

JOHN XXIII CATHOLIC SCHOOL

Parent-Student Handbook

2010-2011

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PARENT/STUDENT HANDBOOK
2010/2011

PHILOSOPHY

John XXIII Catholic Elementary 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 insure that all students succeed and recognize how special they are because they are made in the image and likeness of God.

MISSION STATEMENT

To be true to our identity as a Catholic school, it is imperative that everything we do be an appropriate and authentic expression of the teachings of Jesus Christ and of the values He held in revealing God's will to us.

John XXIII School exists for the purpose of integrating Christian values and service in the lives of the students through a diverse and challenging curriculum.

CURRICULUM

The curriculum at 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. 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
(Spanish) |
| 3. Mathematics | 8. Art | |
| 4. Language Arts | 9. Music | |
| 5. Social Studies | 10. Physical Education | |

SOCIAL – the curriculum 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, such as Safety Patrols, the Buddy Program (7th grade paired with kindergarten, 8th grade paired with 1st graders, etc.), Builders Club (grades 7 and 8), and Youth Pride (grades 4 and 5). 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 State 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 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 members of the 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, and classrooms

- B. Courtesy and attention in classes
 - 1. Do not interrupt
 - 2. Raise your hand
 - 3. Listen attentively
 - 4. No talking out of turn
 - 5. Quiet outside the classroom, especially in the hallways and stairways
 - 6. Personal school supplies will be kept neatly in desk
 - 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

- 1. The right to be treated fairly, with dignity, respect and courtesy by teachers, staff and other students and visitors
- 2. The right to have possessions treated politely and with care
- 3. Students are to respect the privacy of others

TEACHER/STAFF RIGHTS

1. The right to be treated with dignity, respect and courtesy by students and visitors
2. The right to have possessions treated politely and with care
3. The right to privacy, including desk, closet and person

PARENTAL RIGHTS

Parents have a right to:

- A school atmosphere free from disruption and conducive to the education process
- Have their children treated with respect
- Be informed about educational programs
- Competent teachers and school staff
- Be informed about their child's progress
- Be informed of the rules and regulations
- Have school administrators fairly and consistently enforce reasonable rules and regulations
- Discuss the grading system with individual teachers
- Examine their child's school records
- 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

John XXIII Catholic Elementary School is supported by the parishioners of Holy Family Parish, Middletown. Admission to 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 John XXIII Catholic School cannot accommodate all those who apply for admission and a waiting list is established, 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 – 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 30th.
2. For admission to first grade, children must be age six by September 30th.
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. All new students who have been promoted to the next grade in their previous school will be tested and placed accordingly.
6. New students, in grades 6, 7, & 8 must have an interview scheduled with the principal prior to acceptance.

Registration Requirements for new students:

- Completed application and registration forms
- Copy of birth certificate and social security number
- 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

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.
- Upon returning to school, the child must bring a written note signed by a parent/guardian stating the reason for the absence and the date(s) of the absence. The note is to be given to the homeroom teacher who will keep it on file until the end of the school year.
- 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 a reasonable amount of time to make up work missed during absences.

Excused Absences

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

1. Personal illness
2. Illness in the immediate family.
3. Quarantine of the family
4. Death of a family member
5. Emergency or other circumstance which in the judgment of the Principal constitutes a good cause for absence

Unexcused Absences

If a child is absent, and the absence is not one of the categories listed above in “Excused Absences,” the absence will be recorded as an unexcused absence. Unexcused absences include:

1. Vacations
2. Non-school athletic events or other non-school events
3. Missing bus or ride
4. Oversleeping

Tardy

When children arrive late to school there is a disruption of the educational program and a negative reinforcement of bad habits. Students are considered tardy when they are not in their homeroom by 8:10 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 8:10 AM for any other reason will be considered an unexcused tardy. Children who come to school by car should be dropped off no later than 8:05 AM to allow time to report to class.

Consequences as a Result of Being Habitually Tardy

Six unexcused tardies during one quarter are considered “habitual”. After 6 unexcused tardies families will be sent a written notice and children will be expected to serve an after school detention monitored by either the Principal or Assistant Principal. This will occur each time the child is tardy (unexcused) after the 6th unexcused tardy each quarter. At the end of each quarter the “slate is wiped clean” and this process will begin again.

Truancy

According to the State of Ohio attendance rules, children with unexcused absences for five (5) or more consecutive school days, seven (7) or more school days in one month or twelve (12) or more school days in one school year are considered “habitually truant.” A “chronic truant” is a child having unexcused absences for five (5) or more consecutive school days, ten (10) or more school days in one month or fifteen (15) or more school days in one school year. Habitual or chronic truants may have their case reported to the Middletown or Butler County truant officer.

Vacations

Families should make every effort to have students in school for all the days required by the State of Ohio. Parents assume the responsibility if a child is taken out of school for a family trip. All work missed is to be made up within one week after the student’s return. Teachers are not required to get work ready for the student(s) before they leave.

Appointments during School

Parents must send a note, dated and signed by the parent 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. Students are responsible for any work due/assigned during the time of their absence.

Absences that Coincide with Evening Events

Children who are absent during the school day should not attend evening events such as sporting events, school programs or dances. It is not a good policy to have children stay home during the day to prepare for evening events.

AUXILIARY SERVICES

The following services are provided to the students of 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 – one teacher offers remedial Reading and/or Math support to students in grades 1 – 5; the other works with students in grades 6 – 8 needing special help in any of their academic subjects.
- Title I Tutor – provides Reading, Math and English help for students in grades K - 3 who qualify for this Federal program.
- Two (2) WINGS Enrichment Teachers – one teacher provides enrichment in Language Arts for students in grades 4 – 8 who qualify for the program; the other teacher works with students in grades 4 – 8 who qualify for the Math/Science Enrichment program.
- School Psychologist – includes 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 quarterly honor roll is also posted for grades 6 – 8. To attain the honor roll a student must receive no grade lower than a “B” on his/her report card in the academic subjects, and no less than a “C” in music, art, physical education and Spanish.

In addition to the awards listed above, the following awards are presented at the 8th grade graduation ceremony:

- Betty Acra Scholarship - \$500 towards tuition at Bishop Fenwick High School
- The Denny Horn Memorial Award Scholarship - \$500 towards tuition at Bishop Fenwick High School
- Zachory Deaton/Victoria Adkins Scholarship - \$100 towards tuition at Bishop Fenwick High School
- John XXIII Scholarship - \$100 towards tuition at Bishop Fenwick High School
- John Brady Rossi Memorial Scholarship - \$100 towards tuition at Bishop Fenwick High School
- John “Butch” Rossi Scholarship - \$100 towards tuition at Bishop Fenwick High School
- Mary Dolores Award - \$100
- Jackson Connor Award - \$100

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 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 another Middletown bus other than their assigned one by providing a written request from their parents to the John XXIII office.

Any questions about bus schedules should be directed to the transportation director at the following: Middletown (420-4568), Franklin (937-743-8670), Edgewood (888-863-4910), Madison (420-4779), Lakota (513-755-5820), Lebanon (513-934-5832), 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.john23middletown.org) as soon as we receive notification of the change. Because of busing, John XXIII does whatever Middletown City Schools do regarding weather closings or delays. In school closing/delay announcements, we are included in "Middletown City Schools" and are not mentioned by our school name. Since seven (7) bus districts serve John XXIII School, it is important that all families understand how the bus systems work.

Closings

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 1 or 2 hour delay, all students who ride that system's buses including John XXIII students are delayed. Example: a John XXIII student normally rides a Lakota bus at 7:00 a.m. If Lakota were on a 2 hour delay, the John XXIII 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.** Example: a John XXIII 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 John XXIII student would ride his Edgewood bus home at 1:00 p.m. He would not be counted absent as the bus was the reason for his leaving.

NOTE: Parents are asked to have an emergency plan worked out ahead of time so your child 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 at John XXIII are: Grades 1-8 and full-day Kindergarten – 8:10 a.m. – 2:45 p.m. Half-day Kindergarten hours are 8:10 a.m. – 11:40 a.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 duty homerooms at 7:40 a.m. Each morning duty teacher will dismiss students 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 8:05 a.m., a student leads the school in morning prayer and the Pledge of Allegiance. Any morning announcements will follow.

Afternoon Dismissal:

- Order of afternoon dismissal: walkers first, followed by car riders and bus riders from all districts except Middletown. Latchkey children follow next and then Middletown bus riders are dismissed.
- 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 try to call the office before 2:00 p.m. so there is time to notify your child's teacher of the change.
- Any car riders not picked up by 3:05 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 a regular occurrence.

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

There are times when students bring inappropriate items to school that can disrupt the learning process. To avoid this distraction, all cell phones, ipods, radios, electronic games and other electronic devices as well as toys are to remain in the student's book bag until a time determined appropriate by the teacher. Any teacher will confiscate any item if the student uses it at an inappropriate time. Items that have been confiscated will be returned to the parent only.

Special permission to bring a toy may be granted by a teacher for a class project and must be kept in the classroom/locker. The school is not responsible for lost or stolen cell phones or other electronic equipment brought to school.

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. Blank permission slip forms may be printed from the school web site (www.john23middletown.org). On the home page under Current Families go to About Us, then click on Important Forms.

Parent participation is encouraged and needed especially for transportation and supervision. 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 that student, walking next to or holding the hand of that student, or taking them 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 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 9 a.m. and 1 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. Medication, whether prescription or over-the-counter, will be administered ONLY if accompanied by the "Permit For Administering Medication" form, properly completed by both the physician and parent/guardian.
 - c. Medications must be in the original container and have an affixed label including the student's name, name of medication, dosage and route 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 on each student by the parent/guardian and returned to school during the first week of the new school year. This form is kept by the nurse and supplies the nurse 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 so that accurate information can be added to the form.

4. 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.
5. 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 evidence on file by the fifteenth (15th) 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.
6. Communicable disease – John XXIII 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.

Children who have fevers or are vomiting will be sent home. Please do not send a sick child to school.

7. 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 on themselves **only if a physician has ordered such and this order is on file in the nurse’s 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.

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) available at school with the required medication forms completed.
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.
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. It is the student's responsibility to complete assigned homework. Handing assignments in on time, neatly done and complete helps a child develop good study and learning habits. Parents should provide support and encouragement but never complete their 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 3 – 8. Assignments are listed in the classrooms and teachers encourage students to write assignments in their planners.

Makeup Work Due to Absences

Students who are absent are required to makeup missed assignments. They will be given a reasonable amount of time to makeup this missed work. Each teacher will establish their own policy regarding absentee work.

Late/Missing Assignments

Each teacher will establish their own policy regarding work not turned in or incomplete work. These policies are distributed to parents at Curriculum Night in September.

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

John XXIII'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 – 8th 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.

LIBRARY POLICIES

The 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 students are expected to conduct themselves in a quiet manner appropriate to the library.

Circulation Policies: Students in grades K-2 check out one library book per week which must be returned before they can check out another book. Students in grades 3-8 check out two to four books per week depending on their grade level. Students checking out materials are responsible for returning them either

directly to the library or to their classroom library bin. Reference books do not circulate. Exceptions regarding checking out reference books can be made at the request of a teacher or at the discretion of the librarian.

Overdue Notices: Students with two or more overdue items lose library privileges until overdue items are returned or replacement cost is paid. Students in Grades 5-8 whose books are overdue for four or more weeks, will serve detention, with notice, on the next scheduled detention date, and subsequent dates, until the book is returned or the replacement cost paid. If the book is returned, or replacement cost paid, on the same day as a scheduled detention, that detention will be cancelled. Quarterly or year-end report cards will not be distributed to students who have overdue books.

Questioned Materials: Criticism of library books and media must be submitted in writing to the principal. They must be signed and must include specific information as to the author, title, copyright dates, and specific citations of objection. The principal will appoint a review committee to determine the validity of the objection. These reviews will be treated objectively, unemotionally, and as a routine matter.

LUNCH/CAFETERIA

Well balanced hot meals are prepared for our students each day. Lunch menus, which are approved by a nutritionist, are sent home each month with the monthly calendar and are also posted on the school's website (www.john23middletown.org).

Students may buy a hot lunch or pack a lunch and buy milk. Students are not permitted to bring pop as part of their sack lunch.

Lunch tickets are used by students in grades K-5 only. Students in grades 6-8 pay for their lunch daily. In grades 6-8, we participate in the Government ala carte lunch program which allows us to offer a larger selection of food from which gr. 6 – 8 students can choose. Therefore, the lunch cost for gr. 6 – 8 can vary from day to day.

Lunch Charge Policy

If a student does not have lunch money or a lunch ticket, (s)he can obtain a green borrow ticket worth \$2.25 which will allow them to purchase a lunch. A note regarding the charge will be sent home to the parent the same day. Payment should be made the next day. If a parent buys a lunch ticket the day after the charge is made, the charge will be deducted from the new ticket.

Lunch Prices for the 2010-2011 school year (grades K-5) are:

Lunch \$2.25	Monthly ticket \$45.00	Weekly ticket \$11.25
Milk \$.50	Monthly ticket \$10.00	Weekly ticket \$2.50

PARENT PARTICIPATION

MASS – the students in grades 1 – 8 attend Mass as a school on Tuesday mornings at 8:30 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, Mass Band, 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. The PTO sends out a Volunteer Packet at the beginning of each school year listing areas where volunteers are needed. Such areas include cafeteria, playground, library, room mom/dad, Fun Fest, fish fries, classroom aide, special projects, etc. Volunteering to help in the school, even one time, helps the education of your child!

All persons who plan to volunteer at John XXIII on a regular basis (more than 3 hours per month) must attend the one-time Decree on Child Protection class and have a Archdiocesan fingerprint background check. The cost of fingerprinting is paid by the school and a list of fingerprinting

sites can be obtained from the office or on the Archdiocese of Cincinnati website www.catholiccincinnati.org.

SCHOOL BOARD – the 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 John XXIII students. Meetings are held August – June on the 3rd Monday of the month at 7 p.m. in the school library.

PTO – the John XXIII PTO is an active organization open to all families of 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 three major fundraising efforts – the Family Fun Fest, Lenten fish fries, and cookie dough sale. The PTO also provides or sponsors:

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

PTO meetings are held September through May on the 2nd Monday of the month at 7 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. Athletic Board Meetings are held on the 1st Tuesday of the month at 7 p.m. at Dobrozi Insurance, 1820 First Avenue, Middletown.

(see School Activities/Athletics for more information about Athletics)

FALCON PHILOSOPHER ENRICHMENT PROGRAMS – sponsored by the PTO the existence of these programs such as Chess Club, Mad Science Program, and Right to Read Week activities, is dependent on volunteer parent moderators. If you are interested in helping with this program, please call the school office.

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. Either conference schedules or conference request forms are sent home with the first quarter report card. Parents or teachers may request a conference at any time during the school year if the need arises. These conferences must be scheduled to allow for preparation, availability of the staff, and to maximize the effectiveness of the meeting. Telephone calls, emails, and the exchange of notes are other ways of conferencing with your child's teachers.

Phone Contact

The school office is open from 7:30 am – 3:30 pm. 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.

A fax machine is available for the use of important messages. John XXIII's fax number is (513)420-8480. Faxing of forgotten homework, unsigned tests, etc. will not be accepted or delivered to a student or teacher.

Email Contact

Teacher email addresses are available on the school website or from the teacher. **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 by the school. 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. The newsletter is sent home with the youngest or only child in the family. The newsletter, monthly calendar and lunch menu are also available on the school website.

PROMOTION/RETENTION

The decision to promote a student to the next grade or retain that child in the present grade are 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 one or two subjects for the year must attend summer school if it is offered for that subject and grade level, or arrange for private tutoring. Students who fail three or more subjects for the year will not be promoted.

Summer School

It is the parents' responsibility to see that records from summer school reach the 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).

Private Tutoring

Tutoring is required when the failed subject is not offered in summer school. Tutoring should be equal to the period of time (hours) that a summer school session lasts. In some instances, the teacher will provide work that the child can complete during tutoring sessions, or specific topics that should be taught by the tutor. The tutor must make a complete report of the subject(s) covered and the progress made by the child. Parents are responsible to see that this tutoring report be delivered to the John XXIII school office by August 15. The child's records will be updated to "promoted" upon verification by the tutor of adequate progress by the student.

REPORT CARDS

Report cards are issued quarterly to grades 1 – 8. Kindergarten students receive report cards beginning second quarter. An evaluation of a kindergartener’s first quarter progress is held during the annual parent/teacher conferences in November. Report card envelopes are to be signed by a parent/guardian and returned to school.

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

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 are sent home in the middle of each quarter for all students in grades 1 – 8. These reports are to be signed by a parent/guardian and returned to school.

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, Mass band, Safety Patrol, Liturgy planning, Youth Pride club, school musical, Builders Club (affiliated with the Middletown Kiwanis Club), Chess Club, and Mad Science program. There are also Brownies, Girl Scouts, Cub Scouts, and Boy Scouts.

The Athletic teams at 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 students in grades 5 – 8 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.
2. 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.

3. The grades and behavior of all participants in extracurricular activities are evaluated for eligibility at interim and report card time (approximately every 4 – 5 weeks.)
4. If a student becomes ineligible (either because of grades or behavior) his/her grades or behavior are then evaluated approximately every two (2) weeks. This gives the student every opportunity to improve and become eligible sooner.
5. 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.
6. Coaches/sponsors are notified at two (2) week intervals of a child's renewed eligibility.
7. Students and parents are notified by the school.
8. 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 John XXIII or withdrawn in lieu of expulsion will not be eligible to participate in any extracurricular activity sponsored by 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.
- Bicycle Safety – bike racks are located on the Manchester Road side of the building near the flag pole. It is suggested that students lock their bike to the bike rack during school hours.

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 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.) can be confiscated by teachers and staff.

STANDARDIZED TESTING

Each October, usually during the first 2 – 3 weeks, students in grades two through eight are given the Terra Nova Multiple Assessment (Achievement). Students in grades 2, 4, 6 and 8 also take the In View Cognitive Abilities Test (ability). Test results are mailed to parents/guardians. It is recommended that parents avoid scheduling appointments on Terra Nova/In View test dates.

STEWARDSHIP FUNDRAISING PROGRAM

What is the 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?

Each family is required to participate and reach a minimum of 7,500 points. 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:

Stewardship Fundraiser	Points Formula	Example
Cash	25 points per \$1 spent	1,250 points 'bought' for a \$50 fee paid
365 Lotto	10 points per \$1 spent	200 points for selling a \$20 ticket
Magazine Sale	10 points per \$1 spent	180 points for selling an \$18 subscription
Kroger Gift Card	1 point per \$1 spent	100 points for reloading \$100 to a gift card
Scrip	1 point per \$1 spent	30 points for buying a \$30 scrip
Monte Carlo Presale Ticket	10 points per \$1 spent	100 points for buying a \$10 ticket

More information about this program can be found on the school website

www.john23middletown.org

STUDENT BEHAVIOR CODE

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 to 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, 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: Consequence(s) Determined by Administrative Team

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 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.

Group B: Consequence(s) Determined by the Administrative Team

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 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 or action
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, ie cyber-bullying
14. In off-limits areas without permission such as elevator, teachers' lounge, mechanical room, 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, ineligible 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.

Group C Offenses: Consequence(s) Determined by the Administrative Team

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

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, teacher-student conference, call to parent, principal-student conference, parent conference, demerit, 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

1. Gross violations of school policies or any action that continually disrupts the learning environment, endangers a student, a staff member, or the school will lead to suspension, immediate removal, or expulsion (see Group A Offenses). The administration can apply any of these actions when deemed necessary. Written notification will be given or sent to the parent(s). A mandatory conference must be held between school personnel and the parent(s) 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. *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. The school administrator, or those delegated the authority can immediately remove a child from the school if there is any clear or present danger to any person or persons in the school. Parents and local authorities will be notified immediately.

Uniform Code Violations

A demerit will be issued for non-compliance of the uniform policy. For 6th – 8th grade, an accumulation of five (5) uniform demerits in one quarter will result in mandatory Saturday School attendance from 8 a.m. – 11 a.m. A \$30 fee will be assessed to those requiring Saturday School. Students must be in uniform while serving Saturday School. Each uniform demerit received after 5 (per quarter) will result in Saturday School attendance. Uniform demerits do not carry over from quarter to quarter.

Demerits (Gr. 3 – 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.

Discipline Notes (Gr. 3 – 8)

Students will receive discipline notes for repeated offenses, an accumulation of 5 demerits in one quarter or more serious violations of school rules. Each discipline note requires the student to serve after school detention(s), a demerit does not. Detention is held on Tuesdays and Thursdays 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 quarter may require a parent conference. An accumulation of 5 discipline notes in one quarter 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 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.

Misconduct Off School Premises

John XXIII 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 not less than 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 in illegal substances, even for the first time, will be formally withdrawn from school or expelled and the matter turned over to local police authorities.

STUDENT RECORDS

Parents have the right to review their child(ren)'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 2 computer labs in service in the school, 2 lap top carts and a computer in each classroom.

The school library has a computerized card catalog and circulation system. Each student has a library card to use for checking out materials. The library has six computers for library research on the Internet. These computers also serve as the library's card catalog.

According to Archdiocesan policy, all students must have on file an Internet Acceptable Use Policy signed by the student and parent in order to have access to the Internet at school. This form must be signed annually and is sent home with students at the beginning of the school year.

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

John XXIII has a school website maintained by the technology coordinator and parent volunteers. The address of the school website is:

<http://www.john23middletown.org>

TEXTBOOKS

The student who is assigned their use must take care of all textbooks, books and related materials that are the property of 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.

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, Youth Pride Club, etc.) will only need one signed note for the year.

TUITION POLICY

1. John XXIII tuition is based on a twelve (12) month year. Payments begin June 15th of each school year.
2. Those who wish may prepay their entire tuition bill. If tuition payments are made in advance and a child is withdrawn, tuition will be refunded on a prorated basis.
3. Tuition balances for the current school year must be paid by May 15th.

4. Parents/guardians who simply refuse to settle their arrears tuition accounts will have their accounts assigned to our contracted collection service.

UNIFORM CODE

The uniform policy has been developed by the administration and staff and approved by the School Board. All students in grades 1 – 8 are expected to follow the uniform code. Kindergarten students are not required to wear the school uniform.

A student who deliberately does not comply with the dress code will receive a demerit. For grades 6 – 8 an accumulation of 5 uniform demerits in one quarter will result in mandatory Saturday School attendance. A fee of \$30 will be assessed to those requiring Saturday School. 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 1st – 5th grade (must be purchased through Appleheart)
 - No slacks are to be worn under jumpers.
- Skirts for 6th – 8th grade (must be purchased through Appleheart)
- Jumpers and skirts must be no shorter than 2” below fingertip

2. Pants/Slacks – Boys & Girls

- Durable dress slacks in navy blue with inset pockets, board-approved style only. (These styles are available from Appleheart or from Lands’ End catalog)
- No jeans
- No cargo-style pants
- No flap pockets
- No low-rise waist
- 100% cotton twill, cotton/polyester blend or corduroy

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 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
- Shorts may be worn until November 1st and may be worn again beginning May 1
- Tights may not be worn under shorts

4. Skorts – Girls

- Navy blue with inset pockets (no cargo pockets)
- 100% cotton twill, cotton/polyester blend - No nylon - No corduroy
- Skorts must be no shorter than 2” below the fingertip
- Skorts may be worn until Nov. 1 and may be worn again beginning May 1
- Tights may not be worn under skorts. (These styles are available from Appleheart or from the Land’s End catalog)

5. Polo Shirts – Boys & Girls

- Long or short sleeve, white, knit polo shirts are to 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

- John XXIII uniform sweatshirts sold through Falcons Nest shop.
- There are 3 uniform sweatshirts · red fleece sweatshirt w/John XXIII logo · blue crew neck sweatshirt w/John XXIII logo · grey hooded sweatshirt w/John XXIII logo

8. Socks – Boys & Girls

- Solid white or navy blue crew or low cut crew 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 sandals, clogs, heels, 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)

13. Make Up

- No noticeable make-up is permitted. (Principal's discretion)
- Nail polish is permitted for girls in 6th – 8th grade only.

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

OUT OF UNIFORM DAYS

Out of uniform days may be given on special occasions. Nice jeans may be worn. Shorts may be worn on out of uniform days that occur before November 1 or May 1 or after. Clothing with unacceptable wording/pictures, fleece sweat pants, low slung pants, tank/crop/midriff tops, low cut tops or tops with spaghetti straps are not acceptable attire for out of uniform days. 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.

ADDITIONAL INFORMATION

School Directory: Each year, the John XXIII School Directory is published and provided to each family. Additional copies can be purchased for a minimal cost. The directory contains class lists, children’s names, addresses, phone numbers, email addresses and parents’ names. Families who do not want their phone number and/or email address published must indicate this on the form. Families are cautioned that the John XXIII directory is prepared exclusively for the parents and personnel of John XXIII School. Its information, especially email addresses, is not to be used for solicitation or for circulation and should not be passed on to anyone not connected with the school.

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 on the Thursday 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 in September. Verbal and written information is presented by teachers regarding goals, objectives, classroom procedures, communication and expectations.

Open House: Open House is held the Thursday of Catholic Schools Week. Parents and children can visit the teachers and classrooms and see the work/projects displayed. Registration materials for the next school year are also available in the homeroom of the youngest/only child.

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.

School Pictures: School pictures are taken in the fall 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.

Eighth grade graduation pictures are taken in the spring. Individual pictures, as well as a class picture, are available for purchase. Purchase is optional.