



PARENT-STUDENT HANDBOOK 2017 -2018

Saint John XXIII Catholic School Community Mission Statement

We are a R.E.A.L. Catholic community that nurtures the whole child through academic excellence, 21st Century innovation and active Catholic stewardship.

FACULTY VISION STATEMENT AND SCHOOL PHILOSOPHY

We know parents are the first and most important teachers and we are the facilitators of their child's learning.

We model and teach with parents that our Catholic faith is a way of life.

We support the Saint John XXIII Catholic School Community in its efforts to provide a safe environment.

We recognize that every student has gifts and talents to be shared through a Christian Life of faith and service.

We use teaching strategies that foster creativity, divergent thinking and problem solving skills.

We ensure every student the opportunity to practice a spirit of understanding, peace, justice and compassion.

We prepare students to be life-long learners and encourage them to develop to their fullest potential.

We commit ourselves to grow professionally as a staff and as individuals to serve the needs of our students.

SCHOOL-WIDE LEARNING EXPECTATIONS

Saint John XXIII Catholic School Community student will be...

R.E.A.L. – Responsible Christian Leader, Effective Communicator, An Independent Thinker, and a Life-Long Learner

Responsible Christian Leader who:

- Actively participates and is engaged in Mass
- Shows respect for God, others, and all creation
- Demonstrates basic knowledge of the foundations of faith as well as church teachings and traditions
- Demonstrates a spirit of service in his/her daily life in family, school, Church, and community

Effective Communicator who:

- Echoes lessons of faith formation in communicating with others
- Listens actively
- Speaks clearly
- Writes concisely and correctly
- Establishes and accomplishes goals cooperatively

An Independent Thinker who:

- Discerns God’s presence, with the mind of the Church, through word, sacrament, prayer, forgiveness, and moral living to guide decision making in the secular world
- Promotes his/her own spiritual, emotional, and physical health in their school, Church, and community
- Uses research skills effectively
- Uses technology effectively
- Follows written and oral directions
- Works cooperatively

Life Long Learner who:

- Pursues continued opportunities for their faith formation
- Plans, sets, and works towards goals effectively
- Demonstrates curiosity and enthusiasm for learning
- Assesses personal strengths and areas for improvement
- Displays his/her own God-given gifts and talents

Saint John XXIII Catholic School Community

**** Parents/Students are required to sign a commitment contract to these principles. ****

STATEMENT OF UNDERSTANDING

Each family in the school must have on file a signed Statement of Understanding. The Statement of Understanding acknowledges a parent's acceptance and receipt of the pertinent data relative to a parent's responsibilities at the school. This includes such items as the Parent/Student Handbook & Calendar, updating emergency information, etc.

REGISTRATION

Re-Registration

Re-registration occurs in February. An email will be sent to parents to notify them that re-registration is occurring and providing the parents with the tuition rates and fees schedule for the next year. The re-registration fee is automatically billed through FACTS accounts for withdrawal in early March. No further action is required for returning families. Any families not intending to re-enroll will need to inform the Director of Admissions of their intent by the deadline stated in the email. Registration fees are non-refundable. Unpaid fees can invalidate the re-registration – families with unpaid fees could result in their child(ren) relinquishing their spot, being placed on the waiting list and the opening being made available to other students.

All financial obligations must be current – and remain current – for re-registration to be valid. In addition, if a child is evidencing problems in academic standing, attitude, Christian behavior, or attendance/tardiness, re-registration may be denied. Families evidencing a lack of cooperation and support for the school may also be denied re-registration. This will be discussed with the Principal at a conference.

Student Records

Student records, final report cards, diplomas, etc. are not released until all financial obligations have been met.

ATTENDANCE

Absenteeism

Parents should report an absence immediately by calling the school at (480) 905-0939 and following the prompts. A written note is required by the state before a student returns to school.

Excessive absenteeism may be a violation of Arizona state truancy laws. A student who is absent for more than 10% of the required school year may be retained or required to go to summer school, according to the Arizona educational statutes.

When students are absent from school, they are ineligible to attend or participate in extra-curricular activities or official school functions on that day. This includes clubs, meetings, athletic practices or games, play, concert, and any official Saint John XXIII Catholic School Community events.

If students are present by 11:00 a.m on full school days and 10:00 a.m. on half days, students are able to participate in extra-curricular activities.

Parents must understand that when children are taken out of school for personal reasons such as a special holiday or family vacation, teachers are not required to anticipate schoolwork or to provide same for the child. When convenient, teachers will try to cooperate; however, parents may not expect this kind of service and are advised to make arrangements with another student to collect the work. All work must be made up, and it is the student's responsibility to check with his/her teacher for missing assignments. **The student will be given two days for every day of an absence for making up the work.**

Full and Half Day Attendance

A student shall be in class at least two hours to be considered in attendance for one-half day. (A student arriving after 10:00 a.m. is considered absent for the half school day.)

A student shall be in class at least four hours to be considered in attendance for one full day. (A student arriving after 11:00 a.m. or leaving before noon will be considered absent for half a school day.) *Diocesan Policy Handbook*

Tardiness

Children must be seated in their classrooms when the bell rings in the morning. Students who arrive late must report to the school office to pick up an "Admission Slip." Being on time is very important in order for the teachers to run their classrooms in an orderly and effective manner. Your cooperation is expected.

For changes to a child's pickup, contact the office prior to dismissal.

EXTENDED DAY SCHOOL

Morning

Students are not allowed on campus prior to 7:20 a.m. Students arriving at 7:20 a.m. must report to the courtyard until classroom doors open.

Afternoon

The extended day program will be every day after school. Mondays through Thursdays will be from 3:00 p.m. – 5:30 p.m. and Fridays will be from 1:00 p.m. – 5:30 p.m. Enrichment classes will be offered Monday-Thursday and the Homework Helpers class will be available everyday up to 5:30 p.m. except for days where there is a noon dismissal or other in-service – those dates will be given to parents at the beginning of school. If there is no school there will be no extended day.

Students participating in the extended day program will be escorted to the Multi-Purpose Room at their dismissal time and remain there with the Director and/or Coordinator of the Extended Day program until the start of the extended day. Classes will be held in the Multi-Purpose Room and Saint John XXIII classrooms. Students will be checked in when they enter the Multi-Purpose Room after school and attendance will be taken in each of the classes they are enrolled. Only parents, guardians and emergency contacts will be permitted to sign out a student unless the Director of the extended day program receives a signed note the day before.

Students that are not picked up from school by 3:15 p.m. Monday-Thursday and by 1:00 p.m. Friday will be placed into the Homework Helpers class and be charged the daily rate (\$20).

Snacks will not be provided during the extended day program. If your student wishes to eat a snack they must bring their own and will only be permitted to eat in the Multi-Purpose Room between their dismissal and the start of their first extended day class. We do encourage all students to have an extra bottle of water with them.

The Homework Helpers class ends at 5:30 p.m. If you think you may be late in picking up your child please call the school at 480-905-0939 EXT. 323. The fee for pickup after 5:30 p.m. is \$5.00 per minute. If your child is picked up late more than three (3) times you will need to meet with the administration and this could jeopardize the opportunity to remain in the extended day program.

All fees for extended day programs and enrichment classes will be billed through FACTS. Monthly and daily extended day services will be invoiced on the first day following the month that the services were incurred with payment due 10 days from the invoice date. Enrichment classes will be invoiced in advance with full payment due at the start of the class. Fees for drop-ins or late pick-ups will be billed based on the Extended Day voucher signed by the responsible party picking up the student(s). These daily fees will be invoiced at the beginning of the following month. Should you wish to pay with cash or a check for any extended day services or enrichment classes, such payments need to be brought to the Business Office at least three business days prior to the scheduled FACTS payment date.

FIELD TRIPS

Teachers schedule field trips based on educational need and appropriateness. The Principal must grant approval. Parents must complete and return an original Off-Campus Permission form for the student to be allowed to leave campus for the trip..

Drivers on field trips must be 25 years of age or older and have a Driver Information form and an Adult Liability Waiver form on file in the school office. A seat belt for each child is required. All adults accompanying a field trip must have completed the diocesan Safe Environment requirements for the current school year. While on a field trip, drivers must take students directly to the event and return directly to school. No other stops are permitted. Stopping at convenience stores and fast food outlets is expressly forbidden.

FINANCIAL POLICIES

The collecting and/or soliciting of funds from families of Saint John XXIII Catholic School Community are expressly prohibited without prior approval of the Principal.

Collection of Money

- All collection of money for classroom activities or field trips must first be cleared through the teacher and approved by the Principal. It is the teacher's responsibility to have the project approved by the Principal prior to any money being collected.
- Any collection of money for Volunteer Parent Organization activities must be approved by the Principal. It is the VPO's responsibility to have the project approved by the Principal.
- All monies collected must be turned in to the school finance office at the end of each day. All checks are to be made payable to Saint John XXIII Catholic School.
- Money must be counted by two people simultaneously before being turned in to the Finance Office who logs it into the Cash Receipts Book. All money should be labeled with the date, amount, event, name and signatures of persons submitting the funds.

Requesting of Funds

- Requesting of funds for reimbursement, deposits for activities, etc. must be submitted on a Green Check Request form. An original receipt or invoice must be attached to the check request. Check request forms are available in the school office.
- If the funds being requested are coming from the Volunteer Parent Organization (VPO) budget a VPO Check Request form must be completed and submitted to the appropriate VPO committee head. An original receipt or invoice must be attached to the check request. Committee head folders are located in the school office.
- Checks are issued on a weekly basis, typically on Thursday. Please allow one week for processing.
- Where possible, any purchases being submitted for reimbursement should be made on a receipt separate from personal expenditures. If a combined receipt is submitted, the reimbursement amount should be clearly identified.

GENERAL POLICIES

Abuse of Teacher

Under Arizona law, “Any person who knowingly abuses a teacher or other school employee on the school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor” (AZ SS 15-507).

Animals

Animals are not allowed on the school campus.

Annual Appeal

The Annual Appeal is the school's number one fundraising priority. The Annual Appeal provides essential support to the school's current year operating expenses.

The Annual Appeal helps make up the difference between what is paid in tuition and the actual cost of the educational and religious opportunities offered to our students. It takes the whole community to bridge this gap.

Asbestos

The United States Environmental Protection Agency (EPA) requires all schools to inspect their buildings and facilities and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulations further require that all parents, teachers, and employees of schools where asbestos is found be notified. This requirement is a part of an inspection and management plan that is required at each school. No friable or non-friable asbestos-containing building materials were used in the construction of Saint John XXIII Catholic School Community. A letter from the architect to this effect is on file in the school office.

Bike Rack

Bikes should be locked at all times. The school is not responsible for bikes brought onto the property. Bikes may never be ridden on the sidewalks, in the courtyard, or in the parking lot of the school.

Catholic Education of Arizona

Catholic Education of Arizona allows you to redirect your state tax dollars to support tuition scholarships for students at Saint John XXIII and other Catholic schools. Your contribution helps students, plus you receive a dollar for dollar tax credit when you file your Arizona tax return. You may also be eligible to take a deduction for charitable contributions when you file your Federal tax return. All families are encouraged to “Take the Credit.”

The deadline to participate is April 15 for the previous tax year. **Please designate Saint John XXIII Catholic School Community on your Catholic Education of Arizona donation forms** to make sure your donation supports students at our school.

Crisis Management Plan

Saint John XXIII Catholic School Community is committed to ensuring a safe and protected environment for its students, staff, and visitors while at the school. The protected policies and procedures designed to provide for this type of environment are shared with all staff through extensive training and drills.

Teacher Gifts

Teachers of St. John XXIII Catholic School are NOT permitted to receive individual monetary gifts from parents or students. They have been instructed by the school to return all cash gifts so as to not have them construed as bribery in any way. Please do not put the teachers in the difficult position of having to return cash they have received for any reason.

Insurance

Student accident insurance is provided for all students, secondary to any family coverage. Students are covered for accidents occurring during the school day when under school supervision. A copy of the policy is in the school office, which details the actual coverage, conditions, and restrictions that may apply.

Lost and Found

Lost and Found is located in the courtyard near the school office. Articles not claimed at the end of each semester will be donated.

Non-Custodial Parents

The school abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and to other school-related information regarding their child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school will not be held responsible for failing to honor arrangements that have not been made known.

Parties, Gifts, and Special Treats

Class parties and special treats from parents are not permitted on campus. Teachers may schedule no more than three class parties per year and only with the approval of the Administration. There will be no distribution of treats before, during, or after Courtyard Prayer. This is in accordance with the Wellness Policy set forth by the Diocese of Phoenix. Students may not exchange personal gifts (including Kris Kringle) at school. Friends sharing among themselves is best done off campus where feelings of being left out are avoided. Party invitations must be distributed off school property unless everyone (for example, all girls, all boys, or the entire class) is invited.

School Advisory Board

According to the teachings of Jesus Christ and the Catholic Church, the Saint John XXIII Catholic School Community Advisory Board has, as its primary goal the intellectual, spiritual, and emotional development of the students of Saint John XXIII Catholic School Community. The School Advisory Board helps to develop and to review the policies that shall govern the operation of Saint John XXIII Catholic School Community. It promotes the implementation of said policies in accordance with the canons, usages, and customs of the Catholic Church and the Diocese of Phoenix, including the rules and regulations of the Diocesan Office of Education.

Visits to the School

Parents coming to the school must check in at the office and wear a visitor badge at all times while on the campus. **All visitors to the campus must have completed the diocesan Safe Environment requirement for the current school year (July 1-June 30) and must be renewed each year.**

Items dropped off for students should be clearly labeled with the student's name and grade. The office does not call the classroom for items a student has forgotten, such as lunches or homework. Lunches dropped off will be taken to the cafeteria at lunch time and given to the student. Parents must never disturb the classroom or cafeteria during lunch time to see their children or a teacher during the school day. The office will determine an emergency. Parents may not walk their children into the classrooms without approval of the teacher.

Volunteer Parent Organization (VPO)

The VPO provides a structure within which parents can assist the school in promoting the moral, educational, and physical welfare of the students. Through the VPO, parents can provide much needed leadership roles for numerous Saint John XXIII Catholic School Community events and organizations that directly benefit the students of the community.

GRADES

Online Grades

Grades are available online through the School Administration Software. Parents and students are issued usernames and passwords to access their child's grades.

Report Cards

These are the central means of communicating the progress of your child(ren) to you. Report cards are posted electronically each quarterly. Consult the school calendar for the dates. Final report cards and/or diplomas are held pending resolution of financial obligations.

Diocesan Grading Scale

The following marking system is used:

| | | |
|-------------------|--------|-----|
| A – Excellent | 100-94 | 4.0 |
| B – Above Average | 93-85 | 3.0 |
| C – Average | 84-75 | 2.0 |
| D – Below Average | 74-65 | 1.0 |
| F – Very Poor | | |

Student Learning Expectations

At Saint John XXIII Catholic School Community, we recognize the importance of educating our students in Christian values. How students treat each other and adults is as important as their academic achievements.

6th, 7th and 8th Grade Honor Roll

| | |
|-------------------|--|
| Principal's List: | Grade point average of 4.0 All A's and Positive REAL grade |
| Honors: | Grade point average of 3.5 – 3.99 Positive REAL grade. *Students must receive above average grades in all subjects. Students may not receive a "C" and receive Honors. |

Homework

Homework is usually a follow-up of some class activity of the day. All students should do some home study daily, even if not assigned. It is always due when required by the teacher. Any request for an exception must be made in writing to the teacher by the parents. **Students in grades 2 through 4 must use the school's Assignment Notebook.** Parents are responsible for reviewing the assignment book each day with their child and checking to see that work is complete.

The **suggested diocesan guidelines** for daily homework time are:

| | |
|------------------|---------------|
| 1st –3rd grades | 20-30 minutes |
| 4th – 6th grades | 30-60 minutes |
| 7th – 8th grades | 60-90 minutes |

* These are guidelines for written, daily homework students may receive to work on from teachers. Each child works at a different pace; some may be finished more quickly than others, and some may take longer to complete their work. There will be additional projects with extended deadlines that may be introduced for students in addition to studying for regular/ongoing assessments; the time required to complete those projects is not part of the daily homework guideline.

There will generally be no regular written homework on weekends or holidays. This time is to be used for long-range projects and reading. Also, students who have been ill and those behind in their work will have assignments on the weekends. For every day missed, students are given two days to make up their work.

Please consult with the classroom teacher if your child is routinely requiring more time than this to complete the daily homework.

Academic Probation

A student who receives a “D” in two courses, a failing grade “F,” or has a GPA below 2.0 for a quarter is not successfully progressing in their academic studies. In such a case, the student will be placed on **Academic Probation**. The student and student’s parents will meet with the teacher and a representative from the student support team to discuss an appropriate course of action to help the student succeed. Students on academic probation may be required to attend a mandatory study hall/tutoring until academic performance improves. Additionally, the student will be rendered ineligible for extra-curricular activities/athletics for a two-week period. The student’s progress will be reviewed on a weekly basis during this time. Students who fail to put forth the effort to achieve minimum standards each quarter may be assisted in finding an alternate placement that will better meet their needs.

Student Success Teams

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) permits educators to use Response to Intervention (RTI) to identify students with learning challenges. This process will assist team members in more effectively identifying children who are truly at risk, as well as decreasing the number of students who are given a disability label in error. The RTI screening process includes teacher observation, team observations, and recommendations on how to proceed based on their findings.

The Student Success Team is a program that identifies the eligibility for supports or evaluation of a child who may have learning challenges. A current psycho-educational evaluation done by an outside, qualified organization and/or medical professional is required to diagnose a learning disability. Students are required to have an evaluation on file with the school psychologist. The Student Success Team members include the administration, school psychologist, classroom teacher, resource teacher, and local educational agencies. The parents must sign a release of information in order for the documents to be shared with the Student Success Team.

Academic support to handle the curriculum, assessments, or learning environment will only be provided with a current diagnosis on file. If the school is unable to meet the needs recommended by the evaluation, an alternative school placement may be recommended.

Elementary School Promotion

Participation in promotion exercises is a privilege, not a right. Diplomas/Records may be withheld until students or their parents satisfy their education, financial, and disciplinary obligations to the school.

As per diocesan policy:

- Promotion exercises should be kept simple.
- A parent of a student who is in danger of not graduating is to be notified in writing as soon as reasonably possible, but at least prior to finals tests.
- A student may be excluded from participation in the promotion exercises for reasonable cause even if he/she is not denied a diploma.

Grade Placement

Students are normally promoted to the next grade based on academic achievement as judged by the teacher and administration. Occasionally, students are recommended for retention and a conference will be scheduled by the teacher to discuss this. However, a student recommended for retention is not guaranteed to return to Saint John XXIII Catholic School Community.

Students may also be “placed” in the next grade with review after the 1st quarter, rather than promoted, based on a teacher’s judgment in consultation with administration. This means the school feels that the student is not academically prepared for the next grade. Being “placed” does not guarantee returning to Saint John XXIII Catholic School Community.

STUDENT HEALTH

A registered nurse is on the Saint John XXIII campus from 7:30 a.m. until 3:30 p.m. The registered school nurse provides a safe, caring, and healthy school environment, to address students’ social, emotional, and physical needs, and to provide first aid or emergency care for students who experience an injury or urgent health concern while at school and until parents are able to arrange transportation home or to a physician for further medical evaluation.

In compliance with state law and in order to attend classes, all students of Saint John XXIII Catholic School Community must show proof of full immunization or a valid exemption form in order to attend the first day of school.

The school’s health office provides an annual eye and hearing test, height and weight measurements, per state requirements for K, 1, 2, 6 and new students.

Ill Students

A student with a fever of 100 degrees Fahrenheit or higher should not attend school. Please do not send your child to school unless he/she has been without a fever without medication for 24 hours.

Students must be kept home if vomiting or diarrhea has occurred during the night or in the morning before school. Students with any rash, open sores, or draining eyes must be evaluated by their physician before returning to school. Many of these illnesses may be viral or bacterial infections or flu requiring medical treatment.

Wellness Policy

Saint John XXIII Catholic School Community is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life-long health and spiritual well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies. The following components will continue to be addressed during the school year:

- A. Nutritional Guidelines
- B. Nutrition Education
- C. Physical Activity
- D. Other School-Based Activities
- E. Parents and Staff Involvement
- F. Implementation and Evaluation

Parents are required to follow all guidelines for snacks, lunches, and beverages. Special treats from parents are NOT permitted on campus. Teachers may schedule no more than three class parties per year and only with the approval of Administration. There will be no distribution of treats before, during, or after Courtyard Prayer. Birthday treats, special celebrations must contain minimal sugar content or be non-food awards
- No cupcakes, brownies, cakes, cookies or candies.

Students will be required to meet basic physical fitness guidelines in their physical education classes. Physical Education will provide classes on life-long nutrition for all grade levels.

Medication

If a student requires medication during school hours, the parent must:

1. Fill out and sign a Medication Permission Form.
2. Provide the Nurse's Office with the medication in its original container.

Prescription medications must be in a properly labeled container from the doctor or pharmacy. This label should include the student's name, prescribing doctor, date of prescription, name of the medication, dosage, method of administration, and the frequency of administration.

The medication will be kept in the Nurse's Office and the child directed to report there for dispensing. If a parent must dispense a medication to a child at school, it must be done in the Nurse's Office.

Saint John XXIII Catholic School Community does not “stock” over-the-counter medicine for students. If a parent would like their child to receive over-the-counter medications such as Tylenol, Advil, or cough drops, the Medication Permission Form needs to be filled out and signed by a parent, and the medications must be provided by the parent in their original containers. **Under no circumstances may a child have medication (including pain relievers or cough drops) in their possession, lunch box, or backpack.**

Authorization for a child to carry an emergency medication such as an EpiPen, Glucagon, or inhaler in the student's backpack must be documented annually by the parent and a copy of this written authorization kept on file in the Nurse's Office.

Emergency Information

Each student must have a completed Emergency Medical Consent Form on file in the Nurse's Office. The Emergency Medical Consent Form provides emergency contact information and pertinent health information. A new Emergency Information Card must be filled out each school year for each child attending Saint John XXIII Catholic School.

Parents are responsible for keeping the school nurse informed about their child's ongoing health, any illnesses, surgeries, allergies, special medications, or treatments. Please notify the school nurse of any changes in contact information or health status throughout the school year.

Special Health Concerns

Parents of students with chronic health conditions, such as Food Allergies, Asthma, Diabetes, Seizures, Cardiac Conditions, Migraines, or any other concerns need to meet with the school nurse and fill out an individualized health action plan. This plan will need to be updated as changes occur, and a new plan must be filled out each school year. Students with chronic health conditions must have a physician's note on file in the Nurse's Office if accommodations need to be made at the school.

Pediculosis (Head Lice)

The Diocese of Phoenix implements a “No Nit Policy” for Head Lice.

Exclusion from school:

- Anyone with live lice
- Anyone with nits (eggs)

Any student with live lice or nits will be referred to their private physician for treatment and upon return to school, these students will be re-checked for live lice or nits. Housekeeping control measures should be started immediately at home, school, and in the classrooms to prevent head-to-head contact and sharing of personal items. All students in the student's grade will be checked to prevent infestation.

School Psychologist

Saint John XXIII Catholic School has a full time school psychologist on staff. The role of our school psychologist is to work with students and families providing support in the areas of social, emotional, and academic needs. The psychologist is available for consultation, intervention, prevention, and planning. The school reserves the right to refer students without parent permission.

LUNCHESES

If students bring lunches to school, they need to be properly labeled. They must be nutritional and substantial. Fast foods, candy, sodas, and unhealthy foods are strongly discouraged. All lunches must follow the Diocesan Wellness Policy. Glass containers are not permitted. Should your child forget his/her lunch, bring it directly to the office, never to the classroom or cafeteria. Clearly label the lunch with your child's name and grade. The office will see to it that your child receives the lunch.

As an alternative, lunches may be preordered from our outside contractor. These lunches comply with the Diocesan Wellness Policy. Information on lunch options, purchasing, and order deadlines is communicated through the monthly family envelope.

Recess Safety

- Students must obey the monitors at all times and without question.
- Students must play within assigned areas.
- Students may not be upstairs during lunch/recess without supervision.
- Students must always walk in the courtyard or on any walkway.
- Roughhousing, disruptive behavior, and fighting are not permitted.
- No throwing of rocks, sticks, etc.
- No playing on the walkways, stairwells, or balconies around the school.
- No running or ball playing in the courtyard.
- No running in and out of the lavatories.
- No eating outside the lunch room.
- Students must wear uniform shoes when playing on the playground and playground apparatuses.
- When the bell rings, all activities stop immediately and students line up at teacher assigned area.

MEDICAL APPOINTMENTS

If at all possible, medical appointments should be made outside of school hours. If your child will be late to school or be taken out of school for an appointment, please notify the school office and your child's teacher the day before. No student may go to the parking lot to wait for a parent. Parents must come to the office (never to the classroom) for the student. Students must be signed out and signed in upon returning.

PARENT/STUDENT RESPONSIBILITIES

Student Responsibilities

Each student must recognize his or her rights and responsibilities as an active participant in our faith community.

The student has a right to:

- A learning experience that reinforces a Catholic system of values.
- An opportunity to learn the essence of the Catholic principles as a condition of Christian life.
- An opportunity to attain a high level of academic excellence.
- Develop the means to express creative potential and individuality.
- An opportunity to participate as a Christian citizen and as a potential leader in our faith community.

The student has a responsibility to:

- Be Christ-like in word and deed.
- Cultivate recognition of the dignity and value of each person.
- Respect the rights and property of parents, staff, and fellow students.
- Attain a level of excellence that reflects the best of one's ability.
- Conform to the school's Respect and Responsibility Rubric and classroom standards of conduct.

Parent Responsibilities

Catholic schools are called upon to make faith real in the world. They are a living community witnessing the presence and reality of the Risen Lord to and for the culture in which they exist. As parent participants in this community of faith, you have a personal commitment to Jesus Christ to the following:

Spiritual

Preeminent among the goals of the school are those related to the teachings of Christ. Such a mission is the shared responsibility of all members of the faith community: the students, their parents, the staff, the clergy, and the other parishioners. The fact that you have enrolled your children in a Catholic school is proof of your commitment to these principles. To emphasize them, you should be:

- Participating at home in a religious program that is complementary to the religious atmosphere at school.
- Modeling Christian behavior for your child and the rest of the faith community.
- Requesting active participation in your child's religious experience at school.
- Participating regularly in scheduled activities in our faith community.
- Supporting by word and deed school policies and procedures.

Academic

Since the primary right and duty of education rests on the parents, you should support the professional staff at the school and share the task of educating your child(ren). Examples of that support are:

- Helping your child to do homework on their own.
- Reviewing your child's school papers.
- Providing the necessary encouragement or correction.
- Monitoring your child's progress.
- Seeking ways to improve your child's performance.
- Familiarizing yourself with and following the rules and policies of the school.
- Being aware that the placement of your child in our school is an acceptance of these rules and policies.

Financial

Our quest for excellence in religious and academic education requires financial support. Examples are:

- Paying tuition and fees promptly.
- Participating by redirecting tax dollars to St. John XXIII School through Catholic Education Arizona.
- Supporting fund-raising events.
- Supporting the school's Annual Appeal.
- Supporting your parish.
- Supporting special classroom and school projects.
- Participating in the SCRIP program.

For additional information, please see www.saintjohnxxiii.org

Physical

As participants in a faith community, we have to share in the physical tasks necessary to make our programs successful. Examples are:

- Participating in the activities of our Volunteer Parent Organization (VPO) by attending events or serving as a committee chair.
- Supporting the school staff as library assistants, room parents, and Ways of Worship and Faith in Action volunteers.

PARENT/TEACHER COMMUNICATION

Saint John XXIII Catholic School Community has a strong parent communication system that enables parents to keep abreast of their child's learning. This involves:

- School Administration Software
- School website: www.saintjohnxxiii.org
- Classroom websites
- Weekly email updates
- Parent-Teacher conferences
- Assignment Notebooks for grades 2-4
- School mobile APP (available for Droid and Apple devices)

Communication beyond these formal means is done via website updates, phone, email, app, and conferences upon request. Parents should keep in mind that the teachers' time is limited given the extensive breadth of their responsibilities and the number of students they teach.

The teacher workday is 7:30 a.m. – 3:30 p.m. Teachers are available for meetings with parents by appointment only.

Chain of Communication for Parents: It is important that students/parents follow the proper chain of communication for personal/academic concerns.

1. Classroom Teacher
2. School Psychologist
3. Assistant Principal
4. Principal
5. Pastor

It is never permitted to discuss or hold a conference in front of students.

Private meetings must be scheduled with Saint John XXIII Catholic School Community faculty to discuss personal and/or academic concerns.

Teachers are available for meetings with parents by appointment only.

Fridays are collaboration days in which teachers are required to be at meetings. **Because teachers utilize morning time to arrange the daily learning experiences for students, they should not be approached before school without an appointment.**

Any emails or written communication being sent to the community using our directory or email lists must be approved by the administration. No solicitations are to be sent. Please do not contact our staff at home to discuss school-related issues. Their home time is valuable and should be time that they can focus on their own families. They are strictly reminded every year by the diocesan training not to use their personal email or phones to communicate school-related business. Please do not use the school email lists for personal use and respect the privacy of our individual families.

SCHOOL ADMINISTRATION SOFTWARE: Parents can stay informed about their child's grades by accessing them through the school's web site at www.saintjohnxxiii.org. Grades are updated each week.

PARENT-TEACHER CONFERENCES: Formal conferences for all families are scheduled following the end of the first quarter. Conferences are held in the spring per teacher/parent discretion. Parents are encouraged to confer with a teacher at other times as necessary, providing prior arrangements are made. Expecting a conference without prior notice is not acceptable.

PHOTO POLICY

Photo Release

All families must sign a release granting the Catholic Diocese of Phoenix and Saint John XXIII Catholic School Community the use of their name and likeness or child's name or likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction including voice and features with or without names of any promotional purposes involving the diocese or school, news feature stories in The Catholic Sun or other media or other purpose whatsoever, except for the endorsement of any commercial products. The Catholic Diocese of Phoenix and Saint John XXIII Catholic School Community may use, or cause to be used, these items for any and all broadcasts, publications or reproductions, without limitation or reservation of any fee.

PHOTOGRAPH RESTRICTIONS ON CAMPUS

Parents visiting the campus to serve as volunteers inside or outside the classroom are NOT permitted to take photographs of any children other than their own with their personal devices. It is our duty to respect the privacy of each student, and anyone photographing the students and staff of St. John XXIII that are not agents of the school or Diocese are violating our photo release policy.

RELIGION PROGRAM

The religion program strives to deepen love of God and neighbor in the individual. It is the reason for our existence as a parochial school. The religion program includes:

- A developmental study of religious truths and of Sacred Scripture.
- Participation in worship.
- Practices in Christ-like living, family life.
- Growth in self-knowledge.

The religion program includes: the religion text and the Bible, meditation time, spiritual reading time, visits to church, special Masses, and the like.

- **Adoration of the Blessed Sacrament:** Every class is encouraged to attend at least once per week.
- **Daily Prayer:** Each school day begins and ends with prayer. Teachers provide the opportunity throughout the school day for students to pray. The Lord's Prayer, Hail Mary, Glory Be, Act of Contrition, Memorare, and Rosary are taught in K-4th grades. These prayers are used and reviewed in each succeeding grade.
- **Reconciliation:** Children in 3rd-8th grades have the opportunity to receive the Sacrament of Reconciliation during the school year.

SAFETY

Safe Environment

All volunteers, and those wishing to interact with children at Saint John XXIII Catholic School Community MUST comply with all requirements and attend a Safe Environment training session for the current school year (after July 1 of the upcoming school year). This session and requirements are mandatory per the policy issued by the Diocese of Phoenix and must be renewed annually. Please ask the office or visit your local parish websites for dates and times of available training sessions.

Diocese Policy on Reasonable Contact

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- a. committing a criminal offense;
- b. causing personal injury to, or damage to the property of, any person (including the student him/herself);
- c. significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

OLWEUS. Bullying Prevention Program – St. John XXIII C.A.R.E. Program

Bullying is aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time with an intent to do harm. C.A.R.E. Bullying Prevention Program: “Bringing our Mission to Life.” Our bullying prevention program is modeled after the Olweus Bully Prevention Program. This is a researched-based, universal intervention program for the reduction and prevention of bully/victim issues.

C.A.R.E. – Care, Accountability, Respect, Environment

- **Caring** – The concern for the well-being and dignity of others.
- **Accountability** – Taking responsibility for the potential impact of our words and actions and their consequences.
- **Respect** – Tolerance for the rights of others and an appreciation for unique qualities of all creation.
- **Environment** – Unites all individuals in our Catholic School community through a life-long commitment to prevent bullying and violence.

CARE Box – A CARE box is located in the front office for students to write a note if something is bothering them. It is anonymous, but please leave the grade level and any names of those you feel are involved.

CATHOLIC COMMUNITY RESPONSIBILITIES (CCRS)

As Christian Leaders and Responsible Citizens:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Interventions for Bullying Behavior:

- Verbal Conference (On the Spot)
- Conference with Teacher (Follow-Up)
- Parent/Administrative/Teacher conference
- Possible Suspension/Expulsion

SCHEDULE

Daily Schedule

7:20 – 7:30 a.m. Students arriving at this time must wait in the Courtyard until classrooms open.

*Students must not be on campus prior to 7:20 a.m. There is no supervision during this time.

7:30 a.m. All classroom doors open

7:40 a.m. **Warning bell for 6/7/8th Grade Students**

7:45 a.m. **School begins for 6/7/8th Grade Students**

7:55 a.m. **Warning Bell for K-5th Grade Students**

8:00 a.m. **School begins for K-5th Grade Students**

*Students must be seated in the classroom ready to start the day at the times indicated above.

*Tardy students report to the school office.

Lunch Schedule

11:29 – 12:09 Recess/Lunch for grades K, 2 & 4

11:49– 12:29 Recess/Lunch for grades 1, 3 & 5

12:09 – 12:49 Recess/Lunch for grades 6, 7 & 8

Students have a forty-minute lunch period, with 20 minutes for recess and 20 minutes to eat.

Dismissal Schedule

*See calendar for any change in dismissal time.

Monday, Tuesday, Wednesday, Thursday:

2:40 p.m. (K – 2), 2:50 p.m. (3 – 5), 3:00 p.m. (6 – 8)

Friday:

12:20 p.m. (K – 2), 12:30 p.m. (3 – 5), 12:40 p.m. (6 – 8)

Please note students who are not picked up from school by 3:15 p.m. (1:00 on Fridays/12:30 on noon dismissals days) **will be placed into the Extended Day Homework Helpers class and be charged the daily rate (\$15).**

SPORTS

Per the Catholic Youth Athletic Association (CYAA) rules, athletics are available only to those students in grades 5-8. All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach or moderator, in conjunction with the Athletic Director and in consultation with the Vice Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions, unless the decision is determined to be arbitrary and capricious. Parents must help their children understand that not everyone will be selected when there are try-outs for an activity. Students participating in the school's after-school sports program are required to have physicals for the current school year. Administration reserves the right to remove a student from all activities based on the severe behavior clause.

Fall

Boys: Flag Football & Cross Country

Girls: Volleyball & Cross Country

Winter

Boys: Basketball & Soccer

Girls: Softball & Soccer

Spring

Boys: Baseball

Girl: Basketball

SPORTS ACADEMIC REQUIREMENTS

For a student to participate in extra-curricular activities or overnight curricular activities, the following policy applies:

- At the end of each quarter the student must have a minimum 2.0 grade point average (G.P.A.) with no failing grades (Fs). Students falling below 2.0 will be removed from sports activities. At this time, the student will be placed on Academic Probation. The student will not be able to participate (practices or games) in the athletic sport during the academic probation time. The time away from the extra-curricular activity will be used to improve the grade in the particular subject area(s). The G.P.A. will be reviewed in two weeks to see if grades have improved. If so, the student may be reinstated, but if not, the inactivity continues until the G.P.A. is again at or above 2.0.
- Students will be informed of their probation and reinstatement via a letter issued by the Athletic Director.
- If a student has a D in any subject area, the student will receive an academic warning letter informing them of their grade. This is a notice for the student and parent of the academic grade. This does not prevent a student from participating in sports/extra-curricular activities.
- An "I" or "U" in the Respect and Responsibility Ranking places a student on probation for the following quarter. When a student is on probation, he/she may not join any new activity during that quarter.

STUDENT DISCIPLINE

PERSONAL RESPONSIBILITY OUT OF FAITH (PROOF):

Students at Saint John XXIII Catholic School Community are expected to demonstrate **Personal Responsibility Out Of Faith**. The distinguishing mark of a Catholic is our love for God and others, as we uphold morals, traditions, and the Church doctrine. A Catholic school is a ministry of the Church, an extension of the Holy Catholic Church, where our faith is demonstrated by respect for one another and property. It is the expectation for students to respect one another, staff, and visitors to our school, as well as church and Church property.

The three areas of accountability require a student to:

- **Show respect for all staff, students, parents, and visitors on the campus, complying with the courtesy code in all its expectations.**
Students must address all adults with proper respect and demonstrate obedience immediately. Students are expected to follow directions the first time. Students represent Saint John XXIII Catholic School Community and our Lord Jesus Christ at every moment, whether on campus, attending school activities, or are the Saint John XXIII Catholic School Community campus. Parents as primary educators are expected to model and practice obedience at home and comply with the school when consequences are imposed.
- **Show respect for all classroom and community rules; this includes the uniform code, preparedness for class, the C.A.R.E. Bullying Prevention program, and the student guidelines.**
General school rules and classroom rules, which have been established and agreed upon by both the Administration and teachers, must be followed, without any exceptions. Saint John XXIII Catholic School Community may establish and implement the consequences of any misbehavior in order to preserve a safe, spiritual, and academic environment for all students.
- **Show respect for the property of the community and others.**
Having respect for the Church, school, and others' property is important for financial reasons and for what it reveals about us as Christians. **Students who misuse or abuse property will receive disciplinary consequences and parents may be held financially responsible for any damages or replacement costs.** Students are encouraged to take pride in the appearance of the Saint John XXIII Catholic School Community and Church facilities.

These rules and expectations apply to all students for the length of time they are on school grounds, including after-school activities, or when representing Saint John XXIII Catholic School Community at any function away from school:

Students must...

- make a sincere effort to learn.
- complete all assignments to the best of his/her ability.
- submit assignments when required.
- conform to classroom standards of behavior.
- follow the rules of the school.
- always obey staff and lunch/recess duty monitors.
- maintain an attitude becoming a Christian and a sportsman at all times.
- conduct yourself appropriately by not entering restricted access areas or causing disturbances.
- abide by all school rules, classroom rules, policies, and instructions.
- comply with any disciplinary actions taken as a result of failing to abide by any Saint John XXIII Catholic School Community standards and rules.

Student may not...

- have gum, sunflower seeds, and the like at school.
- buy or sell personal articles at school.
- gamble or wager money on campus.
- have pocket knives, weapons, matches, lighters, laser light pens, skateboards, roller blades, water guns, aerosol cans, and the like at school.
- use electronic devices, other than those issued by the school, at any point in the school day. The school day begins when students arrive on campus. **All personal electronic devices should be powered off during school hours.** Student's who need to communicate with parents, may use the office phone during school hours. After school, **with permission**, students may use their electronic devices. **If this policy is violated, teachers are directed to confiscate these items without discussion and send them to the office tagged with name and grade.** On the first offense, students may pick up the item from the office at the end of the day with a warning; in the second offense, the student's parent must come to school at the end of the school day to retrieve the item from the office; on the third and any subsequent offenses, students will lose their electronic device until the end of the school year when they can retrieve it from the office. Each offense will be subject further disciplinary actions determined by the administration.

PROOF CYCLE

Students not complying with the PROOF expectations may receive the following consequences:

- A verbal correction/warning.
- Incident Report to notify parents of the issue.
- PROOF detention – with 24 hour parent notice. This is held with the classroom teacher or Administration.
- PROOF detention – with parent/teacher/administrator conference.

The consequences are in place until the end of the quarter. With the beginning of a new quarter, a clean slate is offered to all students. Records will be kept throughout the year. If consequences need to be considered for a lengthy pattern of misbehavior, administration reserves the right to deal with that pattern in a conference with all parties involved.

SEVERE CLAUSE: For severe situations, any or all steps may be skipped for administrative referral. If circumstances require, the Administration will handle situations that are more serious violations of school policy. The interventions may include: outside counseling, suspension, service time as directed by the Administration, and/or expulsion. **Reasons for automatic referral:**

- Fighting, • Harassment • Swearing • Name-calling • Insubordination
- Vandalism • Disrespectful behavior • Lying • Cheating • Stealing • Bullying (See page 16 for further explanation)

SUSPENSION/EXPULSION: **Suspension** is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, his/her parent(s), and the school the time needed for resolving a problem. Suspension is considered a serious matter that could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension. **Expulsion** is removing a student from the school.

Grounds for Suspension: Students may be suspended from school for the following reasons:

- A. Violation of any state or local laws.
- B. Conduct that harms the good name of Saint John XXIII Catholic School Community.
- C. Violation of school rules or regulations.

Nature and Duration of Suspension: The Principal and Pastor determine the length of a suspension. A suspended student may be required to undergo counseling and/or drug screening as a condition of returning to school. When a student returns to school, a probationary period may be imposed.

Re-admission Following Suspension: Re-admission requires evidence that the problem which led to the suspension has been resolved. In addition, the student must be accompanied back to school by his/her parent(s) and must have completed all work assigned during the suspension.

Grounds for Expulsion: Students may be expelled from school for the following reasons:

A. Behavior so serious that future attendance is not acceptable per Diocese of Phoenix Policy and Procedures manual.

B. A consistent pattern of disruptive behavior.

Procedure: The Principal shall make a recommendation for expulsion to the Pastor. This recommendation shall be documented by incident(s) precipitating the recommended action. Upon agreement between the Pastor and the Principal, the parent(s) shall be notified of the expulsion.

This would include but not be limited to the following:

Disrespectful attitudes, such as:

- arguing with a staff member or parent volunteer
- questioning the authority of a staff member or parent volunteer
- deliberately breaking rules

Disagreements, disputes, or problems with teachers or staff must be handled respectfully and in private. Students are encouraged to talk with their teachers if they are having any difficulties with their class expectations or assignments.

Involvement with weapons, drugs, and/or alcohol on or off campus:

The possession, distribution, dispensation, manufacture, or use of any tobacco, alcohol, or illegal controlled substance is absolutely forbidden at all times, whether or not on school grounds or at any school function. The unauthorized possession, distribution, dispensation, manufacture, or use of any prescription or non-prescription drug is absolutely forbidden on school grounds or at any school function.

The possession or use of any dangerous objects, weapons or toy weapons is absolutely forbidden at all times on school grounds or at any school function. A weapon includes any item that could reasonably be used to inflict serious bodily harm.

Any student who violates these rules will be subject to immediate discipline, up to and including permanent expulsion from Saint John XXIII Catholic School Community. What constitutes a dangerous object or weapon is within the sole and absolute discretion of Saint John XXIII School, and local authorities.

Altercations and Fighting or:

- causing physical harm or injury to another
- losing self-control (temper tantrums)

Fighting includes, but is not limited to, pushing, kicking, hitting, throwing objects at other people, pinching, biting, scratching, or poking, horse-play, or play fighting. **What constitutes an altercation or fighting is within the sole and absolute discretion of Saint John XXIII Catholic School Community.**

Profane language:

- **Written or spoken vulgarity or profanity** including but not limited to signs or actions.

Following Saint John XXIII Catholic School Community’s philosophy to treat each individual with respect, the school cannot tolerate inappropriate language. Cursing, racial slurs, using the Lord’s name in vain, abusive, slanderous, or impure language or any other degrading comments are not becoming of a Saint John XXIII Catholic School Community student. This will result in on the spot consequences, which may include detentions, suspensions, or community service.

*Incidents will be dealt with on an individual basis, and consequences for such inappropriate language will be at the discretion of the Administration of Saint John XXIII Catholic School Community. **What constitutes inappropriate language is within the sole and absolute discretion of Saint John XXIII Catholic School Community.**

Vandalism (deliberate destruction or damage of property)

Lying

Saint John XXIII Catholic School Community expects students to be honest in every respect. **If a student lies, consequences will be determined by Administration.**

Cheating

Cheating is defined as an act of deceiving. If students do any of the following, it is considered cheating. Cheating would include, but is not limited to, any of the following behaviors.

1. Copying another person’s test/assignment answers.
2. Allowing someone else to copy your answers for a test/assignment.
3. Verbal or nonverbal communication, for whatever reason, with another student while a test is in progress.

***Incidents of cheating will be dealt with on an individual basis, and consequences for such inappropriate behavior will be at the discretion of the Administration of Saint John XXIII Catholic School Community.**

Plagiarism

Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were your own, copying without giving credit to the people who wrote the work. It is unacceptable to borrow work and then hand it in as your own.

Accessing inappropriate Web sites

Saint John XXIII Catholic School Community expects students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet, whether on or off campus. If the school becomes aware that a Saint John XXIII student has posted or displayed information on the internet, including any social networking site that involves inappropriate behavior, the school will

investigate that activity, and the student(s) involved may be subject to appropriate school disciplinary procedures, up to and including expulsion from Saint John XXIII Catholic School.

Diocese of Phoenix – Harassment Policy

THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), WHETHER VERBAL, PHYSICAL, VISUAL OR ENVIRONMENTAL. ANYONE WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING REQUIRED WITHDRAWAL.

CRIMES AND THREATS

SCHOOL PERSONNEL SHALL IMMEDIATELY REPORT ANY INCIDENT INVOLVING THE FOLLOWING TO THE PRINCIPAL:

- a. Any crime by a student against a person or property
- b. Any incident that involves the use or threatened use of a weapon or dangerous instrument by a student
- c. Any incident that involved serious physical injury committed by a student upon another person or upon the student himself/herself
- d. Any conduct by a student that poses a threat of death or serious physical injury to employees, students or anyone on the school property. [reference A.R.S. 15-341 (a) (31)]

IN THE EVENT OF ANY SUCH INCIDENT, THE PRINCIPAL MUST:

- a. Immediately contact local law enforcement
- b. Immediately contact the Pastor and the Superintendent of Schools
- c. Place student on suspension until investigation is completed; and
- d. Consider the evaluation of student by a mental health professional to determine if the student is able to return to school without being a threat to self or others

PROCEDURES

Any person who alleges hazing or bullying shall complete the Diocese Bullying/Harassment/Hazing Prevention and Intervention Incident Form (Appendix A.4)

Saint John XXIII Catholic School Community is committed to the reverence and respect of all persons. Any form of harassment as defined by the Diocese of Phoenix Policy and Procedures manual or bullying, be it verbal, physical, sexual, visual, cyber, or text messaging or any other form of technological communication is contrary to these values and to the formation of a Christian community. Saint John XXIII Catholic School Community will treat these allegations seriously.

Bullying: as defined by the C.A.R.E. policy:

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying involves an imbalance in power or strength. The student who is bullied has difficulty defending himself/herself. Direct bullying includes: hitting, kicking, shoving, spitting, taunting, hurtful teasing, degrading racial or sexual comments, threatening, and obscene gestures. Indirect bullying includes: getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, cyber-bullying. Relational bullying includes: targeting relationships and social status to cause harm to peers and can combine direct and indirect bullying strategies

The Olweus Bullying Prevention Group provides this chart to help define bullying:

| Rough Play | Real Fighting | Bullying |
|--|---|--|
| Usually friends; often repeated (same players) | Usually not friends; typically not repeated | Typically not friends; generally repeated |
| Balance of power | Power relatively equal | Unequal power |
| No intent to harm | Intentional harm doing | Intentional harm doing |
| Affect is friendly; positive, mutual | Affect negative; aggressive, tense, hostile, affect | Affect negative; aggressive & differs for victim and aggressor |

***Any student who violates the rules set forth by Saint John XXIII Catholic School Community will be subject to immediate discipline, up to and including permanent expulsion from Saint John XXIII Catholic School Community. What constitutes inappropriate behavior is within the sole and absolute discretion of Saint John XXIII Catholic School, and local authorities.**

PROOF POSITIVE: For students evidencing behavior that goes beyond the expectations of this code of conduct, a special recognition system called PROOF POSITIVE exists. A dimension of our Personal Responsibility Out Of Faith (PROOF) process is called PROOF POSITIVE. This is a program of recognition for students who are observed fulfilling the Student Learning Expectations and the practice of the Seven Gifts of the Holy Spirit as found in the Parent-Student Handbook.

Recognition will include:

1. A certificate noting the week of this observable behavior.
2. Periodic rewards will be planned to strengthen the resolve of students who excel in the positive goals of the Student Learning Expectations.

STUDENT GUIDELINES

Library Books

Library books and materials must be returned when they are due. Overdue books and materials cause a grave inconvenience to those working in the library, but most of all to those students who are waiting to use them. Please help your child(ren) to be responsible in this regard. No student may check out more books and materials until such have been returned. Report cards and diplomas are held until overdue books and textbooks are returned or paid for if lost or damaged.

Lockers

Students in grades 6th through 8th may request the use of a locker. Prior to the use of a locker, both student and parent/guardian must sign a contract acknowledging the regulations set forth and agreeing to the terms outlined. Only school-issued locks are used and there is a \$25.00 fee for replacing a lock. **The lockers are the property of Saint John XXIII Catholic School Community and are subject to search at any time by authorized personnel. There are to be NO permanent attachments on the lockers (stickers, adhesive materials, etc.). Students are allowed to use magnets in their lockers. Students are NOT allowed to decorate their lockers unless approved by Administration.**

Pictures

Students' individual and class pictures are taken in the fall. Eighth graders have their pictures taken in graduation gowns at the end of the year as well. See school office for further questions on picture days.

Service Hours

Saint John XXIII Catholic School Community is dedicated to creating a spirit of service in the student's family, school, church, and community. All Saint John XXIII Catholic School Community students participate in Christian service projects through Faith in Action (FIA) and Ways of Worship (WoW). Voluntary school-wide activities involve food, clothing, and school supply drives.

Mandatory participation in service projects is required for 6th, 7th, and 8th grade students.

As part of their religion requirement, 6th, 7th, and 8th grade students are required to commit themselves to individual Christian community service. As partners with parents in their child's education, we seek to teach students about the importance of service in one's faith life. Service project opportunities that are directed to the poor and needy are highly encouraged. Students may choose to begin their service hours during the summer months.

The service hour requirements for religion are as follows:

6th grade – 10 hours

7th grade – 15 hours

8th grade – 20 hours

Supplies

A detailed list for each grade is posted on the website at the beginning of the school year. Backpacks and gym bags must fit in teacher-assigned areas or in student lockers. **Parents/Students are responsible for replenishing supplies as needed.**

Textbooks

All non-consumable textbooks are issued to the students for their use and must be returned in good condition. All textbooks must be kept covered. Parents will be billed for the repair or replacement of damaged or destroyed school property, such as textbooks, library materials, A/V equipment, and computer software or hardware. Student records, report cards, diplomas, etc. are not released unless financial obligations are met.

TECHNOLOGY

Computer Usage

Students of Saint XXIII Catholic School Community have a responsibility to use technology resources in an effective, efficient, ethical, and lawful manner. Furthermore, information transmitted over the network should be representative of a Catholic school. All student using technology in the K-8th grade classrooms, are required, along with their parents, to sign an acceptable use policy that outlines the policies they must follow. **Violations of these responsibilities may result in disciplinary review by Administration.**

TUITION

Tuition rates and fees are established each year in collaboration between the pastor, principal and finance council after conducting a thorough review of expected budgets for the next school year. We are mindful of the sacrifices that every parent makes to send their child to St. John XXII Catholic School and do try to keep any tuition increases to a minimum. Each family is charged either the Active Catholic Parishioner or Non-Active/Non-Catholic rates depending on their status. Families will be notified of the tuition rates during the re-registration process.

In order to determine the rates each family must complete a Parish Verification Form annually. This occurs in January and parents are notified of the process by email. The Active Catholic tuition rate is only available for those families who are registered, active and participating members of their parish. The criteria used in determining “active and participating” parish membership may vary by parish; it is the decision of each individual pastor to determine the policy for his community. St. John XXIII Catholic School is not involved in these decisions. If you are NOT requesting the Active Catholic tuition rate, we ask that you still return the form (with that box checked). Families not returning the Parish Verification Form by the deadline stated in the email are not guaranteed the Active Catholic rate.

A specific policy outlining tuition payment procedure is necessary, not to cause undue hardship to our families, but rather to ensure that revenues owed to Saint John XXIII Catholic School Community will be collected in a predictable fashion. This enables Saint John XXIII to operate in a fiscally sound manner.

The Tuition Contract will be automatically renewed via FACTS during re-registration for the next school year in March of each year and the signing off on this handbook, due each August, will serve as the confirmation of:

- Accepting and agreeing to abide by the rules, regulations and code of conduct of the school
- Agreeing to enroll in and maintain an active account in the FACTS Management Program for the entire school year;
- A statement of understanding that all of the tuition and fees be paid up to date in order for the student to receive a report card, participate in school events or have records transferred to another school;
- An understanding that June and July payments are due even though CEA awards are not made until August; and
- An agreement that monthly payments are still required even though other scholarship monies are made later during the year, and that all additional scholarship assistance monies will be applied when received from the organization and funds applied to the total balance due, with the remaining payments adjusted evenly not replacing monthly tuition obligations.

This is a binding document between the school and the family. Parents anticipating difficulty in maintaining tuition payments are expected to contact the school's Finance Office in advance of their obligations becoming late.

ALL families are required to register with the FACTS Tuition Management Program. FACTS is used not only to collect tuition payments but to pay most of the other fees that may be incurred during the year, including but not limited to field trip, yearbook, extended day, athletic fees, re-registration fees, and uniform sales. Accordingly, it is critical that all families maintain an active FACTS account throughout the year. As FACTS will notify parents of scheduled payments via email it is also important that a monitored email account is associated with your FACTS account. FACTS will provide at least one week notice for any scheduled payment. It is the responsibility of each family to inform the Finance Office with at least 3 business days notice of any need to make a change in a scheduled FACTS payment. FACTS charges a \$30 returned payment fee for any charges that are not honored by the bank/credit card associated with the account.

While we are seeking to limit the number of checks and cash that is received through the Finance Office, families can submit cash or checks to the Finance Office to settle scheduled FACTS payments. In order to allow time for the FACTS payment to be placed on hold, it is important that any such manual payments be submitted at least three business days prior to the scheduled FACTS payment.

LATE PAYMENTS – It is the responsibility of each family to keep the Finance Office informed of the need to make a change in the FACTS tuition payment plan or to request an adjustment of the tuition payment date or actual payment. The Finance Office reserves the right to request that further payments be made by cashier check, money order or cash.

Families with inactive FACTS accounts may have their School Administration Software password suspended.

DELINQUENT TUITION ACCOUNT – Families whose tuition account is delinquent may have their School Administration Software password suspended as well as suspension of the availability of extended day programs, athletics and after school activities that have additional charges. A family's further delinquency and unwillingness to meet with the Business Office to make suitable alternative arrangements, may face removal of their child(ren) from St. John XXIII Catholic School Community at the discretion of the principal in consultation with the pastor.

All families must be current in their payment of tuition in order to Re-Register for the next school year.

DELINQUENT TUITION FROM PREVIOUS YEAR – All previously unpaid tuition must be paid by June 15th if a student is to be re-admitted the first day of class for a new school year. Report cards or transfer of records will be made available only to families that have completed their financial obligations to St. John XXIII.

TUITION REFUNDS - Tuition is for the academic year, with the first tuition payment and registration/re-registration fees being non-refundable. Should a circumstance occur which causes a student to withdraw from St. John XXIII Catholic School Community, tuition may be pro-rated by month of attendance and a partial refund may be issued only if a 30-day notification is given and the opening can be filled.

Example One: Notice is given on September 1st that the student will be withdrawing on October 1st. Family pays only for services rendered.

Example two: Notice is received on September 1st and the student is withdrawing on September 15th. Tuition is due through September 30th.

Refund checks are issued within 45-days of the student's last day of school, minus any other financial obligations due for: ipads, books, library, lunch, extended day, etc.

If a student is expelled or a student's admission is revoked or the student withdraws either voluntarily or involuntarily due to disciplinary action, tuition and fees may not be refunded.

FINANCIAL ASSISTANCE – Families wishing to receive financial aid MUST complete an application form from Catholic Education Arizona (CEA). Applications are available online at www.fairapp.com. (School code: 700; Password: cea700). Financial aid covers only a portion of the tuition costs. The amount of the award is determined by CEA after reviewing the application and available funds.

Where there is an established hardship, additional financial aid may be available through the St. John XXIII Supplemental Financial Aid program (SFA). All families who want to be considered for these funds must have applied for CEA. All requests for financial assistance will be determined based on the information provided through the CEA application process, completion of the SFA Application, requesting assistance from home parish pastor, participating in SCRIP and possible interview. The SFA packet can be requested from the Finance Office.

DIOCESAN POLICY REGARDING FINANCIAL OBLIGATIONS: “Students will not be permitted to register at another Catholic school within the Diocese of Phoenix until all financial obligations at their current or previous Catholic school have been met. In addition, educational, financial and disciplinary obligations should be met prior to graduation. (Sections: 4.29B; 5.02G)

A \$30 fee will be charged for all returned checks for any payment to the school.

For questions, contact the Business Office.

TRAFFIC

ARRIVAL & DEPARTURE:

Please visit our website for drop-off and pick-up procedures. Parents will be notified if traffic changes occur during the school year.

Cell Phones are not to be used by drivers or students in both DROP-OFF and PICK-UP

UNIFORMS

DRESS CODE:

- The uniform should reflect a positive attitude of pride in self and school. Uniforms (including shoes) must be clean and well-maintained
- Uniforms and shoes are to be appropriately sized and worn as intended.
- All shirts must be fully tucked in, waistbands are at the waist, and shoelaces are to be tied. **Students are not allowed to roll their uniform waistband.** Skirts and skorts must sit at the natural waistline.
- Belts must be worn with all pants and shorts.
- Hems on jumpers, skorts, and skirts are to be within 3 inches above the knee (measured from the middle of the back of the knee).

UNIFORM COMPONENTS

All Saint John XXIII polos and PE uniforms must be purchased through the school.

Khaki Shorts

Students wearing khaki shorts, should purchase traditional, khaki uniform shorts found at numerous department stores (ex. Target, Children’s Place, Wal-Mart, Old Navy, JC Penny, Sears). Shorts may not have cargo pockets. All shorts must be the traditional khaki color; stone khaki and other lighter and darker khakis will not be permitted. Khaki shorts must fall right above the knee in length. If there are any questions, please consult the office with your concerns. Administration has the final say on the appropriateness of the uniform shorts.

Khaki Pants

Students wearing khaki pants, should purchase traditional, khaki uniform pants found at numerous department stores (ex. Target, Children’s Place, Wal-Mart, Old Navy, JC Penny, Sears). Pants may not have cargo pockets. All pants must be the traditional khaki color; stone khaki and other lighter and darker khakis will not be permitted. Khaki pants must sit at the waist and be appropriate in length. If there are any questions, please consult the office with your concerns. Administration has the final say on the appropriateness of the uniform pants.

Khaki Skorts

Students wearing khaki skorts, should purchase traditional, khaki uniform skorts found at numerous department stores (ex. Target, Children’s Place, Wal-Mart, Old Navy, JC Penny, Sears). Skorts may not have cargo pockets. All skorts must be the traditional khaki color; stone khaki and other lighter and darker khakis will not be permitted. Khaki skorts must fall within 3 inches above the knee (measured from the middle of the back of the knee). If there are any questions, please consult the office with your concerns. Administration has the final say on the appropriateness of the uniform shorts.

Plaid Skirts

All Saint John XXIII plaid skirts must be purchased through Dennis Uniform Company. You can visit the store or shop online at www.dennisuniform.com.

Dennis Uniform Company
3645 E. Indian School Rd#1
Phoenix, AZ 85018
(602) 220-0302

UNIFORM DETAILS FOR ALL STUDENTS:

- Any Saint John XXIII outerwear, purchased in the school spirit shop, may be worn on campus at all times. **If the item is hooded, the hood may not be worn indoors.**
- A plain white short-sleeved t-shirt or long-sleeved turtleneck may be worn under the uniform shirt.
- Black or brown leather belt with plain buckle not to exceed width or height of waistband must be worn with shorts or pants.

GIRLS: GRADES K – 2

- Plaid Jumper (Dennis), Plaid Skort (Dennis), Khaki Pants, khaki cuffed walking shorts (Dennis), or khaki skorts
- School Logo Polo Shirt (white, navy or gray, short- or long-sleeved)
- Solid white or navy blue plain socks (which must be visible), Solid White or Navy Blue Tights (optional with jumper only), or knee-high socks in solid white or navy blue

GIRLS: GRADES 3-5

- Plaid Skirt (Dennis), Plaid Skort (Dennis), Khaki Pants, khaki cuffed walking shorts (Dennis), or khaki skorts
- School Logo Polo Shirt (white, navy or gray, short- or long-sleeved)
- Solid white or navy blue plain socks (which must be visible), Solid White or Navy Blue Tights (optional with jumper only), or knee-high socks in solid white or navy blue

GIRLS: GRADES 6 – 8

- Plaid Skirt (Dennis), Khaki cuffed walking shorts (Dennis), Khaki Pants or Khaki Skorts
- School Logo Polo Shirt (white, black, navy or gray, short- or long-sleeved)
- Solid white or navy blue plain socks (which must be visible), Solid White or Navy Blue Tights (optional with jumper only), or knee-high socks in solid white or navy blue

BOYS: GRADES K – 8

- Khaki Pants or Khaki Shorts
- School Logo Polo Shirt (white, navy or grey, short- or long-sleeved); 6-8th grade: Black Polo Shirt
- Solid White Socks that must be visible

SHOES: GRADES K – 8

- Solid white, solid black, or solid grey LOW TOP athletic shoes with solid matching laces must be worn. A small insignia, logo or marking in one of the school colors (blue, black, grey, or white) is permitted on the shoes. High or mid-top athletic shoes are NOT permitted.
- All shoes must have closed heels and toes. Shoelaces must be appropriately tied at all times. Shoes with blinking lights or sound effects are not permitted. No boots, sandals, open-toed shoes, heels, or platforms (including heels or platforms on athletic shoes) are allowed.
- Athletic shoes MUST have NON-MARKING SOLES

HATS: GRADES K – 8

- A Saint John XXIII baseball-style cap is approved and encouraged for wear outdoors. **All hats must be removed when students enter any buildings during the school day.**

SPIRITWEAR

- On days noted on the school calendar as “Spirit Days”, student must wear uniform bottoms, but may wear any spirit top purchased from the school spirit store.

SPIRIT OUTERWEAR: GRADES K – 8

- Spirit outerwear may be worn throughout the campus.
- Students may not wear the hood indoors.
- Spirit outerwear must always be worn over a school uniform shirt.

ACCESSORY DAY: The school calendar indicates Accessory Days for a particular holiday/event throughout the school year. This may include necklaces, hair bands, ties, bracelets, socks, belts, and anything approved by Administration.

PRIDE DAY: The school calendar indicates PRIDE Days. On PRIDE days, students are allowed to wear a specific clothing item SPECIFIED BY THE SCHOOL PRIOR TO THE DATE with any Saint John XXIII spirit t-shirt. On jean days, when they are specified, jeans worn must be in good condition with no holes or frayed edges; no cut-offs are allowed, nor jeans skirts or jean shorts; however, girls may wear jean capris. Only traditional blue jeans may be worn. Students donate a specified amount of the charity noted each PRIDE day to wear the PRIDE day clothing item.

PHYSICAL EDUCATION (P.E.) UNIFORMS:

- The PE uniform must be purchased through Saint John XXIII School
- The P.E. uniform components must be worn during P.E. classes and at no other time.
- Any Saint John XXIII logo spirit outerwear is permitted.
- If P.E. is 1st or 2nd period, students may wear P.E. uniform to school until class is complete. **Students must change back in to their school uniform for the remainder of the school day.**
- On School Mass days, students are not allowed to come to school wearing their P.E. uniform.
- Students who have P.E. the last period of the day may remain in their P.E. uniform after P.E. is over.
- Students must wear athletic socks and tennis shoes that are tied for P.E. class.
- Students may choose to wear sweatpants during the winter months. Sweatpants must be Saint John XXIII colors, appropriate in length and fit and without any lettering on the back.

GRADES K – 3

- Girls should wear Navy blue or Black bike shorts under jumpers on P.E. days. The shorts may not extend beyond the hem of the uniform jumper.

GRADES 4 – 8

- P.E. uniform shorts, shirts, sweatshirts, and gym bags are required for all students.
- Shorts must be longer than the fingertips when arms are hanging down one's side.
- T-shirts must be long enough to cover the waistband when arms are raised.

PERSONAL APPEARANCE:

- Hair must be neat, well-groomed, and natural in color. Any change to the natural color is not permitted. **No elaborate or extreme hairstyles or accessories may be worn.** If worn, hair accessories must be the school colors.
- Boys' hair must be a neat and conservative style. **It must be above the collar, ears, and eyebrows and not excessive in style or length.** Boys must be clean-shaven. Girl's hair must be off the face and out of the eyes.
- Lipstick, lip gloss, facial and eye make-up, colored nail polish, etc. may not be worn. Artificial nails and white tip (French) manicures are not permitted – except for the 8th grade graduation ceremony. Female students are permitted to wear clear nail polish.
- Girls may wear one pair of simple gold- or silver-toned style stud earrings for pierced ears only.
- One simple watch and band may be worn on the wrist.
- A simple gold or silver chain with a religious medal or crucifix is the only type of necklace allowed.
- Jackets may be worn to school and when outdoors. **Jackets MAY NOT be worn indoors or at Mass.**

NON-UNIFORM DAYS:

When these days are granted, students are expected to choose appropriate school wear following the guidelines and rules listed for the school uniform. Modesty and good taste are expected. Administration and staff reserve the right to judge what is appropriate and acceptable. Students found to be “out of appropriate dress” will not be allowed into class.

Students should note the following:

- Students must be in their regular uniform on all Mass days.
- Jeans, when permitted, must be clean and dressy looking. No holes or ragged hems.
- Clothing can be neither under-sized nor over-sized.
- The length of skirts must still adhere to the uniform guidelines.
- Shorts must be longer than the fingertips when arms are hanging down one’s side.
- Restrictions include, but are not limited to, spaghetti-strap tops, biker shorts, short shorts, cut-offs, midriff shirts, pajama-style clothing, or clothing with inappropriate slogans/pictures.
- Shoes must be appropriate for Recess and P.E. class. NO sandals are permitted at any time.

The Administration has the final authority to determine the appropriateness of personal appearance and uniform presentation for all students attending Saint John XXIII Catholic School Community.

Parents are asked to cooperate fully with the dress code and to occasionally review the uniform guidelines with their student.

IN CONCLUSION

OUR HANDBOOK MAY NOT INCLUDE ALL DIRECTIVES. THE ADMINISTRATION RESERVES THE RIGHT TO IMPOSE RESTRICTIONS AND CONSEQUENCES IT MAY DEEM NECESSARY FOR GOOD ORDER AND FOR THE WELFARE OF THE INDIVIDUAL STUDENT AND ENTIRE SAINT JOHN XXIII CATHOLIC SCHOOL COMMUNITY.