

**POPE JOHN PAUL II REGIONAL SCHOOL  
11 SOUTH SUNSET ROAD  
WILLINGBORO, NJ 08046  
609-877-2144**

Dear Parents & Students,

As members of the Pope John Paul II Regional School family, it is important that we work together to build a strong, Christian community. It is our hope that the policies and procedures outlined in this handbook will encourage good communication and an effective educational environment.

Our goal is to assist each student to become the person God intended. We believe that adherence to the policies and procedures within this handbook will help the students develop a sense of responsibility and personal pride. We also believe that our Christian values are reflected in this handbook and therefore will be mirrored in our students.

We continue to work on building a Christ-centered community and welcome your input. Please keep the lines of communication open as we build His kingdom.

Sincerely,

Catherine Zagola, Principal  
Faculty and Staff

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## **Belief Statements**

1. We believe our school embraces cultural diversity and reflects the world in which our students will live and work.
2. We believe that our school is a Christ-centered community devoted to equality and fairness, encouraging dignity, self-esteem, integrity and responsibility.
3. We believe that we provide a safe, structured, supportive environment that provides students with the opportunity to achieve their potential.
4. We believe that our primary purpose is to teach students how to proclaim the Gospel, to build faith communities and to celebrate through worship and service to others.
5. We believe that we must inspire students to reach their full potential academically and spiritually prepared with learning skills to meet the challenges of the 21<sup>st</sup> century.
6. We believe that every student needs to feel confident, capable and loved.
7. We believe that we must encourage students to strive for self discipline, personal responsibility, accountability and personal growth.
8. We believe that we must enable our students to bring others to Christ through the teaching of values and morals in a faith filled environment.
9. We believe that we must diligently strive to develop students who are intellectually competent, religious and committed to justice and integrity.

## **MISSION STATEMENT**

Pope John Paul II Regional School is a Christ-centered community devoted to teaching the values and beliefs inherent in the Catholic faith. The administration, faculty and staff are committed to educating a diverse student population through a challenging academic curriculum in a safe, nurturing environment. Students are encouraged to reach their potential and share the Gospel message by supporting and respecting the efforts of others.

## **VISION STATEMENTS**

As a Catholic educational community, Pope John Paul II Regional School will develop compassionate and joyful students who proclaim the kingdom of God as they strive to meet their academic potential.

**Pope John Paul II Regional School is a Catholic elementary school, serving children from Pre Kindergarten to Eighth Grade.**

**School Facilities and Staff**

Located on a beautiful, spacious, secure campus in Willingboro, the school is comprised of:

- 15 Classrooms
- Computer Lab
- Science Lab
- Art Room
- Library
- Ball Fields
- Music Room
- Spanish Room
- Physical Education Room
- Bodgan Hall
- Main Office
- Nurse's Office

The average class size at Pope John Paul II Regional School is 18 students. Our degreed faculty possesses years of career experience.

The staff includes the following:

- Principal
- Classroom Teachers
- PreK Aide
- Computer Teacher
- Art Teacher
- Music Teacher
- Spanish Teacher
- Physical Education Teacher
- School Secretary
- School Nurse (provided by Burlington County)
- SAFE Director

**School Day Schedule**

The schedule for a regular school day is as follows:

8:00 A.M.	Opening Bell
11:30 – 12:25 P.M.	Lunch – Grades K – 4
12:00 – 12:50 P.M.	Lunch – Grades 5 – 8
2:45 P.M.	Dismissal

## **Academic Awards**

This program is a recognition program for students in grades 4 through 8 who have met the following criteria:

### **First Honors**

Student must achieve a 93 or above or an A in all subject areas and Satisfactory in special areas and conduct.

### **Second Honors**

Student must achieve an 85 – 92 or a B in all subject areas and Satisfactory in special areas and conduct.

### **Effort Award**

Two students in each class are recognized for completing assignments, both at home and in school; for participating orally in class; for achieving a passing grade in every subject and Satisfactory in special areas and conduct.

## **Accreditation**

Pope John Paul II is a regional elementary school of the Diocese of Trenton. It is fully accredited by the AdvaneEd Accreditation for Elementary Schools.

## **Admission**

Pope John Paul II Regional School accepts children in grades Pre Kindergarten through Grade 8. School registration takes place in the last week in January during Catholic Schools Week of each year. Diocesan schools follow the age requirement of the public school district where they are located. Therefore, children wishing to enter our PreK 3 program must be 3 years old on or before October 1<sup>st</sup>, for our PreK 4 program children must be 4 years old on or before October 1<sup>st</sup>, and children entering Kindergarten must be five on or before October 1<sup>st</sup>. Parents of students entering the middle school grades must sign a probationary contract before the student is allowed to attend the school. At the end of the first trimester the principal and teacher will meet with the parents of students having difficulties.

The following documents must be submitted before the registration is complete:

1. Child's Birth Certificate
2. Child's Baptismal Certificate (if applicable)
3. Record of current physical examination
4. Immunization\* records required by law
5. Academic and behavioral records
6. Completed application form (transportation, textbook, Private School Survey) for each child.
7. Registration fee (non-refundable)
8. Tuition agreement form and FACT's form if applicable
9. PTA Agreement Form
10. Health Forms

\*Failure to comply with state mandated immunization requirements will cause your child to be excluded from school.

## **Arrival**

The school day begins with prayers at 8:00 AM. Parents should drop off children at the door facing the parking lot. Children should exit cars on the driver side with their book bags so parents do not need to get out of their cars. Buses will leave children off at the carport entrance. Prior to 7:45 A.M. but not before 7:30 A.M. all students should report to Msgr. Bogdan Hall where an adult will monitor students. At 7:45 A.M. students will be sent to their classrooms. If students arrive after 8:00 A.M. then they will be marked late.

## **Absence/Attendance**

It is important that children attend school each day it is in session unless illness or other serious reasons prevent this. Family vacations taken during school time are strongly discouraged. Parents are required to inform the Office of a student's absence before 8:30 A.M. Please call 609-877-2144 at extension 5. This service is available to receive calls 24 hours a day. The intent of this call is to insure the safety of the child, and ascertain the cause of absence. When the child returns to school, the homeroom teacher **must** be given a note written by the parent indicating the number of days the child has been absent and the reason. In case of serious or prolonged illness, (for more than 3 days) a medical certificate may be required. All homework can be found on the school's website under classrooms.

Excessive absenteeism disrupts the learning process. Every effort should be made for children to attend school every day. All absences will be recorded on the report card. An incomplete mark is used when a student has missed 25% or more days in a given marking period. Students will have two weeks after the report card is issued to make up all work. Students assigned to home instruction are considered as in full-time attendance.

Students are held accountable for all material covered in the regular class session during their absence and should obtain the necessary information for completion. Upon return from an absence, the student has the number of days absent plus an additional day to complete homework assignments. A parent may pick up books by making a request to the office by 10:00 AM. The books will be ready for pick up in the Main Office by 2 PM of that day.

Students must be present at least one hour of AM or PM session to be considered present for that session. Any student who was absent/suspended for the day may not attend any after school or evening activities on the days of absence or suspension.

### **Take Your Child To Work Day**

If a student is participating in this event, the student must bring a letter on the business' stationery to the homeroom teacher the day before or the day after the event. The student is still considered absent because he/she is not physically present in the school building. This is a diocesan policy.

## **Bus Regulations**

Students are not permitted to ride any bus other than the one they are assigned by the local school district. Neither the parent nor the school can give permission to ride another bus. Students who ride buses **MUST** observe the following regulations:

1. Students should be at their bus stop five minutes ahead of schedule and should wait in an orderly fashion.
2. Courtesy is to be extended to all on the bus, especially the bus driver and 8<sup>th</sup> grade safeties.

3. Speak in a moderate tone of voice so that the bus driver is not distracted.
4. Remain seated **at all times**.
5. Open windows with the driver's permission only.
6. While on the bus, students are not permitted:
  - To eat or drink
  - To change out of uniform
  - Throw anything out of windows

The bus driver or safeties will report to the Principal the names of those students who are causing disturbances. The law gives the Principal and bus driver permission to deny a student transportation if his/her conduct warrants such action. Parents will be notified if it is necessary to deny school bus transportation for a reasonable amount of time. In this case, the parents become responsible for seeing that the student arrives at school.

## **Cell Phone Usage**

In an effort to support student safety before and after school, PJPII students are allowed to possess cell phones on campus. Students must adhere to the following rules regarding cell phone use:

1. Cell phones must be turned off and cannot be visible on campus during the school day.
2. The campus includes loading and unloading areas for cars and buses, in the building, or on campus grounds.
3. The school day includes, but is not limited to, before or after school, class time, passing periods, lunch periods, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips.
4. Placing a cell phone on vibrate or texting is not considered off and is prohibited.
5. Using a cell phone to record or video tape is prohibited.
6. Students are not permitted to possess radios, MP3 players, video or audio recorders, DVD players, cameras, games or other electronic devices at school unless prior permission has been obtained by campus administration.

The only student groups that will be prohibited from possessing cell phones at school will PK, Kindergarten and first grades students. If a student is found in violation of this policy, the following discipline will be administered:

### **First Offense**

The cell phone will be confiscated and returned to a parent or guardian after a one day waiting period.

### **Second Offense**

The cell phone will be confiscated and returned to a parent or guardian after a seven day waiting period.

### **Third Offense**

The cell phone will be confiscated and returned to a parent or guardian after a thirty day waiting period.

Additionally, any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other school rules or policies will be subject to disciplinary action. Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a school phone, which is made available to students in the main office. PJPII personnel are not responsible for any lost, stolen or damaged cell phone or electronic devices.

Parents are required to fill out the "Permission Slip for Possession/Use of Cell Phones or Pagers" (see Addendum).

## **Class/Field Trips**

Field trips are educational in nature and expand the learning process. These trips are a privilege and not a right and that privilege may be denied to any student who fails to meet academic or behavioral requirements.

The official diocesan permission slip (unaltered), must be signed and returned to school on the due date. Students who fail to submit the proper form will not be permitted to participate in the field trip. Telephone calls will not be accepted in lieu of the proper form. Parents may refuse to allow the child to participate in a field trip but the child must attend school or be marked absent. All financial obligations must be met in order for a child to participate on a field trip. A copy of the permission form is located in the Addendum.

## **Communication**

### **School-Home**

Communication is the key to strengthening a sense of community between the home and school. Generally, all written communication will be sent home each Tuesday via the “Take Home Tuesday” envelope with the youngest or only child. Parents will receive a school calendar, school newsletter and any other pertinent information regarding upcoming events each month. Parents are asked to sign off on this envelope, and remove its contents. Please do not return any papers in the “Take Home Tuesday” envelope.

### **Home-School**

In keeping with the church’s principle of justice, parents who have a concern should communicate directly with the teacher before speaking to the principal. Faithful to this principle, teachers are also encouraged to communicate their concerns to parents. Any parent is free to make an appointment to meet with a teacher by writing or calling the teacher to set up a conference. **No parents are permitted to see a teacher during instructional time, which includes lunchtime.** Parents must first sign in at the office before any visit. Parents are asked to respect teachers’ privacy and not call or text teachers at home to discuss their child.

## **Conduct of Student**

Conduct, whether inside or outside of the school, that is detrimental to the reputation of the school can be just cause for disciplinary action.

## **Discipline**

“Anyone who obeys the law and teaches others to do the same, will be great in the kingdom of heaven.” (Matt 5:19). Laws or rules are fundamental to life. Rules are a way of letting each person know what is expected. Just rules help individuals to accept responsibilities for himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. The ultimate goal of learning is self discipline and self direction. Good discipline begins with the earliest training in the home and extends to the school and the community. Discipline in a Catholic community is part of the teaching/learning process; therefore, we share the responsibility with parents to provide each individual student with moral guidelines for acceptable behavior. A positive and constructive working relationship between PJP II Regional School and the student is essential to the fulfillment of the School’s educational purpose. Therefore, the School reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if:

1. A student’s behavior or performance demonstrates an unwillingness or inability to be productive within the School community.
2. A student, parent, guardian or other individual closely associated with a student fails to

cooperate with the School or disregards or is unable to abide by the rules and regulations of the School.

3. The School determines that the continued involvement of a parent or guardian with the School is not in the best interests of a student or the School

All students at Pope John Paul II Regional School are expected to follow the five basic rules for the school:

1. Respect all adults, fellow students and their possessions.
2. Respect school and church property.
3. Use appropriate language, manners and actions.
4. Listen and follow directions.
5. Follow the school dress code.

Grades K-4 teachers will provide their policy at Back to School Night.

Grades 5 - 8

When a student's behavior choice is less than acceptable the following process may be used:

1. A verbal or written warning will be given to the student.
2. A recess detention will be issued for each days homework that is missed or for misbehavior,
3. Parents will be contacted by telephone or by a written note.
4. Detention slip will be issued after three (3) days of recess detentions. Failure to serve a detention will result in serving additional time. Before school or after school detentions may affect report card behavior grade.
5. Parental conference will be held and a Behavior Improvement Plan will be initiated if necessary.
6. In-school suspension will be assigned after five (5) before school or after school detentions. A meeting will be held with the principal, teachers, parents, and student.
7. Consultation with the school counselor or child study team will be initiated.
8. Out of school suspension will be given.
9. Office of Catholic Education will be contacted to review student's file to determine if student's needs would be better served in another environment.

Several steps in this process may be repeated such as detention or in-school suspensions depending upon the seriousness of the infraction.

At the same time, some steps of the process may be disregarded, if immediate action (removal from the class or school) is necessary.

### **Drug /Drug Paraphernalia Possession**

Students may not have in their possession at school or at any school sponsored activity, alcoholic beverages and/or substance drugs or drug paraphernalia. Any violation concerning possession is a serious infraction of school policy and may make a student liable to expulsion.

### **Suspension and Expulsion**

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is

required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion:

- Arson
- Assault of any kind
- Continued and willful disobedience or /defiance of authority
- Alleged criminal activity, including pending criminal charges or indictment
- Cyber-bullying
- Extortion or attempted extortion
- Fighting
- Gambling for financial gain
- Gross disorder including mob action
- Defacing or destruction of school property or another student or employee
- Harassment, of any kind, of students or personnel
- Hazing of a student or group of students
- Inappropriate use of cell phone
- Violation of the Acceptable Use Policy (use of the internet and digital devices)
- Improper use of social networking sites
- Noncompliance with behavioral contract
- Possession of a weapon or look-alike weapon
- Possession and /or trafficking of pornographic materials
- Possession, use and/or sale of an illegal substance
- Verbal and/or physical threats

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

## **Dismissal**

### **Early**

The school office, upon written request of the parent, grants early dismissal. Telephone requests will be accepted only in emergencies. Children must be picked up at the nurse's office by a parent or their designee. If you are called to pick up your child from the school due to illness or injury, we perceive this to be an emergency and expect someone to be at the school as soon as possible, preferably within the hour. All students leaving early must be signed out by their parent.

### **Regular**

- Cars may enter the parking lot at 2:30 P.M.
- Please use the driveway entrance by the library wing/garage area.
- Please form single lines facing Charleston Road; lines are in grade order with kindergarten being closest to the school. Pull up to the orange cones and wait in your car.
- Cars should not move until every child is safely in a car. Teachers on duty will give the signal when cars may begin moving.
- Cars should exit straight ahead onto Charleston Road.
- Cars should not use the exit by the carport during loading of buses.

### **Emergency Dismissal**

**Please notify the school office and the homeroom teacher promptly of any changes in telephone numbers or addresses. If emergency contacts change their numbers, the school should be notified in a timely manner. The school must be able to contact a parent in the event of an emergency so it is vital that your information is current at all times.**

## **Dress Down or Dress Up Day**

Students must always be properly and modestly attired on dress down or dress up days. Clothing should be appropriate to a Catholic school.

- Tank tops, cropped tops, tops with spaghetti straps, or tops that are too revealing are not permitted.
- All shorts must have at least a seven inch inseam.
- T-shirts with inappropriate or suggestive sayings are not permitted.

## **Electronic Paraphernalia**

Radios, digital cameras, tape recorders, headsets, ipods, mp3 players and electronic games or apparatuses are not to be brought to school. Such articles that are used without permission will be confiscated. The device will be returned to the parent, not the student. Pope John Paul II Regional School and its employees will not be responsible for electronics that are lost, stolen or used for illegal purposes.

## **Emergency School Closing**

School closings/delayed openings are the decision of the school districts providing transportation and the bus companies providing this service. Therefore, if the Willingboro School District is closed, Pope John Paul II Regional School will be closed.

In the event that school will be closed due to inclement weather or other emergencies, information will be available through the following media resources:

1. KYW 1060/Channel 3  
KYW 1060.com  
Our broadcast number is 723 in Burlington County, NJ
2. Facebook

3. WPVI TV, Channel 6
4. Honeywell Security Alert System – directions on pages 16, 17

**If there is an unexpected early closing during the school day, the dismissal time will be announced through the above resources. Please remember to keep the office informed if you change your home or cell phone number or if any of your emergency contacts change their phone numbers so the office is always able to contact someone for your child.**

Please remember if there is a delayed opening, transportation is provided **if** the school district you reside in also has a delayed opening. If it does not, then your child will not have transportation for that day.

There will be no morning SAFE program when there is a delayed opening.

## **Extracurricular Activities**

For a well-rounded education, we offer a balance between academic studies and extracurricular activities so that each student has the opportunity to develop morally, intellectually, emotionally, physically and culturally. Academic and behavioral standard must be maintained by students who participate in these programs. Failure in any academic area on a Progress Report/Report Card will result in a suspension of privilege to participate. Students receiving a “U” in conduct on their progress Report/Report Card will result in a suspension of privilege to participate. Participation is a privilege not a right and may be terminated at the discretion of the activity moderator and/or principal.

If your child is not picked up from an after-school activity at the scheduled time, the child will be sent to S.A.F.E. You will be charged a fee of \$6.00 per hour or any part thereof. This fee needs to be paid at the time your child is picked up. If this is not paid at the time of pick up an additional late fee will be charged.

All financial obligations should be current before enrolling in an activity that requires a fee.

## **Fire Drills/School Security Drill**

According to diocesan policy, schools are required to hold at least one fire drill per month except in inclement weather. Students are required to leave the school building in silence and report to their designated locations.

### **School Security Drill**

School Security Drill is an exercise other than a fire drill, to practice procedures that respond to an emergency situation including but not limited to, a non-evacuating lockdown, bomb threat, etc. and is similar in duration to a fire drill. There will be one school security drill each month as mandated by the State of N.J.

## **Food in the Classroom/Cafeteria**

Appropriate classroom snacks may be eaten at recess time – no soda, candy or sugary treats. No additional food such as cakes, cupcakes, pizza, or soda may be brought into the cafeteria.

## **Fundraisers**

Fundraisers help supplement the cost of educating a child at Pope John Paul II Regional School. Fundraisers also are a part of the operating budget of the school and therefore help keep the tuition at a reasonable rate. It is necessary for each family to fully participate. Each family is asked to raise \$300.00 in profit through fundraising. Parents may choose to pay the \$300.00 upfront,

however participation in our school fundraisers is still encouraged.

All fundraising obligations must be current before student may attend field trips or field day.

## **Government Services**

### **Child Study Team Evaluation**

Evaluation by a Child Study Team is provided (with parental consent) upon the recommendations of the school or parent. Children are recommended for evaluation only when other interventions have not been successful. The Child Study Team evaluation is a means of further studying a child's strengths and weaknesses in the educational, social and emotional areas. Results of the evaluation and recommendations are discussed with the parents and school (with parental consent). Parents receive reports of all evaluations.

### **Compensatory Education**

New Jersey Public Law 192 – 193 offers services in basic skills to eligible non-public school students in grades K-12. These services are provided to our students. Terra Nova scores are used to initially identify eligible students. Students with an Individual Educational Program (I.E.P.) are also eligible for this help. Help is provided in the areas of reading, writing, and mathematics.

Those students who have been identified, meet in small group sessions usually twice a week for 30 minutes during the school day. The teachers who provide the necessary services will provide parents and the school with written progress reports twice a year. These progress reports list the skills the students have been working on, as well as a brief written narrative of the students' progress.

### **Corrective Speech**

New Jersey Public Law 193 offers services in speech therapy to eligible non-public school students in grades K – 12. Students referred by their classroom teachers are evaluated by the speech therapist. If a speech problem is identified and intervention is needed, the child is placed in the program provided space is available.

Therapy sessions are usually offered once a week and are conducted in groups of three to five children for 30 minutes during the school day. Corrective speech classes are provided to students. The PL 193 therapist provides parents and school with written progress reports at least twice a year. These reports list the areas in which the student has been working, as well as a brief written report of the student's progress.

## **Grading**

Diocesan report cards will be issued on a trimester basis which means students in Grades K-8 will receive report cards three times a year with progress reports distributed to each student in Grades K - 8 midway through each trimester. Report cards will be distributed approximately every twelve weeks throughout the school year. **The report card envelope must be signed and returned to the school after the first and second trimester.**

Report cards indicate a student's progress. The marking system is indicated on report cards. Frequent absences or not completing homework may result in lower student grades.

Also, if a student fails to hand in a project, poster, book report, etc. on the due date the parent will be notified. If the project, poster, book report, etc. is not received by the end of the trimester, the student earns an incomplete in that subject area until work is handed in.

**Parent Portal** – grades will be posted 1 week from the date the assessment was given for students in Grades 3 - 8. Parents can check students' progress at will, however, written Progress Reports are still used.

Pre K will receive a Progress Report in January and a Report Card in June.

## **Harassment, Intimidation, and Bullying**

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

### **Definition of Harassment, Intimidation, and Bullying**

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional wellbeing or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate picture of personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

All allegations of harassment will be taken seriously and should be reported to the principal and/or teacher(s). All reports will be fully investigated and the appropriate disciplinary action taken and or counseling recommended. A bullying complaint form should be given to the homeroom teacher and/or principal. See addendum.

## **Health Office Policies**

The health office is staffed by a nurse who cares for the students who become ill or injured at school.

### **Accidents and Illnesses**

It is imperative for the school to have information on file as to where parents or other responsible adults can be reached in case of illness or accidents at school. This information is requested when we send home emergency forms. These forms should be completed and returned promptly.

In the event a child becomes ill or is injured at school, the school nurse will contact the parents immediately. In case of a serious accident when the parents cannot be reached, the school will transport the child to the nearest hospital.

### **Fever**

If your child runs a temperature of 100 degrees or higher, he/she must stay home until his/her temperature is normal for a full 24 hours without medication for fever.

### **Medication**

Medication will only be administered to a student if the medication is in its original prescription bottle. Medication will not be sent back and forth each day. Send enough medication in for the number of days your child is required to take it in school. A note from the doctor or the parent must accompany the medication, stating child's name, grade, time medication is to be given and the amount of medication that is to be given. Medicine must be handed directly to the school nurse.

All medication will be appropriately maintained and secured by the school nurse. The school nurse may provide the principal and other staff members who are concerned with the student's educational progress information regarding your child's medication and its administration as necessary.

The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of the medication, and a notation of each instance of administration. The sole responsibility of the school shall be limited to the provision of adequate and proper supervision in administration of said medication. The parent/guardian is invited to come to the school to medicate the student if the above procedure is not convenient. Please consult with the Principal or School Nurse concerning a student in need of medication while on a field trip. Any further medication regulations in the Diocesan Handbook will be followed.

Tylenol will not be given in school for headaches or general pain unless a medication permission request form is completed and on file in the nurse's office.

### **Student Health Records**

It is very important for parents/guardians to continuously update the health office regarding their child's health status. Please write a note to the school nurse with the child's name, grade, physician's name, and diagnosis if the child:

- Receives further immunizations
- Contracts a communicable disease
- Suffers a broken bone
- Develops Lyme disease, heart disease, a convulsive disorder, asthma, or any other significant problem

### **State Mandated Screenings**

During the course of the school year, the following procedures will be performed to comply with the State of New Jersey's mandates:

- Vision screening
- Hearing screening
- Scoliosis screening
- Height/Weight

### **Immunizations**

Chapter 14 of the New Jersey Sanitary Code, "Immunization of Pupils of School", requires the following immunizations:

- 4 Diphtheria-pertussis-tetanum (DTaP) shots; one booster must be after the fourth birthday
- 3 Oral Polio doses; one booster must be on or after the fourth birthday
- 2 Measles, Mumps, Rubella; one on or after the first birthday, one prior to Kindergarten
- 1 Tuberculin (TB) test in Kindergarten and transfer students from selected states and countries where TB incidence is high
- 3 Haemophilus B (Hib)
- 1 Chicken Pox (Varicella) – for children born after Jan. 1, 1999

### **Reporting on Abused or Neglected Children**

All school employees are required by law to report suspected abuse/neglect. As soon as an employee has reason to believe that a child has been abused, neglected, or otherwise needs protection, he/she must make a report through the principal to the Division of Youth and Family Services (DYFS). The obligation of the principal to report is not discretionary.

Anyone who reports suspected child abuse in good faith is immune from prosecution, liability, or criminal penalty. Failure to report under New Jersey law carries a penalty of up to a \$500 fine and/or six months in jail.

### **Vomiting and/or Diarrhea**

If your child experiences vomiting or diarrhea during the night or in the morning s/he should remain at home until symptom free.

## **Homework**

The faculty of Pope John Paul II Regional School recognizes the positive relationship

between homework and academic achievement. The homework policy is reasonable and consistent and fosters the development of self-discipline, time management and sound study skills. The amount of homework time, generally speaking, will progress gradually from the primary levels to the middle school level. The intent of this progression is to acclimate the student to the regularity, continuity and importance of home study while developing those study skills necessary for maximum learning.

Additionally, these guidelines will provide a positive opportunity to strengthen the communication between the student's home and school. The nature of homework provides parents an opportunity to become actively involved in their child's education and gives parents insights into the school's philosophy, curriculum and objectives. Hopefully, these efforts will result in a consistent and successful "team" approach toward the education of each child in Pope John Paul II Regional School.

It is the parents' responsibility to check homework every night for completion. Please use the school's website under classrooms or homework books to verify assignments. If you have questions or concerns, please email the teacher. Teachers will try to respond up until 8:00 PM.

### **Types of Homework**

1. Practice – Homework that is assigned after the skill or concept is taught.
2. Extension – Homework that is assigned to see if a student can transfer an idea or skill to a new or different situation.
3. Creativity – Homework that is assigned for putting together concepts and skills in new and different ways.

### **Time Guidelines**

Grades K & 1	15 minutes
Grades 2 & 3	30 minutes
Grades 4 & 5	50 minutes
Grade 6, 7, & 8	90 minutes

### **Home Assignments**

- Homework will be assigned to all students on a regular basis. Students are required to complete their homework on time.
- Assignment books are required to assist students in remembering their tasks.
- If there are extenuating circumstances which prevent a student from completing an assignment, the student should consult with the teacher as to how the homework should be made up.
- Homework assignments missed due to an absence are the student's responsibility. Find out what has been missed and complete the assignment as soon as possible. A student will have as many days plus one as he/she was absent to complete the work
- All homework assignments can be found on the school's website under classrooms and each teacher's name.
- If students forget a book, they may come back to school accompanied by an adult, to pick up a forgotten book until 4:00 PM

### **Late Policy**

- Points will be taken off for late work.

#### **Alternate Assessments**

For a late alternate assessment such as a project, book report, poster, powerpoint, essay, collage, etc., the parent will be notified of lateness.

### **Long Term Assignments**

The purpose of any long-term project is to teach various skills such as research, outlining, proofreading, writing bibliographies, refining writing skills, organizing, planning, and developing concepts into a cohesive unit. These skills require that long-term assignments be grouped into phases. Each phase of the assignment will have its own due date. These phases will be determined by each teacher according to the project.

## **Honeywell Instant Alert System**

This service provides reminders and cancellations regarding upcoming events, reports school closings and emergency busing dismissals, and other important information to parents where time is of the essence. Every PJPII family is automatically enrolled in the system with the family home telephone number. However it is the responsibility of the parent to register other numbers, phone, cell phone, email, PDA or pager for urgent versus routine messages.

### **To register and create your account:**

1. Go to the Honeywell Instant Alert for Schools website:  
<https://instantalert.honeywell.com>
2. Click on 'Parent' in the New User box.
3. Complete the student information form. Click 'Submit'.
4. Complete the corresponding screen. Click 'Submit'.
5. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
6. Note: Remember your Login Name and Password so you may use it to update your profile.

### **View and check details about yourself and your family members**

1. Upon successful login, click on 'My Family'.
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

### **Configure alert settings for yourself**

1. Click on 'Alert Setup'.
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add'.
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

### **Information will be reported under the following categories:**

#### **General**

Numbers/devices listed here will report reminders regarding upcoming events and unreported absences. We advise a minimum of two contacts here.

#### **School Closings**

Number/devices listed here will report PJP II Regional School closing due to emergencies. We advise the home number as contact here.

#### **High Importance**

Numbers/devices listed here will report on situations where time is of the essence, such as: early dismissals called by the public school districts (in this case you will be notified to call PJP II if you **do not wish** your child to go home on the bus), cancellations of sporting events, meetings, late dismissal, and all other important information of a timely nature. We advise all contact here.

## **Internet**

### **Proper Use of the Internet**

Every student is to sign a Technology Acceptable Use Policy indicating that she/he will only use the Internet for educational purposes. The student will also agree to abide by the consequences of her/his actions if she/he is found to use the Internet in an inappropriate manner. See Addendum.

## **Library**

The library contains over 10,000 volumes. All students have a library period once a week to encourage independent reading. The library is also available for independent research. Students have several computers available with Internet access to do research.

Students in grades 4 – 8 are permitted to keep books for two weeks and students in grades K – 3 may keep books for one week. Students return or renew the book during their weekly library period. If a student is absent on the day the book is due, she/he is to return the book during their next library class. Students who return books late must pay a fine. Students who lose or damage library books must pay the replacement cost of the book. If payment is not received, report cards will not be issued.

## **Lunch Program**

The lunch program is provided by Princeton Food Management Assoc. at a cost of \$3.25 per day. Menus are available on the school website ([pjpriirs.com](http://pjpriirs.com)) each month with a regular lunch and with hot dog, salad platter, chicken nuggets and peanut butter and jelly sandwiches offered daily. If you would like a paper copy of the menu just notify the cafeteria. Several snack items are sold each day to compliment the lunch program. A pre-payment plan is available with all checks made out to Pope John Paul II Regional School. No cakes, cupcakes, pizza for entire classes may be brought into the cafeteria.

## **Parent Cooperation**

The education of a child is a partnership between the parents and the school. If in the opinion of the administration, that partnership is irretrievably broken, the parents may be asked to withdraw the child(ren) from the school.

## **Parent Portal**

The Parent Access Module, provided by Genesis Educational Services and the Diocese of Trenton for Grades 3 – 8 is a safe, secure way for parents to access their own child's academic records using the Internet.

If you have a technical problem with logging on or not being able to see your child's grades, please contact the administrator at [pjp2rs@comcast.net](mailto:pjp2rs@comcast.net). Or use the form in the Addendum to state the exact problem.

## **Parent Teacher Association (PTA)**

The school's philosophy of education makes clear that parents are the primary educators of their children. Parents who have chosen to send their children to Pope John Paul II Regional School have delegated responsibility for the formal education process to the school staff. Through their active membership in the PTA and its various committees, parents may support the school in carrying out this responsibility. PTA is dedicated to providing information to its members on various topics of concern to today's parents. Each family is expected to become a registered member of the PTA by paying a \$50.00 dues. Parents also are expected to raise \$300.00 in profit through fundraising. Parents may choose to pay the \$350.00 upfront or include it in your FACTS tuition payment. However participation in our school fundraisers is still strongly encouraged. If obligations are not met by April 1<sup>st</sup>, students will not participate in field trips, field day, etc.

## **Parties**

Class parties are held at Halloween, Christmas and at other times determined by the teacher. Activities and refreshments may be arranged by the homeroom parent as directed by the classroom teacher. Birthdays may be celebrated with a small snack to be shared with the class. The teacher should be notified in advance so a convenient date is scheduled. Invitations for private

parties should not be distributed at school unless all students in the class are invited.

## **Plagiarism and Academic Dishonesty**

Plagiarism occurs when a student uses or supplies someone else's language, ideas, or other original material without acknowledging its source. Including, but not limited to:

- Copying from the Internet or any other source (including putting work into an online translator)
- Copying from another student
- Turning in another person's work as your own
- Submitting a group project that includes plagiarized or copied work
- Supplying another student with work that is not their own

If a student is found guilty of academic dishonesty, the teacher and principal will meet with the student's parents to discuss consequences.

## **Principal Delegates**

In the absence of the principal, two teachers will jointly make administrative decisions based on the philosophy and policies of the school. Decisions and actions taken will be conveyed to those parties involved - teachers, parents, students. The principal will be notified as well.

## **Progress Reports**

Progress reports are sent mid-way through each marking period for students in K - 8 to inform parents of student's academic strengths and weaknesses. Parents/guardians are asked to sign the progress reports and return them to school promptly. Parental cooperation is expected to insure the child's success. Please note that the Progress Reports list any missing assignments and the current average. Parents with students in Grades 3 - 8 have the capacity to view grades on-line at any time through the Parent Portal of Genesis.

## **Records**

### **Custodial Parent**

In 1975 the Buckley Amendment, also known as the Family Education Rights and Privacy Act gave parents the right of access of records. Opportunity for review of records will be provided in the School Office upon request.

### **Non-custodial Parent**

This school abides 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. 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.

## **Religious Instruction**

Each week all students in grades one through eight receive at least 150 minutes of religious instruction. Lessons include content relating to doctrine, moral behavior, scripture, prayer, liturgy, Church history, devotions, and service. Each day begins and ends with prayer, and students are encouraged to pray frequently.

In addition to religion classes, we teach our children the faith and instill our Catholic values in them through:

- Monthly Mass
- Receiving the Sacraments of Reconciliation (Gr. 2), First Holy Communion (Gr. 2) and Confirmation (Gr. 8)
- Reconciliation Service for Grades 3-8 twice a year
- Blessing of the Throats on the Feast of Saint Blasè
- Stations of the Cross
- May Crowning
- Recitation of the Rosary during October
- Participating as Altar Servers (Gr. 5-8)
- Community Outreach
- Prayer Services on Special Occasions

## **Retention**

Retention may be necessary upon recommendation of the teacher or parent and in conjunction with an evaluation by the Child Study Team. Students who fail math or reading for the year should attend summer school or receive a passing grade from a tutor who is a certified teacher.

## **Sacramental Preparation of PJP II Regional School Students**

Baptized Catholic Students at PJP II Regional School attend religion class daily and therefore do not need to attend parish Faith Formation classes (CCD). However, all students of PJP II Regional School wishing to receive sacraments at Corpus Christi must participate in all Faith Formation workshops and sacramental preparation sessions in 2<sup>nd</sup> and 8<sup>th</sup> grade years.

## **S.A.F.E. Program**

### **Before and after school care (S.A.F.E.)**

S.A.F.E. is the before and after school program that provides professional care, supervision and recreation in a safe and structured environment. The program serves families of Pope John Paul II who desire both parochial school education and supplementary child care in a Christian environment for grades Pre-K through 8.

Morning S.A.F.E. hours are from 7:00 AM to 7:45 AM. After school hours begin at 2:45 PM and end at 6:00 PM. Time is set aside in the afternoon daily for homework completion. It is still the parents' responsibility to ensure successful completion of homework. We also offer a variety of activities which include arts and crafts, inside and outside recreation, games, computer time, story time, and rest time.

S.A.F.E. is closed if school is closed. If school opens late for any reason then there will be no morning S.A.F.E. If your child is sent to the S.A.F.E. program because they were not picked up at dismissal or from an after school activity, you will be charged a fee of \$6.00 per hour or any part thereof. After 6:00 PM, the late fee is \$1.00 per minute. This fee needs to be paid at the time your child is picked up.

To use the S.A.F.E. program a Registration, Emergency Information, and Parent Responsibility (provisions and fees) form must be completed. "As Needed" use of the program is also available. There is a separate charge for the S.A.F.E. Program

Minor medical emergencies will be treated by the S.A.F.E. staff. You will be notified immediately of any serious injury or illness and you will be expected to come to school as soon as possible to pick up your child. In the event the injury or illness requires hospital attention, your

child will be transported to the hospital. Medication will not be administered without both a written statement from your physician detailing method, amount, and time schedule and a written statement from the parent requesting the staff to assist a child in taking such medication. This also applies to over the counter medication.

Every child enrolled in the S.A.F.E. program is expected to follow the code of behavior established for Pope John Paul II Regional School. If a child's behavior infringes on the rights and safety of others, the staff will consult the Principal to determine whether or not that child may remain in the S.A.F.E. program. Electronics, toys, candy, lollipops, gum and canned soda are not permitted. All children are expected to respect the staff, each other, and S.A.F.E. property and environment.

S.A.F.E. staff can be reached at 609-877-2125. For tax purposes our Tax ID Number is 204-567-608/000.

## **School Board**

The PJP II School Board is a consultative board that works with the principal in accordance with Diocesan policy. The goal of this board is to assist the principal in planning, policy development, financial planning, facilities, marketing and development and long-range planning. Members of the school board are selected based on talents, credentials and commitment to Catholic education. The Regional School Board Handbook published by the Diocese of Trenton, is available in the school office for review upon request.

## **School Name and Logo**

The school name and logo are the legal property of the school. No one may use either without the written permission of the administration. Students should not be attired in the school uniform when they post to social media sites without permission.

## **School Uniform**

Pope John Paul II Regional School celebrates many proud and long standing traditions of a Catholic school, including the school uniform. It is expected that students wear the uniforms as they were intended to be worn.

Students in grades K-8 are required to wear the complete school uniform every day and a written excuse should accompany any deviation. The uniform expresses not only traditional values of economy, neatness and practicality but also our unity as a community of learners. Students are required to be in regulation uniform from the time they arrive at school to the time they leave school. **Spring uniforms (optional) may be worn from the first day of school until October, if the weather is still warm (please use common sense in determining use). Formal or winter uniforms are worn from October until the Easter break.**

If a child is sent to the Office by a staff member, the school administration will deem if a student is in compliance with the uniform dress code. Infractions of this policy may result in a detention or the child being sent home.

No purses/handbags can be carried throughout the day – personal hygiene products.

### **Boy's Uniform**

Navy blue trousers of the appropriate size and length

- No jeans
- No elastic cuff
- No painter pants

White long sleeve polo with the school name

White short sleeve polo with the school name

Blue sweater or vest with the school name

A plain black belt must be worn within the belt loops.

Durable black tie shoes (not sneakers) with a non-marking, non-scuff sole must be worn.

Black or blue dress socks, above the ankle, must be worn

**Note: No printed or colored t-shirts may be worn under the uniform. All pants are to be worn at the waist with a belt. All shirts must be tucked into the pants or a sweater or vest must be worn so that the shirt is not visible at the bottom.**

#### **Boy's Summer Uniform (optional)**

Navy blue twill walking shorts of the appropriate length.

White short sleeve polo with the school name

A plain black belt must be worn within the belt loops

White or black sneakers and white crew socks, above the ankle, may only be worn with the optional summer uniform

#### **Girl's Uniform**

##### **Grades K – 4:**

Royal & Powder blue plaid drop waist jumper

White long or short sleeve Peter Pan collar blouse with jumper

Navy blue sweater or vest

Navy slacks with a black belt with long or short sleeve white polo with school name

A navy blue or black oxford tie shoe with non-marking, non-scuff soles must be worn

Navy blue knee socks must be worn

Navy blue leotards may be worn in cold weather

A sturdy blue or black buckle or tie shoe

##### **Grades 6 – 8:**

Royal & Powder blue plaid wrap around kilt

White long or short sleeve polo with the school name.

Navy blue sweater or vest with the school name.

Navy slacks with a belt

A navy blue or black oxford tie shoe with non-marking, non-scuff soles must be worn

Navy blue knee socks must be worn

Navy blue leotards may be worn in cold weather

**A sturdy blue or black buckle or tie shoe – NO SLIP ON SHOES!**

**Note: No printed or colored t-shirts may be worn under the uniform. All pants are to be worn at the waist with a belt. All shirts must be tucked into the kilt/pants or a sweater or vest must be worn so that the shirt is not visible at the bottom.**

**Girls may carry zippered pouches for personal hygiene products when necessary. No pocketbooks or purses should be carried.**

#### **Girl's Spring Uniform (optional)**

Navy blue girls twill walking short

White short sleeve polo with the school logo

A plain black belt must be worn within the belt loops.

Black or white sneakers and white crew socks worn above the ankle must be worn with the optional summer uniform

#### **Gym uniform – Boys and Girls for PreK - 8**

Navy micromesh nylon gym shorts

The length of the boys' and girls' shorts are to be no higher than one inch above the top of the knee for modesty.

Black or white sneakers and white crew socks worn above the ankle must be worn.

Navy gym tee shirt with the school logo or yellow tee shirt (PTA spiritwear).

Navy sweatpants

Navy sweatshirt

**The school logo is required on all uniform shirts.**

### **Pre-Kindergarten**

Pre-Kindergarten students wear the school gym uniform every day.

### **Hair Styles**

1. The administration will deem the appropriateness of hair style and/or length
2. No extreme exaggerated hairstyles or colors are permitted. The length of hair for boys should not cover the ears or eyebrows. Designs in the hair or Mohawks are not considered acceptable and should be saved for the summer months.
3. Boys must be clean shaven
4. Girls are encouraged to keep their hair neatly and attractively cut in moderate hair styles.
5. Girls should not wear large decorative flowers, scarves, etc. in their hair.

### **Jewelry/Nail Polish/Make-up**

1. Girls may wear one pair of earrings and they must be small post earrings, no hoops.
2. Boys may not wear earrings.
3. Jewelry, other than a traditional watch, one ring or a religious cross or medal is not acceptable with the school uniform. Jewelry that is treasured should be left at home because the school will not be held responsible for jewelry worn to school.
4. No body ornamentation such as bracelets or tattoos are permitted while students are in uniform.
5. Clear or light-colored polish may be worn by the girls in Grades 6 – 8 only. Nail tips should be short and appropriate to a Catholic school setting.
6. Girls may not wear make-up.

**Uniform Notice** – If a student is out of uniform a notice will be given. The first notice is a warning, the second notice is a recess detention and the third notice is a before or after school detention.

**Spirit Wear Day** – Students may only wear school hoodies and sweat shirts on gym days and half days.

### **Search of Students' Belongings**

The school reserves the right to search anything brought onto school property and at school events.

### **Stewart Vans Transportation**

Students who ride these vans and receive in-lieu of money twice-a-year from their sending school districts such as Burlington Township, Beverly, Mt. Holly, Hainesport, Westampton, etc. are expected to send that money to Pope John Paul II Regional School to help defray the cost of these vans. The School pays \$44,000.00 to the Stewart Company to provide transportation for our students.

### **Student Written Work/Drawings**

If students write or draw something that threatens the health, life or safety of themselves or another person, the principal, parents or other authorities will immediately be informed.

### **Summer Reading and Math Packets**

Reviewing and practicing reading and math skills over the summer is important. Reading and math assignments are distributed at the end of the school year. These assignments also can be found on the school's website <http://www.pjpiirs.com> under classes. These assignments are the first recorded grades for the new school year

## **Transfer Procedures**

Parents are asked to notify the school office in writing in advance of the dates of the transfer. The following information should be given:

1. Name and grade of child
2. Reason for the transfer
3. Name, address, and zip of the new school
4. Last date your child will attend Pope John Paul II Regional School

A transfer form will be given for you to take to the new school. All information will be sent to the new school upon receiving an official request from the new school. All texts and library books should be returned to the school and all bills, including tuition and PTA, need to be paid before the release of school records.

## **Tuition**

Tuition payments are an investment in a child's education and religious formation. Therefore, the school's board of education accepts responsibility for determining the tuition rate, the manner of payment and the development of policy in this area of concern. As the parent or guardian of a student, you accept the responsibility of payment of this tuition. Any failure to meet this financial obligation may result in the child not being permitted to attend classes until all financial obligations have been satisfied. The school does not have an obligation to transfer credits, grant a diploma, or release interim or end of year records or transcripts. Additionally, the school reserves the right to use collection agencies and other legal means to collect unpaid tuitions.

### **Tuition Payment**

The following will be effective immediately:

1. Families who are registered and supporting members of one of the sending parishes, with children enrolled in the full-time program at the school, shall receive the benefit of a reduced rate of tuition to be determined annually by the Board of Education.
2. All families shall be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.)

Options for payment are:

- A. **Full Payment.** Under this plan, the entire amount of tuition is paid on or before Sept. 1<sup>st</sup>. A discount of 2% will be applied to the tuition cost if paid by this date. This payment is made directly to the school office.
- B. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement saving account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments.

### **Late Registrations**

1. Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above so that at least 2 months of tuition is paid before the first day of school.
2. Tuition for students registering on or after the first day of school shall be prorated over the number of months they will be in attendance according to a formula.

### **Late Payments**

It shall be the responsibility of each school family to keep the Business Manager informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply

when tuition payments are received late.

1. **Full Payment.** If payment is not received on or before Sept. 1<sup>st</sup>, the discounted rate of tuition will not apply. When full payment has not been made by Sept. 1<sup>st</sup>, the family will be contacted by the Business Manager concerning the missed payment and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.
2. **Monthly Payments.** School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS on the next available payment date. A \$10.00 late payment fee will be assessed if the payment is returned by your bank 3 times. In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

### **Tuition Assistance**

A limited amount of tuition assistance is available from the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Business Manager of their need whenever it may arise during the year.

### **Non-admission of students due to tuition delinquency**

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements, will be informed that their child(ren) will not be re-admitted to our school. All families must be current in their payment of tuition.

### **Delinquent Tuition from previous year(s)**

All previously unpaid tuition must be paid by August 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the Business Manager.

Tuition accounts that are in arrears, prohibits students from attending field trips, field day, etc.

### **Tuition Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to a formula established by the Board of Education.

## **Tutoring**

Tutoring will be available upon request to those students who attempt to fulfill the requirements of the classroom.

## **Vandalism**

Deliberate damaging of school property that results in the loss of time and money or causes hazardous condition will be cause for suspension and/or expulsion. Students and their

parents/guardians will be responsible for all damages, and expected to pay for or replace, equipment or school property.

## **Visitors**

To enhance school safety, all outside doors are locked. To enter the building, use the parking lot entrance and ring the bell and identify yourself and the purpose of your visit. After entering the building, turn left to gain access to the Main Office area to obtain a visitor's pass or speak to the school secretary. At no time may a parent go directly to a classroom.

# *Addendum*



# **Pope John Paul II Regional School Technology Acceptable Use Policy for the Diocese of Trenton Elementary School**

## **Purpose**

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the school website.

## **Student Supervision**

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, weather expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.

- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought to school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the Internet would not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).
- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

- Teachers, support personnel and students will not subscribe or use fee based on-line service in school without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge and digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but limited to names, addresses and phone numbers without written permission from the individual, or his/her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.
- All students will be informed about policy 5050.9, Student Participation on Social Networking Sites.

## **Students' Own Devices**

No student may film or record any activity in the school or a school sponsored event without the written permission of the principal. Disciplinary action will be taken upon infraction of this rule.

## **Student Participation on Social Networking Sites**

Social networking sites are part of 21<sup>st</sup> century culture for students today. It is important that Catholic elementary and secondary students understand that they have a responsibility to participate in social networking sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a social networking site.

The following points, while not comprehensive in nature, provide initial guidance:

- Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to) statements, comments, photographs, groups, profiles, or links to third party websites that in the discretion of the school of the diocese contains inappropriate content.
- Students are not to infringe upon another's copyright or trademark without appropriate permission.
- Students are not to write or post anything sexual in nature.
- They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, co-workers or teachers.

- Students are not to interact with current administrators or teachers on a social networking site. This includes but is not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators, or teachers' pages or profiles.
- Students shall screen, block and/or remove any comments that violate this policy
- Students should critique any third party comments or postings prior to publication.

The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

Signing the diocesan/school Acceptable Use Policy indicates students will comply with this policy.

## **Damage to Technology Hardware/Software**

A student will be required to pay full replacement cost for any hardware or software that was deliberately damaged or neglected.

## **Parental Responsibility**

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

# Technology Acceptable Use Agreement for Students\*

I/We, the undersigned parents(s)/guardian(s), have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published in the school policy handbook. I/We further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy will or may result in suspension of internet/technology privileges and will incur disciplinary action as stated in the local school disciplinary code.

If technology is used in the Pre-Kindergarten classes then parents and students, to the degree the students understand, have to be informed of this policy and the parent/guardian must sign the student form.

## Students in Grades K-12

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

I, the undersigned students, have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy as published in the school handbook.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

Any student who cannot print or write their name may be excluded from signing this form. This refers especially to Pre-Kindergarten and Kindergarten students.

- Students must sign this form and the form is to be kept on file in the school office. It is up to the administrator(s) of the school to decide how to inform all the students about the contents of this policy.

# Pope John Paul II Regional School

11 South Sunset Road, Willingboro, NJ 08046  
(609) 877 - 2144

September 2017

Dear Parents / Guardians,

During the school year your child may have his or her picture taken for various reasons. Genesis, has the ability to post a student's picture on their information data page for identity purposes. This is the same system currently being used in the Willingboro school district. Your child's teacher may take pictures in the classroom or on a field trip. These pictures may be of individual students or a group of students. At some point every student may have their picture taken for inclusion in the Year Book. Our students work hard throughout the school year on all their educational projects, writing assignments and artistic endeavors. We would like the opportunity to publish some of their accomplishments on our website, on Facebook, or in the newspaper.

Our experience in the past has been that the vast majority of parents / guardians do not object to the publication of their child's picture, projects, writing assignments, artistic endeavors or other school related activities. If, however, you do object, then you **must** complete the form at the bottom of this page, date and sign the form and return the entire page to the school office.

If you have more than one child in the school, we will need a form signed for each child in the family. This will be a onetime request. This signed form will remain in effect for the length of time your child remains at Pope John Paul II Regional School.

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Please complete this form and return it to the school office if you do **not** give permission for **either** the use of your child's photo or work product:

Student's name \_\_\_\_\_ Date: \_\_\_\_\_

Teacher \_\_\_\_\_ Grade: \_\_\_\_\_

**No**, please do not publish my **child's picture** on any school or other publicity venues.

**No**, please do not publish my **child's work** on any school or other publicity venues.

Parent / Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## PERMISSION FORM FOR ELEMENTARY FIELD TRIP

Dear Parent/Guardian:

The \_\_\_\_\_ class will be taking a trip as follows:

Trip Destination: \_\_\_\_\_ Date: \_\_\_\_\_

Bus Pick Up Time: \_\_\_\_\_ Bus Return Time: \_\_\_\_\_

A bagged lunch will be necessary: Yes \_\_\_\_\_ (No Glass Bottles) No \_\_\_\_\_

Dress requirements are \_\_\_\_\_

This trip is part of the curriculum and academically, an enriching and well-planned experience for the students. All financial obligations must be current in order to participate. No refunds will be given.

I hereby release and save harmless Pope John Paul II Regional School and any and all of its employees from any and all liability for any and all harm arising to my son/daughter as a result of this trip.

**Please contact the school nurse,** upon receipt of this permission form, **if there are any health concerns for your child.** This includes serious and/or life threatening medical needs such as severe bee sting reactions, peanut allergies, asthma attacks, diabetes, **absolutely** necessary medication, etc.

Please sign the bottom portion of this slip and have your child return it with the attached medical form by \_\_\_\_\_. (Date)

Sincerely,

\_\_\_\_\_

-----

I give permission for my child to go on the field trip listed above:

Trip Destination: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Field Trip Permission Trip – Page 2**

Child's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Below please list the names and parent/guardian and/or persons to be contacted in the event of an emergency and the telephone or beeper numbers where they can be reached on the above date!

FIRST CONTACT: \_\_\_\_\_ Work # \_\_\_\_\_

Home # \_\_\_\_\_

Cell # \_\_\_\_\_

SECOND CONTACT: \_\_\_\_\_ Tele. # \_\_\_\_\_

Family Physician: \_\_\_\_\_ Tele. # \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Tele. # \_\_\_\_\_

1. Does your child have any allergies? (e.g. foods, medications, insect sting)

Yes \_\_\_\_\_ No \_\_\_\_\_

List allergies \_\_\_\_\_

2. Is your child currently on any medication? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes please list the medications including dosage and specific instructions:

\_\_\_\_\_

3. Is it necessary for your child to take medication on this trip?

Yes \_\_\_\_\_ No \_\_\_\_\_

List: \_\_\_\_\_

4. Does your child have a serious health concern?

Yes \_\_\_\_\_ No \_\_\_\_\_

List: \_\_\_\_\_

5. Your child has the medication \_\_\_\_\_ available for his/her use as needed at school. This medication and the instructions for its use will be carried and administered by \_\_\_\_\_ on the field trip if it is needed.

I have read the information and give my child permission to attend the field trip.

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

## Genesis Communication Form

Please use this form to send your questions or problems with Genesis. If you have not received a welcome letter please check old email addresses, current junk or spam folders before using this form. If you have changed your email you can use this form to send us the update. Type the new email address below and we will update the database and send a request to the Diocese to send a Welcome Letter to the new address.

**\*Parent First Name** \_\_\_\_\_

**\*Parent Last Name** \_\_\_\_\_

**\*Parent Email that is on file in PJP II Office** \_\_\_\_\_

**\*Confirm Parent Email** \_\_\_\_\_

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

**\*Grade** \_\_\_\_\_

**\*Teachers Name** \_\_\_\_\_

**\*Subject** \_\_\_\_\_

**\*Issue**

- I forgot my password. Please notify The Office of Catholic Education.
- I am locked out and I need my Password/Profile reset and a new welcome letter sent.
- Other, Type explanation below in the Comment Area.

**Change my email to:** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Fields are required**

## Elementary Bullying Incident Report Form

1. My name is \_\_\_\_\_
2. I am in \_\_\_\_ grade and my teacher's name is \_\_\_\_\_
3. Check one: \_\_\_\_ I'm being bullied **or** \_\_\_\_ I saw someone being bullied.
4. What is the name of the person who was acting like a bully?  
\_\_\_\_\_
5. When did this happen? \_\_\_\_\_
6. Where did this happen? \_\_\_\_\_
7. Did an adult see? If so, who saw? \_\_\_\_\_
8. Did other student see? If so, who saw? \_\_\_\_\_
9. Describe below what happened.
10. Has this happened before? \_\_\_\_ Yes \_\_\_\_ No  
If so, when? \_\_\_\_\_

**POPE JOHN PAUL II REGIONAL SCHOOL  
11 SOUTH SUNSET ROAD  
WILLINGBORO, NJ 08046  
609-877-2144**

**PARENT/STUDENT COMMITMENT**

When you send a child to Pope John Paul II Regional School, you are making a spiritual and academic decision. That decision encompasses a great amount of trust in who we are and what we are all about.

We need to know that you as parents, the primary educators of your child, are supportive and enthusiastic about our spiritual endeavors and our academic goals.

This commitment will indicate to us that you have read, understood, and accept what is written in the Handbook.

**Please sign and return this form to school by September 26, 2017.**

The signatures below mean that we have read and agree to be governed by the Pope John Paul II Regional School Handbook. (Please read the handbook to younger children also, as all are governed by its' contents.)

Student(s) Signatures(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent(s)/Guardian(s) Signatures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(DATE)

**SPECIAL NOTE:** Pope John Paul II Regional School retains the right to amend this handbook for just cause. Parents/guardians and students will be given prompt notification when changes occur.

