

POPE JOHN XXIII ELEMENTARY SCHOOL

221 W State Street, Madison, IN 47250

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Pope John XXIII Faculty & Staff

Principal	Mrs. Jill Mires
Administrative Assistant	Mrs. Priscilla Torline
Pastor	Father Chris Craig
President	Mr. Phil Kahn
Development Director	Mrs. Patti Grote

Classroom Teachers

Grade 6	Mrs. Colleen Burdette	
Grade 5	Mrs. Mary Ellen Minnick	
Grade 4	Mrs. Sandra Knight	Ms. Teresa Stucker (Math) Mrs. Tammy Josephsen (Religion)
Grade 3	Mrs. Tammy Josephsen	
Grade 2	Mrs. Kathy Bear	Mrs. Michele Barlow/ Mrs. Jill Mires
Grade 1	Mrs. Tamra Reardon	Miss Chelsea Sims
Kdgn.	Mrs. Jean Laskowski	Mrs. Crystie Schultz Ms. Teresa Stucker (Math)
Counselor	Mrs. Tammy Martin	

Pope John Special Teachers

Grades K-4

Art	Ms. Christy Whitham
Computers	Mrs. Sharon Higbie
Library	Mrs. Karen Terlinden
Music	Mrs. Crystie Schultz
P.E.	Mrs. Eileen Webster

Grades 5-6

Ms. Christy Whitham
Mrs. Sharon Higbie
Mrs. Karen Terlinden
Mr. Bill Gordon
Mrs. Eileen Webster

Title I

Mrs. Tammy Josephsen
Mrs. Jill Mires

Teacher Aide

Mrs. Nancy Kelly

Tutors

Mrs. Darlene Thompson

Cafeteria Staff

Manager	Mrs. Jane Tekulve	Mrs. Suzi Ashbury
	Mrs. June Tsoi	Mrs. Brenda Lauderbaugh

Business Office

Mrs. Marie Royalty

Pope John Bus Driver

Mr. Charlie Meisberger

Maintenance

Mr. Jack Rampy

Custodian

Ms. Araceli Rodriguez



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

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



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, Ipad 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. Help maintain a bully-free school. “Bullying” is defined as overt, repetitive acts or gestures including verbal or written communication, physical acts committed, or any other behavior committed by a student or group of students against another student with the intent to harass, humiliate, or harm the other student. Bullying, physical violence, fighting, harassment, improper language, and put downs will not be tolerated. Consequences for bullying follow the Disciplinary Procedures in this handbook and Prince of Peace School Policies #5253 and #5254.
13. Do what is asked the first time while under staff supervision.
14. 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.
15. 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 at recess time.*
16. Follow C.L.A.S.S. lifelines.

Cell phones are permitted, but must be turned off and left in the school office 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.

C.L.A.S.S. – Connecting Learning Assures Successful Students

Faculty and staff have trained in this classroom model, which focuses on climate, community and curriculum. Procedures and classroom expectations are derived from this model. Students recite and are encouraged to practice the “Life Goals”: Do the right thing. Treat people right.

The students recite and are encouraged to follow a special “Code of Conduct”: I am happy. I am healthy. I am responsible. I am respectful. I know how to do the right thing. I know how to treat people the right way...and every day I’m getting better and better.

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. 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.

Requirements for Admission to Pope John XXIII

1. To enter kindergarten, a child must be five years of age by August 1, 2011.
2. To enter first grade, a child must be six years of age by August 1, 2011, unless the student moves in from another location that has a different requirement.
3. To enter all other grades, the student's parents must first meet with the principal and meet all age requirements for that grade.
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** and report the absence and reason to the school office by 8 a.m. 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 or if a note is not sent in on the child's return, the student will be considered unexcused. This information is required for state absentee reports. Please call the office if your child is absent – 273-3957 ext. "0".

Morning Drop Off – Do not drive your vehicle up on the sidewalk. Students should be dropped off in the back of the building in the morning. 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 7:40 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.

7:45 a.m. Bell will ring indicating the final bell will sound in five minutes.

7:50 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 7:50 a.m. are considered tardy if they did not ride a bus.

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

Perfect Attendance

A student has perfect attendance if he/she has no absences or tardies (morning or afternoon).

Tardiness

Students arriving in the classroom after the 7:50 a.m. morning bell or leaving prior to the 2:10 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 9:50 a.m. or leaving before 12:15 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 is disruptive to the school, classroom, office, and your children. Please help teach promptness and responsibility. Tardiness due to a late bus arrival or 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 must also have read and signed "To Be Safe & Secure" (a booklet provided by the Archdiocese). 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 the "Protecting God's Children" VIRTUS program and be registered on-line and remain current with the information.

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.

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.

BUSES

1. Students must be at their pick up point at the assigned time. The bus driver will not wait for students who are not present.
2. Students must obey the bus driver at all times. Students may be suspended from the bus for severe misbehavior that the driver reports to the principal.
3. Students are to remain seated with limbs inside the bus while it is in motion. There is to be no loud talking.
4. If a child is to ride a different bus from his/ her assigned one, communication must be made from the parent to the teacher or office.
5. Parents are prohibited from riding the bus with their children or from following the bus on its designated route. This can be a distraction to the driver.
6. Pope John bus riders and Southwestern connection bus riders must pay a bus fee. Students are not permitted to ride either bus if the fee is not paid. The Pope John bus transports children to Girls Inc. and The Lide White Boys & Girls Club. Payment of bus fees for the year is to be paid to the business manager. Individual and twelve-ride bus passes may be purchased in the school office.
7. Preschool students are not allowed to ride the bus to and from school due to a directive from the Indiana Department of Education and the Division of School Traffic Safety.

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. 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 7:50 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 2:15 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. If you have e-mail and would prefer packets coming home, let the office know.

COMPUTER LAB

The school has a computer lab. 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: MISBEHAVIOR, SUSPENSION, AND EXPULSION

The procedure for serious and/ or consistent misbehavior follows:

1. The child will be sent to the principal.
2. The child's name and action will be noted on a discipline card.
3. The student will sign the discipline card.
4. The principal and/ or student may notify the parents.
5. A conference may be held with any combination of student, teacher, parent, and principal. An action plan may be discussed and implemented.
6. If this plan is ineffective, it may be recommended that the student withdraw from Pope John.

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.

In the event of expulsion, a written notice will be submitted to the pastor of the school. The parent or guardian will be given the opportunity to withdraw the child before expulsion or may appeal the expulsion to the pastor. In the event of withdrawal, the word "withdrew" will be entered on the permanent record.

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 1:45 p.m. with any dismissal changes and the Pope John office after 1:45. **If a note or call is not received, the child will follow his/ her normal routine.**

1. **All students will be dismissed at 2:15 p.m. (buses, walkers & riders, & extended care).** Walkers and riders are to be picked up behind the school building. Students must go to extended care if they are not going to be picked up right at dismissal. If a student has not been picked up by 2:30 p.m., he/ she will be required to go to Extended Care.

Car Line Reminders at Dismissal – There are three lanes to the car line. Please fill all three lanes. The first car in each lane needs to pull up even with the dumpsters. Please do not leave your vehicle. Your child's teacher(s) 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. Do not drive your vehicle up on the sidewalk.
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, plunging necklines, short shorts/ skirts, tank tops, clothing with spaghetti straps or backless shoes are allowed.

Girls & Boys

Pope John polo shirt colors are navy blue, hunter green, gold and white.

Short-sleeve polo shirts may only be worn with a white short-sleeve t-shirt underneath.

Pants/ shorts: Khaki (tan), navy blue, and blue jeans (regular style – no faded stages of color, no extra zippers, glitter, flowers or designs, or frayed at seams); if khaki or navy pants or shorts have pockets, the pockets are to be flat and neat in appearance. No sweatpants are allowed.

-Pope John sweatshirt colors: navy blue, hunter green or gray with a logo

-Sweaters: navy blue crewneck, v-neck, sweater vest or cardigan sweater

-Hoodies may not be worn during the school day except outside.

-Shoes: shoes must have a backstrap

-No hair dye except for natural colors is allowed unless the principal authorizes a "special day".

-No holes in pants

Boys: Boys with shoulder length hair or longer must have it in a ponytail.

Girls: **Jumpers**-navy blue or khaki with a white polo, white blouse or white turtleneck underneath

Girls may also wear blue jean or navy blue skirts, skorts, or capris, or khaki skirts, skorts or capris. NO dresses may be worn. NO miniskirts or midriff tops are allowed at any time. NO tights or leggings may be worn under shorts.

-All clothing must be worn as it is intended to be worn, (i.e. **shirt tails must be tucked into slacks, skirts or shorts; slacks and shorts must be worn at the waist**). Skirts and shorts must be fingertip length when the arm is extended hanging at the student's side. Not wearing clothing properly will result in the same sanctions as not wearing the clothing identified in the standard dress code.

-Polo shirts with the original logo from the 1997-98 school year, which do not have the "shamrock" logo, are not permitted.

-Students may wear a plain white turtleneck or mock turtleneck shirts, a plain white t-shirt or uniform polo shirts under sweaters and sweatshirts, however, no sleeves may show.

-Jewelry should be modest and conservative. No other visible body parts other than the basic earlobe should be pierced with jewelry.

-Subtle make-up may be worn but may not be brought to school. Lip-gloss and Chap Stick can be used providing it does not become a nuisance item.

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., 273-2009, Gilpin's, 812-689-6188, Lisa Mix, 273-5652, Champs Sports & Apparel, 265-9828, and Lana Huser, 866-4971. 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. 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 note written by the parent is **NOT** sufficient. A phone call for permission will likewise 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 "Protecting God's Children" Virtus Training program. **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: 95-100=A, 86-94=B, 76-85=C, 70-75=D, 69 and below=F

Children in grades 1, 2, & 3 will be graded in social studies, science, art, P.E., music, computers and handwriting with the following system:

O-Outstanding, S-Satisfactory, U-Unsatisfactory

Children in grades 4th, 5th & 6 receive O, S, or U in music, P.E., library, computers, and art. Students in 4th, 5th, and 6th grade will be given numerical grades in religion, reading, English, spelling, math, science, social studies and band.

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 2:15 p.m. 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.

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 can no longer 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" policy. If a student has had head lice or nits, before returning to school, he/ she must have a re-admittance form from the Jefferson County Health Department or medical doctor stating that the student is lice and nit free.

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 PROGRAM

Hot lunches are available for \$2.00 a day. The meal contains the basic food groups and vitamins required 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 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 lunch program can be put into effect. **PARENTS ARE ENCOURAGED TO UTILIZE THE FREE/ REDUCED 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 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. 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.

9. Parents are NOT to bring food from fast food restaurants to students for lunch. On rare occasions, if students have been gone for an appointment, the student may bring lunch back if one was not ordered from the cafeteria.

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 in October. 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 28 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.

ROOM PARENTS

Room parents serve as a contact between the teacher and the parents and may participate if they have completed the “Protecting God’s Children” VIRTUS Training program. 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**
 For any extraordinary weather condition or emergency situation, a parent phone tree will be activated.

SCHOOL PICTURES

School pictures are taken each year and are offered without obligation to our parents. Fall pictures are scheduled for **Wednesday and Thursday, August 30th & September 1, 2011**

August 30 ~ 4-year preschoolers and grades 1, 2 & 3 September 1 ~ 3-year preschools, kindergarteners and grades 4, 5 & 6

Spring pictures will be taken on **Wednesday, April 4, 2012**.

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 voice mail (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 e-mail 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 EXTRA CURRICULAR 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 extra-curricular activities on that day. *Some instances arise and will be decided at the Principal's discretion.*

-To be eligible to participate in organized sports on a Shawe team, a student must maintain a passing grade average. Weekly behavior reports may be required by the coach upon request.

STANDARDIZED TESTING

ISTEP+ is given in grades 3, 4, 5, and 6. Pope John follows the state guidelines. The testing will be separated with the ISTEP+ writing portion administered March 5-14, 2012 and the ISTEP+ Progress April 30, 2012 – May 9, 2012.

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 River Valley Financial 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 a semester, the student (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 persons entering the building must report to the office. Pope John has visitor sticker badges in the office for visitors. Entry to the building is limited to the north and south doors. The east and west doors are locked. In the event of an emergency, the east and west doors do open from the inside to exit.

WITHDRAWALS

Families withdrawing from the school should notify the principal and teacher in ample time. The parents must sign a "Release of Information" form before the school is permitted to release the student's records. Records are mailed to the receiving school. Records will not be forwarded if bills are not paid.

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 or school brochure. 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. Our e-mail address can be used for 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.

This form must be returned to the school office no later than August 17, 2011 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 2011-12 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-----

Father's Signature _____

____ 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 "Protecting God's Children" VIRTUS Training and I will continue to complete the on-line training updates.

Mother's Signature _____

____ 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 "Protecting God's Children" VIRTUS Training and I will continue to complete the on-line training updates.

Students in Pope John	Grade
_____	_____
_____	_____
_____	_____