

**POPE JOHN XXIII
ELEMENTARY SCHOOL**



2018 - 2019

PARENT - STUDENT HANDBOOK

POPE JOHN XXIII ELEMENTARY SCHOOL

221 W State Street, Madison, IN 47250
Phone: 812-273-3957 Fax: 812-265-4566
President/Business Office: 812-273-5835
pjprincipal@popeace.org
Prince of Peace Schools Website: www.popeaceschools.org

Pope John XXIII Faculty & Staff

Principal	Curt Gardner
Administrative Assistant	Priscilla Torline
Pastor	Father Chris Craig
President	Phil Kahn

Classroom Teachers

Grade 6	Colleen Burdette	Lauren Toler
Grade 5	Danielle Clark	Jessica Guetig
Grade 4	Vicki Lundergan	Shari Vaughn
Grade 3	Kasie Doherty	Tammy Josephsen
Grade 2	Kathy Bear	Brittney Belt
Grade 1	Shannon Palmer	Tamra Reardon
Kdgn.	Jean Laskowski	Crystie Schultz

Counselor Mr. Kim Deffenbaugh

Title I Reading Specialist Mary Kay Dwyer

Pope John Special Teachers

	Grades K-4	Grades 5-6
Art	Amy Fischmer	Amy Fischmer
Computers	Rhonda Gage	Rhonda Gage
Library	Mary Ellen Minnick	Mary Ellen Minnick
Music	Addie Turner	Bill Gordon
P.E.	Gabriele Leatherman	Gabriele Leatherman

Academic/Teacher Aide

Kdgn and 1st	Wanda Sims	Barb Stevens
Grades 2, 5 and 6	Nancy Kelly	
Grades 3 and 4	Gale Wynn	
All Grades	Debbie Snodgrass	Gabriele Leatherman

Cafeteria Staff

Brenda Lauderbaugh (Manager)
 Suzi Ashbury, Inez Shouse, Diane Thorpe

Business Office

Marty McClure

Maintenance

Mike Whitham

TABLE OF CONTENTS

Accident/Illness	6
Admission	6, 7
Arrival /Absentee/Tardy	7, 8
Background Checks	8
Band	8
Bed Bugs	8
Bicycles/Wheeled Vehicles	8
Bullying Policy	10, 11
Church	9
Classrooms/Hallways	9
Code of Conduct	5
Communication	9, 10
Complaints	10
Computer Lab	10
Disciplinary Procedures	10-13
Dismissal	13, 14
Dress Code	14, 15
Faculty/Staff	2
Failure/Retention	16
Field Trips	16
Fire/Tornado/Lock Down Drills	16
Grading System	16
Gym	16
Homework	17
Illness/Health	17, 18
Immunizations	18
Insurance Policies	18
Library Books	18
Lice/Nits	18
Lost & Found	18
Lunch/Breakfast Programs	18, 19
Mission Statement	4
Non-Custodial Parent	20
Parent/Teacher Conferences	20
Pesticides	20
Philosophy	4
Playground Rules	20, 21
Room Parents	21
School Closings	21
School Pictures	21
School Telephone	21
Special Services	22
Sports & Extra Activities	22
Standardized Testing	22
Student Records	23
Tuition	23
Vacation During School	24
Vision Statement	4
Visitors	24
Withdrawals	24

SIGN THE SIGNATURE PAGE ON PAGE 25 & RETURN IT TO SCHOOL BY AUGUST 8

PRINCE OF PEACE CATHOLIC SCHOOLS

Mission Statement

Building on 170 years of exemplary Catholic education, the Prince of Peace Catholic Schools, Pope John XXIII Elementary and Shawe Memorial Junior-Senior High School, continue to provide challenging academics in a safe and nurturing environment. Prince of Peace Schools welcomes families of all faiths from Madison, Indiana and the surrounding communities. With an emphasis on family involvement in all aspects of the educational process students have the opportunity to grow in body, mind and spirit, while serving God, the church and the community.

Vision Statement

Prince of Peace Schools will be the educational choice for families seeking an exemplary education, faith based values and lifelong learning skills.

He creates, We shape and They soar

He creates:

Every child is a unique gift from God

We shape:

We nurture the whole child assisting the family in the full intellectual, spiritual and physical development through rigorous academics tailored to the students needs.

The school will enable the students to serve as leaders in their school and become valuable members of the church and civic community.

They soar:

Globally connected, contributing citizens.....

We strive for the development of lifelong learning, strong moral decision making skills and health in mind and body for all learners.

Philosophy

- Students are created in the image of God.
- Students learn the Gospel values and use them in daily life.
- Students are provided with worship opportunities as well as community service learning.
- Students are unique and loveable. Each holds a gift or talent to be shared. We learn to appreciate others through their contributions to our community.
- Teachers, parents and students work as a partnership to achieve our goals.
- Students develop a love for learning which builds commitment and passion for lifelong learning.
- Children are encouraged to reach their own potential.
- Our school strives to provide an atmosphere that fully supports the Catholic faith, values diversity and supports social, cognitive, emotional and physical development.

A Pope John Grad at Graduation

During their time at Pope John Elementary School, students build the foundation for their future. Students begin to form as responsible learners, which will be shown in their academic achievement, physical activity and social awareness. The skills gained by Pope John students are based in Catholic teachings and values. Examples of the student achievements are:

Spiritual

Accountable for actions

- Tolerant of differences
- Spiritually grounded
- Active participant in their faith
- Compassionate
- Provides serves for others

Academics

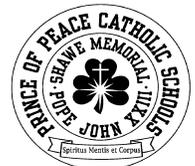
- Organized learners
- Does not take the easy way out
- Takes good notes
- Has good writing skills
- Example of a good student
- Responsible
- Independent

Social

- Communicates well with others
- Accountable for actions
- Active member of extracurricular activities
- Responsible
- Independent
- Compassionate

Provides service for others

- Physical
- Physically active
- Active member of extracurricular activities
- Tolerant of differences



- Has an ownership of their own education
- Have strong teacher/student relationships
- Proactive in learning

Code of Conduct

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally or electronically through the use of a home or school computer, phone, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

1. Show obedient, courteous, and respectful behavior toward fellow students, teachers, and all adults.
2. Use appropriate language.
3. Speak kindly and respectfully to and about others.
4. Complete class assignments on time and participate in class.
5. Wear the full school uniform correctly at all required times.
6. Respect school property and the property of others.
7. Eat in designated areas only. Food, gum, candy and pop are not permitted in class or on school grounds without permission.
8. Refrain from deliberate disruption in classroom or on school property.
9. Practice good manners and cleanliness in the cafeteria.
10. Play in the supervised playground areas and abide by good sportsmanship.
11. Show proper emotional control when associating with fellow students and/or staff.
12. Do what is asked the first time while under staff supervision.
13. Nuisance items, items that distract or disturb others, may not be taken out of backpacks during academic instruction time. Staff members have full discretion on when and where students may use or play with items from home. Trading, buying, or selling is not permitted. Teachers may take items from students if there is a problem and require that a parent claim said items in person. The school is not responsible for lost or damaged items.
14. Students are not permitted to bring or have the following items at school: dangerous objects, real or toy knives, matches, lighters, skateboards, water pistols, electronic devices, cameras, tape recorders, electronic book readers.
Please note some of the listed electronic items may be used under faculty/staff supervision before and/or after school and during inside recess time.

Cell phones are permitted, but must be turned off and left with the teacher during school hours.

It is impossible to foresee all problems which may arise. The faculty and administration may take disciplinary action for behavior which violates the spirit of this Code of Conduct or the philosophy of Pope John XXIII Elementary School even if such behavior is not specified herein.

ACCIDENT/ILLNESS

Emergency information is kept on file in the office for every student. The parent **MUST NOTIFY THE OFFICE IMMEDIATELY** if there are any changes in personal information.

ADMISSION

Children will be admitted in each educational program based on the admission policy that exists for Pope John XXIII School, which includes an admissions screening. When a child is admitted to one of the programs, they remain admitted within that level until they complete that program (i.e. A student admitted to the 3-year old preschool/daycare may retain admission into the preschool/daycare program until they have completed the 4-year old level.). The number of students to be admitted to each level is predetermined by the school administration.

Pope John welcomes students of all faiths. All students who attend Pope John are required to attend religion classes and religious events held as part of the school day.

After the school year begins, students who wish to enroll in Pope John as a transfer from another school may be admitted if space permits. The academic and disciplinary actions of the other schools are supported by the administration of the Prince of Peace Schools. Students must be in good standing at the time of transfer to be considered for admission and meet the following requirements:

1. Conference with the principal, parents, and the student has been held.
2. Parents provide a written statement indicating their reasons for desiring admission of the child to Pope John.
3. Contact with the previous school has verified good standing and academic placement.
4. Satisfactory arrangements have been made for the payment of tuition and fees.

Per the Archdiocese of Indianapolis

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

Requirements for Admission to Pope John XXIII

1. To enter kindergarten, a child must be five years of age by August 1 of that year.
2. To enter first grade, a child must be six years of age by August 1st of that year, unless the student moves in from another location that has a different requirement.
3. To enter all other grades:
 - a. the student's parents must first meet with the principal
 - b. the student must meet all age requirements for that grade.
 - c. the student must take an admissions exam
 - d. the student must meet with the principal
 - e. the parents must ensure that the school have received all behavioral and academic records from the previous schools
4. New parishioners must first enroll in the parish.
5. Baptismal certificate, up-to-date medical immunization records, birth certificate and dental form should be on file in the school office prior to the first day of school.

ARRIVAL ABSENTEE/TARDY

When a student is absent from school, the parent **must call or e-mail** to report the absence and reason to the school office by 8:30 a.m or a message can be left at the teacher's phone extension. If a parent does not call in to explain their child's absence, the school secretary will have to call to find out the reason for the absence. If no contact can be made, the student will be considered unexcused. This information is required for state absentee reports. Please call the school if your child is absent – 812-273-3957 and press "0" or the extension for your child's teacher.

Morning Drop Off – Students should be dropped off in the back of the building in the morning. No students are to be dropped off in the front during morning drop off. If you must leave your vehicle, park in a parking spot behind the building. Students should not arrive at school prior to 7 a.m. Students arriving prior to 8:05 a.m. must go to the cafeteria and be seated, study or talk quietly until the teacher comes to take the students to the classroom.

8:10 a.m. Bell will ring indicating the final bell will sound in five minutes.

8:15 a.m. **Students are to be in their classrooms, unpacked and seated when prayer and announcements are made.** Teachers will be taking attendance and a lunch count. Students arriving after 8:15 a.m. are considered tardy if they did not ride a bus. If you take your child to their classroom in the morning, please be cognizant of the pacing of the classroom and depart before 8:15 a.m.

A letter will be sent to parents if a student reaches 10 absences or tardies in one quarter.

Perfect Attendance

A student has perfect attendance if he/she has no absences.

Tardiness

Students arriving in the classroom after the 8:15 a.m. morning bell or leaving prior to the 3:00 p.m. afternoon bell will be counted tardy. Students arriving 2 hours after school begins or leaving 2 hours before dismissal will be counted as ½ day absent (i.e. arriving after 10:15 a.m. or leaving before 1:00 p.m.). A letter will be sent to parents if a student reaches 10 tardies in a quarter. Parents are responsible for a child's tardiness. Tardiness due to a late bus arrival or unexpected road construction will not be counted. Disciplinary actions may be taken due to excessive absences and/or tardies and dealt with on an as needed basis.

BACKGROUND CHECKS

Background checks are required for all employees. The background checks are conducted through a service required by the Archdiocese of Indianapolis. All employees and volunteers (this includes room parents, field trip chaperones, as well as any other situation in which there will be adult/student contact), must participate in a program implemented through the Archdiocese of Indianapolis, "Safe and Sacred", <https://safeandsacred-archindy.org/>.

BAND

The fifth and sixth grade students will participate in band classes at Shawe. The fifth grade students are able to work in small groups based on the type of instruments they have selected with the band teacher (i.e. brass, woodwind, etc...) The instrument assignment is based on an ear music inventory test and instrument try out. Students and their parents then work out a rental agreement with Conrad Music if an instrument needs to be rented.

BED BUGS

Bed Bugs, while not a disease carrier, are a pest species. Recent years have seen a rise in the number of cases in our area. Mr. Pest control and the state of Indiana do not consider Bed Bugs a danger for schools as they like to be near people during the night time hours. Kids can and do however bring them to schools from home. Bed Bugs will not prevent your child from attending school on a daily basis but you and your child will be asked to follow special guidelines should a bedbug be found on your child's person or his/her items.

BICYCLES AND WHEELED VEHICLES

Students who ride bicycles to school must park them in the bike rack in the front of the school building. We are not responsible for their security. You may want to consider locks. No bike riding is permitted during the school day. Skateboards or other wheeled vehicles are not permitted on the school grounds during the school day or extended care hours.

CHURCH

1. Children attend Mass generally one morning a week.
2. Children are to take an active part in the worship by answering Mass prayers and singing.
3. Non-Catholic students will participate in all aspects of the religion program except for the full reception of the sacraments.
4. Approximately once a month, an all-school Mass for grades K-12 is offered in the Meny Gym.
5. Weekend Mass/Church attendance is encouraged and will be recorded.
6. First Communion and First Rite of Reconciliation are received in the second grade for Catholic students. Two or three parent sessions are an integral part of the program for the children. **Ceremonies associated with the initial reception of the Sacraments can be truly meaningful only if the child is led to regularly practice his/her faith and attend church service on Sunday.**

CLASSROOMS AND HALLWAYS

1. Classes will begin at 8:15 a.m.
2. General rules for each classroom are listed below:
 - a. Follow directions the first time they are given.
 - b. Raise hand before speaking.
 - c. Complete assignments on time.
 - d. Have a respectful attitude.
 - e. Keep hands, feet and objects to yourself.
3. During instructional time, silence is to be observed in the school halls.
4. There is to be no running in the school building at any time.

COMMUNICATION

Please feel free to communicate with the teachers regarding questions or concerns. Many problems regarding academics and behavior can be avoided if home and school work together. Catching a person on the run, at busy times, sporting events and school functions does not provide the most productive situation for a conference. **Please do not interrupt the activities of the classroom.** Likewise, any important messages, lunches to deliver, etc... should be handled through the office. Parents are requested to leave a voice message for the teacher and he/she will return your call at his/her first convenience. Teachers are generally available after 3:00 p.m. unless they have previously scheduled commitments or meetings. **Parents are asked to follow the proper channels when addressing concerns: student, teacher, and then principal. Parents should begin with the most immediate personnel involved first.**

Each Monday your child/children should bring home a Monday folder with schoolwork from the past week. Please insist that your child/children share these with you each Monday. A weekly newsletter and other pertinent information from the office will be e-mailed to parents if an e-mail address is available. If you prefer a hard copy, you can print whatever you choose. However, those that do not have e-mail addresses will receive the Monday packets home from school with their youngest child.

COMPLAINTS

There are times when things can go wrong in any school. Teachers are human beings and suffer frustrations, inadequacies and weaknesses as other members of the species. Please follow these steps to ensure a successful partnership.

1. Keep an open mind. You may not have all the facts. Seek clarification.
2. Don't begin by sending an angry note or email.
3. Adopt the attitude that there is a miscommunication
4. Remember that both parents and teachers want what is best for children
5. Make an appointment with the teacher
6. If not satisfied with the outcome of the teacher meeting request a meeting with the principal
7. If not satisfied with the outcome of the principal meeting request a meeting with the president
8. If not satisfied with the outcome of the president meeting request a meeting with the pastor

COMPUTER LAB

The students will participate in a weekly computer class. Parents are required to sign the signature page in the back of this handbook indicating whether their child can/cannot use the Internet. A filtering program is being used, but they are not foolproof.

DISCIPLINARY PROCEDURES:

Teachers have the authority to handle discipline within the classroom as they see fit. In the event that a student commits either a serious misbehavior and/or a consistent misbehavior the procedure will be as follows:

1. The student will be sent to the principal's office
2. The Principal will notify parents
3. Possible results may be: a conference, Saturday School, suspension, expulsion, requested withdrawal from Pope John XXIII, community service, removal from extracurricular activities, and any other option decided on by the principal in communion with the parents.

BULLYING POLICY

Bullying usually has four features:

1. It is deliberate, hurtful behavior.
2. It is repeated.
3. It is difficult for those being bullied to defend themselves.
4. It is direct or indirect.

There are four main types of bullying:

1. Physical: punching, poking, biting, hair-pulling, hitting, kicking, taking belongings.
2. Verbal or written: name-calling, teasing, insulting, racial remarks, gossip
3. Emotional: spreading nasty stories, excluding from groups, humiliating, manipulating friendships
4. Sexual Harassment: physical, verbal, or emotional

The following guidelines were considered in adopting this bullying policy:

General Guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. Anti-bullying lessons will be incorporated into the curriculum in grades Preschool – 6. This will be supported by school-wide messages on this issue or a parent information evening.
3. All teacher/staff should treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss the issue and review strategies and remedial.

Respect for Property

We expect students to maintain the physical integrity of the school buildings and grounds and to honor the property rights of others.

Lack of respect for property includes:

- Theft or destroying school property
- Defacing school property
- Leaving classrooms and common areas cluttered with personal belongings
- Littering
- Chewing gum on school property

Consequences for lack of respect for property:

- Theft requires restoration or replacement
- Anyone damaging or destroying school property will be held responsible for replacing, fixing, paying for the item(s).
- The student will be subject to suspension.
- Wanton destruction or theft of property may result in the notification of civil authorities.

Suspension and Expulsion Procedure:

In order for Pope John to function effectively, it is assumed that parents will accept the fact that reasonable discipline must be maintained. The School Commission, faculty, and staff recognize the detrimental effects which anti-social behavior can have on the rest of the student body and the school. Therefore, the School Commission advises the school

officials to deal severely with students involved in any serious offenses. Failure to modify his/her behavior when so advised can lead to a student's suspension or expulsion.

The principal or designee has the authority to suspend students. Suspension shall mean temporary removal from classes and/or school. Suspensions shall be made solely after the principal or designee has made an investigation and determined that such suspension is necessary to help any student, to further school purposes, or to prevent interference with school operations. Initiation of suspension may begin immediately or at the discretion of the principal or designee. The length of the suspension shall also be at the discretion of the principal or designee.

If a suspension is to start immediately, the principal or designee will attempt to inform the parents by phone. The principal or designee will send a written statement to the student's parents, describing the student's conduct, misconduct or violation of any rule and the reasons for the suspension. The suspension process will include the opportunity for a meeting with the principal, student and parents.

Expulsion /Dismissal Policy

If a student is to face disciplinary action that could result in expulsion (permanent removal from school), the following will occur:

1. Parents will be phoned and the student will be immediately removed from school.
2. Within 24 hours following such removal, the principal shall send a written statement to the student's parents, describing the student's conduct, misconduct, or violation of any rule and the reasons for the pending expulsion.
3. The parents or guardian will be given the opportunity to withdraw the child before the expulsion or they may schedule an appeal within 3 days of the dismissal. This appeal will be with the president or pastor. In the event of a withdrawal, the word "withdrew" may be entered on the permanent record at the principal's discretion.

Seclusion and Restraint

Prince of Peace Catholic Schools believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

DISMISSAL

Please make sure your child knows when he/she leaves home in the morning how he/she is going home at dismissal. Please call the teacher's extension before 2:30 p.m. with any dismissal changes and the Pope John office after 2:30. **If a note or call is not received, the child will follow his/her normal routine.**

1. **All students will be dismissed at 3:00 p.m.** Car riders are to be picked up both in front and behind the school building as determined by grade level. Students must go to extended care if they are not going to be picked up by 3:15. If a student has not been picked up by 3:15 p.m., he/she will be required to go to Extended Care.

Car Line Reminders at Dismissal – There is one car pick-up lane in the front of the school. This lane is for kindergartners and anyone going home with said kindergartners. There are three lanes to the car line in the rear of the building. Parents have designated lanes as determined by your youngest child. Please use the appropriate lanes. The first car in each lane needs to pull up to the east end of the building toward Shawe as students dismiss through the east door.

If it is raining, the first car in each of the lanes in the back of the building should pull up even with the dumpster as the students will dismiss through the back door. The first car in the kindergarten lane in the front of the building can still pull up to the east side of the building. Please do not leave your vehicle. Please do not allow your car to idle for an extended period of time. Teachers will bring your child/children to you.

2. If a student must leave school early, please send in a note to the teacher in advance, if possible. The parent should go to the office to sign the student out and the secretary will notify the teacher to send the student down. .
3. A student must report to the office or find a staff member in order to return to the classroom after school. No parent or child may reenter a classroom without the permission of office personnel or a teacher.
4. Students from Pope John may NOT go over to Shawe after dismissal and wait in the building until Shawe's dismissal or wait in or near cars in the Shawe parking lot. If a student is waiting for a sibling, he must be in extended care at Pope John until Shawe's dismissal.

5. Students are required to have a note or parents must call if they are going home with a friend or if they are going home by a different manner than normal. Please stress to your child that all arrangements for going home with a friend must be made before school. Phone calls cannot be made to ask permission to go home with a friend.
6. Please do not schedule weekly activities that will cause the child to be picked up early from school. This is disruptive to the child, teacher, and the other students in the classroom.

DRESS CODE

The standard dress code of Pope John XXIII Elementary School is based on the belief that students present an image that reflects a sense of pride in themselves, their families, and their school. In a society where consumerism attempts to define social position and where self-worth is established by price, label or the logo which appears on clothing, our Standard Dress Code stands as a reminder that the real worth of the individual is in what he or she accomplishes with the gifts God has given him/her. We (parents, students, and staff) have to work together to ensure that the students are wearing the appropriate dress.

On dress down and dress up days, students are expected to dress appropriately for school. No pajama pants, mini skirts, midriff tops, plunging necklines, short shorts/skirts, tank tops, clothing with spaghetti straps or backless shoes are allowed. Shoulders still must be covered and shorts/skirts/shorts must be **upper knee length**.

Girls & Boys are Allowed to Wear...

1. **Pope John polo shirts (Long or short sleeved):**
 - a. Colors: navy blue, hunter green, gold, white and maize (soft yellow)
 - b. Polo shirts may be worn with a white short-sleeve or long-sleeve t-shirt underneath, no colored shirts may be worn underneath the polo.
 - c. No holes
2. **Pants/shorts/skirts/skorts/capris:**
 - a. Colors/Type include: Khaki (tan), navy blue, and blue jeans
 - b. They must be regular style (no faded stages of color, no extra zippers, holes or frayed at seams or hem);
 - c. Skirts and shorts must be upper knee length.
 - d. No sweatpants are allowed.
 - e. No holes
3. **Pope John sweatshirt:**
 - a. Colors: navy blue, hunter green, gold, white and maize (soft yellow)
 - b. Must have the appropriate logo
 - c. Hoodies are not allowed during school and after school hours.
 - d. No holes

4. **Sweaters:**
 - a. Colors: Navy Blue, Hunter Green,
 - b. Must have the appropriate logo
 - c. Style can be v-neck, sweater vest, or a cardigan sweater
 - d. No holes
5. **Fleece Pullovers and Fleece Jackets:**
 - a. Are the only items allowed to be worn over shirts or sweatshirts during the school day.
 - b. Must be Hunter Green
 - c. Must have the appropriate monogrammed school logo
 - d. Parents may have the child's initials embroidered on the sleeve, the back under the collar, or on the right side front.
 - e. No holes
6. **Hair:**
 - a. No hair dye is allowed excepting for natural colors unless authorized by the principal
7. **Jumpers:**
 - a. Girls may wear as long as they are navy blue or khaki
 - b. A white polo, blouse, or turtleneck must be worn underneath
8. **Polo Dresses:**
 - a. Girls may wear navy blue one-piece polo dresses with the monogrammed logo
9. **Leggings:**
 - a. An item of clothing must be worn over the leggings/jeggings, (jumper, skirt or skort) and must still comply with the upper knee length.
 - b. NO tights or leggings may be worn under shorts.
10. **Other Information:**
 - a. Shirt tails must be tucked in
 - b. Shorts, skirts, slacks, must be worn at the waist
 - c. Students may wear a plain white turtleneck or mock turtleneck shirts, a plain white t-shirt or uniform polo shirts under sweaters and sweatshirts.
 - d. Jewelry should be modest and conservative. No other visible body parts other than the basic earlobe should be pierced with jewelry.
 - e. Subtle makeup is allowed.

Pope John polo shirts and sweatshirts are available from several sources. Please purchase the dress code shirts from the following vendors to ensure you have the proper colors. Locally, uniform shirts can be ordered from: Heitz Sign Co., 812-273-2009, M2C2 (Mike Whitham), 812-493-5547, Champs Sports & Apparel, 812-265-9828 and Chozen Design in Versailles, 812-689-3370. In addition, catalog or internet shoppers will find polo shirts and sweatshirts available through Lands' End and J.C. Penney.

FAILURE AND RETENTION

If a student is failing in any subject, the parents will be notified prior to the next report card. Before a student is retained, the student's parents, the teacher and the principal will meet to discuss the matter. After the discussion, the parents, teacher and principal should sign a letter explaining the final decision. If the parents choose not to retain, then a form must be placed in the child's file noting retention was recommended and the reason(s) the parents did not support the decision.

FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Students **MUST** return the field trip permission slip to the teacher for permission to go on a field trip. A phone call for permission will not suffice. Buses are generally used for field trips. If parents are needed to drive, a proof of insurance coverage must be provided. Parents may be used as chaperones if they have completed the new "Safe and Sacred" Training program per the Archdiocese of Indianapolis.

Chaperones are to be in a total supervisory position, so it is not permissible to bring younger children.

Field trip choices are selected by the teachers according to their curriculum and the learning experience for the students, therefore, students are encouraged to attend unless there are extenuating circumstances that prevent a child from attending. If a student does not attend a field trip with the class, he/she is required to attend school and will have study materials for the day.

FIRE, TORNADO, AND LOCK DOWN DRILLS

In accordance with state laws, fire drills are held once a month, and a record of these drills is kept in the school office. Tornado drills are held twice a semester. Exits to be used by the respective classes are known. One lock down drill is practiced each semester. The school has a Safe School Plan that covers all types of natural and unnatural disasters. State and local directives are followed, and a record of drills is kept in the office. Safe School Plans are located in each classroom.

GRADING SYSTEM

We are on a nine-week grading period. Each Monday a "Monday folder" comes home with papers your child has completed the prior week.

Pope John Grading Scale Grades: 94-100=A, 92- 93=A-, 90-91=B+, 85-90=B, 83-84=B-, 80-82=C+, 76-79=C, 74-75=C-, 70-73=D, 69 and below=F

GYM - PHYSICAL EDUCATION (P.E.)

STUDENTS MUST WEAR TENNIS SHOES ON THE GYM FLOOR! All students must wear appropriate gym shoes or they will have to sit out during their P.E. class. If a child cannot participate in gym he/she must bring in a signed note from the doctor stating the reason. The P.E. teacher must be informed if your child has a physical disability that may interfere with normal activity.

HOMEWORK

Homework is a part of the teaching/learning experience. It is a way to improve time spent in learning, and to strengthen the self-discipline students need to reinforce skills taught at school. Homework gives teachers and parents shared responsibilities in the educational process of their children.

1. Homework consists of daily assignments, which have not been completed at school, other written assignments, and review of materials presented in class.
2. If your child is absent a day or two because of illness, his/her assignments will be sent with a sibling, or will be available for pick up after 3:00 p.m. if requested. The parent/guardian must contact the school in the morning if expecting to pick homework up after school or to have it delivered to a sibling. The student should attempt to catch up their make up assignments as soon as possible. If there is a prolonged illness or injury, parents should make arrangements with the teacher in regard to make up work.
3. If a student leaves for a doctor's appointment, sickness, etc...he/she is responsible for school work missed.
4. Students may be assigned homework Mondays – Thursdays. Weekend homework will occur when a student has make up work, or when an extended assignment has been given with a time frame of at least 3 school days.

If a parent has a question about homework he/she should discuss the matter with the teacher. Students in Extended Care are provided a study time in which they might complete all or part of their homework.

ILLNESS, HEALTH AND INJURY AT SCHOOL

School personnel, according to the complaint or injury, will administer first aid and care to the sick child. Parents will be contacted when school personnel feel notification is necessary. If parents disagree with this policy for their child/children, they are asked to bring it to the attention of the principal.

Non-prescription medication cannot be administered from the Pope John office unless the medication has been brought to school by the parent/guardian of a student with specific instructions and in the original unopened container. This is per the Archdiocesan Policy #2008-02.

A parent will be notified if a child develops a fever of 100 or above at school. Fever is a symptom of illness and the student may need medical attention or may be contagious to others. Parents are asked to keep their child at home when the child has an elevated temperature of 100 degrees or higher or shows other definite signs of illness. The child is not to be sent to school until his/her temperature has been normal for twenty-four hours without the aid of a fever reducer and diarrhea and/or vomiting free for twenty-four hours.

The school is willing to help parents carry out doctor's instructions for a child while he/she is at school. We will dispense prescriptions with written authorization by the parent. **Proper instructions must be provided. All prescriptions must be in the original containers. A parent/guardian must deliver and pick up the medication from the office.**

IMMUNIZATIONS

Please follow state of Indiana requirements for immunizations. The only exception to the requirements is for those whom the vaccines are medically contraindicated or children whose parents have filed a written statement of religious or other serious objections.

INSURANCE POLICIES

The Archdiocese has negotiated a student accident insurance for students in the Catholic Schools. The claim should be submitted to the family's insurance first then the Archdiocesan insurance will cover thereafter. All students are automatically covered at no cost to the parents, but the insurance claim must be made within 90 days. This plan covers intramural and interscholastic athletics. Parents are to notify the office of an accident needing professional attention, and a claim form will be given.

LIBRARY BOOKS

Children are permitted to take out library books weekly. Students who do not return their library books will not be allowed to take out new books until the prior books are returned. If library books are not returned after several reminders, it will be necessary to charge a replacement cost.

LICE & NITS

We have a no nit/no lice policy.

LOST & FOUND

A "Lost & Found" box is in the school lobby. Preschool also has a "Lost & Found" in the small side cafeteria. Articles are disposed of every few months. **Parents, please put the child's name on clothing and lunch boxes.**

LUNCH/BREAKFAST PROGRAMS

Hot lunches are available for \$2.75 a day. The meal contains the basic food groups and vitamins required by the Department of Education.

Breakfast is available for \$1.60 a day. This too meets the health guidelines set forth by the Department of Education.

Policy #3231

All cafeteria bills must be paid in a timely manner. If bills are not paid timely, the cafeteria cannot provide nutritious and appropriately portioned meals for our students. No student may carry more than a \$50 late lunch bill. When this limit is reached, follow up actions will be initiated as described in the administrative rules and procedures until payment is received. Rules and Procedures for Policy #3231 are available to view in the Policy Manual in the school office.

A free/reduced priced breakfast/lunch program is available for students when the family income meets the specified federal regulations. Applications must be completed and approved before the free/reduced breakfast/lunch program can be put into effect.

PARENTS ARE ENCOURAGED TO UTILIZE

THE FREE/REDUCED BREAKFAST/LUNCH PROGRAM WHEN THEIR CIRCUMSTANCES DICTATE. IT WILL HELP YOU FINANCIALLY AND BENEFIT THE SCHOOL THROUGH OTHER SOURCES! If parents request financial assistance, they are encouraged to apply for the free or reduced breakfast/lunch. If you meet the criteria for tuition assistance, even if your child chooses NOT to eat the meal, it is to our advantage that you apply. If you have any questions, inquire at the school office.

Children who are allergic to milk or other food items and provide the school with a written statement signed by a licensed physician, will be served an alternative.

Children may bring a lunch from home; however, every effort should be made to send a lunch that does not have to be microwaved, as this takes the adult away from supervising the other students. All lunches coming from out of the building must be in a standard lunch box/bag or a non descript unlabeled bag. Milk may be purchased for \$.40 a carton. **CARBONATED DRINKS** or glass containers may not be brought to school. This is a state regulation for state-supported schools with lunch programs, of which Pope John is included.

Cafeteria Procedures

1. Students are expected to be quiet, polite, and orderly in the cafeteria. They may converse quietly to others seated close by.
2. Students are expected to follow cafeteria procedures and encouraged to eat their lunch.
3. Students are never to grab food from others, either seriously or in fun, or to throw food.
4. Students are not to trade or share food.
5. Students should be sure their space is clear and clean before leaving the cafeteria and their trash must be put in proper containers.
6. Students must remain at their assigned table until dismissed.
7. No food is to be taken from the cafeteria.
8. Students are to proceed to the playground or classroom using the designated doors – on rainy days, they should proceed to their classrooms.

NON-CUSTODIAL PARENT

Pope John XXIII abides by the provisions of the Family Education Rights and Privacy Act of 1975 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child/children. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of a notarized court order. The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent. This is for the protection of the child.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held September 16 and 17. Additional conferences may be requested at any time by contacting the child's teacher.

PESTICIDES

The school has a policy and guidelines regarding the use of pesticides. If you would like to view this information, please make a request to do so at the Pope John office. If your child has an allergy to any pesticides, please inform the office in writing immediately.

PLAYGROUND RULES

1. Students will go outside in appropriate weather if the temperature is 20 degrees (with the wind chill) or above.
2. No food is allowed on the playground.
3. During recess, students are to be on the playground in specific areas designated by the school. When inside due to weather conditions, students are to remain in their rooms.
4. Students have a designated play area on the playground according to their grade. They will be informed if they must play on the blacktop due to wet or snowy grass.
5. Students are to walk in an orderly manner at all times and will be instructed by their teachers as to what door to exit and enter to/from the playground.
6. There is to be no crowding on the slide, walking up the slide, standing or laying on the swings, or sitting on the monkey bars. No rocks are to be on the slide. Children must go down the slide in an upright position with feet first.
7. Students should be kind and respectful of other people. There will be no pushing, tackling, or carrying of people.
8. There are to be no hard bats, baseballs, softballs, or footballs. Whiffle balls and bats, soccer balls, and foam balls are allowed. School is not responsible for lost, stolen, or broken items.
9. There will be no rocks, sticks or other hard items thrown.
10. There is to be no splashing of water, sliding on slick spots, or throwing ice, snow, or mud.

11. Students are expected to stay in supervised specified areas by grade levels at all times and may not leave the playground for any reason without permission from the teacher on duty.
12. During the school day, a barricade is in place at the east and west entrances to the parking lot to eliminate the danger of vehicle traffic during playtime.
13. A teacher or volunteer will activate the siren or bell at the completion of lunch recess.
14. No bullying, pushing, pulling, carrying, fighting, or horseplay is permitted.
15. The Gaga pit is for those students who have attended a school sponsored CYO field trip, unless otherwise scheduled by the administration.

ROOM PARENTS

Room parents serve as a contact between the teacher and the parents. They aid the teacher with organizing class parties, field trips, and other class activities. Room parents do not have to always provide the refreshments.

SCHOOL CLOSINGS

Closing decisions or two-hour delays will be made by 6 a.m. A detailed information sheet will come home in the fall regarding school closings. Please keep the information in a convenient location. Any decision to alter the school day or close school will be announced over the following radio or television stations. WORX WIKI WHAS 11 WLKY 32 WAVE 3. In addition we will contact families via an automated text messaging system.

SCHOOL PICTURES

School pictures are taken each year and are offered without obligation to our parents. Fall pictures are scheduled for **Tuesday and Wednesday, August 21 and 22, 2018.**

August 21 ~ 3-year preschoolers and grades K, 4, 5 & 6 August 22 ~ 4-year preschool and grades 1, 2, & 3

Spring pictures will be taken on Wednesday, March 20, 2019.

SCHOOL TELEPHONE

The office telephone is a business phone and is not to be used by the students, except in an emergency. Students will not be allowed to make personal arrangements using the phone. Parents should send individual teacher messages via e-mail or voicemail (please see inside cover of handbook for extension numbers and e-mail addresses). Please realize teachers may not have time during the school day to check email so if you have a message pertaining to that particular day, please leave the teacher a voice message.

SPECIAL SERVICES – CONSOLIDATED SCHOOL/HEALTH DEPT.

Psychometric Testing

Testing in the areas of IQ, psychological, and educational difficulties fall under the Article 7 Special Education Rules. Students who are having difficulty will be referred to the school's Response to Intervention team. The team and the classroom teacher will work together to implement research based interventions for a specified period of time. The team will reconvene periodically and if necessary, documentation will be sent to the Madison Special Services Unit for further evaluation.

Speech

Students that have been screened and recommended for speech are offered speech by the Madison Consolidated Special Service Unit. A speech therapist comes to Pope John for this service.

Hearing

An annual hearing screening is provided for all students in grades 1 and 4 and all referrals. Nurses from the Jefferson County Health Department conduct the screening.

Vision

A vision screening is conducted for students in grade 1 and 3 as well as referred students.

SPORTS AND EXTRACURRICULAR ACTIVITIES

School Commission Policy #5341 states:

-Students that are absent from school on a given day, due to illness, will not participate in school related extracurricular activities on that day. *Some instances arise and will be decided at the Principal's discretion.*

- This will be broadened to apply to any reason for a student being absent, not just due to illness.

-To be eligible to participate in organized sports on a Shawe team, a Pope John student must be in the 6th grade. Fifth graders will be invited to participate in Jr. High Athletics by the Shawe Athletic Director on a sport by sport basis. Additionally, a Pope John student must have a passing grade in at least 4 of the following courses on their quarterly report card; Language Arts, Math, Religion, Science, and Social Studies .

STANDARDIZED TESTING

Pope John XXIII is an accredited school and as such we participate in state standardized testing. The 2018-2019 test dates have not yet been scheduled by the State of Indiana. They are likely to fall around the following dates. :

ILEARN (Replaced ISTEP)	April 22 – May 17, 2019
IREAD for 3 rd Grade	March 18 - 29, 2019

STUDENT RECORDS

When a student transfers or graduates, records are sent upon request or notification to the school to which the student is transferring. Records WILL NOT be sent unless all tuition, book fees, library, cafeteria, extended care, and bus fees are paid. According to the Family Rights and Privacy Act of 1975, parents have a right to view their children's records. If a parent feels it is necessary to view their child's records, please make an appointment with the office. Original records may not be released to parents or students.

TUITION

Families who are not actively contributing to the parishes by using Sunday envelopes and submitting the stewardship card, will be considered non-affiliated for purposes of tuition. The pastor will provide this information. Those families that are not affiliated with a parish will pay higher tuition rates because the parish subsidizes the tuition of affiliated students.

Tuition accounts are maintained at the Business Office at the Catholic Community Center. We have several payment options through German American Bank. The forms are available at school and must be completed at the Business Office and the bank. The regular payment of your obligation is recommended since grade reports and transcripts may be withheld for open accounts. Failure to have these accounts reviewed with the business manager can result in not being able to enroll for the next school year.

Refund (Refer to Policy #3260)

- If a student in grade K-12 is voluntarily withdrawn before the first day of school of a semester, the student (family) will receive 100% refund of tuition, and 100% refund of fees for books for each semester of the school year, as applicable.
- There is no refund of book fees, after the first day of school.
- If a student is voluntarily withdrawn after the first day of a semester, but before the end of the first three (3) weeks of s semester, the students (family) will receive a 50% refund of the semester's tuition plus 100% of the second semester, if applicable.
- If a student is voluntarily withdrawn from school after three (3) weeks of the semester; the student (family) will receive no refund of the semester's tuition. A 100% refund of the second semester tuition will be made, if applicable.
- If a student is dismissed or expelled as a result of disciplinary action taken by the school administration, the student (family) will receive no refund of the semester's tuition. A 100% refund of the second semester tuition will be made, if applicable.
- If a student is voluntarily withdrawn, or is dismissed or expelled as a result of disciplinary action taken by the school administration, after having been admitted to the school on probation, the student (family) will receive no refund of tuition for the semester, or any other semester in the school year as applicable.

VACATION DURING THE SCHOOL YEAR

Students are expected to be in school on days immediately surrounding holidays. If it is necessary for you to take your child from school, please contact the principal and your child's teacher. If you plan to take a child on vacation during school time, you are required to contact the principal and the child's teacher prior to the vacation. All tests and work will be made up after vacation, unless the teacher is able to provide prior to the vacation.

VISITORS

All outside doors are locked. All visitors must ring the doorbell and communicate with office personnel to be admitted and should immediately report to the office and sign in.

WITHDRAWALS

Families withdrawing from the school should notify the principal and teacher in ample time. Upon receiving a request for records, office personnel will mail the student's records to the school the child will be attending. Records will not be forwarded if there are outstanding balances with the school.

Parent or Guardian Signature Page

Please sign at the bottom upon reading the following:

Pope John has an Internet Policy that has been proposed by the Prince of Peace School Commission. The entire policy is available in the office. The educational value of student Internet access is the joint responsibility of students, parents, and employees of the school. The school MUST have this Permission Form on file before the beginning of the year. All forms of communication have ethical dimensions, requiring guidelines, which meet standards of Christian behavior beyond legal obligations. I give approval of access to the Internet for my child/children.

I have approval for photographs of my child/children to be used in the newspaper, School social media sites, newsletters, and brochures. My child/children can be videotaped in the classroom or when in school programs. I approve of the usage of names of students, names of parents, addresses and phone numbers in a school directory.

My child/children does/do not have any physical problems or illness that will prevent participation in regular physical education classes. I am to inform the office and P.E. instructor in writing of any problem my child has that may interfere with physical education. My child is to wear tennis shoes on the day he/she has P.E.

I give permission for my child/children to watch movies that are rated PG.

This form must be returned to the school office no later than August 8, 2017. We, the undersigned, state that we have read and agree to be governed by the Student/Parent Handbook for Pope John XXIII Elementary School for the 2017-18 school year.

We understand fully the regulations contained herein and recognize the right of the school to establish rules and provide for their enforcement. Pope John XXIII School retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made. The handbook is reviewed each year before publication in the summer.

-----**Cut & Return Bottom Portion**-----

2018-2019 Handbook Signature Page

Father's Signature _____ Date _____

___ I agree and will support the information above and in the handbook and will contact the office with any questions or concerns. I realize to volunteer at the school, I must have completed the Archdiocese of Indianapolis program "Safe and Sacred".

Mother's Signature _____ Date _____

___ I agree and will support the information above and in the handbook and will contact the office with any questions or concerns. I realize to volunteer at the school, I must have completed the Archdiocese of Indianapolis program "Safe and Sacred".

Students in Pope John	Grade	Students in Pope John	Grade
_____	____	_____	____
_____	____	_____	____