Spelling, Art
Cheerleading	Guidance Program
Remedial Math & Reading	Volunteer Aide Program
Scouts	Yearbook
Speech Therapy	Student Council
Standardized Testing	After School Program

— DISCIPLINE —

Discipline is a necessary reflection of the philosophy of PJPII. The school and individual classrooms nurture a positive sense of self-discipline in order 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.

SUSPENSION

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal. The Principal will inform the Board of Pastors of PJPII when a student has been suspended.

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.

The following are considered major disciplinary infractions. However, this list is not limited to the following:

- immorality
- gross defiance
- truancy
- unauthorized leaving of school grounds or school sponsored events
- theft
- vandalism
- conduct failures
- possession and/or use of weapons
- verbal, physical or sexual harassment
- threats against the faculty, staff, volunteers, students or administration
- possession and/or distribution of illegal substances
- possession of pornographic materials

DISMISSAL

The following policy is established and promulgated governing student dismissal from PJPIL:

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 Board of Pastors alone has 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 and pastors.
4. Students who are dismissed may apply to the pastors 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.

General Rules

The administration reserves the right to discipline students for off-campus conduct. What students do off-campus can detrimentally impact a school or program's reputation.

The following rules are promulgated to safeguard all students:

1. Students will not use foul language or language not appropriate for the classroom.
2. Students will follow the instructions of the teacher.
3. Students will not be disrespectful - in attitude, word or action.
4. Students will wear the proper school uniform.
5. Students will wear the proper gym uniform.
6. Students will not engage in any action that is potentially or actually harmful to other students. This includes fighting, running, pushing or shoving other students, throwing objects in the classroom, halls, school yard, cafeteria, or bus.
7. Students will not deface school property.
8. Students will not chew gum in or around school property.
9. Students will not bring certain items to school. This includes but is not limited to the following: radios, tapes, CD's, game-boys, iPods, Walkman, toys, tobacco, alcohol, matches, sharp instruments, etc.
10. **Students will never leave the classroom or school property without permission.**

Cell Phones in School

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

1. the potential to communicate about drug deals or other illegal activity
2. the responsibility of the school to provide the best possible learning environment, which can be compromised by ringing phones

The administration of Pope John Paul 11 Regional Catholic Elementary School believes the wisest course is to permit students to bring cell phones to school with a number of conditions.

Protocol for cell phone possession and use

Cell phones may be brought to school under the following conditions:

1. Phones must be kept in the OFF position from 8:00 a.m. to 3:00 p.m.
For students in the after school program the off position is extended until the time of pick-up.
2. No cell phones may be used for picture taking. It is becoming increasingly difficult to find non-camera phones.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
5. A school official who hears a phone ringing at an inappropriate time will confiscate the offender's phone. Return of the phone will be made to parents who will be required to come to school to retrieve the phone.

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

Classroom Rules

1. Students will keep their desks neat and orderly.
2. Students will complete all classwork and home assignments.
3. Students will be on time for class each day.
4. Students who are absent from class will bring a written note from the parents stating the reason for the absence.
5. Students will be responsible to make up any work missed because of absence. Parents may call the school office (610-384-5961) and enter the code for the teacher's voice mail by 9:00 AM on the day of the absence to request homework to be sent home or picked up. This will give the teacher ample time to have the work in the office for pickup at dismissal.

Outside 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 tell 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.

— 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

UNIFORM - GIRLS K-1-2-3-4

Jumper

White Peter Pan Collar blouse (Long or Short sleeve)

Prescott Red Cardigan sweater with logo *Optional

Bass Buck Shoes — Style #2030262

For 2007-2008 — 4th grade girls may wear the skirt

UNIFORM - GIRLS 5-6-7-8

Skirt

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

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

Navy Knee highs or tights

Bass Buck Shoes Style #2030262

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: Well-groomed and neatly styled

Small, sensible barrettes and tie-backs are permitted

No dyed, bleached, or highlighted hair

SHOES: Authorized school shoes only

UNIFORM - BOYS - K-1-2-3-4-5-6-7-8

Navy twill pants

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

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 - striped

Belt

Navy crew socks

Bass Buck Shoes Style #2030262

FALL/SPRING - *OPTIONAL Cardinal short sleeve polo shirt with logo (no tie required)

JEWELRY: None (no earrings, necklaces or bracelets)

HAIR: Well-groomed and neatly trimmed

No hair touching the shirt collar or below the ears

No extreme razor cuts with shaved-in designs

No dyed, bleached, or highlighted hair

SHOES: Authorized school shoes only

GYM OUTFIT BOYS AND GIRLS GRADES 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.

Maroon Sweatshirt with logo (PJPII)

Navy Sweatpants with logo (PJPII)

Navy micromesh nylon gym shorts with logo (PJPII) *Optional

Maroon gym T-shirt with logo (PJPII)
White crew socks
White sneakers: New Balance - KX620AWG
New Balance - KX621
Reebok Time and Half #143955
Reebok Kick Out #153104

REQUIRED SHOES — Shoes maybe purchased at the following stores:

BUCKS STYLE #2030262:
Flynn and O'Hara in Exton
Olly's Shoes Main Street, Exton
Flocco's Shoes, Conshohocken
SNEAKERS: Styles listed above
Olly's Shoes, Main Street, Exton
Flocco's Shoes, Conshohocken
Any retail store or outlet that sells the style required

— FIELD TRIPS —

Field trips are educational in nature and supplement the curriculum. Because they are a learning experience the time spent is considered a normal school day. Students who do not participate must report to school.

Requirements:

1. Written parental request and permission slip
2. Appropriate attire depending on the nature of the trip
3. Good personal behavior
4. Students are to ride the bus to and from the field trip

You will find copy of the required permission slip in the back of the hand-book.

The Home and School Association helps to defray part of the cost of bus transportation. All tuition and after school fees must be paid **up to date** in order for a child to participate in field trips.

— FIRE DRILLS —

Fire drills are required by law and are an important safety measure. At the sound of the alarm it is essential that **everyone** in the building leave promptly, quietly and quickly. Fire drill routes are displayed in each room. The last person out of the room should extinguish lights and close all doors. Silence is mandated.

— 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.

Certain government programs provide us with grant monies to purchase library books.

— GRADUATION —

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.

— HEALTH SERVICES —

A registered nurse is provided by the Coatesville Area School District three days per week. Her 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 she is not in the building the principal or designee assumes these duties.

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. 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 excuse.

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:
 - 1) Current date
 - 2) Student's full name and grade
 - 3) Name of medication and dosage
 - 4) Time(s) that medication is to be given
 - 5) Dates(s) that medication is to be given
 - 6) Condition for which medication is to be given
 - 7) Signature of parent/guardian

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.

3. 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.
4. 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.
5. 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.

6. 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.
7. 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.

— HOME AND SCHOOL ASSOCIATION —

The primary purpose of the Home and School Association is to give parents and teachers 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.

This organization provides teachers and parents, as well as other parishioners, with an opportunity to learn how to become effective teachers of the parishes by bringing the home and school together so that both can share mutually their successes and failures.

A secondary purpose is to help all parishioners learn more about education at the local, state and national levels, so that they can judge and act more intelligently in these important matters.

All school families are to join this organization and to 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 \$10.00 per year per family.

Many of the programs and services provided by the school could not be fully offered without volunteer help. Some of the areas where volunteers are deeply appreciated:

Cafeteria Aide	Home Room Parent
Clerical Work	Library Aide
Computer Aide	Lunch Yard Aide
Gym Aide	Teacher Aide

— HOMEWORK —

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 - 10 to 20 minutes
- Grades 3 & 4 - 30 to 40 minutes
- Grades 5 & 6 - 50 to 60 minutes
- Grades 7 & 8 - 70 to 80 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. Students are responsible to make up missed work and tests. Missed tests will be taken at the discretion of the teacher but be completed within one week of the return to school.

— HONOR ROLL —

HONOR ROLL

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

<u>First Honors</u>	<u>Second Honors</u>
<u>General Average</u> of 93 or above with no mark below 90 "3" or above in all other areas	<u>General Average</u> of 88 or above with no mark below 85 "3" or above in all other areas

Students in Grades 1-2-3 will be recognized in the classroom by their teachers for achievement. There will be no "honor roll" for Grades 1-2-3.

— LOST AND FOUND —

Please put the child's name on every article of clothing. Articles found without a name will be held for 2 days and then disposed of.

— RECORDS —

We follow the regulations as stated in the Family Education Rights and Privacy Act. 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.

NON-CUSTODIAL PARENT *

We abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child(ren). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

* Note: If there is a divorce or child-custody litigation, the custodial parent is required to file a court-certified copy of the child custody section with 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.

— TELEPHONE —

CALLING IN

Please direct all calls to the Administrative Office.

No child may be called to the phone and we strongly discourage leaving messages for them. It is impractical for faculty members to receive calls during school hours.

CALLING OUT

The school telephone is used for emergency and business calls **ONLY**. No student may use the telephone without permission from the office. Forgotten books, gym uniform, lunch, etc. are not emergencies.

— TEXTBOOKS —

Students are responsible for the proper care of textbooks. They will cover all books neatly and carry them to and from school in a school bag.

Any student who loses a book or scribbles, marks or otherwise damages a book will pay the replacement cost of the book.

— 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

The students must obey 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 serious misbehavior, the bus privileges will be suspended for one week. Continued infractions of behavior may warrant that the student lose his/her bussing privileges entirely.

To request a change of bus due to moving you 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.

The bus company requires that the child must be picked up and dropped off at the same bus stop.

Children may not ride other than their assigned bus.

CAR

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.

—TUITION—

Tuition must be paid in full each year by April 30th. The first payment is non-refundable and is due in July. The remainder of the tuition is due in monthly payments payable by the 30th 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.

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.

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 at once, so that drastic measures need not be asked of you or your children. The payment of tuition is your responsibility; please do not let your children be embarrassed through your forgetfulness.

TUITION PAYMENT SCHEDULE 2007-2008

All tuition must be paid in full by April 30, 2008

— Parish Tuition Rates —

A parishioner is a registered and active member of one of our five parishes: St. Cecilia, Our Lady of the Rosary, St. Stanislaus Kostka, St. Joseph and St. Peter.

Tuition payments are paid according to the agreement you made with SMART.

1 child	\$2,800.00
2 children	4,725.00
3 children	6,575.00
4 or more	7,350.00

— **Non-Parishioners** —

(Those not registered nor active in the above named 5 parishes)

\$3,850.00 per pupil

Two month's payment must be received by the end of August or the child will not be admitted to class in September.

— **VISITING THE SCHOOL** —

Visitors are always welcome. Please stop at the office and state the purpose of your visit. The sign in at the copy room. During school hours visitors may not approach faculty or students without the permission of the principal.

FIELD TRIP PERMISSION FORM

We (I) as parent(s) or legal guardian(s) of

_____ Student's Name

give permission for our child to participate in:

_____ Date of Trip: _____

This permission includes all related programs or events associated with the field trip. In consideration for our (my) child's participation, we (I) and my (our) child agree and understand that we assume the risks inherent in the field trip, and with full knowledge of the risks, we agree to release and hold harmless Pope John Paul II Regional Catholic Elementary School and the Archdiocese of Philadelphia and their employees and representatives, from claims arising or related to our (my) child's participation.

Our (my) child understands and agrees to abide by all rules and regulations established by the school pertaining to such field trip.

We consent to and give permission for emergency medical care for our (my) child that may be needed as a result of my (our) child's participation:

Insurance: _____

Group #: _____

I.D.#: _____

Student's Signature Date

Parent(s)/Guardian(s) Signature Date

Parent(s)/Guardian(s) Signature Date

*Both parents and/or guardians should sign this Permission and Release. If one parent and/or guardian is out of town or otherwise unavailable, the fact should be noted on the form. If only one parent has custody, permission must be obtained from this parent with an acknowledgment that this parent is sole custodian of the child. If there is no parent and only one guardian, permission must be obtained from the sole guardian with an acknowledgment that he/she is sole guardian.

Please note: Each student must return the signed Permission and Release before being permitted to participate on the field trip. All tuition must be paid up-to-date as per the Parental Contract.