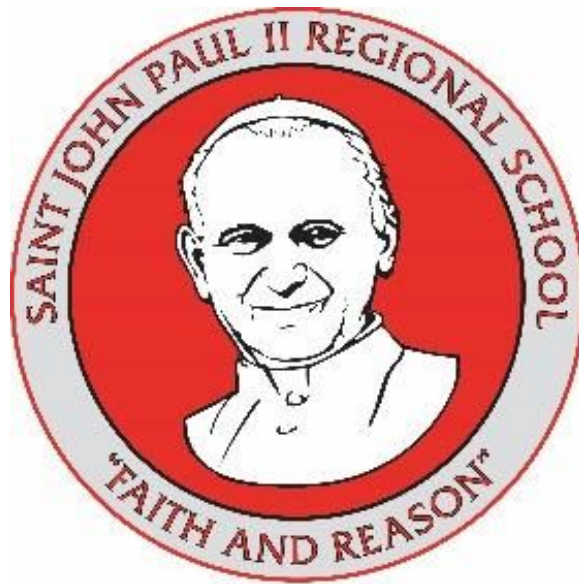


St. John Paul II Regional 2018 - 2019 Parent-Student Handbook



"Faith and Reason"

- Policies
- Discipline
- Curriculum

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631-727-1650 (f) 631-727-3945
www.sjp2regional.org

St. John Paul II Regional School

515 Marcy Avenue

RIVERHEAD, NEW YORK 11901

Telephone: (631) 727-1650

Fax: (631) 727-3945

Website: www.sjp2regional.org

PASTOR: Fr. Robert Kuznik

PRINCIPAL: Mrs. Abbey Swiatkowski

ADMINISTRATIVE ASSISTANT: Mrs. Mary Burns

SCHOOL BOARD:

TBD

HOME SCHOOL ASSOCIATION:

TBD

“Faith and reason are like two wings on which the human spirit rises to the contemplation of truth; and God has placed in the human heart a desire to know the truth—in a word, to know himself.”

– Pope Saint John Paul II

PARENT'S CREED

I believe in One God,
the Father Almighty
Maker of heaven and earth,
And Jesus, God's only Son,
Begotten from all eternity
Who, through the power of the Spirit,
Was born of a virgin and came to be with us.

I believe that this same Lord Jesus Is present among us, proclaiming the Good News - to children and to us: that He has died, He has risen, and has come again.

I believe and accept the responsibility of proclaiming that same Good News - especially to my children.

I acknowledge and proclaim that I, as a parent, am the first and primary educator of my children - but not the only one.

I believe that Jesus has entrusted these children to me to love them, to nurture and sustain them, for the building of His kingdom.

Because I believe so firmly in His word, I share that same word with those dedicated Christians who have made a commitment to the building of His kingdom, that is, Catholic educators.

I entrust to these educators what is most precious to me - my children.

I commission them to proclaim
the Good News of Jesus Christ to
my children - by their words,
their examples, and their very lives.

I pray that the Spirit of Jesus will fill their being so that the Good News of the kingdom of God, proclaimed by the prophets, will be proclaimed in their lives.

I believe in the Catholic school. I believe is a sign of hope, that it gives witness to that same hope, and that through this, the resurrection of Jesus Christ will become a reality in our lives and the lives of our children.

Amen.

St. John Paul II Regional faculty and staff thanks our parents for their continuous belief and support of Catholic education. Without you, our school could not be possible.

Curriculum

It is the philosophy of St. John Paul II Regional School to educate the whole child in an atmosphere of faith permeated with Christian values. To accomplish this task, the school provides a developmental program which aims to service the needs of the individual child in accordance with the New York State and Diocesan Standards.

CURRICULUM

The following is an explanation of the curriculum based on the New York State Standards which are implemented at St. John Paul II Regional School.

RELIGION

The practice of our Catholic faith impacts every aspect of our day. The religion program at St. John Paul II Regional School begins in Nursery and continues through grade eight. Students are nurtured so they may grow in the knowledge of the Catholic faith. Students are encouraged to realize, celebrate, and share their God-given gifts. Students witness their faith through instruction and action. Liturgies, sacraments, rituals, Works of Mercy, and biblical stories are included in the religious formation of our students.

Family Life education is integrated into the various curricula areas.

ENGLISH LANGUAGE ARTS

The English Language Arts program is designed to develop college and career readiness for all students in reading, writing, speaking and listening, and language. The program addresses the New York State Standards.

The key features of the standards include:

Reading: The New York State Standards place an emphasis on the sophistication of what students read and the skill with which they do so. The standards reflect an increase in text complexity that rises from beginning reading to the college and career readiness level. On all grade levels, students will be introduced to curriculum that is balanced with both literature and informational text.

Writing: The New York State Standards stress the importance of the connection between writing and reading by requiring students to write using evidence from literary and informational

texts. Students will develop the skills necessary for the following types of writing: argumentative, informative/explanatory, and narrative

Speaking and Listening: The New York State Standards require students to develop a range of broadly useful oral communication and interpersonal skills. Students must work together, express and listen carefully to ideas, integrate information from oral, visual, quantitative, and media sources, evaluate what they hear, use media and visual displays strategically to help achieve communicative purposes, and adapt speech to context and task.

Language: The New York State Standards emphasize the "rules" of standard written and spoken English. The vocabulary standards focus on understanding words and phrases and their relationship with emphasis on general academic and domain-specific words and phrases.

LITERACY ACROSS THE CURRICULUM

Reading is critical to building literacy across all content areas. The curriculum is based on the New York State Standards and gives students the opportunity to become college and career ready. Students will develop the following skills: read and analyze complex informational texts independently and proficiently, identify central ideas or themes of texts, evaluate arguments, synthesize complex information, and summarize key supporting details and ideas.

MATHEMATICS

The New York State Mathematics Standards require students to make sense of mathematical problems and reason abstractly, quantitatively, and inductively, while applying the mathematics they know to solve problems arising in everyday life, society, and the workplace. The mathematics standards allow students to use technological tools to explore and deepen their understanding of mathematical concepts and calculate numerical answers accurately and efficiently. On all grade levels students will be introduced to listening or reading the mathematical arguments of others, deciding whether they make sense, and asking useful questions to clarify or improve the arguments. The accelerated mathematics program begins in grade six. The Regents course is offered to students in the eighth grade who excel in Algebra I mathematics.

SCIENCE

The St. John Paul II Regional School science program is designed to offer students increased opportunity to develop their critical thinking skills. As a STREAM (Science, Religion Technology, Engineering, Arts and Mathematics) community, we have always emphasized an integrated approach to teaching math, science, and technology. We incorporate the New York State Standards for Literacy in Science. The principles of life science, physical science, and earth

science are investigated throughout grades K-8. The Regents course in Physical Setting/Earth Science is offered to students in the eighth grade who excel in science.

TECHNOLOGY

The goal of the technology program is to master the use of various programs, integrate these programs in all areas of the classroom curriculum, and prepare students to be vital contributors in their communities. Students will develop basic and advanced computer skills and competencies by engaging in a variety of developmentally appropriate computer projects including composition, computer animation, and other technology topics. Students will learn to use the Internet as a tool for research. Students will also learn safe Internet practices, including respecting the privacy of others.

SOCIAL STUDIES

The social studies program is designed to support the ELA goal, which is to develop college and career readiness for all students in reading, writing, speaking and listening, and language. The program addresses the New York State Standards, which include United States history, world history, geography, economics, and government. Students will use a variety of critical thinking skills to interpret, analyze, synthesize, and evaluate the major topics and events of U.S. history from various perspectives and viewpoints. Emphasis will be placed on informational text and primary source materials. Lessons are designed to give students an opportunity to discover the evolution of the United States and its role in world history.

WORLD LANGUAGES

St. John Paul II Regional School has partnered with Rosetta Stone to offer your children a large selection of languages to learn. This course allows students to acquire communicative skills in listening, speaking, reading, and writing. Within the language program, students are offered opportunities to gain a deeper understanding and respect of the cultures of various countries.

PHYSICAL EDUCATION & HEALTH

Students on all grade levels receive instruction in physical education. Physical Education classes include strategies and activities that emphasize both gross motor and manipulative skills. In addition, specialized game and sport skills are developed and can be applied to physical fitness, recreation, and activities that emphasize the importance of healthy competition and good sportsmanship.

Science, health, and physical education classes work in cooperation to help students develop an understanding of the elements of good nutrition in order to plan appropriate diets for themselves.

Career Plans, as prescribed by the NYSED, are intended to promote exploration and research into broad career areas of interest to students. Basic principles of career planning such as decision-making, self-evaluation, and goal setting are integrated throughout the school year as part of the school curriculum.

THE ARTS

The Fine Arts program is introduced in Nursery and continues through grade eight. Students have the opportunity to grow through artistic expression in the arts (dance, music, theatre, and visual arts) and participate in various roles in the arts. The program seeks to foster creativity, critical thinking, and improved confidence.

EARLY CHILDHOOD EDUCATION

Nursery Program

The Nursery program is designed to develop an enthusiasm for school as well as learning in a safe, stimulating, community environment. The Nursery program uses a thematic approach to creative learning. This program supports the cognitive, social, and emotional development of the child while reinforcing the presence of God in his/her life. Emphasis is placed on developing independence and self-esteem through fine and gross motor activities, arts and crafts, music and movement.

Pre-Kindergarten and Kindergarten Programs

The Pre-Kindergarten and Kindergarten programs are designed to develop the intellectual, psychological, social, and spiritual growth of each child. Students are nurtured in knowing and loving God through activities that develop the Catholic faith.

The curriculum is aligned with New York State Standards. It is theme based, incorporating math, social studies, and science within the literacy program. The curriculum incorporates hands-on activities that utilize manipulatives, real life experiences, and projects that incorporate the fine arts. Students are encouraged to develop both cognitively and socially through the use of differentiated learning centers, as well as whole group and small group activities

ENRICHMENT

Enrichment is designed to meet the students' learning needs beyond the classroom. Enrichment is provided for students who exceed grade level requirements.

ACADEMIC INTERVENTION SERVICES

The Academic Intervention Services (AIS) is a tiered system approach, which provides the most appropriate instruction and interventions to struggling students in kindergarten through grade eight. The program includes regular monitoring and assessment of students to customize interventions. The students in AIS receive supplementary instruction via small groups in addition to receiving classroom instruction. The AIS teacher implements a plan with the assistance of the classroom teacher in order to address each students' specific learning need. In addition, St. John Paul Regional School utilizes the Superkids Reading Program. It is a research-based program that is appropriate for students in K through second grades who are performing average to below average in overall reading skills.

SPECIAL EDUCATION

The Special Education program services students classified with special needs. Special education services are provided by the Riverhead School District. Teachers in the special education program work collaboratively with classroom teachers in order to meet the needs of each student. The special education program includes resource room and other related services.

RESOURCE ROOM

The Resource Room program at St. John Paul II Regional School is designed to service students with a variety of learning needs. Students who meet the requirements for classification by district will receive an I.E.S.P. The students who are recommended for small group instruction and a placement in resource room are eligible to attend the resource room program. A teacher from the Riverhead School District provides resource room service.

RELATED SERVICES

Riverhead School District provides related services (occupational and physical therapy, speech, etc.) for recommended students.

Policies

“Freedom prospers when religion is vibrant and the rule of law under God is acknowledged.” ~ Ronald Reagan

ADMISSIONS

Registration for St. John Paul II Regional School begins in February.

Nursery, Pre-Kindergarten, Kindergarten, and Grades 1-8

Nursery students must be three years old by December 1st. Students must be fully toilet-trained by the first day of school.

Pre-Kindergarten students must be four years of age by December 1st. Students must be fully toilet-trained.

Kindergarten students must be five years of age by December 1st. Acceptance is dependent upon kindergarten screening.

In grades 1-8, a student is accepted having satisfactorily completed the previous grade.

After all the following criteria have been met, children of parishioners are accepted first. If space allows, children from other parishes, children instructed in the Catholic faith and non-Catholics will be accepted in that order.

- All children must be adequately immunized for polio, diphtheria, measles, rubella, mumps, and hepatitis.
- Copies of the original baptismal and birth certificates are required for children registered.
- Every child admitted to Grades K-8 will be tested for grade placement soon after registration.

ARRIVAL AND DISMISSAL

All students are expected to be in their homerooms by the first bell, arriving in a quiet and orderly manner. **Anyone who arrives at school after the 7:40 AM bell must obtain a late pass before going to class. Chronic lateness disrupts classes and is not looked upon favorably.**

Students are not marked late if the bus is late.

During morning arrivals, all car-driven students must be dropped off in the back parking lot by the back entrance. During morning arrival, students cannot use the front door on Marcy Avenue until 7:50 AM. At dismissal time, each classroom teacher will take a class out

to the buses. Students in grades K-8 being transported by car are picked up in the back of the school by the back entrance. Nursery and Pre-K students must use designated areas. **Any changes in dismissal require a written note.**

Once students are dismissed at the end of the school day or from any after-school activity to a parent or guardian, supervision of the student is no longer the responsibility of St. John Paul II Regional School. As per the Pastor and Parish administrator, once dismissed, students are not permitted to remain on school property for the safety of your child.

WALKERS

Walkers will be dismissed by the St. John Paul II Regional School front entrance accessed by driving past the school on Marcy Avenue. Parents should be mindful of the safety of all students being picked up as walkers at dismissal. **If the adult picking up a student is not the legal parent or guardian, the school requires a written note from the parent indicating who will take responsibility.**

A note to the homeroom teacher is legally required for a student who is normally transported home by bus to be dismissed as a walker.

SCHOOL HOURS

The school day begins for grades K-8 at 7:40 AM and ends at 2:40 PM.

The parking lot in the back of the school building where the cars drop off the students and the parking lot where the buses drop off the students are both supervised beginning with the 7:20 AM bell. Students go directly to their homerooms. The second bell rings at 7:40 AM. Anyone arriving at school after the 7:50 AM bell must be dropped off at the Marcy Avenue entrance to the school building. All school doors will be locked.

For the safety of the children, NO CHILD IS TO BE DROPPED OFF BEFORE SUPERVISION BEGINS.

Before Care Hours 7:00 A.M.-Homeroom

Nursery: (3 Year Old Program)

FULL DAY – Monday through Friday 8:20 AM – 2:30 PM

AM Half day – Tuesday, Wednesday, Thursday 8:20 AM – 11:30 AM

Pre-Kindergarten: (4 Year Old Program)

FULL DAY – Monday through Friday 8:20 AM – 2:30 PM

2, 3, or 4 Day Programs - 8:20 AM – 2:30 P.M.

EARLY DISMISSAL

11:30 AM Dismissal

Grades K-8 - full day will be in session from 7:40 AM to 11:30 AM.

Pre-Kindergarten and full day Nursery - classes will be in session from 8:20 AM to 11:20 AM.

Nursery - classes will be in session from 8:20 AM to 11:20 AM.

Please check the school calendar for when these dismissal days occur.

OFFICE HOURS

The school office is open on all school days from 7:30 AM until 3:00 PM Monday - Friday.

Students or parents who need to enter the building after dismissal can only be admitted during office hours. When in the school building, they will be accompanied by school personnel. No one is permitted to enter the building on weekends.

INCLEMENT WEATHER AND EMERGENCY SCHOOL CLOSINGS

When it is necessary to close school due to extreme weather conditions or other emergencies, announcements will be made on the school website, SchoolMessenger, and on Channel 12.

Whenever school will be closed due to an emergency or if students will be released early, parents will be notified, if possible, at least one day in advance. During inclement weather, if your school district is closed, no transportation will be provided for your child. School will not be closed early for inclement weather unless required by your local school district.

ATTENDANCE

Under New York State regulations all absences, lateness, and time lost by a pupil excused for part of the day, must be recorded and explained. A student is not considered present unless he/she is present for at least one instructional period. **A WRITTEN EXCUSE, stating the reason for the absence, and signed by the parent, must accompany a student on the day of his/her return to school. New York State requires that the absentee notes be kept on record. After an absence of five (5) days, a doctor's note is required.**

Dental and doctor appointments are considered illegal absences. Such appointments should be made after school hours except in case of an emergency.

When it is NECESSARY for a student to be excused BEFORE the dismissal bell, a note of excuse stating the specific time of departure is required. A parent must meet the student at the Main Office and sign him/her out. Should there be a change from your child's regular dismissal procedure, a WRITTEN note is required each time a change is made. No verbal communication from the child will be accepted.

PARENTS OF STUDENTS IN GRADES K - 8 ARE REQUIRED TO CONTACT THE SCHOOL NURSE AT 631-727-1650 BY 8:30 AM OF EACH DAY HIS/HER CHILD IS ABSENT FROM SCHOOL. Calling the school nurse does not take the place of an absent note on the day the student returns to school.

Please note: Students cannot attend or participate in any after-school activities or scheduled events if they are absent from school that day.

COMPREHENSIVE ATTENDANCE POLICY
FOR ST. JOHN PAUL II SCHOOL

St. John Paul II School establishes this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken after the pupils return from lunch
- Attendance will be taken on class and/or school field trips
- A pupil is considered absent if not present when attendance is taken.
- A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy
- A pupil is absent for part of day if present when attendance is taken and then leaves school.
- Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.
- Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law

Excused The following reasons for absence or tardiness may be considered excused.	Unexcused The following reasons for absence or tardiness would ordinarily be considered unexcused.
<ul style="list-style-type: none"> ● Sick ● Scheduled medical appointments ● Sickness or death in family ● Day of Religious observance ● Bad weather; impassable roads ● Court appearance ● Family emergency ● District bus problem ● High school interviews (limit 2) ● Funeral ● Other school activity 	<ul style="list-style-type: none"> ● Music lessons ● Take child to work ● High school visits ● Family trips ● CYO trips ● Didn't have a ride ● truant

The following coding will be used. Marginal notations may be made for clarification:

Excused	Code	Unexcused	Code
Sick	S	Trip/Vacation (family, CYO, etc.)	TRP
Medical appointment(limited hours)	MED	Music lesson	A
Family sickness/death/emergency	FS	Take child to work	A
Religious observance	RO	Visit to high school	A
Court appearance	EC	Problem with car/ride	A
Weather/impassable roads	WE	Other (not deemed acceptable)	A
District transportation	ED	Trip	TRP
Other (documented/noted)	OD		
Other School Activity	OSA		
College Interview	CI		
Funeral	FNRL		
Medical Abs. Home Tutoring	MABHT		
Retreat	RE		
Out of school suspension	OSS		
In school suspension	ISS		

Regular attendance is a critical factor in school success for pupils. Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concerns.

St. John Paul II Regional School will identify those incentives and sanctions that will promote regular attendance.

Incentives	Sanctions
<p>Parents of students who are absent or late for ten days of school within a semester will be invited for a conference with the school administration.</p> <p>The school has established a policy to recognize perfect attendance.</p>	<p>The absence/tardiness could preclude participation in extra-curricular activities on that day.</p> <p>A parent/student conference would be required.</p> <p>An erratic or irregular attendance pattern puts a student in jeopardy of retention in the grade.</p>

Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the attendance office.

When a child has been absent, the school must require a written excuse from a parent. These notes must be kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation.

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems
- After ten days, parents will be asked to come in for a conference to address attendance concerns.
- If necessary an outside agency/proper authority will be notified.
- The Administration and School Nurse will be responsible for:
 - reviewing attendance records; and Initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy.

HEALTH SERVICES

Health services are provided five days a week. Emergency information is kept on file to contact parents in case of illness. If medication is to be taken by a student during school hours, a doctor's note must accompany a parent's request for the nurse to administer the medication. The medicine must be in the prescription bottle and kept locked in the health office with directions for administration.

Students who have suffered injuries requiring a doctor's visit or have had an operation, must submit a note to the school nurse stating when physical education and outdoor activity may be resumed. In an extreme case, if a student is not permitted to participate in outdoor recess, a doctor's note must be sent to the health office.

AFTER SCHOOL EXTRA HELP

After school extra help is available on specific days scheduled by individual teachers. Teachers are required to post their extra help day(s) on their website. If your child needs extra help on a different day, please contact the teacher directly. Special area extra help is also offered by invitation only. A written permission note must be submitted on the morning of scheduled extra help. A new note is necessary for each session attended. Please note that verbal permission or communication from a student will not be accepted. For the benefit of everyone, exceptions will not be made to this policy.

HOMEWORK

Assignments done at home are considered part of the total grade and serve a definite purpose in the educational program. All students receive homework according to their grade level. In some grades, the parents are required to sign all homework.

All students must come to school prepared for classes.

Daily homework assignments are posted on our school website by 6PM.
(Web address: www.sjp2regional.org)

Students who are absent from school will be responsible for obtaining and completing any missed assignments. Requests for schoolwork to be completed during your child's extended absence will be available in the office by the following day.

SNACK AND LUNCH

Each student may bring his or her own lunch. Milk may be purchased for the year in September.

FIELD TRIPS

Field trips are a part of a well-rounded educational program. Field trips are scheduled according to the discretion of the teacher and in accordance with the curriculum being taught. Since field trips are scheduled during the school day, every student is expected to participate.

Chaperones on any field trip must submit to a background screening and complete the VIRTUS course mandated by the Diocese of Rockville Centre. Upon completion of this process and approval, the volunteer will be eligible to chaperone.

SECURITY

To ensure the safety of all students, school doors are kept locked at all times. Anyone who comes into the school building must use the front door on Marcy Avenue and report to the office. No one is permitted to go directly to a student's classroom for any reason. Also, for the safety of all students, the parking lots must not be used as an alternate route during school hours. During morning arrival, students must not use the front door on Marcy Avenue unless they are late.

TELEPHONE CALLS

Students are not permitted to use the office phones to have parents deliver something left at home. When necessary, students will be permitted to use the office to call home. The office staff will not be responsible for delivering forgotten items.

CELL PHONES

Cell phones are not permitted to be used in school; therefore, they will be collected each morning by the homeroom teacher. The phones will not be returned to your child until the end of the school day. Once returned, cell phones must remain in students' backpacks until dismissed from school property. If your child carries a phone to and from school, you will be required to complete a permission note that will be kept on file. If your child fails to comply with the school policy as described on the note, he/she will face disciplinary action. This policy applies to all students in grades K-8.

VACATIONS

The school calendar provides time for vacations. Whenever parents plan vacations or day trips during school days, these days are recorded as illegal absences. The school will not give permission or excuse absences for these days. Prior to the vacation, teachers will not prepare work for students who are being taken out of school. Parents should visit the school website for updated assignments during their child's absence.

MOVIE POLICY

Movies may be used in the classroom as a supplement to the curriculum:

- To enhance literature.
- To enhance a thematic unit in content area.

Movies may be used for recreation:

- On special days.
- During lunchtime on inclement days.
- With principal's approval.
- Only G Rated movies may be used in grades N – 8. PG Rated movies must have the principal's approval.

DRESS CODE

General Dress Code

In choosing to attend St. John Paul II Regional School, a student implicitly acknowledges a willingness to comply with all dress code regulations. Parents are asked to support and emphasize these policies with their children. The dress code seeks to exhibit that learning is a serious business. All students are expected to be in complete uniform at all times.

No wearable electronic devices are permitted.

Grooming Standards

It is expected that all students are to be neat and well-groomed at all times. Uniforms must be kept clean. Parents have the responsibility of checking their child's attire before he/she leaves for school.

Girls' Regulations

Jewelry is limited to one simple necklace, one bracelet (including wristbands), and/or one simple pair of earrings that may be worn on the earlobe. Simple headbands or hairclips in school colors may be worn. Girls may not wear make-up. Faddish and trendy hairstyles are not permitted, including unnatural hair color.

Boys' Regulations

Boys' hairstyles must be appropriate for the school setting. The hair length must be above the collar and ears. Faddish hairstyles or unnatural hair coloring are not acceptable.

No earrings, body piercing, or body art will be permitted.

***The principal reserves the right to deem unacceptable any attire that is questionable. Parents of students who are not in compliance will be notified and given one week to have the student conform to the regulation(s) in question. No excuses will be accepted.**

UNIFORM REQUIREMENTS

All uniform items must be purchased from Lands End.

The following is an itemized list of the uniform requirements:

K-3 Girls: red & navy blue skirt and a red or white polo shirt

K-3 Boys: navy blue slacks and a red or white polo shirt

4-8 Girls: red & navy blue skirt and a red or white polo shirt

4-8 Boys: navy blue slacks and red or white polo shirt

*Students will not be required to wear ties

*There are red sweater and red fleece optional items

Gym uniforms will be red shorts or sweats and red T-shirts

- Please remind your child to wear the proper gym uniform to class.
- Label all clothing.
- Sneakers should be sturdy. If your child can not tie his/her own shoes, please consider purchasing slip-on Velcro fastened sneakers. Shoes with rubber soles are not consider sneakers. Platform sneakers, sneakers with steel bars on the sole or sneakers with wheel may not be worn.
- On Dress Down Day, sneakers are required for gym class. Dress Down clothes may be worn in place of gym uniform if they are appropriate for physical activity.
- When your child is unable to participate in gym due to injury or illness, you must send an explanatory note addressed to the school nurse.

DRESS DOWN DAY

Certain dates in the school calendar are indicated as Dress Down Days. On these days, the students must bring in a fee (to be announced) in order for the student to come to school out of uniform.

Students must come to school appropriately dressed. Attire should be neat and clean. Capri pants and shorts are permitted only from September through Columbus Day and April 15th through the end of the school year.

The following items will be considered inappropriate attire for Dress Down Day:

- any clothing that allows exposure of the midriff area
- tight or ripped slacks/jeans
- clothing with offensive slogans
- skirts, skorts, or shorts that are shorter than mid-thigh
- backless shoes, clogs, flip flops
- lounge pants and yoga pants
- cami tops or tops with very thin straps on the shoulders
- low cut blouses or tops

*** Any clothing deemed inappropriate by school administration will be dealt with on a case by case basis.**

RECORD CARDS

A personal record card is kept for each student. This record contains academic and test information along with personal information taken from the registration form.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

A parent or legal guardian may review their child's school records by making an appointment with the Principal's Secretary. The records may be reviewed in the presence of a designated school representative. Should copies be required, there will be a nominal fee.

CULTURAL ARTS PROGRAM

The Cultural Arts Program is intended to awaken the aesthetics within the child, thus allowing him/her to gain a greater appreciation of the arts and culture. Through presentations by guest artists in music, dance, drama, and literature, our students will experience the arts and be lead to discover their own creative abilities through workshops.

TUITION RATES AND FEES 2018-2019

	Per Family	Per Child
Nursery-Pre-K		
3 Full Days		\$5,750
5 Full Days		\$6,500
K-8 Supporting Rate		
1 Child	\$5,500	\$5,500
2 Children	\$9,000	\$3,500
3 Children	\$11,250	\$2,250
K-8 Non-Supporting Rate		
1 Child	\$6,000	\$6,000
2 Children	\$9,750	\$3,750
3 Children	\$12,250	\$2,500
Technology Fee		\$100

Registration fee for all students is waived for the 2018-2019 school year.

If you are registered in your home parish, we require proof of registration and statement of contributions from your parish.

**All families not registered in a parish must pay the Non-Parish Supporting Family Tuition.

Note: Any family who is delinquent in their tuition payments will not be permitted to re-register their child for the following school year until such time as all fees are paid to date.

Technology Fee

*(*This fee is non-refundable.)*

This fee helps to offset the cost of the following:

- Diocesan Student Insurance
- Diocesan Testing Program
- PowerSchool
- Science Lab/Health Materials
- School Messenger Presence
- Technology Supplies, Computer Software and Internet Access

\$100 Required Raffle Ticket (Nursery through Grade 8)

Each family is required to sell one raffle ticket at \$100 per ticket. If you choose not to sell the ticket, your tuition rate is increased \$100 for the school year.

METHOD OF TUITION PAYMENT

The following options for tuition payment are available:

- I. Payment Directly to St. John Paul II Regional School
- II. Payments Directly to FACTS Tuition:

The FACTS Tuition program helps support and secures the financial stability of our school. This is a secure, fast, and convenient method of payment that offers a 24/7 parent help center and website.

Tuition is payable over 11 months. Monthly tuition will be collected through the FACTS tuition program. FACTS tuition receives your payments, processes them and deposits the funds into the St. John Paul II Regional School account.

If you wish to pay FACTS Tuition, the following options are available to you:

- Debit your checking account monthly
- Debit your savings account monthly
- Charge to your credit card monthly

*Payments may be made on the 1st, 10th, or 15th of each month.

TUITION POLICY

Anyone who falls behind two months in the current school tuition must meet with members of the St. John Paul II Board. Failure to meet with the Board may negatively impact your child's/children's ability to return to school for the following trimester.

Any payments made to school after May 31st, must be made in either cash or money order.

PLEASE NOTE: Any checks returned to St. John Paul II Regional from your bank will result in a \$30.00 service charge. If there are any open balances for tuition, re-registration fee, Parish Support fees, or any other fees at the close of the school year, your child's assessment card and/or diploma will be withheld until all your financial obligations have been met.

BEFORE AND AFTER CARE PROGRAM

St. John Paul Regional School offers a Before and After Care Program available for students. There is a required fee for this program. If fees are delinquent beyond one month, participation in the program will be reviewed by the Administration.

TRANSFER

Any request for a transfer from St. John Paul II Regional School will require a written request of transfer sent to the main office at least three days before the student's last day. Parents requiring duplicate copies of student information must submit a written request to the school office administrator.

ASSESSMENT CARDS

The assessment card reflects the program objectives that have been specifically defined as learning tasks for your child's grade level. It provides the parent and student with information about strengths and needs as related to the learning tasks in each subject area. The report is meant to encourage the development of student potential so that the pupil can become an attentive, intelligent, reasonable, responsible, and loving individual. Assessment cards are issued three times a year for grades Pre K-8.

STUDENT RECOGNITION AWARDS

The National Junior Honor Society

The purpose of the National Junior Honor Society is to create an enthusiasm for learning and to stimulate a desire to provide service to others, promote leadership and citizenship qualities, and to develop character in middle school students. Candidates will be nominated by faculty members in 7th or 8th grade based on successfully meeting the criteria. Membership will be maintained through 8th grade provided members continue to meet the established criteria. Induction into the society is nationally recognized.

Students should exhibit the following qualifications for nomination:

1. Scholarship

- Students must demonstrate thorough and consistent understanding of grade level standards and objectives in three major subject areas and Religion
- Students must demonstrate an understanding in all other subject areas
- Maintains an E/SA in conduct

2. Leadership

- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Is thoroughly dependable in any responsibility accepted

3. Character

- Takes criticism willingly and accepts recommendation graciously
- Is cheerful, friendly, poised, and consistent
- Upholds principles of morality
- Cooperates by complying with school regulations
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules
- Is punctual and faithful both inside and out of the classroom
- Actively supports a positive school climate

4. Service

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside school activities
- Volunteers, is dependable, and offers well-organized assistance
- Works well with others
- Is cheerfully enthusiastic
- Shows courtesy by assisting visitors, teachers, and students

5. Citizenship

- Demonstrates mature participation and responsibility
- Understands civic involvement
- Has a high regard for freedom, justice, and respect

Eligible candidates who desire to be considered for membership must submit a completed application, an essay detailing their desire to become a member, and the required letters of recommendation. Each candidate will be evaluated by the faculty, a chapter advisor, and the administration. The deliberations of the council are confidential. The decisions of the council are final.

A student not inducted into National Junior Honor Society in 7th grade is eligible for reconsideration in 8th grade. Students honored by selection should view membership into the society as the beginning of new responsibilities rather than a reward for past achievements. They should be aware that they can be dismissed from the society if they fail to maintain their scholastic standings, or their conduct no longer exemplifies the principles on which they were chosen. Membership is not a right, but a privilege.

Perfect Attendance Award (K–8)

These awards are given each trimester and at the end of the year to any student with perfect attendance and who has not been late more than two times in a trimester.

All Star Student Award (K-8)

This award is given monthly to a student in each homeroom who exemplifies positive Christian values towards self and others in the school community.

Writing Award (Grades 1-8)

This award is given monthly to a student in each homeroom who exhibits quality, creative written expression.

STUDENT PROGRESS CODE

Pre-Kindergarten

Rubric:

- 3** – Meets age appropriate expectations. Performance on task is consistently apparent.
- 2** – Shows progress in meeting age appropriate expectations. Performance on task is emerging.
- 1** – Does not meet age appropriate expectations. Performance on task does not meet expectations.
- NA** – Not assessed at this time.

Kindergarten

Rubric:

- 3** – Meets age appropriate expectations. Performance on task is consistently apparent.
- 2** – Shows progress in meeting age appropriate expectations. Performance on task is emerging.
- 1** – Does not meet age appropriate expectations. Performance on task does not meet expectations.
- NA** – Not assessed at this time.
- /** – Indicates area of concern.

Effort, Conduct and Personal Growth Codes

- E** – Excellent
- S** – Satisfactory
- I** – Inconsistent
- N** – Needs Improvement

Grades 1 - 5

Rubric:

4 – Student work demonstrates thorough and consistent understanding of grade level standards and objectives. Student completes work independently and integrates learned concepts and skills.

3 – Student work demonstrates an understanding of grade level standards and objectives. Student completes work satisfactorily and applies expected skills to work.

2 – Student work demonstrates a partial understanding of grade level standards and objectives. Student exhibits inconsistent understanding and application of concepts and skills.

1 – Student work demonstrates minimal understanding of grade level standards and objectives. Student evidences very limited organizational, reasoning and critical thinking skills; completing independent tasks only with assistance, struggles with grade level standards and objectives, producing less than expected work.

/– Indicates area of concern.

Effort, Conduct and Personal Growth Codes

E – Excellent

S – Satisfactory

I – Inconsistent

N – Needs Improvement

Grades 6, 7, and 8

5 – Student work is outstanding and consistently goes beyond grade level standards to create distinctive and original work.

4 – Student work demonstrates thorough and consistent understanding of grade level standards and objectives. Student completes work independently and integrates learned concepts and skills.

3 – Student work demonstrates an understanding of grade level standards and objectives. Student completes work satisfactorily and applies expected skills to work.

2 – Student work demonstrates a partial understanding of grade level standards and objectives. Student exhibits inconsistent understanding and application of concepts and skills.

1 – Student work demonstrates minimal understanding of grade level standards and objectives. Student evidences very limited organizational, reasoning and critical thinking skills; completing independent tasks only with assistance, struggles with grade level standards and objectives, producing less than expected work.

/ – Indicates area of concern.

Effort, Conduct and Personal Growth Codes

E – Excellent

S – Satisfactory

I – Inconsistent

N – Needs Improvement

PARENT-TEACHER CONFERENCE

Nursery parents are afforded the opportunity for conferences during the first and second trimester conferences. The first assessment card is given to every parent of students in grades Pre K-8 in December at a conference. As per Diocesan policy all guardians need to meet with their child's teacher at the first trimester assessment card conference. The second assessment card conference is made at either teacher or parent request.

Other conferences with teachers are made on an individual basis initiated by either teacher or parent. An appointment should be made for a conference. Teachers will not leave class to discuss a student's progress.

STUDENT PROGRESS

Parents will have access to student progress by going on the Parent Portal of PowerSchool. Detailed instructions and individual codes will be given to parents at the start of each school year. Progress Reports will be sent home to students in kindergarten through grade 3 on scheduled dates during the school year. Please refer to the calendar for these dates.

INTERIM REPORTS

In grades 1-8, Interim Reports are sent home three times a year, midway through each trimester, indicating the student's improvement or need for improvement during that trimester.

SCHOOL RETENTION POLICY

Kindergarten students will be required to demonstrate a mastery of both academic and social skills before being recommended for promotion to Grade 1. If teacher evaluation suggests the possibility of retention, parents will be notified at the time of the March assessment card.

Grades 1-7: Retention may be warranted if a significant deficit is evident in a major subject area. Parents will be notified no later than March.

Grade 8: If a student receives a grade of "minimal understanding" in one or more major subjects, he or she must attend summer school and successfully complete the course(s) before obtaining a diploma from St. John Paul II Regional School.

INTERNET POLICY

Computers/electronic devices with Internet access are found in classrooms and may be used by students at different times of the school day. In order to ensure that technology is used safely and properly to produce the maximum educational benefit for its use by all students, St. John Paul II Regional School has adopted the following policies:

Acceptable Use

The purpose of technology is to support research and education. Its use must be consistent with our educational objectives. Any use of technology that may be found by St. John Paul II Regional School faculty to be offensive, harmful, destructive, or inappropriate is forbidden.

Privilege

The use of technology is a privilege, not a right, and improper use will result in immediate cancellation of that privilege. Each student is responsible for his/her own behavior while using technology. St. John Paul II Regional School retains sole and unreviewable discretion to determine proper use. Decisions made will be final.

DIGNITY FOR ALL STUDENTS ACT

The New York State Dignity for All Students Act (The Dignity Act) was signed into law in September, 2010 and will become effective July 2, 2012. All children have the right to attend school in a safe, welcoming, and caring environment free from harassment and discrimination. The Dignity Act ensures this for all New York State public school students. Although religious and private schools are exempt from the Dignity Law, much of what has been signed into the Dignity Act has been and continues to be practiced in our Diocesan schools.

Codes of conduct exist for students, staff and volunteers and policies are in place to create a safe environment in our schools free from harassment, discrimination or any form of abuse. Awareness and prevention training is mandatory for all staff and volunteers in our schools, and all students are provided with age appropriate instruction that 1) defines abuse, 2) makes clear how to report abuse, and 3) provides training on personal safety skills.

The school curriculum and programs are built on strong instruction in civility, citizenship and character education is standard curriculum in our schools, with a strong emphasis on principles of honesty, tolerance, personal responsibility, respect for others, observance of the laws and rules, courtesy, and dignity and respect for all. Faculty, staff, and student behavior is expected to conform to values consistent with the Catholic faith. Catholic principles that underscore the goal for our students to be more like Christ in their thoughts, words and deeds.

OFFENSIVE BEHAVIORS

Sexual Harassment Policy

Sexual harassment is defined as any behavior of a sexual nature (i.e. intimidating or disrespectful action, word or gesture) that causes undue trouble, worry, or discomfort. Sexual harassment is illegal and violates state and federal law.

Types of sexual harassment include:

Verbal sexual harassment (This includes offensive words and/or comments spoken privately to a person or in front of others. Comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, or spreading rumors about a person sexual in nature are considered a form of sexual harassment.)

Non-verbal sexual harassment (This includes, but is not limited to, making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions such as winking or kissing, suggestive looks, leering, staring at another's body, gesturing, displaying sexually suggestive objects, pictures, cartoons, posters, or magazines.)

Physical sexual harassment (This includes any pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, or blocking movement.)

Harassment and Bullying Policy

Harassment or bullying is defined as acts or behaviors repeated over time that involve a real or perceived imbalance of power. Any gesture whether written, verbal, graphic or a physical act (including electronically transmitted acts: i.e. internet, cell phone, wireless hand held device, website or social networking site) will be considered a violation of this policy.

Harassment and bullying behavior is illegal and violates New York State laws. Types of harassing or bullying behaviors include:

- Behaviors that are intended to harm someone by damaging or manipulating his/her relationships with others.
- Indirect, hidden acts of aggression, social isolation, and/or excluding.
- Direct, blatant acts of aggression, can be physical or verbal.
- Harm through damage or threat of damage to another's physical well being.
- Obvious and hidden acts of aggression towards another student such as threats, putdowns, and name calling.

St. John Paul II Regional School will not tolerate the use of ethnic or racial remarks directed towards anyone.

Note: Parents are not permitted to approach or speak to any student regarding issues that arise in or out of school. All issues must go through administration.

REPORTING PROCEDURE

Any student who thinks he or she has been the victim of harassment should report the conduct to a teacher, teacher's assistant, administrative team member, nurse, or principal.

Recommendations for students:

Walk away from the harasser.

Go to the nearest teacher.

Report the harassment.

Any person coming forward in good faith will be free from any retaliation. Depending on the offense, the administrative team will be responsible for administering disciplinary action.

AFTER SCHOOL ACTIVITIES

There are various after school activities offered for students. Students must be picked up on time from these activities. Any child not picked up on time will be placed in the After Care Program where a fee will be required. The administration reserves the right to remove a student from any after school activity when necessary due to misconduct. The use of cell phones is not permitted during after school activities. **Some after school activities may require an additional fee.**

BAND

A band program is available to students in grades 1-8. It is a privately contracted program and therefore a special fee is required. **It is the student's responsibility to complete all missed classwork due to a band lesson.** The student must obtain missed work from the teacher. The administration reserves the right to require a student to take band after school if academic requirements are not met.

SCHOOL VOLUNTEERS

All families are encouraged to volunteer in school activities. Anyone wishing to volunteer in the parish or school in any capacity must submit to a background screening and complete the VIRTUS course mandated by the Diocese of Rockville Centre. Upon completion of this process and approval, the volunteer will be eligible to assist as needed.

GUIDELINES FOR THE CELEBRATION OF SACRAMENTS

Students who are registered parishioners of St. Isidore's Parish receive the Sacraments of Reconciliation, Eucharist, and Confirmation at St. Isidore's Church. Preparation for the sacraments will take place in the classroom. If you are not a registered member of St. Isidore's Parish, you must contact your parish to arrange for your child's reception of Sacraments.

Discipline

St. John Paul II Regional School provides positive reinforcement to all students who behave appropriately. Our goal is to create a positive environment throughout our school. Recognition may be in the form of awards, positive notes or phone calls to parents, or special privileges to be determined by the teacher.

SCHOOL DISCIPLINE POLICIES

The ultimate goal of discipline is that all students at St. John Paul II Regional School will exercise the highest degree of self-discipline appropriate for their grade level. Their actions and attitudes should be appropriate for encouraging the growth of a greater Christian community. Parents and school staff share the responsibility for assisting this growth in each child by providing a good example and encouraging Christian behavior that recognizes the rights of all others.

The ability of St. John Paul II Regional School to provide a safe and responsible environment is based on general guidelines established and enforced with disciplinary procedures. Each situation will be dealt with on an individual basis; however, interpretation and implementation is left to the administration of the school.

If a student fails to complete work or misbehaves during class, privileges may be taken away at the discretion of the teacher.

1. A fight between students no matter how small will be called to the attention of the administration. The administration, in addition to the teacher, will counsel with the involved parties and parents will be notified.
2. An incident in which a student is caught stealing will be called to the attention of the administration. The administration will counsel the student(s) involved, restitution will be enforced, and the parents will be advised of the incident.
3. Any act of physical aggression or extreme defiance toward a staff member will be called to the attention of the administration. The administration will counsel the student and advise the parents of the problem.
4. Any act of destruction of school property or vandalism will be called to the attention of the administration. In case of property destruction, the parents will be contacted and restitution for the damage, either by work repair or payment, will be demanded.

5. Teachers will maintain logs when parents are contacted regarding behavior, discipline, and/or detentions.

6. In order to improve the atmosphere of the school, the students are expected to:

- maintain the general appearance of the school including, but not limited to, furniture and walls
- keep classrooms and personal areas clean
- ensure that desks are cleaned out periodically
- show respect for displays and bulletin boards

7. Classroom teachers will ensure that his/her students are not disruptive during school time, are courteous to others, and are reasonably quiet in the halls at all times.

REGULATIONS REGARDING SERIOUS STUDENT OFFENSES

Below is a list of possible serious school violations; however, St. John Paul II Regional School reserves the right to discipline any perceived inappropriate school conduct such as:

- use or possession of tobacco, alcohol, or drugs
- destruction of school property
- sexual harassment and/or any bullying behavior
- fighting
- plagiarism

The following are not permitted in school:

- guns, knives, handcuffs, lancets, box cutters, weapons of any type (real or toys) or any sharp or pointed objects
- firecrackers, matches, cigarette lighters

Disciplinary actions related to the above offenses will be left to the discretion of the administration. Consequences and appropriate remedial actions for a student who commits a violation may range from behavioral intervention, suspension, or expulsion. Consequences for a student who commits a violation shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and history of problem behaviors.

NOTE: Restitution by the student and his/her parent is expected whenever school property is damaged or destroyed. Students who set off a false fire alarm will be prosecuted to the fullest extent of the law and suspended from school for five school days.

GENERAL STUDENT REGULATIONS

1. Uniform requirements are listed in the Policy Section. Each student is expected to be in complete uniform at all times from September through June. Students will be disciplined for not following the uniform guidelines.
2. Where electronic devices are permitted, the school is not responsible for loss or damage. No electronic devices are allowed in grades Kindergarten through grade 3.
3. Gum chewing during the school day, during after school activities, or on school property is forbidden.
4. Hallways are quiet zones. Students should walk quietly in the hallways at all times.
5. Profanity, vulgarity, or inappropriate printed and/or digital materials will not be tolerated.

Students cannot attend or participate in any after school activities or scheduled events if they are absent from school on that day or arrive after the end of first period.

DISCIPLINE

St. John Paul II Regional School is a place of respect and growth in the love of God. All students are expected to follow the codes of acceptable behavior. Any student in grades K-8 who do not adhere to the established school discipline policies may face disciplinary actions.

Students in grades Kindergarten through grade 5 will receive a detention during recess, if they do not adhere to discipline policies set forth in the handbook.

In an effort to help students adhere to the school policies in grades 6, 7, and 8, we have set forth a program of infractions. Four infractions will lead to a school detention.

Under certain circumstances, an immediate detention may be issued.

The following guidelines include some but not all possible infractions students may incur:

- Consistently unprepared for class
- Disrespectful behavior towards teachers or classmates
- Talkative/disruptive behavior during instructional time
- Failure to follow classroom directions
- Failure to complete classroom assignments and homework

Parents/guardians will be notified via e-mail if there have been any disciplinary actions taken.

BUS TRANSPORTATION

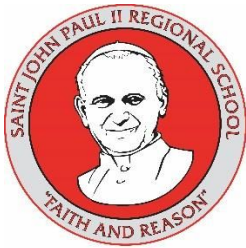
It is very important that each child and family comply with the transportation laws of the state. The law states that a child is to be transported from his/her home to a school within a 15-mile limit. **Transportation requests must be received annually by the home school district no later than April 1st.** At the end of the school day, he/she will be transported from school to his/her home. Children are not permitted to go to another child's bus stop or to go on another bus. The school has no authority to alter district transportation policies. If the child is not taking the bus home on a particular day, written notification must be given to the homeroom teacher. No verbal communication from the child will be accepted. In order to ensure the safety of all children, the students are given these directives:

- Every student must remain seated, keep aisles clear, and follow all safety rules.
- Vandalism or inappropriate behavior will not be tolerated.
- Each student is expected to show respect to the driver and students at all times.

If problems arise on the school bus, a parent's first responsibility is to address concerns to the bus driver. If not satisfied, concerns should be addressed to the Director of Transportation in the student's home district. Should concerns continue, a parent should contact the superintendent of their home district.

St. John Paul II Regional School can only begin disciplinary actions when it receives a written bus report from the home district transportation department.

Parents are **NOT** permitted to board a school bus for any reason. All students are subject to the bus policies of their home district.



St. John Paul II Regional School

515 Marcy Avenue, Riverhead, NY 11901
(631) 727-1650 P – (631) 727-3945 F - sjp2regional.org

Parent Permission and Agreement Form Student Agreement Form

- Acceptable Use Policy – Parent Permission Form
- Acceptable Use Policy – Student Agreement Form
- Parent-Student Handbook including the Student Code of Conduct and all policies

Parent Signature Page

We have read the 2018 - 2019 Parent-Student Handbook, including the Student Code of Conduct, and Acceptable Use policies for technology and have reviewed them with our children. We, as parents/guardians, as well as our children agree to follow the school policies and procedures as stated.

List last name, first name of children and 2018-2019 grade level (one form per family):

Last Name	First Name	2018-2019 Grade

Parent Signature _____

Date _____

Student Signature _____

Date _____

Student Signature _____

Date _____

Student Signature _____

Date _____

