



POPE JOHN XXIII
MIDDLE SCHOOL

PARENT - STUDENT HANDBOOK 2023-2024

Pope John XXIII Middle School
28 Andover Road
Sparta, NJ 07871
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Option 2

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“Educators must convey understanding, convey ways of doing things, and convey values. Faith is conveyed through these. The educator should be up to being a person who educates, he or she should consider how to proclaim Jesus Christ to a generation that is changing.”
-Pope Francis

Welcome to Pope John XXIII Middle School! In choosing Pope John XXIII Middle School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent-Student Handbook reflects the policies of Pope John XXIII Middle School for the 2023-2024 school year. This document was created in an effort to ensure a safe and enjoyable school year for all of the stakeholders of Pope John XXIII Middle School. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies laid out in the document during the 2023-2024 school year.

The faculty and staff of Pope John XXIII Middle School look forward to working with all of you to promote academic excellence, social awareness, and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God gives each of us the strength and wisdom to carry out His work during this coming school year and beyond!

May God bless all of you in all of your endeavors.

Yours in Christ,

Susan Santore, Ed.S.
Principal

POPE JOHN XXIII MIDDLE SCHOOL

Pope John XXIII Middle School is a 5th grade through 7th grade Catholic middle school under the Diocese of Paterson School's Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. Our religion program is aligned with the Vatican II texts so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of Christian life. At Pope John XXIII Middle School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of New Jersey guidelines and the Common Core State Standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles and concepts rather than facts and on learning through problem solving rather than by precept. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

Mission Statement of Pope John XXIII Middle School

Pope John XXIII Middle School is a Catholic community that inspires students to become compassionate lifelong learners by nurturing Gospel values, fostering academic excellence, promoting service, and developing global awareness.

Philosophy

Pope John XXIII Middle School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Paterson.

- To develop the total Christian personality by instilling in the students respect for life and reverence for Christian living.
- To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
- To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
- To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Purpose and Use of this Handbook

This handbook exists to foster the efficient operation of Pope John XXIII Middle School. In order to meet this objective, the School Administration is given the flexibility and discretion to take actions other than those stated in this Handbook. This Handbook is not intended to create any additional rights for students or parents/guardians.

ADMISSIONS

Nondiscriminatory Policy

Pope John XXIII Middle School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Title IX

Pope John XXIII Middle School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Registration Requirements

As openings become available, the following priorities will be used to accept students to:

- Siblings
- Members of a Catholic parish
- Non-Catholic students

At the time of registration, all new students (grades 5 – 7) seeking admission to Pope John XXIII Middle School are evaluated on the basis of several criteria including results of placement test, standardized test scores, and report cards.

Requirements include:

- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *IEP (Individual Educational Plan) or 504 Plan – if applicable

Students applying for admission in grades 5-7 must present a copy of their current report card and standardized test results. These will be reviewed to determine whether the program at Pope John XXIII Middle School will meet the educational needs of the students. An interview with the parents and the student is part of the admission process.

All applicants in grades 5– 7 must sit for a Pope John XXIII Middle School placement test in math and language arts. All new students will be given a trial period of not less than one marking period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Pope John XXIII Middle School. Non-Catholic students whose parents accept the philosophy of Pope John XXIII Middle School will be accepted on a space available basis.

2023-2024 SCHOOL YEAR TUITION SCHEDULE

Grades 5-7

1 st Child Tuition	\$7,850
Sibling Discount (across Academy)	\$1,000 per student

Fees (Non-Refundable)

Registration Fee - New Catholic Academy Students due upon acceptance	\$450
Technology Fee & Security Fee (per student)	\$350
Technology & Security Fee (after 2nd child)	\$100
After Care (per day/per student)	\$25

Non-Refundable Payments

Initial Deposit: 10% Deposit due from new students when entering Academy

Refunds

All fees and an additional 10% tuition will be retained when students withdraw

Tuition Payment Options

All tuition payments are made directly through FACTS Tuition Management. After you have re-registered and/or your new student has been accepted you will receive an invite from FACTS Tuition via email with information necessary to enroll in a payment option.

Payment Options

Plan I: Full payment of tuition on or before June 20, 2023.

Plan II: Quarterly installments due June 2023, Sept. 2023, Dec. 2023, and March 2024.

Plan III: Monthly installments - allows the tuition to be paid in installments through Facts Tuition.

Monthly payments begin in June 2023.

If you have any questions, please contact Lisa Siciliato at [973-729-6125 x4001](tel:973-729-6125) or lisasiciliato@popejohn.org

Financial Assistance

Financial Aid is awarded on the basis of demonstrated financial need and it is strongly recommended that interested families apply early to ensure full consideration. Awards are granted only to qualified students who are most in need of financial assistance.

New families may complete the financial aid application process for the 2023-2024 school year between December 1, 2022 and March 22, 2023 by completing the FACTS Financial Aid Application Form online (see website for form).

The Financial Aid Committee will review financial aid requests. All families that complete the financial aid process will receive a financial aid notification after acceptance.

Any new families applying for financial aid after the March 22, 2023 deadline will be considered on a rolling basis as funding permits.

Continuing families must reapply every year for financial aid by submitting the FACTS Financial Aid Form as well as the required supporting documents. The application process may be completed between December 1, 2022 and March 1, 2023.

For further information about the financial aid process, please contact Mr. George Mihalik, Director of Enrollment Management at georgemihalik@popejohn.org or 973-726-5420.

*The Technology Fee and Security Fee covers the purchase of instructional resources, computer leases, licenses for online programs, network support, and security services. These fees do not cover field trips, Aftercare, clubs, Jr. Lions Middle School Athletics, or other after school activities.

MEDICAL

Physicals and Immunizations

Physical examinations are to be scheduled between the dates of May 15th and August 15th and shall be handed in to the Main Office by August 15th in order to attend school. The first page of the form is to be completed by the guardian and the second by the pediatrician. The exam date, doctor's stamp, doctor's signature must be on the physical form. Be sure it is completed in its entirety and keep a copy for your own records.

All students admitted to school in the Diocese of Paterson are to be fully immunized in accordance with the State of New Jersey Department of Health Immunization Requirements. The Diocese upholds the mission of the New Jersey Immunization Program, which is to reduce and eliminate the incidence of vaccine-prevented diseases possibly affecting all children, adolescents and older adults through immunization. The exception to this rule would be medical or religious exemptions which require notarization.

If the student is enrolled in sports and it has been 90 days or more since the last physical a Health History Update and Concussion Acknowledgement form needs to be submitted before the student can participate in Pope John Middle School sports.

Doctor's Notes

Doctor's notes are required for the following reasons:

- Absent 3 or more days due to illness
- Head injury or concussion examination
- Surgeries/procedures
- E.R. visits
- Injuries such as fractures or suspected fracture
- Assistive device (splint, cast, boot, etc.)
- Communicable diseases such as pink eye
- Rashes or any kind

All notes must contain a diagnosis and an approved date to return.

For injuries including those that require assistive devices such as splints, casts, boots, braces, slings, crutches, wheelchairs etc. a doctor's note is needed that includes the diagnosis, adaptive equipment needed and for how long. Documentation is also needed in order for the student to refrain and then resume physical education, recess and/sports.

Failure to submit the physical, doctor's notes and to comply with immunization requirements will prevent the student from attending school.

Illness

Students must be fever free (less than 100°F) without the use of fever-reducing medications, for 24 hours before returning to school. Students who are sent home during the school day with a fever, vomiting or

diarrhea will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. If you do not feel your child is well enough to make it through the school day, please keep them home. Please do not tell them to go to the nurse and you will pick them up. Not only does this disrupt the class, it unnecessarily spreads illness. It is important to have a back up plan in place in case your child is sent home ill or injured. When sent home, parents are required to pick up their child in a timely fashion.

Screenings

Are to be offered and/or completed for all students that haven't already been screened by a physician. Depending on the grade they are in, such screening may include height, weight, blood pressure, auditory and visual and scoliosis.

Nut-Free School and Classrooms

Pope John Middle School takes health and safety very seriously. We acknowledge the prevalence and severity of allergies and asthma among students therefore we are a nut-free school and no chemicals are used in the classrooms that may trigger an asthma attack. All teachers are made aware of each child's Emergency Action Plan and are trained on utilizing epi-pen pens as well as being educated on asthma. They are also required to be trained on blood-bourne pathogens and are offered training on CPR and AEDs.

We ask that you take great care to ensure that you do not allow your child to bring any food items into the school or classroom for snack time and/or lunch that contain tree nuts or peanuts. We require that all parents cooperate with this endeavor to avoid accidental exposures in the classrooms at all times. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.

Asthma and Allergy Action Plans

Action Plans must be filled out initially and annually thereafter by the student's physician or allergist. Action Plans and authorization to self administer or not self administer must be filled out. Children are encouraged to carry their quick relief inhaler if the physician documents that the student may do so. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler and/or epi-pen. It is the parents responsibility to ensure that inhalers and epi-pens are not expired.

Medication

The following guidelines governed by law will be strictly adhered to for any child requiring medication to be administered during school hours.

- The parent or guardian shall provide a written request for administration of the prescribed medication at school.
- A physician's written order and a parental request are required for the administering of both prescription and over-the-counter medications.
- Written orders shall be provided to the school from the private physician detailing the diagnosis or type of illness involved, the name of the drug, dosage, time and route of administration. Forms for this purpose are available at the school. A form from the physician's office may be substituted, as long as all the requested information is provided.

- The medication must be brought to the school by the parent or authorized adult in its original container appropriately labeled by the pharmacy or physician.
- The school nurse, parent and guardian are the only persons permitted to administer medication in the school and on school trips unless otherwise indicated.
- If there are medication changes, parents are asked to inform the school.
- Permission from the parent/guardian and physician orders for each medication must be renewed each school year.
- Cough drops, lozenges, etc. are allowed during academic classes, not gym or recess. Students are prohibited from keeping prescription and over-the-counter medications in their lockers, unless it is an EpiPen or an inhaler with self-administering order.

The strict enforcement of our policy governing medication is also compatible with Preventive Drug Abuse Programs. Children must develop a healthy attitude and respect for drugs in their early years.

Mental Health Screening

Any student who is deemed to be a danger to him/herself, based on verbal statements, online postings, or behavior in or outside of school, may be required to have a mental health screening. A student may not return to school unless a release from a certified clinician or the Psychiatric Department of a local hospital is presented to the principal with a copy to the school guidance counselor.

Parents/students who do not comply with this regulation will not be allowed to attend school, extra-curricular activities, or be on school property until a release is presented to the principal.

Physical Education Exclusion

Students who have been excluded from physical Education class and/or any Jr. Lions Middle School Athletics program by their doctor must present a physician’s note to the effect. A physician’s note is also required when they are able to return to their physical activities.

List of Forms with Due Dates

Emergency Contact form	August 15th
Physicals and Immunization Chart	August 15th
Allergy and/or Asthma Action Plan	Once initially received and August 15th thereafter
Medications	Once initially received and August 15th thereafter
Sudden Cardiac Death Acknowledgement	August 15th
Health Update Questionnaire	90 days after the physical but before sport
Concussion Acknowledgement	August 15th

UNIFORMS AND DRESS CODE

Uniform Guidelines

Students' pride at Pope John XXIII Middle School is reflected in many ways, but most visibly in the school uniform. All school uniforms must be purchased at the Flynn O'Hara Store. ***Students wearing uniform pieces that are not branded from Flynn O'Hara will be deemed as a violation of our school dress code.***

The teachers and administrators of Pope John XXIII Middle School have the right and responsibility to remedy any behavior, inclusive of student dress, that undermines the spirit of proper school decorum. Pope John XXIII Middle School dress code is intended to reinforce a climate of learning, a sense of pride in one's own appearance, and respect for the environment in which our students work. It will be enforced throughout the entire school day from the time students arrive at school until they depart at the end of the day.

The following information should be considered in light of these goals and interpreted as a guide, not a hard set of rules whose limits can be tested by students. Just because a specific practice might not be addressed in writing below does not mean that it will not be addressed in practice by school authorities.

In addition, fifth through seventh grade students will be deemed knowledgeable of the code and its intent and held responsible for their own appearance. As a result, warning notices will not be issued to these students before a consequence such as detention is given.

Girls	Summer Uniform	Winter Uniform
Bottoms	Navy & white plaid skirt <i>(No more than 3" above the knee)</i> Navy pants or shorts	Navy & white plaid skirt <i>(No more than 3" above the knee)</i> Navy pants Shorts are only an option for summer uniforms
Tops	Ash long/short-sleeved banded bottom shirt with school logo	The addition of a navy v-neck sweater vest or navy long sleeved pullover sweater with school logo is required from November 15 through April 15.
Socks	Navy opaque nylon knee-high Navy orlon knee-high Navy opaque/ribbed tights	**Grade 7 students have the option of purchasing a v-neck varsity cardigan sweater
Shoes	Burgundy brush leather women's loafer Black leather women's Eastland Oxford shoe Sperry boat shoe	

Boys	Summer Uniform	Winter Uniform
Bottoms	Navy flat front pants or shorts	Navy flat front pants Shorts are only an option for summer uniforms
Tops	Ash long/short-sleeved polo shirt with school logo	The addition of a navy v-neck sweater vest or navy long sleeved pullover sweater with school logo is required from November 15 through April 15.
Accessories	Black/brown reversible belt (required)	
Shoes	Navy crew socks Black penny loafers for men Black leather men's Eastland Oxford shoe Sperry boat shoe	**Grade 7 students have the option of purchasing a v-neck varsity cardigan sweater

Jewelry: Jewelry should be limited to one watch, one ring, and simple crosses or holy medals on a narrow silver or gold chain. Appropriate religious necklaces, a single inconspicuous stud earring located in a girl's lobe, or a single bracelet is allowed. Any jewelry considered inappropriate or distracting (e.g. heavy metal chains, leather, and nose rings) cannot be worn. No body piercing except pierced ears. Hoop earring should not be more than one inch in diameter. Apple or Smart watches are not permitted.

Hair: Students are to be clean and dressed neatly with hair being trimmed conservatively. This applies to both boys and girls – no Mohawks or faux hawks. Boys' hair length should be maintained **above the brow, ear, and shirt collar**. Extreme hair coloring and bleaching are not permitted.

Cosmetics: The use of cosmetics is not encouraged. However, if girls choose to use cosmetics of any kind, it must be modestly applied and naturally pigmented. Dark eye make-up, eyeliner, lip gloss/stick, and nail colors are not permitted.

Socks: Boys must wear dark socks with their school uniform. Girls' knee socks and/or tights must be navy.

General: During the months of January and February girls may wear plain navy-blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

Sloppy dress such as shirts not tucked, unbuttoned collars, and skirts rolled at the waist will not be tolerated, nor will inappropriate hemlines (i.e. more than 3 inches above the knee) or exposed midriffs. Underclothing is not to be visible, nor clash with the school's uniform.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops. Belts may be navy, brown, or black.

Physical Education Uniform

All Gym Uniforms must be purchased from Flynn O'Hara. Alternatively, Pope John spirit wear purchased from our online spirit wear store is permitted as long as the colors are navy, white, gold or gray.

Gym socks are to be athletic socks that do not come higher than the bottom of the calf. Light up sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.

A change of clothing is required for gym and a description of the gym uniform is as follows: Pope John XXIII Middle School shorts and t-shirt and approved spirit wear items and sneakers. Only standard sneakers are to be worn in gym classes.

During the winter Pope John XXIII Middle School's own school sweatshirt and pants should be worn over the regular gym uniform during gym class.

Tag Day Guidelines

There will be days throughout the school year when students are permitted to wear their own clothing ("Tag Days"). On these occasions, students may be asked to pay a certain amount of money for the opportunity to wear their own clothes.

On "Tag Days" students may wear:

- Jeans or khaki pants
- Tennis shoes/sneakers
- Khaki shorts no shorter than three inches above the center of the knee (no gym shorts)
- Skirts or dresses no shorter than three inches above the center of the knee
- Tasteful T-shirts

On "Tag Days" students may NOT wear:

- Flip-flop sandals or open back shoes (including UGG slippers)
- Tank tops
- T-shirts with inappropriate writing
- Tennis shoes/sneakers that convert to roller skates
- Sweatpants or gym shorts
- Jeans with holes
- Pajama pants
- Make-up
- Low cut blouses/tops

- Clothing that is extremely tight or immodest, such as leggings, jeggings, or spandex
- Hats

General Rule of Thumb: *If you think you shouldn't wear it, then you shouldn't.*

All uniform regulations and guidelines are subject to the discretion of the administration.

STUDENT INFORMATION

Student Records

Pope John XXIII Middle School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Pope John XXIII Middle School Office for distribution. Completed forms will be sent via the U.S. mail.

Transfer of Students

The parent should make notice of the withdrawal of a student in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Publicity Release

Pope John XXIII Middle School will not publish, in any kind of media: names, photographs, written work, artwork, or videos of any students without signed permission from a parent or guardian.

SCHOOL HOURS AND ATTENDANCE

School Hours

The school hours are 7:40 a.m. – 2:24 p.m. Students not in their homeroom at 7:45 a.m. are considered tardy. Parents are to make arrangements for their child(ren) to arrive at school on time and to be picked up on time at dismissal (bussing is the preferred mode of transportation).

School Office Hours

The school office is open on all school days from 7:15 a.m. – 3:15 p.m.

Attendance

Prompt, regular attendance is absolutely essential for academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's academic achievement and to foster appropriate skills in the future. If a student is absent from school due to illness or disciplinary action, he/she will not be permitted to take part in extracurricular activities that afternoon. A child must be present for a minimum of 164 days to be considered for promotion.

Absences

When a student is absent from school, a parent must call the absentee line by 8:00 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Pope John XXIII Middle School students. To report an absence please call the absentee line 973-729-6125, option 2 for Pope John Middle School and then press 1 again. Please leave a short message with your child's name, grade and reason for the absence. If you are unable to call please send an email directly to the nurse. The email address can be found on our website.

A doctor's note is required when a student is examined and cleared by a healthcare provider to return to school. Medical clearance is required for participation in physical education and athletics after any student has a surgical procedure or comes to school with sutures, staples, crutches, a cast, a splint, a brace, or a sling. The date of return to school, as well as the time frame of activity restrictions, must be included in the doctor's note. An updated doctor's note must be given to the school nurse each time the student is examined.

A doctor's note is also required for the following: Any student absent for 3 or more consecutive days. Any student with a head injury or suspected concussion. Any student that was seen in the E.R.

Students must be fever free (less than 100°F), without the use of fever-reducing medications, for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. If the student is sent home due to vomiting, with or without a fever, that student will not be allowed to return to school the next day. Do not send the student to school if that student has vomited or had diarrhea within a 24-hour period. Do not send the student to school with a rash, unless that student has been examined by a healthcare provider and medically cleared to return to school. If you do not feel your child is well enough to make it through the school day, **Please keep them home!** Please do not tell them to go to the nurse and you will pick them up. Not only does this disrupt the class, it unnecessarily spreads illness,

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within two days of returning to school.

Excessive absences, including tardiness, can be cause for a student to be retained in the current grade for another year.

Absences During the School Day

Although it is discouraged to schedule medical appointments during school hours, situations may arise where it is absolutely necessary. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Students who need to leave school early must be picked up from the school office no later than 2:00pm.

Arrival: Drop-off by Car - Morning

Parents are to enter the school campus via the South Shore Trail entrance of Our Lady of the Lake Church parking Lot. Cars are to proceed around the church and approach the front entrance of Reverend Brown School to the drop-off point indicated on the enclosed map. Students should exit cars at the drop-off point, as directed by school staff. Students must proceed directly towards the middle school along the Rev. Brown building using the sidewalk. Staff members will be present to supervise students as they walk to the front door of the building. ***Students are to be dropped off no later than 7:35 am.***

- For the safety of our students, **do not** drop off your child/children in Pope John Middle School parking lot.
- If a student is on crutches, call the main office to make arrangements for drop off.

Arrival: Drop-off by Bus - Morning

Students who arrive by bus will be following their bus assignments, however, they will be dropped off at Reverend Brown School. They will exit their bus and walk alongside Reverend Brown, up the connecting sidewalk, and enter the middle school building through the front door.

Dismissal: Pick up by Car

Pick up for middle school students will take place at Reverend Brown School. Parents will enter the school campus as they do in the morning, using the South Shore Trail entrance of Our Lady of the Lake parking lot. However, when you enter the lot you will be queued to a middle school pick up line. Parents who are picking up children from both Reverend Brown and the middle school will also need to use this line. You will be directed around the church towards the entrance of the school and your child will be ready for pick up. Families are to place a large placard in their car with their family name clearly written in large capital letters. Names will be radioed to McKenna Hall where your child is waiting. **Middle school students will be escorted to Reverend Brown at 2:45 p.m.** If you arrive at Reverend Brown prior to that time, your child will not be ready for pick up and you will be directed to the back of the line.

Dismissal: Bus Pick up

Middle school students who ride the bus home will be picked up at the Reverend Brown School bus lane. Faculty members will escort students down to the Reverend Brown gym where they will be staged with the Pre-K - 4 students until their bus arrives.

Early Dismissal Procedures

If you need to pick-up your child during the day for an appointment, they must be picked up no later than 2:00 p.m. Parents and/or guardians are to send a note to the office the day of early pick up to avoid interruption to the educational environment.

Alternate Dismissal Procedures

Any student who is not taking the bus home or being picked up from the car line, needs to submit a note, signed by their legal parent or guardian, to the school office granting them permission for an alternate dismissal procedure. For example, if you would like your child to walk home daily, a note should be submitted at the beginning of the school year. A new note should be submitted for each school year.

Tardiness:

Pope John XXIII Middle School regards punctual arrival at school as a priority. It is important to establish a good habit with children to be on time for school and other commitments. Also, a student's late arrival is a disruption to the class, which is already in progress.

Therefore, the school sets the following policy regarding lateness of walkers and car line students:

- A student is considered late if he/she arrives after 7:45 a.m.
- All late students must come to the middle school's main office with their parents to receive a late slip and sign in before being admitted to class. Teachers will NOT admit a student without a late slip.
- Students are allowed 3 late arrivals per marking period.

- If a child should arrive to school late a 4th time in a marking period, the child will be sent home at the end of the day with an infraction stating that the student has received a detention and that the student will not be admitted to classes the next day until the parent has had a conference with the principal to explain the reasons for the tardiness. A detention will be given for each subsequent tardiness for the remainder of the marking period.
- If a student arrives after 10:30 a.m. or leaves before 12:30 p.m. it will count as a ½ day.

Bussing

Bussing is provided by the student's home district. Parents need to be aware that bus pick-up and drop-off times can fluctuate anywhere from 10-15 minutes. Therefore, please be cognizant about being at the bus stop earlier than the designated pick-up and drop-off times.

After Care

Pope John XXIII Middle School offers an After-School Care Program. For our After-Care Program, parents need to register the child to use this service. The cost is \$25.00 per day per child. Please see details on the website.

While in the After-Care program, all school rules apply. The school reserves the right not to allow a child to continue the program due to disruptive or unacceptable behavior. For all In-Service days and school holidays, parents must plan for the care of their children. There will be no After Care on these days (please check the school calendar). If there is an early dismissal, After Care will be canceled.

If a student has missed the bus or is not picked up on time for whatever reason, the student will be sent to After Care and a fee will be charged.

Emergency Closings/Weather Closings

Please do not call the school. Pay attention to the emergency notification systems, i.e. Instant Alerts. If school has a cancellation, there will be no school activities in the building, even if the weather clears.

School closings/delays will be announced through an Alert message. On delayed opening days, Pope John XXIII Middle School will be open, however, if your district is delayed your child will not be considered tardy. Closings and delays are according to the district. For example, if you live in Andover Township and their schools are closed, no buses will run for that district. Therefore, your child has an excused absence for that day. The same holds true for delays. If your district is on a 2-hour delay, your child will be picked up 2 hours later than their usual pick up time (7:20 a.m. would be 9:20 a.m.). Please be aware that if you drop your child off at school and your district subsequently closes, there will be no bus to take your child home, therefore transportation is the parent's responsibility.

For early dismissals the same holds true. If your district is dismissing early, they will pick up our students early. Your child will be sent home on their regular bus unless you have instructed us otherwise. The buses will always bring your child home. Please have an alternate plan if your child arrives home before you, i.e. friend's house, neighbor, etc.

Closing and other pertinent information will be delivered through the school Alert system. On an early closing day, the Aftercare program will be canceled. The students attending these programs will either

take their buses home or must be picked up by a parent/guardian or an adult listed on the emergency card.

If it should be necessary to close the school because of weather conditions, an alert will be made to all families. It is the responsibility of each family to log into PowerSchool and to provide the phone numbers and email to which the alert should be sent.

ACADEMICS

Curriculum

Pope John XXIII Middle School's curriculum is based on guidelines set forth by the Common Core State Standards, Diocese of Paterson, and the Catholic Academy of Sussex County. The goal is to develop the ability to analyze, interpret, and make appropriate choices that are consistent with Christian values. This curriculum includes religion, language arts (reading/literature, grammar, vocabulary, and writing), math, science, social studies, music theory/singing, physical education/health, engineering and design, Spanish, and art.

Religion

The religion curriculum includes instruction in Catholic doctrine and tradition, Bible study, and principles of social justice. The school day begins with morning prayers. Students participate in liturgical celebrations throughout the school year including prayer services, Stations of the Cross, and reception of the Sacrament of Reconciliation.

Homework

Homework is given as a strengthening device and as an extension of the learning experience that has taken place in school. It allows the teacher to determine if reinforcement is needed. Parents can help to aid the child's progress through the proper direction of homework. Parents should provide time, a place, and an atmosphere conducive to learning. Parents are requested to encourage neatness and thoroughness and to cooperate by encouraging the child to complete the assigned work. The amount of homework will vary, depending on the grade level of the child.

Homework must be handed in on time for full credit to be received. Late homework assignments will only be accepted for three days after the due date and will receive partial credit. It is the responsibility of the student to hand in late homework to any teachers they may not see on any given day. No assignment will be accepted after three days and the student will receive a failing grade. Similarly, no assignments will be accepted after the marking period closes.

In the case of an absence, the student is still responsible for making up an assignment. It is the student's responsibility to obtain and complete all make-up work. Students must understand the importance of meeting deadlines set forth by each individual teacher.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.

Homework Policy Due to Illness

Assignments are posted on each teacher's Google Classroom. Students are responsible for keeping up-to-date with their work. Students will be allowed one day for each day of absence due to illness to make up missed assignments. For example, a student who was absent three days should be given three school days to complete the missed work. Books and/or notebooks may be picked up at the school office between 3:00 p.m. – 3:30 p.m. Please call the office by 9:30 a.m. to make arrangements for pick-up.

Standardized Testing

The NWEA MAP Growth testing is given in Grades 5 through 7 three times a year. Testing is administered in September, February, and May. This testing is completely computerized. This vehicle enables the educators to assess the student's academic performance in relation to his/her ability. All students are required to take this standardized assessment.

The Assessment of Catechesis Religious Education (ACRE) is given to students in grade 5 in February.

Tests/Exams/Projects

Students' achievement will be assessed in a variety of ways throughout the school year. Each unit of study will include a Performance Assessment and/or a Unit Test.

All middle school students will be involved in academic exams in January and in June to assess the cumulative knowledge of subject matter taught during the academic semester. Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Teachers are required to give students at least one week's notice for scheduled **Summative Unit Assessments** (ie. Tests, Project, Performance Assessments, etc.). When a student is absent due to illness or family emergencies, they will be given a maximum of two days to make-up any missed assessments.

Formative Assessments that are intermediate checks of knowledge such as quizzes, exit tickets, etc, do not require prior notification to students.

Report Cards

Report Cards are important tools for communication. Report Cards will be distributed four (4) times during the academic school year for all middle school students. Parents are encouraged to set up an appointment at any point in time with the appropriate teacher when there are concerns about a child's social, emotional, or academic progress.

No student will be given a report card if tuition, debit cards, or After Care Program fees are in arrears.

Promotion and Retention Policy

Advancement to the next grade in Pope John XXIII Middle School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Grading Scale

A+ = 97 – 100	VG = Very Good
A = 93 – 96	G = Good
B+ = 89 – 92	S = Satisfactory
B = 85 – 88	I = Improvement Needed
C+ = 80 – 84	U = Unsatisfactory
C = 75 – 79	
D = 70 – 74	
F = Below 70	

Honor Roll Criteria

HIGH HONORS

A's or A+'s in all academic areas; VG in all special areas

HONORS

A's or B's in all academic areas; VG or G in all special areas

The honor student exemplifies the spirit of the mission of Pope John XXIII Middle School. The following criteria will also be considered for honor roll:

- Spirit of reverence
- Academic effort
- Appropriate conduct
- Respect for others
- Integrity
- Evidence of service (willingness to help)
- Exhibition of leadership
- Performance above and beyond the norm

Cheating/Plagiarism

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Students will not plagiarize words or ideas that they find on the Internet or other resource materials. They will not copy any work from another student. They will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any question regarding copyright law to a teacher.

Students who facilitate or assist other students in cheating, will also be disciplined.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-month improvement plan. At the end of the two-month period, the student's academic progress will be assessed. Students whose average is an "F" will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Athletic and Extracurricular Probation

Any student that fails two classes in a marking period will not be able to participate in athletics or extracurricular activities for the following marking period. For example, if a student fails two classes in the first marking period, he/she will not be able to participate in athletics or extracurricular activities in the second marking period.

Extra Credit

Pope John XXIII Middle School is committed to setting and maintaining high academic standards for its students. Teachers will not assign extra credit for the sole purpose of raising individual student grades to make the honor roll or to reach a certain grade point level. Teachers do have the discretion of assigning extra credit opportunities to entire classes, as they deem necessary.

DISCIPLINE

Conduct/Behavior Expectations

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students' sense of appropriateness will indicate to them.

The school administration reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, cell phones, laser lights, CDs, iPods, iPads, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Cell phones must be kept in the student's backpack during school hours. Key chains and toys may not be attached to student backpacks as they can pose a safety issue. Fidget spinners and cubes are not permitted unless the student obtains written permission from the administration.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s).

Progressive Behavioral Plan

Pope John XXIII Middle School has established a set of school-wide expectations to create and maintain a productive learning environment. As a Catholic institution our school believes in restorative discipline. As such, discipline should not be limited to consequences, but also include an element of learning how to change behaviors. All students must be aware of and understand the following:

- Every student has a right to be in a safe and supportive learning environment.
- Understand expectations for behavior and what behaviors may result in disciplinary action.
- They will be advised by members of the staff and administration in matters related to behavior as it affects the education and welfare of the school community.
- The steps that will be taken in the event of behavioral issues and that they may be revised to as needed by the administration as deemed necessary.

Pope John Middle School has identified the following as the steps that may be taken as a part of our progressive discipline plan.

A PARENT NOTIFICATION (or warning) will be emailed to parents and guardians for minor behavioral issues. It is expected that parents will take steps necessary to remediate said infractions and support the school administration to ensure that repeated offenses do not take place.

A DISCIPLINARY ACTION NOTICE will be issued to parents and guardians for major behavioral issues or repeated warnings for minor issues. Once a Disciplinary Action Notice is issued one of the following actions will take place:

1. Detention either in-school or afterschool.
2. The parents or guardians will be required to meet with the administration to determine the appropriate disciplinary action or behavior modification to be taken. Consequences may include but are not limited to, mandatory counseling, school service, suspension, or expulsion as in accordance with the Parent-Student Handbook.

The following list are examples, but not limited to, behaviors that would require a PARENT NOTIFICATION:

1. Insubordination/disrespect towards anyone in the school community
2. Disruptive classroom behavior
3. Disruptive behavior during non-classroom time (period changes, hallways, lunch, recess, dismissal, assemblies, mass, etc.)
4. Failure to observe classroom rules/expectations
5. Improper use of electronic devices
6. Failure to maintain the school environment (littering, gum chewing/eating candy, cafeteria clean-up, minor vandalism, etc.)
7. Tardiness
8. Uniform infractions

The following list are examples, but not limited to, behaviors that would require a DISCIPLINARY ACTION NOTICE:

1. Repeated PARENT NOTIFICATIONS
2. Physical altercations
3. Vandalism
4. Theft
5. Cheating/plagiarism
6. Bullying/threatening/violent behavior towards anyone in the building
7. Use of profanity, abusive language, and/or offensive or prejudice language
8. Possession and/or use of tobacco/vaping products
9. Sexual harassment
10. Possession of drugs or alcohol
11. Inappropriate acts/gestures
12. Threats of violence
13. Social media posts that are deemed to violate our school code of conduct.

The school administration will attempt to be both fair and just and to act in accordance with the policies and procedures stated in this contract when handling individual issues. However, the administration

reserves the right to make decisions that are considered to be in the best interests of the entire school community.

Bullying and Cyber-Bullying

Pope John XXIII Middle School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. For the purpose of this policy, the following definitions shall apply:

Aggressor: a student who engages in bullying or retaliation

Bullying: the repeated use by one or more students of written, oral, or electronic expressions, physical acts or gestures, or any combination thereof, with the intent to cause harm through ridicule, harassment, humiliation, or intimidation directed at a Target, which a reasonable person should know would have the effect of:

- causing physical or emotional harm to the Target or damage to the Target's property
- placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property
- causing the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education
- materially and substantially disrupting the educational process or the orderly operation of a school

An isolated incident, however, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action but is not Bullying.

Cyber-bullying: Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Retaliation: any form of intimidation, reprisal, or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying

School Grounds: property on which the school building or facility is located or property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction, or training

Staff: all employees of the school or parish and other individuals who receive stipends from the school or parish

Student Handbook: the student handbook established by the school

Target: a student against whom Bullying or Retaliation has been perpetrated

Prohibition against Bullying and Retaliation

Bullying is prohibited:

- on school grounds
- on property immediately adjacent to school grounds
- at any school-sponsored or school-related activity, function, or program whether on or off school grounds
- at a school bus stop
- on a school bus or any other vehicle owned, leased, or used by the school
- through the use of technology or an electronic device owned, leased, or used by a school.

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education;
- materially and substantially disrupts the educational process or the orderly operation of a school.

Nothing contained in this Student Handbook shall require a school to monitor any non-school related activity, function, or program.

Reporting

Any faculty/staff member, student, or parent who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the Principal or to his/her designee.

Retaliation

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

Consequences

The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions consistent with the requirements of this student handbook.

Student Consequences

- Loss of a privilege
- Completion of letter of acknowledgement of action, with apology to the Target
- Detention
- Reparation to Target in the form of payment for, or repair of damage to possessions
- Reassignment of seats in class, cafeteria, or bus or removal from the bus or extended care
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion

Remedial Actions

- Parent/student
- Counseling with licensed counselor or psychologist at the parents' expense
- Education about the effects of Bullying
- Behavioral agreement
- Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal

Prevention of Bullying

Programs for Bullying prevention and awareness will be implemented by the school administrative team as necessary. Outside counseling or referral services are available upon request.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. After school detention is held within two days of the violation 2:30 p.m. – 3:30 p.m. and is supervised by a designated teacher or administrator. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc. Detentions will be given to an administrator, so he or she can sign the detention. Detentions are non-negotiable and must be served. Failure to serve a detention may result in suspension or expulsion. Students who are not picked up from detention in a timely fashion will be sent to Aftercare and a charge will be incurred.

Suspension

The suspension of a student from a Catholic school is a serious matter and should be invoked only as a last resort. Suspension is the temporary exclusion by the Principal of a student from the regular school program and/or activities connected with that program. Suspension may take one of two forms:

- Removal from the school community for a specified period of time.
- In-school suspension where a child is removed from his/her class for a specified period of time. During in-school suspension, students will be supervised at all times and engaged in appropriate work assignments.

When it becomes evident that suspension is necessary, the administration will arrange a conference with the parents, student, and whomever is involved. The number of days of the suspension will be the decision of the administration, dependent upon the nature of the incident in question. Students who

receive three or more suspensions during a given school year are liable for expulsion. The amount of days served in a suspension will be made up at the end of the school year when all students have gone for the year.

***The administration has the right to determine cause for detention, suspension, or expulsion.
All possible expulsions will be determined after consultation with the Academy President.***

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Pope John XXIII Middle School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

***The administration has the right to determine cause for detention, suspension, or expulsion.
All possible expulsions will be determined after consultation with the Academy President.***

Gum/Candy

Students should not chew gum or eat candy at any time that they are on the school grounds. This includes before school, during school, and after school. Disciplinary action will occur for students' chewing gum or eating candy during the course of the school day or during entry or dismissal.

Bus Conduct

Bus conduct affects the safety of all:

- Students are to remain in seats with safety belts fastened
- No fighting
- No eating
- No disrespect or vulgarity
- No yelling or hanging out open windows
- All rules of the bus driver must be followed

Any student acting in an inappropriate manner will be reported in writing by the driver to the administration, who will be responsible for the discipline of that student.

The following procedure shall be used in those instances where disciplinary action is required:

- Student's first offense: Bus driver will give a warning to the student.
- Second offense: The bus driver will complete an incident report stating the problem. Anyone listed on the bus incident report is automatically suspended from the bus for three days or longer according to the discretion of the administration.
- Third offense/continued offense: Additional bus suspension from 5 days to permanently.

Serious infractions may result in the immediate suspension of riding privileges or detentions at the discretion of the Administration.

Students are to ride on assigned buses only, as directed by district transportation regulations. This means that no student is permitted to board another student's bus. No student may go home with a friend or in another parent's car, unless a note has been received that morning and approved by the administration.

Lunch Conduct

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. Lunch lines will be formed by grade or by table. Students are strictly prohibited from running in the lunchroom. All students are responsible for cleaning up their lunch from the tables and floor.

Recess Rules

Safety and respect are most important during recess. No fighting, rough play, or dangerous games are permitted during recess. All students must keep to assigned areas and if recess is outside, he/she may not re-enter the school building until recess is over. While at recess, the following rules should be followed:

- No physical contact with other students
- No running in between cars
- No hard balls– nerf type only
- No throwing balls against the buildings
- No hiding in between buildings
- No playing or sitting on or under stairs/bleachers
- No throwing rocks or pebbles
- Stay out of snow, ice, and puddles
- When the bell rings line up quickly and silently

Any student that has a physical or verbal altercation with another student is subject to suspension by the administration.

After Care Student Conduct

While in the After-Care program, all school rules apply. The school reserves the right not to allow a child to continue the program due to disruptive or unacceptable behavior. All parents planning on participating must fill out a new family information sheet for the 2023-2024 After Care Program.

School Activities Conduct

All students participating in after school activities/athletics must follow all of the school's rules and regulations. This includes all athletes.

Blogs and Social Media

Engagement in online media such as, but not limited to Twitter®, Instagram®, Snapchat, and Facebook®, YouTube, etc. may result in disciplinary actions if the content of the student or parent's page/account includes defamatory comments regarding the school, the faculty, other students, or the Academy.

Catholic Schools of the Paterson Diocese Policy on Posting of Information on the Internet:

The Internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff, and our students on the Internet. No student or teacher is permitted to use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Paterson.

Additionally, students who are found making social media posts with weapons, look alike weapons, alcohol (or other illegal substances) will be disciplined in an appropriate fashion by the school administration.

Discipline for inappropriate use of social media includes, but is not limited to, detention, suspension, or expulsion.

Cell Phones

Students are permitted to bring cell phones to school; however, they must be turned off and left in the student's locker. Should a student use a cell phone in school, it will be taken away and the parent will need to pick it up at school. Students needing to call home need to get permission from their teacher and may go to the front office to make the call.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

Virtual Reality Sites

Virtual Reality Sites such as, but not limited to, www.there.com[®] and www.secondlife.com[®], etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light will face detention, suspension, or expulsion.

Harassment

Harassment of any type is not tolerated. The Principal will investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function will face suspension and/or expulsion.

Off-Campus Conduct

The administration of Pope John XXIII Middle School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber-bullying.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks provided by the school to the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

Pope John XXIII Middle School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal will investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Search and Seizure

Pope John XXIII Middle School reserves the right to search desks, lockers, students, electronic devices, and other personal belongings in order to ensure the safety and health of the students and staff.

COMPUTERS/TECHNOLOGY

CATHOLIC SCHOOLS OF THE PATERSON DIOCESE Acceptable Internet and Computer Use Policy for Schools

Young people, as has often been said, are the future of society and the Church. Good use of the Internet can help prepare them for their responsibilities in both. But this will not happen automatically. The Internet is not merely a medium of entertainment and consumer gratification. It is a tool for accomplishing useful work, and the young must learn to see it and use it as such. In cyberspace, at least as much as anywhere else, they may be called on to go against the tide, practice counter-culturalism, even suffer persecution for the sake of what is true and good.

Vatican Pontifical Council for Social Communications THE CHURCH AND INTERNET

Pope John XXIII Middle School encourages student use of computers and the Internet in a responsible and ethical manner. These pages tell you how you should use the computers and other electronic tools of the school responsibly. By learning to use computers responsibly as students, you will grow into adults who use computers effectively and appropriately.

Even though we use the words “computer” and “computer system” in these pages, what we say applies to all school owned electronic devices (such as but not limited to TV's, VCR's and DVD players, telephones, and tablets) that are at the school, along with any information and software programs. Additionally, any device you bring from home that uses the school's Internet connection is also covered by this policy while you are connected to the school's Internet.

Also, while we use the words “teacher” and “teachers” in these pages, what we say applies to any adult who works in the school-supervising students. It does not just mean your classroom teacher or computer teacher.

The Internet system here at school is for school activities only. While there are things that you might be allowed to do using the Internet and computers at home, you might not be allowed to do some of these things here at school. This is because what you do using the computers here at school has to go along with what you are learning in your classroom - the computers and Internet are here to help you learn.

Pope John XXIII Middle School can tell you what you are allowed to do, and what you are not allowed to do using the computers at school or school computers at home. We have created these guidelines to help teach you how to access computers and the Internet in a responsible and safe manner, and to be sure that you use computers and the Internet the right way while you are in school. We want you to use the computers and the Internet in a way that is Christian and doesn't break any laws.

Later on, we will ask you to sign your name to show that you understand these guidelines, and that you are promising to follow them. We will also ask your parents to sign so that we know that they agree with these guidelines, and have talked to you about these policies. Your parents also have to give you their

permission to use the Internet while you are in school. As a user of computers and the Internet, there are certain responsibilities that you have that will help protect your rights, and the rights of others.

Computing Resource Access is a Privilege.

- Computing resources that are the property of, or are licensed to (Name of School) are provided to you as a limited privilege. This includes both hardware and software. Your use of computer resources is not a right. The school reserves the right to extend, limit, restrict or remove computer resource privileges. If you fail to respect this policy you may be subject to loss of access and use of computing resources or disciplinary action by the school.
- In order for the school to extend this access privilege to you, you must read this document, sign and date it and return it to school for it to be kept on file. You will be asked to read and sign this document for each year you are enrolled at (Name of School). Access WILL NOT be allowed unless the school has a signed copy of this document on file.

You have a right to your own personal information.

- You have a responsibility to keep your personal information private by not telling other people on the Internet where you live, how they can find you, or other personal information about yourself. People are not always honest on the Internet, so by keeping your personal information private, it will help to keep you safe from strangers.

Your classmates have the right to keep their personal information protected from strangers.

- You have a responsibility to keep all other students' personal information private by not telling other people on the Internet where other students live, how they can find them, or other personal information about the students. It is just as important to keep your friends safe as it is to keep yourself safe.

You have a right for your picture to be private. Your picture, pictures of classmates, and pictures of other people at the school should be kept private.

- You have a responsibility to keep your picture, pictures of classmates, and pictures of other people at the school private by not sending or posting the pictures on the Internet. Once an image is posted, you lose control of the picture and anyone can download and share it.

You have a right to be free from danger when going online.

- You have a responsibility to tell a parent or teacher if someone online asks to meet you in person or talk to you on the phone. Since people can be dishonest online, if someone asks to meet you or speak to you, they might be looking to harm you.
- You have a responsibility to tell a parent or teacher if another student tries to meet someone in person that they met online. By telling a parent or teacher, you are helping to protect the safety of the other student.
- You have a responsibility to tell a parent or teacher if an adult online tells you something that makes you feel uncomfortable or asks you to keep something secret or private. An adult doing these things could be dangerous- telling your teacher or a parent will help to keep you safe.

You have a right to keep your personal identity private.

- You have a responsibility to respect the privacy of other students by not telling or writing about what someone else told you without permission of the person who sent you the message. Just as you would not want your personal privacy exposed on the Internet, you should respect others by showing them the same courtesy.

You have a right to protect your files and keep them free from harm.

- You have a responsibility to keep your passwords, and anyone else's password that you may know, private by not sharing them with anyone else. Keeping your password safe will help to protect your files from being accessed by other people.
- You have a responsibility to respectfully share the computers with other students, and not access the school or another student's files without their permission. Just as you would not want anyone to harm your files, you must respect your teacher's and student's files by not accessing them without permission.
- You have a responsibility to respect the computers at school, and not do anything on purpose that would make them stop working or damage any information that is kept on them. If you intentionally damage a computer, you could potentially damage your classmates' files.
- You have the responsibility to not change any computer or software settings without permission. Remember, these are not your personal computers, so you cannot change settings just because you do not like them.
- You have a responsibility to help with keeping the computers safe from damage. You should not download or copy anything from another computer or the Internet without your teacher's permission. Sometimes files contain hidden programs that can damage a computer, which is why you need to ask permission from your teacher before you copy or download anything.
- You have a responsibility to tell your teacher if something on your school computer doesn't seem to be working right. The sooner the school knows about something wrong, the easier it is to fix.

You have a right to be in a setting free from offensive language.

- You have a responsibility to use the computers and school Internet in a way that represents you as a student in a Catholic school. What you say online is a reflection on both yourself and the school.
- You have a responsibility to use good language, and not use words someone else might think are mean or dirty, or language that shows disrespect or that would make someone else afraid or uncomfortable. Calling someone names, or using inappropriate language online is the same as doing it in the classroom. If your teacher would be upset with you saying something in the classroom, it is not something you should say online either.
- You have a responsibility to act maturely online. This includes not sending or posting information that puts someone else in danger, attacks or insults someone else, annoys or pesters someone, or acting in a way that could be considered bullying. If someone asks you to stop doing something online that makes them annoyed or upset, you have the responsibility to stop. It is just as bad to pick on someone online as it is in the classroom.
- You have a responsibility to use communication tools appropriately (including email, chats, instant messaging, social media/networking, and other discussion and communication tools) by

not sending annoying or unnecessary messages to people. You should only use these tools in school when it is part of your assignments.

Policy on Video and Audio Recording

- Students are prohibited from using video or audio recording devices to record direct instruction, class discussions, conversations, or interactions between and among faculty or between faculty and students, unless prior written approval to record is obtained from the faculty member or, if appropriate, the Catholic Schools Office. Students permitted to record direct instruction or class discussions acknowledge that the recording is for the individual use and solely to assist in studying for the class. The recordings may not be shared, released, publicly or electronically posted or distributed. Students who violate this policy will be subject to consequences including suspension of privileges, suspension from school, and/or other legal recourse

You have a right to keep other people from using your pictures, words, and ideas for class assignments without your permission.

- You have a responsibility to not copy pictures, words, or ideas that you find on the Internet and try to pretend that they are your pictures, words, or ideas. Copying other peoples' words and pretending it is your own is called plagiarism, and is something that is not allowed. When you get to college, some schools will expel you for plagiarism.
- You have a responsibility to respect the rights of people who own things by not copying things that you find on the Internet, like pictures or music, without the permission of the person or company that owns it. If you are not sure, you should ask your teacher. Copying other peoples' pictures and music and using it in your own work is called copyright infringement and is against the law. People have been sued for thousands of dollars for using pictures and songs without permission.

You have a right to be in an environment that is free from offensive and illegal material.

- You have a responsibility to not go to websites or download things that are dirty, against the law, or that talk about hating or hurting other people. These sites are inappropriate for both school and home.
- If your parents tell you about other sites or places that they want you to stay away from when you are online, you have the responsibility to listen to their instructions even when you are at school.
- You have a responsibility to not use any device connected to the school's network to do anything that is against the law or not Christian behavior. Please remember you are using computers and the Internet in a Catholic school. Your online presence is an extension of yourself - your behavior online should reflect your behavior in the classroom.

Other Things You Should Know About What You Should and Shouldn't Do Online

- Remember that your principal and teacher are allowed to look at anything that you have stored on the computers at school, and anything that you make using the Internet or computers while you are in school or school computers while at home. If the police or any other government officials need to look at information on the school computers to investigate a crime or something against the law, the school will help them. If you do anything that is against any of the things

talked about in these pages, you may face consequences from your teacher or principal. They may also stop you from using the computers or Internet while you are in school.

- The school can't promise that the computer, apps, or Internet will always work at the school. You should always make a copy of anything you keep on the computers at school in case it is lost or damaged. You should always check with your teacher about any information you get from the Internet - sometimes it may not be right. If you do anything while you are online at school that costs money, you and your parents are responsible for paying for it. If you do something that breaks the computers, or costs the school money, you and your parents will have to pay for it.
- The school expects that you will follow the directions of your teachers and other school authorities when you use the computers and Internet at school. Anytime that you use the computers or the Internet, you must show respect for others. Your actions must also show that you understand that every person is important and that we are all God's children and are brothers and sisters.
- Anything that you do online leaves a "digital footprint". Pictures that you post, words that you type, and things that you say, can all float around the Internet forever. Help to respect and protect your future self by acting responsibly online now.
- The school reserves the right to monitor the content of materials transported over the school's network, or information stored on any computing device connected to its network.

Personal Electronic Devices

Students are responsible for the security of the electronic devices that they bring into the school building and do this at their own risk. The school is not liable for any loss or repairs.

Personal cell phones, iPads, etc. are to be kept in student lockers at all times. Students found using phones or personal devices during school hours (including dismissal) will have those devices confiscated.

School Electronic Devices

Students who utilize electronic devices owned by Pope John XXIII Middle School are responsible for proper care and protection of the item. Students are liable for costs associated with repair and/or replacement of devices that are damaged while in their possession. Students will also be responsible for costs incurred to replace school owned devices that are lost while in their possession.

SECURITY

Emergency Drills

State Law requires that fire drills be held monthly. Fire exits are posted throughout the school. The fire alarm system, fire extinguishers, and the building is inspected annually. During the fire drills, students and teachers should follow these regulations:

- Rise in silence when the alarm sounds;
- Close windows and doors;
- Walk to the assigned place briskly, in single file at all times, and in silence;
- Stand in a row as designated by their teacher or school administrator
- Return to the building when a signal is given.

Safety drills are also held monthly. These include practicing procedures in the event that there would be an active shooter in the building, need to exit and relocate, a lock down, or a bomb scare. The State's Department of Homeland Security prescribes these drills and the recommended protocol.

Articles Prohibited in School

Any student found to have explosives in any form or any item which could be considered a weapon under New Jersey statutes in his/her possession, or who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm in the school building, on the school grounds, on school buses, or at school activities, shall be immediately removed from the school's regular education program and shall be subject to expulsion by the Diocesan Superintendent.

Under New Jersey Statutes and for the purposes of this policy, any item that looks like a weapon is considered to be a weapon. The school is also required to notify the local police in these situations. Laser pointers, unless used in a classroom under the supervision of a teacher, are strictly forbidden. Failure to comply shall result in a suspension. Furthermore, student depiction of violence in any form will not be tolerated and may result in mandatory counseling, suspension, and/or expulsion by the Diocesan Superintendent depending on the severity of the matter.

Failure to report any knowledge of weapons or explosives on school grounds will result in disciplinary action as deemed necessary by the school administration and Diocesan Superintendent.

Visitors & Volunteers:

We welcome visitors and volunteers to the school. However, no one is allowed to visit the classrooms during school hours or hold impromptu meetings with classroom teachers. This is an interruption to the teacher and to the educational process. No adult should be on the school grounds without signing in at the school office and receiving a visitor badge. The Principal, teachers, and staff will stop persons on school grounds without a pass and escort them back to the main office. Visitors and/or volunteers are to sign out at the time of departure.

Presentation of a valid driver's license is required to receive entry to the building and have a visitor's pass printed.

Anyone wishing to volunteer at the school must have completed the VIRTUS “Protecting God’s Children” training and be cleared by the office and, if necessary, submit to the appropriate background check as mandated by the Diocese.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to assist with school related activities, or other school functions.

Crisis Plan

Pope John XXIII Middle School has implemented a “crisis plan” which outlines all school emergency procedures. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to a secure designated location.

STUDENTS WITH SPECIAL NEEDS

Student Intervention Team (SIT)

The Student Intervention Team (SIT) is an informal, school-based committee providing assistance to students experiencing difficulties in the daily classroom setting. These difficulties may be academic, social/emotional, or behavioral in nature. Typically, the SIT committee is composed of the Principal, the Guidance Counselor, the school-based SIT Coordinator, the referring classroom teacher, and the parents. The SIT committee works collaboratively to identify the student's learning needs and to develop individualized interventions. The SIT is a standing component of the school's continuum of services designed to improve student performances in the general education setting, and as such, works under the guidance and authority of the school Principal who has final jurisdiction over all SIT procedures.

Individualized Service Plans (193)

Provided to students "Eligible for Special Education and Related Services" at Pope John XXIII Middle School are:

- Supplemental instruction for grade 5-7 students for one or two 30-minute sessions per week when specified in the Individualized Service Plan (ISP)
- Related Services- such as Speech therapy and Occupational therapy when specified in the Individualized Service Plan and as deemed appropriate by Administration
- English as a second language (ESL) when specified in the Individualized Service Plan
- Testing Accommodations such as oral and/or modified testing, extra time for testing, small group testing, when specified in the Individualized Service Plan

Instructional Resources include:

- Multisensory teaching
- Differentiated Instruction
- Blended Learning
- Learning Centers
- Positive Behavioral Interventions
- Strategy instruction (i.e. organizational strategies, homework strategies, class preparation strategies, socialization strategies, problems solving strategies)

All students attending Pope John XXIII Middle School must adhere to the current disciplinary, academic, and attendance policies.

The Sussex County Educational Service Commission (SCESC) provides Special Education Programs and related services.

Student Accommodation Plans

The school administrative team will provide a Student Accommodation Plan for students who require special accommodations due to medical, social, and/or emotional reasons. A medical note or diagnosis, from a certified doctor and/or counselor, is **required** in order for an accommodation plan to be created and implemented.

Basic Skills (192)

Basic Skills instruction will be provided by The Sussex County Educational Service Commission (SCESC) for students who qualify. Determination of need will be based on individual student Standardized Test Scores from the previous school year.

Counseling

Pope John XXIII Middle School does not employ a certified school counselor to serve the needs of students and parents through class and individual consultation. Students who have been identified in need of counseling services on a regular basis will be referred out. The administration has the right to require counseling services for students as needed.

Child Abuse Laws

Pope John XXIII Middle School abides by the Child Abuse laws of the State of New Jersey. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

STUDENT ACTIVITIES

Liturgical Celebrations

All students, regardless of religious affiliation, are required to attend all liturgical and Para-liturgical celebrations. Proper respect and decorum are mandatory to foster Christian values. The student body attends Mass as a school community on a regular basis. Each grade alternates in preparing these liturgies, which are a celebration of faith and community.

Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. It is the prerogative of the grade level teachers to determine the choice of the field trip. Field trips must have the approval of the principal.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company ensures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
- Parents who chaperone a field trip may not bring preschool or school age siblings on the trip.
- All chaperones must be 25 years of age or older.
- All chaperones must be VIRTUS trained in the “Protecting God’s Children” Program.

Clubs/School Activities

Pope John XXIII Middle School offers a variety of after school activities and clubs. These clubs generally meet once per week. Participation in afterschool clubs requires parent permission and may also require a fee. Failure to submit the appropriate paperwork or fee will result in denial of participation.

Students that are not picked up from after school activities promptly will be sent to After Care. Associated fees will be incurred.

Birthday Observances

Students celebrating a birthday will be acknowledged during morning announcements. Due to severe food allergies that exist with many students, bringing in birthday treats is not permitted. We require that all parents cooperate with this endeavor as we are trying to avoid potential/accidental exposures to deadly food allergies.

Students are not permitted to receive deliveries of balloons, flowers, etc. at school.

Parties

Class parties may be held in school only when scheduled by the administration. Due to severe food allergies that exist in many students, pizza and a drink will be the only items permitted for these parties. We require that all parents cooperate with this endeavor as we are trying to avoid potential/accidental exposures to deadly food allergies.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to every student in the entire grade.

Students are not permitted to receive flowers, balloons, or other gifts during the school day.

Lockers

Each student is assigned a locker in which to store clothing and books. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Please read the following guidelines carefully as you accept your locker from Pope John XXIII Middle School.

- Lockers are Pope John XXIII Middle School property on loan to students.
- The use of locks on student lockers is not permitted; student lockers may not be locked at any time.
- Students should keep only items necessary for school in their lockers (i.e. gym uniforms, outerwear, books, notebooks, and school supplies).
- Valuables must not be left in the lockers.
- Students may use only the locker that the school has issued to them.

- There may be no decorations on the outside of the lockers. If a student chooses to hang something inside the locker door, no adhesive may be used- only magnetic items.
- Students may not use lockers during class time, only designated times as decided by teachers and administration.
- At the end of the day, lockers must be kept free from food and trash.
- Pope John XXIII Middle School is not responsible for theft, damage, or vandalism of property, including but not limited to, personal property and textbooks.
- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
- If there are any problems with lockers, students need to inform their teacher or someone in the administrative offices. The staff will address the problem as soon as possible.

Students are encouraged to use plastic or metal locker shelves to organize their lockers. Hanging locker organizers interfere with the proper closing of lockers and should not be used.

Lost and Found

Students are personally responsible for their own property and articles of clothing. To prevent loss, sweaters, jackets, and gym clothing must be labeled with the name of the student.

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the “Lost and Found”. Items placed in the “Lost and Found” remain there for one month. After one month, items are donated to charity.

Students who lose a textbook, workbook, or novel must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch

Students may bring their lunches from home or participate in the school’s lunch program. Students choosing to bring their lunch should not bring glass bottles, soft drinks, or candy. Parents should not bring lunches or drinks from carryout restaurants.

Pope John XXIII Middle School is a nut-free school and as such, students are not permitted to bring peanut butter sandwiches and any other items that contain nuts.

Telephone

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, Chromebooks, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

PARENT INVOLVEMENT AND GENERAL INFORMATION

Parent's Role in Education

We, at Pope John XXIII Middle School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Pope John XXIII Middle School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Pope John XXIII Middle School, we trust you will be loyal to this commitment. During these middle school years your child needs support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security. It is essential that children take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Communication Between Home and School

In order to ensure that all communication from school reaches home in a timely manner, Pope John Middle XXIII School uses several forms of communication. In the event of an emergency or need to provide critical information quickly, the PowerSchool/Alert Solutions system is used. Pope John XXIII Middle School website provides up-to-date information about school events, communications, and procedures on the opening page. In addition, teachers maintain their Google Classroom pages accessible through student Chromebooks. These include homework and class-related announcements.

Student grades are available for parents of middle school students on PowerSchool. Each family receives a password for their child's account. Teachers are available before or after school for pre-arranged conferences with parents.

Other forms of communication are made through our yearly and monthly calendar, Principal's letters, and Constant Contact emails.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Pope John XXIII Middle School. We will celebrate the Eucharist during our monthly school Mass, as well as, Holy Days of Obligation. The Sacrament of Reconciliation will be offered at various times (mostly during Advent and Lent) through the school year.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full number of repairs and labor or replacement. Textbooks provided by the school to the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports or transcripts are presented.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated Virtus requirements which includes a background check and completion of Protecting God's Children Workshop.

All volunteers are expected to dress appropriately. Clothing should be modest and neat and be in alignment with Catholic values.

Parent-Teacher/Parent-Principal Conferences

Parents who would like to meet with a teacher or the Administration must make an appointment first. Do not come to the school unannounced and expect to have a conference. Please call the school first and discuss an appropriate time when both parties are available.

RIGHT TO AMEND

Pope John XXIII Middle School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email and will be posted on the Pope John Middle School's website.

SPIRIT OF LAW

The school administration will attempt to be both fair and just, and to act in accordance with the policies and procedures stated in this handbook when handling individual issues. However, the administration reserves the right to make decisions that are considered to be in the best interests of the entire school community. This pertains not only to student concerns, but to parent behavior as well.

APPENDIX

Appendix A

Chromebook and G Suite for Education Acceptable Use Contract 2023-2024

At the start of the 2023-2024 school year, Pope John XXIII Middle School students will be issued a Chromebook, charger, and storage case. Parents and students must be current with the business office and have signed and returned all school documentation including the Chromebook Acceptable Use Agreement before a Chromebook is distributed.

Students will be issued a Chromebook for use in the classroom and at home for school-related activities. No personal markings or stickers may be placed on the school-issued Chromebook and accessories. The Chromebook, charging unit, and storage case are the property of Pope John Middle School and should be treated as such. At the end of each school year students will return their Chromebook and accessories to the technology department for configuration updates and inspection. However, the school reserves the right to inspect the Chromebook and accessories at any time for damages and/or violations of school policies.

- Students are responsible for the general care of the Chromebook they have been issued and should return the Chromebook and accessories in good condition. Chromebooks that are broken or fail to work properly will be taken to the Technology Office for an evaluation of the equipment. In the case of intentional damage and/or neglect, the student will pay for repairs not to exceed the full replacement value. Students will also be charged a replacement cost for lost items (Chromebook and accessories).
- Students are required to store their Chromebook in their school issued storage case at all times, including while in use. Failure to do so will result in disciplinary action.
- Students who withdraw enrollment or are suspended or expelled from Pope John for any reason must return the Chromebook and accessories on the date of termination. If a student fails to return the Chromebook and accessories, the student will be billed for the replacement cost of the missing item(s).

Chromebook Use

I understand that my student must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy. I agree and will advise my student to bring his/her Chromebook to all classes as directed by his/her teachers and secure the Chromebook in his/her locker when not in use. I further agree the Chromebook may not be used in the cafeteria during the student's lunch period. I agree to be responsible for proper care of the Chromebook and will assume any financial responsibility in replacing a damaged or lost Chromebook. I agree that any inappropriate use of the Chromebook, as deemed by school administration, will result in school discipline that may include the loss of Chromebook use, detention, and/or school suspension in accordance with the Student Handbook.

I understand and agree that only the assigned student may use the Chromebook. Siblings and friends should not have use of the Chromebook.

Acceptable Use:

- Chromebooks are to be used for educational purposes only.
- Limited personal use is permitted within guidelines set by the school.
- Use should not violate legal, school, or ethical guidelines.
- Students and parents are responsible for general care of their school-issued Chromebook including charging.
- Setting changes that do not alter the ability of the Pope John staff to manage the Chromebook.

Unacceptable Use:

- Visiting inappropriate websites
- Sending inappropriate emails
- Viewing or possessing inappropriate photos and/or media files
- Cheating
- Violating software-licensing agreements
- Plagiarism, piracy, and copyright infringement
- Cyber-bullying including, but not limited, to the following:
 - Sending or posting images or sensitive and private information
 - Threatening, excluding, harassing, or intimidating others
 - Pretending to be someone else
 - Sending cruel, inappropriate, suggestive, or illegal messages
- Use of chat rooms and social networking sites outside of the private and monitored environment provided by the school.
- Use that encourages illegal behavior or threatens school safety.
- Use with any means to disable or bypass Pope John's Internet filtering system or other security systems.
- Altering the Chromebook's operating system or Pope John settings
- Purposely un-enrolling the Chromebook from Pope John's Mobile Device Management System
- Encrypting communications or files to avoid security review
- Forgery of electronic mail messages or transmission of unsolicited junk email
- Engaging in non-educational apps (i.e. Twitter, gaming, etc.) or other activities not authorized by the teacher during class time
- The use of Google Hangouts

The above list is not exhaustive. Users must use good, ethical judgment based on Catholic values.

Possible Consequences for Inappropriate Use:

- Forfeiture of personal use and content of the Chromebook
- Forfeiture of privilege to take Chromebook home
- Forfeiture of privilege to use Chromebook at school
- Other corrective measures by teacher or administrator
- Disciplinary action including detention, suspension, or expulsion
- In the event of forfeiture of the Chromebook no partial or full reimbursement will be made of the Chromebook rental fee.

Standards for Personal Chromebook Care

Student Responsibilities:

- Bring the Chromebook to school every day fully charged.
- Keep the Chromebook with you or within your sight at all times in a safe area.
- Store the Chromebook in your locker when not using it for class and during your lunch period.
- Do not let anyone use the Chromebook other than your parents or guardians.
- Adhere to the Pope John Middle School Acceptable Use Policy (AUP) at all times. Note: The Acceptable Use Policy is available in the school handbook.
- Report any problems, damage, or theft immediately to the Pope John Technology department.
- Store the Chromebook in the storage case at all times.

General Care:

- Do not do anything to the Chromebook that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the Chromebook.
- Keep the equipment clean. For example, do not eat or drink while using the Chromebook.

Screen Care:

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Personal Health & Safety:

- Avoid extended use of the Chromebook while resting directly on your lap. The bottom of the Chromebook can generate significant heat.
- Take frequent breaks when using the Chromebook for long periods of time. Look away from the screen approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your Chromebook or password codes with anyone outside of the Pope John administration.
- Keep the Chromebook in a secure location when it is not at school.

Chromebook Management

Security:

I understand and acknowledge that Pope John XXIII Middle School has done everything it can within the limits of technology and current understanding to secure Pope John XXIII Middle School Chromebooks. In doing so, Pope John XXIII Middle School has restricted access on the Chromebook. On campus, all Internet traffic is secure and monitored by Pope John XXIII Middle School Internet enterprise filter. Off campus Pope John XXIII Middle School Chromebooks are not monitored or secured when using personal or public Wi-Fi Internet access. Due to rapid changes in technology and App development, I understand and acknowledge that no safeguards are completely secure and will not hold Pope John XXIII Middle School responsible if any safeguards fail or are circumvented. I also understand that I should monitor my student's Internet and Chromebook usage. I will report any breach of security to the Pope John Technology Department.

I also understand that my child has been issued a school-owned Chromebook to ensure that content and access to materials can be controlled and restricted by the school. For this reason, privately-owned Chromebooks are not permitted for student use at Pope John XXIII Middle School.

Pope John's Online Learning Management System & Social Network:

I agree to and will uphold the Digital Citizenship Pledge:

1. I will not share personal information online, such as home address, telephone number, or age about others or myself.
2. I will try to use correct grammar and spelling refraining from improper language such as acronyms or abbreviations.
3. I will not have conversations or create posts that would be inappropriate in the classroom.
4. I will not threaten, insult, gossip, tease, or be mean to others.
5. I will respect the feelings and ideas of others.
6. I will not add pictures or videos that would not be appropriate to share in the classroom.
7. I will flag any inappropriate content I find.
8. I will not share my login information with anyone or allow anyone else to use my personal account because I will be held responsible for anything that they do under my account.
9. I will not spam others.
10. I understand that using ALL CAPITALS is considered yelling and may offend others.
11. I will check with my teacher or administration whenever I have questions about any of the rules.

Monitoring/Information Retention:

I understand that all activity on Pope John XXIII Middle School's Chromebooks and network may be monitored and retained.

Hardware:

I understand that the Chromebook and accessories are to be returned to Pope John XXIII Middle School with no more than usual wear associated with a year's usage, such as minor scuffs. Markings (i.e. stickers, drawings, writing, etc.) on the issued device are not permitted.

License to Use:

I acknowledge that I am responsible for advising my student in the proper usage and operating of the Chromebook and am also responsible for its basic care. All troubleshooting will be performed by Pope John XXIII Middle School's Technology Department. I shall also advise my student that he/she is responsible for understanding and adhering to all applicable copyright and software license agreements that limit the downloading of media and software.

Possession:

Pope John XXIII Middle School reserves the right to take temporary possession of any Chromebook used at school, at any time for any purpose including, but not limited to, configuration changes, policy enforcement review, and/or reasonable cause. Chromebooks will be returned following a review of activity by the Pope John Technology staff and/or administration. During a transfer of possession, student enabled passwords or restrictions must be disabled. Appropriate action will follow such a review.

Damage/Loss of Equipment

I understand and will advise my student to report any damage or loss to the Pope John Technology department. I understand and agree that if the Chromebook or accessories are lost or damaged by neglect or abuse, it is my financial responsibility to pay for a comparable replacement at current market price. I also understand that charges for repair or loss will be added to my FACTS Tuition account for payment.

Forgotten Chromebook:

If a student forgets to bring his/her Chromebook to school, the student should alert administration prior to the start of the school day and check out a loaner Chromebook from the Technology Department. The loaner Chromebook must be returned to the Pope John Technology Department at the end of the school day. Consistent repetition of forgetting the Chromebook will result in a Loaner Fee of \$5 per day, or other consequences the school deems appropriate. If a loaner Chromebook is not available, you cannot hold Pope John XXIII Middle School responsible for missed schoolwork.

Lost Devices:

If a student's Chromebook or accessories are lost or believed stolen, the Pope John Technology staff should be alerted within 24 hours.

- Families should notify police if they suspect theft.
- The student will be issued a loaner Chromebook and/or charger for a maximum period of one week.
- If the Chromebook and/or charger is not located after the one-week period, the student will be issued a replacement Chromebook and/or charger. The parents will be responsible for the full replacement cost of \$250 for a Chromebook, \$50 for a charging unit, and \$25 for a storage case.

Malfunctioning or Broken Chromebooks:

If a student's Chromebook is malfunctioning, only basic troubleshooting methods should be applied. If that does not work the Pope John Technology Department will inspect the Chromebook and a loaner will be issued to the student at no charge. In the event that the Chromebook is inoperable, Pope John XXIII Middle School has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced.

Costs:

The \$10 per month fee for the Pope John XXIII Middle School Chromebook program covers the use of the Chromebook and accessories for the time that the student is enrolled in the school.

It is the parent's responsibility to pay for a replacement Chromebook and accessories in the case of loss or damage. Damage costs will be determined by the Pope John Technology Department and will not exceed the full replacement cost of the Chromebook and/or charger.

Return of Chromebooks:

As property of Pope John XXIII Middle School, the Chromebook and accessories must be returned by students/parents/guardians in the same condition in which they received it, after the completion of the student's last exam or upon the student's withdrawal, suspension, expulsion, or termination of enrollment. Minor scuffs are considered reasonable wear and tear, but anything more than that, such as

deep scratches, cracks, or dents are considered damage. Final grades will be withheld pending late returns or failure to pay damage fees.

Appendix B

G Suite for Education Accounts

Students in Pope John XXIII Middle School will be provided with G Suite for Education accounts. Students will receive an official @popejohn.org email address that will grant them access to the G Suite for Education, which provides free Internet-based programs such as Gmail, Google Drive, Meet, and Classroom. The purpose of these accounts is to increase the collaboration among teachers and students, as well as exposing students to skills important for 21st Century learners.

These accounts are intended to enhance students' learning. Teachers will be using G Suite for Education for posting lessons, assignments, resources, and discussions. Since this is an Internet-based service, students will have access to their accounts both in school and at home. This enables students to easily access their classwork at home and vice versa.

The student accounts are to be used for educational purposes only. As such, the following measures will be enacted:

- Student email accounts are limited to sending and receiving inside of @popejohn.org. Students will only be able to send and receive emails from other students and teachers in the school.
- Every student email sent and received via their @popejohn.org account will be archived; school and academy personnel will review and monitor these archives for inappropriate student behavior regularly. In the case that a problem is found, action will be taken in accordance with the school's discipline policy.
- Students are to use the accounts in accordance with the schools Acceptable Use Policy. Parents are responsible for monitoring their child's use of G Suite for Education while at home.
- The school reserves the right to suspend any student's account found to be in violation of the school's Acceptable Use Policy. In such cases, the student will be referred to the administration for further action.

Additional notices and compliances:

- **Children's Internet Protection Act (CIPA):** In compliance with CIPA the school provides filtered Internet to students, as well as lessons in digital citizenship as to appropriate online behavior. While in school, student G Suite for Education is accessed via the content filtered Internet.
- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. Google Advertising is turned off for G Suite for Education users. As such, no personal student information is collected for commercial purposes. The school's use of student information is solely for educational purposes.
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents rights to review student records. Parents have the right, at any time, to investigate the contents of their child's email and G Suite for Education files.

FORMS

Form A

**CATHOLIC SCHOOLS OF THE PATERSON DIOCESE
PERMISSION TO PUBLISH STUDENT’S PHOTOGRAPH OR WORK**

Dear Parents/Guardians:

As part of your son’s/daughter’s educational program, he/she will have the opportunity to publish documents in newspapers and school newsletters and/or on the school’s website and/or on the school’s social media accounts such as Facebook, Twitter, etc. Published documents might include a first and/or last name, an individual photo, a story or poem, a graphic, a science or research project, a group photograph from an activity or club. School web publishing will follow the below guidelines:

School Web Publishing Guidelines:

- Web published documents will never include a student’s phone number, street address or box number, or names (other than first names) or information about other family members.
- References to e-mail addresses will be restricted to faculty, staff, and authorized staff members only.
- Documents will never include any information indicating the physical location of a student at a given time other than attendance at school or participation in school activities.
- There will never be links to student or faculty off-site web pages.
- Documents must conform to applicable diocesan and school policies and established school guidelines.
- Documents to be published must be approved by the teacher and the school administration or its designee before publication.
- All original student-produced work that is published will be considered as protected by US copyright in the name of the student and school and will be identified as such.
- All postings on social media must comply with the Catholic Schools Office Social Media Protocol.

We will publish these documents and/or photographs only with parental permission. Please consider the following options, then sign and return this entire page to the school office. The permissions you grant on this form will be effective until specifically changed at your written request. You may at any time request another copy of this form and file an amended permission. Thank you for your cooperation.

Parent/Guardian Student’s Permission:

Student Name: _____

_____ Yes, I grant permission to publish my child’s work and/or photograph.

_____ No, I do not grant permission to publish anything concerning my child’s work or photograph.

THIS FORM MUST BE RETURNED BEFORE A STUDENT’S WORK IS PUBLISHED.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Form B

**PATERSON DIOCESAN SCHOOLS
Internet and Computer Use Agreement for Schools**

STUDENT NAME (please print): _____

I have read, understand, and agree to everything in the Pope John XXIII Middle School Internet and Computer Policy. I understand that I am responsible for whatever I do while I am using the computers and Internet at school or on school devices at home. I know that I am expected to act like a good student in a Catholic school whenever I am using the computers and Internet at Pope John XXIII Middle School or school devices at home.

I understand that I may be punished, and lose the privilege to use the computers and Internet at School or on school devices at home if I break any of the rules in the Internet and Computer Policy of Pope John XXIII Middle School. To show that I understand, I am writing my name here.

STUDENT SIGNATURE: _____

Parental Permissions: I am the parent/guardian of the student named above. I acknowledge that I have read, understand, and agree to all terms as outlined in the Pope John XXIII Middle School Internet and Computer Policy. I have reviewed this policy with my child and have helped him/her to understand it. I also understand that this agreement will be binding during the entire career of my child at Pope John XXIII Middle School.

For Internet access:

____ My child has my permission to be an independent Internet user, able to access the Internet at school without direct supervision or direction.

____ My child has my permission to access the Internet at school under the supervision of a teacher or other school official.

PARENT NAME (please print): _____

PARENT SIGNATURE: _____

DATE SIGNED: _____

Form C

**Chromebook and G Suite for Education
Family Agreements and Signatures**

I hereby release Pope John XXIII Middle School and its personnel from any and all claims and damages of any nature arising from my child's use of or inability to use the school technology, including, but not limited to, claims that may arise from the unauthorized use of the Chromebook to purchase product or services.

I understand that it is not possible for Pope John XXIII Middle School to restrict access to all materials, and I will not hold the school responsible for materials accessed on the Chromebook. I also agree to report any inappropriate Chromebook use to school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

To have access to the Chromebook and charging unit, we agree to abide by this entire contract. Both school and parents share the responsibility to educate students concerning ethical use of technology.

I accept responsibility for damages to the Chromebook caused by enrolled students, their parents, siblings, friends, or any other user.

I have read and discussed this Contract and the Acceptable Use Policy with my child and agree to abide by the rules set forth in this document and the Student Handbook.

I give my child permission to use G Suite for Education. By doing so, I agree to enforce acceptable use when my child is off school property.

I give permission for my child and the school to publish student work created in G Suite for Education online, with the understanding that student's last names and confidential personal information will not be published.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Students: Please sign.

I will be cautious when communicating online.

I will not post any private information about others or myself while online.

I will not share my username or password.

I will use school technologies for school-related activities.

I will follow the same guidelines for respectful, responsible, behavior online that I am expected to follow offline.

I will alert my teacher and the Pope John XXIII Middle School's IT person of any problem with my Chromebook or any inappropriate content.

Student Name: _____

Student Signature: _____ Date: _____

Form D



Parent/Student Handbook Compliance Page (2023-2024)

I have read the 2023-2024 Pope John XXIII Middle School Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Parents/Guardians and students must both sign.

SIGNED FORM DUE TO MRS. SANTORE BY SEPTEMBER 1, 2023