

POPE JOHN XXIII ELEMENTARY SCHOOL

221 W State Street

Madison, IN 47250

1-812-273-3957

Fax: 1-812-265-4566

Business Office: 273-5835

pjprincipal@popeace.org

Prince of Peace Schools Website: www.popeace.org

Pope John XXIII Staff

Principal	Sister Anna Rose Lueken, OSB
Secretary	Mrs. Priscilla Torline
Pastor	Father John Meyer

Classroom Teachers

Grade 6	Mrs. Nancy Gavin	
Grade 5	Mrs. Sue Grap	Mrs. Terri Guarino
Grade 4	Mrs. Ann Ellen Moore	Mrs. Teresa Stucker
Grade 3	Mrs. Michele Barlow	Mrs. Marilyn Perkins
Grade 2	Mrs. Kathy Bear	Mrs. Vicki Lundergan
Grade 1	Mrs. Jill Mires	Mrs. Tamra Reardon
Kdgn.	Ms. Crystie Greene	Mrs. Jean Laskowski

Pope John Special Teachers

Grades K-4

Art	Mrs. Colleen Burdette
Computers	Mrs. Sue Geyman
Library	Mrs. Karen Terlinden
Music	Mrs. Kathy Sego
P.E.	Mrs. Eileen Webster

Grades 5-6

Mrs. Colleen Burdette
Mrs. Sue Geyman
Mrs. Karen Terlinden
Mr. Ray Rice
Mrs. Eileen Webster

Cafeteria Staff

Manager	Mrs. Jane Tekulve	Mrs. Mary Barron
	Mrs. June Tsoi	Mrs. Brenda Lauderbaugh

Maintenance

Supervisor Mr. Dennis Kortman

Custodian

Mrs. Melinda Judge

Pope John Bus Driver

Mr. Charlie Meisberger

Welcome

It is with pleasure that we welcome you to a new school year at Pope John XXIII Elementary School! We are really happy to have you and your family as part of our school. We hope that you find Pope John to be a school which enables each individual to reach his/her maximum potential in a positive, caring environment. We welcome children and parents of all faiths to become a part of our Christian community.

Mission

Pope John XXIII Elementary School is a Christ-like community of learning. We believe every student can learn. We believe every child is gifted. Every child is encouraged to share his/her gifts with one another.

Philosophy

Our school is a community of learning. As part of the Catholic Church, it strives to teach the proper behavior of Christian citizens. The faculty and staff set an orderly environment so that the educational process may take place. Students are expected to be cooperative and willing to learn. Parents (the first teachers) are expected to support the commitment of the Catholic school and be a good example for their children. Spiritual development is encouraged through weekly attendance at liturgies prepared by the students and teachers, but more importantly through participation in Mass/church services with their parents. The reception of the sacraments, daily religion classes, and prayer helps to support their faith development. The efforts of all will make our educational environment unified, harmonious and successful—hence, a learning community based on strong spiritual values.

The following “Belief” Statements and “Desired Learner Outcomes” were developed during the PBA (Performance Based Accreditation) process during the 1997-98 school year. In the 2002-03 school year, we began the process for renewal of NCA Accreditation. This year we will be visited by NCA representatives.

Belief Statements: We believe

students are made in the image of God.

each student is unique and lovable, deserving of attention, respect, and personal acceptance.

parents are the first and most important teachers, and students learn best through a partnership of parents and teachers.

Pope John XXIII Elementary School provides a safe, learning environment where students thrive in a Christ-centered community.

students are taught to be accepting of their own differences and abilities and to respect the differences and abilities of others.

students are encouraged to explore their gifts and talents and to share them through their Christian life of faith and service.

students are encouraged to develop learning strategies that best serve their individual educational needs.

students are prepared to be lifelong learners who are challenged and encouraged to develop to their fullest potential.

Desired Learning Outcomes – PBA/NCA

Sixth graders on leaving Pope John should possess these desired learner outcomes:

Academics

Pope John students are academically prepared. They will be able to

-read and comprehend all subject material on a sixth grade level.
-demonstrate strong study skills enabling them to be independent learners.
-utilize problem solving skills and know all basic math facts involving addition, subtraction, multiplication and division.
-independently do minimal research and complete an essay using correct grammar skills.
-exhibit good oral communication skills.
-utilize technology.

Social Responsibility

Pope John XXIII students are socially responsible and good citizens. They will

-exhibit skills that will enable them to take part in a cooperative society.
-listen, respond and share with one another in order to work with groups.
-show responsibilities that will enable them to be independent.
-be accepting of a diverse society.

Catholic Faith

Pope John XXIII students are prepared to live their Catholic faith. They will

-know the essentials of the Catholic faith such as
 -the seven sacraments.
 -the traditional Catholic prayers and how to pray spontaneously.
 -the order of the Mass and responses used during Mass.
 -the Ten Commandments.
 -the Corporal and Spiritual Works of Mercy.
 -the Mysteries of the Rosary.
-know the precepts of the Church.
-be familiar with the Bible.
-explore their gifts and talents and share them through a Christian life of faith and service.

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 8:00 a.m.

Students should not arrive at school prior to 7:00 a.m. unless accommodations have been made with the principal. Students arriving prior to 7:45 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 First bell rings indicating students must proceed to their classrooms if they have not already been picked up by the teacher, and the final bell will ring in five minutes.

7:50 **Students are to be in their classrooms and seated when prayer and announcements are made.** Teachers will be taking attendance and a lunch count. **Students arriving after 7:50 are considered tardy if they did not ride a bus. Parents simply MUST make sure their child/children arrive at school and in their classrooms on time.** Beginning this year, we have to submit a report of each individual child's attendance (absentees & tardies), to the Department of Education. This is a public document and as such will be available to anyone.

*****STUDENTS THAT ARE ABSENT FOR TWO HOURS OR MORE DURING ANY PART OF THE SCHOOL DAY WILL BE COUNTED ABSENT FOR A HALF DAY.**

Each student must present a note to the teacher stating the reason for the absence at the time of his/her return to school. If a note is received, the absence is considered excused. **If no note or phone call is received, an unexcused absence will be given.**

Notes are required:

1. when a student returns from an absence.
2. before the day of a doctor, dental or other professional appointment.
3. when a child will be going home by a different means than normal. (If a note or call is not received, the child will follow his/her normal routine.)
4. if a child is late to school.

Tardiness

Repeated tardies will result in disciplinary measures. The local probation office requires that we report anyone with excessive tardies. They will schedule a hearing to be held with the parents and the hearing board. 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 will not be counted against the student. We will make every effort to work with the bus transportation to get the children to school on time.

Accident/Illness

An emergency card is kept on file in the office for every student. The cards provide the school with necessary information in case the student has an accident or becomes ill during the day. The parent **MUST NOTIFY THE OFFICE IMMEDIATELY** if any changes need to be made on the emergency card.

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 will retain admission in 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.

Children of every family of the Prince of Peace Parish and other Catholic families are eligible to enroll at Pope John. Although preference for admission is given to Catholic students, non-Catholic students regardless of race, sex or nationality may enroll as long as the class enrollment is monitored. New enrollment will be accepted according the Policy #5210.1*. Parents of non-Catholic students may be required to sign Policy #5210b3, which states that the parents approve of their child participating in religious instruction and other activities.

***Policy #5201.1 Order of Approval of New Enrollment for Pope John School**

1. Registered Catholics in Jefferson/Switzerland counties with a sibling at Pope John or Shawe.
2. Registered Catholics in Jefferson/Switzerland counties.
3. Non-Catholics with a sibling in Pope John or Shawe.
4. Registered Catholics residing outside Jefferson/Switzerland counties.
5. Non-Catholics until the class is closed. Confirmation of placement in a class will be given by July 1.

Registered (affiliated) Catholics are those families with at least one parent being a baptized Catholic and registered through the Prince of Peace or Most Sorrowful Mother of God Church offices. Registered (affiliated) Catholics attend Sunday Mass regularly and contribute to the support of the church by using the Church contribution envelopes. Children of registered (affiliated) Catholics must be baptized in a Catholic Church and involved in sacramental preparation classes prior to beginning school. Baptismal records must be presented at the initial registration for the child in Pope John Elementary School.

In the event that the registration exceeds capacity, a random drawing will be conducted to determine admission. After the school year begins, and as space permits, students who wish to enrolled in Pope John who would transfer from another school may be admitted when certain conditions are met. It should be understood that we would support the academic and disciplinary decisions of other schools.

Students in good standing, transferring from another school, will be considered for transfer admission after the following have been accomplished.

1. A conference with the principal, the parents and the student has been held.
2. The parents have provided a written statement indicating their reasons for desiring admission of the child to Pope John XXIII Elementary School.
3. Contact with the previous school has been made to verify good standing and determine academic placement.
4. Satisfactory arrangements have been made for the payment of tuition and fees.

Requirements for Entering Pope John XXIII

1. To enter kindergarten, a child must be five years of age by July 1.
2. To enter first grade, a child must be six years of age by July 1.
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.

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 been assigned by 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.

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 on the black top. Skateboards or other wheeled vehicles are not permitted on the school grounds during the school 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.
3. Students are to remain seated with limbs inside the bus while it is in motion. There is to be no loud talking.
4. Students riding Madison Consolidated and Southwestern buses are expected to follow the rules of the public school. Students may be suspended from the bus for severe misbehavior that the driver reports to the principal.
5. If a child is to ride a bus different from his/her assigned one, **a note** from the parent for the teacher and office **is required**.
6. 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.
7. 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.
8. 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 most 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. Once a month an all-school Mass for grades K-12 is offered in the Meny Gym.

Sacramental Preparation

First Communion and First Rite of Reconciliation are received in the second grade. Instruction in school is to be enhanced by activities in the home. 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. Regular attendance at Sunday Mass is the minimum expectation. Parents have a grave responsibility in this regard. Baptismal records will have to be on file prior to the reception of the sacraments. These should have been received on entry to school. Confirmation is received in high school.

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 themselves.
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 call the teacher's extension and leave a message if you would like to schedule an appointment and the teacher will return your call. **Please do not interrupt the activities of the classroom.** Likewise, any important messages, lunches to deliver, etc. should be handled through the office. Teachers are generally available after 2:15 p.m. unless they have previously scheduled commitments. Parents are asked to follow the proper channels when addressing concerns, **faculty member then principal.** Parents should begin with the most immediate personnel involved first.

Each Monday your child/children should bring home a Monday folder with school work from the past week. A parent newsletter goes home weekly with the youngest child in your family. Various handouts and monthly calendars come home this way. Occasionally, the office may find it necessary to send flyers on another day. Please check your child's folder and book bag. Please insist that your child/children share these with you each Monday. If you are not getting the Monday folders, please notify the teacher. Children likewise need to be reminded of the importance of turning in parent notes, checks, etc... to the teacher.

Computer Lab

The school has a computer lab in the library/media center. Comprehensive Technology and Infomedia Plans were rewritten last summer. Parents are required to sign the Signature Page in the back of this handbook whether their child can/cannot use the Internet. A filtering program is being used, but they are not fool proof. The advertisements are not filtered.

Disciplinary Procedures: Misbehavior, Suspension and Expulsion

The procedure for serious and 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. After three discipline cards have been issued, a conference will be held with the parents, teacher, and the principal.
5. At the conference, a plan of action will be discussed to enable the student to remain at Pope John.
6. If this plan is ineffective, it may be recommended that the student withdraw from Pope John.
7. A discipline card will be sent home for parents to sign if a child is sent frequently to the office for behavior problems.

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 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

End of Day – Where Do I Go?

Please make sure your child knows when they leave home in the morning how they are to go home in the evening. Emergency changes **MUST** be called in before 1:30. **If a note or call is not received, the child will follow his/her normal routine.**

1. Dismissal is based on the time the children are needed to make the public school bus connections. Our dismissal bell will ring at 1:47.
2. After the first buses have left Pope John, the children that go home as a walker or rider are dismissed. Parents of children picked up in vehicles are asked to please back in to a parking stall and follow the instructions of the dismissal supervisor. (Please study drawing below.) Dismissal soon follows for the E.O. Muncie bus riders and extended care children.
3. Children who are not enrolled in extended care cannot play on the school grounds before 5:15 p.m. The playground is reserved for the extended care children from 2:10-5:15. They are supervised by the extended care supervisors. It is the responsibility of the parents to see that children who return to play AFTER 5:15 are supervised.
4. Children who are not picked up by 2:10 MUST report to extended care.
5. Children may not wander through the building after dismissal. In case of emergency (for example, forgotten homework), children must report to the office or find a staff member in order to return to the classroom. No parent or child may reenter a classroom without the permission of the administrator or teacher.
6. High school students are not allowed in the Pope John building after their dismissal unless special arrangements have been made with the principal or another staff member.
7. 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 parking lot. If any student is waiting for a sibling he/she must be in extended care at Pope John until Shawe's dismissal.
8. Students are required to have a note if they are going home with a friend or if they going home by a different means than normal. **Please stress to your child he/she cannot make arrangements at school to go home with a friend and then want to make phone calls for permission. These arrangements must be made before school.**

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 code.

Girls & Boys

--Pope John polo shirts - short or long sleeve: navy, white, maroon, hunter green (not chartreuse or kelly green); Polo shirts are **NOT** to be worn with a long-sleeved shirt underneath or another shirt that extends beyond sleeves or collar.

--Pants/shorts – Khaki (tan), navy blue, and blue jeans (regular style – no faded stages of color, hues, glitter or frayed at seams); If khaki or navy pants or shorts have pockets, the pockets must be inset on the sides and back. **NO** pockets elsewhere & **NO** baggy pockets on dress pants or jeans! **NO** sweat pants are allowed!

--Pope John sweatshirt (navy, green or gray) with a logo or navy blue crewneck, v-neck or cardigan sweater

--Socks, shoes, athletic shoes without cleats, or sandals with straps around the back

--Students must wear tennis shoes on P.E. day.

Girls

--Navy blue jumpers (not denim or khaki) with white blouse (no lace or colored trim)

--Besides the above item, girls may also wear blue jean or navy blue skirts, skorts, or capris, or khaki skorts or capris. **NO** mini-skirts are allowed as well.

The following clarifications and interpretations are also included:

- Clothing must be clean, properly fitted, neat and untattered.
- Slacks and sweaters may not include decorations, appliques or stripes.
- 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 may not be rolled up at the waist). Not wearing clothing properly will result in the same sanctions as not wearing the clothing identified in the standard dress code.
- Polo shirts from the 1997-98 school year, which do not have the “shamrock” logo, or which are light blue in color are permitted, inasmuch as they are not in disrepair.
- Shorts and skirts should be fingertip length, when the arm is extended hanging at the student’s side.
- No zippers at various lengths on pants – no tassels, ties, hammer loops or extra carpenter pockets; Pants must fit at the waist and the length should not drag on the floor.
- Students may wear plain white turtleneck or mock turtleneck shirts, a plain white T-shirt or uniform polo shirts under sweaters and sweatshirts. Tank tops are not permitted.
- Jewelry should be modest and conservative. Earrings are permitted provided they are not dangling from the ear. No other visible body parts should be pierced with jewelry.
- Students should be clean, neat, and well groomed. Boys with shoulder length hair should have it pulled back in a ponytail.

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 purchased at Ultimate Awards and Designs (owned by Pope John parents, Dan & Jackie Thurston), Lana Huser, Star Quality Awards, and Heitz Sign Company. In addition, catalog shoppers will find polo shirts and sweatshirts available through Lands’ End and J.C. Penney’s.

Other items, which are not specifically monogrammed including slacks, shorts, skirts, navy sweaters and jumpers, are available from your favorite department stores locally and in the Louisville area.

Early Dismissal

If a student must leave school early for a doctor's appointment or for other necessary reasons, the parent must send a note to the homeroom teacher, preferably one day in advance, and come to the office to sign the student out. When the parent arrives, the secretary will notify the teacher to send the student to the office. If the student returns to school after an appointment, the parent must also sign the student back in to school.

School will be dismissed early 4 times during the school year for staff development days, 2 times in the first semester and twice in the second semester.

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 the field trips. If parents are needed to drive they must provide proof of insurance coverage (forms are in the office). Parents may be used as chaperones. These are sometimes limited by the actual field trip destination. **The parents are to be in a total supervisory position so it is not permissible to bring younger children.**

Fire and Tornado 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. The school has a Safe School Plan that covers all types of natural and unnatural disasters! State and local prescriptions are followed, and a record of drills is kept in the office.

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. This should give you a good opportunity to know what your child is doing weekly.

The following grading scale will be used at Pope John:

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, library, and handwriting with the following system:

O--Outstanding, S--Satisfactory, U--Unsatisfactory

Children in grade 4 receive letter grades in art and an O, S or U in music and P.E.

Gym—Physical Education (P.E.)

STUDENTS MUST WEAR TENNIS SHOES ON THE GYM FLOOR!

All students must wear gym shoes or they will have to sit out during their PE class.

If a child cannot participate in gym he/she must bring in a signed note from the parents or doctor stating the reason. A form must be completed that alerts the instructor to any physical disabilities that may interfere with normal activity.

Headlice and Nits

We are consistent with the Madison and Southwestern Schools in having a “nit free” policy for the school! Persistent cases of head lice and nits must be reported to the Health Department.

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, students, 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 has been absent for a day or two because of illness, his/her assignments will be sent with a sibling, relative or neighbor or given to him/her upon returning to school. He/she should attempt to catch up their missing assignments as soon as possible. If there is prolonged illness or injury, parents should make arrangements with the teacher in regard to assignments.
3. If a child leaves for a doctor's appointment, sickness, etc...he/she is responsible for school work missed.

Parents are requested to call in the morning if they expect to pick up homework at the end of the day. Please do NOT call in and expect your child's work to be gathered in a short time. The teacher MUST not be interrupted from teaching. If called in after 9:00 a.m., the homework may not be available until 2:30 p.m.

If a parent does not understand the homework or questions the amount of time a student is spending on homework, they are encouraged to discuss this with the teacher. Students in Extended Care are provided with a study time in which they might complete all or part of their homework.

Illness, Health and Injury at School

The school personnel according to the complaint or injury, will administer first aid and care of the sick child. Parents will be contacted when the 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.

A child with a temperature of 100 degrees or more should not be in school. This is a sign of illness, and the child may need medical attention or may be contagious to others. A parent will be notified and someone will have to pick the child up. The emergency card information will be used to contact parents. Please make sure your family card is up to date, and contact the office with any changes.

Parents are asked to keep their child home when they know he/she has an elevated temperature or 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 or until a doctor feels confident the illness is over. This procedure allows for better care of the child who is sick and decreases unnecessary exposure for the well children in school.

The school is willing to help parents carry out doctor's instructions for a child while he/she is at school. We will dispense prescription drugs with written authorization by the parents. Proper instructions must be provided. **All prescriptions must be in the original containers.**

Immunizations

All elementary school children must have immunizations against diphtheria, whooping cough, tetanus, measles, rubella, and poliomyelitis. The only exception to these requirements are children for whom the vaccines are medically contraindicated or children whose parents have filed a written statement of religious or other serious objections.

No child will be permitted to attend school for more than thirty days beyond the date of his/her enrollment unless he/she is either (A) fully immunized, or (B) has begun his/her immunizations and produced a schedule for completion. The school office must have documentation of the receipt of the vaccine.

All students entering the 6th grade will be required to have received at least 2 doses of measles vaccine, MMR, and both doses must have been administered after the first birthday. The second dose may have been administered anytime during the child's life, as long as there are thirty days between doses. **(Please see the chart below for all immunization requirements.)**

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. 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. Report cards will not be issued if books are not returned or the book cost is not paid.

Lost and Found

A "lost and found" box is in the school lobby. Preschool also has a "lost and 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. In sorting through the lost and found items, returns cannot be made if we do not know who they belong to. Have your child browse the lost and found items occasionally.

Lunch Program

Hot lunches are available for \$1.50 a day. The meal contains the basic food groups and vitamins required by the Department of Education.

A free/reduced priced lunch program is available for students when the family income meets the specified federal regulations. Applications must be filled in 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 and provide the school with a note from their doctor, will be given a liquid substitute.

Children may bring a lunch from home. Milk may be purchased for \$.25 a carton. **NO CARBONATED DRINKS** or glass containers may be brought to school. This is a state regulation for state-supported schools with lunch programs, of which Pope John is

included. When operating a federally sponsored lunch program, snack and drink machines are not to be available during meal times.

Cafeteria Rules

1. Students are expected to be quiet, polite and orderly in the cafeteria.
2. Students are allowed to converse quietly to others seated next to or across from them.
3. Students are expected to follow cafeteria procedures.
4. Students are encouraged to eat their lunch.
5. Students are never to grab food from other students, either seriously or in fun or to throw food.
6. Students should be sure their space is clear and clean before leaving the cafeteria.
7. Trash must be placed in the proper containers.
8. Students must remain at their assigned table until dismissed.
9. No food is to be taken from the cafeteria.
10. Students are to proceed to the playground or classroom using the designated doors, except on rainy days when they should proceed to their classrooms.
11. Parents are **NOT** to bring food from fast food restaurants to students for lunch.

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 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.

Nuisance Items

Items that distract or disturb others are not to be taken out of the bookbags during academic instruction time. Staff members have full discretion on when and where students can use or play with items from home. 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. Trading is not permitted.

Parent-Teacher Conference

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 use of pesticides. If you would like to view this information, please 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. Lunch is to be eaten in the cafeteria. No food is allowed on the playground.
2. During the noon 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.
3. During the wet or snowy weather, students are to remain on the blacktop. During dry weather children may go onto the grassy area adjacent to their area.
4. Students are to walk in an orderly manner to all places. When going to the playground, students will exit the south doors. When entering the building, grades 5 and 6 will use the east doors, grades 3 and 4 will use the south doors, and grades 1 and 2 will use the west doors.
5. 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 put on the slide. Children must go down the slide in an upright position with feet first.
6. Students should be kind and respectful of other people. There will be no pushing, tackling, or carrying of people.
7. 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.
8. There will be no rocks or other hard items thrown.
9. There is to be no splashing of water, sliding on slick spots or throwing ice, snow or mud.
10. Grades K-1 have an afternoon recess on the west end of the playground.
11. Students are not to leave the playground for any reason without the permission of the teacher on duty.
12. Barricades are placed at both entrances of the parking lot to eliminate the danger of vehicle traffic during the playtime.
13. The siren will sound at the completion of lunch recess. The first siren means to stop all activity and remain silent. The second siren means to walk to the line in silence.
14. No bullying, pushing, carrying, fighting, or horseplay is permitted.

Room Parents

The room parents serve as a contact between the teacher and the parents. They may 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

Pope John will follow the Madison Consolidated School System regarding school closings. Closing decisions or two-hour delays will be made by 6:00 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 WHAS 11 WLKY 32 WIKI 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. At present, we have scheduled Thursday and Friday, August 28th & 29th for school pictures.

Thursday, August 28 – 3-year preschool & Grades K-2

Friday, August 29 – 4-year preschool & Grades 3-6

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 (such as requesting permission to go to another student's home after school, forgotten lunches, assignments or musical instruments). Students are not permitted to make telephone calls on the classroom phones. A new, up-to-date telephone system was installed during the summer. Parents will be able to leave individual teachers messages. Information and instructions for the new system will be given out when they are available.

Special Services-Madison Consolidated School/Health Dept.

Psychometric Testing

Special individual testing in the areas of IQ, psychological and educational difficulties along with speech and hearing testing are available. If you feel your child might benefit, please discuss the situation with the classroom teacher. The teacher may also request that you consent to the testing in order to help develop a better educational program for your child. Upon receiving the results of the evaluation, a conference will be scheduled.

Speech

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

Hearing

A hearing screening automatically occurs for all students grades 1 and 4 and all referrals. The Madison Consolidated Special Service Unit conducts this screening.

Scoliosis

The Jefferson County Health Department conducts the scoliosis screen for students in grade 5 and referrals.

Vision

A vision screening is conducted for students in grades 1 and 3 and referrals.

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 extra-curricular activities on that day.

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

Standardized Testing

We are waiting for the state's word on ISTEP+ on what grades will be tested with the ISTEP+ tests. We will then determine what other grades will be tested. Tentatively, grades 3 and 6 will take ISTEP and grades 4 and 5 will take a test similar to ISTEP.

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.

Tuition

Families who are not actively contributing to the parishes by using Sunday envelopes will be considered nonaffiliated for purposes of tuition. The pastor will provide this information. Those families that are not affiliated with a parish will pay increased tuition 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. This 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 or president can result in not being able to enroll for the next school year.

Refund

- 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 the book fees, after the first day of enrollment.
- 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.

Visitors

All persons entering the building must report to the office. 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. The recent experience with school disturbances does not allow us the freedom of allowing people to come and go as we might like in our school.

Withdrawals

Families moving 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 note, this year we are combining several forms so you will not have as many to sign and return. Sign at the bottom upon reading and agreeing to 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 should you be interested in reading it. 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 give 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 and is listed below.

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 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 15, 2003. 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 2003-04 school year.

We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. Pope John XXIII School retains the rights 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--** -----

_____ I agree and will support the information above and in the handbook and will contact the office if there is a question.

Our e-mail address is _____

Parent/Guardian's Signature _____

Students in Pope John

Grade

510.2.2 Medication Permission Form

In order to protect the health and welfare of children and school staff members, Indiana laws require that school personnel observe certain safeguards in administering prescription medication to pupils. If we are to administer prescription medicine to your child, the following procedures will be observed:

1. No medication shall be administered without the written and dated consent of the parent.
2. The parent's written consent is valid only for the period specified on the consent form and never longer than the current school or program year.
3. A physician's prescription, a copy of the original prescription with the dosage, or the pharmacy label must be provided by the parent and be on file with the school.
4. Medication shall be maintained in a secure location.
5. Medication shall be administered in accordance with the physician's prescription.
6. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required.
7. The person or persons authorized to administer medication are the school secretary, principal or designated person.

WE CANNOT ASSUME RESPONSIBILITY FOR MEDICATION UNLESS THESE PROVISIONS ARE FOLLOWED! Non-prescription medication will be given or dispensed by a school employee ONLY upon WRITTEN request of the parent or guardian, and by phone only in an emergency, which must include the specific instructions for administering. This year we are asking for donations of unopened bottles or packages of acetaminophen. This ends up being a big expense and donations would be great. Children's chewables, junior chewables, and regular strength acetaminophen are most frequently used.

-----**-Cut & Return Bottom Portion-**-----
 Parental Medication Release Statement

My child/children, _____, may be administered the following circled non-prescription medications by a school employee during school hours:

Acetaminophen Ibuprofen Tums Cough Drops

My child, _____, is to be administered the following prescription medication(s) which must be in the original pharmacy container:

Name of Medication	Time to Administer	Period of Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

To Be Continued

Parent/Guardian _____ Date _____