

Pope John XXIII School



Family Handbook 2025-2026

1120 Washington
Evanston, Illinois 60202
(847) 4755678
www.popejohn23.org
popejohn23@popejohn23.org

*Providing an excellent Catholic education in a
small, caring, diverse community.*

Table of Contents

<u>From the Principal's Desk</u>	5
POPE JOHN XXIII SCHOOL MISSION & PHILOSOPHY	6
Mission and Philosophy	6
History	6
<u>ADMISSION POLICY</u>	7
<u>Age of Admission</u>	7
<u>Admission of New Student</u>	7
Policy on Nondiscrimination	7
<u>POPE JOHN XXIII SCHOOL 2024-2025 Tuition Rates</u>	8
Enrollment/Re-enrollment	9
Financial Aid	9
Withdrawal Policy	10
<u>SCHOOL HOURS</u>	10
<u>ENTRANCE AND DISMISSAL</u>	11
<u>TRAFFIC CONTROL PLAN</u>	11
<u>Morning Drop Off</u>	11
<u>Afternoon Dismissal</u>	11
<u>Bicycles</u>	11
<u>VISITING AND VOLUNTEERING</u>	12
Virtus and Code of Conduct	12
<u>STUDENT RESPONSIBILITY</u>	12
<u>ATTENDANCE AT SCHOOL-RELATED ACTIVITIES OUTSIDE THE SCHOOL DAY</u>	12
<u>USE OF TELEPHONE/CELL PHONES/SMART WATCHES</u>	13
<u>Phone Use (Other)</u>	
<u>FOOD AND BEVERAGES</u>	13
<u>GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES</u>	13
<u>Family's Responsibility</u>	14

<u>School's Responsibility</u>	14
<u>Students' Responsibility</u>	15
<u>STUDENT ATTENDANCE</u>	15
<u>Absence Responsibilities and Tardiness</u>	15
<u>Early Release From School</u>	15
<u>Illness</u>	16
<u>Covid Positive Test Result</u>	16
<u>EMERGENCY SCHOOL CLOSINGS</u>	16
<u>VACATIONS AND LEAVES OF ABSENCE</u>	16
<u>HEALTH AND SAFETY</u>	16
<u>HEAD LICE</u>	17
<u>Exclusion from school</u>	18
<u>Advice to the Parent/Guardian</u>	18
<u>WELLNESS</u>	18
<u>SECURITY SYSTEM</u>	18
<u>SAFETY DRILLS</u>	18
<u>ACADEMIC PROGRAM</u>	18
<u>Preschool</u>	19
<u>Kindergarten-5th grade Core Curriculum</u>	19
<u>Religion</u>	19
<u>Language Arts</u>	19
<u>Math</u>	20
<u>Science</u>	20
<u>Social Studies</u>	20
<u>Special Area Classes</u>	20
<u>Music</u>	20
<u>Art</u>	20
<u>Physical Education</u>	20

<u>Technology</u>	21
Foreign Language	21
MIDDLE SCHOOL CURRICULUM OVERVIEW	21
Language Arts	21
Literature	21
Science	22
Mathematics	22
Social Studies	22
Religion	23
Foreign Language	23
Elective Courses	23
Student Placement	24
Student Support	24
<u>GRADING</u>	25
<u>PowerSchool</u>	25
<u>HONOR ROLL</u>	25
<u>REPORT CARDS, PROGRESS REPORTS AND CONFERENCES</u>	25
<u>RETENTION</u>	25
<u>HOMEWORK</u>	25
<u>HOMEWORK POLICY PER GRADE LEVEL</u>	25
<u>FIELD TRIPS</u>	26
<u>BOOKS AND MATERIALS</u>	26
<u>FAITH FORMATION</u>	26
<u>LIBRARY</u>	26
<u>TECHNOLOGY: EQUIPMENT AND USE</u>	26
<u>PHYSICAL EDUCATION</u>	27
<u>STUDENT RECORDS</u>	27
<u>EXTRACURRICULAR ATHLETICS PROGRAM</u>	27

<u>ATHLETIC ELIGIBILITY CODE</u>	27
<u>CONCUSSIONS</u>	27
<u>SCHOOL UNIFORM AND DRESS CODE</u>	28
<u>GYM UNIFORMS Grades K-8</u>	29
<u>STUDENT NON-UNIFORM DAYS (Out-of-Uniform Days and Spirit Wear Days)</u>	29
<u>PROCEDURE FOR RESOLVING QUESTIONS AND DISAGREEMENTS</u>	29
<u>MEANS OF COMMUNICATION</u>	29
<u>PHOTO/ACADEMIC WORK</u>	30
<u>CHILD CUSTODY</u>	30
<u>SAFE ENVIRONMENT REQUIREMENTS</u>	30
<u>MANDATED REPORTER STATEMENT</u>	30
INCIDENTS INVOLVING FIREARMS OR DRUGS	30
POPE JOHN XXIII <u>SCHOOL BEHAVIOR CODE PURPOSE/RATIONALE</u>	31
<u>THREE R'S</u>	31
<u>UNIFORM INFRACTIONS</u>	31
<u>DISCIPLINE PROCEDURES, RUBRICS AND CONSEQUENCES</u>	31
<u>Discipline Consequences grades preschool-2</u>	32
<u>Discipline Consequences Grades 3-5</u>	33
<u>Consequences of Non-Aggressive Behavior Grades 6-8</u>	35
<u>Consequences of Aggressive Behavior Grades 6-8</u>	36
<u>Detention, Suspension and Expulsion</u>	38
<u>BULLYING PREVENTION</u>	38
<u>Administrative Responsibilities</u>	39
<u>SEARCHES CONDUCTED BY SCHOOL PERSONNEL</u>	39
<u>COMPLAINT PROCEDURE</u>	40
<u>MISSING STUDENTS PROCEDURE</u>	40
<u>NON-DISCRIMINATION POLICY</u>	41
<u>CONCLUDING STATEMENT</u>	41

From the Principal's Desk

Welcome to Pope John XXIII School!

I am so happy that you are a part of our PJ23 School family. Research has demonstrated that children truly thrive when home and school join together in their education. We are honored and pleased to welcome parents and guardians as partners. At Pope John XXIII School, we follow the example and teachings of Christ. We believe in service to others and kindness to all.

Your active involvement in Pope John XXIII School and St. John XXIII Parish reinforces the values and attitudes that will lay the foundation for your child's faith and academic life. Attendance at Sunday Mass is a reinforcement of Catholic values and provides the opportunity for families to celebrate with the entire community. We are grateful to the Parish of St. John XXIII for providing generous financial support for our school.

At Pope John XXIII School, we agree to act in accordance with Catholic values. The safety of our students, their families, and our staff is of the utmost importance. Failure of a student or family member to act in a truly Christian manner, or to cooperate fully with Pope John XXIII School, may lead to the immediate removal from our enrollment, or denial of enrollment for the next school year of the student attending the school. Maligning Pope John XXIII School staff will lead to the denial of enrollment for the next school year. Additionally, threats made by a student or a student's family to do harm will most likely result in the immediate removal of such student from our enrollment.

This handbook is the written description of our governance structure and policy making procedure. We provide this to our parents and students as a resource to explain our policies and procedures. All students and their families are required to abide by the procedures set forth in this handbook. By enrolling students in our school, families agree to read and abide by the procedures in this handbook. It is subject to amendment with or without notice. We will attempt to keep parents and guardians informed of all changes as soon as practical.

Thank you for being part of our community. Together, we will help our students grow in knowledge, faith, and compassion.

Blessings,

Dr. Mary Maloney
Principal

POPE JOHN XXIII SCHOOL MISSION & PHILOSOPHY

About Pope John XXIII School

We are located at St. John XXIII Parish, on the St. Nicholas Church campus in Evanston. We are the Parish school for St. John XXIII Parish. Pope John XXIII School serves children in Preschool through 8th Grades under the Archdiocese of Chicago Catholic Schools.

All instruction is based on the Archdiocese of Chicago Curriculum Standards. The instructional program is marked by current content and fresh, research-based approaches to methodology. Our students engage in hands-on learning and use many sources of reading material in a wide variety of media. As a 1:1 technology school, students in grades K-8 have an appropriate level of access to Chromebooks as a tool in their learning.

History

Pope John XXIII School opened in September of 1986 with Kindergarten through 8th grade classes when St. Mary School and St. Nicholas School merged. Mrs. Raenita Martin was the first principal for the consolidated school. St. Mary Parish and St. Nicholas Parish merged through the Renew My Church process to become St. John XXIII Parish. The Parish supports the school in all its goals. The preschool opened in 1998. Pope John XXIII School continues to this day the tradition of academic excellence and the rich heritage of the founding schools, St. Mary School and St. Nicholas School.

Philosophy of Pope John XXIII School

Pope John XXIII School of St. John XXIII Parish is a Catholic elementary school serving Preschool through 8th Grades. We are committed to the development of each student as a whole person, focusing on each child's unique abilities, needs, talents, and potential. We encourage the development of each child through a diverse curriculum that includes foreign languages and religious education.

With Christ as our model, we hope not only to provide quality education, but also to instill a Catholic philosophy and moral value system in each child. We are guided by the traditions and teachings of the Catholic Church. The life of our patron, Saint John XXIII, exemplifies the care, concern, open-heartedness, understanding, and dedication that we strive to foster in our students.

As a school, we are one link in the chain of Catholic education. We recognize that parents are the child's primary teachers. We are pledged to aid our parents in the task of promoting their children's total development: spiritual, emotional, academic, social, and physical.

Our school community is blessed with a wide diversity of cultural, ethnic, racial, religious, linguistic, and economic backgrounds. Through the integration of academic excellence, the use of technology, and spiritual values, we prepare our students to take their place in society and the Church community as moral, responsible, and contributing citizens.

ADMISSION POLICY

Age of Admission

In accordance with state regulations:

- A child entering 3 year old preschool in August must be 3 on or before September 1st, 2025.
- A child entering 3 year old preschool in January must be 3 on or before January 1st. The child will participate in a full year of 3 year old preschool the next school year.
- A child entering 4 year old preschool must be 4 years old on or before September 1st, 2025.
- A child entering Kindergarten must be 5 years old on or before September 1st, 2025.

Admission of New Student

For the admission of a preschool, Kindergarten, first grade, or a transfer student, parents shall present:

1. an official copy of the child's birth certificate
2. the Baptismal record (if applicable)
3. a record of compliance with local and state of Illinois health requirements

All admission to grades first to eighth also require:

1. a report card from the previous year
2. records from the previous school
3. evidence that the transfer student is in good standing at his/her prior school
4. IEP/504 plans or other such information

For admission to the Middle School (grades 6-8): In addition to all the above, the Principal will contact the student's previous Principal and conduct an interview with the student and parents.

All health records, birth certificates, and medical authorization forms will be requested within 14 days of enrollment and must be submitted and all school fees paid prior to the first day of school in order for the student to begin.

All new students will be given a one trimester trial period in which to prove themselves both socially and academically. If, during this trial period, there are any problems, a student may be asked to withdraw from Pope John XXIII School.

The school may decline to enroll any applicant whose:

- placement may impair the health, security, well-being, or educational progress of existing students
- special needs may not be well-served by the program or staff of the school
- placement may negatively impact the instructional program and resources available to existing students

The school Principal makes the final determination regarding student enrollment.

Policy on Nondiscrimination

Archdiocesan schools do not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of educational policies, loan programs, athletic, or other school-administered programs.

FY26 Tuition and Fees

Kindergarten – 8th Grade

FY26 1 Child Family	FY26 2 Child Family	FY26 3 Child Family	FY26 4 Child Family
Tuition	Tuition	Tuition	Tuition
\$8,766	\$16,478	\$22,260	\$25,260
Fees	Fees	Fees	Fees
Registration: \$150 Family Raffle: \$400 Technology: \$450 Total Fees: \$1,000	Registration: \$300 Family Raffle: \$400 Technology: \$450 Total Fees: \$1,150	Registration: \$450 Family Raffle: \$400 Technology: \$450 Total Fees: \$1,300	Registration: \$450 Family Raffle: \$400 Technology: \$450 Total Fees: \$1,300
TOTAL \$9,766 (\$977 monthly)	TOTAL \$17,628 (\$1,680 monthly)	TOTAL \$23,560 (\$2,356 monthly)	TOTAL \$26,560 (\$2,656 monthly)

Preschool

Half Day Tuition (Total cost includes tuition and fees) 8:15-11:30			
FY26 Yearly	3 days: \$5,056	5 days: \$7,636	
FY26 Monthly	3 days: \$506	5 days: \$764	
Full Day Tuition (Includes tuition and fees) 8:15-3:00			
FY26 Yearly	2 days: \$5,457	3 days: \$7,676	5 days: \$12,103
FY26 Monthly	2 days: \$546	3 days: \$768	5 days: \$1,211

Tiered Additional Support Contribution Model: We encourage families to consider an optional level of support (in addition to regular tuition payments) to help us achieve our shared goals and close the gap between the funds brought in by tuition and the cost of operating the school. We offer the opportunity to pay up front or roll into your monthly payments. These contributions are tax deductible.

Tier	Additional Amount	Monthly breakdown	Direct Impact
Tier 1	\$500	\$50	Support operational costs and learning environment enhancements
Tier 2	\$1,000	\$100	Provides a scholarship for one student for half the year
Tier 3	\$2,500	\$250	Upgrade/update science and math curriculum and equipment

Additional Information

- FACTS Tuition Administrative Fee: \$50.00 per family Preschool-8th grade
- *This fee will be added to your July FACTS bill.*
- Payment in full by July 1st = \$100 Savings
- **Monthly Payments:** Payments can be made on the 1st or the 15th of each month, starting in July 2025 and ending in April 2026. Once you select the date, payment will be due on that same date each month.
- *Financial Aid is available for qualifying families in grades K-8. Financial Aid is **NOT** available for preschool students. Make inquiries directly to: admissions@popejohn23.org*
- **Extended Before and After School Care Option For Full Day Preschool-8th grade Students:**
 - Morning and after school care is an option for all full day students at \$375 a month or \$15 per hour. Morning Care only is available to half day preschool students. Morning Care begins at 7:00 am. After Care is from 3:00pm-6:00pm (2:00-6:00 on Wednesday).
- **8th Grade Graduation Fees:** Typically around \$450 (depends on fluctuating costs)
- **Breakdown of Preschool Fees:**
 - Registration Fee: \$75
 - Family Raffle Fee: \$400 (will not be charged to families who have children in the K-8th grade program)

Tuition Past Due Policy:

- Late fees will be assessed for payments received by FACTS® after the due date.
- Attendance may be withheld when a tuition account is four or more months past due.
- Report cards, portfolios, standardized test scores, cumulative files and diplomas will be held until payment is received at the end of the school year.
- Students whose families are chronically late with tuition payments, or who do not finish paying for the previous year's tuition, will be removed from the next year's enrollment.

Withdrawal Policy:

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding tuition balance.
- School personnel will not complete recommendations or rating forms for students in Preschool-7th grade who are transferring to another school.
- Certified copies of transfer students' records are requested within 14 days of enrollment; the school sends unofficial records of students transferring to other school within 10 days of the request.

No student will be re-enrolled if there is unpaid tuition or fees from the prior school year.

Classroom Placement

In order to ensure optimal educational outcomes, placement of students for the following school year is determined by the grade level teachers in collaboration with administration. All classes in grades preschool-5 are heterogeneously grouped with emphasis placed on the educational, social and emotional needs of the students. Middle School students will have both

heterogeneous and skill-based groupings. Class lists and teacher assignments are not shared until mid-August.

All relevant information is considered so that these placement decisions can ensure maximum learning possibilities for all students. Please do not submit classroom placement requests.

SCHOOL HOURS

3 Year Old and 4 Year Old Preschool Classes

2 Day	3 Day	5 Day
Tuesday, Thursday	Monday, Wednesday, Friday	Monday - Friday
N/A	Half Day: 8:15 - 11:30	Half Day: 8:15 - 11:30
Full Day: 8:15 - 3:00 (2:00 on Wednesdays)	Full Day: 8:15 - 3:00 (2:00 on Wednesdays)	Full Day: 8:15 - 3:00 (2:00 on Wednesdays)

Kindergarten to Eighth Grade 8:15-3:00 (2:00 Wednesdays)

ENTRANCE AND DISMISSAL

Pets on School Property

For the safety and well-being of our students and staff, pets are not permitted on school grounds during school hours, arrival/dismissal, or school events. Exceptions may be made for service animals.

Entry

Grades	Time	Location
K-8	8:00-8:10 am	parking lot doors
Preschool	8:00-8:10 am	preschool door

Dismissal

Grades	Times	Location
Preschool	3:00 PM (Wednesday 2:00)	preschool door
K-8	3:00 PM (Wednesday 2:00)	designated doors

Morning and After Care: Before school 7:00-8:00 AM, after school until 6:00PM.

Please note that all parents whose students use the Morning and After Care program are required to complete the Concussion Protocol form.

TRAFFIC CONTROL PLAN

Cell phone use by drivers is prohibited and illegal when on school grounds.

All drivers MUST abide by the entrance only and exit only driveways. Do not exit using the entrance driveway; do not enter using the exit driveway.

Morning Drop Off

Parents can drop off in the parking lot following our traffic procedures. **NOTE: Pope John XXIII School does not provide supervision for students before 8:00 a.m. unless students are participating in our Morning Care program. Students should not be dropped off and left outside before 8:00 a.m.** Any student requiring supervision prior to 8:00 should use our Morning Care program. Students brought to school and left by themselves prior to 8:00 will be sent to the Morning Care Program. Parents will be charged accordingly.

Afternoon Dismissal

At 3:10 (2:10 pm on Wednesdays), any students who have not been picked up will be sent to the After Care Program. Parents will be charged accordingly.

Bicycles

Bicycles must be secured using a padlock. They are to be parked in the assigned areas. Bicycles must be walked across the intersections and the parking lot. The school is not responsible for bicycles on the school grounds. No roller blades, scooters, hoverboards, skateboards, electric bicycles or any other such item are allowed.

VISITING AND VOLUNTEERING

In the interest of safety, any persons, including parents, entering the school building, **MUST** stop in the lobby to sign in. All school visitors (volunteers, parents, etc.) are to sign out at the time of departure. Parents are more than welcome to schedule an appointment whenever they feel the situation warrants it. Administration will attempt to accommodate drop-in visits with parents. Classroom visits must be scheduled in advance with the approval of administration.

VIRTUS and Code of Conduct

The Archdiocese requires that all volunteers and staff attend a three-hour VIRTUS training and sign a commitment to follow the Code of Conduct for Church Personnel. VIRTUS training is mandated by the Archdiocese to Protect God's Children. It gives specific parish and school policies to follow regarding the safety of children in our care. The Code of Conduct is specific in many areas of conduct for adults dealing with children.

All individuals who volunteer in the school must complete all Virtus requirements and be 21 years of age.

In addition, they must comply with the following Archdiocesan Safe Environment Requirements:

- **Criminal Background Screening** - All volunteers and chaperones who work with children must complete an online background check. No one may volunteer unless the background check has been completed and approved. Volunteers are required to complete the eAppsDB form online.
- **Safe Environment Training** - All volunteers who work with children must attend the VIRTUS/Protecting God's Children training program within 3 months of beginning service.
- **Code of Conduct** - All volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgment Form.
- **Child Abuse and Neglect Tracing System (CANTS)** - All employees and volunteers who work with children must complete the Illinois paper form annually.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not** drop into a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

STUDENT RESPONSIBILITY

Pope John XXIII School requires students to develop personal responsibility for themselves and their belongings. This applies in the following ways:

- Parents may not accompany their child into the school or classroom.
- School-issued Chromebooks are to be brought to school each day and are to be charged at home (grades 6-8).
- Students need to bring books, homework assignments, and other items on the days needed.

ATTENDANCE AT SCHOOL-RELATED ACTIVITIES OUTSIDE THE SCHOOL DAY

Behavior: Students must behave appropriately at school-related events. Failure to do so may result in disciplinary action.

Supervision: School staff does NOT provide supervision at activities outside of the school day unless explicitly noted (these events will require signed parent permission forms). **Current and former students under the age of 18 may not be dropped off for after school or weekend events sponsored by our PA.** Pope John XXIII School is not liable for any harm that may occur for a student or former student under the age of 18 who is dropped off at events without parent supervision.

USE OF TELEPHONE/CELL PHONES/SMART WATCHES

Pope John XXIII School is not responsible for the theft or damage of any cell phones, smart watches or similar devices.

Cell phone or smart watch use is not part of the educational process for students. Student cell phone or smart watch (or similar device) use during the school day distracts students from learning. **Students are not allowed to have cell phones or smart watches (or similar devices) with them during the school day; nor are they allowed to participate in the use (whether they touch the device or not) of other people's cell phones or smart watches.**

Cell phones and smart watches (and similar devices) are to be powered off and placed in the classroom lock boxes in the beginning of the school day and remain there at all times. **Cell phone or smart watch (or similar device) use is not allowed at any time during school hours**, including class trips. Students who violate this rule (by having their phone with them instead of locked up in the box, by using their own or other people's cell phones, or by participating in the use of another student's cell phone/smart watch) **will receive an automatic 2 day out-of-school suspension and may be subject to additional discipline consequences.**

Students who participate in the use of their own or someone else's cell phone/smart watch during school by intentionally performing or speaking for the purpose of posting on Social Media, sending to another person, or any purpose, will be suspended from school for two days, and possibly expelled, depending on the outcome of the post or share.

Phone Use (Other)

Students may use the office or classroom telephone with the permission of a PJ23 staff member. There may be an occasion when the office staff will allow a student to use their personal cell phone to contact a parent or emergency contact under the direct supervision of PJ23 office personnel.

Teachers are not able to respond to phone calls during school hours. A message may be left and the teacher will return the call within 24 hours.

FOOD AND BEVERAGES

Students may bring a refillable water bottle to school every day. This bottle **must seal completely**. Bottles that are not allowed include the Gatorade unsealable sports squirt bottles; cups with straws; and open containers.

Students may drink water and refill their bottle throughout the school day. Non-water beverages that come in a factory-sealed container may be consumed at lunch. Caffeinated beverages and beverages from Starbucks or other such places are not allowed.

All breakfast food and beverages must be consumed by students before entering the school building.

LUNCH

All students are required to bring lunch from home or order lunch from our lunch provider. In the event a student forgets lunch, the school will call the parent to make arrangements for a lunch to be dropped off. Students eat lunch with the supervision of staff members.

GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES

Parents are encouraged to help their children with food allergies to be advocates for themselves and to be aware of and manage their allergies.

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Educate the child in the self-management of his/her food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels.
- Notify the school of the child's allergies and provide medical documentation.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, the lunchroom, after-care programs, during school sponsored activities, and on school-sponsored transportation.
- Work with the child's physician to develop a Food Allergy Action Plan. Submit this plan to the school.
- Complete necessary written medical documentation as required by the Archdiocese. These forms include: Medication Authorization Form, Parent/Guardian Permission and Authorization Form, Physician Request for Self-Administration of Medication Form, and Medical Information and Emergency Notification form.

- Replace medications after use or upon expiration.
- Review policy/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide the child with a safe snack to be eaten at snack time.
- Provide a fanny pack or plastic ziplock bag (labeled with the child's name) containing the Food Allergy Action Plan sheet, and Epi-Pen (autoinjector) or Benadryl (if necessary). The individual bag will be kept in the red emergency backpack maintained in each classroom that follows each class.
- Agree to have 911 called at the discretion of school staff.

School's Responsibility

- Be knowledgeable about and follow applicable federal and state laws and any district or Archdiocesan policies that apply.
- Review health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. Coordinate a meeting within the first two weeks of classes to establish prevention and management plans. Attendees should include, but are not limited to, the school principal, all teachers who will be in contact with the student, lunchroom supervisors, school office staff, the parents, and the student (if age appropriate). An individual meeting can be facilitated upon request.
- Assure all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Provide a separate table in the lunchroom/classroom for those students with food allergies to reduce the possibility of accidental exposure. This table should be appropriately cleaned prior to each use.
- Practice the emergency treatment prescribed by the student's physician pursuant to the Food Allergy Action Plan.
- Ensure that all medications are appropriately stored.
- Notify all faculty and staff of those students who have food allergies.
- Designate school personnel who are properly trained and authorized to administer medications in accordance with Archdiocese policies, State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- Review policies/prevention plan with the appropriate staff, parents/guardians, student, and physician after a reaction has occurred.
- Discuss field trip with the family of the food-allergic student to decide appropriate strategies for managing the food allergy. Allow the parent/guardian to attend the field trip.
- Ensure that substitute teachers understand the food allergy, can recognize its symptoms, and know what to do in an emergency.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic student seriously.
- Call 911 if necessary.

Students' Responsibility

- Should not trade food with others.

- Should not eat anything that is not safe for them.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

STUDENT ATTENDANCE

Absence Responsibilities and Tardiness

We require **daily** student attendance at Pope John XXIII School. Success in school requires daily attendance. A student who is needlessly absent or tardy misses valuable continuity of instruction, thus impacting their learning. However, a child should not attend school if they are sick.

A student must be in the classroom by 8:15 A.M. or they will be considered tardy. The Principal and other school staff monitor attendance and truancy on a regular basis. Repeated tardiness contributes to truancy and will result in a written report to the parent and/or a required conference. Repeated absences or tardies may result in revocation of enrollment for the next school year.

The office must be notified by an adult if a student will be absent for the day. Call the office, (847) 475-5678 or email popejohn23@popejohn23.org by 8:00 A.M. to report an absence. Parents will be contacted if an absence is not reported.

Early Release From School

Advance notification is required for a child to be released from school. The request should state the reason for release and should be sent to the school office and homeroom teacher via email. Parents should enter the lobby to pick up their children. A student will not be released to leave the building early on their own. Please note that extra time may be required to get your child ready for departure, so plan extra time.

Illness

A student should remain at home when ill or injured and must not return to school until completely recovered. Children who return to school too early frequently experience a relapse or spread illness to others. Parents should follow the criteria below when determining if a child can return to school:

- The child must be fever free (without the use of medication) for 24 hours.
- The child must be symptom free from vomiting and/or diarrhea for 24 hours.

A doctor's note is required for a child to return to school after hospitalization of absence due to serious illness. Parents are notified of exposure to a contagious disease in school, such as strep throat. Students who are sent home due to illness are not allowed to return that evening to participate in athletic or extra-curricular activities.

Covid Positive Test Result

Students should remain home after receiving a positive Covid result until they have been fever and symptom free for 24 hours.

The principal or her designee can ask for a doctor's note at any time. Students may be sent home for illness at the discretion of the principal or her designee.

EMERGENCY SCHOOL CLOSINGS

Families will be notified through email, the school website, and social media if school will be closed. We will engage in remote learning if appropriate.

VACATIONS AND LEAVES OF ABSENCE

Vacations during regular school time are strongly discouraged. If absence from school is unavoidable, work will not be given in advance. Missed school work will be given after the child returns to school. The student will have one day for each day missed to complete the assignments and tests.

HEALTH AND SAFETY

- A. **Recess:** Students are expected to participate in daily outdoor recess. Students will be excused from outdoor recess with a doctor's or parent's written request. If a request to be excused will be long-term, a note from a physician is necessary.
- B. **Immunizations:** PJ23 School requires all students to be properly immunized according to the state of Illinois' immunization schedules and/or documentation.
- C. **Dental Exams** are required for children entering preschool and Kindergarten and all children entering second and sixth grades.
- D. **Vision Exams** are required for children entering Kindergarten and sixth grades.
- E. **Medical Requirements Schedule**
Students will be excluded from school by October 15 if requirements for health examinations and immunizations have not been met.
 - **Kindergarten Requirements:** All students entering the Kindergarten class **MUST** have the following medical requirements in the state of Illinois:
 - *New updated immunizations
 - *New physical examination
 - *New dental examination
 - *New vision examination
 - **2nd Grade Requirements:** All students entering the second grade **MUST** have a new dental examination.
 - **6th Grade Requirements:** All students entering the sixth grade **MUST** have the following medical requirements in the state of Illinois:
 - New updated immunization (t-dap)
 - New physical examination
 - New dental examination
- F. **Insurance** – Medical coverage for illnesses, injuries and accidents that may occur during the course of a school day is the responsibility of the parents/legal guardians. All students participating on a sports team must have a signed Child/Minor Acknowledgement Form on file.
- G. **Medication** – Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. No school personnel shall administer any prescription or non-prescription medicine unless a completed Medication Authorization Form (provided by the school) has been completed by a physician and received by the school Principal or her designee. Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication only if a completed Medication Authorization Form

and Physician Request for Self-Administration Form has been completed and has been received by the school Principal or her designee. Every student must have on file in the school office the medical form "Medical Information & Emergency Form" which is sent home during the first week of school each year. Any medication found by teachers/staff in a child's possession (backpack, etc.) will be sent to the school office and must be picked up by the parent.

- H. The school and school personnel incur no liability for injuries occurring when administering asthma medication, and epinephrine auto-injector, or an opioid antagonist. The parents or guardians must sign a statement acknowledging this protection. The school allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine upon receipt of the necessary documents. The Archdiocese of Chicago has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered, qualifying patient. The policy/procedures allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined by the state board of education. The policy/procedures allow for a school administrator or nurse to administer the product and may also allow a student who is registered as a qualifying patient to self-administer the product under the supervision of the school's administrator or school nurse subject to the restrictions outlined by the state board of education.
- I. **Opioid Antagonist:** PJ23 maintains a supply of an opioid antagonist in a secure medical cabinet where an individual may have an opioid overdose.

HEAD LICE

Head lice is not a disease, but is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly, head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing, or towels). The symptoms of infestation include an itchy scalp, evidence of nits that adhere to the scalp, and the lice itself. The period of communicability lasts as long as lice or eggs remain alive on the infested person or clothing.

Exclusion from school:

Those who have become or are suspected to be infested with head lice will be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or an agency specializing in head lice treatment, or through over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the child/ren have been treated. Students will be checked by school personnel and must be lice- and nit-free before being allowed to return to school.

Advice to the Parent/Guardian:

Parents/guardians are advised to check other family members and disinfect combs and brushes with medicated shampoo. Disinfect contaminated articles such as clothing and bedding by machine washing the articles in HOT water and detergent or having items dry-cleaned. Thoroughly vacuum rugs, upholstered furniture, mattresses, or other articles that cannot be laundered or dry-cleaned. School families will be notified when a case of head lice occurs in their child's grade.

WELLNESS

Pope John XXIII School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle.

SECURITY SYSTEM

As a safety measure, all outside doors are locked. All persons who need to enter the school building must use the front office entrance, sign in, and obtain a visitor's badge. Office personnel will open doors. Students are not allowed to open school doors for parents or visitors.

SAFETY DRILLS

1. Fire drills are conducted periodically during the school year as required by law. Every fire drill is held on the assumption that the fire is real. Everyone without exception must evacuate the building quickly in a silent, orderly manner. Complete cooperation is mandatory.
2. Disaster and tornado drills are conducted to ensure the safety of the students when severe warnings are issued. The students are expected to proceed in a silent and orderly manner to the areas of safety.
3. Lock down drills are conducted to insure that students will be protected if an intruder situation occurs. A Code Red Lockdown is issued when an intruder is suspected to be inside the building. Students will remain in the locked classroom with the teacher until the building is found to be safe. A Code Yellow Soft Lockdown is issued when an intruder is suspected on school grounds or an unsafe situation is taking place in the neighborhood. All doors will be locked and students will not be allowed outside the school building for recess or any other activity until the situation is found to be safe.
4. Any inappropriate behavior during a fire, disaster or lock down drill will result in disciplinary action.

ACADEMIC PROGRAM

The Pope John XXIII School curriculum is driven by alignment to standards, faith, innovation, effective instruction, comprehensive assessment and data analysis, differentiation, and grounded in current research. Our emphasis on higher level thinking prepares students for high school, college and their future careers. We have a fully implemented 1:1 technology program in Kindergarten through 8th grades, where each student is assigned their own Chromebook. Instruction is provided in English. Instruction includes the branches of education taught to children of corresponding age and grade in the public schools, including the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health.

Preschool

Philosophy: The Pope John XXIII School Preschool program is based on the belief that each child is unique, blessed by God with special gifts that need to be developed. Our goal is to provide a school experience for three, four, and five year olds that appreciates and supports the individuality of each child. Our program encourages cognitive, emotional, social, creative, and physical development integrated with religious guidance. The preschool program is based on well documented research regarding how children learn. Developmentally appropriate activities are offered and the child's play is respected, as children of this age learn best through play. We are dedicated to promoting a partnership with parents.

Kindergarten-5th grade Core Curriculum

Religion

The Religion curriculum is based on Catholic values and teachings. The program teaches the four pillars of the Catechism of the Catholic Church (creed, sacraments, morality, and prayer) at every grade level while relating to a specific theme, Catholic belief, and practice each year.

Students in Kindergarten through eighth grades attend weekly Mass as a whole school. Older and younger students are paired as buddies each year to pray and celebrate the Sacraments they receive, attend Mass together, and work together throughout the year on projects.

Preparation to receive the Sacraments takes place in cooperation with the classroom teacher and the Director of Religious Education. Parents are an important part of the preparation process. First Reconciliation and First Eucharist are received in second grade, and Confirmation takes place in eighth grade.

Language Arts

The Language Arts curriculum is a balanced literacy program that develops reading, writing, phonics, spelling, vocabulary, listening, and speaking skills. The Reading program develops strong readers with rich, authentic literature and content-area reading. In addition to the anthologies, students in grades Kindergarten through fifth also use leveled readers which are collections of diverse fiction and nonfiction texts that provide support as the children build fluency and independence. These books were written on, below, and above level, extending and supporting the themes in the anthologies. Students in grades Kindergarten through eighth regularly use iReady to reinforce classroom lessons and provide enrichment.

The writing program includes lessons that concentrate on grammar, usage, and mechanics skills, ideas, organization, sentence fluency, word choice, voice, and presentation of the final piece.

Math

The Math program at Pope John XXIII intends to engage students as it strengthens their understanding of Math. The math textbook series use problem-based interactive learning and visual learning to deepen conceptual learning. Students utilize Ready to reinforce skills taught in the classroom.

Science

The Science curriculum covers Life Science, Physical Science, Earth Science, Environmental Science, and the Human Body. Students acquire the inquiry skills of observing, recording, predicting, and analyzing by engaging in regular lab activities and experiments.

Social Studies

The Social Studies curriculum progresses at developmentally-appropriate stages. At the primary level, students begin by exploring their place in the community. At the intermediate level, students explore regions of the United States, early US history, and the foundations of the US government.

Special Area Classes

Music

All students in grades preschool through fifth grade at PJ23 participate in music classes weekly. Students learn the components that make music, learn about different types of music and their composers, and have the opportunity to perform. In class, students experience and learn different genres of music, different musical time periods, and ethnomusicology. Students actively listen to music everyday and apply their knowledge of the elements of music to respond and discuss.

In early childhood and primary classes, music classes are focused on creating foundational relationships with music through singing and movement. In intermediate grades, students continue their learning through a focus on the Orff method. In middle school, students experience music through more specialized topics including beatmaking, musical heritages, and composing.

Art

Students in Kindergarten through fifth grade attend weekly Art class. Students learn about the lives and techniques of famous artists, work with a variety of media, and explore their own creativity. Students study different artwork weekly with an emphasis on discussion of the elements of art. They work with a wide variety of media while being given the ability to express themselves and their personality in their art. Students are encouraged to use art as their second voice and are exposed to different art forms, especially through the use of technology to create digital art.

Physical Education

Students in Preschool through fifth grades attend Physical Education classes. Students perform warm-up exercises; learn the skills necessary for exercise and healthy living, as well as the skills for a variety of sports.

Technology

Students in Kindergarten through eighth grade have a Chromebook assigned to them to use as an educational tool. They learn to use various age-appropriate programs in their Google Workspace (Docs, Sheets, Slides, etc...), Coding, App Development, and participate in learning about internet safety. See full [technology agreement](#).

Foreign Language

Students in Preschool through fifth grades attend Spanish and French classes each week. Students in grades sixth through eight receive instruction in Spanish, French or Latin each day. Vocabulary development, as well as the culture and customs of these languages' home countries, are covered throughout the grades.

MIDDLE SCHOOL CURRICULUM OVERVIEW

Language Arts: Writing instruction includes narrative, expository, persuasive, and descriptive writing, with an emphasis on grammar, mechanics, and effective communication. Additionally, students participate in activities to enhance their speaking and listening skills, such as presentations, debates, and group discussions.

6th Grade	7th Grade	8th Grade
Hero's Journey- short fiction Tell Your Story Personal Narrative Essay Literary Writing 5 Paragraph Essay Informative Essay Research Project Poetry	The Challenge of Utopia Narrative Writing: Create your own utopia The Dystopian World Argumentative Writing 5 Paragraph Essay Informative Essay Poetry	Fantasy Fiction Literary Writing Short Fiction Narrative Personal Narrative Informative Essay Thesis

Literature: In literature classes, students explore a diverse range of literary genres, including fiction, non-fiction, poetry, and drama. They engage in close reading, analysis, and interpretation of texts, developing critical thinking skills and literary appreciation. Through discussions, writing assignments, and projects, students deepen their understanding of literary elements such as plot, character, theme, and symbolism. The following novels are included but may change as appropriate.

6th Grade	7th Grade	8th Grade
<i>Red Scarf Girl</i> by Jiang <i>Homecoming</i> by Voigt <i>Diary of a Young Girl</i> by Anne Frank <i>Roll of Thunder, Hear My Cry</i> by Taylor <i>The Crossover</i> by Alexander	<i>The Giver</i> by Lowry <i>All Quiet on the Western Front</i> by Remarque <i>The Scarlet Letter</i> by Hawthorne <i>Fahrenheit 451</i> by Bradbury <i>The Outsiders</i> by Hinton	<i>To Kill a Mockingbird</i> by Lee <i>Animal Farm</i> by Orwell <i>Lord of the Flies</i> by Golding <i>Night</i> by Wiesel <i>Great Expectations</i> by Dickens

Science: Science classes explore foundational concepts in life science, physical science, earth science, and introductory concepts in biology, chemistry, and physics. Students engage in hands-on experiments, investigations, and inquiry-based learning to explore scientific principles, develop critical thinking skills, and foster curiosity about the natural world. Students participate in the local school Science Fair with the first place students having the opportunity to go on to the Regional and State Science Fairs through participating in the Illinois Junior Academy of Science.

6th Grade	7th Grade	8th Grade
Earth, Water, and Atmosphere Geological Processes and History Earth and Human activity Space Science	Forces, Motion and Fields Earth and Human Activity Introduction to Engineering and Sciences Chemistry	Waves and their Applications Cells and Heredity Ecology and Environment Diversity of Living Things

Mathematics: The middle school math curriculum builds upon foundational concepts and introduces more advanced topics to prepare students for high school-level math. Students study

pre-algebra, algebra, and geometry, with an emphasis on problem-solving, mathematical reasoning, and real-world applications. Instruction includes both traditional methods and hands-on activities to promote conceptual understanding and mathematical fluency.

6th Grade	7th Grade	8th Grade
<u>Pre-Algebra:</u> Positive and Rational Numbers Integers and Rational Numbers Expressions Equations and Inequalities Ratio and Rate Percent Geometry Data and Statistics	<u>Algebra I:</u> Integers Real Numbers Linear Equations Graphing Linear Equations Writing Linear Equations Solving Inequalities Systems of Linear Equations Exponential Functions Quadratic Function Polynomials and Factoring Rational Expressions Radicals/Geometry	Algebra I Continued (grade level) or Geometry (accelerated) <u>Geometry:</u> Tools for Geometry Reasoning and Proof Parallel & Perpendicular Lines Congruent Triangles Relationships in Triangles Quadrilaterals Proportions & Similarity Trigonometry Transformations & Symmetry Circles Areas of Polygons and Circles Probability & Measurement

Social Studies: Social studies classes delve into various aspects of history, geography, civics, and economics, providing students with a comprehensive understanding of human societies and cultures. Students study key historical events, figures, and civilizations, analyze primary and secondary sources, and explore concepts such as government, citizenship, cultural diversity, and global interdependence.

6th Grade	7th Grade	8th Grade
Geography Prehistory Foundations of History The Rise of Civilization Ancient Egypt and the Middle East Ancient India Ancient China Ancient Greece Ancient Rome	America Before and After Colonization Revolution in the Colonies Forming a New Nation The U.S. and Illinois Constitutions Launching the New Republic An Expanding Nation The Union Challenged Migration and Industry	Revolution in the Colonies Forming a New Nation The U.S. and Illinois Constitutions Launching the New Republic An Expanding Nation The Union Challenged Migration and Industry WWI, WWII Holocaust Vietnam Conflict

Religion: Religion class explores the Catholic faith and its teachings. Students study scripture, sacraments, moral and ethical principles, prayer and spiritual practices, and the integration of Catholic values into daily life. The curriculum fosters spiritual growth, moral development, and a deeper understanding of Catholic beliefs and traditions. Those preparing for the Sacrament of Confirmation begin that process in 7th grade, and receive the Sacrament in 8th grade.

6th Grade	7th Grade	8th Grade
Salvation History Revelation and Response Slavery and Deliverance Our Land and God's Kingdom Disobedience and Guidance A New Life and a Coming Messiah	Confirmation Year 1 The Story of Jesus The Birth of Our Savior The Kingdom of God Living in Christ's Service Jesus' Persecution The Early Church	Confirmation Year 2 The Story of Our Church Apostolic: Founded on the Apostles Councils, Cultures, and Conflicts Faith Expressed and Lived A Time for Reform Modern Ecumenical Councils

Foreign Language: Middle school foreign language courses offer students the opportunity to develop basic language skills and cultural awareness in the languages of Spanish, French, or Latin. Instruction includes listening, speaking, reading, and writing activities, as well as cultural immersion experiences to deepen students' understanding of the target language and its cultural context.

Elective Courses: In addition to core subjects, 7th and 8th grade students have the opportunity to explore elective courses based on their interests. These include offerings such as:

- Art: Students explore various mediums and artistic styles to develop their creativity and expression.
- Music: Students learn music theory, history, and performance skills while discovering the beauty and power of music.
- Drama: Through improvisation, script reading, and stagecraft, students enhance their imagination and confidence in theatrical expression.
- Debate: Students refine critical thinking and public speaking skills by engaging in structured debates on diverse topics.
- Model UN: Students study global issues, diplomacy, and cross-cultural understanding through research and simulation.
- Gardening: Students cultivate responsibility and stewardship as they connect with nature through hands-on gardening activities.

Student Placement: We are committed to providing each student with a personalized learning experience to meet their individual needs, and challenge students to reach their full potential. As part of this commitment, we offer differentiated instruction in reading/language arts, as well as math/science, to support student learning and promote academic growth.

Placement in accelerated classes is determined by several factors:

Academic Performance: Strong report card grades, must be at least all A or B grades.

Standardized Test Scores: iReady scores of 75% or above in reading and/or math.

Work Habits Evaluation Rubric: Based on performance, level of engagement, and ability to handle increased pace and complexity.

Students have the flexibility to transition between grade-level and accelerated classes based on their performance and academic needs. Teachers and administration will determine this throughout the year and before the new school year to ensure students are continuously challenged and supported to excel in their learning journey.

Middle School Curriculum & Homework Expectations: Homework expectations are carefully balanced to reinforce classroom learning while also allowing students time for extracurricular activities and time with family. Assigned homework should take 60-70 minutes each day. This includes studying for tests, long-term projects, and daily assignments.

Service Learning: As part of our commitment to fostering a spirit of community service and social responsibility, we have established service hour requirements for our 7th and 8th grade students. These requirements aim to instill values of empathy, compassion, and civic engagement while providing students with opportunities to make a positive impact on their community. Service hours can also be used to meet requirements for Confirmation.

Number of Hours:

- 7th Grade: Each 7th grade student is required to complete 15 hours of community service over the course of the academic year.
- 8th Grade: Each 8th grade student is expected to fulfill 30 hours of community service throughout the academic year.

Student Support

Students' needs for support services such as counseling and social work are evaluated when any school staff believe consideration is needed, such as when there are changes in the student body or stresses within the surrounding community. The school's staffing configuration shall reflect decision-making about how those needs should be addressed.

GRADING

PowerSchool

Teachers in grades 3-8 will update grades in PowerSchool weekly. Parents have access to PowerSchool, and each family has a unique username and password. Parents are responsible for checking PowerSchool regularly to gauge their children's progress.

Grades K-2 Kindergarten uses a standards-based report card. First grade uses pass/fail. Second grade uses letter grades.

Grades 3-8

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 59 and below

HONOR ROLL

Middle School, Grades 6-8

Grade Point Averages to qualify:

First Honors: 3.5 – 4.0

Second Honors: 3.0 – 3.4

REPORT CARDS, PROGRESS REPORTS AND CONFERENCES

Report cards are issued three times per year. Envelopes must be signed by a parent or guardian and returned to school promptly. Mid-trimester progress reports are sent home with students. Fall conferences in November are mandatory, and will be offered in-person or virtually.

Winter conferences are scheduled as needed by the teacher. Parents may request to meet with the teacher at any time during the school year, and should email the teacher to request a meeting date and time.

RETENTION

The decision to retain a student shall be a cooperative one made by parents, teacher and administration. Ordinarily, parents shall be notified of the possibility of retention by midyear.

HOMEWORK

Daily homework is assigned to help pupils review, comprehend, and enrich subject matter. The time spent on homework will vary according to the child's needs and maturity. Students are expected to accept responsibility to complete assignments on time. Parents have the ability to check assignments in various ways.

HOMEWORK POLICY PER GRADE LEVEL

A. Primary Grades (K–2)

Parents will be contacted about missing or incomplete assignments.

B. Intermediate Grades (3–5)

All homework and long term assignments are expected to be completed and turned in on the assigned date. Homework is considered reinforcement of what is taught in the classroom; therefore, failure to complete assignments will affect grades. Teachers will notify parents if a pattern of homework incompleteness commences.

C. Middle School (6-8)

All homework and long term assignments are expected to be completed and turned in on the assigned date. Homework is considered reinforcement of what is taught in the classroom; therefore, failure to complete assignments will affect grades. Teachers will notify parents if a pattern of homework incompleteness commences.

Students in grades 2-8 are required to use assignment books. Each page of the assignment book has a section for parent-teacher communication. This is an excellent way to communicate with your child's teacher on a daily basis.

FIELD TRIPS

Field Trips provide real world experiences that introduce new ideas and reinforce classroom study. As such, they are an important component of the curriculum. Written parental permission is required for any field trip. Students who fail to meet behavioral requirements may be denied participation for safety reasons. Fees for field trips will be collected through FACTS.

BOOKS AND MATERIALS

Parents are asked to support the teachers in encouraging the children to handle books carefully. Parents will pay for damage or loss of books caused by their children.

FAITH FORMATION

The goal of our Religious Education Program is to foster the child's growth in faith. The teacher, sharing his/her faith, demonstrates a faith that is living, conscious, active, and service oriented.

Daily prayer, God's Word in Scripture, and liturgical celebration unite students and their teachers in community and deepens their relationship with God. Experiences are provided through which students are led to recognize the implications of the Gospel in their lives. Through daily religion classes, students are instructed in the fundamental mysteries of faith and the sacramental life of the church.

A respectful attitude, prayerful atmosphere, and active participation are expected of the students during any liturgical celebration. Special liturgies are planned for holy days of obligation and other important feast days. Students will occasionally attend liturgies with their unit or grade. Formal and creative prayer is said daily. Joint preparation for the Sacraments involves priests, parents, faculty, and students.

LIBRARY

If a book is lost or damaged, a fine or replacement fee will be charged.

TECHNOLOGY: EQUIPMENT AND USE

The following rules have been set for the use of the equipment:

1. Students will demonstrate respect for the computers and their components (hardware, software, etc.) at all times. Any abuse or destruction of any component will result in any or all of the following: a) disciplinary action, b) restriction from computer use, and/or c) parental financial liability for repair or replacement of damaged equipment.
2. Students will demonstrate attentive behavior by following lesson guidelines, staying on task, and showing respect for Computer Lab teacher and Lab rules at all times.
3. Computer Lab grades will be based on daily activity and project/test grades.
4. Students may gain access to the Computer Lab only during scheduled class periods and open Lab hours. Students are not permitted to use the lab unless a staff member supervises them.
5. All students and families must comply with the terms outlined in the Technology Handbook.
6. A filtering system is used to ensure safe, appropriate, and ethical use of the Internet in school. Students and parents/guardians are responsible for appropriate and ethical use of school-issued laptops at home. Inappropriate use of school-issued devices at home, or inappropriate use of social media that is connected to our school community, will subject a student to consequences at school. Inappropriate use includes, but is not limited to, harassment of other students, use of school name, remarks directed to or about teachers/staff, offensive communications and safety threats.

PHYSICAL EDUCATION

All children participate in the school's physical education program. Students are graded on effort, cooperation, and skill. The program's purpose is to help the students develop physically. No child will be excused from participation in gym classes without a doctor or a parental note. Students who are unable to participate in P.E. classes due to an injury/illness also may not participate in Pope John XXIII School extracurricular sports. All notifications must go through the school office. After injury or prolonged illness, a doctor's release is required to assume physical activity.

STUDENT RECORDS

Student records can be reviewed by parents at their request. Parents should call the office and make an appointment with the Principal to review the records. Requests should be made at least 48 hours in advance. Parents can request to have copies of their child's cumulative file.

EXTRACURRICULAR ATHLETICS PROGRAM

Students in grades 4-8 may participate in our extracurricular athletics program. These students must maintain good academic standards, high moral character, and conform to the academic, homework, and discipline policies of the school. The parents, coaches, principal, and the athletic board are responsible for enforcing athletic eligibility standards.

Pope John XXIII School abides by the Title IX provision that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

ATHLETIC ELIGIBILITY CODE

Students must be in school and have participated in PE class (if they have PE class on that day) in order to be eligible to participate in practices or games. If a student is ill, they may not participate on that day. Students must be in good standing regarding their discipline status. Students who have been suspended from school may not participate in practices or games during the length of their suspension.

CONCUSSIONS

PJ23 School Athletics Board has adopted and enforces a policy for all student athletes to have on file an information document about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions.

For information, please see the Concussion Information Form at <https://www.popejohn23.org/student-life/athletics>, or see the PJ23 School Documents binder in the school office.

All students who attend Extended Day are also required to complete the same Concussion Protocol.

PJ23 SCHOOL UNIFORM AND DRESS CODE

All students K-8 <https://www.landsend.com/shop/school/S-ytp-xe8> Code: 900156548

PANTS/SHORTS: Khaki uniform pants or knee-length uniform shorts from Lands' End (or similar place)

HAIR*: Must be NEAT and **out of the face/eyes**

SHIRT: Long-sleeved or short-sleeved navy, maroon, or white polo shirt

SWEATER/SWEATSHIRT: PJ23 monogrammed navy blue cardigan, pullover sweater, half-zip, or vest

SOCKS: White, black or navy blue socks (no patterns)

SHOES: Gym shoes with only white, black, navy, gray or brown, or casual dress shoes in navy, brown, or black

Students who are unable to tie their own shoes must wear velcro-closing shoes.

Girls only:

- PJ23 plaid uniform jumper (grades K-3) or plaid uniform skirt or skort (grades 4-8), knee length (from Schoolbelles <http://www.schoolbelles.com>: S2560)
- Tights, leggings or bike shorts **must** be worn under skirts (white, black, gray or navy)

Not allowed:

- Hoop earrings or long earrings (due to risk of injury)
- Fake or long nails
- Rolling skirt at the waistband
- Socks below the ankle, socks with patterns, colorful socks
- Non-uniform sweatshirts or hoodies
- Leggings, jeggings, cargo pants, drawstring waist, or pants that do not fit properly at the waist
- Flip-flops, sandals, slides, open backed shoes, open-toed shoes, Crocs, and shoes that light up are not allowed at any time
- Skinny-style or overly tight/snug uniform pants
- Pants/shorts that are not uniform pants/short

GYM UNIFORMS Grades K-8

Gym uniforms are optional for students in grades K-2. Gym uniforms are required for students in 3rd grade through 8th grade. We have our gym uniforms available for purchase at any time during the school year. <https://www.landsend.com/shop/school/S-ytp-xe8>
Code: 900156548

Students wear this gym uniform all day when they have gym class. Students will not change clothes.

- Gray PJ23 gym uniform t-shirt
- Navy PJ23 gym uniform shorts
- Navy PJ23 gym uniform sweatpants and gym uniform sweatshirts may be worn over the gym uniform shorts and shirts when it is cold.

STUDENT NON-UNIFORM DAYS (Out-of-Uniform Days and Spirit Wear Days)

1. Shirts **MUST** have hems that go below the waistband of pants/shorts.
2. Shorts, skirts, and dresses must conform to uniform length. Jeans, loose-fitting pants and shorts, t-shirts, polo shirts, and different colored athletic shoes are acceptable.
3. Overly snug pants or shorts, jeans with holes or razor cuts, or form-fitting track pants are prohibited.
4. Shoes must have closed toes and heels. Crocs, slides, flip-flops and the like are prohibited.
5. Inappropriate images or messages contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing. Examples include, but are not limited to, messages or images dealing with illegal activity, death, violence, bad language, or designed to be a “put down.” Unacceptable clothing includes, but is not limited to, bare

midriffs, spaghetti straps, and low-cut, tight, and short apparel. The principal and assistant principals make the final determination regarding acceptable attire and appearance.

Our PA holds a used uniform sale before school starts. The prices are incredibly low. This is a great way to stock up on the pieces of our uniform that your child has outgrown. Please also donate uniforms that are too small for your children for our sale.

*Senate Bill 817 - "Jeff Hawkins Law" provides that public and private schools "may not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks and twists."

PROCEDURE FOR RESOLVING QUESTIONS AND DISAGREEMENTS

If a parent is concerned about a situation with a teacher, the proper procedure is to speak to the teacher about the situation. If the parent wishes a third person to be involved, the principal is the next one to be contacted. School Advisory Board members have no jurisdiction over school personnel or students and should not be involved. Issues should be discussed respectfully and calmly, away from others, among those who are directly involved. An appointment should be set which is mutually agreeable.

MEANS OF COMMUNICATION

Pope John XXIII School has a number of ways in which information is sent to the parents and community. Parents are responsible for checking the school calendar, their own email and their child's backpack each week in order to be informed.

1. A school calendar is provided which lists days out of school, school events, and meetings. The calendar is posted on the school website and updated regularly.
2. The principal's newsletter is emailed on Thursday to each family.
3. Flyers, letters, brochures, and information sheets are available online and are sent home in the weekly Thursday folders.

PHOTO/ACADEMIC WORK

On occasion, Pope John XXIII School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins, and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

If you do NOT wish to have photographs or videos of your students released for these limited purposes, you must contact the office to sign an opt out form each academic year.

CHILD CUSTODY

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parents to their child's school records.

- Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.
- It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.
- Unless informed otherwise through court order, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.
- The school will give a non-custodial parent the opportunity for copies of report cards. Upon request, a Parent-Teacher Conference will be given at a time other than that of the custodial parent.
- If a school has on record a court order indicating the limited visitation right or no visitation rights and a parent makes an application to volunteer services in the school, the principal will not accept the application.

SAFE ENVIRONMENT REQUIREMENTS

In the event of an emergency, administrators, teachers, and staff will call 911 immediately.

MANDATED REPORTER STATEMENT

All Pope John XXIII School teachers, staff, coaches, and catechists are mandated reporters. All teachers and staff are required by the Archdiocese of Chicago's Office for the Protection of Children to complete an online mandated reporter training. By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services (DCFS) of any allegation/suspicion of child abuse or neglect. The DCFS Hotline number is 1-800-25-ABUSE (1-800-252-2873).

FAITH'S LAW
TYOE IN ALL OF PAGE 11

INCIDENTS INVOLVING FIREARMS OR DRUGS

The principal:

- 1) Immediately notifies local law enforcement of firearms incidents at the school
- 2) Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising the school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity within 48 hours of becoming aware of the incident
- 3) Notifies the local police department of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity within 48 hours of becoming aware of the incident
- 4) Notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS)
- 5) Notifies the Archdiocese Regional Director of the incident

POPE JOHN XXIII SCHOOL BEHAVIOR CODE PURPOSE/RATIONALE

We are committed to creating a positive, safe environment where Christian values can be learned and lived. The aim of our behavior code is to foster Christian acceptance, encourage

mutual respect, and instill self-discipline. We believe that encouragement and guidance of student behavior is shared by both home and school.

THREE R'S

Rules – Adults in our building will enforce the rules and will not allow anyone to be hurt physically, emotionally, or socially.

Rights – Every student has the right not to be hurt and the right to learn in a safe environment.

Responsibilities – Everyone is responsible for respecting the rights of everyone who enters our school and themselves.

UNIFORM INFRACTIONS

Violation of the written uniform code, as stated in the Pope John XXIII School Handbook, may **necessitate a consequence from the behavior rubric. Please see the non-aggressive behavior rubric for consequences.**

DISCIPLINE PROCEDURES, RUBRICS, AND CONSEQUENCES

At Pope John XXIII School, we believe that building connections with students and families is the best way to be proactive with managing student behavior. Teachers and staff manage and process behavior incidents as they occur, in the context in which they occur, immediately. However, there are occasions when it is necessary to assign specific consequences.

Pope John XXIII School - Discipline Consequences Grades Preschool-2

CONSEQUENCES FOR BEHAVIOR VIOLATIONS GRADES Preschool-2nd grade

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

Behavior	First Incident	Multiple Incidents
Disrespect <ul style="list-style-type: none"> unkind gestures or looks name calling/teasing excluding others behaviors that hurt feelings play fighting inappropriate language threatening others 	Conference with Principal Detention Time to Think form Apology to offended party	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification
Physical contact <ul style="list-style-type: none"> pushing/shoving hitting/ slapping/ kicking grabbing/ pinching throwing objects at someone tripping spitting 	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible suspension
Serious behaviors <ul style="list-style-type: none"> stealing racial / ethnic name calling severe harassment threaten to harm others behavior that may injure self or others biting 	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible suspension
Possession of weapon such as knife or firearm	Police will be called 10 day suspension pending expulsion Expulsion	

**Depending on the situation, an immediate suspension may be assigned.*

***Depending on the situations, cumulative infractions may result in a suspension or expulsion.*

****Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

Pope John XXIII School - Discipline Consequences Grades 3-5

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

Behavior	Consequence	Subsequent Incidents
Paperwork not Returned Repeatedly	Teacher contacts parent and notifies Principal Student Time to Think form	Detention Student Time to Think form
Chronically Not Prepared for Class	Student Time to Think form	Parent contact Student Time to Think form The privilege of taking home the item is taken away
Dress Code Violations	School Uniform Correct violation if possible or call home for proper clothing Spirit Wear/Dress Down Days Correct violation if possible or call home for proper clothing	School Uniform Parent meeting Parent must come to school with the correct uniform. Spirit Wear/Dress Down Days Loss of privilege to participate
Inappropriate Use of School-Issued Technology Visiting inappropriate sites; presence of weapons, inappropriate material, alcohol, drugs, or inappropriate images; use of device to cyber-bully	Notify parent Complete Memo of Incident Form Student Time to Think form Detention Loss of device for a day Possible suspension or expulsion, depending on what occurred	Notify parent Student Time to Think form Detention Loss of device for a day Possible suspension or expulsion, depending on what occurred
Disrespectful Behavior Towards Adults Arguing with PJ23 staff, refusing to comply with adult directions, using a disrespectful tone of voice, making inappropriate/disrespectful gestures and sounds	Conference with Principal Detention Time to Think form Apology to offended party Parent notification	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension and possibly revoking enrollment
Disrespectful Behavior Towards Other Students Name calling, degrading remarks, teasing, insults, negative language. Excluding others. Behavior unbecoming of a Catholic school student.	Conference with Principal Detention Time to Think form Apology to offended party	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible suspension

Harassment and/or bullying of other students Repeated and targeted name-calling, note writing, gossiping, spreading rumors, mean tricks, rude gestures, profanity, posting photos or any other behavior, written, with images, or spoken (including text messages or social media outside of school) that would hurt others, make them feel bad about themselves, and/or cause them to not want to come to school. Includes cyber bullying that occurs in or out of school.	Conference with Principal Detention Time to Think form Apology to offended party Parent notification Memo of Incident Possible suspension or expulsion	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible report to Police Multiple offenses will result in suspension and/or possible expulsion
Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, biting, throwing objects, etc. Vandalizing or stealing another person's property	Conference with Principal Detention Time to Think form Apology to offended party Parent notification Memo of Incident Restitution of property Possible suspension	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension or possible expulsion
Threaten to bring serious weapon to school	Police will be called 10 day suspension pending possible expulsion Possible expulsion	Police will be called 10 day suspension pending expulsion Expulsion
Threaten to harm others at school with or without a weapon	Police will be called 10 day suspension pending expulsion Expulsion	
Possession of weapon such as knife or firearm	Police will be called 10 day suspension pending expulsion Expulsion	

**Depending on the situation, an immediate suspension may be assigned.*

***Depending on the situations, cumulative infractions may result in a suspension or expulsion.*

****Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

Pope John XXIII School - Consequences of Non-Aggressive Behavior Grades 6-8

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

Behavior	Consequence	Subsequent Incidents
Paperwork not Returned Repeatedly	Teacher contacts parent and notifies Principal Student Time to Think form	Detention Student Time to Think form
Chronically Not Prepared for Class	Student Time to Think form	Parent contact Student Time to Think form Reduction in grade
Dress Code Violations	School Uniform Correct violation if possible Detention Spirit Wear / Dress Down Days Correct violation if possible Detention	School Uniform Parent meeting Detention Spirit Wear/ Dress Down Days Loss of privilege to participate Detention
Inappropriate Use of School-Issued Technology Visiting inappropriate sites; creating/using a Google app for unauthorized purposes; presence of weapons, adult material, alcohol, drugs, gang-related symbols or activity, or inappropriate images; use of device to cyber-bully	Notify parent Complete Memo of Incident Form Student Time to Think form Detention Loss of device for a day Possible suspension or expulsion, depending on what occurred	Notify parent Complete Memo of Incident Form Student Time to Think form Detention Loss of device for a day Possible suspension or expulsion, depending on what occurred
Plagiarism and/or cheating This includes the use of Artificial Intelligence (AI) sites to create what is supposed to be original, student-generated work.	Receive failing grade for assignment Redo assignment Grades will be averaged Student Time to Think form Memo of Incident	Receive failing grade for assignment No opportunity to redo assignment Student Time to Think form Memo of Incident
Forgery	Notify Parent Student Time to Think form Detention	Notify Parent Student Time to Think form Detention Loss of additional privileges, depending on what events are upcoming

**Depending on the situation, an immediate suspension may be assigned.*

***Depending on the situations, cumulative infractions may result in a suspension or expulsion.*

****Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

Pope John XXIII School - Consequences of Aggressive Behavior Grades 6-8

Teachers will handle minor and/or initial infractions. Incidents that result in office referrals will have the following consequences:

Behavior	Consequence	Subsequent Incidents
Disrespectful Behavior Towards Other Students Name calling, degrading remarks, teasing, insults, negative language Behavior unbecoming of a Catholic school student.	Conference with Principal Detention Time to Think form Apology to offended party	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification
Disrespectful Behavior Towards Adults Arguing with PJ23 staff, refusing to comply with adult directions, using a disrespectful tone of voice, making inappropriate/disrespectful gestures and sounds	Conference with Principal Detention Time to Think form Apology to offended party Parent notification	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension
Harassment of other students Repeated and targeted name-calling, note writing, gossiping, spreading rumors, mean tricks, rude gestures, profanity, posting photos or any other behavior, written, with images, or spoken (including text messages or social media outside of school) that would hurt others, make them feel bad about themselves, and/or cause them to not want to come to school.	Conference with Principal Detention Time to Think form Apology to offended party Parent notification Memo of Incident	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible report to Police Multiple offenses will result in suspension and/or possible expulsion
Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, throwing objects, etc. Vandalizing another person's property	Conference with Principal Detention Time to Think form Apology to offended party Parent notification Memo of Incident Restitution of property	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension
Moderate Intimidation/ Harassment / Disrespecting Adults Threats of harm, aggression, intimidation, making false claims to harm reputation. This can be done in person, on paper, through social media, or making threats to other people.	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible suspension	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible police report Suspension Possible expulsion

Severe Physical Contact: Punching, kicking, fighting, biting and similar behavior that is designed to injure another.	Conference with Principal Detention Time to Think form Apology to offended party Memo of Incident form Parent notification Possible suspension	Conference with Principal Memo of Incident form Parent notification Possible police report Suspension Possible expulsion
Severe Harassment and Intimidation: Racial, ethnic, sexual, and/or religious harassment; overt coercion and cyberbullying. Harassment that is targeted toward another student or school personnel that make it difficult for the targeted person to remain in a school setting.	Conference with Principal Meeting with parents Suspension	Conference with Principal and Pastor Meeting with parents Possible Police report Suspension, multiple days Possible denying of enrollment for the next school year Possible expulsion
Possession of and/or use of a cell phone/like device or smartwatch at school	Conference with Principal 2 day out of school suspension for every incident	Continued infractions may result in removal from enrollment.
Possessing and/or using smoking/vaping materials, items used to smoke/vape, any nicotine or tobacco products, and/or drugs that are illegal or used illegally	Police will be called 10 day suspension pending possible expulsion Possible expulsion	Police will be called 10 day suspension pending expulsion Expulsion
Threaten to bring serious weapon to school	Police will be called 10 day suspension pending possible expulsion Possible expulsion	Police will be called 10 day suspension pending expulsion Expulsion
Threaten to harm others at school with a weapon	Police will be called 10 day suspension pending expulsion Expulsion	
Possession of weapon such as knife or firearm	Police will be called 10 day suspension pending expulsion Expulsion	

**Depending on the situation, an immediate suspension may be assigned.*

***Depending on the situations, cumulative infractions may result in a suspension or expulsion.*

****Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

DETENTION is time spent filling out a “time to think” form and contemplating the action that was taken. Detention will be served during recess and lunch as soon as possible following the offense. If a student does not serve their detention when required, an additional one will be assigned. Students who arrive late will be assigned an additional detention.

SUSPENSION is defined as a period of time in which the student may not attend class. At Pope John XXIII School, suspensions are served out-of-school. School work will not be provided during an out of school suspension. Staff will help a student returning from suspension with any missed work.

EXPULSION is defined as a permanent removal of a student from school. This action will be imposed only after serious deliberation of the Pastor, principal, faculty and appropriate Archdiocese supervisors. Parents will be given the right to meet with the administration when a student is expelled.

BULLYING PREVENTION

As Catholics, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying:

- includes any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically
- can occur on campus or off campus during school or non-school time
- is directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student’s person or property, and
 - cause a substantially detrimental effect on the student or student’s physical or mental health
 - interfere substantially with the student or student’s academic performance
 - interfere substantially with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, relational aggression, and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include any or all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling
- verbal which includes, but is not limited to, name calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication, social media and the Internet
- emotional which includes, but is not limited to, intimidation, rejection, terrorizing, extortion, defamation, humiliation, blackmailing, rating/ranking of personal characteristics

such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure

- sexual which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at school sponsored or school sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment

All members of the Catholic school community including parents/guardians, teachers, staff, administrators, students and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

Administrative Responsibilities

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others (United States Catholic Catechism for Adults, page 389). Situations are handled with the following process:

- Administration will hear from the offended party about what happened during the incident. This involves an interview with the offended student so administration can gather additional information as well as making sure the student feels validated.
- Administration will hear from the offender(s) about what happened during the incident.
- When a staff member witnesses or hears what happened, consequences will be administered in accordance with the discipline rubrics.
- When the offender(s) admit what happened, consequences will be administered in accordance with the discipline rubrics.
- When there is visible evidence that a situation occurred (a screenshot of a social media post, for example), consequences will be administered in accordance with the discipline rubrics.
- If there is no adult witness, no admission of guilt, or no visible evidence that the situation occurred, a discussion will take place with the offender(s) about what consequences would occur in that situation. Consequences can only be given when an adult witnesses the situation, there is direct evidence or the offender(s) admit to the act.

Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- all allegations and incidents of bullying are taken seriously
- parent/guardian and/or student reports of bullying must be addressed immediately
- written documentation must be prepared and maintained by the school
- appropriate disciplinary consequences are applied to the offending student(s).

When it is certain that the incident has occurred, these procedures are followed:

- disciplinary action is defined by and implemented according to the discipline rubric
- when disciplinary action is taken against student(s) as a result of a bullying complaint
 - documentation should indicate what happened
 - documentation should indicate what action was taken
- written documentation of the complaint are placed in a file maintained in the principal's office

Clear consistent behavioral standards are publicized, posted and fairly enforced.

Illinois Public Act 9296, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend public or nonpublic school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

All property of the school, including desks and lockers, as well as the contents found inside of desks and lockers, may be opened, searched, or inspected at any time without notice by school personnel. School personnel have an unrestricted right to search this property as well any containers, book bags, purses or articles of clothing that are left unattended on the school campus.

COMPLAINT PROCEDURE

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents, and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- If the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Office of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the Regional Director of Vicariate II at the Office of Catholic Schools, outlining the concerns and reviewing the local process.
- The regional director will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the regional director will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

MISSING STUDENTS PROCEDURE

A missing child is a person 17 years old or younger reported to any law enforcement authority as abducted, lost, or a runaway.

Upon notification by the Illinois Department of State Police, the school shall flag the record of that person so that if information is requested the school will know this is the record of a missing person. The records of any missing students will be placed in a specially marked, color-coded file in the student records cabinet.

The school will immediately report to the Illinois Department of State Police any request concerning a flagged record or any knowledge as to the whereabouts of any missing person.

Upon notification by the Illinois Department of State Police that the missing person has been recovered, the school shall remove the special mark and color-coding of the file.

NON-DISCRIMINATION POLICY

Pope John XXIII School assures equal opportunity in all its policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities. Pope John XXIII School admits students of any race, color, creed, and national and ethnic origin to all the rights, privileges, programs and activities generally made available. Enrollment is open as space and resources exist, to the children of the parish and to other children of the community whose parents subscribe to the educational philosophy of the school. The school has written policies to insure compliance with all components of Illinois 23 Ill Adm. Code Part 425, which can be viewed through this link:

<https://www.isbe.net/Documents/425ARK.pdf>

CONCLUDING STATEMENT

The contents of this handbook will be enforced for the duration of the school year. It is the responsibility of the students and parents to become familiar with its contents. Not being aware of the policies posted in the handbooks will not excuse any infractions.

Addendums to the already established policies may be included any time they are warranted. The principal, in cooperation with the pastor, reserves this right. Notification of any addendum will be shared with the school families. This handbook may be updated throughout the school year.