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**Saint John Neumann Regional School**  
**Student Handbook**

**Forward**

This handbook has been designed to acquaint you with the necessary rules, regulations, and procedure of the school. We are in partnership with you to ensure that your child (ren) have every opportunity to grow spiritually, academically and emotionally. You can contribute much to the success of the school if you understand what the school is trying to accomplish. The education of our children remains the responsibility of the home and the school. Read this, familiarize yourself with it, and consult it for any assistance you may need. Suggestions for the improvement of the instructional program are appreciated. Since every possible happening cannot be covered in this handbook, the Principal has the right to alter, change, or waive a policy that is deemed necessary for the welfare of the students.

**Introduction**

Saint John Neumann School is a regional school serving the parishes of Assumption in Slatington, Sacred Heart in Palmerton, and St. Nicholas in Berlinsville. The primary school is located in Slatington, and the middle school is located in Palmerton. SJNRS offers an accredited program of kindergarten, primary, and middle school curricula. Teachers are Pennsylvania State certified. St. John Neumann Regional School provides an ideal learning and spiritual development opportunity for your child. St. John Neumann Regional School follows the guidelines of the Diocese of Allentown.

**Purpose**

The distinctive purpose of St. John Neumann Regional School is to create Catholic-centered education enlivened by the gospel spirit of love.

Our educational community includes the school, the parishes, and the homes. This community exists to maintain academic standards and to foster Catholic values in children. Prayer, both formal and personal, and sacramental participation are encouraged.

St. John Neumann Regional School is an educational community where children are taught that action is essential to confirming what one believes. Children learn together about human needs, human differences, and social justice as well as how to respond in their own unique ways through Christian service. Students are made aware of the need to help all of God's children.

St. John Neumann Regional School, a witnessing community of clergy, faculty, staff, parents, legal guardians, volunteers, and students, creates an environment of learning rooted in Christ's gospel message of love, understanding, and individual worth.

## **Admission to St. John Neumann Regional School**

St. John Neumann Regional School encompasses classes from kindergarten to eighth grade. Registration requires:

1. Birth certificate and a baptismal certificate presented for verification.
2. Immunization records. Immunization records required by the state of Pennsylvania include: oral polio vaccine, live measles vaccine, rubella, vaccine and mumps vaccine.
3. Custody papers. In the event that the child is living with only one parent or guardian or where there is a separation of parents, custody papers are to be presented.
4. Special forms. Parents are asked to complete forms requesting transportation and /or textbook services from the state of Pennsylvania.
5. Students entering kindergarten must be five (5) years old by October 15 of the academic year in which they begin kindergarten. Students entering first grade must be six (6) years old by October 15 of the academic year in which they begin first grade. Registration is held during Catholic Schools Week with formal screening being administered at a later date. A non-refundable registration fee is due when applying for admission.
6. For all other grades, students are registered by appointment made with the school. These registrations are done in the school office. An interview will be held. These students are to present the following documents: birth certificate, baptismal certificate, immunization records, a copy of latest report card, name and address of the former school so that official transcripts can be sent for and placement can be made in a given grade. Admission will be determined upon verification of all criteria and full disclosure of discipline and academic history and willingness to follow school policies. If the students are admitted, the school will do testing of these new students. Any new student is admitted on a probation period of 90 school days to allow all parties to ensure a good fit for the student and the school community. A non-refundable registration fee is due when applying for admission.
7. Non-Catholic students are welcome to attend St. John Neumann Regional School. The school does not discriminate on the basis of race, sex, color, religion, or national origin. Since St. John Neumann is a Catholic school, all students will participate in all scheduled student activities and religious programs.
8. Non-parishioners may also attend St. John Neumann Regional School. Reasons for wanting to attend are to be expressed in accord with diocesan regulations. (cont.)
9. Active parish membership is mandatory for parish subsidized tuition rates.
10. It is the expectation of the school that there be open communication between the parent/guardian and the school during the time that a student attends SJNRS. This is necessary to ensure that students see the cooperation between both parties. When this is missing, the school reserves the right to advise parents/guardian to withdraw their child (ren).

## **Transfers**

Records/transcripts for students in (grades 1-7) will be sent to the receiving school after a postage/administration fee of \$6.00 is received in the school office.

## **Non-Discrimination Policies**

In compliance with the Diocesan Board of Education Policy, St. John Neumann Regional School, mindful of its primary mission as an effective instrument of the educational ministry of the Church and the witness to the love of Christ for all people, shall not discriminate on the basis of race, religion, color, or national origin in the administration of educational policies, admission policies, loan programs, and athletic or other school-administered programs. St. John Neumann Regional School shall not discriminate against any student because of sex in an educational program and/or activity.

## **Financial Responsibilities**

When parents/guardians register their child (ren) for SJNRS, they agree to fulfill their financial obligations to the school. The School Board, in collaboration with the pastors and the Principal, sets tuition rates. Tuition alone only covers a portion of the total education of the students. The three parishes subsidize the school in part, and the remainder of the cost is covered by a fund-raising obligation for each family. Finances are very close, and it is imperative that every family adheres to the yearly tuition and fund-raising schedule. This agreement is between the parent/guardian and the school, a matter that should not involve the child (ren).

Tuition can be paid in full by August 1<sup>st</sup> or in ten (10) monthly installments, due on the first of the month beginning with August. Any payment received after the tenth (10<sup>th</sup>) of the month, will necessitate a late fee of ten dollars (\$10.00).

The fund-raising obligation is to be completed before May 31<sup>st</sup> of the current school year. Parents/guardians can use checks, money orders, or cash to pay the tuition and the fundraising. In the event that a check is returned for insufficient funds, the current bank charge is the responsibility of the parent/guardian. After a second check has been returned, the school will accept only money orders or cash.

If the financial responsibilities are not up-to-date at least three days BEFORE the issuing of report cards, your child(ren)'s report(s) will be mailed when it is documented that the matter is settled. For the final report card to be given to the children, all financial matters must be up-to-date BEFORE May 20<sup>th</sup> of the current school year. When transactions are made after that date, the report card and other material will be mailed when it is documented that all financial obligations are complete.

## **Court Orders**

St. John Neumann Regional School voluntarily complies with the provision of the Buckley Amendment: "Non-custodial parents will be given access to unofficial copies of student records and the staff will be available to discuss the student's records unless a court order providing otherwise is filed with the school." Copies of custody papers must be filed in the School Office and someone needs to come into the office and explain the custody arrangements for the safety of the child (ren). Non-custodial parents should request in writing copies of reports cards, etc.

## **School Telephone**

The school telephone is used for emergency calls only. Students may use the telephone with permission.

## **Birthdays / Celebrations**

On their birthdays, students may bring a small surprise for their classmates to enjoy (e.g. pencil, eraser, veggies, etc.). The Birthday Add-A-Book Program offers an opportunity for honoring a child's birthday through the donation of a book of the child's/parent's choice. Invitations are not permitted to be circulated in school with the exception of the entire class, girl or boy parties. Gifts / deliveries from friends/parents may not be distributed in school.

## **School Bus Transportation**

Riding a school bus is considered a privilege. Near the end of the school year, **parents complete forms requesting school bus transportation for the upcoming school year. Each district notifies its students of the bus number, location, and time of pick-up. Any request for changes should be directed to the transportation office of the individual district.** Students must ride only the bus (es) to which they have been assigned. Failure to follow safety rules and regulations will result in disciplinary action and will lead to suspension of bus privileges.

### **Bus Safety Rules and Regulations**

1. Upon entering the bus, remain quiet and courteous and do nothing to distract the driver in any way.
2. Follow all directions given by the driver when boarding and disembarking from the bus. Always be on time at the bus stop.
3. Cross the street cautiously when arriving or leaving the bus stop.
4. Do not stand up while the bus is moving. (cont.)
5. Never put hands, head, or objects out of the bus windows.



### **At the Bus Stop**

1. Be on time, but no earlier than 5 minutes.
2. Respect the rights of property owners in the area.
3. Parents are responsible for the behavior of their students before the bus arrives.
4. Do not leave your child alone if there are no others waiting for the bus.

## **Arrival at School**

- Doors open at the Slatington Campus at 7:40 A.M.
- Walkers and car riders should arrive at 7:50 A.M.
- Shuttle bus leaves for Palmerton at 7:55 A.M.
- Doors open at the Palmerton Campus at 7:30 A.M.
- Shuttle bus leaves for Slatington at 7:40 A.M.
- Walkers and car riders should arrive at 8:00 A.M.

## **Procedures for Bad Weather Conditions**

Severe weather due to ice, snow, or floods may present hazardous transportation conditions that will prevent school from opening on time or cause it to be closed for the given day. Arrangements have been made with local radio stations WAEB (790AM), WLEV (100.7FM), WYNS, and local TV stations WNEP (16), WYOU (22), and WBRE (28) to inform all parents/guardians and students if the school will be late in opening or closed for the day. Please do not call the rectories or the school.

**Please complete a "Student Emergency Plan" for your child (ren).** In the event that school dismisses early due to snow etc. we will refer to this plan for your child (ren).

***\*\*Appendix B: Please complete form and return to SJNRS***

## **Perfect Attendance**

Awards are given by the Diocesan Board of Education to those particular students who have attended school on a daily basis and have been punctual for every day of the school year.

## **Procedures for Absence**

1. Parent/guardians are required to call the school office (Slatington 610.767.2935) or (Palmerton 610.826.2354) between 7:45 A.M. and 8:30 A.M. to report an expected absence and the reason for the student's absence. Some identification is to be given for verification.
2. State requirements and those of the Diocese of Allentown require that, for the student's return to school, the student must provide a written note stating the particular reason for the absence and the specific dates of the absences.
3. This note must be signed by the parent/guardian and will become an official document to be placed into the student's file.
4. State Law and also the Diocese of Allentown mandate that, **if a student has been absent FOR A LENGTHY PERIOD OR BEGINNING WITH three (3) or more consecutive days**, the student must provide a written note from a medical doctor to establish why the student was absent before the student will be admitted to school and class. This note must also be accompanied by an additional note from the parent/guardian confirming the medical doctor's note. These will become official documents to be placed into the student's file.
5. Students who are frequently absent, except for a specific and special health condition, are to make up the necessary work or accept a failure. Three failures will bring about non-promotion at the end of the school year.
6. Students who are absent for more than thirty (30) days a year for whatever reason (except for special health conditions noted above) will not be issued report cards or have achievement marked until work is made up through summer school or make up assignments as approved by the principal outside of regular class assignments.

## **Multiple Absences / Truancy**

Students who are frequently absent will be reported to the local Magistrate / Truancy Officer of the District in which the parents reside.

## **Illness in School**

In case of illness of a student during the school day, the student will be sent to the school office. The parents/guardians will be notified if they are to pick up the student. Parents/guardians are to have filed, with the school office, emergency phone numbers for use when the home cannot be reached.

## **Procedures for Lateness**

Lateness or tardiness means reporting to school or class after the specified time for the beginning of school or after class has been started. Any student who arrives late for school or class must report to the school office to receive a late slip in order to be admitted to class.

1. Incidental lateness may be accompanied by a warning.
2. Habitual lateness or tardiness may be open to EXAMINATION. Where habitual lateness is noted, such attitudes and behaviors will be noted on the Permanent Record.

HABITUAL LATENESS REFLECTS NEGATIVE ATTITUDES AND BEHAVIORS WHICH ARE NOT COMPLIMENTARY TO ONE'S PERMANENT RECORDS AND CAN HAVE AN EFFECT ON FUTURE APPOINTMENTS OR JOB OPPORTUNITIES.

## **Procedures for Leaving School Early**

No student may leave the school early on his or her own. If a student must leave early, the student must remain in school until the particular parent/guardian comes directly to the school office and officially signs the student out. This is both state law and diocesan policy.

If an emergency should arise where there is a need to have the student leave the school early, a formal note from the parent/guardian is to be given by the student to the homeroom teacher who in turn will forward it to the school office.

NO STUDENT WILL BE PERMITTED TO LEAVE THE SCHOOL IN THE CUSTODY OF SOMEONE WHO IS NOT BY LAW THE OFFICIAL CUSTODIAN OF THE CHILD. In cases where there are divorced or separated parents, this must be made known to the school office. The school office must have on record which parent has custody. Guardians are to present official documents of their right to custody. In cases where there are divorced or separated parents, this must be made known to the school office and we must be provided any legal court custody orders.

## **Procedure for Medical Appointments**

Late arrivals and early dismissals because of doctor or dental appointments are discouraged. When this is unavoidable, parents must send a note to the homeroom teacher the day before a late arrival is planned or the morning of the day the early dismissal is required. Morning appointments will necessitate a student being marked late (but excused); early dismissals for appointments will result in a student being marked absent (but excused) for the afternoon session. In the case of an early dismissal, parents are not to go to the classroom. The student will be sent for and will meet the parent in the school office. This procedure causes as little disruption as possible for other students and the classroom teacher.

## **Log In / Out Book**

### **Parent**

The parent/guardian must sign the Sign-Out Log in the principal's office for all students who arrive late to school and for early dismissals, including early dismissal because of illness.

### **Visitors**

All visitors are to report/sign in at the school office upon entering the school.

Parents should not confer with the teacher or visit classrooms between the hours of 7:40 AM and 2:40 PM in Slatington, and between 7:40 AM and 2:55 PM in Palmerton unless the Principal gives permission for such visits.

## **Health**

### **Administering Medications to Students**

No medications are to be given in school by anyone without specific orders from the particular doctor. Where such medications must be administered for the health and safety of the student, the particular medications must be labeled with: the name of the doctor, the name of the student, the name of the medication, the date, time and dosage to be given. Likewise, the medical side effects that might occur are to accompany this medication, especially what must be done in an emergency.

The medications, when brought to school, are to be kept in the school office. The students involved should be informed as to their medication needs before coming to school. They are not permitted to display these medications to other students nor have other students handle these medications. If a student is sick with an infectious illness, the student is to be checked by the family doctor before being sent to school.

***Appendix A: Please complete and return form to SJNRS.***

## **Communicable Diseases**

No student absent from school because of the diseases listed below shall return to school before the specified period and without a medical release from the doctor:

1. Measles: 4 days from onset of the rash.
2. "Whooping Cough" (Pertussis): 4 weeks from onset if not seen by a doctor or 7 days after medication is started by a doctor.
3. Scarlet Fever: 7 days after medication is started by a doctor.
4. Mumps: 9 days after onset of swelling.
5. Rubella/German Measles: 4 days from onset.
6. Chicken Pox: 6 days from the last crop of vesicles.
7. Pink Eye: 24 hours after medication is started.
8. Ring worm (all types): until judged non-infectious by doctor or school nurse.
9. Impetigo: until judged non-infectious by a doctor or the school nurse.
10. Lice: until judged non-contagious by doctor or school nurse or after treatment is given and no nits are present.

## **School Health Services**

Health services are provided by the Northern Lehigh and Palmerton School Districts. Parents/guardians are notified before dental and/or physical exams are given. These exams may be done by the family physician or dentist upon request in writing.

If these services are done by the family physician or dentist an official written note from the doctor or dentist is to indicate that he/she has fulfilled what is required for the mandated examination.

This medically written note is required for the school office to indicate that the mandate has been fulfilled in compliance with the state and diocesan regulations. These records will be kept in the student's file.

### **Medical Services Include:**

- Complete Physicals: Kindergarten and new first graders, sixth graders, and all new students entering St. John Neumann Regional School without proper health records.
- Dental: Kindergarten, 3<sup>rd</sup> and 7<sup>th</sup> grades
- Hearing: Every grade, every year.
- T.B. Tests: First grade.
- Height: Every grade, every year.
- Vision: Every grade, every year.
- Scoliosis Screening: 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> grades.

## **Volunteers**

St. John Neumann Regional School encourages volunteers and includes in its school program the services of volunteers in all areas. Volunteers are most appreciated and must sign in at the Business Office(s). Those interested in serving as lunch parents, class parent, etc. are asked to contact the school office.

In order to maintain a Safe Environment for our students all volunteers at SJNRS must comply with the following Diocese of Allentown requirements:

1. Diocese of Allentown Sexual Abuse Policy reviewed and signed acknowledgement form.
2. Diocese of Allentown Volunteer Code of Conduct Policy must be reviewed and provide a signed acknowledgement form.
3. Criminal Background Check through USIS a signed authorization form is required.

Because volunteers are agents of this school supported by Assumption BVM, Sacred Heart, and St. Nicholas Parishes, they are to participate in the Protecting God's Children Adult Program. This program is mandatory. Please furnish a copy of the completion certificate to SJNRS.

**\*\*As of July 1, 2014 all volunteers must be fingerprinted. A copy of the following information will be kept on file in the office at SJNRS.**

For more information on Safe Environment Programs please refer to the Diocesan Website at: <http://www.allentowndiocese.org/the-diocese/youth-protection/safe-environment-programs/>



## **Protecting God's Children Program**

This is a Diocesan-wide child sexual abuse prevention program. It is a comprehensive and multi-dimensional program that was designed to help the prevention of child sexual abuse by clergy, staff, volunteers, and others who interact with children within the church and school environment.

## **Liturgy, Prayer, and Sacraments**

The school is a community of faith. This is achieved on a daily level with prayers and religious instruction. Special liturgies and services are celebrated together to remind members of their place within this community. Through active participation in service projects, the students are presented with opportunities to appreciate their blessings and to share with the less fortunate.

Incorporated into the curriculum on every level are the basics (The Ten Commandments, the Spiritual and Corporal Works of Mercy) to act as guidelines for the proper Catholic life-style, encouraging the children to follow Jesus.

The school community joins in celebrating Mass on a regular basis at both campuses. The students actively participate and help in the planning of the liturgies.

The Sacrament of Reconciliation is offered on a regular basis.

Students in the 3<sup>rd</sup> grade receive the Sacraments of Reconciliation and Holy Eucharist.

Students in the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grades receive the Sacrament of confirmation.



## **Communications**

A calendar of school and church related events is sent home monthly. Please post this calendar at home for reference purposes. Calendars and other important communiqués from school are sent home with the youngest child in each family. **Please return all requested forms promptly.** Written communication of a personal nature to a teacher or the principal should always be enclosed in a sealed envelope.

## **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled after the first marking period and first report card. After the second or third marking period, parents and/or teachers may request a conference by checking the appropriate box on the back of the report card. Parent-teacher conferences are highly encouraged.

To discuss an issue with the classroom teacher at other times during the year, parents are encouraged to leave a message in the school office or communicate the concern in writing to the teacher. The teacher will contact the parent by telephone or in writing. If necessary, a conference time will be scheduled.

Parents should not expect a teacher to confer with them during school hours unless special arrangements have been made. Special emergency meeting will be contingent upon the freedom of the given teacher at that moment.

## **Change of Address/Telephone Numbers / Emergency Cards**

Changes of address, telephone numbers (home and business), or emergency contact persons should be reported to school officials as soon as possible so that corrections can be made on the school records. **The emergency card received during the first week of school must be completed and returned to school officials without delay.**

## **Deliveries to Students**

If an item (e.g. forgotten lunch) is brought to school for a student, the item must be identified with the student's name and grade. All such items will be delivered to the appropriate classroom by school officials only.

## **Collection or Distribution of Monies or Other Items**

Money or other items collected or distributed for any purpose by teachers, parents, or students needs the prior approval of the principal.

Enclosed payments (of any nature) should be sent to the school in a sealed envelope with the student's name, grade, and purpose of payment printed on the front of the envelope.

## **Home and School Association**

All parents are asked to become involved members of the Home and School Association. The role of the organization is to assist in school programs by working on various committees. Scheduled meetings are held monthly. The Association sponsors fundraising activities during the school year. Proceeds are used to help maintain adequate educational facilities for students.



## **Academics** **Curriculum**

St. John Neumann Regional School updates curriculum according to state and diocesan guidelines and mandates. Texts are chosen to meet the educational needs of the students. In addition, the testing programs and results assist in these decisions. These meet both diocesan and state requirements.

### **Religious Education:**

Christian education is intended to make faith living, conscious, and active, through the light of instruction. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children. Instruction in religious truth and values is an integral part of the school program. It is not one more subject to be learned, but functions as the underlying reality in which the student's experiences of learning and living achieve their deepest meaning.

### **Reading:**

The reading program is organized to provide sequential, comprehensive, and flexible reading instruction that relates reading to other subject areas. The major goal of reading instruction is to develop early independence in reading and a life-long interest in reading. The reading instruction respects the individual differences of each student through programs that include ability grouping, continuous progress, and remedial and enrichment reading. Reading evaluation and success are determined through appropriate testing.

### Language Arts:

The curriculum for language arts encompasses grammar, spelling, handwriting, written and oral expression, and poetry. (Penmanship is becoming a lost art; therefore, stress is placed on proper formation of letters.) Grammar and spelling skills are developed through a sequential program throughout the grades. Using these skills as a base, strong emphasis is placed on writing at all levels.

### Mathematics:

The mathematics program is aimed at developing an understanding of basic concepts, patterns, and relationships which reveal the structure of mathematics. Students develop accuracy, skill and speed in fundamental operations, become proficient in the terminology of mathematics, and focus on problem solving and estimation.

### Science:

The science curriculum exposes the students to basic laws and principles of earth, life, and physical science through hands-on experiences, teacher demonstrations, and classroom presentations. Visual aids and library research are used as reinforcement.

### Social Studies:

The curriculum for social studies introduces the students to historical concepts, relationships of people throughout the world, citizenship, and current events. Lesson content is clarified and extended through the use of maps, globes, charts, and graphs.



### Art:

The art program introduces a variety of media which encourage self-expression through two and three dimensional experiences. Projects often integrate the current classroom studies. Artist and painting styles are included in the program for enjoyment and appreciation. Students in grades 1-8 are scheduled for one art period per week.

### Music:

Students in grades 1-8 participate in one music class per week which provides them with the cultural opportunity to develop an appreciation and understanding of modern, classical, and liturgical music.

### Computer Science:

Every student in grades 1-8 participates in a computer class weekly. The program integrates a student's ability to adapt to a technological society and to understand the capabilities and fundamentals of the computer. Internet Form – Appendix

### Physical Education:

Students in grades K-8 participate in physical education classes once a week. Through various skills and activities, sound physical, social, emotional, and mental growth is developed. Classes are conducted outdoors if weather permits. All children are required to participate in the physical education classes. Sickness or injury should be brought to the attention of the gym teacher through a written note from a doctor stating the student may not participate. A written request from the parent may also be honored in certain cases.

## **Library**

We are grateful to our parent volunteers who graciously aid our students in the Library. A fine of five cents per day shall be paid for books that are overdue. Payments must be made for any book lost or damaged.

## **Make-Up Work**

Make-up work is the responsibility of the student and the parent/guardian. No teacher is expected to provide special instruction to the student, especially for unexcused absences or frequent absences. Make-up work is not considered to be a punishment. It is a personal attempt on the part of the student to recover lessons that were lost due to non-attendance. After a legal absence, work will be given when the student returns to school.

In longer absences, the teacher will provide the parent/guardian lessons to be covered, provided the parent/guardian specifically requests it. The faculty will not be responsible for academic failure due to any type of absence.

## **Promotion/Retention**

Ordinarily, children doing satisfactory work are promoted to the next grade level. A pupil whose work has been poor and who has been absent thirty (30) or more school days is subject to retention. In case of sickness, however, an opportunity to make up the work will be given to a pupil. A special examination will be taken and a passing grade will be issued, contingent on satisfactory test results.

In case of failure in one or two major subjects, either summer school or tutoring will be required over the summer months before the child is admitted into the next grade the following September. Evidence of satisfactorily completing all requirements must be submitted to the principal prior to admission to the next grade. Should a child receive a failure in three or more major subjects, the child will not be promoted. The student also will not be permitted to continue enrollment at St. John Neumann Regional School.

## **Graduation**

Certificates will be awarded to students being of good Christian character and having satisfactorily completed the course of study prescribed by the Diocese of Allentown and the Commonwealth of Pennsylvania. All financial obligations must be met prior to student participation in graduation.



## **Educational Testing Program**

The educational testing program at St. John Neumann Regional School includes the following:

- IOWA TESTS OF BASIC SKILLS: Administered annually in grades 2 – 7.

- SEMESTER EXAMS: Administered in January and June to grades 1-8. Used to determine a student's progress in major subject areas, to develop study skills, and to maintain basic skills.
- COGNITIVE ABILITIES TESTS: Administered to grades 3, 5 and 7. Used to measure a student's general learning ability both quantitatively and qualitatively.
- EPSF SCREENING: Administered to kindergarten students to determine their strengths and weaknesses in audio and visual discrimination, fine and gross motor coordination, and communication skills.

### **Student Support Team (S.S.T.)**

The purpose of the S.S.T. is to identify students who need academic, behavioral, communication, and/or emotional support. It also provides in-classroom support for students and teachers. It attempts to help resolve the particular needs of students through the use of these services.



### **Auxiliary Services for Students**

- Speech Therapy-Speech therapy is available through personnel assigned from I.U. #21. The teacher of speech is in our school each week.
- Remedial services-Remedial services in the areas of reading and mathematics are available through Act 189 and provided by Intermediate Unit 21. The remedial teacher meets with students on an individual or small-group basis. The remedial teacher is available each week to meet students.
- Psychological counseling and testing-Psychological counseling and testing are provided when requested by parents and deemed appropriate by local school officials and officials from Intermediate Unit 21.
- Three-Visit rule ~ a child may see a counselor three times (3X) without parental permission
- Health services are provided by a registered nurse assigned from the Palmerton or Northern Lehigh School District. The nurse is always on call in cases of emergency. The nurse completes health records for each student and ensures that all state health requirements are in compliance.

### **Homework**

Homework is always understood to be assigned each day. Homework is both a study review of work completed in class and an anticipation of the work to be taught. The homework is in two parts: study and written.

Since all MAJOR AND MINOR subjects are to be reviewed at the end of each school day by the students, there is never an occasion for the student to state, "I HAVE NO HOMEWORK!" How well a student absorbs the subject matter will depend on how much study time is given to the subject, the ability of the student to grasp the content, and the attention and interest given by the student. It is always expected that, if there is no written assignment, there is always the study or reading assignment of the past lessons taught.

Parents/guardians should question the student on how well the student has or has not absorbed the given lesson for the day. There is no specific amount of time that can be given for study time since this also includes additional readings in the subject. The more advanced student must be challenged with supplemental reading and research. Written

homework requires that the student neatly, legibly, and carefully write out the given assignment. The way the homework is done reflects the care or lack of care given. How this is expressed contributes to the quality mark of the homework.

Written homework is not to be done by the parents/guardian or others. All students are to come to school prepared, i.e. having studied the materials and done all the required written work. When students do not understand, they are to present their questions to the teacher for help.

Parents/guardians should view homework as an opportunity to improve home-school communications. They should monitor their student's homework and observe the work habits and progress in the learning process.

To help in the most beneficial way for students to study and do written homework, parents should:

- Provide favorable conditions for study free from distractions. Parents should provide a quiet place free from noises of TV, radio, etc. They also should create an atmosphere free from family arguments or other emotionally stressful environments. No student can study in an emotionally traumatic living situation.
- Establish a regular time and place for homework to be completed.
- Supervise but not actually do assignments. Parents/guardians are to give assistance, illustrations, and suggestions. Remember that they are helping to lead and not to do.
- Not make excuses for neglect of homework. Good study habits are developed early in the student's life.
- Not assign household responsibilities or other jobs that will take away the right of the student to study and complete the primary duty required in homework and study.
- Encourage the students to read and to make effective use of libraries and computers. Encourage students to read publications on a variety of subjects.
- Encourage good attitudes and behaviors as part of the role model of being a parent/guardian.

General Guidelines regarding the length of homework are as follows:

Grades 1-2	20-30 minutes
Grades 3-4	30-60 minutes
Grades 5-6	60-90 minutes
Grades 7-8	90-120 minutes



## **Report Cards**

Approximately four (4) weeks prior to the Report Card issue date, students who are having difficulty in a subject will receive Preliminary Academic Progress Report by mail.

The parent is then encouraged to contact the teacher. Together they can assist the child in solving the difficulty. A conference may be suggested at that time.

Report Cards will be distributed four (4) times a year. All Reports are to be reviewed by the parents/guardians and then signed.

Once the parent/guardian has signed the Report Card, the Report Card is to be returned to the student's teacher within the specified time limit. Observations by the parent/guardian should be sent to the teacher in a separate sealed envelope. Receipt of such will be acknowledged by the teacher.

## **Grading Procedure**

Grade 1-2 students receive LETTER GRADES.

Grade 3-8 students receive NUMERICAL GRADES FOR MAJOR SUBJECTS.

All grades are based on:

1. Test averages
2. Quizzes
3. Classroom participation
4. Homework
5. Projects, experiments

Minor subjects, conduct, and effort are indicated by a grade of:

1. Outstanding
2. Very Good
3. Good
4. Satisfactory
5. Improving but not yet satisfactory (cont.)
6. Needs improvement
7. Unsatisfactory



Official conferences are held after the first Report Card issuance. Parents/guardians and teachers are free to schedule an additional conference, but not during the teaching school day. Appointments are to be made in advance.

## **Honor Roll Criteria for Grades 4-8**

### PRINCIPAL'S LIST

- 95 or above in every major subject
- VG in effort and conduct
- S or better in all minor subjects and Christian values

### FIRST HONORS

- 93 average with no grade below 90 in a major subject
- VG in effort and conduct
- S or better in all minor subjects and Christian values

### SECOND HONORS

- 88 average with no grade below 85 in a major subject
- G in effort and conduct
- S or better in all minor subjects and Christian values



## **Books**

Textbooks and workbooks are provided through government and parish funds. Once a student is issued a textbook, he or she is responsible for the book. Textbooks must be covered at all times. If a student loses damages or mars a book or workbook, he or she is financially responsible for the book. It is expected that a student handles books and other school materials as if they were his/her own.

### **Care of Books/Supplies**

All students are to have a book bag. Textbooks are to be covered at all times. Students should make sure that their books and notebooks have their names on them. All students must have required supplies with them at all times.

### **School Building Regulations**

Students are expected to respect the buildings and facilities provided by St. John Neumann Regional School and its Parishes and to follow all building rules and regulations:

1. Leave classrooms, hallways, and lavatories in good condition at all times.
2. Report any problems or damage immediately to school officials.
3. Care for the grounds by not littering.
4. Do not enter the school building before the specified time or during recess, except with permission of a teacher or the principal. (cont.)
5. Do not come back into the building after school has ended for the day. (Students should take all necessary materials with them at dismissal.) For security reasons, all doors will be locked. If there is an urgent need to re-enter the school building, parents should call school officials for authorization.
6. Chewing gum is not permitted in the school building, anywhere on school grounds, or on field trips.

### **General School Rules**

Each student who attends this school is an important member of the St. John Neumann Regional School community. As a responsible Catholic Christian, each student will follow the example of Jesus in daily living. The following rules apply to all students:

- A St. John Neumann School student is kind to all students, teachers, and other adults.
- A St. John Neumann School student shows respect to all teachers and adults who work at the school. These adults take the place of the child's parents while the child is at school and should be obeyed at all times.
- A St. John Neumann School student takes care of all school property and never causes damage of any kind to property.
- A St. John Neumann School student wears the school uniform unless he/she has permission from the principal to wear other attire.
- A St. John Neumann School student behaves properly in the classrooms, bathrooms, hallways, etc. There is to be no running or shouting in any of these areas. (cont.)
- A St. John Neumann School student doesn't touch things that don't belong to him/her unless he/she asks permission of the owner.
- A St. John Neumann School student may not chew gum at any time.

\*\*A grievous omission of any of the above will lead to suspension / expulsion.

### **Lunchroom Rules**

1. Be courteous to all volunteers and teachers.





2. Talk quietly at all times.
3. Keep the area neat. Clean up the table and the floor.
4. Remain at the assigned table until dismissed.
5. Ask permission from the adult in charge to leave the lunchroom.
6. When dismissed, stay in line and follow the adult in charge.

## **Safety**

### **i-Safe**

We teach i-Safe to our students because we care. I-Safe, Inc. was established as a 501 (c)(3) nonprofit Internet Safety Organization in 1998 and dedicated to educating and empowering young people to safely, responsibly, and productively use Information and Communications Technology (ICT). Since 2002, i-Safe has provided more than 34 million pre-primary to secondary school level students in the US and around the world with proactive, preventative and precautionary knowledge and means to become empowered (i.e., well informed, safe and responsible) Internet users. Uneducated and naïve use of the Internet unnecessarily exposes children to risks and facilitates inappropriate behaviors already proliferating Cyberspace, such as computer security breaches, financial fraud, identity theft, cyber bullying and other personal safety issues such as child predation, child pornography, human trafficking, etc. With this in mind, i-Safe has developed one of the most extensive e-Safety education curriculum libraries (i.e., lessons and programming) in the world.

### **Electronic and Potentially Harmful Objects**

Radios, cassette players, CDs, or electronic games, and potentially harmful objects are not permitted in school because of the distraction they cause and the risk of damage or loss. Students may not bring harmful objects of any kind, including but not limited to knives, matches, cigarette lighters, and hard balls, onto school grounds. Toys that promote violent play, e.g., guns, rubber knives, swords, and other such objects are not permitted in school, on the school grounds, or on the bus. Possession of large amounts of money in school is discouraged. (Please consult the principal when in doubt.)

Use of cell phones during school time is not permitted. Parents who want their children to have cell phones for non-school time, need to make arrangements with the teacher for storage. Those who violate this rule regarding cell phones may forfeit their privilege of bringing them to school. The School and/or the teacher are not liable for the loss or damage of a cell phone.

### **Drugs/Weapons Policy**

St. John Neumann Regional School will use all available resources in an effort to provide a safe school environment for all students and staff at all times.

The possession, use, and/or distribution of a narcotic, drug, inhalant, alcohol, tobacco product, any weapon or facsimile, or object which could be used as a weapon, is absolutely prohibited in school, on school vehicles, and on school grounds. Violators will be subject to any or all of the following actions:

1. Immediate suspension from school followed by a hearing which could result in expulsion. Parents and other personnel necessary to such a hearing will be involved.
2. Referral to appropriate guidance, medical, or psychological personnel.

3. Referral to law enforcement officials:

- Anyone knowingly aiding, abetting, or in any way enabling the possession, usage, or distribution of the same noted herein, will also be subject to appropriate disciplinary procedures.
- Drug impairment and/or intoxication is prohibited regardless of where the usage actually occurred.
- Any information obtained from witnesses regarding violators of the substance abuse/weapon policy will be treated as confidential and the source protected from exposure.
- Student possession of legitimately prescribed medications on school property is prohibited unless written authorization is provided to the principal prior to bringing medications on school property.
- All medications are to be submitted to the principal by responsible parents/guardians for prescriptive distribution.
- The school provides programs and other resources to educate students about the harmful effects of drugs, alcohol, and smoking.

## **Asbestos**

In Compliance with the US Environment Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA) an inspection for asbestos containing building materials was performed at each of our schools within the Diocese of Allentown. A copy of the inspection report is on file in each administration office for your review anytime during normal school hours. In the event you have any questions, please contact the Diocese of Allentown Asbestos Coordinator.

## **Harassment/Bullying**

Bullying (intentional, repeated, hurtful acts, words, or other behavior such as name calling and / or shunning by one or more individuals against another) or cyber-bullying (sexual or cruel text or images using the Internet, cell phone, or any other digital communication) is not tolerated. If a student experiences some kind of harassment, he/she should contact a faculty member or administration concerning the matter. All allegations of harassment will be taken seriously. Confidentiality will be a priority. Penalties will vary according to the infraction, but may include exclusion from social activities (e.g. recess, class trips, school functions, etc.), in / out school suspension, and / or expulsion.

## **E-Rate**

**St. John Neumann Regional School participates in E-Rate.** E-Rate is the commonly used name for the Schools and Libraries Program of the [Universal Service Fund](#), which is administered by the [Universal Service Administrative Company](#) (USAC) under the direction of the [Federal Communications Commission](#) (FCC). The program provides discounts to assist most schools and libraries in the United States (and [U.S. territories](#)) to obtain affordable telecommunications and [Internet access](#). It is one of four support programs funded through a [Universal Service](#) fee charged to companies that provide interstate and/or international telecommunications services.

**E-Rate and CIPA Requirements-** Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures.

The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- (a) access by minors to inappropriate matter on the Internet;
- (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (e) measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding. CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;

- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the [Universal Service Administrative Company's \(USAC\) Schools and Libraries Division \(SLD\)](#). SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

## **School Pictures**

Individual photographs of the students are taken each year. The purchase of these pictures is optional. Notices are sent home prior to the date on which the pictures are to be taken. Payment is due before the day of the photographing.



## **Yearbook**

A yearbook is published annually. This is under preparation the first day of school. A patron drive may be held to keep the yearbook prices within the reach of all the students. The yearbook provides the students with memories of each school year.

## **Trips and Vacations**

### **Family Trips**

Parents/guardians are discouraged from planning a scheduled family trip while the school is in session. Parents/guardians, who **MUST** take the student(s) out of school, **MUST** notify the office in writing. The permission form must be submitted at least two weeks prior to the first day of the proposed ABSENCE. Parents/guardians are reminded of the state and diocesan regulations governing ABSENCE. Since this an extraordinary situation, parents/guardians are reminded that the teachers involved are not responsible for giving work in advance or makeup work to these students. During the testing weeks (ITBS, Cognitive, exams, etc.), approval will be given for emergency reasons only.

**Appendix C: Please complete and return form to SJNRS.**

### **Field Trips**

Fields trips are considered as privileges offered to the students. No student has the right to field trips. Students can be denied participation if they fail to meet the academic and/or behavioral requirements, as well as financial liabilities, expected by the school. Before a student is permitted to go on a field trip the parent/guardian must sign the school permission form. No student will be permitted to go on a field trip without the authorization of the parent/guardian. **Field Trip Permission form will be sent home as needed. Please complete this form and return to your child's teacher when required.**

### **\*Dress Code**

**Goal: Students will always be clean, modest, and neatly groomed; students will not be distracted by the latest label or fashion.**

**\* SJNRS Dress Code prohibits clothing which is or exhibits vulgarity, profanity, double entendres, pictures, or slogans in school or school sponsored functions. Any attire that the administration considers to be a distraction to others' will not be permitted. Students who dress inappropriately will be sent to the main office/home.**

**\*\*Student Casual Dress Down Days: Dress is to be modest, Bermuda Short length if wearing shorts, no torn clothing, no inappropriate signage on shirts etc.**

**\* Updated 4/2015**

## **BOYS**

PANTS - Tan uniform slacks (Nov. - March required);

Shorts or pants in warm weather (April - October)

SHOES –Sturdy soft soled, low heeled, with backs (no flip-flops).

NOT PERMITTED - Boots or sneakers

SOCKS - Black or brown above the ankle

NOT PERMITTED - Athletic socks – except with gym uniform

TIES -Ties required with dress shirt

SHIRTS - Long or short sleeved white dress shirt, white banded or polo shirt or green polo with **SJNRS logo**  
SWEATERS - White or dark green cardigan, pull-over or vest with SJNRS logo  
NOT PERMITTED - Bulky or sloppy sweaters and logos other than SJNRS  
T-SHIRTS - If a T-shirt is worn under the shirt, it must be solid white  
JEWELRY - Only wrist watch, small cross, or medal (necklace).  
NOT PERMITTED - Earrings  
HAIR STYLE - Cut to a length which is above the collar; trimmed above eyes; top layer must blend in with back which must be tapered  
NOT PERMITTED - Mushroom styles, razor cut or any other severe cuts (e.g. shaved sides, etc.); unnatural coloring/streaking

## **GIRLS**

SHOES - Soft soled and low heeled with backs (no flip-flops).  
NOT PERMITTED - Boots or sneakers (including black)  
SOCKS - Dark green or white only - NOT PERMITTED - Athletic socks – except with gym uniform  
TIGHTS - Green or white  
BLOUSES/SHIRT – Long or short sleeved white blouse, turtle neck, banded or polo shirt with **SJNRS logo**  
JUMPERS - Grades K-3, with Peter Pan collar blouses or turtle neck.  
SKIRTS - Grades 4-8, length not more than 1" above knee; grade 4 may wear the jumper until it's outgrown  
SLACKS - Tan uniform slacks (Nov.-March); shorts or pants in warm weather (April-October)  
SKORT - All year – must be no more than 2 inches above knees  
SWEATERS - White or dark green cardigan, pull-over, or vest with **SJNRS logo**  
NOT PERMITTED - Bulky or sloppy sweaters and logos other than **SJNRS**  
JEWELRY - Wrist watch, small cross or medal (necklace), and no more than one set of small earrings during school time. No more than one small ring on each hand  
NOT PERMITTED - Hoops or hanging earrings or bracelets.  
HAIR STYLE - Hair must be styled so as not to be hanging in the eyes  
NOT PERMITTED - Severe hair styles; unnatural coloring/streaking  
HEADBANDS - Small, inconspicuous headbands or bows  
MAKEUP - NOT PERMITTED (makeup of any kind)  
FINGERNAIL POLISH - Clear fingernail polish only

## **Gym Day Dress Code**

All students from K-8 are required to wear the official gym uniforms which include a SJNRS gray ('ACHIEVER') T-shirt **or** a Walk-A-Thon shirt of the current or previous year only, green shorts or gray sweat pants, and gray sweat shirt. Regulation sneakers are also to be worn.  
Uniform Notice form - Addendum

*All of the above (with the exception of the Walk – A-Thon T-shirt) is to be purchased from Flynn & O'Hara Uniforms, Inc.*

# **St. John Neumann Regional School**

## **Crisis Policy**

### **Emergency Situation** with no formal dismissal

When it is **NOT Safe** to exit the building

- ❖ All persons will be evacuated and in a lockdown position in the gym in the Palmerton Campus OR in the Library in the Slatington Campus.
- ❖ Children will remain with their teachers.
- ❖ Extended Staff will assist teachers.
- ❖ Communication to parents will be put on local news coverage.
- ❖ Do not call school. This action will hinder emergency contact communication.
- ❖ If local law enforcement permits travel, your child will be dismissed to you and/or anyone you have previously designated.
- ❖ Formal dismissal will not take place unless directed by school districts.

### **Emergency Situation** with formal dismissal

**Safe** to exit the building

- ❖ Once communication is given by school districts, children will be prepared for dismissal.
- ❖ Bus riders and car riders will dismiss by normal procedures.
- ❖ Walkers will not be dismissed without a parent/guardian.
- ❖ No child will be left at school unattended.



### Academic Programs

Academic Bowl  
Fine Arts and Drama Society (FADS)  
PA Junior Academy of Science  
Student Council  
Honors Program  
Spelling Bees  
Geography Bee  
Yearbook



### Extra – Curriculum Activities

Volleyball  
Chess Club  
Dinner Club  
Ski Club  
Skills 'n Drills

### CYO Activities

Art Competition  
"Keep Christ in Christmas" Poster Contest  
Declamation Contest  
Basketball  
Cheerleading  
Cross Country  
Track and Field  
Spelling Bee



## **Government Programs**

### Federal Services

- Title I Remedial services for needy students
- Title II Professional Staff Development
- Title IV Safe and Drug Free Programs
- Title V Library Funds

### State Services

- Act 372 - provides busing for students living beyond a mile from school or those who have to cross hazardous routes.
- Act 89 - provides for Counseling and Psychological Services, Remedial Reading/Mathematics, Language Development, Speech and Hearing.
- Act 90 - provides instructional materials.
- Act 195 - enables the purchase of textbooks and workbooks. (Anything of a religious nature is excluded.)
- L2L - Technology Funds

**DIOCESE OF ALLENTOWN**  
**St. John Neumann Regional School**  
**ACCEPTABLE USE POLICY**

For  
USE OF THE COMPUTERS, NETWORK, INTERNET,  
ELECTRONIC INFORMATION AND COMMUNICATIONS

Please read the following carefully before signing this document. This is a legally binding document.  
SECTION ONE: GENERAL, COMPUTING POLICY

**Overview**

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. Access to the School's electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

**1) Acceptable Use**

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto St. John Neumann Regional School computers and/or the network systems, without the express, written consent of St. John Neumann Regional School.
- h) Copying programs licensed St. John Neumann Regional School for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

**2) Security**

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited.



Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

## **SECTION TWO: INTERNET ACCESS**

Internet access is now available to employees and students of St. John Neumann Regional School. This access is being offered as part of a collaborative project involving St. John Neumann Regional School. We are pleased to bring this access to St. John Neumann Regional School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at St. John Neumann Regional School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- \* Electronic mail communication with people all over the world;
- \* Access too many University Library Catalogs, the Library of Congress, and ERIC or other academic databases,
- \* Public domain and open source software of all types;
- \* Information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- \* Online learning communities where academic collaboration and discussion are encouraged;
- \* Institutions of higher academic learning where students may earn college credits which will satisfy academic requirements towards bachelorette degrees.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. St. John Neumann Regional School has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, St. John Neumann Regional School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St. John Neumann Regional School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

***Appendix E & F: Please complete and return form to SJNRS.***

## INTERNET ACCESS - TERMS and CONDITIONS

### 1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of St. John Neumann Regional School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

### 2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a St. John Neumann Regional School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of St. John Neumann Regional School has the right to request, for cause, that the system administrators deny, revoke, or suspend specific user accounts.

### 3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

**Appendix E & F: Please complete and return Form to SJNRS.**

#### **4) Electronic Mail (E-Mail)**

Whenever you send electronic mail, your name and UserID are included in each message. You are responsible for all electronic mail originating from your UserID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records. The school also reserves the right to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to send harassing, obscene and/or other threatening e-mail otherwise known as "Cyberbullying" to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

#### **5) Security**

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an e-mail message to St. John Neumann Regional School. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

#### **6) Updating Your User Information**

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

#### **7) Services**

Diocese of Allentown and St. John Neumann Regional School make no warranties of any kind, whether expressed or implied, for the service it is providing. St. John Neumann Regional School and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. St. John Neumann Regional School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted by: St. John Neumann Regional School,  
259 Lafayette Avenue, Palmerton, PA 18071 on May 8, 2012

*The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.*

**Appendix E & F: Please complete and return form to SJNRS.**



*May God bless and strengthen all of us as we model, and therefore  
teach,  
Our Christian-Judeo heritage and values – as Jesus did.*

*Please note:*

The Administration of St. John Neumann Regional School has the right to amend this handbook for just cause.