

+

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.
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 1st or in ten (10) monthly installments, due on the first of the month beginning with August. Any payment received after the tenth (10th) of the month, will necessitate a late fee of ten dollars (\$10.00). The fund-raising obligation is to be completed before May 31st 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 20th 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.

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 or 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. Form - Addendum

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.

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. This note must be signed by the parent/guardian and will become an official document to be placed into the student's file.
3. 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.
4. 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.
 5. 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.

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 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, 3rd and 7th grades

Hearing: Every grade, every year.

T.B. Tests: First grade.

Height: Every grade, every year.

Vision: Every grade, every year.

Scoliosis Screening: 5th, 6th, 7th grades.

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.

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.

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.



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.

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. 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.

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.

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 who in particular has the custody of the child and if there are restrictions placed on the other or both parents. Guardians are to present official documents of their right to custody.

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.
3. Always be on time at the bus stop.
4. Cross the street cautiously when arriving or leaving the bus stop.
5. Do not stand up while the bus is moving.
6. 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.

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 3rd grade receive the Sacraments of Reconciliation and Holy Eucharist. Students in the 6th, 7th, or 8th grades receive the Sacrament of confirmation.



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.

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
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.
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:

1. A St. John Neumann School student is kind to all students, teachers, and other adults.
2. 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.
3. A St. John Neumann School student takes care of all school property and never causes damage of any kind to property.
4. A St. John Neumann School student wears the school uniform unless he/she has permission from the principal to wear other attire.
5. 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.
6. 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.
7. 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

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.

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.

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 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

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.

Family Vacation Form – Addendum

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 – Addendum

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

Uniforms are purchased from Flynn & O'Hara Uniforms, Inc., Catasauqua Rd., Allentown

BOYS

PANTS - Dark green or tan uniform slacks (Nov.- March required);
shorts or pants in warm weather (April - October)

SHOES -Soft soled and low heeled

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

BELTS - Solid, dark belts *must* be worn with slacks and walking shorts (grades 4-8)

SHIRTS - Long or short sleeved white dress shirt, banded or polo shirt 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

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, banded or polo shirt with **SJNRS logo**

JUMPERS - Grades K-3

SKIRTS - Grades 4-8, length not more than 1" above knee; grade 4 may wear the jumper until it's outgrown

SLACKS - Dark green or tan uniform slacks (Nov.-March);
shorts or pants in warm weather (April-October)

BELTS - Solid, dark belt *must* be worn with slacks and walking shorts (grades 4-8)

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

NOT PERMITTED - Hoops or hanging earrings or bracelets.

No more than one small ring on each hand

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 present 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 is to be purchased from Flynn & O'Hara Uniforms, Inc.

St. John Neumann Regional School

Crisis Policy

Emergency Situation with no formal dismissal

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.

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

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

Acceptable Use Policy for Computers and Telecommunication**Internet Access**

We are pleased to bring Internet access to *St. John Neumann Regional School* and believe the Internet offers vast, diverse, and unique resources to administrations, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at our 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 to many University Library Catalogs, the Library of Congress, and ERIC (Educational Resource Information Center, US Dept. of Ed.);
- discussion groups on a plethora of topics ranging from Japanese culture to music to politics to the environment;
- public domain and shareware of all types;
- information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.

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* and the *Diocese of Allentown* have 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* and the *Diocese of Allentown*, firmly believe that the valuable information and interaction available on this worldwide network far outweigh 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 along with 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, her/his 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 indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

Internet Access ~ Terms and Conditions**Acceptable Use**

The purpose of accessing the Internet is to support research and education among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organizations' 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 for commercial activities by the user is not permitted. Use for product advertisement or political lobbying, including lobbying for student body office, 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.

Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

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.

Electronic Mail (E-Mail)

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

Appendix #



Extra-curricular Activities

Academic Programs

Academic Bowl
Fine Arts and Drama Society (FADS)
PA Junior Academy of Science
Student Council
Holy Childhood Assoc.
Spelling Bees
Geography Bee
Yearbook
Band



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 |



Agreement for the Use of Computers and Telecommunications

Student Form

I have read the Acceptable Use Policy for Computers and Telecommunications.

I understand its significance, and I agree to voluntarily abide by all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked, and disciplinary action and/or appropriate legal action may be taken.

Student's Signature

Date

Print Student Name

Print Name of Parent/Guardian

Street Address

City

State

Zip

Home Phone

Parent's/Guardian's Office Phone

SPONSORING TEACHER (Must be signed if the applicant is a student.) I have read the Terms and Conditions of this agreement, the Acceptable Use Policy for Computers and Telecommunications, and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I do agree to instruct the student on the acceptable use of the network and proper network etiquette.

Print Teacher's Name

Teacher Signature

Date

SJNRS 2010

Agreement for the Use of Computers and Telecommunications

Parental Consent Form

St. John Neumann Regional School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that *St. John Neumann Regional School* and the Diocese of Allentown do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child should follow. Therefore, *St. John Neumann Regional School* supports and respects each family's right to decide whether or not a child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the **Agreement for the Use of Computers and Telecommunications** ("the policy"), and I have either explained it to my child ("student") or have assured myself that my child understands it. I also understand my own and my child's responsibilities regarding computer hardware, software, and the Internet access at *St. John Neumann Regional School*.

2. Check one:
_____ I hereby consent to my child's having access to, and use of, the telecommunications resources at *St. John Neumann Regional School*.
I also hereby indemnify and hold harmless the *Diocese of Allentown* and *St. John Neumann Regional School* from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

_____ *I DO NOT* consent to my child's having access to, or use of, the telecommunications resources at *St. John Neumann Regional School*.

Parent's/Guardian's Signature

Date

Print Name of Above

Home Phone

Print Name of Student

Business Phone

Street Address

City

State

Zip

Appendix # Vacation During School Year

Appendix # Field Trip

Appendix # Crisis Plan

Appendix # Snow Emergency / Delayed Entry or Dismissal

Appendix # Authorization for Medication During School Hours

Appendix # Agreement for Use of Computers / Telecommunications

Acceptable Use Policy -----	20
Administering Medication -----	4
Admission to St. John Neumann Regional School -----	2
Arrival at School -----	7
Auxiliary Services for Students -----	12
Birthdays/Celebrations -----	4
Books -----	14
Care of Books/Supplies -----	14
Change of Contact Information -----	8
Collection or Distribution of Monies or Other Items -----	9
Communicable Diseases -----	5
Communications -----	8
Court Orders -----	3
Crisis Policy -----	19
Curriculum -----	9
Deliveries to Students -----	9
Dress Code -----	18
Drugs/Weapons Policy -----	16
Educational Testing Program -----	11
Electronic and Potentially Harmful Objects -----	16
Extra-curricular Activities -----	22
Family Trips -----	17
Field Trips -----	17
Financial Responsibilities -----	3
Forward -----	1
General School Rules -----	15
Government Programs -----	22
Grading Procedure -----	13
Graduation -----	11
Gym Day Dress Code -----	19
Harassment -----	17
Home and School Association -----	8

Continue...

Table of Contents

Homework -----	12
Honor Roll Criteria -----	14
Illness in School -----	5
Internet Access -----	21
Introduction -----	1
Library -----	11
Liturgy, Prayer, and Sacraments -----	8
Log In /Out Book -----	6
Lunchroom Rules -----	15
Make-Up Work-----	11
Memorandum of Agreement -----	26
Non-Discrimination Policies -----	3
Parent-Teacher Conferences -----	8
Perfect Attendance -----	6
Procedure for Medical Appointments -----	4
Procedure for Absence-----	4
Procedure for Bad Weather Conditions -----	7
Procedure for Lateness -----	6
Procedure for Leaving School Early -----	6
Promotion/Retention -----	11
Protecting God’s Children Program -----	8
Purpose -----	1
Report Cards -----	13
School Building Regulations -----	15
School Bus Transportation -----	7
School Pictures -----	17
School Services -----	5
School Telephone -----	3
Student Support Team -----	12
Yearbook -----	17