St. John XXIII

Catholic School Pre–K to Grade 8

3806 Manchester Road **Middletown, OH 45042**

513-424-1196 **Stjohn23school.org**

Pastor: Rev. John Civille **Principal: Mrs. Dawn Pickerill**

Parent/Student Handbook

2026-2027

Revised September 2026

Changes in policies and procedures will be made on an ongoing basis as deemed necessary by the principal of St. John XXIII Catholic School.

WELCOME FROM OUR PRINCIPAL

As an educator for over 30 years, I have come to value the importance of a religious foundation and strong community as two of the most important factors in the fabric of a successful school. At St. John XXIII Catholic School, I have had the good fortune to lead a faculty and staff who are dedicated and experienced in their profession, become one with families who believe in the foundation of faith and service in their lives, and create a truly special educational environment where we grow and shape compassionate, curious, and capable young minds.

I believe that with hard work, determination, perseverance, grit and teamwork, we can ensure the success of all students. All children can learn, but I recognize that student needs in education are varied, and I emphasize the importance of differentiated instructional methods and tailored support systems to meet the needs of all students to ensure their educational success. I am grateful for the breadth of extracurricular activities offered at our school and consider myself a very visible principal who enjoys spending time with students often and getting to know them on a personal level. Watching students participate in extracurricular activities is one of my passions, and I love to cheer my students on! My favorite scripture passage is "To those whom much is given, much is required" and my favorite motto is "Go forth and do good things." I encourage all our students, faculty, and staff to live those words.

To me, St. John XXIII is more than a school. It is a place for spiritual, emotional and intellectual growth as part of a larger vision to be of service to one another and to the community at large. For the fourteenth year, I am happy to say that I am the proud principal of St. John XXIII Catholic School. Together Everyone Achieves More (TEAM).

Mrs. Dawn Pickerill

School History

Foundation

For over 150 years, St. John XXIII as the culmination of three legacy schools, has been the center of a Catholic education for the greater Middletown community. Growing alongside this All-American city, St. John XXIII has come to symbolize the traditions and positive success that comes from a dedicated and hard-working community. Our school is the beneficiary of decades of dedicated educators, clergy and parish supporters who have contributed to the robust history and strong foundation of St. John XXIII.

Legacy Schools

St. John XXIII was created in 1972 as a combined entity to serve all students in the area who were attending the local Catholics Schools of Holy Trinity, St. John's and St. Mary's. The history of those preceding schools' dates back to 1867, when organized classes were held inside the Holy Trinity church run by Father Boulger and the Sisters of Charity for over 20 years. The cornerstone of the new school was laid in 1891 and finally in 1901, the Holy Trinity Commercial School was established by Father Buckley and Sister Higgins.

St. John School

In 1880, at the request of Father Leitner of St. John's Church, the Sisters of St. Francis of Oldenburg came to open St. John's School to serve its growing parish community. In 1908, a new school building was built and in addition to the grade school subjects, a Commercial Course was offered, and an increasing number of high school subjects were added, so that three years of high school were offered. The teaching staff was increased to eight sisters.

St. Mary's School

On September 2, 1952, St. Mary's School opened a single-story building operated by the Sisters of St. Francis. On September 8, 1959, construction of the second floor was ready for occupancy. In September, 1967, four new classrooms and two basement rooms were added to the building. In 1973, this building became the East Campus of St. John XXIII, housing grades K-4.

St. John XXIII Today

In 1972, the three Catholic Schools in Middletown were consolidated to become St. John XXIII Catholic School. The lower grades were assigned to the East Campus (formerly St. Mary's School) and the upper grades were assigned to the West Campus (formerly St. John's School). The new singular school became the heart of the community's Catholic education and served as the beneficiary of the multi-parish, thriving area.

New Campus and New Preschool

In 2004, Bishop Fenwick constructed a new high school, and the St. John XXIII students moved into the former high school building, uniting all students in grades Kindergarten through Grade 8 for the first time in 31 years. The school boasts a 17-acre campus on Manchester Road with a host of amenities not typical of other Pre-k through eighth grade schools. In 2009, St. John XXIII added state licensed preschool classes for 3-, 4-, and 5-year-olds, further expanding the early opportunities for Catholic education in the community.

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PARENT/STUDENT HANDBOOK

ACCREDITATION

St. John XXIII Catholic School is chartered by the State of Ohio and takes part in the Ohio Catholic Schools Accrediting Association process. The OCSAA is a collaborative undertaking of the Catholic dioceses in Ohio and is governed by the Superintendents of Schools who serve as the OCSAA Commission. The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student learning.

PHILOSOPHY

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

MISSION STATEMENT

In partnership with our community, St. John XXIII Catholic School provides a rigorous curriculum centered on Christ. Our school prepares students to live their Catholic values and apply their knowledge beyond the classroom.

NON-DISCRIMINATION ADMITTANCE POLICY

The governing board of St. John XXIII Catholic School located at 3806 Manchester Road in Middletown, Ohio (45042) has adopted the following racial nondiscriminatory policies.

St. John XXIII Catholic School recruits and maintains an admittance policy that does not discriminate students of any race, color, ethnic or national origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

St. John XXIII Catholic School maintains an admittance policy that does not discriminate on the basis of race, color, ethnic or national origin in the hiring of its certified or non-certified personnel.

CURRICULUM

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

SPIRITUAL -

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

INTELLECTUAL – the areas of study are…

1. Religion	6. Science	11. Computer Literacy
2. Reading	7. Health	12. Foreign Language K-8

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

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

Band is a performance-based class. Your child will choose the instrument (brass, woodwind, percussion) that he/she would like to play. He/she must have their instrument at school on days in which they have band class. Students are not permitted to call home if they forget to bring their instrument. Band covers many of the same aspects of music class mentioned above. In addition to required winter and spring concerts, your child could have the opportunity to participate in honor band, perform a solo at a state sponsored adjudicated event, join the Bishop Fenwick Falcon Force Marching Band, and perform at Kings Island's Music in the Parks Festival.

The choice between band and music is completely between you and your child, however, it is a decision that must be made in the spring (May 15th) for the following year, and must be committed to for the entire school year. Music is selected and purchased in May based on the information we receive from you at this time, so it is important that this decision is not taken lightly. **Changes after May 15th will incur a $200.00 charge to cover the cost of music that has been ordered.**

A form will be sent home to students in grade 4 in the spring for them to indicate their choice for these classes. If we do not receive the form by the due date, the student will be placed in music class. Students in grades 5-7 will be placed in the course they are currently taking unless they alert the music/band teacher in writing by May 15th.

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

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

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

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

GRADED COURSES OF STUDY – The Archdiocesan Graded Courses of Study are aligned with the Common Core standards and are the state-approved guide for all Catholic schools in the

archdiocese. The intent of the Graded Courses of Study is to provide the teacher with identifiable and measurable objectives in each subject area.

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

STUDENT CODE OF CONDUCT – Please see section on Student Behavior Code for consequences

A. Respect for teachers, staff, students and visitors
   1. No rudeness in action or in words
   2. Each student is expected to set an example of polite behavior for others within our school
   3. Each student is expected to pick up after himself or herself in cafeteria, restrooms, hallway, and classrooms

B. Courtesy and attention in classes
   1. Students should not interrupt
   2. Students must raise their hands to speak
   3. Students must listen attentively
   4. Students should not talk out of turn
   5. There is to be quiet outside the classroom, especially in the hallways and stairways
   6. Personal school supplies will be kept neatly in desks and/or lockers
   7. Students are expected to be ready to learn; having homework, any books and school supplies needed for class

C. Students are expected to adhere to school and classroom regulations, including all safety regulations

STUDENT RIGHTS

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

TEACHER/STAFF RIGHTS

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

PARENTAL RIGHTS AND RESPONSIBILITIES

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

Parents have a responsibility to:

- See that your child attends school regularly and on time
- Make certain that your child is clean and dressed according to the uniform code
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions
- Teach your child by word and example, respect for the law, respect for the school including all teachers and administrators, respect for school rules and regulations, and respect for the rights and property of others
- Discuss concerns with teachers and administrators
- Provide any and all requested information. Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary actions, up to and including suspension and expulsion.
- Portray St. John XXIII Catholic School in a positive way via all communication including face-to-face, electronic, and social media
- St. John XXIII Catholic School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process

COOPERATION AS CONDITION OF ENROLLMENT

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. John XXIII Catholic School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

GENDER IDENTITY POLICY

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion
- Require that participation on school teams be according to biological sex
- Designate Catholic sex education, uniforms, and gender appropriate dress, bathrooms, locker rooms, showers, and sleep accommodations on trips according to biological sex
- Provide reasonable accommodations to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
    1. What is the specific request of the student and/or parents?
    2. Is the request in keeping with the teaching of the Catholic Church?
    3. Is the school reasonably able to accommodate the request?

ACADEMIC POLICIES

- **Academic Expectations**
  Student success is at the forefront of our mission with teachers, support staff, technology, etc. all put in place to ensure that students reach their full potential. However, a major part of this equation is the student. Students who choose not to learn may be asked to find an alternate educational placement.

- **Homework Policy**
  Homework provides reinforcement for what a child learns at school and helps a child develop responsibility through a "task completion" activity. Homework may fall into one of four (4) categories: practice, preparation, extension, or creative. Homework time averages 10 minutes per grade level starting in kindergarten. It is the student's responsibility to complete assigned homework. Handing in completed, neatly done assignments on time helps a child develop good study and learning habits. Parents should provide support and encouragement but never complete a child's homework for them – this includes acting as a scribe for students. Parental support and encouragement may include providing a set time and place to do homework, helping their child check completed work, and/or assisting their child in organizing work and materials. If unexpected family events or interruptions prevent a student from completing his/her homework, a note should be sent to the respective teachers so allowances can be made. Assignment planners are provided to each student in grades 2 – 8. Assignments are listed in the classrooms and teachers encourage students to write assignments in their planners. All teachers will have assignments listed on FACTS SIS.

  Make-up Work Due to Absences
  Students who have an excused absence are required to make-up missed assignments to avoid receiving a zero for said assignment. For classes that meet daily, students will be given one day for each day absent to make-up this missed work. For classes that meet weekly, the assignment is expected to be turned in no later than the start of the next scheduled class meeting. Please see information from the "special" teachers (art, Spanish, music, band, physical education) for specific requirements in these classes.

  Late/Missing Assignments
  Each teacher will establish his/her own policy regarding work not turned in or incomplete work. These policies are distributed to parents at Curriculum Night in August. Please be advised that our experience shows that most subject failures are due to missed and/or late work.

  Summer Assignments
  To help prevent the "summer slide" and prepare our students for the following school year, summer assignments will be given at the end of the school year for 6th, 7th, and 8th grade math and 7th and 8th grade literature/written expression. Summer assignments may be given in other academic areas and at other grade levels.

  Grades and Grading
  Our student management system is FACTS SIS. Parents can choose to have email updates whenever a teacher enters a grade into this system. While timely grading of all assignments is expected of the teacher, the time allotted is commiserate with each given assignment. Interim reports will be given to parents midway through each trimester, with report cards given at the end of each trimester.

  Withdrawal for Academic Reasons
  In the event that a student is not meeting with academic success after all allowable interventions and support services have been put into place, St. John XXIII Catholic School has the right to ask the student to find an alternate educational placement that has the ability to meet the needs of the student.

ADMISSION POLICY/REGISTRATION

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

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

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

*Active Holy Family parishioner – A parishioner must show proof of church attendance through use of envelopes at Sunday Liturgy at Holy Family parish.
For admission, children must also meet the following requirements:

1. For admission to kindergarten, children must be aged five by September 30th and have a passing score on our kindergarten screening.
2. For admission to first grade, children must be aged six by September 30th and have a passing score on our 1st grade screening.
3. In all grades, children must not have been dismissed from other schools for serious disciplinary infractions.
4. In all grades, children must agree to participate in the entire educational program, particularly religious education.
5. At all grade levels, students are admitted on a 12-week probationary period. If there have been no behavioral concerns in that time period and the student is in good academic standing, the probation is lifted, and full acceptance is granted.
6. All new students who have been promoted to the next grade in their previous school will be assessed on their content skills (based on the Archdiocesan Graded Course of Study) prior to admission. Students will be placed accordingly.
7. New students, in grades 6, 7, & 8 must have an interview scheduled with the principal prior to screening and acceptance
8. While we strive to teach all students no matter their learning differences, it is the parent's responsibility to provide St. John XXIII Catholic School a copy of the students ETR/IEP/ISP/504 at the time of registration if applicable. St. John XXIII Catholic School will review these documents and determine if we are able to meet the needs of the student prior to admission. Failure to provide said documents may result in the removal of the student during the probationary period.
9. Student records from the student's previous school are needed prior to full admission to St. John XXIII Catholic School. A transfer of records form is attached to this handbook and is also available from the school office.
10. **Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.**

Registration Requirements for new students:

- Completed application and registration forms
- Copy of birth certificate and immunization records
- Baptismal certificate for Catholic students
- Custody/visitation papers, if applicable
- Previous report card
- Registration fee of $200 per family (non-refundable)
- Student interview for those entering grades 6-8

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

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

ATTENDANCE/ABSENCE/TARDY

Ohio House Bill 410 dictates how Ohio schools must deal with truancy. According to the Ohio Department of Education, "Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate."

Absences are figured by the hour and fall into one of three categories:

Type	Consecutive Hours	Hours/School Month	Hours/School Year
Chronic Absenteeism	N/A	N/A	10% of total school hours either **excused or unexcused**
Excessive Absences	N/A	38 excused or unexcused hours absent unless the absence is medically excused	65 excused or unexcused hours absent unless the absence is medically excused
Habitual Truancy	30 hours without a legitimate excuse for the consecutive absences	42 hours without legitimate excuses for absences	72 hours without legitimate excuses for absences

Medically excused = Note from physician 10% = 16 days or 108 hours

If a student misses 10% of the school year, they MAY be retained in the current grade. This will be handled on a case-by-case basis, with absences accompanied by a doctor's note being weighed less than those without a doctor's note.

What constitutes a legitimate excuse? A legitimate excuse is any sickness accompanied by a doctor's note or missed days due to a family emergency, funeral, etc. If the student is out for four or more days, they **must** have a doctor's note to (1) return, and (2) be allowed to make up any missed work. Missed school for vacation or travel for sports are **not** considered legitimate excuses. For this reason, we do not allow work/tests missed for these reasons to be made up for a grade, however the work will be given to the student UPON THEIR RETURN to complete for knowledge if he/she wishes.

Should a student meet the above criteria, an absence intervention team may need to be put in place which will consist of the principal, teacher, school nurse, school counselor, parent, and student. This team will meet and develop an absence intervention plan which must be followed. In the case of habitual truancy, if the student/family does not follow the guidelines of the plan, we must alert the juvenile court. In all cases, should a student miss 10% of the school year, they may not be promoted to the next grade level despite having passing grades.

Absence Procedures

- All absences must be reported to the school office by 9:00 A.M. on the day of the absence.
- When calling the school office, please give your name, child's name, his/her homeroom and the reason for the absence.
- If we do not hear from you, we are required, by law, to contact you to check on your child.
- **A written note (not an email) is required on all absences**; therefore, a student who has been absent must present a written excuse from his/her parent, guardian or physician stating the reason for the absence. **Only a written note from a physician will equal an**

excused absence. This note should be given to the student's homeroom teacher. If no note is presented, the absence will be unexcused, and the student will not be given credit for work made up.

- Medical absences of more than 3 consecutive days **must** be accompanied by a physician's note.
- Parents MUST call the office NO LATER THAN 9:00 if you would like to have your homework available for the student. Homework may be picked up between 3:00 – 3:30 P.M. or sent home with another student. Children will be given one day for each day absent to make up work missed during absences.
- Parents and students are HIGHLY encouraged to check FACTS SIS for assignments, notes, information, etc. missed during any absence.

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

Vacations

Nothing can replace the direct instruction that a teacher provides to his/her students in the classroom setting, therefore, families are strongly encouraged to take their vacations when school is not in session. As vacations do not constitute an excused absence, any time missed over 4.4 consecutive days could result in the implementation of an absence intervention team. To avoid this happening, please alert the school office of your vacation at least one week prior. Should the vacation take the student over the allowable days per school month or year, an absence intervention team will be implemented. As vacations are considered unexcused, work/tests missed are unable to be made up for a grade, however the work will be given to the student UPON THEIR RETURN to complete for knowledge if he/she wishes.

Tardy

When children arrive late to school, there is a disruption of the educational program and a negative reinforcement of bad habits. Children who come to school by car should be dropped off no later than 7:55 AM to allow time to report to class. Students are considered tardy when they are not in their homeroom, in their seats, and ready to work by 8:00 A.M. There are two (2) exceptions: late bus arrivals and early morning medical appointments. **Parents/students must provide a doctor's note for a medical appointment to be considered an excused tardy**. Arriving to school after 8:00 A.M. for any other reason will be considered an unexcused tardy. All time missed will be figured into the HB 410 hours.

Students in grades 4-8 will be issued an after-school detention on their 4th tardy of the trimester. Every subsequent tardy in that trimester will result in an additional after-school detention.

Excessive tardiness (<nine unexcused/trimester) will require a meeting with the school. Chronic tardiness (<twelve unexcused/trimester) will require the student to find another educational placement.

Appointments during School

Parents will use the Pikmykid app to inform the school/office/teacher if their student will be leaving school during the day for an appointment. The responsible adult must come to the office to sign out the student and the responsible adult or student must sign in upon returning. **The student must return with a note from the Physician**. Students are responsible for any work due/assigned during the time of their absence. Please note that absences for any reason will result in the student not being eligible for perfect attendance awards.

Absences That Coincide With Evening Events

Children who are absent during the school day MAY NOT attend evening events such as sporting events/practices, school programs, or dances. Students who are absent from school on Friday are exempt from participating in school-sponsored events for that weekend unless clearance to participate is obtained from a physician **and** permission is granted by the school principal and the

athletic director. Failure to adhere to this policy may result in suspension in participation in extracurricular activities.

AWARDS

An end-of-year awards ceremony is held for grades 4 & 5, grades 6 & 7, and grade 8 respectively. Students receive award certificates for academic achievement, effort, Christian conduct, and service.

Honor Roll – Grades 6 through 8

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

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

BUS TRANSPORTATION

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

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

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

CLASS PLACEMENT

In order to ensure a balanced and equitable classroom environment for all students, parents should refrain from requesting specific teachers or suggesting class placement for their children. To ensure each child's success, our experienced staff works diligently to create class rosters that take into account a variety of factors which include academic needs, social dynamics, and developmental considerations, therefore, parent requests will not be considered.

EMERGENCY CLOSINGS/DELAYS/EARLY DISMISSAL

Any changes in the school schedule due to inclement weather or other emergencies will be communicated to parents by text, phone call, and email. This information will also be posted on our school website and on social media. Because of busing, St. John XXIII will typically follow whatever Middletown City Schools do regarding weather closings or delays; however, if several other districts that St. John XXIII serves and/or the principal does not feel the roads are safe for our families, she reserves the right to cancel school for St. John XXIII even if Middletown does not close. In school closing/delay announcements, we are included in "Middletown City Schools". Since six (6) bus districts serve St. John XXIII School, it is important that all families understand how the bus systems work.

Closings

In most cases, St. John XXIII will be closed when Middletown City Schools are closed.

If St. John XXIII Catholic School remains in session and your student's district bus is not running, it is the parent's responsibility to get their students to school. Failure to do so will result in a day of absence.

Delays

In case of delays, follow the bus system that your student rides. If one of the districts has a one- or two-hour delay, all students who ride that system's buses including St. John XXIII students are delayed. For example: a St. John XXIII Catholic School student normally rides a Lakota bus at 7:00 A.M. If Lakota were on a two-hour delay, the St. John XXIII Catholic School student would be picked up at 9:00 A.M. at the regular bus stop. Since the bus was the reason for the delay, the student would not be counted tardy as long as they arrive at school by bus. If the parent chooses to drive the student and St. John XXIII is not on a delay, the student should arrive at the determined start time of St. John XXIII Catholic School to avoid being marked tardy or ½ day absent.

Early Dismissal

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

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

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

COVID-19 ACKNOWLEDGEMENT OF RISKS

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. John XXIII Catholic School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. John XXIII Catholic School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. John XXIII Catholic School there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. John XXIII Catholic School function. The same is true for parent(s) of a student at St. John XXIII Catholic School.

By signing this Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. John XXIII Catholic School functions is the choice of each family, including ours. If student or parent(s) who visit St. John XXIII Catholic School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. John XXIII Catholic School, attend any St. John XXIII Catholic School function, or visit St. John XXIII Catholic School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. John XXIII Catholic School or any St. John XXIII Catholic School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

DAILY SCHEDULE

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

Students who are car riders or walkers should arrive no earlier than 7:30 A.M. Students who arrive before 7:30 A.M. and are not registered for A.M. Latchkey will report to Latchkey and the morning Latchkey fee will be assessed unless they arrive by bus. ALL students arriving between 7:30-7:50 should report to the gym.

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

Morning Drop Off: All procedures are in place for the safety of our students

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

Afternoon Dismissal: All procedures are in place for the safety of our students

- The order of afternoon dismissal is as follows: Latchkey; bus riders from all districts outside of Middletown; Middletown bus riders; car riders; walkers. For safety reasons, walkers will only be dismissed when all buses and cars have exited the parking lots.
- If there is a change in your child's mode of transportation, you will need to indicate this by 2:15 in the Pickmykid App.
- If there is an **emergency situation** requiring a change in transportation that occurs after 2:30, you will need to call the school office. **Do not email transportation changes.**
- Any car rider not picked up by 3:00 P.M. must report to Latchkey to await their ride. An afternoon Latchkey fee will not be assessed unless tardiness in picking up your child(ren) becomes habitual.
- For the safety of all students, the only permissible location to pick up students by car is in the parking lot. Students will not be released to any person not parked in the designated lot. Parents must walk over to the "safe zone" to pick up their student(s) regardless of their age.
- If you live within walking distance of school and wish for your child to walk home, you must call the school office and request, fill out, and return a "Walker Permission Form."

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

ELECTRONIC DEVICES/TOYS

One-to-One devices will be issued to students in grades 6, 7, and 8. These devices remain the property of St. John XXIII Catholic School, and all students and parents must sign a policy on acceptable use. Failure to do so will result in the student not being issued a device. Any damage to the device will be the responsibility of the student and parent. Records will not be released, or laptops issued the following year until all repairs are paid for.

Any assignments that require printing must be printed outside of school. Students are not permitted to print at school unless a note is provided by the parents indicating why this is necessary. Failure to present an assignment for any reason will result in some form of disciplinary action as determined by the teacher.

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

1. Cell phones are not to be used on school grounds before school, during school or after school until the student is picked up/delivered to his/her responsible party (parent, grandparent, coach, etc.) This includes the time spent waiting for school to begin, the time spent after school waiting for pick up, and time spent on the bus (if applicable). If a student is caught with his/her cell phone out during these times and/or school hours, it will be confiscated, turned into the office, and only returned to the parent.
2. Students in the lower grades (up to grade 5) must turn in their electronic devices (including cell phones) to their teacher at the beginning of the day. It will be returned to them at the end of the day. Should the student fail to do so, and the item becomes missing, St. John XXIII Catholic School bears no responsibility for said item.
3. Students in grades 6-8 may keep their electronic devices (including cell phones) in their backpacks in their lockers, however, they must be turned off and the locker must be locked. Should the student fail to lock their locker, and the item becomes missing, St. John XXIII Catholic School bears no responsibility for said item.
4. Students in grades 6-8 may use electronic readers at appropriate times during the school day, however, should they be caught using the reader for anything other than reading (games, texting, etc.) the device will be confiscated, and the student will lose the privilege of having such a device for the remainder of the school year. The device will not be returned to the student; a parent must come in to pick up the device
5. Smart watches are not permitted to be worn during the school day. Should a student bring one to school, he/she will be required to place it in his/her locker just as they would a cell phone.
6. Again, St. John XXIII Catholic School discourages the use of these items at school and assumes no responsibility should these items become lost or damaged during the school day

ELIGIBILITY – GRADES 5-8

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

1. To be eligible to participate in extracurricular activities, a student must maintain a 2.0 overall grade average, a D- or above in all core subjects, and exhibit acceptable behavior at school. All subjects on the report card are included in the overall grade average and are weighted by the number of times the class meets each week. For example, math meets 5 times each week so will be weighted 5 times as much as music which only meets 1 time each week.

2. The grades of all participants in extracurricular activities are evaluated for eligibility at interim and report card time (approximately every 6 weeks). A point value is assigned to each interim and report card grade using the following scale, except for advanced math which works on a 5.0 scale. The grades are then averaged.

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

3. Out-of-school suspension automatically results in two weeks of ineligibility effective the first day of suspension. The principal may, at his/her discretion, declare a student ineligible based on that student's behavior at school. The length of the ineligibility period will be determined by the principal according to the circumstances considered.
4. If a student becomes ineligible, either because of grades or behavior, grades/behavior are then evaluated approximately every two weeks. The students updated grades are collected from FACTS and averaged again using the previously mentioned scale. If the student's grade average is 2.0 or above and/or they are passing all core subjects, he/she immediately becomes eligible to participate in extracurricular activities. If the grade average is below 2.0 and/or the student is still failing a major subject, the student becomes ineligible for another 2 week period. The cycle repeats itself until the student becomes eligible or is no longer participating in any extracurricular activity. This gives the student every opportunity to improve and become eligible sooner. Please note that this does not "reset" at the beginning of each trimester. For the first 6 weeks of a new trimester where a student finished the previous trimester in ineligible status, a formula will be used to average the current trimester grades with the previous trimester grades.
5. If a student becomes ineligible because of his/her behavior, the principal will consult with the teachers. Evidence of consistent, good behavior will permit eligibility. Behavior will be reviewed as above, every two weeks.
6. Ineligibility results in the child being unable to practice with the group or participate in any games, competitions, meetings, projects or other scheduled activities during the ineligibility period.
7. A school official notifies, at two-week intervals, any extracurricular sponsors and the athletic director of any person's ineligibility or renewed eligibility. The athletic director in turn notifies coaches of a child's ineligibility or renewed eligibility.
8. Ineligibility should come as no surprise to students or parents as grades are posted online to be reviewed at all times. The parents are notified of their child's eligibility status by email.
9. WINGS eligibility criteria may be found on page ---
10. In order to participate in that day's athletic/extracurricular event, a student must be present at school the day of the game/extracurricular event. Students arriving after 9:00 a.m. on game day, or leaving early (prior to 1:30) on game day may not participate in that day's activity. This policy applies to all activities, sports, and extracurriculars.

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

EXTRACURRICULAR ACTIVITIES

Within the school there are opportunities for Student Council, Choir, Art Club, Pen Prodigies, and Performing Arts Club. There are also Brownies, Girl Scouts, Cub Scouts, Boy Scouts, and more. While most clubs are open to all students, some clubs are gender specific.

The Athletic teams at St. John XXIII are governed by the St. John XXIII Catholic School principal with an advisory board in place to assist with decision making. School policies on illness, eligibility, code of conduct, etc. must be adhered to remain a part of any athletic program sponsored by/affiliated with the school. The school also has an affiliation with the Falcon's Lacrosse Club program which is a coed program. The girls' teams include golf, volleyball, cheerleading, basketball, soccer and track. The boys' teams include golf, football (including flag), soccer, basketball, and track.

Students who are not at school or leave school early due to ANY type of illness may not participate in extracurricular activities that day/evening. Should a student be ill or leave school on a Friday due to ANY type of illness, they are exempt from participating in school-sponsored events for that weekend unless clearance to participate is obtained from a physician **and** permission is granted by the school principal and the athletic director.

FEDERAL LUNCH SUBSIDY PROGRAM

St. John XXIII Catholic School is no longer a part of the Federal Lunch Subsidy Program.

FIELD TRIPS

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

Parent participation is encouraged and needed for field trips. All parents/chaperones must be Safe Parish trained (see "Volunteers" under the Parent Participation section) and in compliance with Safe Parish requirements. Parents must be approved at least three days (72 hours) prior to the field trip. Parents who sign up to chaperone and are not Safe Parish trained AND compliant three days prior to the field trip will not be approved and will NOT be permitted to attend that field trip. A chaperone's responsibilities include monitoring the behavior of an assigned group and intervening if it becomes necessary. (Some suggestions for intervening are: sitting next to a student, walking next to or holding the hand of a student, or taking a student aside and speaking to them.) Please notify the teacher of any misconduct or dangerous behavior. Chaperones may not bring younger siblings along since their full attention is needed for this task.

While most field trips will require busing, on a rare occasion there may be a trip where traveling by car is a more viable option. While students are in the chaperone's car, there should be no stopping, either coming or going from the field trip location, unless there is an emergency. All cars carrying students should stay together in each other's sight and preferably travel in caravan style. For safety reasons, students should not eat or drink while in the vehicle. Chaperones should not provide special treats for students in their care. All students need to come and go in the same vehicle unless the teacher has specified otherwise. When returning to school, please make sure the students are in the care of the teacher prior to departing.

A standard permission form releasing the school of any and all liability will be used for all field trips and will be distributed at the time of the trip. Failure to return said permission form by the date stated on the permission form will result in the student being unable to attend the trip.

FUNDRAISING

ALL families at St. John XXIII Catholic School are receiving tuition assistance as the cost to educate each student far exceeds the cost of any student's tuition. We are able to provide this tuition assistance because of two things: the generosity of the parishioners of Holy Family AND our fundraising efforts. For this reason, we encourage you to support the parish and our fundraising efforts so that we may continue to offer a quality education at and affordable rate.

Fundraisers include but are not limited to: The Festival at St. John XXIII, Kroger Community Rewards, 365 Lotto, Scrip Program, Amazon Smiles, and Trivia Night.

HEALTH SERVICES/MEDICATION

1. Office Hours – The school nurse is available Monday through Friday between the hours of 8:00 A.M. and 2:30 P.M.

2. Medication
    - Whenever possible, medication should be administered before or after school. When it is necessary for school personnel to administer medication these guidelines, mandated by Ohio Revised Code and Archdiocesan policy, are followed:

a. The principal shall appoint a responsible person or persons to supervise the storing and assisting with administration of medication in the absence of the school nurse.
b. Students must have a completed medical form on file to take any medicines at school. Non-prescription medicines may be administered only with a completed Non-Prescription Medication Authorization form. Cough drops are considered an over-the-counter medicine. A new form is required for each individual student each year. Prescription medicines may be administered only with a written prescription from a physician. The school nurse, the principal, and other designated office personnel are primarily responsible for administering medicines to students. At no time should any non-designated school employee provide medication like an aspirin or Tylenol to a student who is complaining of not feeling well.
c. Medications must be in the original container and have an affixed label including the student's name, name of medication, dosage and route, (oral, nasal, etc.) and time of administration.
d. New permit forms must be submitted each school year, and as necessary, for changes in the medication order.
e. Parent/guardian must bring the medication to school. Medications cannot be transported by students.
f. When the course of medication is complete, or at the end of the school year, the parent/guardian must pick up any remaining medication. If not picked up, it will be destroyed.

3. Emergency Medical Form – An emergency medical form must be completed/updated for each student by the parent/guardian via the student's FACTS SIS account. Should the information on this form change during the school year, please update the form via your FACTS account.

4. If your child is diagnosed with a medical condition that requires emergency medications, these medications must be supplied to the school. Noncompliance is reason for exclusion from school.

5. Accidents and First Aid – School personnel will take every precaution to avoid accidents or injury to any child. First aid is for immediate need of any slightly injured child. If serious injury occurs, parents/guardians will be notified immediately. Arrangements can then be made to take the child to the family doctor or dentist. If for any reason it is deemed in the best interest of the child, an ambulance will be called, and the child transported to a hospital for observation and/or treatment. An accident report will be filled out by the nurse for each incident.

6. Health Records/Immunizations – The school nurse is responsible for maintenance of student health records. In compliance with the Ohio Department of Health, accurate medical records are kept on every student. A complete record of immunizations is kept on file in the nurse's office. The nurse will contact parents/guardians if immunizations are not up to date. ALL students are required to be up to date on immunizations prior to the first day of the school year to attend St. John XXIII Catholic School – waivers for any reason are not accepted. State law requires that each student must have physician documentation on file by the fifteenth (15th) day of entry to school that (s)he has received or is in the process of receiving required immunizations. Noncompliance is reason for exclusion from school. Students with asthma or who use a rescue inhaler should have an asthma action plan on file. Students with seizure disorder need to have a Seizure Action Plan on file. Students with diabetes need to have a Diabetes Medical Management Plan on file.

7. Seizure Action Plan - ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

   The plan must include the following:

· A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
· A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.
Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

8. Communicable disease – St. John XXIII Catholic School will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others.

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

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

   Please do not send a sick child to school. Children who have fevers over 100 degrees or are vomiting or have diarrhea will be sent home. Children must be fever free (**without the aid of medication**), vomit free, and/or diarrhea free for 24 hours before returning to school OR any school sponsored events/activities.

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

10. Students must have a doctor's note to be excused from gym class. If the student misses gym class due to medical reasons, they are not permitted to practice or play in school sponsored after school events.

11. Students who are not at school or leave school early due to ANY type of illness may not participate in extracurricular activities that day/evening. Should a student be ill or leave school on a Friday due to ANY type of illness, they are exempt from participating in school-sponsored events for that weekend unless clearance to participate is obtained from a physician **and** permission is granted by the school principal and the athletic director.

HEALTH SCREENINGS

Vision and hearing screenings for students new to the school and all students in grades first, third, fifth, and seventh are provided in the Fall. These are performed by our school nurse and speech and language pathologist. Any concerns are reported to the parents for follow up at an outside provider.

WELLNESS PLAN

St. John XXIII Catholic School is committed to ensuring a healthy environment for the whole child. Our commitment includes:

1. Providing time in the school day for students to eat a healthy snack. At no time, will a student be permitted to have candy as their snack.
2. Providing access to water throughout the day. Students are permitted to bring a water bottle to drink from at designated times or there are water fountains on each level of the building.
3. Providing adequate time for students to eat lunch (please see Lunch/Cafeteria section of handbook for additional information).
4. Providing a minimum of 20 minutes of recess time for students in grades K-6.
5. Providing 90 minutes of physical education class each week that school is in full session.
6. Providing education on proper nutrition, physical activity, the impacts of alcohol, tobacco, and drug use, and mental health.
7. Providing students with access to a school nurse when necessary.
8. Providing students with access to a school counselor to address any mental health concerns.

ALLERGIES (SEVERE) AT SCHOOL

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

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

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

INSTRUCTIONAL PROGRAM

Curriculum: St. John XXIII follows the Graded Courses of Studies put out by the Archdiocese of Cincinnati. These may be found on the Archdiocese of Cincinnati website under Resources for Educators.

Testing; MAP benchmark testing is administered three times each year in the fall, winter, and spring with results being shared with parents with report cards. For students in grades K-3, scoring below the 50%ile on these tests may qualify them for Title I services.

Interim reports/report cards: Interim reports will be available for all students halfway through each trimester with hard copies being sent home with any student (4-8) who has a C- or lower and all students in grades K-3. Report cards will be sent home at the end of each trimester. Parents are required to sign and return the report card envelope with their student.

LATCHKEY

St. John XXIII Catholic School's Latchkey Program was established to offer parents and students an opportunity for before and after-school care based on the same Christian values behavior code we live by during school hours. The program accepts children Kindergarten – 8th grade and is open from 6:30 – 7:45 A.M. and 2:45 – 6:00 P.M. only when school is in session. There is no Latchkey on snow days or early dismissal days called by Middletown City Schools, however Latchkey will remain open at the regular time (6:30) in the event of a two-hour delay.

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

Latchkey fees are charged through FACTS. Report cards will not be released to families owing a Latchkey balance.

LIBRARY POLICIES

Students are given the opportunity to visit the library with their teachers. The library is a place of study and research, where reading is fun and encouraged, however, students are expected to conduct themselves in a quiet manner appropriate to the library.

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

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

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

Young Adult Fiction: Only students in grades 7 and 8 may check out books from the young adult fiction section. A permission slip must be on file to allow students in these grades to do so.

LOCKERS/CUBBIES

Each child in grades 3-8 will be assigned a locker. Students in grades 6-8 will also be assigned a lock for their locker (they may not bring a lock from home) which is to remain attached to the locker. Lockers for students in grades 6-8 must be locked at all times that the student is not retrieving or placing items into the locker. Students in grade 3-5 may not lock their lockers. Students in grades K-2 will share a cubby with another student.

LOST AND FOUND

Misplaced items such as clothing and books will be placed on a table outside of the main office. As toys/fidgets are not approved items for school, these may not be placed in lost and found. Items will remain there until the end of the trimester at which time they will be donated or discarded, whichever is warranted.

Parents are encouraged to put their names on all items of clothing which will be taken off at any point at school.

LUNCH/CAFETERIA

Appropriate manners are expected at all times, including in the cafeteria where appropriate table manners are expected.

Well-balanced, hot meals are prepared for our students each day through W.G. Grinders. W.G. Grinders Cafeteria Operations offers restaurant quality food in a cafeteria setting. The menu will rotate 60-70 different entrees throughout the year. Each meal will include an entrée and two sides. In addition, there will be a variety of a la carte items.

A point-of-sale system is in place for the purchasing of lunch. Parents must go to wggrinders.familyportal.cloud to set up your student's account. You will need to create an account (using your student's school ID number found on FACTS with the prefix 400 in front of the id number) Money may not be sent to school to purchase lunch.

Parents can also access transaction history for the past 30 days when using the online account. This information can be accessed through the mobile MSA app, which can be downloaded through the Apple App store or through the Google Play Store on an android phone.

Students may buy a hot lunch or pack a lunch. Students are not permitted to bring drinks with caffeine or carbonation. **Due to potential food allergies, students are not permitted to share food or drink items at any time.** Fast food or food from outside restaurants is not permitted. **If packing your child's lunch, you must pack all needed utensils as the cafeteria does not provide these.**

While we welcome parents of all students to come to school and eat lunch, food from outside vendors (fast food, etc.) is not allowed to be brought to school at any time other than VIP Day.

Lunch Charge Policy

Students who do not have money on their lunch account will not be permitted to purchase a hot lunch. Parents or someone else on the student's emergency contact list will be contacted to bring a packed lunch.

Lunch Prices for this school year are:
$5.25 (Pre School Plust and K-4), $5.50 (Grades 5-8) Milk: free

PARENT PARTICIPATION

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

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

All persons who plan to volunteer at St. John XXIII must attend the one-time, on-line Safe Parish Class, stay up to date on the quarterly Safe Parish bulletins, and submit an online background check through Selection.com (the link can be accessed through hwww.aocsafeenvironment.org). The cost of the online background check is $25.00. For step-by-step instructions, please contact the school office.

The archdiocese requires our safe coordinator to check and approve all volunteers prior to all events requiring volunteers. Parents who sign up to volunteer/chaperone and are not Safe Parish trained OR compliant three days prior to the event will NOT be approved to volunteer at the event.

SCHOOL BOARD – The St. John XXIII School Board is an advisory committee to the principal Their purpose is to assist in creating and carry out policies that support the educational mission of the school. School Board meetings are open to all parents/guardians of St. John XXIII students as long as the required paperwork has been completed. Meetings are held August – June on the 4th Monday of the month at 6:30 P.M. in the conference room.

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

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

PTO meetings are held at 6:30 in the school library on the 2nd Monday of the following months: August, October, December, February, and April. All are urged to attend!

ATHLETIC ASSOCIATION – This is an advisory board to the principal who oversees the athletic programs.

PARENT/SCHOOL COMMUNICATIONS

Open and frequent communication is a necessary component of the school-family relationship. Parents are urged to confer with their child's teacher on a regular basis, via one of the following methods, especially if they receive notice of academic deficiencies or conduct problems. Parents are not to approach a teacher for and impromptu conversation regarding their child at any time.

Parent/Teacher Conferences

Conferences are scheduled for all students on Thursday and Friday prior to Thanksgiving break. Information on how to schedule a conference will come home in late October/early November.

Phone Contact

The school office is open from 7:30 A.M. – 3:30 P.M. If parents wish to contact a teacher, they may call the school office at (513) 424-1196 where they will be directed to the teacher's voice mail.

Students needing to contact a parent for a valid reason may be allowed to use a school phone. Students are not permitted to use cell phones to contact parents during school hours (7:30-3:00).

Email Contact

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

It should be noted that the expectations of civility in communications are the same for email and notes as for face-to-face communication. Respect for one another should be evident in tone and language, as well as content. Unfortunately, email or notes do not convey tone and affect and may cause the message to seem abrupt or confrontational when used in haste or anger. Therefore,

issues of significant concern are best left to a personal meeting which the use of email, notes, or phone calls can facilitate.

Parental Concerns
Cooperation and communication between a parent and teacher are vital for the success of the child. Parents who have a concern should first bring the concern directly to the teacher through a phone call, or by scheduling a meeting with the teacher(s) involved. If a concern cannot be resolved successfully, parents are invited to make an appointment with the principal. Please afford us the opportunity to discuss the situation by scheduling an appointment when the proper amount of time can be given to consideration your concerns. We ask that you do not voice displeasure/disagreement/discontent about St. John XXIII Catholic School without first giving us the opportunity to resolve any issues that you may have.

Newsletter
A newsletter for parents is published weekly via e-mail by the school and posted on FACTS SIS. It contains information on current events in the school featuring individual children, grade levels, or the total school. A monthly calendar of activities and hot lunch menu for the coming month are attached to the last newsletter of the month. If a hard copy of these items is needed, please contact the school office and we will arrange to have it sent home with your student.

Emergency – In the event of an emergency (lock-down, fire, bomb threat, weather event, etc.) parents will be notified by text, email, or phone as soon as it is safe to do so. Please do NOT attempt to contact or come to the school during these types of situations as it may jeopardize the safety of the students, faculty, staff, and first responders.

PROMOTION/RETENTION
The final decision of the school regarding promotion is made by the administration and teacher and are final. This decision to promote a student to the next grade or retain that child in the present grade is made on an individual basis after consultation among parents/guardians, teachers, counselors and administration. Students will be promoted to the next grade level upon successfully completing and receiving passing grades in their subjects.

Students in grades K-3 may be retained if the child fails to acquire the standards and knowledge necessary to be successful in the subsequent grade. These standards can be developmental or academic. The intent to retain a student in these grades will be discussed with the parents by the start of the third trimester.

Students in grades 4-8 who fail any core subject for the year will not be promoted and must attend summer school through an approved online program or repeat the entire curriculum the following school year. The child's records will be updated to "promoted" if a passing grade is earned in the summer school class. Students who fail more than one core subject will be required to repeat the entire curriculum the following school year or find another educational placement.

Students in Grade 8 who fail any major subject for the year will not be permitted to participate in 8th grade field day, the school field day, 8th grade awards, 8th grade graduation, or any other 8th grade specific events that occur alongside graduation. 8th grade students who fail any subject in the 3rd trimester will not be permitted to participate in 8th grade field day, school field day, and/or the 8th grade field trip to Columbus, however, as long as the failure of a 3rd trimester class does not result in the student failing the course for the year, the student will be permitted to attend graduation.

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

Teachers will determine class placement for all students. We do not take parent requests for teachers/class placement for incoming students or for students being promoted within the school.

REPORT CARDS

Report cards are issued every trimester to grades K – 8. They should be signed within one week of the publish date. Failure to do so may result in a consequence for the student.
Students in grades K-3 will receive a standard's-based report card with a grade of 1 – limited progress toward proficiency, 2 – progressing towards proficiency, 3 – frequently demonstrates proficiency, or 4 – consistently demonstrates proficiency/mastery. Parents of students in these grades will receive more information about this grading system on their curriculum night.

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

Final report cards will not be issued if there are any outstanding balances or unpaid fees.
The grade scale for grades 4 – 8 is as follows:

A+	97.5 – 100	B+	89.5 – 92.4	C+	81.5 – 84.4	D+	73.5 – 75.4	F	0 – 69
A	94.5 – 97.4	B	86.5 – 89.4	C	78.5 – 81.4	D	71.5 – 73.4		
A-	92.5 – 94.4	B-	84.5 – 86.4	C-	75.5 – 78.4	D-	69.5 – 71.4		

Interim Reports

For students in grades 4-8, interim reports should be reviewed on your FACTS SIS account on the dates marked on your annual school calendar. If your student has below a C- or is in grades K-3, a hard copy will be printed for you to sign and return.

RIGHTS OF NON-CUSTODIAL PARENTS

Both parents have the right to access a child's grades and information unless one parent produces a legal (court certified) document to the contrary. Parents MUST create a FACTS account to receive information from the school.

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

SACRAMENTAL PROGRAM

Students in grade two will be given the opportunity to make their First Reconciliation and First Holy Communion. Students in grade eight will be given the opportunity to be confirmed. All sacraments are coordinated by Holy Family Parish.

SCHOOL SAFETY

- A safety plan approved by the State of Ohio and reviewed with local officials is in place.
- If at any time we need to implement our safety plan, the protocols laid out in the plan will be strictly adhered to. Parents will be notified as conditions permit. Please do not call or come to school during these times as we cannot divert our attention away from the students. Our main priority is their safety.
- Should we need to evacuate the school and not be able to regain entry, the designated reunification location is Miami Middletown.
- Fire and Tornado Drills – Fire drills are conducted monthly. Students are instructed to walk quickly and in silence. Tornado drills are conducted in the spring. Students proceed to a designated shelter area in silence.
- Stay-put/Lockdown Drills – These drills are conducted at least twice a year to practice prompt and orderly safe positioning of students.
- School Bus Safety – Students must remain seated to keep aisles and exits clear. Food and drink are not permitted on the bus. Students may not put their heads or arms out the bus windows or throw objects from, on or at the bus.

SEARCH AND SEIZURE

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

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

SERVICE PROJECTS

Classes will be grouped together to plan and provide schoolwide service projects. These projects will take place on campus with the teachers facilitating the operation of the service project.

SOCIAL MEDIA

All students and staff are required to sign a social media policy prior to the start of each school year. A copy of this policy is available on FACTS SIS and must be signed and returned at the beginning of each year. Please see Student Behavior Code Group A and B offenses for further information.

Parents must give approval via FACTS for the use of their student(s) photos in school communications – both in print and electronically. At no time will a last name or any other personal information be attached to any photos. Please note that if permission is not given and a group photo is used, your child's face will be covered.

STUDENT BEHAVIOR CODE

St. John XXIII's mission calls for a school environment where it is imperative that everything we do be an appropriate and authentic expression of the teachings of Jesus Christ. To discipline is to teach – it is not a punishment or reward. **It is also imperative that students have self-regulatory skills and follow the "unwritten rules of life."** Our mission leaves no room for any violent, disruptive, or inappropriate behavior. **Regardless of intent, there should be no physical contact between students**. We thank you for your support in keeping our students safe.

The infractions listed below are grouped into categories according to the seriousness of the offense. The listing is not intended to be exclusive or all-inclusive. All types of infractions may not be included, so modifications will be made, if necessary, at the discretion of the principal. In all instances, discretion of interpretation is left to the principal. The principal may modify consequences suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with mercy, fairness, and understanding. Please note that disciplinary violations will not result in academic penalties. All work missed should a suspension occur, will be permitted, and will be expected to be made up.

PLEASE NOTE: Any Honor Code Violation (lying, cheating, stealing) occurring by a student in grades 4-8 will result in a detention.

Group A, Group B, and Group C Offenses

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

Group A Offenses include but are not limited to:

1. Assault, or threatened assault, on school personnel/student
2. Possession, use, transmission, sale and/or concealment of narcotics, alcoholic beverages, and/or drugs (see Substance Abuse Policy)
3. Possession, transmission, concealment, creation, handling, and/or use of firearms or other dangerous weapons/objects

4. Arson
5. False alarms/bomb threat
6. Possession, use, transmission, and/or concealment of tobacco products
7. Violation of any law or ordinance when under the authority of school personnel
8. Possession, use, transmission, sale, and/or concealment of drug paraphernalia or drug-like substances such as: caffeine pills or unknown powder or pills
9. Sexual misconduct
10. Referencing/drawing/gesturing/writing about/etc. any act of violence including, but not limited to, guns, knives, bombs, etc. and/or harming/killing/etc. any living creature.
11. Creating or participating in social media posts, texts, group chats, deepfakes, etc. that are in anyway demeaning or disparaging to any student, staff, or faculty of St. John XXIII Catholic School.

Consequences for Group A Offenses:

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

Suspension/Expulsion Procedures for Group A Offenses

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

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

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

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

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

Group B offenses include but are not limited to:

1. Shakedown and/or use of strong-arm tactics or threatened assault
2. Vandalism/destruction of property
3. Stealing
4. Leaving school grounds without permission
5. Aggressive behavior toward another student or school personnel including but not limited to fighting, tripping, and shoving
6. Student protest, march, sit-in or similar activity that results in disruption of school
7. Cutting class
8. Bullying/hazing/harassment/intimidation – See policy starting on page 31

9. Sexual harassment by word and/or action or verbiage with sexual orientation
10. Misuse of school equipment/materials including but not limited to textbooks, laptops, computers, desks, smartboards, physical education equipment, art supplies, band instruments, etc.
11. Public displays of affection which include, but are not limited to, kissing, embracing, hugging, touching. Teacher discretion will be followed in these instances.
12. Truancy
13. Failure to comply with the Archdiocesan Policy for Technology Use, i.e., cyber-bullying
14. In off-limits areas without permission such as elevator, another student's locker, teachers' lounge, unattended classroom, mechanical room, etc.
15. Derogatory remarks regarding another's race, gender, religion, sexual orientation, political affiliation, socioeconomic status, etc.
16. Use of cell phones at school during school hours
17. Being aware of any social media posts, texts, group chats, deepfakes, etc. that are in any way demeaning or disparaging to any student, staff, or faculty of St. John XXIII Catholic School and not reporting this information to the administration of St. John XXIII Catholic School.

Consequences for Group B Offenses

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

Suspension/Expulsion Procedures for Group B Offenses

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

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

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

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

Group C Offenses include but are not limited to:

1. Disobedience
2. Disrespect
3. Not on task/no materials for class
4. Lying/cheating/dishonesty – honor code violations = automatic detention
5. Disruptive behavior
6. Profanity/ obscene gestures or materials
7. Unexcused tardiness to class – three classroom tardies per teacher, per class, per trimester will equal a demerit for students in grades 6-8
8. Unexcused tardiness to school – three tardies per trimester will equal a demerit for students in grades 4-8

9. Forgery/plagiarism
10. Repeated violation of uniform code
11. Any action intended to harm another's feelings
12. Sharing potentially harmful food or items
13. Chewing gum
14. Drug reference
15. Forgotten/uncharged device (automatic demerit for students in grades 6-8)

Consequence(s) for Group C Offenses

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

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

Suspension/Expulsion Procedures for Group C Offenses

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

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

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

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

Procedures to be followed in cases of suspension and expulsion

In cases where a student is suspended, the following procedures will be followed:

1. Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
3. When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:
1. At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
2. Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
3. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
4. A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
5. A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Demerits (Gr. 3 – 8)
Demerits will be issued at the judgment of a teacher/staff member and will serve as a tool to communicate to the parents/guardians that there was some problem at school. Demerits will be issued for violation of school rules and/or inappropriate behavior. To acknowledge receipt, demerit slips are to be signed by a parent/guardian and then returned to the child's homeroom teacher the following school day. **Please Note: A parent signature does not equate to agreement with the demerit; rather, it lets the school know that the parent is aware of the school-issued infraction.** Failure to return a signed demerit slip, no matter the reason, will result in another demerit. **Three+ Demerits = One Detention/violation**

Detention Notice (Gr. 3 – 8)
Students will receive detentions for repeated offenses, an accumulation of three demerits in one trimester, or more serious violations of school rules. Each detention notice requires the student to serve an after-school detention(s). Detention is held on Tuesdays and Thursdays after school until 3:45 p.m. All detention notices are to be signed by a parent/guardian and returned to the homeroom teacher the next school day. Failure to return a signed detention notice, no matter the reason, will result in another detention. Please note that once the student has earned a detention, no further demerits will be given, as all further infractions will result in additional detentions.

An accumulation of three detentions in one trimester may require a parent conference. An accumulation of five detentions in one trimester may result in out-of-school suspension, withdrawal notification, or expulsion. Two suspensions in one school year may result in expulsion.
Three detentions = Meeting. Five detentions = Suspension. Two suspensions = Expulsion

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

Misconduct Off School Premises
St. John XXIII Catholic School has authority over conduct that occurs off school property but is connected to activities/incidents on school property and are related to school employees or the property of those individuals or in any way has an impact on the school day.

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

Criminal Misconduct
Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Substance Abuse Policy

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

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

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

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

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

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

HARRASSMENT, INTIMIDATION, AND BULLYING POLICY

1. General

a. It is the policy of St. John XXIII Catholic School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the school.

c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. Definition of Terms

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- "Harassment, intimidation, or bullying" means either of the following:
    - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
        - Causes mental or physical harm to the other student; and
        - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

o Violence within a dating relationship.

• "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

o Causes mental or physical harm to the other student; and

o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

• In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the school will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

i. Engaging in unsolicited and offensive or insulting behavior.

ii. Physical violence and/or attacks.

iii. Threats, taunts, and intimidation through words and/or

gestures.

iv. Extortion, damage, or stealing of money and/or possessions.

v. Exclusion from the peer group or spreading rumors; and

vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying"). Examples of cyber-bullying include, but are not limited to, the following:

1. Posting slurs on the Internet, websites, blogs, or social

media/networks.

2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks.

3. Taking embarrassing photographs of students and

posting them online or otherwise distributing them; and

4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports should be reasonably specific, including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential

witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints

i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints should be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This report written by the school staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such a complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such a complaint shall be limited

as is appropriate in view of the anonymity of the complaint. Such limitations of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such an intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the school may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender

a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. Report to the Parent or Guardian of the Victim

If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

3. Police and Child Protective Services

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

a. No discipline issued pursuant to any Handbook shall bind the school to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

STUDENT DIRECTORY

The student management system maintains a student and family directory for those parents who "opt in" to have their information shared. No student/family personal information will be shared by the staff.

STUDENT RECORDS (CONFIDENTIALITY)

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students, including all student records.

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

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

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

STUDENT RETREATS

The grade eight students receiving the Sacrament of Confirmation will attend a confirmation retreat prior to the date of their confirmation. Students in other grades may also attend a retreat during the year.

SPECIAL NEEDS STUDENT SERVICES

The following services are provided to the students of St. John XXIII, however may or may not be covered by the EdChoice, Autism, or Jon Peterson Scholarships:

- School Counselors – provide group and individual counseling; instruction on pertinent social, behavioral and academic topics; and information and guidance to teachers and parents on social, behavioral, and academic areas of need. Should a parent not wish their student to speak to one of our counselors, it is the parent's responsibility to make us aware of this in writing.
- Speech/Language Therapist – provides screening, testing, remedial and therapeutic speech and language services
- School Nurse – provides screening in the areas of vision, hearing, scoliosis and immunization updates; classroom instruction on pertinent health-related topics; provides information and/or in-services to teachers and parents on health-related topics
- Three (3) Intervention Specialists – provide academic support for qualifying students at all grade levels and provide quarterly progress reports to the parents/guardians
- Resource Room Teacher – provides academic support for qualifying students in grades 6-8

- Title I Tutor – provides reading assistance for students in grades K - 3 who qualify for this federal program.
- Honors Teacher –provides enriched instruction in Language Arts and/or Science for students in grades 4 – 8 who qualify. **State requirements must be met to be invited to participate.**
- School Psychologist – provided by Middletown City Schools and is responsible for the testing and evaluation of student academic ability and achievement.
- Note: While these services are available to all students at no extra charge, State scholarship money does not cover the cost of school counseling, the school psychologist, or Title I.

How are services determined (does not apply to Honors):

- If a student is determined by school criteria to be in Academic Watch, intervention services will be provided in the classroom by the classroom teacher and may be provided by the Title I teacher.
- If a student is determined by school criteria to be in Academic Emergency, intervention services will be provided by either one of our intervention teachers or by the Title I teacher in an approved intervention space.
- Note: Students receiving the JSPN or Autism Scholarship will receive intervention from a designated intervention specialist. They are not eligible to receive Title I services.

Additional Testing:

- Should a student fail to make progress after eight weeks of intervention services outside of the classroom, an Intervention Assistance Team may be formed which would include a psychologist assigned by Middletown City School District, the classroom teacher, an intervention specialist, the principal, and the parent. At this time, the next steps will be determined and may include another eight weeks of intervention or the beginning of testing by the psychologist.

Students who qualify for Special Education Services

- Should a student qualify for Special Education Services, an assigned psychologist from the student's school district of residence will complete an ETR. Once agreed upon by the special education team (psychologist, classroom teacher, intervention teacher, principal. Parent, and possibly speech) an intervention specialist from the student's district of residence will write the student's ISP/IEP (whichever is applicable for the student). The intervention specialist will provide the required intervention services in the intervention room. If speech services are required, the speech pathologist will provide these services in the speech room.

Quarterly IEP Progress Reporting

- For those students on an IEP, quarterly progress reports from the intervention specialist and, if applicable, the speech pathologist and/or the occupational therapist will be provided to the parents. Additionally, these reports will be given to the principal who is responsible for reporting progress to the state. At a minimum, parents will be notified of student progress at the middle and the end of the trimester via interim reports and report cards.

TECHNOLOGY

Technology is integrated into the curriculum in a teaching/reinforcement/enrichment/investigation approach. Students in grades K-5 are assigned one-to-one devices in their classrooms. Students in grade 6 – 8 are issued one-to-one devices which will travel with them at school and to and from school. They, along with their parents, will be required to sign and adhere to additional stipulations for using these devices. All teachers will regularly incorporate the use of technology into their curriculum.

Students in grades 6 – 8 are not permitted to print at school. Any assignment that is directed to be printed and turned in must be printed outside of school. Failure to do so will result in disciplinary action by the assigning teacher. In the rare case that an at-home printer is not working, an email may be sent by the parent directly to the assigning teacher requesting an exception to this policy.

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

According to Archdiocesan policy, to have access to the internet at school, all students must have on file an Internet Acceptable Use Policy signed by the student and parent. This form must be signed annually and is placed in FACTS at the beginning of each year. Please note that this policy states that disciplinary action may also be taken against those who use telecommunication devices (cell phones/texting, iPads, iPods, tablets, computers, etc.) to cause mental or physical distress to other members of the school community, whether these incidents take place on or off school property. Students will have several usernames and passwords for different technological purposes regarding their education. Students may NEVER use another person's username and password nor are they permitted to give their username and password to another person other than their parent or guardian. Failure to comply will result in disciplinary action.

St. John XXIII has a school website maintained by the Assistant Principal. The address of the school website is: http://www.stjohn23school.org.

TEXTBOOKS

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

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

TRANSFERS/CHANGE OF ADDRESS

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

TRANSPORTATION CHANGE

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

TUITION POLICY

1. Tuition for St. John XXIII Catholic School is set every year after deliberations with the Finance Committee, School Board, and administration. The tuition amount will be announced prior to reregistration in January. All tuition, registration, enrollment, financial assistance, and scholarship (EdChoice, Autism, Jon Peterson) information will posted on FACTS as well as emailed to families.
2. Tuition for the current students must be up to date in order to register your child(ren) for the next school year unless other arrangements have been discussed with the principal.
3. St. John XXIII contracts with a tuition management firm (FACTS) to collect tuition payments.

4. Through FACTS, parents have the option to pay tuition over 9 months, on a semiannual basis, or to pay in full with one payment.
5. If the choice is to pay tuition monthly, parents can choose to make all payments on either the 1st or 15th of each month beginning in September. These payments must be set up as ACH (automatic withdrawal) through FACTS.
6. St. John XXIII Catholic School does accept the EdChoice and EdChoice Expansion Scholarships. Parents apply for these scholarships directly to the state. The decision to award these scholarships is the responsibility of the State of Ohio with St. John XXIII Catholic School having no input on the decision to award or not award the scholarship. The onus is on the parent to inquire about, obtain, and submit the paperwork by the required state deadlines.
7. Parents who are awarded an EdChoice Scholarship are still required to set up an account with FACTS. A student's registration is not complete, and acceptance cannot be finalized without an active FACTS account.
8. Per the financial agreement signed at the time of registration, all students enrolled as of July 15th are obligated to pay tuition for the entire year. This applies to ALL students, even those receiving EdChoice, Jon Peterson, or Autism Scholarships. If your student is utilizing one of these scholarships AND they are withdrawn after July 15th, you, the parent, are responsible for paying the remainder of the year's tuition.
9. If tuition payments are not made, parents may lose the ability to view our online student management system and interim/report cards may be held.
10. Continued non-payment of tuition for three months or a balance of $1,000 or more may result in withdrawal of the student from St. John XXIII Catholic School. **The principal has the right to lower these terms in the case of a parent with a history of falling behind on payments.**
11. Bishop Fenwick High School requires student records. No records will be transferred to any school if there is a tuition balance or unpaid fines.
12. Parents/guardians who refuse to settle their arrears tuition accounts will have their accounts assigned to our contracted collection service.

All families attending St. John XXIII Catholic School are receiving tuition assistance as it costs more to educate your child than the tuition we charge. The actual cost to educate a child at St. John XXIII is over $7,500.00.

UNIFORM POLICY 2026-2027

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

In all instances, (uniform and out of uniform) students should follow these guidelines in their dress:

- Clothing should be appropriately sized with the chest area and the mid-section of the body completely covered.
- Students are expected to remove caps, hats, and hoods in the building.
- Pants must be worn around the waist with a belt if necessary.

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

- Free from rips, tears, and holes
- Free from stains
- Not faded
- Must be properly hemmed; not pinned, stapled, etc.

A student in grades 4-8 who deliberately does not comply with the dress code will receive a demerit. Continued disregard of the dress code policy could result in suspension or expulsion. Final decisions will be made by the administration.

1. Plaid Uniforms (Our plaid is #50) – Girls

- Jumpers for K – 5th grade (must be purchased through Shaheens)

    - Plain (no sparkles, studs, designs, lace, etc.) navy blue, black, grey, or white full length (Covering the ankle) leggings are permitted under the jumper/skirt.
- Skirts for 4th – 8th grade (must be purchased through Shaheens)
- **Jumpers and skirts must touch the top of the knee with the student standing straight and tall as well as walking.**

2. Pants/Slacks – Boys & Girls
- Durable dress slacks in navy blue with inset pockets, **uniform style only**. **Pants must have zipper and button/placket front closure**. (These styles are available from Shaheens and Lands' End catalog)
- 100% cotton twill or cotton/polyester blend
- No nylon
- No corduroy
- No jeans or jean style
- No cargo-style pants
- No flap pockets.
- No low-rise waist
- No outside stitching, pockets, or flaps
- Nothing "trendy". Again, these need to be uniform style.
- Full length leggings (see above) may be worn under skirts and jumpers.

3. Shorts – Boys & Girls
- Durable dress shorts in navy blue with inset pockets, **uniform style only**. **Shorts must have zipper and button/placket front closure.** (These styles are available from Lands' End catalog.)
- 100% cotton twill or cotton/polyester blend
- No nylon
- No corduroy
- No jean or jean style shorts
- No cargo-style shorts
- No flap pockets.
- No low-rise waist
- No outside stitching, pockets, or flaps
- Nothing "trendy". Again, these need to be uniform style.
- Shorts must be 2" or more below the fingertip with the student standing straight and tall, **even on out of uniform days**.
- Shorts may be worn year-round, however, please keep in mind, we go outside for 20 minutes each day that the temperature is 28 degrees or higher.
- Tights or leggings may **not** be worn under shorts.

4. Polo Shirts – Boys & Girls **(REQUIRED TO BE WORN UNDER SWEATSHIRTS/SWEATERS)**
- Long or short sleeve plain (no emblem or design), white, **cotton**, knit polo shirts are to be worn. Dry fit material is not permitted.
- Red polo shirts purchased through school with our trademark school emblem with cross embroidered on the chest may be worn. (These are only ordered a few times each school year)
- A plain, white blouse may be worn under the uniform jumper.
- A single, plain, white, short-sleeved t-shirt may be worn under the polo shirt (no printed, colored, or long-sleeved shirts are permitted under the polo).
- Shirts must be always tucked in.
- No oversized or undersized shirts are permitted.

5. Sweaters – Boys & Girls
- Navy blue pullover, cardigan or vest may be worn.

6. Sweatshirts – Boys & Girls
- Red or grey St. John XXIII uniform sweatshirts (crewneck or quarter zip) with the current St. John XXIII logo (1/4 zip or crew neck) sold through Shaheens, may be worn with the regular uniform.
- A school approved polo shirt is required to be always worn under the uniform sweatshirt. This does not apply to Spirit Wear Fridays.
- Hoodies and other St. John XXIII sweatshirts are Spirit Wear only.

7. Socks – Boys & Girls
- Must be visible.
- Solid white, navy blue or black socks.
- Knee socks or tights in white, navy or black are acceptable for girls.
- No hose or leg warmers permitted.

8. Shoes – Boys & Girls (Applies for uniform and out of uniform days)
- Gym shoes are encouraged daily; however, flat dress shoes are permissible.
- No boots, sandals, flip flops, clogs, heels, platform or sling back shoes, even on out of uniform or dress up days.
- For safety reasons, shoelaces must be tied at all times.

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

10. Book bags – Boys & Girls
- Backpacks or other large carriers are not permitted in the classrooms but must be kept in school lockers or cubbies.

11. Hair
- Alternative or extreme hairstyles (i.e., mohawks, modified mohawks, or partial shaves etc.), as well as unnatural hair colors are not acceptable (Principal's discretion)
- Hair (length, color, style, etc.) and hair accessories (bows, beads, headbands, etc.) should not be a distraction to the student or their classmates.
- Hair must be neatly trimmed and may not cover the eye(s).
- Boys hair must be no longer than the bottom of the ear with or without product when combed straight down and may not cover the shirt collar. Tucking the hair behind the ear and/or the use of gels, mousse, etc. to prevent hair from covering the ears is not permitted.
- Boys are not permitted to wear sweatbands, hairbands, etc.
- No shaved designs, lines, etc. are permitted; crew cuts are allowed.

12. Make Up
- NO makeup is permitted for girls in Grades K-5
- For girls in grades 6-8, no noticeable make-up is permitted. (Principal's discretion)
- Nail polish, other than black, is permitted for girls in all grades.
- Nails should be neatly trimmed and should not exceed 4mm from the tip of the finger.
- Artificial nails are strongly discouraged.

13. Gym Uniform (grades 2-8)
- Any intact St. John XXIII Catholic School spirit wear shirt approved by school.

- St. John XXIII Catholic School gym shorts – sold through and approved by school.
- Per gym teachers, students may not call home for gym uniforms.

14. Miscellaneous
    - No tattoos (temporary or permanent) are allowed.
    - No writing on skin is permitted.
    - Every Friday is a "spirit wear" day. Spirit wear shirts that are sold through Shaheens or directly from the school are permitted to be worn. Shirts that are made by teams outside of school and without school approval are not permitted.

Our "Preferred School" code when ordering from Lands' End is (9000-6563-2).

OUT-OF-UNIFORM DAYS

1. Students are advised to use good taste in their clothing for out-of-uniform days. Students should realize that some items of clothing they choose to wear outside of school may not be appropriate for St. John XXIII Catholic School.

2. Out of uniform days may be given on special occasions. On these days, **nice jeans, pants (no yoga pants, running pants, etc.), dresses, skirts and loose** sweatpants may be worn. Shorts of appropriate length (see Uniform Guidelines) may be worn. Leggings are allowed **AS LONG AS** the dress or top is no shorter than two inches above the knee. Shoulders and backs must be completely covered. Clothing with unacceptable wording/pictures, yoga pants, leggings, jeggings, pajama pants, low slung pants, tank/crop/midriff tops, low cut tops or tops with spaghetti straps, transparent, hats and sandals are **not** acceptable attire for out of uniform days.

3. Dress Up Days – Jeans, shorts, t-shirts, tank tops, casual shirts, sandals, clogs, boots, heels, platform shoes, slingback shoes, and flip flops are not allowed. Skirts and dresses must be no shorter than 2 inches above the knee at the shortest point of the hemline. Girls' midriffs, bust lines, shoulders and backs must be completely covered.

4. If clothing worn to school is deemed inappropriate, parents may be called and/or used uniforms may replace the inappropriate clothing. The principal's decision in these matters is final.

USE OF SCHOOL GROUNDS

The use of the school grounds after school hours is prohibited unless permission has been granted by the principal. Some areas of the campus may be rented if the appropriate paperwork has been completed and a certificate of liability is on file with the school. For the safety of our St. John XXIII students, the playground is always locked when not in use by St. John XXIII staff/students.

VISITORS

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

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

Unscheduled parent visits to the classroom or playground during the day or after school are not permitted. This includes going to the classroom to pick up your child or for an unscheduled conference with the teacher. If it is necessary to bring an item to school for a student (such as birthday treats, medicine, books, etc.) label it with the child's name and homeroom and bring it to the office. We will make arrangements to get it to your student. Parents should not come into school requesting to speak to their child in the middle of the school day.

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

Parents spending more than one hour per month in the school **for any reason** other than meetings with the teachers/administrators must be Safe Parish trained and background checked.

Guidelines for Parental Visits to the Classrooms (Non-Volunteer) - In order not to disrupt our primary responsibility, which is the education of children, the following guidelines must be followed:

1. Contact must be made with the principal at least one week prior requesting the visit.
2. Permission to visit will be granted for a specific day, time, and timeframe based on the reasoning in the request for the visit.
3. The visitor must check in with the office prior to the visit and check out with the office at the scheduled completion time.
4. Siblings (older or younger) are not permitted to attend the visit.
5. The permission given is for a specific classroom/area. The visitor may not visit other classrooms/areas, wander the hallways, etc.
6. The visitor should not be a distraction to the class, nor should they interfere with the teacher's instruction, ask for a conference with the teacher during the visit, or engage with other students while in the classroom.
7. If the visitor has a concern about what is observed, he/she should inform the teacher at a later time via email or tell the principal.
8. For confidentiality purposes, the visitor may NOT inform other parents of what they observed or of what their children were doing.

VOLUNTEERING

We encourage parents to volunteer whenever possible. In order to volunteer in any capacity at St. John

XXIII Catholic School, parents must complete **SafeParish** training (available online) and a background check (at the parent's expense). In addition to completing the training, volunteers **MUST stay current** in completing their interactive video-based **SafeParish™** quarterly bulletins on Child Protection. Non-compliance will result in **SafeParish™** account non-approval and non-compliant volunteers will no longer be permitted to volunteer in any capacity.

HONORS

The HONORS Program at St. John XXIII is designed for students in grades 4-8 who display exceptional ability and achievement. Students must meet the following criteria to be eligible for the program:

- CogAT VQN of 128 or higher (students take the CogAT test each spring)
- MAP reading score of 95% or higher on spring assessment
- MAP science score of 95% or higher on spring assessment

ADDITIONAL INFORMATION

Recess: Weather permitting, students in grades K-6 will receive 10-20 minutes of recess daily. In some instances, students may receive "extra" recess at the teacher's discretion.

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

Birthday Treats: If you are providing treats for your child's birthday, please supply enough for the entire class. Treats for the class should be simple, inexpensive, and not messy. Please bring the treats to the office and they will be delivered to your child's classroom. In the event of a classroom with a food allergy, all treats must be from the approved snack list, or they will not be allowed to be distributed to any students in the classroom.

Birthday Presents: Students should not be receiving presents while at school. This includes the delivery of balloons, flowers, stuffed animals, etc. Should a delivery be made, it will be held in the office until a parent is able to come in and pick it up – it will NOT be given to the student while at school.

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

Curriculum Nights: These informational meetings for parents only (no children) are scheduled early in the school year. Verbal and written information is presented by teachers regarding goals, objectives, classroom procedures, communication, and expectations.

Open House: Open House is held the Sunday of Catholic Schools Week and is for prospective families only. Parents and children can visit the teachers and classrooms, and registration materials for the next school year will be available. Current families will automatically be reregistered and payment assessed unless notice is given to the school office prior to January.

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

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

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

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

Media: Occasionally teachers will use video clips or movies to enhance their curriculum.

Awards: St. John XXIII Catholic School will hold awards assemblies at the end of the school year. Awards will be given for a variety of academic reasons including, but not limited to, highest GPA in any given course, extreme effort, and honor roll. Additionally, awards may be given for citizenship, volunteerism, kindness, and compassion.

Calendar: A school calendar will be devised in the spring of each year, approved by the Archdiocese of Cincinnati, and distributed to the parents via email and our student management system. A copy of this calendar may be located on FACTS.

Classroom Parties: Classroom holiday parties are grade level specific and at the discretion of the teacher. The teachers will coordinate classroom parties with their homeroom parents. Any parent volunteering for a classroom party must be Safe Parish trained and compliant. Parties for individual students are not permitted.