

Welcome to the St. John Neumann Catholic School family. We look forward to working with you and your child/children.

This booklet has been prepared to acquaint parents and students with the established policies and practices of St. John Neumann Catholic School. It is our hope that the careful study of this booklet and the observance of the various regulations and suggestions will make for smooth and pleasant relations between home and school. Please use this as a guide to help your child have a positive classroom experience.

We ask that parents keep themselves well informed as to school procedures and practices. Any suggestions that will help us better serve your children are welcome.

St. John Neumann School is a Catholic elementary school open to students in grades Pre-K – 8. Its curriculum is arranged to contribute to the total development of the child spiritually, academically, socially, and physically. It serves the parishes of Mother of Perpetual Help (Maryville), St. Jerome (Troy), and St. Cecilia (Glen Carbon).

St. John Neumann Catholic School faculty is comprised of lay teachers who are totally committed to Catholic education. A State of Illinois certification is held by all of our teachers. The faculty endeavors not only to teach Christian doctrine and values but also help the students live the Christian message in their daily lives.

The faculty spares no efforts in providing the best quality education for each child. A fundamental requisite for success in relation to the child's individual ability is that he/she has a good self-image. A child must be totally convinced that because God made him/her to God's own image and likeness he/she is of great value. If this self-image has been developed from infancy, his/her formal education will be built on a sturdy foundation that will not easily be shattered when academic or social obstacles are encountered. Education belongs by right to the family, but it is left to the school to fulfill the need of a professional agency to help the family in leading each child to develop to his/her greatest potential. Having formed a partnership with parents, teachers strive to assist in the parents' God-given task of educating their children.

Statements in this handbook are subject to amendment with or without notice. St. John Neumann Catholic School will attempt to keep you informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.

TABLE OF CONTENTS

	<u>PAGE</u>
Preface (simple summary of school information)	1
SECTION I – ORGANIZATION AND ADMINISTRATION	2
A. Administration	2
B. Staff Members	2
C. St. John Neumann School Board	3
D. Letter from School Board to Parents	3
E. Mission Statement	3
F. Springfield Diocesan Policy Statement	4
G. Philosophy	4
H. Purpose of St. John Neumann Catholic School	5
I. Objectives of St. John Neumann Catholic School	5
J. Teacher Responsibilities	6
K. Student Responsibilities	6
L. Parent/Guardian Responsibilities	6
M. Diocesan Policy Regarding Education	6
SECTION II – ADMINISTRATIVE	7
A. Admission	7
B. Non-Discrimination	8
C. AIDS	8
D. Attendance-Absence	8
E. School Day Schedule	9
F. Report Cards & Marking system	9
G. Honor Roll	9
H. Line of Authority	10
SECTION III – STUDENT-RELATED INFORMATION	10
A. Expected Behavior of the Students	10
B. Playground Equipment Rules	12
C. Discipline	13
D. Discipline Policies and Procedures	14
E. Academic Deficiency Reports	17
F. Discipline Code	17
G. Demerit System	18
H. Detention	18
I. Police Questioning	18
J. Suspension	19
K. In-School Suspension	19
L. Out-of-School Suspension	19
M. Expulsion	19
N. Disaster Drills	20
O. Dress Code	20
P. Electronic Devices	22
Q. Extracurricular Activities	22
R. Field Trips	22

S.	Graduation	23
T.	Health	24
	1. Communicable Diseases	24
	2. First Aid/Medication	24
	3. Sickness or Injury	25
U.	Homework	25
V.	Internet	26
W.	Leaving Grounds	28
X.	Lost and Found	28
Y.	Money Brought to School	28
Z.	Nuisances	28
AA.	Search and Seizure	28
BB.	Student Records	28
CC.	Transportation – Bicycles	29
DD.	Transportation – Bus	29
EE.	Change in Transportation Routine	30
FF.	Bus Reimbursement Program	30
SECTION IV – CURRICULUM		30
A.	Philosophy of Educational Programs	30
B.	Special Purposes and Objectives	30
C.	Academic Subjects	31
SECTION V – PROVISIONS FOR STUDENTS OF DIFFERENT TALENTS		33
SECTION VI – SPECIFIC PARENT INFORMATION		34
A.	Asbestos Management Plan	34
B.	Athletics (See Addendum for Athletic Handbook)	34
C.	Bishop McNicholas High School Scholarship Fund	36
D.	Cathy Hill Memorial Scholarship	36
E.	Book Clubs	36
F.	Conferences	36
G.	Fund Raising	36
H.	Insurance	36
I.	Library	37
J.	Lunch/Milk Programs	37
K.	Missions	37
L.	Neumann Club	37
M.	Parents and Teachers United Club (PTU)	37
N.	Parking	38
O.	Pictures	38
P.	Preschool	38
Q.	Recess	38
R.	Registration	38
S.	Respect for Life	38
T.	Retention	39
U.	School Closing Information	39

V.	Student Transfers	39
W.	Telephone	39
X.	Testing	39
Y.	Textbooks	39
Z.	Tuition	40
AA.	Vacations	41
BB.	Visitors	41
CC.	Volunteer Services	41
DD.	Addendum (Athletic Handbook)	42

ST. JOHN NEUMANN CATHOLIC SCHOOL
142 WILMA DRIVE
MARYVILLE, ILLINOIS 62062
PHONE (618) 345-7230 / FAX (618) 345-4350
WEB SITE www.sjncrusaders.org

EXTENSIONS:

Office 210
Principal 211
Kitchen/Gym 214
Neumann Club – Direct Line 345-2780

Current Enrollment: K-8 236 Pre-School 39 = Total 275
Rated Capacity: 500 (25 students to a room)
Student/Teacher Ratio: 21-1

St. John Neumann Catholic School meets the educational standards as prescribed by the Illinois State Board of Education, the Springfield Diocesan Board of Education, and is recognized as accredited by these agencies.

The physical plant of St. John Neumann consists of 22 available classrooms for grades Pre-K – 8, Chapel, multi-purpose room (gym/lunch room/kitchen), library, Neumann Club (before and after school program) 4 classrooms.

The educational program as established at St. John Neumann Catholic School provides an academic environment intended to enhance a student's self-confidence and respect. It also provides for the intellectual development of the student, using methods and materials appropriate to the child's level of ability. The program also helps students understand what the Catholic religion means to them in today's world, and the program incorporates religious considerations and values into other parts of the school programs. The program strives to enable individuals to acquire knowledge in the love of Jesus Christ. The program also provides a level of success for each student by maintaining high academic expectations, recognizing accomplishments and encouraging students to learn from their experiences.

St. John Neumann provides for students of different talents, intellectual capabilities and interests as follows:

1. Speech Therapy. Speech therapy services are available to any student having difficulty in articulating, language development, stuttering, and voice problems. This service is provided by the public school district the child would attend if not attending St. John Neumann. Transportation is to be provided by parents.
2. Speech contests
3. Spelling bees (local/area)
4. Special projects by Library Systems
5. Private tutoring
6. Computer activities
7. Participation in Liturgy Programs
8. Talent Show
9. United Nations. Academic competition involving other schools.
10. Sports activities:

- Volleyball Girls – Boys – Grades 5-8
- Basketball Girls – Boys – Grades 5-8
- Soccer Girls – Boys – Grades 5-8
- Track Grades 5-8 (depending on participation)
- Girls Softball available through city leagues
- Baseball available through city leagues

SECTION I – ORGANIZATION & ADMINISTRATION

Administration

Rev. Msgr. Virgil Mank	Canonical Administrator
Father Stephen Sotiroff 200 North Lange Street Maryville, IL 62062	Mother of Perpetual Help – Pastor 344-6464
Father Joseph P. Kerber 155 North Main Street Glen Carbon, IL 62034	St. Cecilia – Pastor 288-3200
Rev. Msgr. Virgil Mank 511 S. Main Street, P. O. Box 94 Troy, IL 62294	St. Jerome – Pastor 667-6571
Mr. Jack Holmes	Principal
Mrs. Marcia Delaney	Administrative Secretary
Mrs. Sherri Patek	Developmental Secretary
Mrs. Stacy Ratulowski	Bookkeeper
Mr. Andy Sidwell	Athletic Director
Mrs. Donna Eversmann	Cafeteria Contact Person
Mr. Sylvester McGee	Custodian
Mr. Christopher Bush	Custodian
Mrs. Lisa Bushey	Library Contact Person
Mr. George Kersey	Neumann Club Executive Director
Mrs. Eloise Baran	Neumann Club Program Director

SCHOOL BOARD MEMBERS

Steve Kassing– MPH
Tim Kusmierczak – MPH
Jacqui Carlson– MPH
Unknown-MPH
Joyce Ray – St. Cecilia
Julie Keil – St. Cecilia

Kathy Coddington – St. Cecilia.
Simon Griffin – St. Cecilia
Kathy Henderson – St. Jerome
Peggy Reeves – St. Jerome
Priscilla Yasitis – St. Jerome
Michele Sheahan – St. Jerome

Meetings are held every 1st Monday at 7:00 p.m. at St. John Neumann School. When the 1st Monday is a holiday, then the meeting is held on the 2nd Monday of that month. All interested persons may attend. The President appoints committees to function throughout the school year.

All Board meetings shall be open to the public, except in such cases as the Officers and Principal deem it necessary to recess to an Executive Session of the Board. Included in the Executive Session would be voting members, Member Pastors, and the Principal.

The right of non-voting members and visitors to address the Board shall be limited to those whose petition has been approved for the agenda at least ten (10) days in advance of the meeting.

Dear Parents,

It is time to begin a new school year. As we begin this new year the Faculty and the St. John Neumann School Board want to present you with this handbook so that you, as parents, and we, as teachers and administrators, can work together for the better education of your children.

The school is only one aspect in the education of your child. The faculty and administration consider it a privilege to help in the education of your child, but we also believe very strongly that you, the parents, and your child must likewise consider it a privilege for your child to be permitted to attend St. John Neumann Catholic School. We realize that other factors influence him/her beyond school hours—the mass media, the society of which he/she is a part, and various recreational activities. Without your help and complete cooperation, we in school can do little to offset the negative influences so prevalent in society today.

We have a tremendous task before us. Let us each strive to work together, and pray that together we may lead your child to mature, Catholic living.

The St. John Neumann Catholic School Board

MISSION STATEMENT ST. JOHN NEUMANN CATHOLIC SCHOOL

We the faculty, Priests, students, and parents dedicated to creating an environment at St. John Neumann Roman Catholic School where we can share with each other the living message of Jesus. We answer this call by providing a religious environment in which Catholic liturgy and worship, education, and service proclaim the Kingdom of God to our Community. We work in partnership with home and Church to develop spiritual, intellectual, social, and physical skills that are essential to future growth and development.

SPRINGFIELD DIOCESAN POLICIES

St. John Neumann Catholic School, like all Catholic Schools in the Springfield Diocese, is bound by the Catholic Education Policies of the Diocese of Springfield in Illinois (hereinafter the “Diocesan Education Policy Manual”), as amended from time to time. The St. John Neumann Policy Manual is intended to supplement to the Diocesan Education Policy Manual, by providing for the local needs of our school, administration, teachers, staff, parents and students. It is not intended to contradict the Diocesan Education Policy Manual, but if it is determined that it does, the Diocesan Education Policy Manual controls.

PHILOSOPHY OF EDUCATION FOR ST. JOHN NEUMANN CATHOLIC SCHOOL

WE BELIEVE...that every child has been gifted with dignity and possesses the inherent right to individual growth.

WE BELIEVE...that the parents have the first and foremost responsibility in the education of the child. It is through the family that God’s love and care takes root in the heart of the child.

WE BELIEVE...that the academic program should be founded on commitment to excellence as we work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

WE BELIEVE...that the integration of Catholic truths and values with the rest of life and learning is the distinguishing mark of the Catholic school.

WE BELIEVE...that the school community is an integral part of the wider community it serves, and a vital force for preparing future civic and social leaders.

WE BELIEVE...that the right to manage our schools resides in the collaborative efforts of the parents, the pastors, and the school personnel.

WE BELIEVE...that the processing skills that we teach our students will prepare them for a quality future.

WE BELIEVE...that the students must know how to activate and develop their inner resources.

WE BELIEVE...that quality education in Catholic schools directly influences our church, our country, and our world. Through the strength and courage of the Spirit we are led to worship God and spread the Good News of Jesus Christ.

PURPOSE FOR ST. JOHN NEUMANN CATHOLIC SCHOOL

The spiritual, cultural, physical, aesthetic, and intellectual training of our children is very important and our primary concern. We also aim to develop attitudes, interests, concepts, and habits that will result in well-rounded individuals of purposeful character. We will use every means available to teach him/her how to use his/her God-given gifts of body and soul in the best way so as to bring happiness in this life and in the next. Working together (parents, teacher, and child), the child will be taught to uphold, respect, obey, and cooperate with his/her parents, teachers, fellow students, and those in authority.

OBJECTIVES

- To assist in the continuing development of the total person (spiritual, intellectual, social, and physical).
- To provide effective religious education through prayer, the study of Scripture, the Sacraments, and liturgies.
- To establish communication among students, teachers, and parents concerning responsibilities of each to the other.
- To create classroom situations that can build self-esteem.
- To provide in-service opportunities to teachers for curriculum development, guidance and counseling, spiritual development, and professional growth.
- To provide fine arts and opportunities that develops the aesthetical side of our being.
- To vary our teaching styles by using available materials and searching out new teaching techniques to provide multi-dimensional approaches.
- To work at an ever-renewing curriculum which will, in both content and skills attained, provide present day meaning for our students and prepare them for their future lives.
- To share with our students a global vision of their environment as we encourage them to expand the boundaries of their ideas of community.
- To encourage the spirit of service, especially among the junior high students, by giving the students opportunities to use their time and talents for the good of the school and/or parishes.
- To foster the love of Christ, of one another, of self, and of the world by our teaching and our example so that this love will become an integral part of all that we do.

TEACHER'S RESPONSIBILITIES

1. Respect the student and remember the uniqueness of each, realizing that individual learning differences will require a variety of teaching styles.
2. Establish and maintain a teaching atmosphere in the classroom and come to class well prepared.
3. Develop ways for motivating students to do their best at all times.
4. Inform parents immediately if a student is not working up to his/her ability, or is showing disruptive behavior.

STUDENT'S RESPONSIBILITIES

1. Be responsible for his/her actions and develop good study habits and approach studies with a seriousness of purpose.
2. Be well prepared for classes each day by having assignments and homework completed to the best of his/her ability.
3. Develop habits of consideration and thoughtfulness for the rights and welfare of others.
4. Respect the authority of teachers and other members of the staff. Volunteers are members of the staff.

PARENT/GUARDIAN RESPONSIBILITIES

As primary educators, parents should:

1. Provide a learning atmosphere at home.
2. Teach the child to be responsible for his/her own actions.
3. Teach thoughtfulness and consideration for others, remembering that the rights of all should be exercised.
4. Support the teacher when he/she is fulfilling his/her responsibilities to the best of his/her ability.
5. Make every effort to attend school functions to show the child that education is a high priority in the family.
6. Contact one's parish to register for sacramental preparation programs.
7. Notify SJN school office when transferring to another school.
8. Prompt payment of tuition, lunch, and all other fees.
9. Notify SJN school office of student injury or doctor/dentist appointments.
10. Medication is the responsibility of parents

DIOCESAN POLICY REGARDING CATHOLIC EDUCATION

The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. The education is open to all Catholics regardless of race, sex, or ethnic background.

Therefore, it is and shall continue to be the policy of our Catholic schools to serve all children equally. When openings are available, our schools do and will continue to consider children of other faiths for admission.

However, the Catholic schools will not allow themselves to become a haven for those of any faith wishing to escape racial integration in the public schools. The student seeking admission in circumstances or at times when this motive might seem to be present will be denied admission.

Faculty recruitment has been and will continue to be processed without regard to race, sex, or ethnic background.

SECTION II - ADMINISTRATIVE

ADMISSIONS AND RETENTION POLICY

AGE REQUIREMENT

To enter Kindergarten at St. John Neumann Catholic School, a child's age must comply with the Illinois State Regulation. (5 years of age on or before September 1st to enter Kindergarten and 6 years to enter Grade 1.)

To enter Pre-school at St. John Neumann Catholic School, a child must be 3 years of age on or before September 1st to enter the 3 year old program, and 4 years of age on or before September 1st to enter the 4 year old program. All preschool children need to have completed bathroom training by the first day of school

CRITERIA FOR ADMISSION AND RETENTION

If, in the opinion of the pastor, the applicant, and his/her family is not sincerely practicing the Catholic faith and shows no signs or willingness to do so, his/her application for subsidy could be denied. Annual readmission to the school would also be contingent upon the continuing practice of the faith by the student and his/her family.

If, in the opinion of the principal and pastors, the applicant's character, personality, emotional stability, or scholastic record indicates that the applicant would require special training or counseling not currently available, his/her application could be denied. All prior years' tuition and fees must be paid in full before acceptance will be granted.

All applicants will be reviewed on a yearly basis.

St. John Neumann School abides by the provisions of the Buckley amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Application is not complete until 1) Parish agreement is signed and on file; 2) Student's records from the previous school are received; 3) The first month of tuition is paid. The first payment is non-refundable.

PRIORITY FOR ADMISSION

1. Students currently enrolled (K through 7) at St. John Neumann are allowed to move forward with their class provided they are in good standing with St. John Neumann School.
2. Parishioner applicants with siblings already enrolled in St. John Neumann. (In the case of a teacher or other full-time staff member, seeking admission for his/her child into St. John Neumann, said child shall be awarded the same priority of admission as granted to siblings within an established family in the school).
3. Parishioner applicants.
4. Non-parishioner applicants with siblings already enrolled in St. John Neumann Preschool through Grade 8.

5. Transfer students from public schools who are parishioners of other parishes
6. Transfer students from other Catholic school who are non-Catholic
7. Transfer students from public schools who are non-Catholic

NON-DISCRIMINATION

St. John Neumann Catholic School admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school related programs.

St. John Neumann Catholic School accepts applications of any race, color, sex, national, or ethnic origin for staff positions. Disabilities that do not interfere with job requirements will not be discriminated against.

AIDS

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish religious education programs. Students who are known to have AIDS should be individually evaluated by the pastor, appropriate administrator(s), physician(s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

The parish/school should respect the right of privacy of the individual. Knowledge that a student or teacher has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of confidentiality requirements.

Any reference to AIDS in this policy statement is to be read as referring to AIDS, ARC (AIDS related complex) and HIV (Human Immunodeficiency virus, the virus that causes AIDS, also known as HTL VIII or LAV).

ATTENDANCE-ABSENCE

Parents are required to call or Fast Direct and inform the school office before 8:00 a.m. if their child will be absent from school that day. **Voice mail at St. John Neumann School is operational 24 hours a day, 345-7230, extension 210 or send a fast-direct message to the school office and teacher. Attempts will be made to contact the parents/guardian if the school is not notified.**

When a student is absent, tardy, or dismissed early from school, he/she is responsible for any work missed and is expected to inquire what was assigned. In case of absence, student is allowed one day for each day absent to make up work. Regular attendance is very important. A common cause of low achievement in schoolwork is poor attendance. A note needs to be sent upon a child's return after an absence.

Fifteen (15) days of absence will result in a review of the child's absentee record for possible retention in his/her present grade. A child's attendance file may be referred to Regional Superintendent Truancy Office. A child who will be hospitalized or homebound, for a period of time, of more than five (5) days should inquire about the availability of a homebound teacher. Requirement of a written

statement from your doctor and papers filled out at your local school district. Please check with the principal for more details.

Tardiness interferes with the child's progress in school and leads to the formation of undesirable character traits. A pupil is tardy if he/she arrives after 8:00 a.m. After 8:15 a.m. a student is considered one-half day absent. When a child is late, a note should be sent by the parent stating the cause of his/her tardiness. Three (3) tardies per quarter will constitute a full day absent. Nine (9) consecutive absences will result in child's name being given to Regional Superintendent Truancy Office for review. Students leaving before 2:15 p.m. are considered one-half day absent. After 2:15 p.m., student is considered tardy.

Note: Three (3) tardies will eliminate a child from receiving a perfect attendance award.

SCHOOL DAY SCHEDULE

7:30 a.m.	Doors are opened
7:45 a.m.	Students go to Classrooms
8:00 a.m.	Class begins – Attendance/Roll is taken

First Period	Lunch 11:10 – 11:40	Recess 11:40 – 12:00
Second Period	Lunch 11:30 – 12:00	Recess 12:00 --12:20
Third Period	Lunch 11:50 – 12:20	Recess 12:20 – 12:40

Classes dismissed 2:30pm

(Students riding bicycles are dismissed after all cars are off school grounds. Bicycles must be walked off the grounds).

PRE-SCHOOL SCHEDULE – 8:00 – 10:30 a.m. Session
11:45 – 2:15 p.m. Session

(Morning Pre-School students may arrive at school no earlier than 7:45 a.m. Afternoon students may arrive no earlier than 11:30 a.m.)

REPORT CARD AND MARKING SYSTEM

Report cards are available four times during the school year. Report cards will be available for parents to view and/or to print from FastDirect. If there are any questions, please contact the teacher or principal.

The marking system is as follows:	Numerical Equivalent
A (4.0) Outstanding Achievement	93 – 100
B (3.0) Above Average Achievement	85 – 92
C (2.0) Average Achievement	77 – 84
D (1.0) Below Average Achievement	70 – 76
F (0) Failure	Below 70

HONOR ROLL

1. Eligibility for the Honor Roll in Grades 5, 6, 7, and 8 is computed using the following subjects: Religion, Math, Reading, Science, Social Studies, English, Spelling, Music, PE, and Computers.
2. Required grade point average. Honors with Distinction 4.0; High Honors

3.75 – 3.99; Honors 3.4 – 3.74. However, a grade of D or F in any subject or an incomplete/unsatisfactory in any subject including Computer, Art, Music, or PE will keep a student from being on the Honor Roll even if enough points are attained.

LINE OF AUTHORITY

The following procedures for handling problems should be utilized categorically as needed:

1. Parents are to discuss problems with respective teacher. Discussions at school, should be scheduled ***before or after*** school hours—not during the school day.
2. If the problem is not resolved, parents may then confer with the principal and teacher.
3. If the above fails to satisfy those involved, the matter will be forwarded to the Canonical Administrator for final decision. Conversely, if the teacher is faced with the problem, the following should be instituted:
Discuss the problem with the parents.
 - a. If the problem is not resolved, confer with the principal and the parents.
 - b. If the above fails to bring satisfaction, the help of the Canonical Administrator is sought.

SECTION III - STUDENT RELATED INFORMATION

Expectations of the students are as follows:

When visiting the office:

1. State what help you need.
2. Proper courtesy shown at all times.
3. Phone used only with teacher/supervisor permission for emergency use only.

General Classroom Rules:

1. Show respect for materials of teachers and students.
2. Desk should be kept orderly.
3. Any items or articles that may cause or become a nuisance should not be brought to school. Violations will be confiscated.
4. In case of absence, one day is allowed to make up work for each day absent. Student is responsible for asking for all work missed while absent.
5. Room parties are acceptable if the principal and teacher approve.
6. **Invitations for private parties may not be distributed on school property.**
7. Silence is to be maintained in the morning after the bell rings; coming and going from lunch and library, and during class exchange, Mass, and assemblies; during announcements over the PA system. Students should remain silent until called upon by the teacher. When the teacher has to leave the room for a specific reason, students should remain silent.
8. Dress code must be followed at all times. Coats, jackets, sweatshirts, and other items not listed in the dress code are not allowed.
9. Never interrupt when someone is talking. Raise your hand and wait your turn.
10. You are to supply your own school materials. Borrowing is to be kept to a minimum.
11. Do not leave your seat without permission.
12. Use proper manners when addressing the teacher or others.
13. Sit up straight in class and participate to the best of your ability.
14. Homework completed in full at time specified.
15. Specific rules as addressed by each of the child's teachers and/or supervisors.
16. No gum chewing on school property.

17. Damage to school property becomes the responsibility of the student (books, desk, walls, etc.)
18. No look alike weapons are permitted.
19. All electronics must remain in backpack or locker **“off”**.

In the cafeteria:

1. Remain in the lunchroom during allotted lunch break until released by Supervisor.
2. Clean table and return tray to proper place in cafeteria.
3. No running.
4. Coats should be removed and placed in proper place in cafeteria.
5. No misuse of food.
6. No sharing of food or exchanging of food.
7. Behavior problems should be reported to Supervisor.
8. Accidents should be reported to Custodian on duty.
9. Talking should be in low to normal tones, **NO SCREAMING!**
10. Respect all students, Supervisors and property—remember treat others, as you want them to treat you. You are only borrowing the school property—so treat it with care.
11. Parents are responsible for lunch account being paid and up-to-date.
12. Seating in the cafeteria will be at the Supervisor’s discretion.

Consequences

1. Loss of recess time.
2. Written assignment (determined by Supervisor, Teacher or Principal).
3. Clean-up duties.
4. Demerits.

In the halls:

1. Silence should be maintained during the school day. No activities should be performed that will disturb other classes in session.
2. Pushing or shoving should be avoided.
3. During fire drills you are to walk quietly to the designated area.
4. During disaster drills you are to walk to the area assigned.
5. Only the telephone in the office may be used by students during the school day.
6. No lingering in the halls.
7. Students are not to disturb classes by visiting other students during the school day.

In the library:

1. Silence so that others may study.
2. All fines should be paid before other books are borrowed. (Lost books must be paid for when they are not returned to the library.)
3. Damage to books or other library materials become the responsibility of the student.

On the playground:

Because we adhere to the Christian doctrine—“A sound mind in a sound body”—we strongly encourage participation in games and exercises during the recess period. The playground is supervised at all times. However, accidents will happen when so many children are playing. Encourage your children to obey the playground rules, to play only in their designated play area, and to help us to keep our school premises clean by putting paper and other litter in the proper containers.

1. The playing of tag shall be limited to grassy areas.
2. When using a ball to tag a person, the aim shall be below the waist.
3. Jump ropes shall be used only for the manufacturer's intended purpose.
4. The playing of all football and hardball shall be prohibited.
5. Softball shall only be played with direct teacher supervision.
6. In order to protect property, all persons and objects shall be prohibited from physical contact with trees, the school building, and the surrounding fields.
7. All areas open to motorized vehicles shall be closed to playground activities.
8. All equipment shall be taken out at the beginning of the recess period. All equipment should be returned to its proper place after use.
9. Entering the building during the recess period shall be done only with the permission of the supervisor.
10. In case of an accident or other emergency an immediate response shall be made to the supervisor's whistle. This will be the signal that all students shall sit immediately and quietly to allow the supervisor to concentrate on the emergency situation.
11. When the school bell rings, the students shall line up in an orderly fashion and enter the building quietly when told to do so.
12. In order to prevent physical harm, all fighting and aggressive play shall be prohibited.
13. The use of all objectionable language shall be prohibited. Classroom teacher will be notified. If such language is heard by school personnel, and in the judgment of the principal it is deemed to be offensive, the student shall be given a verbal warning. On the second offense the student shall be required to make a formal notification to his/her parents concerning this behavior.
14. The throwing of snowballs and all other objects with the capacity to cause harm to persons or property shall be prohibited. First-time offenders shall be given a verbal warning by the principal. Should a second offense occur, the student would receive an automatic detention of one-half hour after school. Transportation in such cases shall be the responsibility of the parents.

PLAYGROUND EQUIPMENT RULES

1. No student is allowed on playground equipment unless supervisor is present.
2. One student will be allowed on each piece of equipment at a time. An orderly line will be maintained for each piece of equipment.
3. Monkey bars – Enter platform and exit on ladder.
4. Sliding handle – No push-offs.
5. No walking on boards.
6. No pushing or shoving will be permitted on the equipment or in the area.
7. No throwing or removal of rocks will be permitted.
8. Offenders will be curbed and lose their privilege the succeeding day.
9. One class on equipment each day.

Dismissal Time:

1. Students should walk quietly out of the school building.
2. All bicycles should be walked until they are off school grounds.
3. Bus students will be gathered in the front lobby awaiting the arrival of the buses.
4. Car students should proceed to gym and line up quietly.
5. All Neumann Club students should walk directly to Neumann Club.

Off school grounds:

1. Reports of student behavior which would reflect on the reputation of St. John Neumann School will be dealt with as school-related.
2. Extra-curricular activities sponsored by St. John Neumann School are under St. John Neumann's Code of Conduct.

DISCIPLINE

School discipline is a must for learning to take place. Sometimes parents do not realize that the methods used to teach and discipline a classroom of students must be different from those used to train one child, or a family of children.

We want you and your children to understand that it is a privilege to attend St. John Neumann School. This privilege can be lost by actions of the child or parents. It is extremely important that a child be thoroughly convinced that his parents stand behind the school and that they will demand an accounting of what the child does in school. Without such a clear understanding, a child may think that home and school are separate and unrelated areas of authority, and he may soon learn to play one against the other.

We can best serve our children by working together, by checking out whatever misunderstanding might arise, by supporting one another in all aspects of education and discipline. If there is a difference in opinion, do call us, or make an appointment to see us, so that we can talk things over. We may not conform to your wishes, but we can certainly come to an understanding that will safeguard the child's respect for both parent and teacher.

1. The classroom teacher can handle discipline best. The goal of discipline should be to instill self-discipline in the student.
2. The teacher should seek the cooperation of the parents of students who are frequent discipline problems.
3. Students will be referred to the office in the case of serious or frequent breaches of discipline.
4. If a student is sent to the office for discipline, a note from the teacher, or, if possible, the teacher will accompany the student to explain the breach of discipline.
5. When a student is sent to the office for discipline, the principal shall decide what punishment is appropriate.
6. Spanking or paddling as a penalty for misbehavior is not employed.
7. A student may be suspended by the principal for frequent or serious breaches of discipline. In order for the student to return to the classroom the parent must meet with the principal.

Note: The administration reserves the right to discipline students for off-campus conduct.

DISCIPLINARY POLICIES AND PROCEDURES:

1. PROBLEM: Student-to-Student Harassment

Policy: Harassment by other students is prohibited. Students should report any type of harassment by other students(s) to a teacher, counselor, canonical administrator (priest) or principal. Harassment includes, threats, persistent name calling, intimidation, hazing and inappropriate touching, gestures, symbol or picture display or verbal/nonverbal/written communication that makes a student feel emotionally upset, or

physically unsafe even if the person engaging in such behavior does not feel he/she is harassing. This includes harassment of a racial, sexual or non-sexual nature. This policy is not intended for minor embarrassment or discomfort or for isolated or commonplace student-to-student disputes but applies to serious or frequent breaches of discipline.

Discipline: Students who engage in any form of harassment will be disciplined based on the severity of the offense. This will involve a notice of concern to the parent(s) from the principal and canonical administrator and may include 1 – 20 demerits, suspension, and evaluation by a school psychologist, expulsion and/or referral to the appropriate police authority. Any student making a false accusation of harassment will likewise be subject to similar disciplinary action. School staffs, including teachers and/or support personnel are mandatory reporters under this policy. Observed harassment, or a harassment report made by a parent or student, shall be reported to the principal or canonical administrator.

The principal, in collaboration with the school board and member pastors will establish guidelines on investigating reports of harassment, as well as guidelines for record retention for offenders of this policy.

2. PROBLEM: THREATS

“All threats are to be taken seriously and investigated. If, after investigation, the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.”

3. PROBLEM: Gross Misconduct

Policy: Student conduct must be orderly, proper, and reasonable on school property, at authorized activities and on the school buses.

Discipline: Any student who physically attacks or verbally abuses a teacher or other authorized personnel, willfully and repeatedly violates rules and regulations, seriously disrupts the educational process and the orderly operations of the school and poses a danger to the safety of others will be suspended, expelled, or charged with criminal misconduct.

Demerits: 10 – 20

4. PROBLEM: General Misconduct

Policy: Students are expected to conduct themselves in a manner, which is not disruptive in the classrooms, office, halls, and other areas of the campus, authorized activities or the school buses.

Discipline: Anyone who is distracting, disruptive, and disorderly or acts improperly will receive 1-5 demerits, suspended or removed from class.

5. PROBLEM: Insubordination (Disrespect)

Policy: Students must obey proper and reasonable orders given to them by teachers and authorized personnel on school property, at authorized activities and on the school buses.

Discipline: Any student who deliberately or willfully refuses to obey a reasonable and proper order or who repeatedly refuses to obey orders will receive 5-10 demerits, be suspended, expelled or not accepted for the following school year.

5.a. PROBLEM: Gross Insubordination

Discipline: May result in suspension or 10-20 demerits.

6. PROBLEM: Protests and Demonstrations

Policy: No student or group may disrupt the educational process or interfere with the operations of the school by acts legally defined as intimidation, disorderly conduct and criminal defamation at any time.

Discipline: Any individual or group that disrupts the educational process and the orderly operations of the school, commits acts of intimidation or criminal defamation, and is disorderly, will be suspended, expelled or charged with criminal misconduct.

Demerits: 10 – 20

7. PROBLEM: Alcohol

Policy: It is unauthorized and illegal for any student or chaperone to possess, use or be under the influence of alcohol on school property or transportation facilities or at an approved school activity held on non-school property.

Discipline: Any student found possessing, selling, using or being under the influence of alcohol on school property shall result in an out-of-school suspension and recommendation for expulsion. Any evidence obtained may be delivered to the local authorities for possible prosecution.

Demerits: 10 – 20

8. PROBLEM: Drugs

Policy: It is unauthorized and illegal for any student to possess, sell, use or be under the influence of narcotics, stimulants, hallucinogens, depressants, marijuana, drug paraphernalia, “look-a-like drugs” or unauthorized drugs on school property or transportation facilities, or at an approved school activity held on on-school property.

Discipline: Any student found possessing, selling, using or being under the influence of unauthorized drugs, harmful drugs, marijuana, look-a-like drugs, or drug paraphernalia on school property, or transportation facilities or at an approved school activity held on non-school property shall result in an out-of-school suspension and recommendation for expulsion from school and any evidence obtained may be delivered to the local authorities for possible prosecution.

Demerits: 10 – 20

9. PROBLEM: Tobacco or tobacco related substances.

Policy: It is unauthorized and illegal for any student to possess, sell, use, or be under the influence of tobacco or tobacco related substances on school property or transportation facilities or at an approved school activity held on non-school property.

Discipline: Any student found possessing, selling, using or being under the influence of tobacco or tobacco related substances on school property or transportation facilities or at an approved school activity held on non-school property shall result in an out-of-school suspension and recommendation for expulsion.

Demerits: 10 – 20

10. PROBLEM: Dangerous and illegal weapons including look-a-like weapons.

Policy: The display, possession and transportation of dangerous and illegal weapons are prohibited on school property, at authorized activities, on the school busses, and on transportation facilities. The display of look-a-like weapons poses a safety concern and damages the reputation of St. John Neumann School.

Discipline: Anyone found possessing, displaying, transporting or using a dangerous and illegal weapon or look-a-like weapons on campus and school buses will receive an out-of-school suspension and may be recommended for expulsion from school. Evidence obtained will be confiscated and turned over to the Canonical Administrator and may be delivered to the local authorities for possible prosecution. In all criminal cases, the Superintendent or designee shall

seek prosecution of violators to the maximum extent of the law and charged with criminal misconduct.

Demerits: 10 – 20

11. PROBLEM: Theft and damage of property.

Policy: No person may take or destroy personal or public property.

Discipline: Anyone caught stealing, defacing, damaging or destroying personal or school property will be required to make restitution, suspended, expelled or charged with theft, robbery and criminal damage of property.

Demerits: 5 – 10

12. PROBLEM: Fighting.

Policy: Fighting at authorized activities, on the school buses and on campus is prohibited.

Discipline: Students involved in a fight will be disciplined according to the seriousness or the situation. This is a 5-20 demerit, suspension, or expulsion, and/or being charged with disorderly conduct and placed in the custody of the Police Department.

13. PROBLEM: Anonymity.

Policy: Students must properly identify themselves upon demand from teachers and other authorized personnel on school property, at authorized activities and on the school buses.

Discipline: Anyone refusing to properly identify oneself to a teacher and other authorized personnel on campus and the school buses will be suspended.

Demerits: 1 – 5

14. PROBLEM: Trespassing

Policy: A student who has been placed on out-of-school suspension or expelled from school is not permitted on the school grounds or in the building at any time during the period of suspension or expulsion except for previously arranged appointment with a counselor or other staff members. Students are not permitted on school grounds in the school building during non-school hours except if they are in attendance at a school-approved activity with principal's approval.

Discipline: Anyone found illegally on campus or school buses without authorization will be suspended, expelled, or charged with criminal trespassing.

Demerits: 1 – 5

15. PROBLEM: Forgery

Policy: Forgery of a document or signature is prohibited.

Discipline: 5-10 demerits, Parent Conference, suspension, expulsion warning, or expulsion.

16. PROBLEM: Students in restricted areas.

Policy: Students' presence in restricted areas of school property without the written authorization or under the direct supervision of a teacher or other authorized personnel is prohibited at all times.

Discipline: Anyone found in restricted areas on campus without written authorization under direct supervision may receive demerits or be suspended.

Demerits: 1 – 5

17. PROBLEM: Inappropriate Dress.

Policy: School Uniform Dress Code **must** be followed. When uniforms are not required students must wear reasonable, proper, adequate clothes on campus and in the classroom at all times.

Discipline: Anyone wearing unreasonable, indecent, improper, inadequate, distracting clothes on campus, in the classroom and on school buses will be required to correct problem, sent home, have a parent conference, demerits, and/or suspension.

Demerits: 1 – 5

18. PROBLEM: Gambling

Policy: State law prohibits games played for money. No gambling is permitted on school grounds.

Discipline: Students involved in gambling will be suspended.

Demerits: 10 – 20

19. PROBLEM: Obscene or profane language or gestures.

Policy: Profanity or obscene language, written or verbal, and the use of obscene gestures or signs are prohibited. This includes music tapes or CD's with inappropriate language.

Discipline: 5-10 demerits, Parent Conference, suspension, expulsion warning, or expulsion.

20. PROBLEM: Academic Dishonesty.

Policy: Obtaining or accepting assigned work or answers to tests, copying another student's work, using unpermitted information or materials or any other action intended to obtain credit for work not one's own is prohibited. Discipline: Any child caught cheating on an assignment will receive a 0% grade for the assignment involved. If a child persists with this behavior, further disciplinary actions will occur under the guidelines of the Discipline Policy.

21. PROBLEM: Misuse of Internet.

Policy: Students are expected to have the same behavioral standards on the computer as they do in the regular classroom.

Discipline: Students who purposely engage in any behaviors that are not in line with the rules of school behavior are subject to discipline. Immediate suspension from internet use, 1 – 20 demerits.

22. PROBLEM: Gum chewing.

Discipline: 1-5 demerits

23. PROBLEM: Chaperones attending school functions.

Policy: Adults attending school-sponsored events where children are present: no alcohol, no tobacco, no drugs, (5th & 6th Camp Ondessonk, 7th Space Camp and 8th grade trip).

Discipline: Adults engaged in above activities will be asked not to participate in school functions.

ACADEMIC DEFICIENCY REPORTS

1. Late and missing assignments
2. Poor attendance/lateness
3. Inadequate participation in class
4. Inadequate preparation for class

After 5 deficiency reports a student will be referred to the student assistance committee for recommendation, which could include, but not limit, to tutoring, counseling, or detention.

DISCIPLINE CODE: Procedures or order demerit system will be administered. Please refer to the correspondence your child's teacher has sent home.

LOWER GRADES (K-3rd GR.)

1. Verbal Warning
2. Second offense:
Plan 1: Yellow card
Plan 2: Yellow card – 5 minutes time out

UPPER GRADES (4th-8th GR.)

1. Teacher-Student interaction
2. Demerits issued
3. Behavior improvement plan included in note sent home.

- Plan 2: Yellow card – Student/Teacher Interaction
3. Plan 1: Red card-written behavior plan at recess.
Plan 2: Red card – five minute time out
Plan 3: Red card – Time out
4. Notice from teacher to parent is not back the next day an additional demerit will be issued.
4. Plans 1, 2, 3: Second red card: note sent home—says demerit—must be signed and returned. If card is not returned teacher calls parents.

DEMERIT SYSTEM

ALL LEVELS: When student has accumulated demerits the following will apply:

- 5 demerits: Student will meet with Principal and report will be sent home to parent.
- 9 demerits: Principal to review demerits issued, determine if parent has been notified. Principal should determine if conference is required. Principal reviews student assistance recommendations.
- 10 demerits: One day in school suspension (primary: half day)
- 13 demerits: Three days in school suspension (primary 3 half days) ISS rules apply
- 16 demerits: 3 days out of school suspension
- 20 demerits: Student on 5-day out-of-school suspension with possible expulsion. Parent must meet with school officials within a 5-day period regarding status of student returning to St. John Neumann School. Parents will be notified of school's decision in writing.

NOTE: Copies of all correspondence is the responsibility of the parent.

DETENTION

Keeping students after school hours will be practiced only when a specific purpose is to be achieved. Students may be detained for roughness, impertinence, creating a nuisance, failure to prepare work or any other chronic offense. If a student is detained for more than fifteen (15) minutes after dismissal time or if he regularly rides a school bus, the parents will be notified. Assigned detentions will be from 2:30 p.m. – 3:30 p.m. or 7:30 a.m. – 8:00 a.m.

POLICE QUESTIONING

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the school if this can be arranged.

- Officer shall properly identify him/herself.
- Parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
- Student's parent(s) or guardian have (has) a right to be present if the conference is held in the school.
- If the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.

If there is a warrant and it is impossible for the parent(s) or guardian to be present, and they request it, the administrator should be a witness to the conference held in the school.

SUSPENSION

A student may be suspended by the principal. Prior to re-admittance to the classroom a conference will be held, either by phone or in person, with the parents or guardian. The time of suspension may not exceed five school days. A summation of the parent conference along with the dates of the suspension will be kept in the student's file.

IN-SCHOOL SUSPENSION (ISS):

1. Students assigned to ISS must report to the office daily.
2. Students are responsible for obtaining and completing all daily assignments while in ISS.
3. All assignments completed during ISS can be turned in for credit and all quizzes/tests can be made up.
4. Students who are absent from school on days to be spent in ISS will have to make up the ISS when they return to school.
5. Students who become discipline problems during ISS will:

1st offense: Student is sent home for the remainder of that day and must repeat/continue the ISS assignment.

2nd offense: Student is sent home for the remainder of that day plus assigned out-of- school suspension for the remainder of days in ISS. Student will lose option for ISS for the remainder of the semester.

OUT-OF-SCHOOL SUSPENSION (OSS)

1. OSS may be used for major discipline violations.
2. Students in OSS are not permitted to be on campus during the suspension, except with administrative authorization.
3. Students are responsible for obtaining and completing all daily assignments during OSS.
4. Students will receive partial credit for any assignments or test/quizzes given while in OSS.

EXPULSION

Expulsion of a student from a Catholic School is so serious that it should be invoked rarely and only as a last resort. The principal will use every means available to discover the cause of the problem and will exhaust all appropriate remedies such as conference with parents, referral to a guidance clinic, physician, or the pastor.

When all other means have failed and expulsion is being considered, the following events should occur:

1. The student is to be suspended out of school for a period not to exceed five days.
2. The parents of the student are to be granted a conference with the Canonical Administrator or his designed pastor and the principal in the hope that a solution to the problem will be found,
3. The Canonical Administrator is to make the final decision and to communicate this decision to the parents.
4. If expulsion occurs, the pastor/principal should assist the family in making future arrangements for the education of their child.

5. If expulsion is necessary, the date of withdrawal and the word “withdrew” are sufficient for the permanent records.

DISASTER DRILLS

Fire, tornado, and earthquake drills are conducted regularly. Instructions are located in each classroom. Crisis drill procedures are implemented when needed.

DRESS CODE

GIRLS

JUMPER	Grades K-4 Maroon and gray plaid from Famously Yours, Inc. Choice of box pleats or knife pleats. Shorts must be worn under the jumper. Jumpers may not be shorter than 2 inches above the knee.
SKIRT	Grades 5-8 Maroon and gray plaid from Famously Yours, Inc. Choice of box pleats or knife pleats. Shorts must be worn under the skirt. Skirts may not be any shorter than 2 inches above the knee.
SKORT SHIRT	Grades K – 8 Maroon and gray plaid from Famously Yours, Inc. Uniform style with round or pointed collar. Oxford style with button down collar, knit shirt with collar, turtleneck (fold down collar with no buttons or shoulder pads). Shirts are to be white or maroon. Shirts may be long or short sleeved. Shirts must be tucked in at all times. The maroon color will match the color of St. John Neumann sweatshirts and final color determination resides with the principal/administration.
SWEATER	Close knit uniform style; no cable knit or loose weave shaker type. Sweaters are to be maroon in color from Famously Yours, Inc. Sweaters may be long sleeved or vest style. The maroon St. John Neumann sweatshirt may be worn instead of a sweater. A uniform style shirt must be worn under the sweater or sweatshirt.
SHORTS	Navy uniform style walking shorts from Famously Yours, Inc. are permitted April 15 th through October 15 th .
SLACKS	Navy dress slacks in cotton twill or corduroy from Famously Yours, Inc. Slacks may not be rolled at hem.
BELTS	All belts for girls are to be free of logos of any kind. Belts need to be brown, navy blue or black in color. Belts as part of an approved dress are allowed provided they meet the standards for that dress (examples would include Girl Scout Belts that are brown with green stitching, or for Boy Scouts belts that have Scout awarded belt loops). Final determination of approved belts resides with the principal/administration.
LEGGINGS	Acceptable colors are white, light pink, gray, navy or maroon. Anklets must be worn with leggings. They do not have to be removed when worn under skirts or jumpers.
SOCKS	Solid white, gray, navy or maroon knee socks, anklets, or tights. Navy socks may be worn with navy slacks or shorts.
SHOES	Shoes must be closed heel & toe; no sandals or crocks are permitted. Rubber soled shoes are recommended. Gym shoes, without black soles must be worn for P.E.
MAKE-UP	<u>Use of facial make-up shall be prohibited. Only pastel shades of nail polish will be allowed.</u> Lip-gloss, hair spray, perfume, or other cosmetic items are not to be brought to school. (Not allowed in building).
HAIR	Clean and neat. Extreme styles are not acceptable.
JEWELRY	Simple jewelry, which does not detract from the basic uniform, is permitted. Any jewelry causing a safety concern will be removed, such as earrings, which hang down from the lobes.

LOGOS All attire is to be plain and free of logos of any kind. Approved logos include St. John Neumann logos that appear on items sold through approved channels. Final determination of approved logos resides with the principal/administration. Example of an approved logo would be the burgundy St. John Neumann sweatshirt worn over the white shirt/blouse in winter for extra warmth. Also, the short and long-sleeved polo shirts with St. John Neumann School embroidered on the left front. Example of a non-approved logo, the Nike emblem on a shirt/blouse collar.

BOYS

SLACKS Navy dress slacks in cotton twill or corduroy from Famously Yours, Inc. Slacks may not be rolled at the hem.

SHORTS Navy uniform style walking shorts from Famously Yours, Inc. are permitted April 15th through October 15th.

SHIRT Oxford style with button down collar, knit shirt with collar or turtleneck. Shirts are to be white or maroon. Shirts may be long or short sleeved. **Shirts must be tucked in at all times.** The maroon color will match the color of St. John Neumann sweatshirts and final color determination resides with the principal/administration.

SWEATER Close knit uniform, no cable knit or loose shaker style. Sweaters are to be maroon in color from Famously Yours, Inc. Sweaters may be long sleeved or vest style. The maroon St. John Neumann sweatshirt may be worn instead of a sweater. A uniform style shirt must be worn under the sweater or sweatshirt.

BELTS All belts for boys are to be free of logos of any kind. Belts need to be brown, navy blue or black in color. Boy Scout belts must be worn with scouting apparel. Final determination of approved belts resides with the principal/administration.

SOCKS Solid white or navy dress socks, crew socks, tube socks or anklets.

SHOES Shoes must be closed heel & toe, no sandals, rubber soled shoes are recommended. Gym shoes, without black soles, must be worn for P.E.

HAIR Clean and neat. Extreme styles are not acceptable.

JEWELRY Simple jewelry, which does not detract from the basic uniform, is permitted. Any jewelry causing a safety concern will be removed.

LOGOS All attire is to be plain and free of logos of any kind. Approved logos include St. John Neumann logos that appear on items sold through approved channels. Final determination of approved logos resides with the principal/administration. Example of an approved logo would be the burgundy St. John Neumann sweatshirt worn over the white shirt/blouse in winter for extra warmth. Also, the short and long-sleeved polo shirts with St. John Neumann School embroidered on the left front. Example of a non-approved logo, the Nike emblem on a shirt/blouse collar.

OTHER Lip balm, hair spray, cologne or other items of a cosmetic nature are not to be brought to school.

All clothes must fit properly and portray a neat image. **Skirts may not be any shorter than two inches above the knee.** Random checks will be done if it is suspected students are in violation. Pants will not be permitted to drag the floor. Pants must fit properly in the waist. “Trends” such as wearing clothes too large or wearing skirts too short will not be permitted. Undergarments, which can be seen through clothing must be plain and white or neutral in color.

The **principal and teachers** are responsible for enforcing this dress code policy. They are authorized to make decisions on the appropriateness of dress in regards to neatness, proper fit, safety, etc.

Students must be in school uniform during school hours. The principal may designate certain days as “non-uniform” days. On those days the students are expected to dress in a manner which is appropriate and will not distract from the learning environment.

Any deviations from the rules will warrant the following:

First Offense – verbal warning

Second Offense – 1 demerit

Repeat Offense – 1-5 demerits

ELECTRONIC DEVICES

Students are not permitted to carry any electronic devices with them during the school day. Parents may request in writing that his/her child be permitted to bring an electronic device to school. However, all cellular phones, pagers and other electronic devices are to be kept on “silent” mode in the student locker until the end of the school day. These devices are not to be used on school property without the express permission of the principal. Any calls made during the school day must be made on the office phone with permission of the teacher or principal. The phone is for emergency use only. All long distance toll calls must be recorded in the office. Students may not use the telephone in the kitchen/gym.

EXTRACURRICULAR ACTIVITIES

Students who participate in after school activities are under the direction of their supervisor. The student must take sole responsibility for his/her behavior. The supervisor has the authority to remove a student from a club or team for disciplinary reasons.

Failure to maintain a quarterly “C” average will mean activity suspension. **Absence from school makes the student ineligible to participate in activities for that day.** Information on a student’s eligibility will be communicated to the supervisor from the school principal.

FIELD TRIPS

Because of the educational opportunities outside of the structured curriculum, field trips are an integral part of our educational program. Field trips are privileges afforded to students. It is your legal responsibility to adhere to all laws regarding transportation of individuals.

Guidelines for field trips:

If there are any questions, concerns or problems regarding a field trip, please bring them to the attention of the classroom teacher. In consultation with the Principal, teachers will make all decisions with respect to activities, discipline, safety issues, etc. before and during the field trip.

- a. Permission, in writing, must be obtained from parents prior to departure.
- b. Information to parents will include date, purpose, destination, expected student behavior, cost and time of return.
- c. Dress should be in compliance with the current school dress code unless the situation calls for special attire.
- d. Because of the cost of some field trips, the students may be charged a fee to help finance the cost of the trip.

- e. When a bus is used for transportation, all students must ride the bus to and from the field trip destination. Teachers will accompany the students on the bus. Parent chaperones may ride the bus when space allows.

Guidelines for Chaperones:

Parents will be asked to assist in supervising the students. Since teachers have the ultimate responsibility on a field trip, parents participating in a field trip must observe deadlines for chaperone selection and follow field trip guidelines to ensure a safe and secure field trip for the children. Teachers must know which parents will chaperone before the field trip. Students will be assigned to a chaperone prior to departure. Students must stay with their assigned chaperone during the field trip. Parents who chaperone have the responsibility of taking care of the students; therefore, parents may not bring younger children on the field trip.

- a. Parents ***have*** to attend a ***“Protecting God’s Children Training Session”***. **There will be no exception to this rule.**
- b. Parents who chaperone are asked to comply with the appropriate field trip dress code.
- c. Chaperones must follow regulations regarding a smoke-free environment on a field trip.
- d. Use of alcohol or illegal drugs is prohibited at all times on a field trip.
- e. Chaperones may be asked to car-pool if there is not enough room for all to ride on the bus.
- f. Chaperones are required to read and sign the “Statement of Certification and Authorization for Background Checks” of the Diocese of Springfield in order to serve as a chaperone.
- g. All children being transported need to be in a rear seat, buckled in a seat belt.
- h. Parents should only go to destination(s) stated on the permission form.

Note: Student(s) not participating in field trip(s) will be assigned to another teacher for the day, or marked absent if they do not report to school.

GRADUATION

When a student graduates, the permanent cumulative record is placed in the inactive file. It should contain:

attendance records	standardized test results
academic records	health and immunization
teachers	any other pertinent information
promotions – retentions	

Nothing disparaging is recorded on permanent records; words such as “stealing” or “expelled” are not to be used in student’s records.

The permanent cumulative record is to be maintained in a file for at least sixty-two (62) years.

When a student transfers to another school, a duplicate copy of the student’s permanent cumulative records should be sent. The original should be placed in the inactive file.

HEALTH

“Physical examinations are prescribed by the Department of Public Health and are required of all pupils prior to or upon their entrance into Pre-school, Kindergarten, Sixth Grade, or immediately prior to entrance into school if student has not previously been examined according to Illinois law. In addition, prior to entering Pre-school, Kindergarten, every pupil shall be immunized.” (Illinois School Code, Section 27-8).

School health forms not on file by September 15th will result in removal of said child until health forms are on file. This applies to all new students to St. John Neumann School.

NOTE: Your child's health records are not complete until dental forms are on file. Effective as of July 1, 2005 all Illinois children in kindergarten, second and sixth grades will be required to have an oral health examination. This includes all public, private, or parochial schools. Examination must be performed by a licensed dentist and he/she shall sign the proof of examination form. Each child shall present proof of examination by a dentist prior to May 15th of the school year. School dental examinations must have been completed within 18 months of the May 15th deadline. Students failing to present proof by May 15th may not receive their report card and can be withheld from attendance for the coming school year until said proof is received by the school.

The following indicates the rules for school attendance for the specified diseases:

Chicken Pox: May not attend until six day following the eruption of the first crop of vesicles.

Measles: (German or 3-Day): May not attend school until rash has disappeared.

Mumps: May not attend school until all swelling has disappeared, usually about 12 days from onset.

Scarlet Fever: Must be excluded from school until all abnormal discharge and strep throat has ceased, and temperature has been normal for 24 hours.

Whooping Cough: Must be excluded from school three (3) weeks from onset of the Paroxysmal cough.

Strep throat: May not return to school until 24 hours after first dose of prescribed medication.

Conjunctivitis: Highly contagious – your child will be sent home if his/her eyes are pink and have a white or yellow discharge and weeping. Must be on medication for at least 24 hours before returning to school.

Fever: Students must be fever free for 24 hours before returning to school.

School must be notified if the following exist: Impetigo, head lice, ringworm, scabies: Must be excluded from school until all sores are completely healed or treatment has been completed.

1. COMMUNICABLE DISEASES

The principal shall notify the department of Public Health when a student is sent home because of suspected communicable disease.

In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

2. FIRST AID/MEDICATION

The school asks the parents to fill out the emergency form at the beginning of the year. Parents or guardians are notified as soon as possible (using this information form) in case of sudden illness or injuries of a serious nature. School personnel are not permitted to dispense aspirin or internal medication without the written permission of medical Physician.

If your child must take medicine daily, please consult your physician to see if this can be taken either before or after school. If this is not possible, medication must be in a properly labeled prescription bottle with student's name and dosage. Student must come into the office for his/her medication. It is not the responsibility of the office staff to locate the student. Homeroom teacher must be notified in writing that the child has medication in the office and when that medication should be taken. The school will cooperate with you as much as possible. We regret this strict policy, but feel it is necessary for the protection of the children.

3. SICKNESS OR INJURY

If a child becomes ill in school, a parent or person authorized by the parent will be notified. The Family Emergency forms, which are kept on file in the office, lists names of persons to contact in the event parents are not available. Parents should be certain that the person who is listed on the sheet is available. **Please keep this emergency form up-to-date and accurate. New forms must be completed at the beginning of every school year.** A child who is sick or has been injured cannot remain at school. Please do not send your child to school when he/she is sick. If a child has a temperature greater than 100°, the parent **must** make arrangements to pick him/her up. The school cannot be responsible for sending a child home unattended. Children should not be sent to school with any type of rash or skin condition without a written note of explanation. Conjunctivitis (Pinkeye) is very contagious—your child will be sent home if his/her eyes are red and weeping.

NOTE: Your child must be fever free for 24 hours before he/she can return to school!

HOMEWORK

It is expected that most children in Kindergarten through Grade 8 will have some homework each evening. Ordinarily the assignments should require from 30 to 60 minutes daily. However, please bear in mind that it is almost impossible for a teacher to give an assignment that will take everyone in the class that amount of time. If homework is consistently taking longer than the above, please set up a conference with the teacher to discuss the matter.

Some work more slowly, while others work more quickly. Reading and studying are very important parts of homework. Many children think that only the written part is of importance. If for some reason (sickness or death in the family, for instance), a child cannot do his/her homework, please advise the teacher explaining this fact. When a student is absent, tardy, or dismissed early from school, he/she is responsible for any work missed and is expected to inquire about what was assigned.

Homework suggestions for parents:

1. Show an interest in your child's work.
2. Set up proper conditions for studying.
3. Encourage your child to develop good study habits and reinforce those habits.
4. Look over the work when it is completed.

Study Suggestions: The following study suggestions will lead to good habits:

1. Record the class assignment each day in a special class assignment notebook.
2. Have a daily program of study with a definite time assigned for each subject.

3. Have a quiet place to study at home, well lighted and with all necessary materials at hand, such as pencils, paper, rulers and reference books. Avoid interruptions and distractions during your study time.
4. Don't waste time getting started. Read your assignment over carefully; then proceed with the lesson.
5. Before starting a lesson, review briefly what has been covered. At the end of each week, review what has been discussed in class and readings assigned.
6. Re-read the assignment to master the details. Be sure you understand the problem to be solved before you attempt to solve it.
7. Pay special attention to the first and last paragraphs in a chapter and the first and last sentences in each paragraph.
8. Read each paragraph, and as you read, try to pick out the topic sentence or summary sentence. Pause at the end of each paragraph and see if you can summarize it in your own words.
9. Get in the habit of using the dictionary whenever you come upon an unfamiliar word. Make use of atlases, encyclopedias, and other study materials.
10. Study by wholes rather than parts. Get the picture of the whole assignment or topic to see how much you can understand. Then go back and study in detail, section by section.
11. Do not get behind in your work.
12. Do your own work. Develop the habit of solving your own business. Don't expect the teacher or your parents to do your work for you.
13. Keep in good physical condition by practicing healthful living. It is recommended to have eight or nine hours of sleep every day. Participate regularly in outdoor exercises. Set, stand and walk erect.
14. Try to apply what you learn to your daily life. Discuss what you learn with your friends and family. Read articles in newspapers and magazines about the subject you are studying in school.

INTERNET

The Internet is all encompassing, and may be a valuable resource for our SJN students. With use of this resource comes responsibilities for the students at SJN. The student needs to first obtain a signed permission slip from one of their parents or legal guardian. The Internet will allow our students to explore libraries, databases, museums, and other repositories of information. Parents/guardians should be aware that students could enter areas of the Internet that are inaccurate, defamatory, offensive, or of a sexual nature. While it is not the intent of SJN to have students enter these types of areas it is recognized that students could find ways to access these areas or stumble into them by accident. The use of filtering software will not prevent all access of this type and SJN does not encourage the use of the Internet for this purpose. SJN believes that the positive benefits of Internet use far exceed the disadvantages of such use. Parents and guardians are responsible for setting the standards that their children should follow when using any type of media resource, and for that reason SJN will respect the decision of each family to decide to allow their children to have Internet access or not at SJN. Student behavior on the Internet is like any other area and students are responsible for appropriate behavior while using the Internet. Children need to understand that their communications on the Internet may not be private and that the general code of SJN conduct applies. The use of the network is a privilege and use of the network/internet will be revoked if misuse occurs. As a general rule students should never view or send items that they would not normally view/or send in the traditional classroom. SJN does understand that occasionally students by no intention of their own will enter a questionable area and should leave the area by using the back feature of their Internet browser. When an incident occurs

students should let their teacher know to the best of their ability how they ended in that area. Students who deliberately search or enter areas that are not intended for that classroom exercise need to understand that this is the equivalent of daydreaming, or not following directions during normal classroom instruction and could forfeit their use of the Internet.

Guidelines for Internet use at St. John Neumann

All storage on the network/computer is considered like a school desk and as such is viewable by the staff and network administrators to ensure that students are using the network/computer in a responsible manner.

Students are expected to remain within allocated disk space and are encouraged to delete any material that is utilizing excessive storage space. If a student is in doubt they are encouraged to seek help from their teacher.

Students are not allowed to download or install software of any kind. This includes commercial software, shareware, or freeware. Exceptions to this include items that are downloaded under the supervision of the teacher.

Students will at times use the Internet as a resource. If the work of others is utilized it needs to be properly referenced and proper credit given to the original author. Students who knowingly copy work and present it as their own will be subject to discipline as they would be in the regular classroom situation.

Students are expected to have the same behavioral standards on the computer as they do in the regular classroom. Items sent via the computer/network are considered just like other verbal/written communications sent in the classroom. Students who purposely engage in any behaviors that are not in line with the rules of school behavior are subject to discipline. If a student finds that they have entered an area that is not appropriate they should turn off their monitor and seek help of the teacher. A good rule is that all communications on the computer should be of a nature that your parent(s)/teacher(s) would find acceptable. Students who engage in inappropriate activity understand that St. John Neumann does not condone any of these activities and it is understood and agreed by the child and his/her parent/guardian that SJN is not liable for anything resulting from inappropriate student action.

The use of copyrighted material brings added responsibility. Downloading information for personal/school use is acceptable. The copyrighted material can be referenced, but the student cannot claim authorship.

Students may not use the computers/Internet for personal financial or commercial gain. The SJN network is for SJN use and should not be used as a front end for other websites.

Students, if given passwords, will not tell the password to other students, and if given student accounts they will be restricted to use in their own accounts.

Students' use of chat rooms is to be supervised by a teacher and the students will be directed to appropriate web sites if chat room discussions are to be used in the classroom.

Students should not use dial services that result in telephone/toll charges to St. John

Neumann without consent from the teacher.

Students are encouraged to report to the teacher any problems with equipment or websites as they encounter them.

LEAVING GROUNDS

No child is permitted to leave the school ground without the permission of the principal. A written request signed by a parent or guardian is necessary for dental and medical appointments. Any other need for leaving the grounds before dismissal time must be likewise requested in writing by a parent or guardian. In case of emergency, illness or other cause, the student must receive permission of the principal to leave school. Leaving school without permission will result in a recommendation for suspension.

LOST AND FOUND

Articles which have been lost will be placed in the 'lost & found' container (exception to this rule is jewelry, eye glasses). Please mark all sweaters, coats, boots, gloves, lunch boxes, school bags, etc., with your child's name. Any item not picked up will be discarded or given to a charity organization.

MONEY BROUGHT TO SCHOOL

Whenever children are required to bring money to school, it should be in a sealed envelope with **NAME, GRADE, AMOUNT AND WHAT THE MONEY IS FOR on the outside of the envelope and given to the teacher.**

NUISANCES

Any items or articles, which may cause or become a nuisance in school, the classroom, or on the playground, are subject to immediate confiscation.

SEARCH AND SEIZURE

St. John Neumann School retains the right to search students, along with student's property (backpack purses, etc.), when there is a reason to believe that drugs, weapons or other contraband is in the possession of a student. Such possession is in violation of the rules, regulations and policies of St. John Neumann School. Students who possess such contraband will be subject to discipline and possible expulsion. The school will assist local government authorities by reporting such possessions and, when requested by authorities, the school will cooperate fully with police and other government authorities in prosecuting. Lockers and desks are school property, which the school expressly retains the right to search at any time.

STUDENT RECORDS

St. John Neumann School will maintain an active student record of all current students. The information in this file is confidential and release of any information within the student's file will be done under the guidelines of the Release of School Records Policy. The file contains attendance records, academic records, notations of promotions-retentions, standardized test results, health and immunization records and any other pertinent information. Upon graduation or transfers to another school, original records of a student's cumulative file will be placed in an inactive status and will be maintained for at least sixty-two (62) years.

TRANSPORTATION - BICYCLES

Bicycles are permitted as a mode of transportation to and from school. The parent must notify the office prior. Those bringing bicycles to school are asked to park them in the back of the school. The school cannot assume responsibility for stolen or damaged bicycles. Students are expected to follow bicycle safety rules. Bicycles must be walked on school property. Failure to do so may result in having the privilege of riding suspended.

TRANSPORTATION – BUS

Rules of etiquette are the same on the bus as in the classrooms. The bus driver in charge will report to the principal the names of pupils whose conduct on the bus is unsafe or objectionable. Pupils may speak with their immediate neighbors on the bus, but shouting or yelling is not permitted. Pupils must keep all parts of their bodies (hands, arms, etc.) inside the bus. Nothing may project from the bus windows. Pupils who misbehave on the bus may be refused bus service. Two (2) bus conduct reports will result in a one-week loss of bus privileges. The third bus report will result in a loss of bus privileges the remainder of the year.

NOTE: St. John Neumann School **does not** own its own bus.

St. John Neumann School contracts some field trips, sports, and other bus service needs to the most reasonable and reliable company.

Collinsville School District #10 provides bus service to St. John Neumann School for those living within its boundaries. District #10 contracts its bus service out to Laidlaw Bus Company (346-8605). Those students living in other school districts must arrange another means of transportation. The state prohibits cross-district bussing. St. John Neumann School is subject to the bus schedules and fees set by Collinsville School District #10.

Please notify the Bus Company and the school if either of the following applies:

1. Student no longer rides the bus.
2. Student begins riding after the start of the school year.

Bus Safety Rules (Instructions to school bus riders):

1. Be on time at the designated school bus stop. Help keep the bus on schedule. School buses may stop only at these points.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
4. Be careful in approaching the place where the bus stops.
5. Keep hands and head inside the bus at all times after entering the bus.
6. Do not eat any food on the bus. Please assist in keeping the bus clean and sanitary at all times.
7. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Fighting, pushing and/or other misbehavior will not be tolerated.
9. Do not purposely destroy bus equipment.
10. Never tamper with the bus or any of its equipment, including the emergency door.
11. Don't leave books, lunches, or other articles on the bus.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Help look after the safety and comfort of the smaller children.
14. Do not throw anything inside the bus or out of the bus window.
15. Do not leave your seat while the bus is in motion.

16. Be courteous to fellow pupils and the bus driver.
17. Be absolutely quiet when approaching a railroad-crossing stop.
18. In case of a road emergency, remain in the bus until the driver gives the instructions.
19. At a discharge point where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
20. After leaving the bus, help look after the safety and comfort of smaller children.
21. Be alert to danger signals from the driver.
22. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
23. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
24. On trips where other chaperones are present, obey any directive.

CHANGE IN TRANSPORTATION ROUTINE

If a child is to go home by a means that is different from his normal routine, the school must receive a note that is dated and signed by the parent stating how the child is to go home. The office must approve this note

BUS REIMBURSEMENT PROGRAM

Parents with student's grades K-8 who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost. During second semester a letter with details will be sent home. (Dependent on state funding).

SECTION IV – CURRICULUM

PHILOSOPHY OF EDUCATIONAL PROGRAMS

The basic philosophy of the educational programs offered in the school is to help parents guide their children toward a full integration of their bodily and spiritual faculties.

Each child is gifted with talents and potential. The educational programs must motivate and guide the child and so furnish him with knowledge and tools by which he/she can develop to his/her full potential as a Christian human individual.

SPECIAL PURPOSES AND OBJECTIVES

The curriculum meets the expressed purpose and objectives of the stated philosophy of the school by the following means:

1. Identifying student needs by:
 - Testing
 - Consultation with parents.
 - Past performance of the student obtained from child's permanent record.
 - Examination of health record.
 - Vision and hearing testing.
 - Observation of student.
 - Sharing with student.
 - Teacher counseling

- Consultation with principal.
 - Consultation with outside resource personnel.
2. Setting up a program for the student to meet his/her needs.
 - Provide experiences in which he/she can come to make value judgments.
 - Provide experiences in which he/she can participate in the liturgy and in living out the Gospel of Christ.
 - Provide experiences in which he/she can make choices based on sound ethical and moral principles.
 - Provide a variety of instructional methods such as:
 - Textbooks/workbooks
 - Teacher lecture, teacher-made items
 - Class discussion
 - Group work
 - Media and audiovisual of all types
 - Extracurricular activities
 - Library resources
 - Community resource personnel
 - Computers
 - Provide for enrichment in cultural, physical, intellectual and aesthetical training by:
 - Social experiences, clubs, community involvement, parish involvement.
 - Physical education sports.
 - Art and craft classes, music, community programs of aesthetic nature, musicals, plays.
 - Participation in remedial program, and speech therapy.
 3. Creating an atmosphere in which the student can think and act as a free person.
 - The student is respected as a unique individual.
 - The student knows the rules and regulations and has a part in establishing them.
 - The student is responsible for his/hers actions.
 - The student is disciplined with fairness and with firmness. Due process and expulsion policies are stated to protect the rights of the student.
 - The student knows praise from his/her teacher and fellow students.
 - The student feels comfortable in the school because he/she is accepted as he/she strives to use and develop his/her talents and reach self-realization.

ACADEMIC SUBJECTS

The curriculum shall place emphasis upon the development of knowledge, skills, and understanding appropriate to its student body in accordance with its stated purpose, goals, and objectives. Such a curriculum shall provide learning experiences which may include, but are not limited to, the following: Religion, Language Arts (English, reading, spelling, vocabulary, phonics), Mathematics, Science, Social Studies, Physical Education, Music, Piano, and Computer.

1. **RELIGION**. St. John Neumann Catholic School uses the Faith First published by RCL. Religion class consists of 150 minutes weekly. The students participate in Mass once a week. Other prayer services are provided throughout the school year. The students are involved in outreach to the local community. The Church has consistently taught that parents are the primary religious educators of their children. Attendance at Sunday Mass, participation in the sacraments and family prayer are the most effective means of transmitting the gift of faith to the child.

2. **LANGUAGE ARTS.** Reading is taught daily using group and individualized methods. Phonics, English, Spelling and Penmanship are taught daily in conjunction with Reading. Penmanship paper is used according to each level. Listening skills, expressing ideas, speaking clearly, thinking critically, observing carefully, and participating effectively in groups are all part of the basic Language Arts work as well as the various instructional methods used by each classroom teacher. Students work groups frequently. Much drill work using the chalkboard, overheads, flashcards, and other methods help to teach basic skills.
3. **MATHEMATICS.** Solving basic mathematics, computations, problem solving, decoding information and organizing concepts are all part of the basic mathematics curriculum. Students work in groups, with partners, and individually throughout the year. Students practice their skills using the chalkboard, overheads, flashcards, tape recorders, videos, manipulatives, math skill sheets and other methods as well as tools.
4. **SCIENCE.** Critical thinking, observation, experimentation, using basic mathematic computations is all part of the basic course work, as well as the various instructional methods used by each classroom teacher.
5. **SOCIAL STUDIES.** Social Studies is taught in Grades 1-8. Grades 7 and 8 focus on Geography, History, and the Constitution. Manipulatives such as maps, globes, and overheads are used by classroom teachers to teach basic skills. Students work individually and in groups to enhance their learning.
6. **HEALTH AND SAFETY.** Healthy living is encouraged through materials presented in Science, Physical Education, Family Life classes, nutrition programs, videos, and encouragement to drink milk served during the school day. Principles of good moral living and acceptance of themselves and others are taught in Religion classes.
7. **PHYSICAL EDUCATION.** PE is a combination of Health class (Family Life), noontime recess and PE class.
8. **MUSIC, PIANO, AND COMPUTER.** Students are given opportunities to enjoy aesthetic experiences through music class, assemblies put on by the school, school musicals, the talent show, and in art classes. They have the opportunity to view art works, films, and attend field trips, which help them experience the fine arts.

Career development is taught in Family Life classes, Religion classes and through practical experiences, such as having visits from the Fire Department, the Police Department, paramedics, nurses, missionaries, priests, sisters, businessmen and through various experiences by use of films, speakers, and assemblies.

Clarification of individual values is taught in Religion classes and in the Family Life program, a program that deals with issues that can enhance, harm, or diminish the life of a young person. This program encourages better family communication. Through a cooperative approach involving home and class, both parents and instructors share in teaching students to develop healthy, wholesome Christian attitudes toward sexuality.

SECTION V – PROVISIONS FOR STUDENTS OF DIFFERENT TALENTS

St. John Neumann School provides for students of different talents, intellectual abilities and interests with the specific functions listed below:

1. Contests. The following contests are available to Grades K-8: Art, Library, Poster, Jump-a-Thons, Spelling and Sports.
2. Liturgical. Participation in the Mass as servers, readers, musicians, vocalists and assembly.
3. Productions. Talent shows, music programs, and classroom plays.
4. Sacramental Programs. All preparation for the sacraments of First Penance, First Eucharist and Confirmation will take place under the direction of the Pastor in the local parish. Please consult the Pastor, Director of Faith Formation (Religious Education) or Pastoral Associate of your parish for more information. A special celebration for the children of St. John Neumann School who have celebrated First Eucharist is held annually. Children who attend St. John Neumann School who have not been baptized or who have been baptized but uncatechized will be expected to participate in the Rite of Christian Initiation of Adults in his/her particular parish. Again, consult the Pastor or Director of Faith Formation (Religious Education) of your parish for details.
5. Piano. Mrs. Kathy Huff-Parker gives and schedules piano classes.
6. Safety Patrol. The patrol consists of volunteer students from Grade 8 under the direction of the principal and teacher. The safety patrol goals are:
 - Students are responsible for dismissal of car lines.
 - Bicycles are to be walked on the school blacktop and at crosswalks.
 - Students are to be stopped until it is safe to cross blacktop.
 - Students are responsible for cone set-up and removal
7. Scouts. All levels of scouting are available. Watch for signups and meeting times.
8. Speech Therapy. Speech therapy services are available to any student having difficulty in articulation, language development, and stuttering and voice problems. This program is available through the Public School District your child would attend if he/she were not in school at St. John Neumann.
9. Sports (Interscholastic Activities). The following school-sponsored sports activities are available:
 - Girls Volleyball, Grades 5-8
 - Boys Volleyball, Grades 5-8
 - Girls Basketball, Grades 5-8
 - Boys Basketball, Grades 5-8
 - Girls Soccer, Grades 5-8
 - Boys Soccer, Grades 5-8
 - Track (Boys and Girls), Grades 5-8
 - Softball (Girls offered if athletes available)
 - Baseball teams are in local communitiesComposition of teams will be based on the number of students participating. Each athlete will receive an Athletic Programs Information Booklet outlining eligibility requirements for participation (grades, conduct, absence, etc.).

SPECIAL NOTE: Students who participate in after-school activities are under the direction of their moderator. The student must take sole responsibility for his/her behavior and actions. The student should consider it a privilege to participate in this activity. A moderator has the authority to remove a student from a club or team for disciplinary reasons. Since the student has decided to take part in this activity, he/she must be responsible for: (1) all communication and (2) his/her actions. (The moderator will discuss concerns directly with the member involved). (3) 10 demerits or suspension will mean immediate removal from activity. (4) Failure to maintain a “C” average will mean activity probation.

Absence from school will make the student ineligible to participate in extracurricular activities for that day’s activities.

SECTION VI – SPECIFIC PARENT INFORMATION

ASBESTOS MANAGEMENT PLAN

On file in the principal’s office and is available during normal business hours in accordance with federal regulations.

ATHLETICS: (See Addendum – Athletic Handbook)

PURPOSE: The purposes of school-sponsored athletic programs are:

1. To teach the skill of the game, to foster healthy exercise, to teach fair play and sportsmanship and to give enjoyment of the sport to the students.
2. To have an opportunity to utilize skills learned by playing in games.
3. To develop team loyalty and school spirit by cooperating with other teammates and with the coaches.
4. To build self-esteem, self-confidence, character and respect for others.

PHILOSOPHY: We believe that competitive sports contribute to the physical, mental and social growth of the individual. As a Catholic school, however, we are most interested in the spiritual and moral growth and academic achievement of each person. In order to achieve maximum growth in each area we strive to provide athletic programs that will set positive examples of Christian values and will provide learning experiences that promote growth for each child. The success of our sports program should not be measured by the number of games won, but rather by how each individual was given an opportunity to grow as a person.

AUTHORITY: School-sponsored athletic programs are part of the school curriculum and are subject to the policies of the Canonical Administrator and School Board as well as to the general administrative responsibilities of the Principal of the school. The authority to manage and maintain the sports programs of the school shall be the responsibility of the schools Athletic Director. All matters such as student eligibility and sports program participation shall be established by the school staff and shall be enforced by the Athletic Director of the school.

If a problem arises concerning a child’s participation on a team, the first contact to be made is with the student’s coach. If the difficulty persists or cannot be resolved at this level, it shall be presented to the Athletic Director. Should a resolution still not be reached, the Principal shall be contacted. The final authority in the programs of St. John Neumann shall rest with the Canonical Administrator, whose assistance should be requested only after bringing the situation without a satisfactory resolution to the

attention of the other levels of authority. At such a meeting with the Canonical Administrator, all parties involved shall be present.

ATHLETIC DIRECTOR: The responsibilities of the Athletic Director shall be:

1. To schedule and oversee all athletic programs.
2. To act as a liaison between coaches, parents and school personnel.
3. To assist in implementing policies as established by the School Board, Principal and Canonical Administrator, Diocese of Springfield and other Diocese as league play denotes.
4. To maintain standards of safety in regards to the equipment and facilities used for both practice and competition.
5. To coordinate the scheduling of regular games and tournaments and to have such schedules approved by the Principal.
6. To coordinate awards ceremonies.
7. To perform such other duties as are necessary to fulfill the objectives of the School and the Diocese.

COACHES AND ASSISTANT COACHES: All coaches and assistant coaches shall:

1. Agree to adhere to Diocesan and School philosophy regarding sports.
2. Have a basic knowledge of first aid treatment.
3. Have a background and training in the sport they wish to coach.
4. Sign the school policy on the prohibition of child abuse.
5. Take the “Protecting Gods Children” class and have a background check prior to coaching.

PARENT RESPONSIBILITIES: In order to ensure the safety of the players, parents are required to submit the following:

1. Proof of medical insurance coverage.
2. Physical on file must be updated yearly.

The athletic program cannot exist without parental involvement. While it is realized that the amount of time any parent can dedicate to the program will vary; the following are ways to support the program:

1. Give support and encouragement to all members of the team.
2. Assist in coaching a team and/or give moral support to the coach.
3. Attend games and display good sportsmanship.
4. Provide transportation to and from games and practices at scheduled times.
5. Be responsible for seeing that your child is keeping up with schoolwork so that time spent with athletics is not detrimental to academic progress.

STUDENT RESPONSIBILITIES:

Students are to be “team members” in all areas of the curriculum. It is expected that students keep up with schoolwork and be responsible for his/her behavior. If a student is absent from school due to illness on the day of a game, he/she may not play in the game that day.

If a player cannot make a game or practice, it is his/her responsibility to inform the coach. Failure to inform the coach could result in removal from the team.

Students are further expected to:

1. Show respect for and cooperate with the coaches at all times.
2. Care for their uniforms, other equipment and facilities.
3. Be aware that they represent St. John Neumann School when participating in sports and all extra curricular events. Good sportsmanship and Christian conduct are required at all times.

BISHOP McNICHOLAS HIGH SCHOOL SCHOLARSHIP FUND

All students attending a Catholic high school are entitled to benefit from this fund during their freshman year of school. Money is collected by the P.T.U. and distributed equally among those making a written request.

CATHY HILL MEMORIAL SCHOLARSHIP

The scholarship will range in value each year and be equal to Fund's total investment returns. ('2005-2006 yr. \$1,500). This scholarship will be awarded to the student with the highest score on the Althoff Catholic High School STS Placement Test. In the event no student attends Althoff, the scholarship may be awarded to the student attending Alton-Marquette and scoring highest on that school's placement test.

BOOK CLUBS

Throughout the school year, students will be given literature pertaining to paperback book club purchases. Participation in such programs is totally optional.

CONFERENCES

St. John Neumann School believes in a parent being fully informed of his/her child's school progress. In accordance with the Springfield Diocesan policy, the teacher meets with the parents once a year for the purpose of discussing the progress of the child as well as other matters of mutual concern. Conferences are scheduled toward the end of the first quarter each year. Individual conferences are encouraged throughout the year with the teacher. Additional conferences may be arranged with a teacher by one of the following methods:

1. Call the office to arrange a time convenient to both the parents and teacher; or
2. Write a note to the teacher stating your desire and a time you would be available.

FUND RAISING PROJECTS

Tuition and parish subsidy is not adequate to pay our operating expenses, therefore; certain fund raising projects are necessary. St. John Neumann has adopted the following major fundraising projects: Magazine Drive, Auction, Market Day, Annual Gift Giving Campaign, Golf Tournament, Scrip Program, and Parish/School Organization related events. No child is forced to participate in any project, however; all families are expected to participate as fully (or completely) as possible. Cash donations in lieu of participation are appreciated.

INSURANCE – STUDENT ACCIDENT

School insurance is available. Forms distributed on registration day or on the first day of school will contain all the necessary information. It is recommended that some form of medical accident insurance cover all students. The school participates in a group plan from Markel Insurance Company for accident insurance and United World Life Insurance Company for life insurance. This plan is

optional. Checks must be made payable to the insurance company only. Envelopes are distributed for parental use on registration day. They should be returned no later than the first full week of school for immediate coverage.

LIBRARY

Students in grades Kindergarten through Eight have access to the library each week. Volunteer library aides assist the students. Books should be returned promptly so that all benefit from the collection. Books are withdrawn for a one-week period. **A five-cent fine is charged for each school day that books or magazines are overdue.** The library is a place of learning. If the library time is abused, a child will have library privileges taken away for a specified length of time. Please encourage library reading at home by setting a good example of doing extra reading yourself.

LUNCH AND MILK PROGRAMS

St. John Neumann no longer participates in the Federal Lunch Program. The school will continue to follow the Federal lunch and milk program guidelines. We no longer receive commodities or subsidy from the state and federal agencies. Parents may file for free and reduced lunches and/or milk as outlined by the Federal government. Forms are available in the school office.

Options to students:

1. Students may purchase lunch for \$2.00, which includes milk. An opening account with a beginning balance of \$20.00 or more is recommended. A note will be sent home when the balance drops below \$5.00, or parent may view account on FastDirect.
2. Milk is available at \$.50 per carton or by opening an account.
3. Students may bring their own lunch. There will be **NO MICROWAVE AVAILABLE FOR STUDENT USE DURING LUNCH PERIODS. Please do not ask the cafeteria or office staff to warm food for students. They will not be allowed to do so.**
4. Grades K-8 students may buy ala Carte items at individual prices. **If parents do not wish their child to purchase ala Carte items, please tell your child and notify the school in writing.**
5. Adult lunches are \$2.00.
6. Kindergarten students receive milk with their snacks, the fee varies each year depending on the price of milk.
7. **No canned carbonated beverages** may be brought into the school (example: soda).

MISSIONS

The Springfield Diocese sponsors the Holy Childhood Mission Society. We encourage all pupils to be enrolled in this association. The children are encouraged throughout the year to support the missions, both by their prayers and by their sacrifices. During Lent, emphasis is given to alms giving for the missions. The children also participate in special mission projects during the school year.

NEUMANN CLUB

The Neumann Club is an official extension of St. John Neumann Catholic School and, as such, is under the administrative and supervisory control of the school principal. All students enrolled at St. John Neumann, including preschool students, are eligible for membership. Membership may be on an occasional or permanent basis. Refer to Neumann Club Handbook for more information.

PARENTS AND TEACHERS UNITED CLUB (PTU). This club is an integral part of St. John Neumann School. The membership, the functions and the fundraisers are for the educational needs of

all the school children. Parents are asked to support this worthwhile club. Meetings are posted in the school newsletter.

PARKING

Parking information is made available in August. Only permit parking will be allowed in the front parking lot for after school pick up. Permit signs must be displayed hanging from the rear view mirror. If permit is not visible, driver will be asked to move vehicle to the car line. Request for a parking permit must be in writing explaining why the permit is necessary.

PICTURES

Pictures are taken at the beginning and in the spring of each school year. Purchase is not obligatory.

PRESCHOOL

The Preschool is an official extension of St. John Neumann Catholic School and, as such, is under the administrative and supervisory control of the school principal. Refer to the Preschool handbook for more information.

RECESS

All students are expected to participate in outdoor activities unless no one is permitted out due to inclement weather. Students will go outdoors during recess, lunch periods and P.E. periods unless limited from doing so by a written note from the parents. Parents should dress their children warmly during the winter months.

REGISTRATION

Important information for the new school year will be distributed to families on Registration Days. Notification of the date of registration will be published in the parish bulletins. To be considered registered the following must be met:

1. Prior year tuition must be paid to date.
2. A registration fee must be paid in the amount of \$200.00 per family. This fee will be applied toward your first month tuition.
3. A tuition agreement must be on file and signed by your parish pastor to receive parish tuition assistance. If you are not a parish member, this agreement must be signed by the schools principal.

New families moving into the parishes may register at any time at the school office. An Orientation Day will be held in August. At that time important information will be distributed to be completed and returned the first week of school.

RESPECT FOR LIFE

All persons in the employ of St. John Neumann School and those acting in behalf of the school in its programs and activities are to respect the dignity of the persons entrusted to their care. They should avoid personal indignities such as sarcasm, ridicule, nagging, name-calling and other public humiliation.

Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.

Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation or other similar acts. Persons in the employ of this school or acting in behalf of the school in its

programs and activities are reminded of this prohibition and the school reaffirms that conduct of this nature is absolutely forbidden and is cause for immediate dismissal.

In addition, all teachers, catechists, volunteers and others who come in contact with students in programs and activities sponsored by the school, whether these persons are salaried or volunteers, are to attend a Protecting God's Children training session. A background check is required for all individuals (volunteers, family members, etc.) having contact with students.

RETENTION

When the teacher plans to retain a student, she/he should first inform the principal. Both parents should be contacted and told that their child is not measuring up to the standards scholastically or emotionally, or both. Specific information should be given to them at that time and as often as possible through out the year, so that any retention will not come as a surprise at the end of the year.

SCHOOL CLOSING INFORMATION (Weather or Emergency Related)

School will be closed when Unit #10 closes for extreme weather conditions or some other emergency. St. John Neumann may close when Unit #10 is open if conditions at St. John Neumann necessitate school to be closed. If it should be necessary to close school, the announcement will be made between the hours of 5:30 a.m. and 8:30 a.m. on the local stations (TV stations Channel 2, 4, and 5 and Radio stations AM 550 and 1120) and Calling Post will phone each family with a message explaining the closure. When school is closed for inclement weather Neumann Club is on a one hour delayed schedule. Please do not telephone the school or members of the faculty. The lines get tied up and prevent necessary calls from being placed.

STUDENT TRANSFERS

When a child transfers to another school, please inform the principal. The form signed at the beginning of the school year authorizes the principal to forward the proper information to the new school. Tuition is on a 12 month basis. Book bills cannot be refunded. Transfer of student records to new school will be done within 10 days of receipt of transfer forms.

NOTE: Records will be withheld until all fees and tuition are paid in full.

TELEPHONE

Phone calls by parents to children and children to parents are **permitted in time of emergency only.** *If a message needs to be forwarded to a student, there is no guarantee that message will reach the student if call is received in the office after 1:30 p.m.*

TESTING

Following Kindergarten Registration – Daberon Test of Basic Skills

Beginning of Kindergarten – Early School Inventory

Grades 3,5,7 – Terra Nova/In View Testing (Fall)

Grades 3,6,8 – ACRE Standardized Religion Test

TEXTBOOKS

Parents are urged to insist that children protect their books and not write on any rented books. Books belonging to the school must be covered at all times. If a rented book should be lost or damaged, a fee will be charged to cover the cost of the book.

TUITION

Families of St. Cecilia, Mother of Perpetual Help, and St. Jerome parishes are eligible for the parish tuition rate, provided the families meet the guidelines set forth by each particular parish. Families from outside our three parishes will be required to pay a separate tuition amount for a child at St. John Neumann.

Tuition payments are for the fiscal year of June to May. Tuition payments are due on the fifth or twentieth of each month. Payments may be made monthly (due on the 5th or 20th of each month), semi-annually (due on June 5th and December 5th), or annually (due on June 5th). Monthly payments are required to be paid through the ACH automatic withdraw program. Semi-annual and annual payment may be made directly to the school office.

If ACH account has insufficient funds or payment is not received by the scheduled date the following course of action will be taken.

1. Notice of delinquent tuition will be sent to the family and copied to the principal and pastor. Two weeks will be given to pay delinquent tuition or contact the principal/pastor if a hardship situation exists.
2. The principal will phone the family if there is no response within 2 weeks.
3. If the account is more than 45 days delinquent and no special circumstances have been worked out with the school administration the following actions will be taken until all accounts are current:
 - a. Report cards will not be issued.
 - b. Records will not be transferred to another school.
 - c. Children will not be allowed to attend field trips (day trips or overnight trips), participate in extra curricular activities (including sports) if accounts are significantly past due.
 - d. The student will be subject to suspension (ISS or OSS) if accounts are significantly past due.
 - e. Pre-registration for the following school year will not be considered complete until all delinquent tuition is paid.
 - f. Outstanding debt may be referred to a collection agency.

The pastors and school board support Catholic education for all families who desire to send their children to a Catholic school. Families unable to pay the required amount should discuss this with their pastor.

In the event a student leaves St. John Neumann for any reason, all prepaid tuition will be refunded on a prorated basis to the date of departure. Any tuition owed to SJN must be paid on a prorated basis up to the student's departure date prior to records being released to another school.

Tuition payments for 2008-2009 school year:

Parish - One child - \$232.00 per month for 12 months (total \$2784.00 per year)

Parish - Two children - \$390.00 per month for 12 months (total \$4681.00 per year)

Parish - Three children and up - \$479.00 per mo. for 12 months (total \$5749.00 per year)

Families with a child attending St. John Neumann School from outside our three parishes (Mother of Perpetual Help, St. Cecilia and St. Jerome) are to pay the following:

- Each student - \$401.00 per month for 12 months (total \$4813.00 per year).

This fee is based on the cost per student and families full participation in the following fundraisers: Magazine Drive, Auction, Market Day, Annual Gift Giving Campaign, Golf tournament, and Scrip Program.

VACATIONS

When a student is to be absent from school for purposes of vacation, the decision to do so should be made only after consultation with the principal. In such cases, the parents are to give two weeks written notice. The student will have one day to make up work for each day absent. The student bears the responsibility of learning the knowledge presented during his or her absence. The teacher is not expected to give assignments in advance or to tutor a student upon return to school.

VISITORS

All parents/visitors must sign in at the office and wear a visitor pass at all times, before proceeding anywhere in the school building. If parents are to visit a classroom, arrangements must be made with the teacher prior to the visit. Parents of first graders and kindergarten students are asked to wait until the first of October before a visit.

VOLUNTEER SERVICES

It is the volunteers, staff and faculty together who contribute to the daily success of the school program. Volunteers are helpful in all areas of curricular and extra-curricular activities. It is through their generous contribution of time and talent that the regular staff is able to function in the most effective manner possible.

Addendum

Crusaders

Athletic Handbook

Introduction	45
Philosophy for the Student Athletic	45
Important: Standards of Competition	45
SJN Sports Activities	46
Athletic Department Financial Structure	46
Problem Solving	47
Roles and Responsibilities	47
Code of Conduct	47
Role of Coach	47
Role of Parent	48
Role of Athlete	48
Academic Probation	48
SJN Policy on Athletics and Eligibility	49

INTRODUCTION

Welcome to the St. John Neumann Athletic Program. It is designed to provide many constructive hours of learning, competition, values, and fun for your child. Please take the time to read this guide carefully.

Participation in any athletic program at SJN is an extension of the school as a whole. Therefore, participation is not a right. Through dedication, desire, and discipline the athlete earns this privilege. Without commitment from the athlete and parent to the achievement of discipline in sports and academics, our athletic program cannot maintain its high standards.

The SJN Athletic Department and Athletic Association are dedicated to providing for you the best possible situation. The following information will answer most of your questions. If you need clarification on any matter, please feel free to contact our Athletic Director. We are here for you.

PHILOSOPHY FOR THE STUDENT ATHLETE

A great tradition is not built overnight. It takes a lot of hard work by many people to achieve success in anything you decide to do. Members of the SJN Athletic Program will be expected to:

1. Learn to use their leisure time more wisely.
2. Improve and use constructively their unique talents and skills.
3. Develop new recreational interests and skills.
4. Develop positive attitudes toward the betterment of SJN.
5. Increase their knowledge of and skill in functioning as leaders and/or members of a group.
6. Develop a more realistic and positive attitude toward themselves and others.

Members of any athletic team have a definite responsibility to contribute to the wholeness of SJN. Their role in contributing to a tradition, which brings honor to student, school, and community, is worthy of the best efforts of all concerned.

IMPORTANT: STANDARDS OF COMPETITION

The Athletic Program at SJN is competitive. When you and your child make a decision to participate, you are making the decision to enter a competitive environment. This includes competition with other schools as well as within the team itself.

At the fifth and sixth grade levels, the coaches will do their best to provide equal playing time. At the seventh and eighth grade level each coach will try to play everyone, but cannot guarantee playing time. Each day, game and situation is different.

It is the duty of the coaches and parents to help the child accept competition and fair play. It is the belief of the SJN Athletic Department that each child has the opportunity to improve him/herself through practice and dedication and achieve his/her full potential. Hard work, attitude and good behavior will earn the athletic a favorable amount of playing time and sense of achievement.

It is our goal to provide a healthy environment for the children involved and at the same time maintain a winning spirit, not only for the participating athlete, but the entire school.

Parents should be aware that their child's attitude towards practice and teamwork as well as behavior at practices are noted when it comes to playing in a scheduled game.

ST. JOHN NEUMANN SPORTS ACTIVITIES

Students at SJN have the opportunity to participate in several sports:

- Soccer
- Girls and Boys Volleyball
- Girls and Boys Basketball
- Track

ATHLETIC DEPARTMENT FINANCIAL STRUCTURE

The St. John Neumann Athletic Program does not receive funds from tuition. It operates primarily through gate and concession revenues and fees. The Athletic Association is authorized to conduct one school-wide fundraiser each year. In addition, the sale of advertising space in the gym and near the athletic fields provides another source of revenue.

There are many costs associated with the Athletic program: equipment and uniform replacement ; referees; dues; cleaning supplies; personnel; etc. In order to keep program fees as low as possible, it is crucial that all parents volunteer as requested and participate in the Athletic Association fundraiser. Most parents find that these volunteer activities are not burdensome, but rather a fun and enjoyable way to interact with fellow parents.

Program fees

Fees are charged for each sport. Generally the fees fall within a \$25 to \$35 range and are payable in May, August or January depending upon the sport schedule.

No family will be turned away because of financial difficulty. Families unable to afford the fees should speak confidentially with the principal and make arrangements to provide a special service to offset the fee.

Admission Charge

The common practice for most, if not all, area schools is to charge an admission for basketball and volleyball games. All adults are charged, including parents. St. John Neumann students are not charged to attend games.

PROBLEM SOLVING

A positive approach to problem solving is necessary in any good organization. Please follow the guidelines outlines in the **Athletic Policy and Eligibility Section**. Remember it is important to talk to the coach **FIRST**. Parents in the stands can only sympathize with you; they cannot solve your problem. Make an appointment and get it out in the open. Talking behind the coach's back is very counterproductive.

Coaches and parents have the same objective, the well being of the young athlete. Problems can arise and it is vitally important to work through them in a positive way.

ROLES AND RESPONSIBILITIES

Code of Conduct

Parents/fans and supporters of the athletic programs may never use abusive language directed at the referees, players and coaches from other teams.

Parents/fans and supporters of the athletic teams must treat all officials with respect and refrain from criticizing officials during and after games.

Parents and fans are reminded that their actions reflect on the reputation on the good name of SJN.

The actions of parents and fans must promote good sportsmanship among everyone present

Any parent or fan disregarding these guidelines shall be asked to leave the gym or playing field. If the parent or fan disregards the request to vacate the area, the game will not continue until the person(s) departs. The coaches of both teams will see that these regulations are enforced. Any parent or fan that consistently violates these regulations will not be allowed to attend games until determined by the principal or Athletic Director. Any coach refusing to enforce these regulations shall be suspended temporarily or permanently as determined by the principal or Athletic Director.

Role of the Coach

Many coaches are volunteers, who give of their time and talent in order to work with students and support SJN. The coach's role in the life of an athlete is very important. There will be days when your athlete thinks the coach is the greatest person around and there will be days when your athlete will honestly believe the coach is the worst person on the earth. It is the coaches' job to be a friend, disciplinarian and teacher. This is not often easy.

Role of the Parent

Parents are the main influence on their children. We encourage parents to assist the "Athletic Department in providing the atmosphere which will result in their children's development of good attitudes, respect for themselves and others, and self-discipline.

The role of the parent is also very important to the athletic. You must be supportive, sympathetic, tough, and understanding. You need to be chauffeur, banker, gate worker, and concession stand operator, in addition to the other jobs you perform in everyday life. This is both challenging and rewarding. Attendance at your athlete's games is very important.

Parents are encouraged to remember that many of the coaches are volunteers, who chose to give up their free time to work with SJN student athletes. It is important to appreciate this gift of time and talent.

Lifelong friendships are often developed on the sidelines as parents cheer on their children and the team. Please take it upon yourself to make the parents of a newcomer welcome.

Parents of SJN Athletes are required to volunteer by preparing the field and gym, working the concession stand or working the gate. Work schedules are prepared and distributed at the start of each sport's season.

Role of the Athlete

Much is expected from the Athletes of SJN.

1. Make God a part of your daily lives.
2. Treat all people with respect.
3. Work hard in the classroom.
4. Work hard for your team.
5. Appreciate the talents and materials that God has blessed you with.
6. Show good sportsmanship.
7. Show respect for all teachers, coaches, and officials.
8. Show proper conduct at school and at home.
9. Get into and stay in good physical condition.

ACADEMIC PROBATION

Students may not attend extracurricular activity practices and/or games during the probationary period. The probationary period runs from Monday to Sunday—pending the outcome of the academic report.

Eligibility for the next week will be determined by the results of the academic report, which is made, on the student's progress during the probationary period.

Once a student is placed on academic probation, it is that student's responsibility to request that each of his/her teachers complete an academic probation report. This request must be made prior to the last full day of the week in which school is in session. Teachers will complete the academic progress report and will give the form to the Principal on Monday morning. The principal will determine the eligibility of the student based upon the information on the academic report. The student will be notified on Monday regarding eligibility status for that week.

Policy:

Athletic programs are to be guided by the general curriculum goals of the school and should not detract from the academic and religious goals of the school. Teams will be determined by grade level of student and not on the basis of skills. Reference Athletic Section of the Student/Parent Handbook for detailed procedures.

School sponsored athletic programs are subject to policies of the Diocese, Canonical Administrator, member pastors and board, as well as to the general administrative responsibility of the principal. All matters such as student eligibility and sports program participation shall be established by the school staff and shall be enforced by the Principal of the school.

If a problem arises concerning a child's participation on a team, the coach should be contacted first. If not resolved, the athletic director should be contacted. The principal should be notified next if no suitable agreement is reached. Final authority rests with the Canonical Administrator. He is to be contacted only after other levels of authority fail to resolve the conflict. All parties involved will be present at such a meeting with the Canonical Administrator.

Eligibility Guidelines:

Absence from school due to illness for ½ day or more will make a student ineligible to participate in athletic activities for that day. This includes practices as well as games.

For students in grades 4-8, failure to maintain a quarter 2.0 © average based on last available report card results in ineligibility. A grade of D, incomplete, or unsatisfactory in any subject at mid-term or the quarter will result in ineligibility even if the child has maintained an overall 2.0 average. Students will be put on academic probation and their progress reviewed weekly as per the guidelines in the SJN Student/Parent Handbook. (Also noted in Athletic Handbook.)

Ten demerits or suspension from school will result in immediate ineligibility. The length of the period of ineligibility will follow the SJN Student/Parent Handbook. For example, ten demerits will result in a one-day school suspension including suspension from the next scheduled game, therefore a one day/one game period of ineligibility.

A coach may suspend a player from a team if he deems the conduct or attitude of the player to be inappropriate. The length of the suspension will be determined by the coach, athletic director, and the principal.

It is the parent's responsibility to verify that a coach, teacher or parent is present to supervise students prior to leaving the child on school property. Parents may never leave a child at school unattended by an adult.

Parents must provide proof of medical insurance coverage and have a child's physical on file for a child to participate in athletic programs. The physical must be updated each year.

Parents, students and coaches that knowingly circumvent the eligibility policy will cause the student to lose eligibility for at least one game and up to the remainder of the season at the discretion of the athletic director and principal.