

# Parent / Student Handbook

2011 - 2012 Academic Year



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**

**2011 - 2012 School Year**

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 13th**

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian Signature(s): \_\_\_\_\_

Parent or Guardian Signature(s): \_\_\_\_\_

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.

**Middle States Association  
of Colleges and Schools  
Re-Accreditation**

**May 1, 2009**

**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.

## PRINCIPAL'S MESSAGE



Dear Parents and Guardians,

An environment of learning and growth is dependent upon many factors, but among the most important are safety, good order and respect. All members of the PJPII School Community are held to the standards detailed in this handbook. The children are our first concern, and to make the optimum conditions for learning and growth possible, the contents of this ***Parent – Student Handbook*** are extremely important. There have been some changes in the handbook this year, and it is imperative that you become aware of all of the information contained in it before you sign and return the parent form on or before the designated September date. As with any good set of laws and regulations, the emphasis is on the welfare of the community and the good working order of a large institution.

Interruptions of instructional time or the peaceful and orderly operation of the school are considered serious. Bullying, meanness or unkindness of any kind or in any mode of communication or technology will be considered serious infractions of the code of behavior required of a PJPII School student. These areas of this handbook have been revised to reflect past or potential areas of concern. While some areas of the handbook may carry a lesser weight or impact on the daily good order of the school, none of them are considered unimportant or optional. Consistent adherence to all school regulations is expected of each and every student. Consistent adherence to and support of the Mission Statement of the school and the code of behavior is also expected of the parents and guardians of all PJPII students.

The contents of this handbook are in effect at all times and at all events when the student is representing PJPII School. After school activities, extra-curricular activities, sports events, contests, field trips and transportation to and from school are considered school events and the code of behavior governs these occasions. Students will be expected to look and act in a representative manner at all times.

Thank you, parents and guardians, for your adherence to the contents of this handbook and for requiring your child(ren) to do the same. You know how difficult it can be to run a household of one or more children, so I am sure you can appreciate how difficult it is to keep a school of 600+ students running in a manner that benefits everyone. May God's blessing be on all of us as we work for the good of His children.

Sincerely,

Sister Anne McGuire, IHM  
Principal

## 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. Thomas Brennan

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

## MISSION STATEMENT

Pope John Paul II Regional Catholic Elementary School is a faith Community rooted in the tradition of love of God and neighbor. We are dedicated to the blending of academic excellence and religious formation. Our Mission is to empower our students to meet the challenges of an ever-changing global society through prayer, service and faithfulness.

### **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

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## **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 frequently 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 the 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 the six feeder 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 Pre-K a child must reach 4 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, permanent record and most recent standardized testing. A satisfactory academic and conduct record from the prior school is essential.

Transferring students will be accepted on a probationary basis to insure a satisfactory incorporation into the academic and behavioral code of the school.

— AFTER SCHOOL PROGRAM —

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:

1. 3:00 PM until 6:00 PM

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.

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").

— ATHLETIC ASSOCIATION —

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

An Athletic Board consisting of a Priest Moderator, Athletic Director, Commissioner of Sports, Treasurer, Equipment Manager, Field Coordinator, Webmaster, and Secretary 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, feel free to contact the Commissioner of Sports. 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.

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.

There are in addition to the above, "B" level leagues that follow the same guidelines stated for Varsity and JV. Students have the opportunity to increase their skill levels and continue to play in a competitive and enjoyable manner.

#### **ATHLETIC ASSOCIATION MISSION STATEMENT**

The Pope John Paul II Regional Catholic Elementary School Athletic Association is a school-based program, out of the consolidation of the five 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.

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.

## SPORTS PROGRAMS

The program offers to the students who attend Pope John Paul II, CCD or RREP participation in the following sports:

<b>Sport</b>	<b>Level / Grade</b>	<b>Maximum</b>	<b>Season Starts</b>
Soccer	Junior Varsity 5 - 6 Varsity 7 - 8	16	August (Fall Season)
Volleyball	Girls Junior Varsity 5 - 6 Girls Varsity 7 - 8	10 - 12	August (Fall Season)
Field Hockey	Girls Junior Varsity 5 - 6 Girls Varsity 7 - 8	16	August (Fall Season)
Cheerleading	Junior Varsity 5 - 6 Varsity 7 - 8	16	October (Winter Season)
Basketball	Girls Junior Varsity 5 - 6 Girls Varsity 7 - 8 Boys Junior Varsity 5 - 6 Boys Varsity 7 - 8	10-12 for Girls 10-12 for Boys	November (Winter Season)
Softball	Junior Varsity 5 - 6 Varsity 7 - 8	12-15	March (Spring Season)
Baseball	Boys Grades 5 - 8	12	March (Spring Season)
Track	Boys & Girls Grades 4 - 8	Novice, Minor and Cadet  No Limit	March (Spring Season)

Students may only participate in one school sport per season.

## 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 student/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 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.
3. Every athlete is expected to behave in a Catholic/Christian manner. Bad Language, bullying or disrespect of any kind will result in loss participation on the team.
4. 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.
5. Each athlete is a **student first** and an athlete second. We realize the value of an extra-curricular program, but we also believe the academic progress of each student if of paramount importance. Any student who is absent from school may not practice or play in a game for that day.

If a student is **failing 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.

Once a student does receive a **failure or any 1's** on the report card, especially conduct, 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.

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 check by the Commissioner of Sports.

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 statement of the school.

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.

The school administration reserves the right to suspend students from any extracurricular sports or activities for chronic lateness. Students who are chronically late will not be eligible for First or Second Honors.

6. All 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).
7. All jewelry is prohibited.
8. Gum chewing at games and practices is prohibited.
9. The coach must be contacted when an athlete will be unable to attend a practice or game.
10. No athlete is permitted to leave the gym or field for any reason without permission of the coach.
11. 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 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. All competitions are supposed to be enjoyable for the athletes.
15. The Administration of PJPII School reserves the right to remove any student from behavior that is not exemplary in all ways.

#### — ATTENDANCE —

Supervision of the children begins at 8:00 AM and ends at 2:45 PM. Children who arrive before 8:00 AM must remain in their bus or car and children who remain after 2:45 PM must join the After School Program - at a monthly fee.

**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.

#### 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 11:30 AM 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 homeroom by 8:15 AM.

A child must be accompanied by his/her parent to 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.

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

The school reserves the right to reduce or remove tuition assistance to parents or guardians of students who are chronically late or absent without serious medical or family reasons.

#### — 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 \$2.00 per day for students in grades 6-7-8; \$1.90 per day for students in Kindergarten through 5th grade. Parents who qualify may complete an application for "reduced price lunch" or "free lunch". Applications are available online.

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

Students may bring a snack for the morning recess period.

Candy and soda are strongly discouraged for snack or lunch as they have an obvious impact on the students' behavior and ability to be attentive in class

#### **RULES OF BEHAVIOR**

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

1. of good table manners
2. Quiet conversation while eating
3. Leave the table and surrounding area clean

4. Place trash in the proper containers
5. Walk quietly out of the cafeteria
6. Absolutely no throwing of food at any time (Considered a serious infraction)
7. Disrespect of any kind toward staff or parent lunch providers and moderators will be considered a serious infraction.

The students will remain in the cafeteria until the volunteer lunch mother and the teacher take 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, after that time students may only be admitted to class with a late slip obtained from the office. Each grade prepares their class schedule which includes a mid-morning bathroom and snack break.

Pre-K Lunch at 11:15 AM

K-1-2 Lunch at 11:30 AM

3-4-5 Lunch at 12:00 Noon

6-7-8 Lunch at 12:40 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. If a student misses the school bus, parents will be notified to pick up their child at the After School Program. A nominal fee will be charged.**

### **— CLOSINGS and DELAYS —**

PJPII follows the direction of Coatesville Area School District regarding cancellation, delay and closing decisions. TV channels 6, 8, 10 and 11 announce our closings. Our school website also posts changes in the normal routine. Websites offering information:

[www.popejohnpaul2sch.org](http://www.popejohnpaul2sch.org)

NBC 10: [www.NBC10.com](http://www.NBC10.com)

WPVI: [www.WPVI.com](http://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.

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) The Virtual Brown Envelope (VBE) posted on the website each week
- (2) A CALENDAR webpage on the school website
- (3) A monthly calendar and
- (4) A monthly newsletter both regularly updated on the school website
- (5) Connections – A bi-annual school publication generated through the development office.

## **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.

### **ACCEPTABLE USER POLICY 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 or 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 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. 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 Catholic/Christians 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 and Benediction of the Most Blessed Sacrament during the Season of Lent. Parents are very welcome.

### **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 5th and/or 6th/7th 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.

## **English LANGUAGE ARTS**

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

English 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 First in Math Program is available to every student in Grades K – 8 both in class and at home from August 30, 2011 to August 29, 2012.

The school provides the opportunity for students who meet the qualifications to participate in an HONORS MATH PROGRAM starting in the 4th 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. These guidelines are shared with all parents of 4th grade students during the school year. At the end of 4th grade students who qualify are invited into the program.

## **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. The STEM program is presently implemented in Grades 3, 4 and 5. This program integrates Science, Technology, Engineering and Math in a hands-on learning format which fosters critical thinking.

## **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 - Integrated in other subject areas

The students learn sequenced concepts and skills through singing songs, listening to recorded music and playing rhythmic instruments and melodic bells. Instrumental Music classes are available for students in Grades 4 – 8. Lessons are available for students in Grades 4 – 8.

## **PHYSICAL EDUCATION**

Physical Education develops the physical and mental growth of the child while fostering good sportsmanship as well. All students in Grades Pre-K to 8 participate in the Physical Education Program. Skills are presented in a developmentally appropriate manner.

## **CO-CURRICULAR PROGRAMS**

Altar Servers

After the Bell Activities

Athletic Program

CARES Program

Cheerleading

Contests – Math, Spelling, Art

Juniors Companions in Prayer

Scouts

Speech Therapy

Student Council

Volunteer Aide Program

Yearbook

Beginning and Advanced Band

Reading Olympics

## 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 word processing, spreadsheet operations, research, the creation of multi-media presentations and Internet Safety.

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. Word processing, and spreadsheet operations
3. Multi-media programs
4. Research using CD-ROMs and the Internet
5. Power Point
6. The Rosetta Stone World Language Program is an internet based instructional program that is available for students in Grades K – 4 twice each week in the classroom and anytime on a home computer from August 22, 2011 to August 21, 2012.

For grades 5 to 8 the program includes:

1. Microsoft Windows and popular Windows-based software
2. Word processing, and spreadsheet operations
3. Multi-media programs
4. Research using CD-ROMs and the Internet
5. Power Point
6. Internet Safety
7. The Rosetta Stone World Language Program is an internet based instructional program that is available for students in Grades K – 4 twice each week in the classroom and anytime on a home computer from August 22, 2011 to August 21, 2012.
8. The Rosetta Stone World Language Program is an internet based instructional program that is available for students in Grades K – 4 twice each week in the classroom and anytime on a home computer from August 22, 2011 to August 21, 2012.

## — DISCIPLINE —

Corrective discipline is a necessary procedure for the safe and orderly daily functioning of PJP II School. 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.

### **DEMERIT SYSTEM**

#### **INFRACTIONS:**

Improper behavior - including, but not limited to, disturbances in class (including Library, Gym, Music, Computer, Honors Math, World Language classes) church, 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.

Cheating- the copying or giving of another's assignments. The taking or giving of schoolwork that is not one's own

Abusive Language – any inappropriate language used on school grounds, at school functions, sporting events, or travelling to and from school

Disrespect – any improper attitude or action displayed towards any teacher, staff member, volunteer parent, administrator or fellow student.

Invading the privacy of another's desk or belongings – 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 Violations –(see school policy on dress code) including, but not limited to: improper footwear , shirt-tails hanging out, missing belts, undershirts showing, makeup, short skirts, and nail polish).

Damaging of any school, church or personal property

Failure to return a signed demerit slip – demerits must be returned within two (2) school days

Out of bounds - any student who is in the wrong place at the wrong time, being late for class, abusing bathroom privileges and wandering the halls

Violations of any electronic use policies- including cell phones, I-Pods, electronic games (See School Handbook)

Other – any other behavior that warrants attention not specified on the above list

## **SERIOUS INFRACTIONS**

(May result in an immediate detention, suspension, or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions including the following:

Truancy – unexcused absences

Violent behavior – any fighting or behavior that causes physical injury

Computer tampering

Bullying - Verbal, physical or sexual harassment

Blatant disrespect for authority – to any adult in the building, or at any school sponsored event

Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on a bus

Irreverence

Vandalism & theft– destruction or defacing of school or church property

Profane/obscene language or gestures or engaging in immoral conduct

Possession of any item which may present a danger to others in school or out (ex. Weapons, or any object made into a weapon)

Cutting Class

Leaving campus without permission from a school authority

Cheating/Plagiarism- Cheating on quizzes, tests, projects and any graded assignments.

Forgery – handing in any school paper signed by anyone other than a parent or guardian.

Students guilty of any of the violations listed above will also surrender their rights to participate in any extracurricular activities, including playing on any school sports team.

## **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: To be determined by the teacher.

TIME: 3:00 PM – 3:45 PM (45 minutes)

LOCATION: Classroom of Teacher

ATMOSPHERE: Silent detention

PICKUP TIME: 3:45 PM

LOCATION: Pickups 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. The Principal will inform the Board of Pastors of PJP II when a student has been suspended. 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.

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

Immorality

Behavior that consistently disrupts the teacher's instruction and the students' learning

Gross defiance: Repeated infractions, Answering back, Bad Language

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 either in person or on any electronic device

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 PJP II:

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.
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).

### **General Rules**

**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 PJPII School, or if that conduct brings shame or defamation to the reputation of the school.**

The following rules are promulgated to safeguard all students:

1. Students will not use foul language or language at any time.
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 in the proper manner.
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 or on the bus to and from school.
9. 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, Hand-held Gaming systems, iPods, Walkman, toys, tobacco, alcohol, matches, sharp instruments, etc.

10. Students will never leave the classroom or school property without permission.

#### **Protocol for cell phone possession and use**

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

1. All Cell phones must be in a plastic bag with the student's name in the bag and phones must be turned in to the classroom teacher upon entering each morning. The cell phone will be locked in the closet and returned at the end of the day.
2. 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.
3. 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.
4. Harassment, bullying or threatening of persons via the cell phone is forbidden
5. Cell phones may not be used for texting, game playing, Internet or e-mail access, gambling, or making purchases of any kind.
6. A school official who hears a phone ringing or sees a phone in use during school 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.
7. Those who violate any of the rules regarding cell phones will 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.
6. Makeup work must be turned in within the time frame indicated by the classroom teacher.

## **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 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.
6. Student will respect and follow the directives of all lunch monitors on the play yard.

### **— 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 –**

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

**Gym uniform at all times.**

#### **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

Shoes: Bass Buck Shoes — Style #2030262

#### **UNIFORM - 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

Shoes: Bass Buck Shoes Style #2030262

Hair may not be dyed, bleached, or highlighted hair

SHOES: Authorized school shoes only

GIRLS' SKIRT/UNIFORM HEMS: The hem of the skirt must **be 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

Small, sensible barrettes and tie-backs are permitted. No oversized bows.

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

#### **UNIFORM - 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

SHOES: 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: Hair must be well-groomed and neatly trimmed.

No hair touching the shirt collar, below the ears, or hanging over the face

Extreme razor cuts with shaved-in designs are not permitted

Hair may not be dyed, bleached, or highlighted

SHOES: Authorized school shoes only

GYM T-SHIRT: Maroon gym T-shirt with logo (PJP11)

SOCKS: All White crew socks

#### **GYM OUTFIT 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 or VANS

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

#### — 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.

Students are held to the same standards on a field trip as they are in 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 handbook.

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.

## — GRADEBOOK —

River Valley Software (RVS) Gradebook and School Tools Plus are utilized for 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 [www.rvsgradebook.com](http://www.rvsgradebook.com). 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.

## — HEALTH SERVICES —

A registered nurse is provided by the Coatesville Area School District at varied times throughout the 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 NOTE INDICATING PERMISSION TO RETURN TO SCHOOL.

## **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.
8. Students may NOT carry medications of any kind on their person. Tylenol, Advil, etc., must be placed in a container with the student's name on it, and turned in to the nurse accompanied by a note from the parent.

## — 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 \$15.00 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 are required to pass a police check, a child abuse check and attend a mandatory session of Safe Environment administered by the Archdiocese. Some of the areas where volunteers are deeply appreciated:

- Cafeteria Aide / Yard Aide
- Home Room
- Parent Clerical Work
- Library Aide
- Computer Aide
- Various Fundraising Programs
- 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 – approximately 30 minutes
- Grades 3 & 4 – approximately 60 minutes
- Grades 5 & 6 – 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. Students are responsible to make up missed work and tests.

Missed tests will be taken 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 First in Math Program and the World Language Program at home. Access to both programs is available from August, 2011 through August, 2012 seven days through the week, 24 hours per day.

— **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

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 leave a voice mail message for the individual you are trying to contact. If it is urgent for you to contact someone immediately, please call the main 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 and all other learning materials including electronic devices. 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, 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 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.

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

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 any other bus than the one they are assigned.**

## **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—**

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.

## **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 2011 - 2012**

**All tuition must be paid in full by April 15, 2011**

**— 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 dictated by the plan each family has chosen through SMART.

1 child	\$ 3,350.00
2 children	\$ 5,750.00
3 children	\$8,050.00
4 children	\$9,000.00

**— Non-Parishioners —**

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

\$4,400 per pupil

Payments commence in May, 2011 through Smart Tuition. Before school opens in September, at least three Monthly Payments must be recorded. These payments are non-refundable.

**— VISITING THE SCHOOL —**

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

POPE JOHN PAUL II REGIONAL CATHOLIC ELEMENTARY SCHOOL

2875 Manor Road, West Brandywine, PA 19320 Telephone (610) 384-5961 Fax (610) 384-5730

**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.