



KENNEDY CATHOLIC
FAMILY OF SCHOOLS

SAINT JOHN PAUL II
ELEMENTARY SCHOOL

Student/Parent Handbook
2018-2019

Preparing students for exceptional lives...



KENNEDY CATHOLIC FAMILY OF SCHOOLS
Saint John Paul II Elementary School
Kennedy Catholic Middle School
Kennedy Catholic High School

MISSION STATEMENT

The Kennedy Catholic Family of Schools is a regional, college preparatory, Roman Catholic school system, from Preschool through Grade 12. We are committed to providing spiritual inspiration, exceptional academics, and extracurricular activities, as all of us strive “to serve Christ” (*Christo Servire*).

VISION STATEMENT

The Kennedy Catholic Family of Schools is a Christ-centered faith community that exists as a response to Jesus’ mandate: “Go and teach all nations...” In fulfilling this mandate, we open our doors to a population of diverse racial, ethnic, religious, and economic backgrounds and, thereby, live our motto *Christo Servire* (“to serve Christ”). We strive to provide students with an exceptional educational experience that encompasses academic excellence, outstanding extracurricular activities, and continual spiritual growth. We guide the students in their spiritual, moral, intellectual, emotional, social, and physical development by providing an atmosphere conducive to acquiring and increasing knowledge on all levels.

As a Catholic community, we celebrate liturgies, and unite our payers in response to the needs of the wider community. We also provide for the broadening of our views, so that the students may seek social justice in a global society.

PREPARING STUDENTS FOR EXCEPTIONAL LIVES

Our total commitment to our Mission and Vision enables The Kennedy Catholic Family of Schools to provide what is, without question, the most exceptional primary and secondary education available in our region - an education that has enabled thousands of our alumni to excel in their fields and to assume leadership positions in communities both here in the United States and abroad.

THE KENNEDY CATHOLIC FAMILY OF SCHOOLS

Saint John Paul II Elementary School Student/Parent Handbook

2018-2019

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A Welcome from Father Jason A. Glover, S.T.L., President

Dear Students and Parents,

The administration, faculty, and staff of the Kennedy Catholic Family of Schools welcome you to the Shenango Valley Catholic School System. We are a regional, college preparatory, Roman Catholic school system of the Diocese of Erie. From preschool through twelfth grade, all who are a part of our school system are committed to providing spiritual and religious formation, a progressive and excellent academic curriculum, and an engaging and exciting extra-curricular experience. Our *raison d'être* is singular and is expressed in our school's motto, *Christo Servire*, to enable every individual affiliated with our family of schools to recognize and to serve Christ in our neighbor.

Saint John Paul II Elementary School serves pre-school through sixth grade students, providing them with a solid academic foundation, an inclusive religious formation and sacramental preparation, and attention to the holistic development of our children through additional extra-curricular activities. Such an elementary experience during the crucial developmental years of a child's life will equip him or her to navigate successfully the challenges of adolescence and young adulthood.

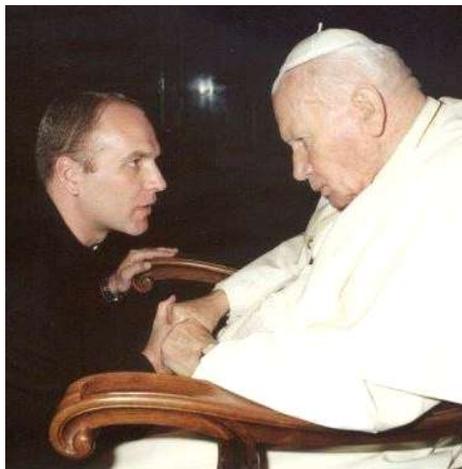
Kennedy Catholic Middle and High Schools serve seventh through twelfth grade students by building further and deeper on the mission and motto of our school system.

Poignantly focusing on individual spiritual and religious development, cultivating an atmosphere oriented toward the service of one another and the larger community, maintaining an environment of academic excellence and personal responsibility, and enhancing the educational experience through extra-curricular offerings in the arts, sciences, and athletics, our graduates receive an unparalleled preparation for their collegiate career in some of our country's finest institutions of higher learning.

All of this is possible to the degree that each student – that each family – assumes personal responsibility and individual engagement in the mission and vision of our school system. The rules, policies, and regulations set forth in this handbook were developed and are intended to positively safeguard and promote the holistic formation of our students – intellectually, spiritually, physically, emotionally, and socially – and to maintain the overall health and safety of our school system. Embracing all that governs our daily operations is not meant to restrict or curtail individual pursuits. Quite the contrary; they are intended to foster an individual's attitude to become uniquely all that Christ has called him or her to become. All of us affiliated with the Kennedy Catholic Family of Schools thank you in advance for supporting and encouraging compliance with these expectations.

God's choicest blessings as we begin our academic year.

Fr. Jason A. Glover, S.T.L.
President



INTRODUCTION

While consistent with the policies of the Diocese of Erie and the Kennedy Catholic Family of Schools, this handbook covers major areas of concern. It does not purport to address every aspect of school life nor does it cover every possibility of misconduct or inappropriate behavior.

ADMINISTRATION, FACULTY, AND STAFF

The President leads The Kennedy Catholic Family of Schools (KCFS) and serves as its Chief Executive Officer. The President is the final arbitrator in all matters pertaining to the school system and its overall well being and general operations. The President is accountable to the Bishop of the Diocese of Erie and the Members of the Board of Directors.

The Headmaster is delegated with the responsibility to oversee the daily operations of both Saint John Paul II Elementary School and Kennedy Catholic Middle and High Schools. The headmaster is entrusted with ensuring, maintaining, and enhancing an effective program of religious formation and academic education throughout the school system and serves as its Executive Administrator. The headmaster is accountable to the Superintendent of Schools of the Diocese of Erie, the Director of School Personnel of the Diocese of Erie, and the President of the Kennedy Catholic Family of Schools.

The principal of Saint John Paul II is delegated with the responsibility to oversee the daily operations of the elementary school. The principal is entrusted with organizing and maintaining the school's daily operations, ensuring curriculum development, supervising faculty, promoting our Catholic identity, and maintaining discipline consistent with this handbook. The principal is accountable to the Superintendent of Schools for the Diocese of Erie, the Director of School Personnel for the Diocese of Erie, the President, and the Headmaster.

The Faculty of Saint John Paul II Elementary School is entrusted with the holistic education of our students. The faculty is obligated to assure high academic standards in their classrooms, promote the Catholic identity of the school system, and to maintain classroom discipline. They have obtained college degrees and certifications in Elementary Education and/or in their respective subject areas that they teach. They are accountable to the principal of Saint John Paul II Elementary School.

Teacher Aides of Saint John Paul II Elementary School share in the responsibility of providing a holistic education of our students, in concert with their respective faculty members. Teacher aides support their respective faculty members as needed and requested. They are accountable to their respective faculty members and the principal of Saint John Paul II Elementary School.

The Staff members of Saint John Paul II Elementary School are responsible for supporting the faculty, the administration, and the daily operations of the school. The staff includes secretaries, maintenance and custodial personnel, and food service providers. The staff is accountable to the principal of Saint John Paul II Elementary School.

ADMISSIONS

Saint John Paul II Elementary School does not discriminate on the basis of race, color, creed, or national origin in the administration of its admission policies or its educational, scholarship, athletic, or other system provisions.

Eligibility for Enrollment in Kindergarten & 1st Grade admission to kindergarten is limited to children who have reached the chronological age of five years before September 1st and who meet the immunization requirements of the Public School Code. Parents of potential Kindergarten students will be asked to provide the following:

- ◆ Birth Certificate
- ◆ Baptismal Certificate (if Catholic)
- ◆ Physician's Examination Record
- ◆ Dental Examination Record
- ◆ Social Security Number
- ◆ Immunizations Record

Admission to 1st Grade shall be limited to children who have attained the chronological age of six years before September 1st and who meet the immunization requirements of the Public School Code.

The formal admission/registration period begins in January of each year during Catholic Schools Week. Students, however, may seek admission throughout the school year. A non-refundable deposit of \$100 must be paid when the registration forms are filed with the school. This fee is waived upon enrollment in FACTS. The deposit will be applied as a tuition credit if the child is admitted.

ACADEMICS

Saint John Paul II Elementary School provides instruction for students in Preschool through 6th Grade. Saint John Paul II Preschool provides a positive, supportive, and safe environment where children receive guidance, inspiration, and respect from the teachers and aides who care for them each day. We encourage children to experiment, explore, and play in an atmosphere that nurtures both their love of learning and their love of God.

Classes in our program for students in Kindergarten through 6th Grade feature one teacher in each classroom. This arrangement enables a single teacher to become familiar with each child's talents, capabilities, and interests. That, in turn, enables the teacher to provide the familiar security, individual instruction, and personal support needed to help each student achieve his or her goals and reach his or her full potential. In addition, certified teachers provide instruction in music, art, and physical education once every week.

Assessment

Report cards are issued quarterly to students in 1st through 6th Grade. Kindergarten student reports are issued on a trimester basis.

Parents will receive progress reports by way of mail every four weeks if their child is working below his or her potential or is receiving a "D" or "U". This procedure provides the opportunity for parents to take the steps necessary to help students improve their grades before report cards are issued.

In addition, parents may view their child's progress at any time by accessing the *My Student's Progress* link on the Saint John Paul II website. This innovative tool provides real-time information about assignments, tests, and other class activities. It also lists the grades students have received on individual assignments, tests, and overall grades in each subject to date.

Parent/Teacher Conferences will be held at the end of the first grading period and at mid-year. Parents should schedule at least one conference every academic year. Additional conferences may be arranged by contacting the school to schedule an appointment with a teacher(s). A separate and distinct conference and reporting system applies to Kindergarten students.

The final decision regarding whether a student will be retained in his or her current grade will be made by the principal of Saint John Paul II Elementary School, the student's teacher, and the student's parents/guardians.

Grading Scale

A student's academic performance is evaluated according to the following scale:

A = 93 - 100%

B = 85 - 92%

C = 76 - 84%

D = 69 - 75%

U = Below 68%

A student's effort is also assessed according to following scale:

4 = Advanced

3 = Proficient

2 = Basic

1 = Experiencing Difficulty with Standards

N/A = Not Assessed

Students earning all "A"s on their report cards are recognized with "First Honors." Students earning all "A"s and "B"s are recognized with "Second Honors" Any student receiving a "1" on his or her report card is not eligible for academic honors.

Homework Policy

Saint John Paul II Elementary School believes that the student, family, and teacher all share in the responsibilities of completing homework; homework is an important aspect of the student's academic development. Homework is assigned in order to reinforce classroom lessons, to practice particular skills, to develop critical thinking abilities, and to acquire healthy study habits.

Student Responsibility

- ◆ To understand homework assignments
- ◆ To ask questions of clarification of homework requirements
- ◆ To listen to directions relative to the homework assignments
- ◆ To carefully read the directions relative to the homework assignments
- ◆ To take home all needed materials to complete homework
- ◆ To complete the homework to the best of his or her ability
- ◆ To turn in assignments when they are due
- ◆ To make arrangements with the teacher to complete any missed homework assignments

Family Responsibilities

- ◆ To create a home environment conducive for engaging in homework assignments
- ◆ To implement a regular routine for completing homework assignments
- ◆ To offer assistance, if needed
- ◆ To review completed assignments with the student
- ◆ To inform the teacher if there are any issues with the homework assignment or its satisfactory completion
- ◆ To read and to respond to any communications from the teacher or the school regarding assignments

Teacher Responsibilities

- ◆ To provide homework assignments that serve a productive purpose
- ◆ To provide directions and instructions that are clear and concise
- ◆ To have a method of evaluating homework assignments
- ◆ To communicate reasonable expectations regarding homework assignments with families and students
- ◆ To inform families if homework is not being completed or not being completed satisfactorily

Standardized Testing

Standardized tests are administered to students in 2nd through 6th Grade, including “The Cognitive Abilities Test” in 3rd Grade. These tests are typically administered in late September and early October.

Comparing yearly computer generated test scores enables the principal to determine if a student is progressing according to his or her ability. Test results will be provided to parents at the time report cards are distributed. Parents who want to review their child’s testing record may do so by scheduling an appointment with the principal of Saint John Paul II Elementary School.

In order to determine that students in Kindergarten through 6th Grade are meeting appropriate standards in phonics and reading skills, Saint John Paul II Elementary School administers the “Dynamic Indicators of Basic Early Literacy Skills” (DIBELS) three times every academic year.

In addition to these standardized tests, writing and math assessments are administered to students in Kindergarten through 6th Grade in the Spring.



STUDENTS OF ACADEMIC RIGOR (SOAR) PROGRAM

In 1993, the United States Department of Education defined a “gifted” students as “children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.” In order to ensure that students deemed “gifted,” “academically advanced,” or “academically talented” have the opportunity to achieve their full intellectual potential, Saint John Paul II Elementary School created the “SOAR” Program, the only one of its kind among the Catholic schools of the Diocese of Erie.

The SOAR Program offers qualified students in 2nd through 6th Grade enhanced and enriched learning experiences within small group environments and/or through independent study opportunities.

Weekly SOAR activities include:

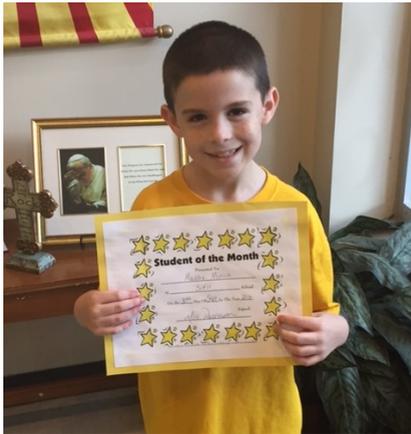
- ◆ Participation in Academic Games and Competitions
- ◆ Job Shadowing and Career Exploration
- ◆ Special Field Trips
- ◆ Unique Community Service Projects
- ◆ Inter-School District workshops with other gifted students from the public school sector

The ultimate goal of the SOAR Program is to promote academic excellence by substantially supplementing classroom learning experiences in order to accelerate the student’s competency and proficiency in the following areas:

- ◆ Critical thinking
- ◆ Communication
- ◆ Creativity
- ◆ Research and investigation
- ◆ Self awareness
- ◆ Exploration of individual interests
- ◆ Independent study and small group interaction

Students who demonstrate the following characteristics are considered candidates for participation in the SOAR Program:

- ◆ High-level critical thinking and problem solving abilities
- ◆ Exceptional communication and leadership skills
- ◆ Intense interest in specific areas of study
- ◆ Above average intellectual creativity and originality
- ◆ Unique technological expertise



Criteria for Participating in the SOAR Program

Saint John Paul II Elementary School has adopted a formal process of identifying potential candidates and evaluating their competency, before determining if the students qualify for admission into the SOAR Program.

Potential candidates for the SOAR Program are identified in three ways:

- 1) **Parent Request:** Any parent who believes his or her child is “gifted” or “highly talented” may request a multi-disciplinary evaluation of the student to ascertain if he or she is eligible for the SOAR Program
- 2) **Teacher Referral:** A teacher may notify the principal and the student’s parents that his or her classroom performance is indicative of his or her being “gifted” or “highly talented” and therefore a potential candidate for the SOAR Program
- 3) **Test Score Review:** The principal and faculty conduct annual reviews of the “Terra Nova Achievement Test” results to, in part, determine which students may be “gifted” or “highly talented” and, therefore, may qualify as potential candidates for the SOAR Program

Once a potential candidate for the SOAR Program is identified, the student’s parents will be notified and asked to complete a “Permission to Evaluate Form,” authorizing the school to administer a multi-disciplinary evaluation of the student. This evaluation is administered according to the prescription of the Commonwealth of Pennsylvania and includes an evaluation of the student by the school’s certified psychologist.

Admission to the SOAR Program is based on a number of factors including:

- ◆ The results of the multi-disciplinary evaluation
- ◆ Intelligence Quotient (I.Q.) scores between 120-129 (“highly talented”) or above 130 (“gifted”); students slightly below these standards may still qualify for admission
- ◆ Demonstrable advanced creativity
- ◆ Exceptional performance in a specific area of study (*e.g.*, math)
- ◆ The recommendation of the SOAR Program instructor

The principal of Saint John Paul II Elementary School will make the final decision regarding a student’s admission into the SOAR Program.

Removal from the SOAR Program

A school administrator or a parent may remove a student from the SOAR Program for reasons that include:

- ◆ Excessive absenteeism
- ◆ Failure to complete SOAR Program assignments
- ◆ Unsatisfactory performance relative to SOAR Program materials
- ◆ Inability to meet SOAR Program expectations
- ◆ Evidence that participation in the SOAR Program is having a negative impact on the student’s daily performance in the classroom

BUILDING LEVEL SUPPORT TEAM (“BLEST”)

BLEST is a support structure mandated for all schools by the Catholic Schools Office of the Diocese of Erie. The board is comprised of the principal of Saint John Paul II Elementary School and faculty representatives. Its aim is to identify problems that may arise in the classroom and to assist teachers in addressing and solving those situations. It is also entrusted with the responsibility to identify and address a student’s potential psychological, emotional, or behavioral issues. Information shared and discussed in a BLEST meeting is considered strictly confidential insofar as the laws of the Commonwealth of Pennsylvania allows.

OUR CATHOLIC IDENTITY

Our Catholic Faith and Our Parish Families

Students enrolled in our Catholic school and who are receiving a discounted tuition rate due to an affiliation with an area parish are expected to participate in the life of the local parish through faithful attendance at Sunday Mass on a weekly basis.

To paraphrase a statement by Cardinal Sean O'Malley: Parents are the primary teachers of the faith to their children. The deepest legacy in life will be helping the child or children know God and through God's grace to share in eternal life. It is never too late to make this a priority and to ask God's assistance.

The parents' good example of faithfulness to Sunday Mass, prayer, and moral decency preaches more eloquently than the homily of any priest or the religious lesson of any teacher. When children see that their parents love Sunday Mass, they likewise will grow to love it.

Parents should discuss their personal faith and love for God with their children, and attend Sunday Mass as a family (O'Malley, "Jesus' Eager Desire: Our Participation in the Sunday Mass," 20 November 2011).

Our Catholic Faith and Saint John Paul II Elementary School

The primary mission of our school system is to nurture and reinforce the faith development that begins in our students' home and to adhere to the richness and wealth of the Catholic Intellectual Tradition. To that end, our school system not only provides exceptional instruction and intellectual development in secular studies, but also provides daily religious formation and instruction in the Catholic faith, in Christian morals and values, and in sacramental worship. Integrating faith and reason into the daily experience and environment of our school is the ultimate goal of our educational endeavor.

This is accomplished in numerous ways, including:

- ◆ Morning prayers at the start of the school day
- ◆ Regular prayer in each class throughout the day
- ◆ Instruction in Catholic Doctrine
- ◆ Sacramental education and preparation for First Reconciliation and First Communion
- ◆ Reading and reflecting on the Sacred Scriptures
- ◆ Regular celebration of the Sacraments of the Eucharist and Reconciliation
- ◆ The observance of designated Holy Days
- ◆ Para-liturgical services (e.g., recitation of the rosary, an annual “May Crowning”)
- ◆ Embracing and living out the school’s motto - *Christo Servire* (“To Serve Christ”) - by participating in faith-based service projects and charitable service programs within the school and throughout the community



Liturgy

The Catholic Church describes our liturgical celebration of the Eucharist as “the source and summit of the Christian life.” The celebration of the Eucharist is, rightly then, the primary means by which our school expresses our Catholic faith and belief.

Because young children are just beginning their exposure to faith and belief, it is important that they become comfortable with expressions of faith. Saint John Paul II Elementary School facilitates our students’ faith development and formation by offering system-wide school liturgies, respective school liturgies, and small group liturgies that have proven to be meaningful to our students.

Receiving Communion at School Liturgies

Receiving Holy Communion at the Eucharistic Liturgy enables Catholics to fully participate in the celebration and to receive its grace and blessings. Catholic students who have celebrated First Holy Communion are encouraged to receive communion at our school celebrations. Students who have not celebrated First Communion, and non-Catholic students are invited and encouraged to come forward during the distribution of communion - with his or her arms crossed over his or her chest - to receive a blessing.

The Sacrament of Reconciliation

The school offers its students the opportunity to celebrate the Sacrament of Reconciliation twice a year during the seasons of Advent and Lent. Additionally, a local priest will be made available at any other time to celebrate the Sacrament of Reconciliation if a student expresses his or her desire to any Administrator, principal, or faculty member.

***Christo Servire*: Saint John Paul II Service Program**

“Christ has no body but yours; no hands, feet, on earth but yours,” wrote Saint Teresa of Avila nearly five hundred years ago. The Kennedy Catholic Family of Schools cite these words as just one way to give expression to our motto: “*Christo Servire*” (“to serve Christ”). We strive to instill in our administrators, faculty, staff, and students the importance of caring for others as Christ would.

We do so, in part, by adhering to school-wide and classroom based service programs for all Saint John Paul II Elementary School students and families.

Our school offers a variety of charitable service projects that include food drives, shoe and book drives, blood drives, etc. We strongly encourage families to participate in school-wide service projects through financial contributions or the donation of goods and services. Every child in a participating family will receive credit for services rendered (*i.e.*, parents are not required to participate in separate service projects for each child enrolled in the school).

In the classroom students will study two individual saints each year and then create and execute a service project that reflects those saints’ values.

ATTENDANCE POLICIES

Regular and punctual school attendance is expected of every student at Saint John Paul II Elementary School. It is also a desirable character habit to instill children. A healthy attendance record, free from illegal absences and tardiness, exemplifies for the student that his or her family recognizes the importance of education, of abiding by school regulations, of being dependable, and of mature responsibility.

Absentees

When a student is going to be absent, the Main Office must be called by the student's parents or guardians between 7:30AM – 9:00AM. This is mandatory for all students. The Main Office at Saint John Paul II Elementary School can be reached by phone at: 724-342-2205. The Main Office secretary will need to record the name of the student who will be absent, the person calling to report the absence, and the reason for the student's absence. In order to be readmitted to the school following an absence, a student must submit to his or her homeroom teacher an excuse signed by a parent.

If the school is not notified in a reasonable time and if inquiry by telephone does not render suitable explanation for the absence, the student is presumed to be truant until proven legitimately absent. To ensure the student's safety when inexplicably absent, a truant officer may be called to check on the child's wellbeing.

A doctor's excuse is required when a student is absent for five or more consecutive days. Doctor's excuses must be submitted to the student's homeroom teacher upon his or her return to school. Failure to produce a doctor's verification of illness will result in the days missed being counted as "illegal absences" and normal disciplinary consequences will be enforced.

Tardiness

Tardiness is designated as "excused" or "unexcused." An "Excused" tardiness means that the student is late due to circumstances beyond his or her parent's control. Parents are encouraged to call the Main Office if an unusual circumstance will delay their timely arrival at school. The Main Office of Saint John Paul II Elementary School can be reached by phone at: 724-342-2205.

An “unexcused” tardiness means that a student is late by his or her own fault or the reason for the student’s tardiness is inadequate. Such “unexcused” tardiness are subject to normal disciplinary consequences.

Upon a tardy arrival at the school, whether “excused” or “unexcused,” the student should report directly to the Main Office to sign in, state the time he or she arrived, and to obtain an admission slip permitting him or her to enter the classroom.

Early Dismissal

Early dismissal passes must be obtained from the Main Office. Parents must sign out a student at the Main Office when picking him or her up and sign him or her back in when bringing the student back to school. Specific information regarding Early Dismissal Passes include:

Medical Excuses

Under ordinary circumstances, a request by the parents and the medical appointment card are sufficient. Where the appointment has been made by phone, a medical statement should be presented upon the student's return.

Dental Excuses

In accordance with the laws of the Commonwealth of Pennsylvania, dental excuses can be granted only for orthodontic or major dental surgery which cannot be conveniently scheduled outside of school hours. These excuses are accepted only if a parent or student presents a State-approved dental request form which can be obtained from the dentist. If possible, such dental appointments should be scheduled at the beginning or end of the school day (as opposed to mid-day).

Family Vacation Procedure

We believe it is critically important for students to attend school on all scheduled days. For that reason, we strongly discourage the practice of scheduling vacations during school time. We recognize, however, that there may be circumstances that make it necessary for students to be excused for this purpose. The following guidelines apply to excuses granted for vacation:

- 1) Family vacations are defined as tours and trips that are not school-sponsored and that will result in a student being absent for a period not to exceed six consecutive school days.
- 2) Parents must submit a written request for “Excused Absence Due to Family Vacation” to the principal in advance of the anticipated dates of the vacation. The request must detail the educational value of the proposed trip.
- 3) Requests to excuse a student from school for vacation during scheduled school days will be recognized as an “excused” absence only if permission is granted in advance by the principal.
- 4) Requests for vacation excuses are to be limited to one per academic year and are not to exceed six consecutive school days.
- 5) Absences for vacations in excess of six consecutive school days will be considered “unexcused” and the normal disciplinary consequences regarding unexcused absences will be enforced.
- 6) Teachers may at their discretion and in advance provide homework and classroom assignments to students who will be on approved family vacations. Students are expected to turn their work into the teacher on the day they return to school.
- 7) Missed examinations will be administered under the provisions of the “Make-Up Work Procedure.”
- 8) If a student will be left at home while his or her parents are out of town, the parents must notify the Main Office in writing including parental contact information, the name of the adult caring for the child, and the caretaker’s telephone number. It is essential for us to have this information should an emergency occur.

Extended Absence

“Extended absence” is defined as absence from school for five consecutive days for reasons regarded as “excusable.” When an extended or compulsive absence for illness exceeds fifteen days, parents will be required to submit written documentation from a certified physician for each additional day the student is absent. The general parameters of Saint John Paul II Elementary School attendance policy also apply to the extended absence policy.

Parents are responsible for ensuring that their child or children complete all work missed during an extended absence.

Make-Up Work Procedure

Students who miss school due to an excused absence will be given one day for every day they were absent to make up missed work (e.g., a student who was excused for three school days will have three school days to submit make-up work). Students must make arrangements with each of their teachers to complete missed assignments and exams.

Students will receive a failing grade for any work not completed within the “Make-Up Work Procedure” established timeframe.

Communicating With School Administrators and Faculty

Parents who need to contact their child's teacher for any reason (e.g., academic concerns, emotional or social concerns, behavioral or disciplinary concerns) can schedule a meeting with the respective teacher by calling the Main Office of Saint John Paul II Elementary School or by emailing the teacher.

Teachers are not permitted to conduct impromptu meetings at their classroom doors or in their classrooms before, during, or after school hours.

Parents are strongly urged to abide by the following communications protocol when addressing concerns or raising questions:

- 1) Schedule a meeting with the teacher, allowing both sufficient time to thoroughly discuss the issue of concern or question
- 2) If the issue of concern or question persists or if a parent is not satisfied that the matter had been adequately addressed, then a meeting should be scheduled with the principal of Saint John Paul II Elementary School.
- 3) If after meeting with the principal the parent remains unsatisfied, the parent is encouraged to arrange a meeting with the Headmaster of the Kennedy Catholic Family of Schools.
- 4) At no time should a parent contact the President of the Kennedy Catholic Family of Schools unless and until the above protocol has been met and adequate time has lapsed for a redress of the parental grievance. Even then, it is preferred that the concerned parent first contact the Director of School Personnel in the Catholic Schools Office of the Diocese of Erie (1-800-374-3723).

GENERAL PROCEDURES AND CODE OF CONDUCT

This section of the Student Handbook regarding student conduct and discipline is not intended to be exhaustive of all behaviors that warrant formal disciplinary action. Rather, it serves as a general guide that sets forth behavioral expectations of our students. It is important to note that our conduct policies govern student behavior in school and at school related activities as well as conduct off school property and outside of school hours which is deemed particularly detrimental to the reputation of the school.

General Norms

On September 13, 1974, the Pennsylvania Board of Education approved and implemented "Regulations and Guidelines on Student Rights and Responsibilities." The Kennedy Catholic Family of Schools and Saint John Paul II Elementary School implemented its policies in compliance with the laws of the Commonwealth of Pennsylvania.

The Kennedy Catholic Family of Schools, acting through its principals and teachers, have an established relationship with its student. Parents and students consent to the same relationship as is set forth by the Pennsylvania Legislature in the Act of July 25, 1963 (P.L 315, Section 1). This Act specifically states that teachers and principals have the right to exercise the same authority regarding the conduct of students as parents do. This authority is extends throughout the time students are in school, including the time required going to and from their homes.

To ensure that SJPII provides an environment that promotes academic, spiritual, and personal growth, students are expected to adhere to the following general principles:

- ◆ Abide by the moral teachings of the Catholic Church
- ◆ Respect teachers, adults, and classmates
- ◆ Accept responsibility for their actions and behaviors
- ◆ Demonstrate good manners
- ◆ Actively participate in class

In order to fulfill these principles, cooperation and consistency are needed within the school and in the home. Teachers will make every effort to deal effectively with inappropriate behavior that occurs in school. Teachers will call for a conference involving the student, parents, and the principal of Saint John Paul II Elementary School if a child engages in seriously disruptive behavior. Parents are expected to support and reinforce disciplinary actions taken by the school's teachers and administrators.

The rules and regulations that have been adopted by the Kennedy Catholic Family of Schools and Saint John Paul II Elementary School are designed to set expectations for the way students should conduct themselves. Violations of the code of conduct must carry consequences. Please note that a student's age, maturity, previous disciplinary record, and the circumstances surrounding an incident will be taken into consideration when deciding the appropriate disciplinary response. The principal reserves the right to make these decisions and impose appropriate disciplinary measures.

Students' Rights and Responsibilities

Students are responsible for attending school regularly, putting forth conscientious effort in class, conducting themselves in a manner that reflects the Catholic values that are the foundation of our school system, and abiding by the rules and regulations of the Kennedy Catholic Family of Schools and Saint John Paul II Elementary School. Students share with the administration and faculty the responsibility for developing and maintaining an environment within the school that promotes academic, spiritual, and personal growth. Discipline and order are critical components of an effective learning environment. For that reason the principal, faculty, and staff will equitably and thoroughly enforce the rules and regulations governing the school. Parents are expected to cooperate with the school and to reinforce our efforts to instill discipline and maintain order.

To that end, students must

- ◆ Be aware of and abide by all rules and regulations
- ◆ Be willing to volunteer information in matters related to the health, safety, and welfare of The Kennedy Catholic Family of Schools community and the protection of school property

- ◆ Assist the administration, faculty, and staff as, together, we cooperate to ensure a safe school and a positive learning environment
- ◆ Be obedient and respectful to teachers
- ◆ Be courteous and polite to one another
- ◆ Not use profane, boisterous, or indecent language
- ◆ Not use tobacco, narcotics, or alcoholic beverages
- ◆ Not interfere with, or in any way inhibit, other students' pursuit of academic success, spiritual development and personal growth
- ◆ Express their ideas and opinions in a respectful manner so as not to offend or slander others

Specific Rules and Policies

Along with the General Norms that govern our school system, particular rules and policies have been adopted to address specific matters that ensure proper order within our school.

- ◆ Students may only use the office phone for emergencies and only after permission is granted by the principal or the Main Office Secretary
- ◆ Students may not use cell phones in school between 7:30 A.M. and 3:15 P.M. Students who bring cell phones to school must give them to the homeroom teacher at the beginning of the day; the teacher will return the phone to the student at the end of the school day. Violations of this policy will result in the confiscation of the device and only a parent may then retrieve the phone
- ◆ Students are to have money at the beginning of the week to purchase lunches and/or milk and when purchasing ice cream treats on Fridays
- ◆ Students are expected to properly care for school property and equipment; appropriate fines will be assessed for property damage and lost or damaged books and materials
- ◆ Students may not chew gum in the school building
- ◆ Students must promptly complete all class assignments; assignments are to be completed neatly and presented in the format required by the teacher
- ◆ Students who have incomplete work at the end of a grading period will be given a period of time determined by the teacher to complete make-up work; if the work is not completed by the end of the make-up period, the student will receive a grade of 65% (unless otherwise stated by the teacher).

- ◆ All make-up work is to be done from 2:40 P.M to 3:30 P.M; arrangements for performing make-up work must be made with the teacher or staff member who assigned the work
- ◆ No electronic games, electronic toys, or iPods are permitted in school, unless special permission is granted by the principal, faculty, or staff; such items brought to school without permission will be confiscated, and only parents may retrieve the confiscated item

Rules and Policies Pertaining to Arrival & Dismissal

In order to ensure the safety and wellbeing of our students, specific rules and policies pertaining to arrival and dismissal procedures must be respected.

- ◆ Students *should not* arrive at school before 7:30 A.M.; exceptions may be made to accommodate parents who drop off their children before they go to work
- ◆ Students *should* arrive at school by 7:50 A.M.; late arrivals will be deemed “tardy”
- ◆ Students are to be dropped off in the front of the school building, along the sidewalk or near the rear doors of the building
- ◆ Bicycles, scooters, and skateboards are not permitted in the building nor is the school responsible for their security outside the building
- ◆ Students who arrive at school before 7:45 A.M. must report to the multipurpose room
- ◆ Students will be permitted to report to their classrooms at 7:45 A.M.
- ◆ Students will not be permitted to enter classrooms that are not being supervised by a teacher
- ◆ Attendance will be taken promptly at 7:55 A.M.
- ◆ Dismissal procedures will follow the diagram provided by the school at the beginning of the academic year
- ◆ Students must remain in the building after dismissal until their ride arrives
- ◆ All students except those participating in the “Extended Day Program” must vacate the building no later than 3:00 P.M.

- ◆ Parents must notify the school if extenuating circumstances make it necessary for a child to remain in the building past 3:00 P.M.
- ◆ Students who are not picked up by 3:15 PM will be asked to participate in the “Extended Day Program”; parents will be responsible for paying the “Extended Day Program” fee
- ◆ Throwing snowballs, fighting, loitering, and littering on school grounds is prohibited
- ◆ The main entrance may only be used for emergencies or appointments at the end of the school day

Dismissal Policy: Traffic Routine

- ◆ All students are dismissed from the rear doors of the building, adjacent to the Multi-Purpose Room; the main entrance is reserved for appointments and emergencies only
- ◆ Parents are encouraged to be aware of the school schedule for the day in order to reduce the waiting period to pick up children; avoid arriving too early or too late
- ◆ Parents are asked to stay in the car; do not leave the car unattended
- ◆ Follow the established traffic pattern in the parking lot; failure to do so often disrupts the traffic flow and system for dismissal and can jeopardize the safety of our students
- ◆ Parents are asked to be patient and courteous, aware and alert when picking up children.
- ◆ Parents are asked to display name cards in the windshield when pulling into line
- ◆ Students are asked to listen carefully for their names to be called; they are also asked to leave promptly when their ride is announced
- ◆ Students are encouraged to proceed their vehicles quickly and carefully so as not to cause delays for other students and drivers
- ◆ If a child is not at the door shortly after his or her car is called, the driver should pull forward and park the car; the driver can then have the child’s name paged again or enter the building to retrieve the child

- ◆ Parents must inform their children of the day's transportation arrangements before they arrive at the school in the morning (e.g., a student who normally rides the bus needs to be informed if other transportation arrangements have been made for a particular day; a student who is normally picked up by a parent needs to be informed if a grandparent will pick him or her up on a particular day)
- ◆ Parents are encouraged to communicate with their children if the driver will be delayed in picking them up
- ◆ Parents should always inform their children who will be picking them up at the end of the day
- ◆ The school will exercise due diligence to ensure the safety of its students; it is critically important that students, especially younger ones, be taught by their parents never to ride with any stranger, or anyone they are not expecting to pick them up



School Bus Policy

Bussing arrangements are made through local public school districts. Students are expected to behave on the busses and to observe the student code of conduct while riding the bus. Additionally,

- ◆ Running, pushing, or boisterous talking will not be tolerated
- ◆ Inappropriate language is not permitted
- ◆ Students may not eat or chew gum while on the bus
- ◆ Students may not bring large musical instruments, live animals, or large school projects on the bus

Students who violate these rules will lose their right to ride the bus; parents will then be responsible for transporting students to school.

Rules and Policies Pertaining to the Cafeteria

Due to the large number of students in the cafeteria during the lunch hours, rules and policies must be enforced to protect the health and safety of our students. Violations of these rules and policies will be addressed as a disciplinary matter. We ask that the students cooperate in our effort to make the cafeteria a pleasant place to eat.

- ◆ Nutritious lunches are served every day of the school year at a cost of \$3.00 a day.
- ◆ Students will be provided with a restroom break before entering the cafeteria
- ◆ Students must receive permission to use the restrooms during lunch time
- ◆ Students must raise their hands in order to receive permission to leave their lunch table
- ◆ Students must walk in the cafeteria area
- ◆ Students must use good etiquette at the table
- ◆ Students who forget their lunches or lunch money will be provided with a school lunch; a written notice will be sent home to ask that parents reimburse the cafeteria within one week for the meal provided to their student
- ◆ Food may not be thrown at other students or played with in any other way
- ◆ Silverware, bowls, and trays used during lunch are to be returned to the kitchen area in a neat and orderly manner



Imposition of Disciplinary Measures

The Kennedy Catholic Family of Schools and Saint John Paul II Elementary School have adopted a system of demerits and detentions to enforce our student code of conduct. The principal or the delegated Dean of Students will assign the appropriate number of demerits upon the request of an administrator, faculty or staff member.

Demerits will be issued for violations of classroom and school rules and policies including those that apply to behavior in or near the cafeteria. Homeroom teachers will carefully explain these policies and procedures to students as well as any additional rules that must be observed in their individual classrooms. The number of demerits assigned reflects the gravity of the student's offense.

The principal or Dean of Students will mail demerits and tardy notifications to parents

Minor Offenses (1 Demerit) include, but are not limited to:

- ◆ Unexcused tardiness
- ◆ Unexcused absence
- ◆ Dress code violations
- ◆ Minor violation of school rules (*e.g.*, running in the hall, loud and boisterous talking, chewing gum, etc.)
- ◆ Violation of cafeteria rules

Major Offenses (3 Demerits) include, but are not limited to:

- ◆ Repeated dress code violations
- ◆ Profane or inappropriate language
- ◆ Disruptive behavior in class
- ◆ Behavior that threatens the welfare of another student or the wellbeing school
- ◆ Misbehavior or disrespect at Eucharistic Liturgies or school assemblies
- ◆ An accumulation of minor offenses

Serious Offenses (6 Demerits) include, but are not limited to:

- ◆ Insubordination
- ◆ Disrespect demonstrated toward any school employee
- ◆ An accumulation of major offenses

Dangerous Offenses (automatic detention and possible suspension) include, but are not limited to:

- ◆ Behavior that endangers the welfare of oneself or another
- ◆ Serious verbal or behavioral threats directed toward another
- ◆ Blatant disrespect directed toward school employees or any other student or adult
- ◆ Blatant disrespect directed toward God or other sacred things
- ◆ Possession of drugs, alcohol or tobacco product
- ◆ Fighting
- ◆ Bullying whether in person or in the use of social media

Severe Offenses (automatic suspension or expulsion) include, but are not limited to:

- ◆ Repeated or excessive bullying, whether in person or in the use of social media
- ◆ Possession of unauthorized or illegal drugs of any kind
- ◆ Possession of a weapon of any kind, whether real or fake (*e.g.*, pocket knives, kitchen knives, handgun, water pistols, plastic swords, or any other object that is deemed potentially harmful)
- ◆ Possession of incendiary devices (*e.g.*, lighters, matches or flammable substances)
- ◆ Possession of an explosive device of any kind
- ◆ Possession and/or distribution of illegal or unauthorized drugs of any kind
- ◆ Possession and/or distribution of alcohol
- ◆ Deliberate defacement or vandalism of school property or the property of another
- ◆ Intentional sacrilege directed against the Eucharist
- ◆ Any behavior that violates Catholic moral teaching regarding responsible sexual behavior
- ◆ Any behavior deemed seriously dangerous and detrimental to the wellbeing and safety of any individual
- ◆ Commission of a misdemeanor or felony as defined by the laws of the Commonwealth of Pennsylvania

Note: "Appendix A" ("Drug and Alcohol Control Policy") serves as an addendum to the code of conduct and provides more detailed information concerning education, prevention, and intervention.

Detention

Students who accumulate three demerits within one academic quarter will be assigned to detention; demerits are expunged at the end of each academic quarter.

- ◆ Detention will be held for a 1-2 hour period outside of school hours on a day designated by the principal
- ◆ A teacher or staff member will supervise detention
- ◆ Students must be in uniform and arrive on time for detention
- ◆ Students in detention will be assigned school work that must be completed during the detention period
- ◆ If a student misses his or her assigned detention period, that detention must be made up and an additional detention day will be assigned
- ◆ If a doctor's excuse is provided to the principal for the missed detention period, the student will only be required to make up the missed detention
- ◆ Students must be promptly picked up at the end of the detention period

Suspension

- ◆ Students who earn three demerits, after having already served three detentions, will be assigned a two day in-school suspension
- ◆ Students who will not be able to serve the detention due to the school year ending will be assigned a two day in-school suspension
- ◆ Students who are assigned three additional demerits, after having already served a two-day in-school suspension, will be assigned a three day out-of-school suspension
- ◆ Suspended students may also lose special privileges including class day and field trips.
- ◆ Suspended students are permitted to make up missed assignments and tests according to the "Make-Up Work Procedure"

Expulsions

Though every effort is made to retain all of our students, the rare occasion may arise when a student must be expelled from our school system in order to maintain a safe environment within our school, conducive for effective learning. The Kennedy Catholic Family of School's grounds are private property and school officials reserve the right to prohibit students placed on suspension and expelled students from trespassing on school property if it proves to be in the best interest of our school community.

When a student is accused of an action that may merit expulsion, the principal has the authority to place the student on out-of-school suspension for a period of three to five days, as determined by the principal. At that time, the student is not permitted to return to the classroom. The principal will contact the student's parents to have the student picked up from the school. While on suspension, the student will not be permitted on any property of the school system, or attend any school related activities.

The principal will contact the President of The Kennedy Catholic Family of Schools to explain the situation and circumstances which lead to the student being suspended. At that time, the principal will make the recommendation for expulsion. With the approval of the President to move forward with the expulsion hearing, the principal will then arrange the hearing before a Conduct Review Committee, which will include: the President, the principals, and the Dean of Students. Notice of the meeting will be documented, in writing, to the parents. The meeting of the Conduct Review Board should occur as quickly as possible, within the three to five day suspension.

The principal and/or Dean of Students will present the facts of the situation and circumstances to the Conduct Review Committee, the parents and student, who will be permitted to provide additional information or testimony. If, after all testimony is heard, and the decision to expel is confirmed, depending on the gravity of the infraction, the parent may be given the opportunity to withdraw the student. If the parent elects not to withdraw the student, the President will present the parents with a formal letter of expulsion. The decision of the Review Board is final.

All expulsions are subject to automatic review by the Catholic Schools Office of the Diocese of Erie to ensure and confirm that the established policies and procedures of the school system were upheld and applied appropriately.



Special Code of Conduct Pertaining to Bullying

Saint John Paul II Elementary School participates in the “Get Real About Violence” anti-bullying program. According to experts, “A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students” (Oilweaus, 1986, 1991). “Negative actions,” or aggressive behavior, is defined as “doing intentional harm, whether physical, emotional, or psychological.” Examples of aggressive behavior include verbal or physical abuse, threats, coercion, spreading rumors or slander, shunning, or fostering interpersonal relationships characterized by an imbalance of power. To enforce our school’s anti-bullying policy, everyone involved has specific responsibilities:

Victim’s Responsibilities

- ◆ Report incidences of bullying to an Administrator, faculty or staff member, or any responsible adult
- ◆ Inform his or her parent of the incidences of bullying
- ◆ Consider if his or her behavior is undesirable by others, thus making him or her the target of bullying

Parent's Responsibilities

- ◆ Calmly listen to the child's comments
- ◆ Notify the principal and faculty member immediately
- ◆ Ask the child and school official what action was taken to stop the bullying behavior
- ◆ Discuss ways to handle the situation with the child (*e.g.*, self-protection, attract the attention of an adult by talking or shouting loudly if an incident of bullying is occurring, etc.)

School Official's Responsibilities

- ◆ Post anti-bullying rules
- ◆ Carefully listen to all students and closely supervise "free time"
- ◆ Enforce the school's code of conduct at all times
- ◆ Deal with suspected or known bullying behavior immediately
- ◆ Verbally notify the principal and the parents of both the victim and the perpetrator of the bullying instances

Perpetrator's Responsibilities

- ◆ Assume responsibility for unacceptable, bullying behavior
- ◆ Accept the consequences for the offense as stated in the code of conduct
- ◆ Demonstrate a change in behavior and attitude that is more in keeping with Christian, Christ-like values

Consequences of Bullying Behavior

- ◆ Parents of both the victim and the perpetrator will be notified of the instances of bullying
- ◆ The perpetrator will be subject to an intervention with the school counselor
- ◆ Repeated incidences of bullying behavior will result in detention and/or in-school suspension
- ◆ If the bullying behavior continues or intensifies the perpetrator will be subject to expulsion

DRESS CODE & UNIFORM POLICIES

A student's appearance, including the way he or she dresses, reflects upon the student, his or her parents and our school. The Saint John Paul II Elementary School's dress code strives to reflect good taste, neatness, cleanliness, and Christian modesty while avoiding trends and fads. School administrators reserve the right to establish and modify the dress code. Administrators, faculty and staff members determine the interpretation of the dress code and are expected to enforce compliance to it.



Disciplinary actions regarding violations of the dress code are rendered by the Principle and the Dean of Students at the request of any school official.

Uniforms may be obtained from:

Schoolbelles
4747 W. 160th Street
Cleveland, OH
Phone: 216-898-5500

Schoolbelles
255 Mt. Nebo Point Drive
Pittsburgh, PA
Phone: 412-630-8480

You may also visit the company website: www.Schoolbelles.com.

Saint John Paul II Elementary School generally observes three time periods of dress code requirements:

- 1) Fall Uniforms: First Day of School - Thanksgiving Holiday
- 2) Winter Uniforms: Return from Thanksgiving Holiday - Easter
- 3) Spring Uniforms: Return from Easter Holiday - Last Day of School

The Fall and Spring periods permit students to wear walking shorts. Regardless of the time period, uniforms must be worn on all Mass Days. "Jeans Day" certificates may not be used on Mass Days.

DRESS CODE POLICY: BOYS

- ◆ Hair must be neat and clean
- ◆ Hair must be cut above the collar and above the eyebrows; half of both ears must be visible
- ◆ Earrings are not permitted
- ◆ Tattoos and/or body piercings must not be visible
- ◆ Clothing should not bear the logo or other identifying marks of other elementary, middle, or high schools
- ◆ Only khaki or black dress pants are permitted; oversized or baggy pants, skinny pants, or cargo pants are not permitted
- ◆ The waistband of the pants must sit at the student's waste; drooping the waistline below the waist is never permitted
- ◆ The same policy regulating appropriate pants also applies to shorts
- ◆ Shorts must be at finger-tip length or longer
- ◆ Shirts may be either a button-down oxford shirt, a knit golf shirt, or a turtleneck
- ◆ Oxford shirts or golf shirts may be short-sleeved or long-sleeved
- ◆ All shirts must be white, gray, or burgundy
- ◆ Shirts must be tucked in at all times
- ◆ Vests, crewnecks, V-necks, or cardigans must be burgundy
- ◆ Hoodies are not permitted
- ◆ Visible socks must be worn; "no-show" socks are not permitted
- ◆ Belts must be worn and must be either solid black or solid brown
- ◆ Solid black, solid brown, solid navy, or solid burgundy dress shoes are to be worn on all Mass Days
- ◆ Athletic shoes may be worn on non-Mass Days
- ◆ Crocks, sandals, flip-flops, or clogs are not permitted
- ◆ Boots may be worn to and from school, but may not be worn during the school day; all students must change into appropriate shoes when they arrive at school

DRESS CODE POLICY: GIRLS

- ◆ Hair must be neat and clean; hair color must be natural in appearance; dying hair to an unnatural color (*e.g.*, pink, blue, green, etc.) is not permitted
- ◆ One small stud earring in each ear is permitted; hoop earrings or dangling earrings are not permitted
- ◆ Tattoos and/or body piercings must not be visible
- ◆ Make-up is not permitted, except for light pastel nail polish
- ◆ Clothing should not bear the logo or other identifying marks of other elementary, middle, or high schools
- ◆ Kindergarten and 1st Grade students may wear the waistless, plaid or Khaki jumpers; Kindergarten through 5th Grade students may wear the V-neck, pleated, plaid jumper or Khaki with a blouse or turtleneck
- ◆ Shorts, slacks, and skorts must be khaki or black
- ◆ Oversized or baggy pants, cargo pants, skinny or flare-legged pants or shorts are not permitted
- ◆ Shorts must be finger-tip length or longer
- ◆ Skirts must be no more than two inches above the knee when the student is kneeling
- ◆ Short-sleeve or long-sleeve white blouses with Peter Pan collars are permitted
- ◆ Short-sleeve or long-sleeve knit golf shirts that are white, gray, or burgundy are permitted
- ◆ White or burgundy turtleneck shirts are permitted
- ◆ Shirts must be tucked in at all times
- ◆ Vests, crewnecks, V-necks, or cardigans must be burgundy
- ◆ Hoodies are not permitted
- ◆ Socks and tights must be solid black, solid gray, solid white, or solid burgundy in color (tights must be opaque); only knee socks or ankle socks are permitted
- ◆ Solid black or solid brown belts are required with pants or shorts that have belt loops
- ◆ Solid black, solid brown, solid navy, or solid burgundy dress shoes are to be worn on all Mass Days
- ◆ Athletic shoes may be worn on non-Mass Days
- ◆ Crocks, sandals, flip-flops, or clogs are not permitted
- ◆ Boots may be worn to and from school, but may not be worn during the school day; all students must change into appropriate shoes when they arrive at school

Dress Code Policy: Gym Uniform

Students may not participate in gym class while wearing their school uniform. On gym days, students in Kindergarten through 5th Grade will arrive at school in their gym uniforms:

- ◆ Solid black sweatpants or standard-length, black, mesh shorts are required; “short-shorts” or yoga pants are not permitted
- ◆ Solid gray t-shirts or sweatshirts are required; students may also wear “Saint John Paul II” t-shirts or sweatshirts
- ◆ Solid white athletic socks are required
- ◆ Athletic shoes are required

Dress Code Policy: Dress Down Days

Students are expected to wear modest, casual clothes that are in keeping with the Catholic school environment. Tank-tops, yoga pants, hoodies, mini-skirts, skinny pants/jeans, or dresses/skirts that do not conform to the established length requirements in the dress code policy are never permitted. If a parent or student is unsure if clothing is in compliance with these expectations, prudence would dictate that the outfit should not be worn.

Note: On “Spirit Days,” students must wear a “Kennedy Catholic Family of Schools,” or a “Saint John Paul II School” t-shirt.



Extended Day Program

The Kennedy Catholic Family of Schools and Saint John Paul II Elementary School recognizes that the time demands of work, school, sports, and other activities place tremendous burdens on today's families. In order to assist our families in this regard, our school system offers a convenient "Extended Day Program" where students can remain in the safe and secure environment at Saint John Paul II Elementary School until parents are able to pick them up.

During the student's time in the Extended Day Program, Saint John Paul II Elementary School takes full advantage of the extra hours students will spend at our school. They will have the opportunity to participate in a variety of supervised educational/enrichment activities and have time to play outdoors or in the gym.

Students in the Extended Day Program are permitted to change from their school uniform into play clothes at the end of the school day. A healthy, after school snack is provided to all participating students.

The Extended Day Program begins the on first day of school. The Program is available from 2:30 P.M. until 5:30 P.M. on days when school is in session for a full-length day.

Birthday Celebrations

A child's birthday is very important and should be celebrated! Please follow these guidelines when considering birthday treats:

- ◆ Treats are allowed, but please check with the child's teacher about any allergies
- ◆ Please don't distribute birthday invitations in school unless the student's whole class is invited
- ◆ Birthday invitations may be distributed in a manner that is gender exclusive to the students class (*i.e.*, all the girls in the class are invited or all the boys in the class are invited)

Field Trips

Field trips that are educational in nature are occasionally arranged by teachers at Saint John Paul II Elementary School. Diocesan policy does not permit field trips to amusement parks or other non-educational venues on scheduled school days. Traditionally, each class takes one trip a year most often in the spring. Parents will be provided with advance notice of upcoming trips.

In order to participate in a field trip, students must return to their teacher a signed permission form prior to the trip. Parents may not give their permission for a child to participate in a field trip over the phone.

Anyone who volunteers to act as a field trip chaperone must take the Diocesan Child Protection course offered at Saint John Paul II Elementary School or the online version at www.eriecd.org. Additionally, anyone driving students to and/or from a field trip destination must submit a “Driver’s Request Form” to the Main Office. A new form must to be completed each academic year.



Volunteers/Chaperones

Saint John Paul II Elementary School strongly encourages parental volunteering/chaperoning in the school in a variety of ways. It is everyone’s obligation to ensure a safe environment for our children.

To that end, Diocesan policies, as well as laws governing the Commonwealth of Pennsylvania require that the following clearances for volunteers interacting with minors be obtained and kept on file in the school's Main Office:

- 1) The Pennsylvania Child Abuse Clearance
 - This clearance can be obtained online at:
http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf
 - This clearance is free for volunteers

- 2) The Pennsylvania State Criminal History Record
 - This clearance can be obtained online at:
<https://epatch.state.pa.us/Home.jsp>
 - This clearance is free for volunteers

- 3) The Federal Criminal History Record Information
 - This clearance can be obtained online at:
https://www.pa.cogentid.com/index_pdeNew.htm
 - The cost of this clearance is \$27.00

- 4) Mandated Reporter Certificate
 - This certificate can be obtained by registering and completing the online training at:
https://reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=2_1
 - This training is free for volunteers

Visitor Policy

In an effort to maintain the highest standard of safety for our students, visitors to Saint John Paul II Elementary School must use the main entrance to the building, report first to the Main Office, and give his or her name, address, phone number and reason for visiting. Potential students who wish to visit the school must first obtain permission from the principal and must adhere to the code of conduct throughout the duration of his or her visit.

Safety Drills

On a regular basis fire, severe weather and safety drills are held in order to familiarize students with proper emergency procedures.

School Delays & Closings

Local radio and television stations will announce any school delays or closings due to weather or other unanticipated reasons. Saint John Paul II Elementary School also makes use of an instant messaging system to inform parents when school is delayed or canceled.



Lost & Found

Please be sure to mark your child's name on all personal items such as clothing, coats, gloves, hats, book bags, lunch boxes, etc. Any lost items whose owner can not be identified will be placed in the designated area and will be retained for one month, after which the items will be donated to needy families. Please encourage your child to check the lost and found area on a regular basis.

Government Programs

The Federal Government of the United States, under its "Title 1" program, provides Saint John Paul II Elementary School with a remedial teacher for students in need.

The Commonwealth of Pennsylvania, under its "Act 89" program, provides Saint John Paul II Elementary School with a remedial teacher, a speech therapist, a guidance counselor, and a psychologist on a limited basis.

Wellness Policy

In accordance with mandates established by the Federal and State government as well as the policies of the Diocese of Erie, Saint John Paul II Elementary School instituted a wellness policy that seeks to promote student health and reduce childhood obesity. A committee comprised of students, parents, faculty, food service personnel, Administrators, and members of the larger community establish wellness goals at the start of each academic year. These goals are posted on the Kennedy Catholic Family of Schools' website (www.svcss.k12.pa.us).

Communicable Illnesses & Diseases

In order to protect the health of all students as well as the administrators, faculty, and staff, of Saint John Paul II Elementary School, students displaying the following symptoms/conditions should be kept home from school:

- ◆ An acute cold accompanied by a temperature of over 100 degrees
- ◆ Sneezing, runny nose, coughing, headache, etc.
- ◆ Swollen glands and sore throats (note: parents should seek medical attention if a child complains of a sore throat and has an elevated temperature for more than twenty-four hours)
- ◆ Skin rashes or sores
- ◆ Flushed face or other signs of an abnormally high temperature
- ◆ General signs of illness such as vomiting, diarrhea, earache, listlessness, general weakness, etc.

In addition to the symptoms listed above, we ask that children who have contracted communicable diseases to be kept at home until they are well and their illness is no longer contagious. As a convenient reference, the following incubation periods and normal recovery times for common illnesses are provided.

| Illness | Incubation Period | Before Returning to School | Medical Permission |
|-------------------|--------------------------|--|--|
| Chicken Pox | 14-18 days | No evidence of new lesions and crust must be dry 6-7 days from the appearance of the rash | N/A |
| Measles (Rubella) | 10-14 days | 6 days from the appearance of the rash May be longer if the child remains unwell | N/A |
| Mumps | 12-14 days | Minimum of 6 days from the appearance of the rash When fever and/or swelling has subsided | N/A |
| Whooping Cough | 12-14 days | 4 weeks from the onset of symptoms | N/A |
| German Measles | 14-21 days | When rash has subsided | N/A |
| Scarlet Fever | 2-5 days | 48 hours after starting treatment | N/A |
| Strep Throat | 2-5 days | 48 hours after starting treatment | N/A |
| Lice | 2-3 weeks | Following thorough treatment No evidence of lice | Must present a certificate of treatment from a physician Must be examined by the school nurse |
| Scabies | 1-3 days | When symptoms subside | Must present a certificate of treatment from a physician |
| Conjunctivitis | 1-3 days | When symptoms subside | Must present a certificate of treatment from a physician |
| Impetigo | Variable | When symptoms subside | Must present a certificate of treatment from a physician |

DRUG AND ALCOHOL CONTROL POLICY

This policy and all of its rules, regulations, and guidelines represent the Kennedy Catholic Family of Schools' effort to openly and effectively respond to the potential and current use and abuse of drugs and alcohol among members of the student population. The Kennedy Catholic Family of Schools is committed to implementing an alcohol and drug abuse program focused on education, prevention, and intervention. Components of the program will include classroom activities, the use of community support and resources, the strong and consistent involvement of the administration and teaching staff, as well as rehabilitative and disciplinary procedures.

In order to fully implement the policy, the following rules, regulations, and guideline shall be used by all school personnel when responding to all situations involving the use and/or abuse of drugs or alcohol.

Definitions

Under the "Drug and Alcohol Control Policy," the term "drug" include:

- ◆ Any alcoholic beverage
- ◆ Drugs listed in the Commonwealth of Pennsylvania 1972, P.L. 233, Act 64 as a controlled substance, chemical abused substance, or medication for which a prescription is required under the law, includes but not limited to:
 - Marijuana
 - Cocaine
 - Stimulants
 - Depressants
 - PCP
 - Hallucinogens
 - Inhalants
 - Other material/substances purported to be such.

Disciplinary Policy

Students on school grounds or attending school-sponsored activities at any other location must comply with the provisions and procedures outlined in this policy. Students will be considered in violation of the policy if:

- ◆ They are under the influence of drugs or alcohol
- ◆ They possess, use, dispense, sells, aid in the procurement of/or abuse of alcohol, narcotics, restricted drugs, or any substance purported to be a restricted substance

School Guidelines

The following guidelines represent one component in the Kennedy Catholic Family of Schools' system-wide effort to respond effectively to drug and alcohol-related situations at events that occur at school or at school-sponsored activities. The guidelines are intended to provide a consistent minimum disciplinary protocol to be used in response to such incidents.

The Kennedy Catholic Family of Schools will provide a safe and healthy environment for students while giving due consideration to their legal rights and responsibilities. The Kennedy Catholic Family of Schools does, however, reserve the right to use any extra-ordinary measures deemed necessary to control substance use.

The tables that follow are categorized according to situations that may occur at school or at school-sponsored activities. The summary is intended to inform students, parents and faculty, staff, and administrators of the resources that are available to assist them if and when a drug or alcohol-related problem or situation arises and to provide important information about the disciplinary procedures that apply to drug/alcohol-related violations of the Policy.

Drug and Alcohol Administrative Guidelines

In situations 5, 6, 7 and 8, an assessment must be performed by qualified medical personnel in order to determine if the student has a chemical abuse problem. If it is determined that the student has a chemical abuse problem, the following protocol will be implemented:

- ◆ The student must participate in a rehabilitation program
- ◆ After successfully completing the rehabilitation program and upon the recommendation of the rehabilitation authorities, the student will be permitted to re-enter the disciplinary process established by the Kennedy Catholic Family of Schools
- ◆ A senior member of the Administration will meet with the Dean of Students to determine the type of disciplinary action that will be imposed

If it is determined that the student does not have a chemical abuse problem, a senior member of the Administration and the Dean of Students will meet to determine the type of disciplinary action that will be imposed.

From time to time, drug related matters may be confessed to a priest while a student celebrates the Sacrament of Penance. According to the Catholic Church's Code of Canon Law, The following actions are appropriate when such a situation arises:

- ◆ The sacramental seal is inviolable; therefore, it is a crime for a confessor in any way to betray a penitent by word or in any other manner or for any reason (Can. 983, §1.)
- ◆ An interpreter, if there is one present, is also obliged to preserve the secret and also all others to whom knowledge of sins from confession shall come in any way (Can. 983, §2)
- ◆ Even if every danger of revelation is excluded, a confessor is absolutely forbidden to use knowledge acquired from confession when it might harm the penitent (Can. 984, §1)
- ◆ One who is placed in authority can in no way use for external governance knowledge about sins which he has received in confession at any time (Can. 984, §2)

| SITUATIONAL CATEGORY | IMMEDIATE ACTION | INVESTIGATION | |
|--|---|--|--|
| A student volunteers information to a staff member about personal drug/alcohol use and seeks help. | The staff member informs the student of available services and of the rights of minors to such help. | None | None |
| A staff member suspects a student of possible drug/alcohol use but there is no violation or physical evidence. | A staff member contacts the Assistant Principal who will contact the Principal and SAP. Teacher observations are collected regarding symptoms of suspected drug/alcohol abuse as soon as possible. If warranted, student is informed of available services. | Teacher observations are reviewed by the Assistant Principal and SAP. If warranted, the student, his locker and other possessions will be searched by the Assistant Principal or Principal. | None |
| A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug or alcohol related paraphernalia on school property. | Assistant Principal is summoned who will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation. | The student, his locker and other possessions will be searched by the Assistant Principal or Principal. Both the immediate action taken and the investigation methods used will be documented and signed by the Assistant Principal, Principal, and all staff members involved. | The student possible expended, an alcohol protocol to determine the student's item. The student follow the drug/alcohol suspension activities. |
| A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug-related paraphernalia; at any school sponsored event or school-related function. | Advisor or chaperone will immediately notify the Assistant Principal who will contact the Principal and SAP. Drugs, alcohol and/or paraphernalia are confiscated. Student placed in OSS for minimum of 3days pending investigation | The student and his possessions will be searched by the advisor or chaperone with a witness present. Both the immediate action taken and the investigation methods used will be documented and signed by the advisor, chaperone and any witnesses involved. A completed report must be given to the Assistant Principal as soon as possible after the incident. The Assistant Principal will review and sign the report and contact the Principal and SAP. | The student possible expended, an alcohol protocol to determine the student's item. The student follow the drug/alcohol suspension activities. |

| DISCIPLINE | NOTIFICATION OF PARENT/GUARDIAN | NOTIFICATION OF AUTHORITIES | DISPOSITION OF SUBSTANCE |
|--|--|---|--|
| | Only with the student's consent, parent/guardian will be informed (unless the student is in imminent danger, in which case parent/guardian would be notified). Parental involvement will be strongly encouraged throughout the Student Assistance Program. | None | None |
| | Parent guardian will be informed of behavioral problems observed. | None | None |
| <p>student will receive a C9 or ble expulsion. While sus- d, an assessment by a drug/ ol professional will be required etermine the existence/extent of udent's chemical abuse prob- The student will be required to v the recommendation of the alcohol professional resulting the assessment. Two week nsion from extra-curricular ties.</p> | Immediate conference with parent/guardian. | Contact with authorities will be limited to the transfer of confiscated substances. | Confiscated substance will be labeled, sealed and turned over to the police. |
| <p>student will receive a C9 or ble expulsion. While sus- d, an assessment by a drug/ ol professional will be required etermine the existence/extent of udent's chemical abuse prob- The student will be required to v the recommendation of the alcohol professional resulting the assessment. Two week nsion from extra-curricular ties.</p> | Parent/guardian is notified immediately. Student is sent home immediately at the responsibility and expense of the parent/guardian. | Contact with authorities will be limited to the transfer of confiscated substances. | Confiscated substance will be labeled, sealed and turned over to the police. |

FREQUENTLY ASKED QUESTIONS

This handy guide will help Saint John Paul II Elementary School parents deal with some questions that often arise during the school year.

What if...

You have a problem: Call your child's teacher; if you need or want to confer in person with a teacher, call the Main Office to schedule a meeting.

A student becomes ill at school: Students who become ill during school hours will be taken to the Nurse's Office; if it becomes necessary to send a student home, parents will be contacted and asked to provide transportation.

You want your child's homework assignments: Homework assignments may be obtained by calling the Main Office in the morning and requesting the assignments.

Your child will be absent from school: Please call the school within the first hour of the school day on the first day of the child's absence (724-342-2205); if parents do not make this call, the school will call the home on that day. On the day the child returns to school, please provide a signed excuse that explains the reason why he or she was absent and lists the days he or she missed.

You want a message delivered to your child: Only emergency messages will be delivered to students. If an emergency arises, please contact the principal or secretary and they will ensure that the message is delivered to the child.

Your child leaves their lunch at home: Parents may bring the child's lunch to the school. Students who leave their lunches at home must go to the office to retrieve them. Staff will not deliver lunches to classrooms or the cafeteria.

You change your address, phone number or Email address: Please advise the school office immediately if/when the contact information or address changes.

A report card is lost: Replacements may be purchased in the school office for two dollars.

You plan to move away from The Kennedy Catholic Family of Schools: Please provide the Main Office with information regarding the impending move so that we can prepare a transfer card that the parents will need to provide to the child's new school.

You have a question, concern, or complaint: Contact the Main Office immediately to arrange an appointment with the appropriate administrator, faculty, or staff member.





KENNEDY CATHOLIC FAMILY OF SCHOOLS DIRECTORY

Saint John Paul II Main Office724-342-2205
Kennedy Catholic Main Office.....724-346-5531

Administration

Fr. Jason A. Glover, S.T.L. President
Mr. William Lyon Headmaster
Mr. William Lyon Principal, Kennedy Catholic Middle/High School
Mr. Josh Testa Principal, Saint John Paul II Elementary School
Mr. Casey Taylor Dean of Students
Mr. William Blum Director of Finance
Mr. Jeff Linn Dean of Enrollment
Mrs. Janet Taylor Director of Advancement
Sr. Margaret Pellerite, SSJ Action Club
Fr. Sean Kerins Campus Minister
Ms. Katie Gray School Counselor
Mr. John Niemi Athletic Director
Mr. Casey Taylor Assistant Athletic Director
Ms. Jessica Sorg Director of the Physical Plant

Staff

Mrs. Dina Whalen Executive Secretary
Mrs. Cathy Cathcart Financial Secretary
Ms. Hannah Micsky Guidance Secretary
Mrs. Debbie Williamson Main Office Secretary, Kennedy Catholic
Mrs. Coleen Astey Main Office Secretary, Saint John Paul II
Mrs. Mary Ellen Huckle School Nurse
Mr. David Merchant Maintenance
Mr. Tony Pendel Maintenance
Mr. John Augustine Maintenance
Mr. John Niemi Director of Technology
Mrs. Donna Ford Custodian, John Paul II
Mrs. Janetta Gearhart Custodian, Kennedy Catholic

Saint John Paul II Elementary School Faculty

| | |
|-----------------------------|------------------------|
| Mrs. Pam Cianci..... | Director of Pre-School |
| Mrs. Jacque Grasso | Mini Pre-School |
| Mrs. Megan Shreves..... | Pre-School |
| Mrs. Tracy Laidlaw | Kindergarten |
| Mrs. Michelle Wilson | Kindergarten |
| Mrs. Kim Zachar | Teacher's Aid |
| Mrs. Katie Tiefenthal..... | 1st Grade |
| Mrs. Tammy Zehner | 2nd Grade |
| Mrs. Kristina Krusey | 3rd Grade |
| Mrs. Marla Dalessandro..... | 4th Grade |
| Mr. Chad Folsom | 5th Grade |
| Mrs. Anna Kirkland..... | 6th Grade |
| Mrs. Cathy Puleo | Computer Technology |
| Mrs. Martine Kwiat | LAP |

Kennedy Catholic Middle & High School Faculty

| | |
|------------------------------|-----------------------|
| Mrs. Samantha Rainey | Math |
| Mr. Darin Gagliano | Math |
| Mr. Josh Shaffer | Math |
| Mrs. Mindy Epstein | Science |
| Mrs. Gretchen Witkowski..... | Science |
| Mr. Paul McMahon | Science |
| Mr. John Niemi..... | Innovative Technology |
| Mrs. Chrystal Wallace | History |
| Mrs. Jennifer DeTolla | History |
| Mrs. Angela Lombardi | English |
| Mrs. Beth Cicuto..... | English |
| Mrs. Pat Polesnak..... | Theology |
| Mr. Joe Ranelli..... | Theology |
| Mr. Louis Dalessandro..... | Languages |
| Miss Bonnie Zachar | Languages |
| Mrs. Kim Mirizio | Arts |
| Mrs. Trisha Coates..... | Arts |
| Mrs. Joni Laeng..... | PE/Health |
| Mrs. Erin Marks | Music |
| Mr. Chris Heasley | Music |



Parent Compliance Statement 2018-2019

The parents, whose signatures are affixed below, acknowledge and understand the guidelines for student behavior established by the rules and regulations set forth in the 2018-2019 edition of the Kennedy Catholic Family of Schools and the Saint John Paul II Elementary School Student-Parent Handbook. They realize and agree that said rules and regulations form the basis for the school's disciplinary policy, and any violation of said rules and regulations shall constitute cause for disciplinary measures to be determined and to be implemented by the principal of the school, or the delegated Dean of Students, in accordance with this handbook, and in accordance with the Policies and Practices of the Diocese of Erie. Said disciplinary measures include demerits, detention, suspension, and, when necessary, expulsion.

| | | |
|--------------------|-----------------------|-------|
| _____ | _____ | _____ |
| Mother's Signature | Mother's Name (Print) | Date |
| _____ | _____ | _____ |
| Father's Signature | Father's Name (Print) | Date |

NOTES

