



August 4th, 2017, Walnut Creek, CA

Informational Guide for 2017/2018 School Year

Dear Parents,

We hope that you have had unforgettable summer vacation and are now full of energy to start the next school year. In the upcoming year we'd like to encourage all parents to be part of the school, work closely with the Teaching Staff and the Board of Directors, so we can all teach and show our children the Polish language, culture and traditions. Together we are able to build a place for our children where they can make life-long friendships, learn about the beautiful country where we or our parents were born. Only working together we are able to achieve our goals. Our success depends on you - the parent, be part of our school.

We'll start the new 2017/2018 school year on September 9th at 9:30 am at the school premises at 1543 Sunnyside Ave., Walnut Creek, CA 94597.

We encourage everyone to visit our website www.polishschool.org, fill out, print and submit applications for your children before the first day of school.

Options for submitting school applications:

- August 26th from 11am-5pm at School's booth, during Polish Street Festival on Mellus St. in Martinez
- By September 1st you can fill out your application and mail it together with tuition payment to PAEC P.O. Box 5439 Walnut Creek CA 94596
- During first day of school from 9am-9:50am (promptly, as we have to prepare for the Annual Meeting)

1. Requirements for the admission to John Paul II Polish Language School in Walnut Creek

1. Return completed application with tuition payment.
2. Pay all of last year's school balances.
3. Pay administrative fee of \$25.
4. Become familiar with Informational Guide.
5. During the school year:
 - Volunteer at least 10 hours or pay \$150 fee.
 - Sign up for one day school yard duty or pay \$130 fee.
6. Regularly read School's Newsletters.



SCHOOL FEES:

| | By 09-30-2017 | By 10-31-2017 | By 12-31-2017 | By 01-31-2018 |
|--|---------------|---------------|---------------|---------------|
| FIRST CHILD | \$515 | \$565 | \$615 | \$665 |
| SECOND CHILD | \$415 | \$465 | \$515 | \$565 |
| THIRD CHILD | \$315 | \$365 | \$415 | \$465 |
| <i>Please make checks payable to PAEC (Polish American Educational Committee) Include child's full name.</i> | | | | |
| Application fee | | | | \$25 |

2. On the first day of school, you will have an opportunity to sign up for a school duty day as well as 10 volunteering hours.

Within 10 Volunteering hours parents are able to help with the following school events:

- Barbórka – annual charity ball
- First Graders ceremony
- Christmas Fundraiser
- Halloween
- Christmas Eve celebration
- Almond King
- Easter Eggs decoration
- Poetry recital
- Mother's and Father's Day celebration
- End of the school year
- Polish Festivals
- Cake donations
- Classroom help
- Website, Facebook, Accounting, other

3. School days in 2016/2017

- September 9 & 23
- October 7 & 21
- November 4 & 18
- December 2 & 9
- January 6, 20 & 27
- February 10 & 24
- March 10, 17 & 24
- April 7 & 21



- May 5 & 12
- June 1 (End of School Year)

4. Information regarding requirements to obtain class graduation diploma or class attendance certificate.

Students are eligible to receive class graduation diploma if:

- They do their homework
- They attend minimum of 60% of classes.
- They actively participate during the class sessions.
- All their absences are excused.

If a student does not fulfill the above requirements, then at the end of the school year he/she will receive certificate stating he/she attended classes in a specific grade.

Students are eligible to obtain religion class certificate if needed.

5. Parents responsibilities:

- Drop off and pick up your children on time.
- Walk your children inside the school building. Never leave your children unattended in the parking lot.

6. Attention: !!! NUT FREE SCHOOL !!!

Many children attending our School have nuts allergies. Please help us to protect our students and DO NOT sent any food that might contain any kind of nuts. Thank you for your cooperation.

7. Donation for our School.

We kindly ask to help our school with monthly expenses. Unfortunately tuition is not enough to cover all of the expenses. Every penny counts.

If you'd like to help our school or know someone who can, either a person or a business, please make checks payable to Polish-American Educational Committee of San Francisco or PAEC and mail your donation to :

PAEC
P.O. Box 5439
Walnut Creek, CA 94596

Donations for our School are tax deductible (Tax ID: 562505).

School's well-being depends on all of us. We count on you being a part of it!



STUDENT'S HANDBOOK

RULES OF BEHAVIOR AT SCHOOL AND DISCIPLINARY CONSEQUENCES

The rules of behavior at the John Paul II Polish Language School are derived from the following principles:

- *respect and tolerance for others,*
 - *the rights for students to learn*
 - *the ability to effectively conduct classes by the teachers.*
1. Relationships based on mutual understanding and willingness to help others will prevail. There is no tolerance of mockery or bullying of others.
 2. Students should solve any dispute between themselves by talking to each other or with the help of a Teacher or the Principal.
 3. During class time, it is forbidden to use any electronic gadgets: cell phones, iPods, electronic games etc. These items will be confiscated and may be collected only by the student's parents.
 4. Students are expected to respect and obey Teachers, Parents on duty and School Representatives.
 5. Students are not allowed to: leave School grounds during classes and recess; use skateboards or scooters; bring dangerous or controversial subjects and publications. These items will be confiscated by Teacher, Principal or Parent on duty and can be collected only by the student's parents.
 6. Siblings or friends not registered in John Paul II Polish Language School are not allowed on School grounds during School hours. If such persons are on School premises they must be under constant supervision of an adult.
 7. Do not bring food which can contain any type of nuts to School.
 8. Students who do not adhere to school rules and regulations will be subject to three levels of disciplinary intervention:
 - Level I - verbal reprimand by a Teacher (documented and signed by the parents)
 - Level II - a written reprimand and official conversation with the Principal
 - Level III - removal of a student from School