

St. John XXIII

Catholic School

Pre-K to Grade 8

# **Parent and Student Handbook**

2016-2017

**Revised August 2016**

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## PARENT/STUDENT HANDBOOK

### PHILOSOPHY

St. John XXIII Catholic School provides a Christian family environment in which the students may develop spiritually, intellectually, socially, and physically. Our students are prepared across the academic curriculum to strengthen and develop their talents to the fullest possible extent. A clearly defined discipline code fosters self-discipline and Christian conduct and gives our students the opportunity to live a Christian lifestyle modeled by their teachers. The focus of our dedicated and knowledgeable faculty is to ensure that all students succeed and recognize how special they are because they are made in the image and likeness of God.

### MISSION STATEMENT

In partnership with our community, St. John XXIII Catholic School provides a spiritually guided and rigorous curriculum; we prepare students to act on their beliefs and demonstrate their knowledge beyond the classroom.

### NON-DISCRIMINATION POLICY

St. John XXIII Catholic School does not discriminate on the basis of race, ethnicity, national origin, **religion**, gender, age or ancestry.

### CURRICULUM

The curriculum at St. John XXIII meets and exceeds those standards required by both the State of Ohio and the Archdiocese of Cincinnati. All required subjects and time allotments meet or exceed state standards. St. John XXIII's state accredited program includes the following areas:

#### SPIRITUAL -

1. Opportunity for weekly Mass and/or paraliturgies
2. Instruction in the tenets and traditions of the Catholic faith
3. The Sacrament of Reconciliation offered periodically throughout the school year
4. Preparation for the reception of the Sacraments of Eucharist and Reconciliation in second grade, and the Sacrament of Confirmation in eighth grade. (Parent information meetings regarding these Sacraments are scheduled each year)
5. A Confirmation retreat for the eighth grade students
6. A religious retreat for seventh grade students
7. Provision for class discussion of Christian values, leading to Christian community service

#### INTELLECTUAL – the areas of study are...

- |                   |                        |                                       |
|-------------------|------------------------|---------------------------------------|
| 1. Religion       | 6. Science             | 11. Computer Literacy                 |
| 2. Reading        | 7. Health              | 12. Foreign Language K-8<br>(Spanish) |
| 3. Mathematics    | 8. Art                 |                                       |
| 4. Language Arts  | 9. Music               |                                       |
| 5. Social Studies | 10. Physical Education |                                       |

**BAND/MUSIC:** Students in grades 5-8 have the option of taking either band or music at St. John XXIII Catholic School. Music meets one time per week and in this class your child will learn about different genres of music, instruments, music history, world music, music composition, and become proficient in basic music theory. Taking music allows your child to have a study hall one time per week.

Band is a performance-based class and meets two times each week. Your child will choose the instrument (brass, woodwind, percussion) that he/she would like to play. He/she must have their instrument at school on days in which they have band class. Students are not permitted to call home if they forget to bring their instrument. Band covers many of the same aspects of music class mentioned above. In addition to an

annual winter and spring concert, your child could have the opportunity to participate in honor band, perform a solo at a state sponsored adjudicated event, join the Bishop Fenwick Falcon Force Marching Band, and perform at Kings Island's Music in the Parks Festival.

**The choice between band and music is completely between you and your child, however, it is a decision that must be made in the spring for the following year, and must be committed to for the entire school year.** Music is selected and purchased over the summer based on the information we receive from you at this time, so it is important that this decision is not taken lightly. **Absolutely no changes will be made during the summer months or school year.**

A form will be sent home to students in grades 4-7 in the spring for them to indicate their choice for these classes. If we do not receive the form by the due date, the student will be placed in the class that they are currently taking.

SPANISH: Please note that Spanish is part of our curriculum and must be taken by all students unless directed in a Middletown School Psychologist approved learning plan. The following policy is in place for students who transfer into our school in Junior High:

- Students transferring to St. John XXIII Catholic Elementary School in 7th or 8th grade may take Spanish pass/fail (50% and above is passing, 49.9% and below is failing). 6th graders will be handled on a case-by-case basis. Differentiation of instruction will take place to help these students in grades 6-8 adjust to and learn the subject matter.

SOCIAL – The curriculum at St. John XXIII Catholic School offers each child opportunities for learning, applying and developing social skills and formal etiquette necessary for courteous and gracious living, such as: Church services, group discussions, assemblies, lectures, field trips, and receptions. Training in leadership is afforded through student-sponsored and student-executed activities open to students at their level of development. Also, an appreciation of music, arts, dramatics, and singing is fostered through attendance at various functions and school activities throughout the school year.

PHYSICAL – A well-rounded program of physical fitness, health education, and instruction in individual and team sports is presented in the physical education program. The school's wellness policy provides a framework within which all aspects of the school promote the health and wellness of the students.

GRADED COURSES OF STUDY – The Archdiocesan Graded Courses of Study are aligned with the Common Core standards and are the state-approved guide for all Catholic schools in the Archdiocese. The intent of the Graded Courses of Study is to provide the teacher with identifiable and measurable objectives in each subject area.

RELIGIOUS EDUCATION – Religious education is the primary purpose for the existence of St. John XXIII Catholic School. Our religious education mission is to integrate Christian Gospel values in the lives of the children through the curriculum. The overall atmosphere of the school fosters the importance of modeling the teachings of Christ, especially showing love and respect to all.

### **STUDENT CODE OF CONDUCT**

- A. Respect for teachers, staff, students and visitors
  1. No rudeness in action or in words
  2. Each student is expected to set an example of polite behavior for others within our school

3. Each student is expected to pick up after himself or herself in cafeteria, restrooms, hallway, and classrooms
- B. Courtesy and attention in classes
1. Students should not interrupt
  2. Students must raise hands to speak
  3. Students must listen attentively
  4. Students should not talk out of turn
  5. There is to be quiet outside the classroom, especially in the hallways and stairways
  6. Personal school supplies will be kept neatly in desk and/or lockers
  7. Students are expected to be ready to learn; having homework, any books and school supplies needed for class
- C. Students are expected to conform to school and classroom regulations, including all safety regulations

### **STUDENT RIGHTS**

- Students have the right to be treated fairly, with dignity, respect and courtesy by teachers, staff and other students and visitors
- Students have the right to have possessions treated politely and with care

### **TEACHER/STAFF RIGHTS**

- Teachers/Staff have the right to be treated with dignity, respect and courtesy by students, parents, and visitors
- Teachers/Staff have the right to have possessions treated politely and with care
- Teachers/Staff have the right to privacy, including desk, closet and person

### **PARENTAL RIGHTS**

- Parents have a right to the school atmosphere free from disruption and conducive to the education process
- Parents have the right to have their children treated with respect
- Parents have the right to be informed about educational programs
- Parents have the right to competent teachers and school staff
- Parents have the right to be informed about their child's progress
- Parents have the right to be informed of the rules and regulations
- Parents have the right to have school administrators fairly and consistently enforce reasonable rules and regulations
- Parents have the right to discuss the grading system with individual teachers
- Parents have the right to examine their child's school records
- Parents have the right to confidentiality of school records

#### **Parents have a responsibility to:**

- See that your child attends school regularly and on time
- Make certain that your child is clean and dressed according to the uniform code
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions
- Teach your child by word and example, respect for the law, for school rules and regulations, and for the rights and property of others

### **ADMISSION POLICY/REGISTRATION**

St. John XXIII Elementary School is supported by the parishioners of Holy Family Parish, Middletown. Admission to St. John XXIII Catholic School is open to all children regardless of race, sex, national origin, age, and disability (if with reasonable accommodations the child's needs can be met).

When St. John XXIII Catholic School cannot accommodate all those who apply for admission, the following order of preference will be observed.

1. \*Active Holy Family parishioners with children already in our school
2. Non-Parishioners with children already in our school
3. Siblings of current families (Catholic and Non-Catholic)
4. New families who are “active” Holy Family parishioners with no children presently in our school
5. Parishioners of neighboring Catholic parishes and Parishioners that are not considered “active members” of Holy Family Parish
6. Non-parishioners

\*Active Holy Family parishioner – A parishioner must show proof of church attendance through use of envelopes at Sunday Liturgy and a minimum yearly contribution of \$350 to Holy Family parish. Only active Holy Family parishioners are eligible to apply for a tuition grant. Current and new families who are not “active” members of Holy Family Parish are not eligible to apply for a tuition grant and will be required to pay the non-parishioner per pupil cost. Final determination of active parishioner status is made by the Pastor of Holy Family Parish.

For admission, children must also meet the following requirements:

1. For admission to kindergarten, children must be age five by September 30<sup>th</sup> and have a passing score on our kindergarten screening.
2. For admission to first grade, children must be age six by September 30<sup>th</sup> and have a passing score on our 1<sup>st</sup> grade screening.
3. In all grades, children must not have been dismissed from other schools for serious disciplinary infractions.
4. In all grades, children must agree to participate in the entire educational program, particularly religious education.
5. At all grade levels, students are admitted on a 12 week probationary period. If there have been no behavioral concerns in that time period and the student is in good academic standing, the probation is lifted and full acceptance is granted.
6. All new students who have been promoted to the next grade in their previous school will be tested and placed accordingly.
7. New students, in grades 6, 7, & 8 must have an interview scheduled with the principal prior to screening and acceptance.

Registration Requirements for new students:

- Completed application and registration forms
- Copy of birth certificate
- Baptismal certificate for Catholic students
- Custody/visitation papers, if applicable
- Immunization records
- Previous report card
- Registration fee of \$175 per family (non-refundable)
- Student interview for those entering grades 6-8

For both current and new families, registrations are considered official when accompanied by that year’s registration fee.

Tuition for current students must be up-to-date in order to register your child(ren) for the next school year unless other arrangements have been discussed with the Principal.

#### **ATTENDANCE/ABSENCE/TARDY**

Senate Bill 181 explains the state requirements in regards to truancy.

A student is considered **habitually truant** if they have:

1. 5 consecutive unexcused absences
2. 7 unexcused absences in one month
3. 12 unexcused absences in one school year

Should the above occur, the following protocol will be followed:

1. A complaint will be filed by the school to the Truancy Officer in Juvenile Court alleging that the student is habitually truant
2. The Truancy Officer will decide whether or not to charge the parent
3. If charges are pursued, the case will be heard in juvenile court

A student is considered **chronically truant** if they have:

1. 7 consecutive unexcused absences
2. 10 unexcused absences in one month
3. 15 unexcused absences in one school year

Should the above occur, the following protocol will be followed:

1. A complaint will be filed by the school to the Truancy Officer in Juvenile Court alleging that the student is chronically truant
2. The Truancy Officer will decide whether or not to charge the parent
3. If charges are pursued, the case will be heard in juvenile court

#### **Absence Procedures**

- All absences must be reported to the school office by 9:00 A.M. on the day of the absence.
- When calling the school office, please give your name, child's name, his/her homeroom and the reason for the absence.
- If we do not hear from you we are required, by law, to contact you to check on your child.
- **A written note (not an email) is required on all absences;** therefore, a student who has been absent must present a written excuse from his/her parent, guardian or physician stating the reason for the absence. **Only a written note from a physician will equal an excused absence.** This note should be given to the student's homeroom teacher. If no note is presented, the absence will be unexcused and the student will not be given credit for work made up.
- Medical absences of more than 3 consecutive days **must** be accompanied by a physician's note.
- If you would like to have your child's homework picked up at 3:00 P.M. or sent home with another student, please indicate this when you call in your child's absence. Children will be given one day for each day absent to make up work missed during absences.

#### **Excused Absences**

As defined by the State of Ohio attendance rules, excused absences include:

1. An excuse from a Doctor which must be submitted within 3 days of the absence
2. Death in the family – documentation required
3. Serious illness in the immediate family requiring the student's presence.
4. Emergency or other circumstance which in the judgment of the Principal constitutes a good cause for absence
5. 8<sup>th</sup> grade students are granted 3 shadow days in the fall in which they can attend the high school(s) of their choice. These 3 dates will be given at the beginning of the year via the 8<sup>th</sup> grade parent letter and shadows done on these days with the proper paperwork filled out and returned will be granted an excused absence.

Absences for any reason will result in the student not being eligible for Perfect Attendance Awards.



### Vacations

Nothing can replace the direct instruction that a teacher provides to his/her students in the classroom setting, therefore, families are strongly encouraged to take their vacations when school is not in session. However, we recognize that special opportunities and circumstances arise that make this difficult at times. If a student HAS to miss school due to a family vacation, the following procedures must be adhered to:

1. A written note from the parent/guardian to the principal is required and must be submitted at least a week prior to the vacation starting. Failure to do so will result in an unexcused absence for the student and no work or tests will be allowed to be made up and no credit will be given for these items.
2. Missed work may be supplied via the teacher website or upon returning from vacation.
3. It is the student's responsibility to get homework assignments and make up any test(s) that were missed. In order for the student to obtain credit for a preapproved vacation, the work missed must be made up within one week.
4. **While we will allow work to be made up and credit given if the above steps are followed, absences due to vacation still count as unexcused according to Senate Bill 181 and will count towards the 12 unexcused absences allowed in one school year.**

### Tardy

When children arrive late to school, there is a disruption of the educational program and a negative reinforcement of bad habits. Children who come to school by car should be dropped off no later than 7:55 AM to allow time to report to class. Students are considered tardy when they are not in their homeroom, in their seats, and ready to work by 8:00 A.M.. There are two (2) exceptions: late bus arrivals and early morning medical appointments. **Parents/students must provide a doctor's note for a medical appointment to be considered an excused tardy.** Arriving to school after 8:00 A.M. for any other reason will be considered an unexcused tardy. Students arriving after 9:00 A.M. and before 1:25 p.m. will be marked as a half (1/2) day absence. Students who are signed out to leave school after 1:25 P.M. will be marked as a P.M. tardy.

### Consequences as a Result of Being Habitually Tardy

Three unexcused tardies in one trimester are considered "habitual" and will be converted and equal to one day absent. These days will be calculated as one of the 12 days allowed before intervention by juvenile court. Additionally, after 3 unexcused tardies, students in grades 4-8 will be expected to serve an after-school detention. An after-school detention will be issued for each tardy thereafter. At the end of each trimester the "slate is wiped clean" as far as detentions are concerned (but not for the final tally of days absent and tardy), and this process will begin again.

### Appointments during School

Parents must send a dated and signed note to the school office stating the departure time and the name of the adult responsible for the student's whereabouts. The responsible adult must come to the office to sign out the student and the responsible adult or student must sign in upon returning. **The student must return with a note from the Physician.** Students are responsible for any work due/assigned during the time of their absence. Please note that absences for any reason will result in the student not being eligible for perfect attendance awards.

### Absences That Coincide With Evening Events

Children who are absent during the school day **MAY NOT** attend evening events such as sporting events/practices, school programs, or dances. Students who are absent from school on Friday are exempt from participating in school-sponsored events for that weekend.

### AUXILIARY SERVICES

The following services are provided to the students of St. John XXIII through the school's participation in State and Federal programs:

- School Counselor – provides group and individual counseling; instruction on pertinent social, behavioral and academic topics; and information and guidance to teachers and parents on social, behavioral, and academic areas of need
- Speech/Language Therapist – provides screening, testing, remedial and therapeutic speech and language services
- School Nurse – provides screening in the areas of vision, hearing, scoliosis and immunization updates; classroom instruction on pertinent health-related topics; provides information and/or in-services to teachers and parents on health-related topics
- Two (2) Intervention Specialists – provide academic support for qualifying students at all grade levels
- Resource Room Teacher – provides academic support for qualifying students in grades 6-8
- Title I Tutor – provides reading, math and English help for students in grades K - 3 who qualify for this federal program.
- WINGS Enrichment Teacher –provides enrichment in Language Arts and/or Science for students in grades 4 – 8 who qualify for the program
- School Psychologist – responsible for the testing and evaluation of student academic ability and achievement.

### **AWARDS**

An end-of-year awards ceremony is held for grades 3 – 5, grades 6 & 7, and grade 8 respectively. Students receive award certificates for academic achievement, effort, Christian conduct, and service.

### **Honor Roll – Grades 6 through 8**

- A trimester honor roll is posted for grades 6 – 8.
- All subjects on the report card are included in the overall grade average and are weighted by the number of times the class meets each week. For example, math meets 5 times each week so it will be weighted 5 times as much as music, which only meets 1 time each week.
- Grades are averaged using a 4.0 scale with the exception of advanced math which will use a 5.0 scale.
- For a student to earn First Honors they must earn a 3.75 or higher.
- Students who earn a GPA between 3.25 and 3.74 would earn Second Honors.

In addition to the awards listed above, awards are presented at the 8<sup>th</sup> grade graduation ceremony. Parents and friends are always welcome to attend the end of year awards assemblies.

### **BUS TRANSPORTATION**

Students are currently transported on buses by the following public school districts: Middletown, Monroe, Franklin, Edgewood, Lakota, Lebanon, Springboro, and Madison. All bus schedules and routes are determined by each individual school district.

1. Children are expected to talk quietly and behave in a Christian manner while on the bus.
2. Students who cause a disturbance on the bus will be given a warning and parents will be notified of their child's conduct. Any further incidents will result in the child losing bus privileges for a minimum of three (3) days.
3. A child from one school district is not permitted to ride a bus from another public school district.
4. Students in the Middletown district may obtain permission to ride a Middletown bus other than their assigned one by providing a written request from their parents to the St. John XXIII office.

Any questions about bus schedules should be directed to the transportation director at the following: Middletown (513-420-4568), Franklin (937-743-8670), Edgewood (888-863-4910), Madison (513-420-4779), Lakota (513-755-5820), Lebanon (513-934-5832), Springboro (937-748-44620 and Monroe (513-539-0324).

### **CLOSINGS/DELAYS/EARLY DISMISSAL**

Any changes in the school schedule due to inclement weather or other emergency will be posted on the school's website ([www.stjohn23school.org](http://www.stjohn23school.org)) as soon as we receive notification of the change. Additionally, you will receive a phone call through our automated system. Because of busing, St. John XXIII will typically follow whatever Middletown City Schools do regarding weather closings or delays. In school closing/delay announcements, we are included in "Middletown City Schools". Since eight (8) bus districts serve St. John XXIII School, it is important that all families understand how the bus systems work.

#### **Closings**

St. John XXIII will be closed when Middletown City Schools are closed. Check local TV and radio stations, including radio AM stations WLW 700 and WPFB 910 and/or TV Middletown Channel 24 or our website for closing/delay information.

#### **Delays**

**In case of delays, follow the bus system that your student rides.** If one of the districts has a one or two hour delay, all students who ride that system's buses including St. John XXIII students are delayed. For example: a St. John XXIII Catholic School student normally rides a Lakota bus at 7:00 A.M. If Lakota were on a two hour delay, the St. John XXIII Catholic School student would be picked up at 9:00 A.M. at the regular bus stop. Since the bus was the reason for the delay, the student would not be counted tardy.

#### **Early Dismissal**

In this situation, the students are at school, the weather deteriorates, and the bus system decides to get the students home early. **In the case of early dismissal, follow the bus system that your student rides.** For example: a St. John XXIII Catholic School student rides his usual Edgewood bus to school. During the morning, it begins to snow. Edgewood School District decides to transport students home at 1:00 P.M. The St. John XXIII Catholic School student would ride his/her Edgewood bus home at 1:00 P.M. He/she would not be counted absent as the bus was the reason for his leaving.

Paperwork will be completed by all parents at the beginning of the school year alerting us as to what plan you would like us to follow in case of such an occurrence. PLEASE make a copy of this form for your records and refer to it should the need for school to close early arise. It is imperative that this emergency plan be followed as we cannot be fielding individual requests via phone at the time of the emergency dismissal.

NOTE: Please discuss this plan with your child so he/she knows his/her mode of transportation in the event of early dismissal and will know where to go/what to do if no one is at home.

### **DAILY SCHEDULE**

School hours for grades K-8 are 8:00 A.M. – 2:45 P.M.

Students who are car riders or walkers should arrive no earlier than 7:30 A.M. Students who arrive before 7:30 A.M. and are not registered for A.M. Latchkey, will report to Latchkey and the morning Latchkey fee will be assessed.

Grade K-5 Procedures      Students arriving before 7:40 A.M. are to report to the cafeteria where they will be supervised until being escorted to the gym at 7:40 A.M. Students will be dismissed to their classroom at 7:55 A.M.

Grade 6-8 Procedures      Students arriving before 7:55 A.M. are to report to the lobby area at the East end of the building where they will be supervised until being sent to homeroom at 7:55 A.M.

At 8:00 A.M., a student leads the school in morning prayer and the Pledge of Allegiance. Any morning announcements will follow.

#### Morning Drop Off:

- Parents should follow the map designed by Middletown Police. This is attached to the end of this handbook.
- The only area that students are permitted to be dropped-off during this time is the designated drop-off zone.
- The first car should pull all of the way up to the drop-off sign, allowing for 6 cars to be in the drop-off zone.
- Students should exit the car, stay on the blacktop and off of the grass, and immediately enter the building in a safe manner.
- Parents MAY NOT exit their cars in the drop-off zone.
- If your child is in a car seat, please park and walk them in, or unbuckle the car seat prior to getting to the drop-off zone.
- If parents wish to walk their children into school, they must park in the lot and walk their students to at least the sidewalk by the drop-off entrance. Due to the high demand of the secretaries' time, the front doors should not be used during drop-off times.
- Students may NOT be unescorted in the parking lot.
- Parents MAY NOT drop off students in grades K-8 at the preschool entrance.

#### Afternoon Dismissal:

- The order of afternoon dismissal is as follows: Latchkey; bus riders from all districts outside of Middletown; Middletown bus riders; car riders; walkers. Walkers will only be dismissed when all busses and cars have exited the parking lots.
- If there will be a change in your child's mode of transportation, a note about the change is to be sent to your child's homeroom teacher.
- If there is a last minute change in your child's mode of transportation, please call the office before 2:00 P.M. so there is time to notify your child's teacher of the change. **Do not email transportation changes.**
- Any car riders not picked up by 3:00 P.M. must report to Latchkey to await their ride. An afternoon Latchkey fee will not be assessed unless tardiness in picking up your child(ren) becomes habitual.
- For the safety of all students, the only permissible location to pick up students by car is in the parking lot. Students will not be released to any person not parked in the designated lot. Parents must walk over to the "safe zone" to pick up their student(s) regardless of their age.
- If you live within walking distance of school and wish for your child to walk home, you must call the school office and request, fill out, and return a "Walker Permission Form."

**Maps detailing procedures for morning drop-off and afternoon pick-up of car riders are located at the end of the handbook. These procedures were designed in cooperation with the Middletown Police Department for the safety of all students.**

#### ELECTRONIC DEVICES/TOYS

We discourage the bringing of expensive, highly pilferable, electronic devices (cell phone, iPods, iPads, tablets, etc) to school, however we realize that some families see this as a necessity. In order to minimize distractions and not impede the learning process the following rules are in place:

1. Cell phones are not to be used on school grounds before school, during school or after school until the student is picked up by his/her responsible party (parent, grandparent, coach, etc.) This includes the time spent waiting for school to begin and the time spent after school waiting for pick up. If a student is caught with his/her cell phone out during these times and/or school hours, it will be confiscated, turned into the office and only returned to the parent.
2. Student in the lower grades (up to grade 5) must turn in their electronic devices (including cell phones) to their teacher at the beginning of the day. It will be returned to them at the end of the

- day. Should the student fail to do so, and the item becomes missing, St. John XXIII Catholic School bears no responsibility for said item.
3. Students in grades 6-8 may keep their electronic devices (including cell phones) in their backpacks in their lockers, however, they must be turned off and the locker must be locked. Should the student fail to lock their locker, and the item becomes missing, St. John XXIII Catholic School bears no responsibility for said item.
  4. Students in grades 6-8 may use electronic readers at appropriate times during the school day, however, should they be caught using the reader for anything other than reading (games, texting, etc.) the device will be confiscated and the student will lose the privilege of having such a device for the remainder of the school year. The device will not be returned to the student; a parent must come in to pick up the device
  5. Smart watches are not permitted to be worn during the school day. Should a student bring one to school, he/she will be required to place it in his/her locker just as they would a cell phone.
  6. Again, St. John XXIII Catholic School discourages the use of these items at school and assumes no responsibility should these items become lost or damaged during the school day.

### **FEDERAL LUNCH SUBSIDY PROGRAM**

Applications for this program are sent home at the beginning of each school year. Families whose incomes are below the prescribed federal level may qualify for free and reduced lunch prices.

### **FIELD TRIPS**

Field trips are planned by teachers as an extension of the curriculum and are a privilege afforded to students. Students can be denied participation if they fail to meet classroom academic or behavioral requirements, have behaved inappropriately on a past field trip, or a signed permission form has not been returned.

Parent participation is encouraged and needed for field trips. All parents/chaperones must be VIRTUS trained (see “Volunteers” under the Parent Participation section). A chaperone’s responsibilities include monitoring the behavior of an assigned group and intervening if it becomes necessary. (Some suggestions for intervening are: sitting next to a student, walking next to or holding the hand of a student, or taking a student aside and speaking to them.) Please notify the teacher of any misconduct or dangerous behavior. Chaperones may not bring younger siblings along since their full attention is needed for this task.

While most field trips will require busing, occasionally there may be a trip where traveling by car is a more viable option. While students are in the chaperone’s car, there should be no stopping, either coming or going from the field trip location, unless there is an emergency. For safety reasons, students should not eat or drink while in the vehicle. Chaperones should not provide special treats for students in their care. All students need to come and go in the same vehicle unless the teacher has specified otherwise. When returning to school, please park and walk the students into the classroom, and wait until a teacher is present before leaving.

### **HEALTH SERVICES/MEDICATION**

1. Office Hours – The school nurse is available Monday through Friday between the hours of 8:45 A.M. and 2:45 P.M.
2. Medication
  - Whenever possible, medication should be administered before or after school. When it is necessary for school personnel to administer medication these guidelines, mandated by Ohio Revised Code and Archdiocesan policy, are followed:
    - a. The principal shall appoint a responsible person or persons to supervise the storing and assisting with administration of medication in the absence of the school nurse.
    - b. Students must have a completed medical form on file to take any medicines at school. Non-prescription medicines may be administered only with a completed Non-Prescription Medication Authorization form. Cough drops are considered an over-the-counter medicine. A new form is required for each

individual student each year. Prescription medicines may be administered only with a written prescription from a physician. The school nurse, the principal, and other designated office personnel are primarily responsible for administering medicines to students. At no time should any non-designated school employee provide medication like an aspirin or Tylenol to a student who is complaining of not feeling well.

- c. Medications must be in the original container and have an affixed label including the student's name, name of medication, dosage and route, (oral, nasal, etc) and time of administration.
  - d. New permit forms must be submitted each school year, and as necessary, for changes in medication order.
  - e. Parent/guardian must bring the medication to school. Medications cannot be transported by students.
  - f. When the course of medication is complete, or at the end of the school year, the parent/guardian must pick up any remaining medication. If not picked up, it will be destroyed.
3. Emergency Medical Form – An emergency medical form must be completed/updated for each student by the parent/guardian via the student's SchoolSpeak account. This form must then be printed out and returned to school during the first week of the new school year. Copies of this form are kept by the nurse, office, teachers, and staff, and it supplies these professionals with adequate information regarding a child's health conditions in case of an emergency at school. Should the information on this form change during the school year, please notify the nurse and office so that accurate information can be added to the form.
  4. If your child is diagnosed with a medical condition that requires emergency medications, these medications must be supplied to the school. Noncompliance is reason for exclusion from school.
  5. Accidents and First Aid – School personnel will take every precaution to avoid accidents or injury to any child. First aid is for immediate need of any slightly injured child. If serious injury occurs, parents/guardians will be notified immediately. Arrangements can then be made to take the child to the family doctor or dentist. If for any reason it is deemed in the best interest of the child, an ambulance will be called and the child transported to a hospital for observation and/or treatment.
  6. Health Records – The school nurse is responsible for maintenance of student health records. In compliance with the Ohio Department of Health, accurate medical records are kept on every student. A complete record of immunizations or exemptions is kept on file in the nurse's office. The nurse will contact parents/guardians if immunizations are not up to date. State law requires that each student must have physician documentation on file by the fifteenth (15<sup>th</sup>) day of entry to school that (s)he has received or is in the process of receiving required immunizations. Noncompliance is reason for exclusion from school. Students with asthma or who use a rescue inhaler should have an asthma action plan on file. Students with seizure disorder need to have a Seizure Action Plan on file. Students with diabetes need to have a Diabetes Medical Management Plan on file.
  7. Communicable disease – St. John XXIII Catholic School will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others.

The Ohio Department of Health and Archdiocese of Cincinnati guidelines will also be followed regarding communicable diseases not known to be spread by casual contact, i.e. Hepatitis B, Human Immunodeficiency Virus, and other diseases. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being and individual confidentiality and needs.

Please notify the school nurse if your child is exposed to and/or contracts a contagious disease so the necessary precautions can be taken. If a child comes in contact with a contagious disease at school, the parent/guardian will be notified. All parents are requested to follow simple precautionary rules for the benefit of all our children. **DO NOT send your child to school if you think (s)he has been exposed to a contagious disease: call your doctor, then call the school.** Please keep your child at home if there is any doubt.

Please do not send a sick child to school. Children who have fevers over 100 degrees or are vomiting will be sent home. Children must be fever free (without the aid of medication) for 24 hours before returning to school.

8. Students may not keep or transport any prescription or over-the-counter medication in their possession. State law does allow a student to carry a rescue inhaler and/or Epi-pen **only with a physician's order on file in the nurses office.**

### **ALLERGIES (SEVERE) AT SCHOOL**

Food and latex allergies can be life threatening. Foods most likely to cause severe reactions include peanuts, tree nuts, dairy products, eggs, wheat and shellfish. Latex is used in the manufacture of many products, including some balloons, gym balls, and bandages.

St. John XXIII uses the following procedures to help reduce the risk of accidental exposure of an allergic child at school:

1. Completion of an Allergy Action Plan for each allergic child to be kept on file at school and updated yearly with current picture and parent and physician signatures.
2. Required emergency medications, such as epinephrine (EPI pens) **must** be made available at school with the required medication forms completed. Noncompliance is reason for exclusion from school.
3. Parent and child will conference with the classroom teacher and school nurse at the beginning of each school year. Specific plans will be made for each individual child, particularly with regard to classroom snacks.
4. Teachers and staff will receive instruction yearly on how to recognize an allergic reaction and what to do.
5. Cafeteria staff will have procedures in place to prevent any peanut butter from coming in contact with other foods, utensils or surfaces and thereby expose an allergic student. A peanut free zone will be available in the cafeteria and **MUST** be used unless a release of liability for students with allergy form is on file with the school office.
6. Only latex-free bandages and gloves will be used and distributed to teachers, staff and volunteers. Latex balloons will be prohibited from the classroom and in other areas where an allergic child may have contact. Latex gym equipment will not be used around a child with a latex allergy.
7. Parents will educate their child on managing his or her allergy at school.
8. Teachers will be instructed not to use peanut or tree nuts or their products in art or science lessons.
9. Care will be taken to include the child in school activities and no teasing of the allergic child will be tolerated.

### **HOMEWORK POLICY**

Homework provides reinforcement for what a child learns at school and helps a child develop responsibility through a "task completion" activity. Homework may fall into one of four (4) categories: practice, preparation, extension, or creative. Homework time averages 10 minute per grade level starting in Kindergarten. It is the student's responsibility to complete assigned homework. Handing in completed, neatly done assignments on time helps a child develop good study and learning habits. Parents should provide support and encouragement but never complete a child's homework for them. Parental support and encouragement may include providing a set time and place to do homework, helping their child check

completed work, and/or assisting their child in organizing work and materials. Assignment planners are provided to each student in grades 2 – 8. Assignments are listed in the classrooms and teachers encourage students to write assignments in their planners. All teachers will have assignments listed on SchoolSpeak.

#### **Make-up Work Due to Absences**

Students who are absent are required to make-up missed assignments. They will be given one day for each day absent to make-up this missed work.

#### **Late/Missing Assignments**

Each teacher will establish his/her own policy regarding work not turned in or incomplete work. These policies are distributed to parents at Curriculum Night in August.

Please be advised that our experience shows that most subject failures are due to missed and/or late work.

If unexpected family events or interruptions prevent a student from completing his/her homework, a note should be sent to the respective teachers so allowances can be made.

#### **LATCHKEY**

St. John XXIII Catholic School's Latchkey Program was established to offer parents and students an opportunity for before and after-school care based on the same Christian values behavior code we live by during school hours. The program accepts children Kindergarten – 8<sup>th</sup> grade and is open from 6:30 – 7:45 A.M. and 2:45 – 6:00 P.M. only when school is in session. There is no Latchkey on snow days or early dismissal days called by Middletown City Schools.

Students attending the Latchkey Program are given an opportunity to work on their homework, do projects, play outdoors (weather permitting), play indoors, and make new friends.

Report cards will not be released to families owing a Latchkey balance.

#### **LIBRARY POLICIES**

The St. John XXIII Library is open each school day from 7:45 am – 2:45 pm. Students are given the opportunity for weekly visits to the library with their teachers. The library is a place of study and research, where reading is fun and encouraged, however, students are expected to conduct themselves in a quiet manner appropriate to the library.

Circulation Policies: Students in grades K-4 check out one library book per week. Students in grades 5-8 check out two books for a two week period. Books must be returned to the library, or the classroom book bin, in order to be able to check out another book. REFERENCE books do not leave the library unless arranged by the librarian with the student's teacher.

Overdue Notices: Students with two or more overdue items lose library privileges until overdue items are returned or replacement cost is paid. Year-end report cards will not be distributed to students who have overdue books, or replacement costs have not been paid for missing or damaged books.

Questioned Materials: Parental/Guardian concerns regarding library book content must be submitted in writing to the librarian, and include the title of the book, the author, and specific objections. The librarian will consult the principal regarding the review of the concern. Results of the review will be provided in writing.

#### **LUNCH/CAFETERIA**

Well-balanced hot meals are prepared for our students each day. Lunch menus, which are approved by a nutritionist, are posted on the school's website ([www.stjohn23school.org](http://www.stjohn23school.org)) and on SchoolSpeak.

A point of sale system is in place for the purchasing of lunch and milk. Parents may send in money (\$10.00 minimum) with their student in an envelope marked with the student's name, homeroom teacher, and



amount enclosed. The student must give this envelope to their homeroom teacher in the morning, and it will be sent to the cafeteria where the student's account will be updated with the amount of money sent in. Parents may also deposit money into their account via [payforit.net](http://payforit.net), a secure Online Payment system. By logging on to [www.payforit.net](http://www.payforit.net), you can easily set up an account, deposit money at your convenience into your child's cafeteria account, set email reminders to notify you when your child's account gets low, set up recurring payments for your child's cafeteria account, check your child's cafeteria account balance, and view an activity report so you can see what your child has ordered in the previous 30 days.

Students may buy a hot lunch or pack a lunch and buy milk. Students are not permitted to bring soda or energy drinks as part of their sack lunch. Due to potential food allergies, students are not permitted to share food or drink items at any time.

Food from outside vendors (fast food, etc.) is not allowed to be brought to school.

#### Lunch Charge Policy

If a student does not have lunch money or a lunch ticket, the point of sale system will allow them a credit up to \$5.00 with an email being sent directly to the parent. Payment should be made the next day. Final report cards will not be distributed to students who have unpaid lunch charges.

Lunch Prices for the 2016-2017 school year (grades K-4) are:

Lunch \$3.00      Milk \$0.50

#### PARENT PARTICIPATION

MASS – The students in grades K – 8 attend Mass as a school on Tuesday mornings at 8:15 in the gym. Masses for Ash Wednesday, All Saints' Day and the Immaculate Conception are/may be held on different days of the week. The classes prepare the liturgy on a rotating basis. Active participation is encouraged through planning, Mass Choir, singing, liturgical reading, performances, leading the petitions, or serving. Parents are welcome to join us to celebrate the liturgy with children.

VOLUNTEERS – Parent volunteers are an essential part of the school and are needed in areas such as the cafeteria, playground, library, room mom/dad, Fun Fest, fish fries, classroom aide, special projects, field trip chaperone, etc. Volunteering to help in the school, even one time, helps the education of your child!

All persons who plan to volunteer at St. John XXIII must attend the one-time VIRTUS class, stay up to date on the monthly VIRTUS bulletins, and submit an online background check through Selection.com (the link can be accessed through [www.virtusonline.org](http://www.virtusonline.org)). The cost of the online background check is \$25.00. For step by step instructions, please contact the school office.

SCHOOL BOARD – The St. John XXIII School Board is a policy-making body whose purpose is to create and carry out policies that support the educational mission of the school. School Board meetings are open to all parents/guardians of St. John XXIII students. Meeting are held August – June on the 4<sup>th</sup> Monday of the month at 6:30 P.M. in the school library.

PTO – The St. John XXIII PTO is an active organization open to all families of St. John XXIII students. Its chief function is to identify and fund areas of need that support the children and teachers. It also provides an invaluable volunteer network to the school. The PTO sponsors some major fundraising efforts , including the Family Fun Fest. The PTO also provides or sponsors:

- Funding for cultural events
- Refreshments for school functions
- Meijer Community Rewards Program
- General Mills Box Tops for Education Program
- Paper recycling program

- Smoothie King

PTO meetings are held September through May on the 2<sup>nd</sup> Monday of the month at 7:00 P.M. in the school library. All are urged to attend!

ATHLETIC ASSOCIATION – All CYO sports, including cheerleading, are under the direction of the Holy Family Parish Athletic Board. (see School Activities/Athletics for more information about Athletics)

FUNRAISING – This organization plans and orchestrates events throughout the year that build community within the school and with our families as well as raises money to help with the general fund. These activities include but are not limited to:

- Euchre Tournament
- Father/Daughter Dance
- Mother/Son Event
- The sale of red polo shirts
- Trivia Night
- Mom’s Night Out
- Uniform Swap

While the development director oversees all of these events, each event does need a chairperson. We are always open to new and innovative activities.

### **PARENT/SCHOOL COMMUNICATIONS**

Open and frequent communication is a necessary component of the school-family relationship. Parents are urged to confer with their child’s teacher on a regular basis especially if they receive notice of academic deficiencies or conduct problems.

#### **Parent/Teacher Conferences**

Conferences are scheduled for all students the Monday and Tuesday of Thanksgiving Week. Information on how to schedule a conference will come home in late October/early November.

#### **Phone Contact**

The school office is open from 7:30 A.M. – 3:30 P.M. If parents wish to contact a teacher, they may call the school office at (513) 424-1196 and leave a message.

Students needing to contact a parent for a valid reason may be allowed to use the office phone.

#### **Email Contact**

Teacher email addresses are available on the school website. **Do not email time sensitive information such as changes in schedule or pick up after school.** These changes are to be reported by calling the school office. Teachers are busy during the school day teaching your child and will not check email until after school. Teachers will make every effort to respond to emails and phone calls in a timely manner.

It should be noted that expectations of civility in communications are the same for email and notes as for face-to-face communication. Respect for one another should be evident in tone and language, as well as content. Unfortunately, email or notes do not convey tone and affect and may cause the message to seem abrupt or confrontational when used in haste or anger. Therefore, issues of significant concern are best left to a personal meeting which the use of email, notes, or phone calls can facilitate.

#### **Parental Concerns**

Cooperation and communication between a parent and teacher is vital for the success of the child. Parents who have a concern should first bring the concern directly to the teacher through a phone call, or by scheduling a meeting with the teacher(s) involved. If a concern cannot be resolved

successfully, parents are invited to make an appointment with the principal. Please afford us the opportunity to discuss the situation by scheduling an appointment when the proper amount of time can be given to the consideration of your concerns.

### **Newsletter**

A newsletter for parents is published weekly via e-mail by the school and posted on our school website ([www.stjohn23school.org](http://www.stjohn23school.org)). It contains information on current happenings in the school featuring individual children, grade levels, or the total school. A monthly calendar of activities and hot lunch menu for the coming month are attached to the last newsletter of a month. If a hard copy of these items is needed, please contact the school office and we will arrange to have it sent home with your student.

### **PROMOTION/RETENTION**

The decision to promote a student to the next grade or retain that child in the present grade is made on an individual basis after consultation among parents/guardians, teachers, counselor and administration. Students will be promoted to the next grade level upon successfully completing and receiving passing grades in their subjects.

Students who fail any subject or subjects for the year will not be promoted and must attend summer school at an Archdiocesan approved institution, through an approved online program, or repeat the entire curriculum the following school year. It is the parents' responsibility to see that records from summer school reach the St. John XXIII school office by August 15. The Child's records will be updated to "promoted" if a passing grade is earned in the summer school class(es). Students who fail another core subject will be handled on a case by case basis but may be required to repeat the entire curriculum the following school year or find another educational placement.

Again, it is our experience that most subject failures are due to missed and/or late work by the student.

### **REPORT CARDS**

Report cards are issued every trimester to grades K – 8. They should be signed electronically via your SchoolSpeak account.

Students in grades K-2 will receive a standards based report card with a grade of 1, 2, 3, or 4 (mastered).

Parents/guardians of students in grades 4 – 8 can also monitor their child(ren)'s progress by using the online grade program. Parents/guardians will receive information at the beginning of the school year on how to access this program.

Final report cards will not be issued if there are any outstanding balances or unpaid fees.

The grade scale for grades 4 – 8 is as follows:

A+ 98 – 100	B+ 90 - 92	C+ 82 – 84	D+ 74 – 75	F 0 – 69
A 95 – 97	B 87 – 89	C 79 – 81	D 72 – 73	
A- 93 – 94	B- 85 – 86	C- 76 – 78	D- 70 – 71	

### **Interim Reports**

Interim reports should be reviewed on your SchoolSpeak account on the dates marked on your annual school calendar. If your student has below a C-, a hard copy will be printed for you to sign and return.

### **RIGHTS OF NON-CUSTODIAL PARENTS**

Both parents have the right of access to a child's grades and information unless one parent produces a legal (court certified) document to the contrary. The school will supply current grade information and other school-related communications such as school picture and field trip information, weekly newsletters, etc. to the non-custodial parent only upon receipt of a written request.

Changes in a child's normal routine must be approved by the custodial parent/guardian. No child will be dismissed from school to the non-custodial parent without the written consent of the custodial parent/guardian.

### **SCHOOL ACTIVITIES/ATHLETICS**

Within the school there are opportunities for Mass Choir, Choir, Safety Patrol, Art Club, Power of the Pen, and Builders Club (affiliated with the Middletown Kiwanis Club). There are also Brownies, Girl Scouts, Cub Scouts, Boy Scouts, and more.

The Athletic teams at St. John XXIII are governed by the Holy Family Athletic Board. The school also sponsors a Lacrosse Club program. The girls' teams include volleyball, cheerleading, basketball, soccer and track. The boys' teams include football, soccer, basketball, lacrosse, baseball and track.

### **Eligibility**

It is the purpose of the school to prepare students spiritually and academically for the future. A child's courteous behavior as well as his/her efforts to maintain a "C" average are considered extremely important to his/her character formation and growth in self-discipline. We ask parents and coaches to discuss the following eligibility policy with their children and support our effort to help these young men and women learn to accept the consequences of their actions and mature into responsible citizens.

1. To be eligible to participate in extracurricular activities, a student must maintain a 2.0 overall grade average and exhibit acceptable behavior at school. All subjects on the report card are included in the overall grade average and are weighted by the number of times the class meets each week. For example, math meets 5 times each week so will be weighted 5 times as much as music which only meets 1 time each week.
2. The grades of all participants in extracurricular activities are evaluated for eligibility at interim and report card time (approximately every 6 weeks). A point value is assigned to each interim and report card grade using the following scale, with the exception of advanced math which works on a 5.0 scale. The grades are then averaged.

A = 4	C = 2
A- = 3.75	C- = 1.75
B+ = 3.5	D+ = 1.5
B = 3	D = 1
B- = 2.75	D- = .75
C+ = 2.5	F = 0

3. Out-of-school suspension automatically results in two weeks of ineligibility effective the first day of suspension. The principal may, at his/her discretion, declare a student ineligible based on that student's behavior at school. The length of the ineligibility period may be determined by the principal according to the circumstances considered.
4. If a student becomes ineligible, either because of grades or behavior, grades/behavior are then evaluated approximately every two weeks. The student's updated grades are collected from the teachers and averaged again using the previously mentioned scale. If the student's grade average is 2.0 or above, he/she immediately becomes eligible to participate in extracurricular activities. If the grade average is below 2.0, the student becomes ineligible for another 2 week period. The cycle repeats itself until the student becomes eligible or is no longer participating in any extracurricular activity. This gives the student every opportunity to improve and become eligible sooner.
5. If a student becomes ineligible because of his/her behavior, the principal will consult with the teachers. Evidence of consistent, good behavior will permit eligibility. Behavior will be reviewed as above, every two weeks.
6. Ineligibility results in the child being unable to practice with the group or participate in any games, competitions, meetings, projects or other scheduled activities during the ineligibility period.

Students who are ineligible for sports may watch practices and/or games, but may not actively participate in any way (i.e. dressing for games).

7. A school official notifies, at 2 week intervals, any extracurricular sponsors and the athletic director of any person's ineligibility or renewed eligibility. This is done by telephone conversation and a follow-up letter. The athletic director in turn notifies coaches of a child's ineligibility or renewed eligibility.
8. Ineligibility should come as no surprise to students or parents as grades are posted online to be reviewed at all times. The parents are notified of their child's eligibility status by letter. Often they are notified first by telephone followed by the notification letter. Students are notified by the principal at school.
9. In order to participate in that day's athletic event, a student must be present at school the day of the game. Students arriving after 9:00 a.m. on game day, or leaving early on game day may not participate in that day's activity. This policy includes cheerleaders as well as players.

A student who is either expelled from St. John XXIII or withdrawn in lieu of expulsion will not be eligible to participate in any extracurricular activity sponsored by St. John XXIII or the Holy Family Athletic Board.

### **SCHOOL SAFETY**

- Fire and Tornado Drills – Fire drills are conducted on a monthly basis. Students are instructed to walk quickly and in silence. Tornado drills are conducted in the spring. Students proceed to a designated shelter area in silence.
- Stay-put/Lockdown Drills – These drills are conducted at least twice a year to practice prompt and orderly safe positioning of students.
- School Bus Safety – Students must remain seated to keep aisles and exits clear. Food and drink are not permitted on the bus. Students may not put head or arms out the bus windows or throw objects from, on or at the bus.

### **SEARCH AND SEIZURE**

Students have the right to privacy of their person and property and may not be searched without just cause or suspicion. Desks, lockers, and cubbies are the property of St. John XXIII and are subject to inspection by the principal or his/her designee in case of emergency or reasonable suspicion of a violation of the behavior code.

Items or materials considered disruptive to the educational process (cell phones, electronic devices, toys, etc.) or items possessed in violation of the behavior code (weapons, drugs, stolen property, lighters, etc.) will be confiscated by teachers and staff.

### **STANDARDIZED TESTING**

The Iowa Test of Basic Skills (achievement), and the CogAt test (ability), are given in the spring. Students in grades two through eight take these tests. Test results are mailed to parents/guardians. It is recommended that parents avoid scheduling appointments on Iowa/CogAt test dates.

### **STEWARDSHIP FUNDRAISING PROGRAM**

#### **What is the St. John XXIII Stewardship Fundraising Program?**

The Stewardship Fundraising Program is the school's central fundraising effort. The funds generated from the stewardship fundraising program go into the general fund. They help cover general operating expenses, such as salaries, building payment, utilities, etc. These items would otherwise have to be covered by large increases in tuition. The program is designed to generate revenue in a way that is easier on a family's budget than substantial tuition increases.

**What are the requirements of the program?**

Stewardship is part of the financial agreement that is signed at the time of registration by ALL families. Failure to meet the 7,500 point agreement or pay the cash balance for the previous school year by June 15 will result in your child’s name being withheld from a class list for the following school year and the account turned over to our collection agency. You may add the cash value (\$300.00) on to your FACTS tuition account at anytime up until January 1<sup>st</sup> of the current school year by contacting the school office. Please note that if you choose this option, any future fundraising completed during the school year will not be credited to your account.

Points are earned by participating in various stewardship fundraisers. Families may also choose to ‘buy’ points. Families may use any combination of stewardship fundraisers to reach the minimum requirement. Points are calculated as follows:

**Current Stewardship Fundraisers that qualify toward your family’s point total are:**

<b>Stewardship Fundraiser</b>	<b>Points Formula</b>	<b>Example</b>
Scrip	1 point per \$1 spent	30 points for buying a \$30 scrip
Kroger Community Rewards	25 points per \$1 contribution (rebate) from Kroger	500 points for a \$20 Kroger rebate
Magazine Sale	10 points per \$1 spent	180 points for selling an \$18 subscription
365 Lotto	10 points per \$1 spent	200 points for selling a \$20 ticket
Trivia Night Tickets (pre-sale only)	10 points per \$1 spent	120 points for selling a \$12 ticket
Cash	25 points per \$1 spent	1,250 points ‘bought’ for a \$50 fee paid

More information about this program can be found on the school website [www.stjohn23school.org](http://www.stjohn23school.org).

**STUDENT BEHAVIOR CODE**

St. John XXIII’s mission calls for a school environment where it is imperative that everything we do be an appropriate and authentic expression of the teachings of Jesus Christ. This mission leaves no room for any violent, disruptive, or inappropriate behavior.

The infractions listed below are grouped into categories according to the seriousness of the offense. The listing is not intended to be exclusive or all-inclusive. All types of infractions may not be included, so modifications will be made, if necessary, at the discretion of the principal. In all instances, discretion of interpretation is left to the principal. The principal may modify consequences suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with mercy, fairness, and understanding.

**Group A, Group B, and Group C Offenses**

Students are subject to school disciplinary action for all actions which affect the good order, morale, management, and welfare of the school or classroom. Primary emphasis will be directed to activities taking place on school premises; at any school activity; function or event; and during any school transportation before, during, or after any school related activity. Additionally, any subject action or behavior which directly affects the school, regardless of place or time, will be subject to disciplinary actions.

**Group A Offenses include but are not limited to:**

1. Assault on school personnel/student
2. Possession, use, transmission, sale and/or concealment of narcotics, alcoholic beverages, and/or drugs (see Substance Abuse Policy)

3. Transmission, concealment, creation, handling, and/or use of firearms or other dangerous weapons/objects
4. Arson
5. False alarms/bomb threat
6. Possession, use, transmission, and/or concealment of tobacco products
7. Violation of any law or ordinance when under the authority of school personnel
8. Possession, use, transmission, sale, and/or concealment of drug paraphernalia or drug-like substances such as: caffeine pills or unknown powder or pills
9. Sexual misconduct

**Consequences for Group A Offenses:**

Students will receive out of school suspension, be asked to withdraw, or be expelled from St. John XXIII Catholic School. Students may also be removed or suspended from a school trip, or become ineligible for at least two weeks for extracurricular activities as part of any school, CYO program, or club program. Two suspensions in one school year may result in expulsion.

**Suspension/Expulsion Procedures for Group A Offenses**

1. Gross violation of school policies will lead to suspension, immediate removal, and/or expulsion. The administration can apply any of these actions when deemed necessary. Written notification will be given or sent to the parent/guardian. In the event of a suspension, the student will be required to complete work assigned by their teacher(s) and will receive credit for the work. The child will also be ineligible for two (2) weeks for extracurricular activities, CYO, or club programs.

A mandatory conference must be held between school personnel and the parent/guardian before a student is readmitted to the school. If outside counseling is required, a conference between the counselor and the principal must occur before the student is readmitted to the school. The Pastor and Archdiocesan Superintendent will be notified when such action is taken.

2. When a student's presence constitutes a disruption or a threat, either school personnel or local authorities may immediately remove the student from the classroom or school. *In this event, a conference will be held between school personnel and the parent(s) before a student can be readmitted to the classroom or the school.*
3. If a student's presence in the school is no longer of mutual benefit or there is a lack of willingness on the part of the parent(s), the parent(s) will be asked to formally withdraw the student from school. If the student is not withdrawn upon the school's request, the student will be immediately expelled from the school.
4. A student who is either expelled from St. John XXIII or withdrawn in lieu of expulsion will not be eligible to participate in any extracurricular activity sponsored by St. John XXIII Catholic School or the Holy Family Athletic Board.

**Group B offenses include but are not limited to:**

1. Shakedown and/or use of strong arm tactics or threatened assault
2. Vandalism/destruction of property
3. Stealing
4. Leaving school grounds without permission
5. Aggressive behavior toward another student or school personnel including but not limited to fighting, tripping, and shoving
6. Student protest, march, sit-in or similar activity that results in disruption of school
7. Cutting class
8. Bullying/hazing/harassment/intimidation
9. Sexual harassment by word and/or action or verbiage with sexual orientation

10. Misuse of school equipment/materials
11. Public display of affection such as kissing, embracing, etc.
12. Truancy
13. Failure to comply with the Archdiocesan Policy for Technology Use, i.e. cyber-bullying
14. In off-limits areas without permission such as elevator, teachers' lounge, mechanical room, etc.
15. Derogatory remarks regarding another's race, gender, religion, sexual orientation, political affiliation, socioeconomic status, etc.

#### **Consequences for Group B Offenses**

Student may be disciplined by verbal correction; teacher-student conference; parent conference; counseling; demerit or discipline note; special assignment related to the offense; removal or suspension from a school field trip or event; ineligibility for two weeks for extracurricular activities as part of any school, CYO program, or club-program; immediate referral to the principal; out-of-school suspension; withdrawal notification; or expulsion. Two suspensions in one school year may result in expulsion.

#### **Suspension/Expulsion Procedures for Group B Offenses**

1. Parents will be notified should their child be suspended for a Group B offense. The child will also be ineligible for two (2) weeks for extracurricular activities, or CYO or Club programs. During their suspension, the student will be required to complete work assigned by their teacher(s) and will receive credit for their work.
2. When a student's presence constitutes a disruption or a threat, either school personnel or local authorities may immediately remove the student from the classroom or school. *In this event, a conference will be held between school personnel and the parent(s) before a student can be readmitted to the classroom or the school.*
3. If a student's presence in the school is no longer of mutual benefit or there is a lack of willingness on the part of the parent(s), the parent(s) will be asked to formally withdraw the student from school. If the student is not withdrawn upon the school's request, the student will be immediately expelled from the school.
4. A student who is either expelled from St. John XXIII or withdrawn in lieu of expulsion will not be eligible to participate in any extracurricular activity sponsored by St. John XXIII or the Holy Family Athletic Board.

#### **Group C Offenses include but are not limited to:**

1. Disobedience
2. Disrespect
3. Not on task/no materials for class
4. Lying/ cheating/dishonesty
5. Disruptive behavior
6. Profanity/ obscene gestures or materials
7. Unexcused tardiness to class
8. Forgery/plagiarism
9. Violation of uniform code
10. Any action intended to harm another's feelings
11. Sharing potentially harmful food or items
12. Chewing gum
13. Drug reference



### **Consequence(s) for Group C Offenses**

**Group C offenses are typically violations of the Student Behavior Code that occur in the classroom setting.** Teachers establish specific classroom rules and the type of teacher determined consequences for inappropriate behavior. Additionally, positive reinforcements may be given for displaying appropriate behaviors.

Group C consequence(s) may include a verbal correction; silent lunch; reduced recess time; teacher-student conference; call to parent, principal-student conference; parent conference; demerit or discipline note; special assignment related to the offense; removal or suspension from a school field trip or event; ineligibility for two weeks for extracurricular activities, CYO program or club program; immediate referral to principal's office; out-of-school suspension; withdrawal notification; or expulsion. Two suspensions in one school year may result in expulsion.

### **Suspension/Expulsion Procedures for Group C Offenses**

1. Parents will be notified should their child be suspended for a Group C offense. The child will also be ineligible for two (2) weeks for extracurricular activities, or CYO or Club programs. During their suspension, the student will be required to complete work assigned by their teacher(s) and will receive credit for their work.

2. When a student's presence constitutes a disruption or a threat, either school personnel or local authorities may immediately remove the student from the classroom or school. *In this event, a conference will be held between school personnel and the parent(s) before a student can be readmitted to the classroom or the school.*

3. If a student's presence in the school is no longer of mutual benefit or there is a lack of willingness on the part of the parent(s), the parent(s) will be asked to formally withdraw the student from school. If the student is not withdrawn upon the school's request, the student will be immediately expelled from the school.

4. A student who is either expelled from St. John XXIII or withdrawn in lieu of expulsion will not be eligible to participate in any extracurricular activity sponsored by St. John XXIII or the Holy Family Athletic Board.

### **Demerits (Gr. 4 – 8)**

Demerits will be issued at the judgment of a teacher/staff member and will serve as a tool to communicate to the parents/guardians that there was some problem at school. Demerits will be issued for violation of school rules and/or inappropriate behavior. Demerits are to be signed by a parent/guardian and returned to the child's homeroom teacher the following school day.

### **Detention/Discipline Notes (Gr. 4 – 8)**

Students will receive discipline notes for repeated offenses, an accumulation of 3 demerits in one trimester, or more serious violations of school rules. Each discipline note requires the student to serve after school detention(s), as a demerit does not. Detention is held on Tuesdays and Thursdays after school until 3:45 p.m. All discipline notes are to be signed by a parent/guardian and returned to the homeroom teacher the next school day.

An accumulation of 3 discipline notes in one trimester may require a parent conference. An accumulation of 5 discipline notes in one trimester may result in out-of-school suspension, withdrawal notification, or expulsion. Two suspensions in one school year may result in expulsion.

A signature on a demerit or discipline note does not indicate parent approval or disapproval of the circumstances surrounding the disciplinary actions. Parents/guardians will be contacted if the student fails to return a signed demerit or discipline note.

**Uniform Code Violations**

A demerit will be issued for non-compliance of the uniform policy. For 6<sup>th</sup> – 8<sup>th</sup> grade, an accumulation of three (3) uniform demerits in one trimester will result in mandatory after school detention. Uniform demerits do not carry over from trimester to trimester.

**Misconduct Off School Premises**

St. John XXIII Catholic School has authority over conduct that occurs off school property but is connected to activities/incidents on school property and are related to school employees or the property of those individuals.

Harassment of school personnel or students during school and/or non-school hours is prohibited.

**Substance Abuse Policy**

Substance abuse is defined as the possession of, use of, transmission of, or trafficking in any unauthorized, illegal drug, chemical, alcohol, or tobacco-like substance that can be introduced into the body through ingestion, inhalation, or injection.

Any student found in possession, concealment, or transmission of an illegal or unauthorized substance on school property or at a school-sponsored function will automatically be suspended from school for up to ten days. A mandatory conference with the parent(s), student, principal, school counselor, and in some cases the pastor must be held before the student will be readmitted to the school. At the option of the principal, the counseling program outlined in the following paragraph can also be required for a student to remain in the school.

Any student found using any illegal or unauthorized substance on school property or at a school-sponsored function will be suspended for up to ten days. A conference with the parent(s), student, principal, school counselor, and in some cases the pastor is mandatory for re-admittance. If deemed in the best interest of the student, the parent(s) will be required to immediately enroll the child in a drug counseling/family counseling program for a period of at least nine weeks. Counseling sessions must be from a certified local agency or from a private source, such as a licensed psychiatrist, psychologist, or certified counselor. Parent(s) must be involved in at least two of the sessions and documentation verifying student attendance for nine weeks must be submitted to the school by the local agency or private certified source.

Non-compliance with the above will necessitate immediate withdrawal of the student from school or expulsion. Any student found in possession of or using an illegal, unauthorized substance a second time will be formally withdrawn from the school or expelled.

Any student selling/trafficking illegal substances, even for the first time, will be formally withdrawn from school or expelled and the matter turned over to local authorities.

**STUDENT RECORDS**

Parents have the right to review their student's records on request. This material is contained in the child's cumulative record folder which contains grades, standardized test scores, attendance data, health data and documentation of serious behavior issues.

In the event of a divorce or separation, parents must supply a copy of the custody/visitation court order which will be kept in the child's records. Changes relating to that decision must be kept current.

The parent with custody has the right to receive all report cards, interim reports and other school related information. If the non-custodial parent also requests these reports and information, they will be sent unless a legal decree does not allow this to occur. A copy of such legal decree must be provided to the school by the custodial parent.

## **TECHNOLOGY**

Technology is integrated into the curriculum in a teaching/reinforcement/enrichment/investigation approach. All students in grades K – 5 have computer time in their weekly schedules. Since students in grade 6 – 8 are scheduled into classes according to subject area, each teacher regularly incorporates the use of technology into their curriculum.

Presently there are two computer labs in service in the school, one iPad cart and computers in each classroom.

The school library has a computerized card catalog and circulation system.

According to Archdiocesan policy, in order to have access to the internet at school, all students must have on file an Internet Acceptable Use Policy signed by the student and parent. This form must be signed annually and is sent home with students at the beginning of the school year. Please note that this policy states that disciplinary action may also be taken against those who use telecommunication devices (cell phones/texting, iPads, iPods, tablets, computers, etc.) to cause mental or physical distress to other members of the school community, whether these incidents take place on or off school property.

The school has a full-time technology coordinator and a part-time librarian. The school technology committee consists of volunteer parents, teachers, principal, and technology coordinator. This committee provides expertise and direction for technology at St. John XXIII. The technology plan is updated each year by the technology committee.

St. John XXIII has a school website maintained by the technology coordinator and parent volunteers. The address of the school website is: <http://www.stjohn23school.org>.

## **TEXTBOOKS**

Students assigned textbooks, books, and related materials must care for them as they are the property of St. John XXIII or loaned to the school through State or Federal programs. **All textbooks must be covered. A fine will be assessed for damaged books.** Students who lose a textbook or library book will be assessed the current replacement value. Non-payment of book fees will necessitate withholding of a student's report card or permanent records. If a student withdraws from the school, all books and materials belonging to the school must be returned or the current value paid before permanent records are transferred to the new school.

Designated students that require an "at-home" set of books, must have parents fill out and sign a form before the books can be taken. If any books are not returned by the specified date noted, the current replacement cost will need to be paid. Non-payment will result in the withholding of report cards and permanent records. Please note that the second set of consumable books are not permitted to be written in.

## **TRANSFERS/CHANGE OF ADDRESS**

Any change of address, phone number and/or email address should be promptly reported to the school office. Sufficient notice should be given whenever possible on the occasion of a transfer from school. ALL records are sent by mail directly to the new school upon receipt of a written transfer of records request from the proper school authorities with the signature of the parent/guardian. Records for Bishop Fenwick High School for graduating eighth grade students are hand delivered by the school secretary at the end of the school year. No records will be transferred if there is a tuition balance, stewardship fundraising balance or unpaid fines.

## **TRANSPORTATION CHANGE**

No child will be allowed to change his/her normal daily transportation routine without written permission from a parent/guardian. Necessary last minute changes of transportation routine can be made by parents/guardians by calling the office before 2 P.M. This allows the office to notify your child's teacher of the transportation change. Students who attend after school activities on a regular basis (Girl/Boy Scouts, etc.) will only need one signed note for the year. **Please DO NOT email transportation changes!**

## TUITION POLICY

1. Tuition for the current students must be up-to-date in order to register your child(ren) for the next school year unless other arrangements have been discussed with the principal.
2. St. John XXIII contracts with a tuition management firm (FACTS) to collect tuition payments.
3. Through FACTS, parents have the option to pay tuition over 12 months, pay biannually in July and January, or to pay in full with one payment.
4. If the choice is to pay tuition monthly, parents can choose to make all payments on either the 1<sup>st</sup> or 15<sup>th</sup> of each month beginning in June. These payments must be set up as ACH (automatic withdrawal) through FACTS.
5. If the choice is to pay tuition in full with one payment directly to the school without registering with FACTS, this payment must be received no later than May 30<sup>th</sup>. If the choice is to pay tuition in full with one payment directly to FACTS, parents can choose to make their payment either by the 1<sup>st</sup> or 15<sup>th</sup> of July.
6. If payment in full has not been received and parents have not enrolled in FACTS by August 1, the student's registration will be revoked and their name will not be placed on a class list.
7. If a student withdraws prior to the first day, all tuition payments made to date will be returned. If a student withdraws after school has been in session, all future tuition payments will be cancelled, however, any tuition paid to date will not be returned.
8. In the event that tuition payments are not made, parents may lose the ability to view our online student management system and interim/report cards may be held.
9. Continued non-payment of tuition for 3 months or a balance of \$1,000 or more may result in withdrawal of the student from St. John XXIII Catholic School.
10. Bishop Fenwick High School requires student records. No records will be transferred if there is a tuition balance, stewardship fundraising balance, or unpaid fines.
11. Parents/guardians who refuse to settle their arrears tuition accounts will have their accounts assigned to our contracted collection service.

It costs more to educate your child than the tuition we charge. The actual cost to educate a child at St. John XXIII is over \$6,500.00. **St. John XXIII Catholic School is partially supported by Holy Family Parish whose subsidies are reflected in both the parishioner and non-parishioner tuition schedules listed above.** For Holy Family Parishioners, there is a multi-child discount of \$200 for the second and each subsequent child.

## UNIFORM CODE

The uniform policy has been developed by the administration and staff and approved by the School Board. All students in grades K – 8 are expected to follow the uniform code.

All uniform items should be in good condition, which means:

- Free from rips, tears, and holes
- Free from stains
- Not faded

A student who deliberately does not comply with the dress code will receive a demerit. For grades 6 – 8 an accumulation of 3 uniform demerits in one trimester will result in after school detention. Continued disregard of the dress code policy could result in suspension or expulsion. Final decisions will be made by the administration.

### 1. Plaid Uniforms – Girls

- Jumpers for 1<sup>st</sup> – 5<sup>th</sup> grade (must be purchased through Appleheart or Educational Outfitters)

- Plain (no sparkles, studs, designs, lace, etc.) navy blue, black or white full length (**covering** the ankle) leggings are permitted under the jumper/skirt from November 1<sup>st</sup>-April 30<sup>th</sup>.
- Skirts for 4<sup>th</sup> – 8<sup>th</sup> grade (must be purchased through Appleheart or Educational Outfitters)
- Jumpers and skirts must be at the **top of the knee**

## 2. Pants/Slacks – Boys & Girls

- Durable dress slacks in navy blue with inset pockets, **uniform style only**. (These styles are available from Appleheart, Educational Outfitters or from Lands' End catalog)
- No jeans or jean style
- No cargo-style pants
- No flap pockets
- No low-rise waist
- No outside stitching
- 100% cotton twill, cotton/polyester blend or corduroy
- Nothing “trendy”. Again, these need to be uniform style.
- Navy blue, black, or white, full length leggings (covering the ankle) may be worn under skirts and jumpers

## 3. Shorts – Boys & Girls

- Durable dress shorts in navy blue with inset pockets, board-approved style only. Shorts must have zipper and button/placket front closure. (These styles are available from Educational Outfitters, Appleheart, or from Lands' End catalog.)
- 100% cotton twill, cotton/polyester blend
- No nylon
- No corduroy
- Shorts must be no shorter than 2” below the fingertip, even on out of uniform days.
- Shorts may be worn year round, however, please keep in mind, we go outside for 20 minutes each day that it is not raining and when the temperature is 28 degrees or higher.
- Tights may not be worn under shorts

## 4. Polo Shirts – Boys & Girls

- Long or short sleeve plain (no emblem or design), white, cotton, knit polo shirts are to be worn.
- Red polo shirts purchased through school with our trademark school emblem with cross embroidered on the chest may be worn.
- Long-sleeve white turtlenecks are acceptable at any time (no sweater or sweatshirt necessary). No other types of shirts permitted.
- A plain, white blouse may be worn under the uniform jumper.
- A single, plain, white, short-sleeved t-shirt may be worn under the polo shirt (no printed or colored t-shirts permitted under the polo).
- Shirts must be tucked in at all times.
- No oversized or undersized shirts are permitted.

## 6. Sweaters – Boys & Girls

- Navy blue pullover, cardigan, or vest may be worn.

## 7. Sweatshirts – Boys & Girls

- St. John XXIII uniform sweatshirts sold through Educational Outfitters.
- There are 6 uniform sweatshirts · red fleece sweatshirt w/ St. John XXIII crest logo · blue crew neck sweatshirt w/ St. John XXIII logo · grey or red hooded sweatshirt w/ St. John XXIII falcon logo, grey crew neck sweatshirt with St. John XXIII falcon logo, grey or red ¼ zip with new logo, grey or red crew neck with new logo. Older sweatshirts are not permitted to be worn as uniform.

## 8. Socks – Boys & Girls

- Predominantly white, navy blue, or black socks.
- Knee socks or tights in white or navy acceptable for girls.
- No hose or leg warmers permitted.

## 9. Shoes – Boys & Girls

- Gym or dress shoes only. No-heeled boots are acceptable, but if worn with skirts or jumpers, **MUST** be accompanied by full length leggings (covering the ankle) or tights.
- No sandals, clogs, heels, flip flops, platform, or sling back shoes, even on out of uniform days.

## 10. Jewelry – Boys & Girls

- Single necklace or chain (no heavy chains)
- No studded jewelry
- No dog collars
- Girls may wear up to two pairs of earrings (no excessively long, dangling earrings)
- Boys are not permitted to wear earrings
- No other body piercing is acceptable

## 11. Book bags – Boys & Girls

- Backpacks or other large carriers are not permitted in the classrooms, but must be kept in school lockers or cubbies.

## 12. Hair

- Alternative or extreme hairstyles (i.e. Mohawks, etc.), as well as unnatural hair colors are not acceptable (Principal's discretion)
- Hair must be neatly trimmed and may not cover the eye(s).
- Boy's hair must be no longer than the bottom of the ear and may not cover the shirt collar.

## 13. Makeup

- No noticeable make-up is permitted. (Principal's discretion)
- Nail polish, other than black, is permitted for girls in all grades.

## 14. Gym Clothes (grades 2-8)

- Athletic or elastic waistband shorts (no zippers) which follow the uniform guidelines
- No spandex shorts or pants
- No tank tops or spaghetti straps

- No t-shirts with inappropriate wording or logos
- Per the Physical Education teachers, students may not call home for gym clothes

Our “Preferred School” code when ordering from Lands’ End is (9000-6563-2).

### **OUT-OF-UNIFORM DAYS**

1. Out-of-uniform days may be given on special occasions. On these days, nice jeans, pants (no leggings, yoga pants, running pants, etc), dresses, skirts, and loose sweatpants may be worn. Shorts of appropriate length (see Uniform Guidelines) may be worn. Clothing with unacceptable wording/pictures, yoga pants, pajama pants, leggings, low slung pants, tank/crop/midriff tops, low cut tops or tops with spaghetti straps, hats, flip flops, and sandals are not acceptable attire for out of uniform days.
2. Dress-Up Days – Jeans, shorts, t-shirts, tank tops, casual shirts, sandals, clogs, and flip flops are not allowed. Skirts and dresses must be no shorter than 2 inches above the knee at the shortest point of the hemline. Girls’ midriffs and bust lines must be completely covered.
3. If clothing worn to school is deemed inappropriate, parents may be called and/or used uniforms may replace the inappropriate clothing. The principal’s decision in these matters is final.

### **VISITORS**

We enjoy having visitors, however there are state laws regulating visits to schools for the safety of the children. All visitors including parents/guardians and relatives must report to the school office, sign in and wear a visitor’s badge while at school.

For the safety of our students and staff, all outside doors are kept locked throughout the day. Entrance can be gained by using the buzzer at the main entrance (off University Blvd.) to call the office.

Unscheduled parent visits to the classroom or playground during the day are not permitted. This includes going to the classroom to pick up your child or for an unscheduled conference with the teacher. If it is necessary to bring an item to school for a student (such as medicine or books, etc.) label it with the child’s name and homeroom and bring it to the office.

If you would like to have lunch with your student, we invite you to do so, however, food from outside vendors (fast food, etc.) is not permitted. Visitors may purchase lunch from our cafeteria (please send a note in the morning so that they know to prepare enough food) as long as your child’s POS account has enough money on it to cover the cost of your lunch. Visitors may also pack their lunches.

### **ADDITIONAL INFORMATION**

**Consent to Publish:** Pictures are taken throughout the year for the use of communicating via social media and to the media. Should a parent not wish to have their student’s photo published, it is the parent’s responsibility to let the school office know in writing prior to September 1<sup>st</sup>.

**Party Invitations:** Birthday party or other party invitations should be mailed, unless the entire class is invited to the party. Please consider the feelings of your child’s classmates!

**Birthday Treats:** If you are providing treats for your child’s birthday, please supply enough for the entire class. Treats for the class should be simple, inexpensive, and not messy. Please bring the treats to the office and they will be delivered to your child’s classroom. Also, please be sensitive to children with food allergies.

**Meet the Teacher Night:** This casual evening is usually scheduled the week before the first day of school. Children are welcome to attend. Both the date and time of Meet the Teacher Night are included in the August Principal’s letter to parents/guardians. This evening is an opportunity for parents and their children to meet the teachers, see their child(ren)’s classroom, drop off school supplies and obtain required forms that must be completed each year.

**Curriculum Nights:** These informational meetings for parents are scheduled early in the school year. Verbal and written information is presented by teachers regarding goals, objectives, classroom procedures, communication, and expectations.

**Open House:** Open House is held the Sunday of Catholic Schools Week, and is for prospective families only. Parents and children can visit the teachers and classrooms, and registration materials for the next school year will be available. Registration materials for current families will go home with the youngest/only child.

**VIP Day:** VIP day is held the Friday of Catholic Schools week. On this day, important people in the student's lives (parents, grandparents, etc) may come to school and have lunch. A time schedule is sent home during the month of January so that we can accommodate all who attend. This is the one day during the year when food from outside vendors may be purchased and brought in.

**Notices/Newsletter Articles:** All notices, newsletter articles, informational handouts, etc. must be approved by the school office before publication/distribution. Newsletter articles are due by noon on Tuesday. Notices/posters must not be placed anywhere inside or outside the school building without administration approval.


**Decorating of Lockers:** The decorating of lockers for any reason (sports, birthdays, etc.) is not permissible.

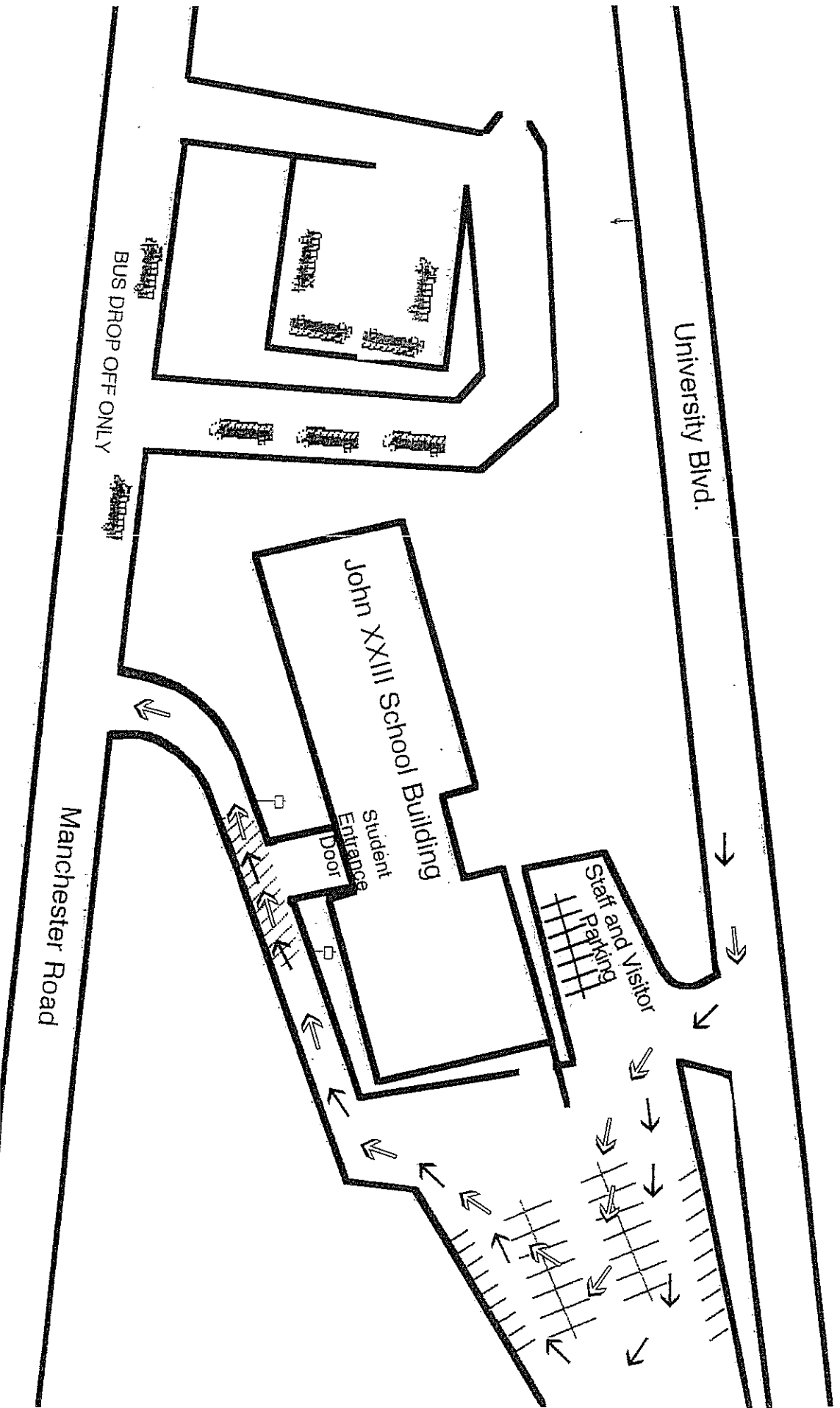
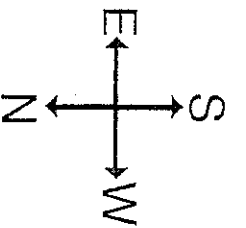
**School Pictures:** School pictures are taken in the fall and spring of each year. Purchase is optional. A school yearbook of students' pictures and activities is produced and provided to each student at the end of the school year.

**Media:** Occasionally teachers will use video clips or movies to enhance their curriculum. These will carry no higher than a PG rating.

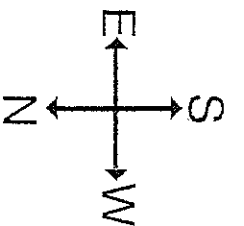


# MORNING CAR RIDER ARRIVAL PROCEDURES

- \* Drivers enter the parking lot at University Blvd.
- \* Follow either the OUTSIDE or INSIDE path marked by traffic cones. (See the arrows on the map). This prevents John XXIII traffic from backing up onto University Blvd.
- \* Children are to exit vehicles between the "Student Drop Off" signs. (See  on map)
- \* At the drop off area, drivers should pull forward as far as possible so that 4-5 cars can unload at the same time.
- \* The East end of the building is used for bus drop off and loading only.



# AFTERNOON CAR RIDER DISMISSAL PROCEDURES



- \* Drivers enter the parking lot at University Blvd. and fill in the parking spaces beginning with Area A or B. Area A is back-in parking only. Then fill in Areas C and D. Cars in Areas B, C and D should park facing Manchester Rd.
- \* Cars arriving after students start moving to vehicles must park in Area E.
- \* As required by state law, no vehicles can idle more than 5 minutes. All cars must be turned off while waiting for students to be dismissed.
- \* Students are escorted outside by Safety Patrols and teachers through the doors marked on the map. 😊
- \* For the safety of all children and adults **DO NOT MOVE** your car until the teacher on duty gives the signal. Area A will exit first followed by cars in Area B, then Area C, then Area D and finally Area E.

