



STUDENT & PARENT HANDBOOK 2018-2019

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*The Parish School of Five Holy Martyrs, Immaculate Conception,
Our Lady of Fatima, St. Pancratius & St. Simon*

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INTRODUCTION

This handbook is your guide to the policies and regulations of Pope John Paul II Catholic School. Please refer to it frequently and keep it on hand for easy reference. After you have carefully read the contents of this handbook, please go over them with your child(ren) so they will also have this information.

We would like to emphasize the fact that the school is concerned with the complete education of your child(ren). A spirit of trust, understanding, harmony, and cooperation must exist between home and school so that all of us may be effective educators. Through your cooperation, we will be better able to make our school an effective Catholic educational institution that can best serve your child(ren) and the children in our parishes.

We ask your cooperation in upholding the policies set forth in this handbook, keeping in mind that they will be strictly enforced for the good of the total student body. ***Please do not seek exceptions from the regulations for your child(ren).***

Rules and regulations in this handbook are subject to change. They are not all-inclusive. Statements are subject to amendments with or without notice. The school will attempt to keep you informed of all changes as soon as possible. Some changes might be made immediately due to unforeseen circumstances.

SCHOOL HOURS

Morning Warrior Care

6:30 am - 7:40 am

School Hours

Doors open 7:15 am- breakfast begins
7:40 am- all students in Hall
Morning Meeting7:45 am
Classes begin 7:55 am
Students tardy..... 7:55 am*
Dismissal 2:55 pm

*The doors of the school will be locked at 7:55 am. Students arriving after this time must get a tardy slip from the main office. Students without a tardy slip will not be admitted to class.

After School Warrior Care

3:00 pm - 6:00 pm

Main Office (door 6)

7:30 am - 3:30 pm

Monday—Friday (closed holidays)

POPE JOHN PAUL II SCHOOL MISSION STATEMENT

We believe in living our Catholic Faith

We believe in the Pope John Paul II Catholic School Community

We believe in helping others

We believe in excellence

POPE JOHN PAUL II SCHOOL PHILOSOPHY

Pope John Paul II School is a faith-filled community of academically excellent students ready to be responsible servant leaders for their world.

ADMISSION TO POPE JOHN PAUL II SCHOOL

Pope John Paul II School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

Pope John Paul II School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Pope John Paul II School may admit students who are non-Catholic provided these students will not displace Catholic students. Students and parents understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school is required.

Admissions--Transfer Students

For the admission of a new or transfer student, parents shall present all documents as listed on the enrollment checklist, including

- an official copy of the child's birth certificate
- a copy of the child's sacramental record
- a copy of the student's last report card, applicable testing scores, and a school record release form
- registration form
- photo and academic work consent form
- acceptable use of technology form
- all necessary medical records and emergency information (to remain in compliance with local and State of Illinois health requirements).

All records from the previous school, including health records, shall be transferred. Admission for transfer students is subject to receipt of records from the previous school. In addition, transfer students are accepted on a probationary basis contingent upon completeness of transfer records, cooperation with disciplinary policies, and completion of assigned school work.

In compliance with Illinois Code, within 14 days after enrolling a transfer student, an elementary or secondary school shall comply with the requirements of Section 5 of the Missing Children

Records Act and Section 5 of the Missing Children Registration Law regarding the records of such transfer student. The transfer of the record by a public school is subject to the prior notice to parents required by Section 375.70(a) of this Part.

Admissions--Preschool/Kindergarten

According to state law, a child must be 5 years old by September 1st to enter Kindergarten (3 or 4 years old by September 1 to enter preschool). All preschool students must be fully potty-trained. A student must also present a report of a recent medical examination and a birth certificate to verify age. **There is no early admission for 3 year old preschool.**

ARRIVAL/DISMISSAL

Timely arrival is a lifelong skill PJPII tries to instill in its students. High Schools look at tardies and attendance when making admissions decisions. Therefore, it is strongly encouraged that families comply with the school's attendance and tardy policies. All students are expected to be on time for school. Tardiness disrupts the education of all the students in the class.

School officially begins at 7:45 am. and students arriving after 7:55 am are tardy. This is recorded on the student's academic record.

Students are to be dropped off at Bishop Abramowicz Hall via the parking lot. All students line up inside the Hall by grade level.

Morning Meeting is held on Mondays at 7:45. If there is no school on Monday, Morning Meeting will be held on Tuesday. Students arriving after morning meeting (7:55 am) are tardy.

Teachers meet their classes at 7:45 am each day and walk outside with students at 2:55 pm. All students must remain in line with the classroom teacher until dismissed. To ensure student safety parents should meet children promptly at the end of the day.

The school cannot assume responsibility for the safety and welfare of children who are outside the school before 7:40 am or after 2:55 pm.

Drivers are expected to observe traffic regulations—**NO** parking in crosswalks, **NO** double parking, and observation of no parking signs. In addition, we ask for parent assistance in keeping the parking lot safe for all children. Please do not allow your children to run between the parked cars, and do not allow your children to play in the parking lot at the end of the day. The altar is a sacred space that was used by Pope John Paul II during his visit to Chicago in 1979! Please do not allow children to play on the altar.

For the safety of all students, parents and guardians are expected to follow the Drop Off and Pick Up Procedure.

ATTENDANCE

The school relies upon the parent to have students at school punctually and daily. When a child is to be absent due to illness, etc., a parent must call the school office (773-523-6161) before 8:30

am. Your call will give us helpful information that contributes to your child's safety and protection.

When reporting an absence, please provide the reason for the absence. Teachers need this information for attendance records. The school must be contacted each day of a multi-day absence to ensure we account for all student absences.

Please consult the school calendar before scheduling doctor's appointments. These should be scheduled so that your child will not miss any class time.

Vacations taken during the school year are *strongly discouraged*.

BREAKFAST PROGRAM

The breakfast program is federally subsidized and is available to all students. Free breakfasts are available for all PJPII students. Breakfast is prepared by the Archdiocesan Food Service Professionals and is delivered to and served in our school lunchroom.

Children may eat breakfast between 7:15 am and 7:40 am. **Only those students eating breakfast are allowed in the lunchroom during that time.** Students who are not eating breakfast are not allowed downstairs before school begins.

BULLYING

Bullying—either verbal or physical—will not be tolerated at PJPII School. All students are expected to ensure that bullying does not happen at school; it is everyone's responsibility to inform a teacher or other school adult if this is occurring. The teachers will work to remedy the situation in conjunction with the parents when appropriate.

It may be necessary to break up the group dynamic by assigning seating, not allowing students to be together at school, keeping a child at school at the end of the day, etc. Parental support is expected in these events.

If any student feels they are being bullied either before, during or after school, it is the responsibility of the PJPII student to notify either the teacher or principal. Bullying is not tolerated at PJPII School!

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may not have a cell phone or other electronic device on their person or in their desks during school hours. It is best that students don't bring a cell phone to school. The school and its staff does not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

In the event that a parent deems it necessary for the child to carry a cell phone, ALL cell phones will be collected by the teacher or held in the main office so that they may be kept in a safe location during the day.

Any cell phones that ring or are found on a student's person during school time will be

confiscated by the school and will only be returned to the student's parent.

CHILD ABUSE AND NEGLECT REPORTING

Under Illinois law, school personnel are required to report suspected physical and sexual abuse and neglect. Neglect may include failure to provide necessary food, shelter, medical care and school attendance. Reports are made to the Department of Children and Family Services. Persons from this department must follow up the call by visiting the child's home. At times they will ask and will be given permission to speak with the child at school.

Anyone may report suspected abuse or neglect. If you know of such a problem, you can help the child by calling the 24-hour DCFS Hotline: 1-800-252-2873. You do not need to give your name.

Please note that teachers and school personnel are **mandated reporters** of all suspected cases of child abuse.

CHILD CUSTODY

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent **unless the school has a copy of a court order giving one parent exclusive custody. Any change of custody should be reported to the school with copies of the proper legal papers.** It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school abides by the provisions of the *Family Educational Rights and Privacy Act* with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records.

Unless informed otherwise, in writing, and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent.

PJPII School will give a non-custodial parent the opportunity for a Parent-Teacher Conference upon request, at a time other than that of the custodial parent.

If the school has a court on file order indicating the limited visitation right or no visitation rights and a parent makes an application to volunteer services in the school, the principal need not accept the application. In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits right to the records, the law is followed.

COMMUNICATION

The Catholic school, while having an impact on the religious, social, emotional, physical and mental development of the student, cannot replace the vital role played by the parents. Thus, we seek to involve parents more actively in the education of their children. As partners in education, we will communicate through the school website, conferences, written reports, phone calls,

newsletters, bulletins, and parent meetings which parents are expected to attend at various times throughout the school year. Whenever possible, important notes are sent home in our weekly Wednesday Folders. It is important that parents check with students for Wednesday Folders.

We ask parents to become active recipients of the school's communication systems by reading all notes, newsletters, and bulletins, by checking your child's assignment notebooks, by regularly checking teacher websites and PowerSchool, and by discussing class work and homework with your child daily. Parents are also asked to communicate with the school when they suspect the child is not keeping the line of communication open between home and school.

CONFERENCES/PUPIL REPORTING

Two parent-teacher conferences will be arranged by teachers in preschool through grade eight. The student may be included in the parent-teacher conference when appropriate. Additional conferences may also be requested by the parent or teacher. The major purpose of the conference is to provide an opportunity for parents and teachers to share information related to the academic, social, emotional, and personal growth of the child. This information provides parents and teachers with a basis for planning with the child for his/her total educational growth.

CORPORAL PUNISHMENT

Corporal punishment in any form will not be used or tolerated when disciplining children at PJPII School.

COUNSELING SERVICES

Counseling services are provided to PJPII School through United Stand Family Center. Individual and group counseling services and educational testing are offered to school students free of charge based upon counselor availability. Referrals for counseling may be initiated by the teacher, parent/guardian, principal or child. While parent permission is required for on-going services, students may see the counselor up to three times prior to parent permission.

Counselors also work with entire classrooms on various topics as part of the PJPII curriculum. When this is the case, parental permission is not necessary.

DAILY PRAYER

Each of us has the need to belong, to celebrate and to ritualize the events of our lives. Joining together in prayer gives each student a sense of joy and belonging. Every school day will begin and end with prayer. Classes are also encouraged to pray for special intentions or during special events.

Students in grades K-8 will attend Mass Friday mornings at 10 am as a school and will be provided time for Eucharistic adoration. It is the responsibility of the parents to ensure children attend Mass each weekend.

DISCIPLINE - CODE OF BEHAVIOR

The word discipline comes from the word disciple. Christ told us how to recognize His disciples: "They shall have love for one another." Since the purpose of this school is to provide a

Christian atmosphere in which students are to experience and practice a Christian way of life, **all PJPII students are expected to exhibit Christian attitudes and behavior in their relationships with fellow students, teachers, and supervisors.** All students at PJPII follow the policies of The Warrior Way in order to be respectful, responsible and ready.

The school upholds behavioral expectations in conjunction with expectations set by individual teachers.

1) General school conduct expectations for all students at all times includes:

- a) respect for all teachers, staff, and volunteers;
- b) respect for each other;
- c) acting in a reverent manner in Church and at prayer time;
- d) refraining from bullying, fighting and physical violence at all times;
- e) refraining from foul or obscene language;
- f) respect school property;
- g) keeping the school and premises clean;
- h) keeping rental books and classroom library and library books in their original condition;
- i) following regulations set by the classroom teacher;
- j) refraining from gum chewing in the school building or on school grounds;
- k) eating only at lunch or other approved times;
- l) maintaining appropriate behavior everywhere on school and parish premises.

2) Conduct before and after school:

- a) students treat each other with respect while waiting for school to open and when leaving the premises;
- b) students promptly leave the premises after school and may stay only with the permission of a teacher;
- c) all students enter and leave the building at the appointed time and via assigned exits.

Inappropriate behavior of students in grades PK-5 will be dealt with on an individual basis.

Parent Expectations

Parents are expected to:

- a) support the faculty by reinforcing the ideals and goals of the school in the home and by encouraging children in their efforts to achieve them;
- b) take a conscientious role in the children's development by being aware of their religious, academic, social, and emotional needs.

DISCIPLINE SYSTEM- JUNIOR HIGH POLICY

Our school focuses on positive behaviors in the classroom. This school-wide approach creates and sustains safe and effective classrooms. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of problem solving for addressing existing behavior concerns. A reward system is implemented to emphasize and encourage positive behaviors.

Because of our emphasis on positive behaviors, negative behaviors will not be tolerated. The teacher will take the lead in addressing and correcting negative behaviors in the classroom. Teachers will provide warnings to students and instruction in how to correct the negative behaviors. A Behavior Think Sheet will be filled out if a behavior is repeated after the warning. Repeated negative behaviors will result in a more serious consequence that will include a Behavior Reminder Slip used to document the student's negative behavior and the means to correcting the misbehavior. Behavior Reminder Slip will be sent home with the student for the parent/guardian to sign and return to school the following day. Receiving multiple Behavior Reminder Slips or a serious offenses will result in a student needing Reflection Time.

DISCIPLINE - REFLECTION TIME

Reflection time is defined as the time a student is removed from lunch or the classroom for a period of time to reflect on failure to meet behavioral expectations. Reflection time will be held during the school day at times that are deemed appropriate by the Dean of Students, generally during lunch. Parents will receive notification from the Dean of Students when Reflection Time was served during the day.

Reflection Time may be issued without prior steps for serious offenses such as*:

- Continued classroom disturbances
- Bullying type behavior or harassment
- Lying or forgery
- Inappropriate language or remarks
- Damaging or destroying student or school property
- Throwing food or other objects in the lunchroom
- Use or possession of electronic devices;

*This list of violations is not intended to be all inclusive.

DISCIPLINE - BEHAVIOR OUTSIDE OF SCHOOL

Any PJPII student who publicly displays unruly behavior outside of school may be subject to disciplinary action by the school. See also *TECHNOLOGY USE OUTSIDE OF SCHOOL*.

DISCIPLINE - OUT OF UNIFORM

Students in grades 6-8 will receive a Behavior Think Sheet each time they are out of uniform. After three offenses, Reflection Time will be given.

Students in grades 3-5 who are out of uniform four times per quarter will be issued a detention.

For students in grades K-2, it is the parent or guardian's responsibility to see that the child is meeting the school dress code. **All** students are expected to follow the entire uniform policy. (See *Uniforms*.)

DISCIPLINE - SUSPENSION/EXPULSION

A suspension will result from a student receiving 4 or more Behavior Reminder Slips for the same offence during the course of a trimester or for an extreme behavior offense. A suspended student is one from which the privilege of attending school and/or related activities has been temporarily withdrawn as a disciplinary measure. A conference with the student and parents is a condition for readmission after suspension. A suspended student is personally responsible for doing the assignments and learning the subject matter covered in the classes during the absence.

It is important that parents are aware of the code of conduct that is required of each child attending PJPII. Therefore, it is imperative that special attention is given to the following rules and regulations.

Extreme disciplinary action (including suspension or expulsion) may result from:

- 1) gang activity;
- 2) smoking on school premises;
- 3) use or possession on school grounds or the surrounding premises of alcohol, marijuana, or other drugs not prescribed by a doctor;
- 4) use or possession of weapons;
- 5) truancy;
- 6) theft;
- 7) leaving school grounds without permission;
- 8) continued use or possession of electronic devices (cell phones, gaming devices, MP3 players, etc.);
- 9) vandalism of school property or other students' personal property, including graffiti of any kind;
- 10) gambling in any form;
- 11) fighting/physical violence or rough play;
- 12) cheating;
- 13) continuous classroom disturbances and/or misbehavior;
- 14) bullying.

Any type of conduct deemed inappropriate in nature can result in disciplinary action, just as a disciplinary rule or procedure may be waived for just cause, at the discretion of the administration.

If a student is suspended for any reason, a conference with the student and parents is a condition for readmission.

DISCIPLINE—TARDINESS

Classes begin promptly at 7:55 am. If a student arrives at school after 7:55 am, (s)he must get a tardy slip from the main office.

It is important that all children — PK to Grade 8— be on time for school every day. It is the responsibility of the parent and student to be sure that students arrive by 7:45 am each morning!

Parents may not walk their child to class when s/he is tardy as this causes further disruption to learning.

EMERGENCY SCHOOL CLOSING

On rare occasions, the principal may need to close the school due to severe weather conditions or an emergency situation. Please listen to any major Chicago radio and television stations for school closing updates.

School closings may also be found on our school website, www.pjpiischool.com, or at www.emergencyclosing.com. Please **do not call** any of the Brighton Park parishes or the School as no one will be available to answer.

EQUAL EMPLOYMENT OPPORTUNITY

The Archdiocese of Chicago shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

EXTENDED DAY PROGRAM - WARRIOR CARE

Pope John Paul II Catholic School offers extended day care until 6:00 pm on regular school days, and on most early dismissal days. Parents must register for this care in the main office. Families must have a signature on file for each person picking up a child after school. In order to pick up a child, a parent or designee must sign the child out for the day. There is no extended day program on days when school is not in session.

The fee schedule for the 2018-2019 school year is as follows:

For any use of Extended Day Services (morning and/or afternoon) and Enrichment Clubs and Programs \$5.00 flat fee per day; \$20 per week; \$75 per month.

Please contact the office for further information regarding the fee and payment structure for the Extended Day Program.

EXTRACURRICULAR ACTIVITIES

The school behavior code must be followed at all times both in and outside of school. Behavior standards are set by the school and are expected to be followed at all times. School and extracurricular activities include, but are not limited to, field trips, sports activities, band, Title I, and choir. The school reserves the right to disallow a child to participate in any extracurricular activities.

FIELD TRIPS

Field trips are an integral part of the school curriculum. A student's participation is required and counted as a regular school day. If you choose not to send your child on a school sponsored field trip, the child is marked absent for the day and cannot attend school **Field trips are privileges** afforded to students to expand their classroom education; students can be denied participation if they fail to meet behavioral requirements or for outstanding tuition. Occasionally a teacher may require a parent to chaperone their child if needed. If the parent does not comply with this request, the child may not attend the field trip. Parents must sign the official school permission form which releases the school from liability. Students who fail to submit the proper permission form will not be allowed to participate in any field trip. **Telephone calls will not be accepted in lieu of proper forms.** Students are allowed at least one field trip per year assuming that the principal deems it to be educational.

PJPII School will use insured bus companies located within the Chicagoland area. Bus safety regulations are to be reviewed yearly. Students are to be aware of danger zones around buses, walking near and evacuating buses, crossing the street, walking to the bus stop, arriving at the bus, riding the bus and crossing to and from the bus at all grade levels.

School field trip regulations are to be followed when chaperoning or attending a field trip. Students and chaperones must attend the entire field trip beginning at the school and ending back at the school to ensure the safety and supervision of all field trip attendees. Only chaperones/volunteers 21 and older who have successfully completed the Safe Environment Requirements of the Archdiocese of Chicago and who have been approved in advance by the principal may attend field trips. Infants, toddlers, siblings of students, or students from other schools may not attend field trips. Relatives of chaperones may not attend the field trip. Children should not bring extra money on a field trip unless requested by a teacher.

GANGS

Gang activity will not be tolerated at Pope John Paul II Catholic School. Gang-related activities have no place at PJPII which is fostering a gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- any conduct on **or** off school premises that may be gang related;
- any conduct that may be gang-related during school sponsored events or activities;
- students wearing clothing or symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps or other forms of clothing;
- the display of gang-related signs or symbols on paper, notebooks, textbooks or other possessions;
- the use, possession, and/or concealing of a weapon.

The school administration has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations will result in probation, suspension, and/or expulsion.

GRADING SYSTEM/HONOR ROLL

Awards are presented for students at each trimester. Awards may include Perfect Attendance,

Effort, A honor roll status, B honor roll status.

In order to receive a perfect attendance award, students may have no absences, no tardies, and no early dismissals during the trimester.

In order to attain A or B honor roll status, students may not have a 2 or 1 on the Learner Traits report.

In order to receive an effort award, students may not have a 2 or 1 on the Learner Traits report, and must have consistently good work habits.

Special recognition of students may also be awarded based on teacher and principal judgment/criteria.

Calculating Grade Point Average

A	93—100	4 points
B	85—92	3 points
C	77—84	2 points
D	70—76	1 point
U	69 or below	0 points
A Honor Roll—3.70 to 4.00		
B Honor Roll—3.00 to 3.69		

Only major subject areas are used to calculate grade point average (major subject areas include reading, writing, religion, social studies, science, spelling, and mathematics.) For all honor roll awards, there can be no grade lower than a C in any subject. Also, the student may not earn a 2 or 1 on the Learner Traits Report.

HARASSMENT

The administration and staff of Pope John Paul II School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

HEALTH REQUIREMENTS

Pope John Paul II is subject to state laws regarding immunizations and health examinations. Each child entering our school for the first time is required to present a doctor's report of a recent physical and dental exam. A physical examination is required for entry each year into preschool, kindergarten, and sixth grade. A vision exam is also required for kindergarten. The State of Illinois requires students entering grade two to have a new dental form on file with the school. Any child who does not have the required immunizations or health examination will be excluded on October 1 until the matter has been resolved.

HOMWORK

Homework is a useful way for students to practice skills and learn independent study habits. It is the responsibility of students **and** parents to be sure that ***all homework is completed every night!***

Students need to spend the necessary time to be neat, look up the spelling of unfamiliar words, and use correct punctuation. Parents should help students acquire the self-discipline required for doing homework. On most school days, children will be asked to do homework. Reading assignments that do not require writing are as important as written work. **Reading daily is always encouraged!**

Teachers recommend that students spend an average of 20 - 75 minutes per evening on homework, depending upon grade level. Students are encouraged to find a quiet place to complete assignments and read independently. Parent cooperation and help in the area of homework is very important to student success in school.

Students in grades 2-8 will receive an assignment notebook in which to write down each assignment as it is given. Individual homework policies will be shared by teachers each September.

ILLNESS AND EMERGENCIES

It is very important that the school is able to contact a parent or a responsible adult of the parent's choice in case a child becomes sick or is injured at school. No child can be sent home or taken for emergency care without contact with a parent or a person designated by the parent. It is imperative that emergency information be kept up-to-date. The school office should be informed of changes in home or work phone numbers, doctor's phone number, or any other information listed on the school registration form.

If a child becomes ill at school and needs to go home, it is necessary for a parent or another adult designated by a parent to come for the child. Anyone to whom a child is released must sign out in the school office before leaving the building.

LINES OF COMMUNICATION

Any parent who has a question about your child, a classroom situation, or something that involves your child or teacher needs to contact the teacher first. It is necessary to see the teacher prior to 7:45 am or after 2:55 pm. The teacher will address the problem in an appropriate manner. If a parent/guardian feels the resolution to the situation needs to be discussed further, please contact the principal for an appointment.

LOST AND FOUND

All articles of clothing should be marked with the students name. All articles of clothing which have been plainly marked will be returned to the owner. Unmarked articles will be placed in the lost and found box in the office. After thirty days, all unclaimed clothing will be donated.

LUNCH PROGRAM

The hot lunch program is federally subsidized and is available to all students. For the 2018-2019

school year, all students will receive a hot lunch free of cost. Lunches are prepared by Food Service Providers and are delivered and served in our school lunchroom.

MEDICATION

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of PJPII School that school personnel including teachers, administrators and administrative staff shall not administer medication to students except as provided in the School Medication Procedures.

Medication Procedures

1. Administration. No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete **Medication Authorization Form** approved and signed by the School Principal.

A **Medication Authorization Form** is available at the beginning of each school year or during enrollment of a new student. **Medication Authorization Forms** are available in the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the **Medication Authorization Form**. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

2. Self-Administration. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medication Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

3. Appropriate Containers. It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b. Manufacturer-labeled over-the-counter medication.

4. Storage of Medication. Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees,

and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/ guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

Contact the school office if you have any questions regarding this medication policy or if you need to obtain any of the aforementioned forms.

PHOTOGRAPHS, DIGITAL IMAGES AND VIDEOS

Parents/guardians will be asked for permission for PJPII School to make use of photographs, digital images or videos in the learning process. By giving permission, parents/guardians also give permission for these images to be used to share news about the school in parish bulletins, the school website, Facebook, local newspapers, and advertisements.

PHYSICAL EDUCATION

All students are expected to participate in physical education classes unless the school has a doctor's note to the contrary. Classes are held in the school gym and occasionally outdoors.

Physical education uniforms will consist of a PJPII T-shirt or PJPII crew neck or hooded sweatshirt, and solid navy blue cotton shorts or sweatpants (no mesh). Items can be purchased annually during our Spirit Wear sale, or through Schoolbelles (www.schoolbelles.com, or 7763 S. Harlem Avenue, Bridgeview, 708.598.8008.) On scheduled physical education days, students may wear their gym uniforms to school in place of their regular school uniforms.

PIERCING

Piercing of any part of the body, other than a maximum of two pierces in the **lower** ear lobe for girls, will not be acceptable at PJPII School. Students must remove any additional earrings placed in the nose, cartilage of the ear, tongue, etc. Please note that this list is not to be considered all inclusive.

PROMOTION/RETENTION POLICY

Psychological, emotional, and social factors must be considered carefully in regards to student promotion or retention. A student is promoted upon completion of the academic requirements set forth by Pope John Paul II School in accordance with Archdiocesan and state requirements. A student is retained only if adequate evaluation indicates the student will benefit from retention. Parents will be notified of the possibility of retention as soon as possible.

A student may not be promoted if he/she misses more than 15% of the total number of required school days. Absence, however, in itself is not an acceptable cause for retention **if the missed work is made up by the student**. Exceptions will be carefully considered.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal. Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

REPORT CARDS

Report cards will be available at the close of each academic trimester for all students in Kindergarten through Grade 8. An interim progress report will be sent to parents at the midpoint in each academic trimester. Progress Reports for preschoolers will be distributed at the end of each trimester. If you need to talk with your child's teacher at times other than the scheduled conferences, please make an appointment. **Teachers cannot leave the class unattended to talk with parents during school hours.**

RECESS

Fresh air and a chance to stretch their legs is important for the growth and development of students. It also provides a chance to refocus after morning classes. At times when students are taken outside after lunch for recess, every child is expected to go outside for this break. In cold weather, children need to be dressed appropriately so that they can play outside.

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS

PJPII school welcomes and encourages volunteers to help in our school. In keeping with the requirements of the Office for the Protection of Children and Youth, all volunteers must complete the following:

- Online criminal background screening
- Safe Environment Training -Virtus/Protecting God's Children
- Code of Conduct
- Child Abuse and Neglect Tracking System
- Mandated Reporter requirements (if applicable)

SCHOOL SECURITY

The school doors are locked at all times during the school day. Parents and visitors must go to the main office to be admitted into the school. All visitors and parents must sign IN and OUT at the school office. **No student is allowed to leave the school or school grounds during the school day unless s/he has been signed out by a parent or guardian.**

SCHOOL SUPPLIES

Students will be provided with a list of school supplies required at each grade level. These must be purchased by parents/students over the summer. Students will be expected to have all materials necessary to complete their work each and every school day. **Please label items with your child's name for easy identification. Some supplies will be shared by the class.**

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (effective July, 1993) permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary education or behavioral conferences at the school their children attend. Each employee shall be entitled to a total of 8 hours for school visitation within the normal school year of the school at which the employee's child attends. The employee shall provide the employer with a written request for school visitation rights at least 7 days in advance of the time the employee is required to utilize the visitation right; in emergency, no more than 24 hours shall be required. The school administration shall provide the parent or guardian documentation of the school visitation which shall include the exact time and date the visitation occurred and ended.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

All property of the school, including student desks and lockers as well as all contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. School authorities may choose to request the assistance of law enforcement in conducting searches for items deemed "dangerous" or "life threatening." School authorities reserve the right to inspect all computers and telecommunications in e-mail messages, data or files on school computers.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal. The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action as warranted.

STANDARDIZED TESTING PROGRAM

The standardized testing program, adopted by the Office of Catholic Education, is used by all Archdiocesan elementary schools. PJP II School tests all students in Grades 3 through 8. Testing is completed during the spring of each school year, and parents receive a formal report prepared by the testing company prior to the beginning of the next school year. For more information regarding the testing program, contact the principal.

STREET AND PARKING LOT SAFETY

Parents are required to follow posted entry and exit signs, and are asked to use caution when dropping off or picking up children in cars. **Double parking, stopping in the middle of the street or in crosswalks, allowing children to run between parked cars, and allowing**

children to cross the street between parked cars are serious safety hazards. Please exit your car and pick your child up from their teacher in the lot. Please take the time to discuss safety procedures with each of your children.

Skateboards, rollerblades and scooters are not permitted at school.

STUDENT RECORDS

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Children's educational records are available for parent review. Request for review should be directed to the school principal. At the end of grade eight, the educational records are forwarded to the high school of choice. Written permission of a parent or guardian is generally required for records to be sent.

SUBSTANCE ABUSE

The use, abuse, and possession of drugs (including alcohol and cigarettes) and weapons is unacceptable behavior for a Pope John Paul II students and is therefore considered a serious violation of school policy. Students who disregard this policy on school or parish properties, at school-sponsored activities, or within the home-school transit will be subject to serious disciplinary action. This may include suspension, probation, formal school hearing (pastor, principal, student, parent(s), homeroom teacher, and other staff), and/or expulsion. Local law enforcement authorities will be notified. The school will cooperate with civil and church authorities and accept their determination of the activity.

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drugs, drug paraphernalia, illicit substances, chemicals or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

TAKE-HOME/ WEDNESDAY FOLDERS

Every student in Preschool through Grade 8 will receive a Take-Home/Wednesday Folder. School correspondence will be given to your child on Wednesday. Parents need to schedule time **every Wednesday evening** to read through the notes and respond accordingly. All folders are to be returned to your child's homeroom teacher every Thursday. If your child does not bring home his/her take-home folder on a weekly basis, please contact your child's homeroom teacher so that the situation can be corrected.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of

technology outside of school. However, the inappropriate use of technology outside of school may subject the student to school disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online activity charged to the school are the responsibility of the student and her/his family.

TUITION/FINANCIAL GUIDELINES

All PJPII families must be registered with our online tuition payment system, FACTS. This ensures prompt and accurate tuition payments. Our direct FACTS link can be accessed through the school website or <https://online.factsmgt.com/signin/4242H>. If you have questions about FACTS contact the Business Manager or Finance Office. Any changes to your FACTS account need to be done in a timely manner, at least 5 working days before your payment date.

Tuition typically rises each year to cover the rising costs to run the school. The tuition schedule can be found on the school website or in the main office.

Tuition Payments must be paid in full or through FACTS on a monthly basis by the 20th of each month. Families are encouraged to pay over a 10 month period.

Anyone with past due amounts from a previous school year will not be allowed to register for the upcoming/current school year. Any excess credits or over-payments will be applied to the bill for the next year.

The Registration Fee is non-refundable.

If there is a serious family financial emergency, please notify the school. While school resources are limited, every effort will be made to seek assistance from any sources available

Financial Aid/Scholarships - Financial Aid and Scholarships are distributed on a need-based and first come first served basis. A FACTS Grant & Aid application must be completed and verified in order to be considered for financial aid and scholarships. The earlier the application is completed the better chance a family will have of receiving aid.

Fundraising—All families are expected to volunteer and contribute to fundraising events.

Preschool—As required by Archdiocesan guidelines, Preschool is to be self-supporting and tuition is to be separate from the K-8 tuition schedule. No sibling discounts apply. For example: if you have a child in Pre-K and two in K-8, you would pay the 2-child rate **plus** the Preschool tuition and fees.

Returned Check Fee—The school will charge a fee for any check returned by the bank due to insufficient funds, closed accounts, etc.

Sibling Discounts on tuition will apply only to parents/guardians paying for their own children

and any others for whom they are legal guardians. Documentation will be requested. Please see tuition schedule for multi-child discount.

Tuition Refunds—Families withdrawing their child before the first day of school shall be refunded the entire amount of tuition and fees that have been paid for the current school year, with the exception of the registration fee. After the first day of school, tuition refunds shall be prorated over the number of months each child was enrolled.

UNIFORM POLICIES

Please note: When parents choose to send their children to a Catholic school, they also choose to follow the uniform regulations of the school. The uniform code for the students of Pope John Paul II School consists of the following:

Girls Plaid jumper (grades K-3) or skirt (grades 4-8)
White blouse with collar, grades K-3
White polo shirt, grades 4-8
PJPII vests, grades 4-8
Solid navy PJPII sweater, pullover or cardigan OR Plain blue Acceptable
Solid navy PJPII crew neck sweatshirt, no zipper or hood
White or navy blue socks (socks must cover the ankle)/ Solid white or navy blue tights
Soft-soled dark colored dress shoes
During the cold months, November through March, girls may wear navy blue pants (corduroy or twill) in place of jumpers or skirts. No 'skinny' pants allowed.

Boys Navy blue uniform pants (corduroy or twill)
Solid colored belt for grades 5-8
Khaki brown PJPII polo shirt with collar
Solid navy PJPII sweater, pullover or cardigan OR
Solid navy PJPII crew neck sweatshirt, zipper or hood
White, black or navy blue socks (socks must cover the ankle)
Soft-soled solid dark colored dress shoes

It is important that all parents support this uniform code. Pope John Paul II Catholic School believes that a child's mind seeks order and a consistent learning environment. Our dress code supports this need. Our uniform policy exists to diminish peer pressure, decrease distractions and promote pride and unity within our community. At Pope John Paul II Catholic School, we feel that personal appearance is an expression of a person's self-respect. If students look good and are held to high expectations they will show respect to their fellow classmates and teachers. Students may receive a disciplinary consequence for failing to follow the uniform code.

Appearance

Uniforms must be clean, neat, and may not have holes or ragged hems. **The uniform shirts on both boys and girls must be tucked in.** All pants must fit around the waist

Hair

Hair should be neatly groomed and styled in a way that does not obscure vision. Hair should be

clean and neat. Boys' haircuts may not touch the collar. **Fad haircuts and trendy hairdos that create a distraction from learning are not acceptable.** No lines or designs are allowed cut into the side, back or any part of the hair. **No coloring/highlighting of the hair is permitted.** Any hair ties, bows, barrettes, or headbands must be simple and match the school uniform colors.

Inappropriate haircuts will be cause for exclusion from school and will need to be adjusted before a student will be allowed to reenter school. Any exceptions will be at the discretion of the administration. **The School reserves the right to determine whether or not a haircut is appropriate for school.**

Jewelry

Post earrings may be worn by girls ONLY. Girls or boys may wear simple necklaces, bracelets and/or wristwatches. Thick silver or gold chains are not acceptable. Small rings may be worn by girls. Simple chains and small crosses may be worn; **however, the Administration reserves the right to determine whether jewelry is appropriate for school. In the event that a parent does not abide by this policy and the child is in some way injured during the regular school day, the school is absolved from full responsibility for this injury.**

Makeup and Nail Polish

Makeup may NOT be worn at any time. False nails (acrylics, gels, or others) are not allowed at any time. Clear-colored nail polish and other basic colors are allowed on girls. The school may determine if a nail color is too distracting and must be removed.

Physical Education

On physical education days, students may wear the Pope John Paul II gym uniforms. Gym shoes and white socks should also be worn on those days. (see *Physical Education*)

Shoes

The uniform shoes will be soft-soled dark colored dress shoes. Shoes may not have logos on them, nor may the soles be multicolored. Gym shoes are allowed only on gym days. Socks must be worn.

Shoelaces

Because of the dangers associated with wearing colors that are gang related, shoelaces must be white or the same color as the shoes. They are to be laced and tied in the traditional way.

Other Clothing

Colored or printed T-shirts that are visible under the uniform blouse or shirt may not be worn. Jackets, non-uniform sweaters, hats, hooded sweatshirts and long pants under uniform skirts may not be worn inside the building during the school day.

VANDALISM

If a student mars, destroys or loses by intent or through carelessness any school property, the student will be fined according to the expense entailed. **This includes damage to textbooks.** In particular, students will be required to purchase new textbooks if they have put any type of writing or graffiti on the inside or outside of the book.

Since parental cooperation is essential in enforcing a code of behavior, the lack of such cooperation will be considered just cause for a student being denied future admission.

VISITING SCHOOL

Generally, the presence of visitors disrupts educational routine. However, if deemed necessary by both the teacher and the principal, a parent may be allowed to visit a classroom. Small children should not accompany adult visitors because they tend to distract the class. Visitors must come first to the office to sign in. Teachers will not admit visitors without authorization. Parents should not visit children during lunch.

VOLUNTEERS

Volunteers are a welcome asset to our school! The volunteers are directly accountable to the principal. The volunteer agrees to abide by established policies and procedures of the Archdiocese of Chicago, including signing in and out when they are on campus. For more information on volunteering at PJPII School, contact the school office (see also *Safe Environment Requirements for Volunteers*).

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment: students shall not carry, possess, or use weapons in school, or on school premises. Weapons include but are not limited to: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that may cause bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property. Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The principal and administrative team of Pope John Paul II School retains the right to amend this handbook during the course of the school year. In the event that changes are made, the parents will be given prompt notification of such changes through regular communications to the home.