

St. John Neumann School



2017 - 2018
PARENT AND STUDENT HANDBOOK

ST. JOHN NEUMANN SCHOOL
PARENT AND STUDENT HANDBOOK
2017 - 2018

SCHOOL HOURS

GRADES K – 5	8:30 AM – 3:00 PM
PRESCHOOL	8:30 AM – 3:00 PM
	½ Day Pick up 11:30 AM

SCHOOL OFFICE HOURS

Monday – Friday 8:00 AM – 3:30 PM

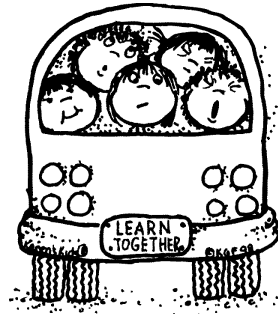
BEFORE SCHOOL CARE HOURS

Monday - Friday 7:00 AM – 8:30 AM

Students should not arrive at school before 8:15 AM

AFTER SCHOOL CARE HOURS

Monday – Friday 3:00 PM – 5:30 PM



CONTACT NUMBERS

St. John Neumann School 585-288-0580
Before and After School Care 585-851-9397
School Fax 585-288-2612

WEBSITE

stjohnneumann.school

EMAIL

sjndcs@dor.org

MISSION STATEMENT

St. John Neumann School is an educational ministry of Peace of Christ Parish that provides academic excellence and develops each student spiritually, emotionally, intellectually, physically, and socially within a loving, diverse, Christian environment.

VISION STATEMENT

With Jesus as our role model, St. John Neumann School strives to prepare children to become faithful, contributing, compassionate lifelong learners of the global community.

- Academics:
 - o St. John Neumann offers educational experiences that encompass NYS curriculum and develop creativity, initiative and love for learning.
 - o To enhance academic excellence, technology is integrated throughout the curriculum.
 - o St. John Neumann provides academic enrichment, as well as extra-curricular opportunities, for students throughout the year.
 - o St. John Neumann School provides academic intervention services at all grade levels.
 - o Students develop an understanding of and an appreciation for the visual and performing arts, and build the foundation for an active and healthy lifestyle.

- Catholic Identity
 - o Catholic identity is the foundation for all that we do at St. John Neumann.
 - o Through daily prayer and various liturgical experiences, students develop a strong prayer life and a personal relationship with God.
 - o St. John Neumann provides family members the opportunity to participate in the faith formation of their children.
 - o Clergy from Peace of Christ Parish and other area churches participate in the faith formation of our children.
 - o Our Catholic education fosters Christian values and ethical conduct that are fundamental to society.

- Citizenship
 - o St. John Neumann embraces diversity as an expression of God's creativity.
 - o As a human being created in God's image and likeness, every individual is respected by others.
 - o All children have a right to learn in a safe, supportive and stimulating environment which provides them with a sense of belonging.
 - o Service to the community is rooted in the commandment of Jesus to love one another. St. John Neumann provides opportunities for students to give back to the community.
 - o The success of St. John Neumann is a collaboration of teachers, parents, the parishioners, community, and area businesses.

Student Life Enrichment

- o St. John Neumann School understands that in order to create well rounded young minds, we must include multiple opportunities for student enrichment via inter-curricular and extra-curricular activities.
- o Students interact within the community at many levels, extending beyond the school and church experiences.
- o Students benefit from student directed and student centered activities.
- o Teambuilding and sportsmanship are lifelong skills.
- o The success of St. John Neumann students is dependent upon multiple factors, reaching beyond academic success.

Admission Policy

St. John Neumann School is a ministry of Peace of Christ Parish. St. John Neumann School strives to integrate the Christian virtues of faith, hope, love and justice into the school curriculum. Parents and guardians of prospective students are encouraged to integrate the same values at home.

Children entering Kindergarten should be five years of age on or before December 1st of the entering year. A student seeking admission will be screened by the school to assess his/her readiness or academic ability, to ensure that the school can meet the needs of the prospective student.

Admission to St. John Neumann School is conditioned upon agreement by the parent or guardian of the prospective student to pay tuition set forth by the Peace of Christ Parish Finance Office, determined through FACTS tuition management services. Financial Aid is awarded on a needs based system for Kindergarten – Grade 5. Financial Aid is not available for Preschool.

Children entering from another school will need previous academic and health records forwarded by mail or fax to school. A Release of Records Form must be signed by the parent/guardian.

Students entering Preschool must be 3 or 4 on or before December 1st of the entering year. **They must be able to use the bathroom independently.**

Non-Discrimination to Students

St. John Neumann School admits students of any sex, race, color, nationality, religion, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. St. John Neumann School does not discriminate on the basis of sex, race, color, nationality, religious, or ethnic origin in administration of the educational policies, admission policies, scholarship, athletic and other school administered programs.



SCHOOL ROUTINE

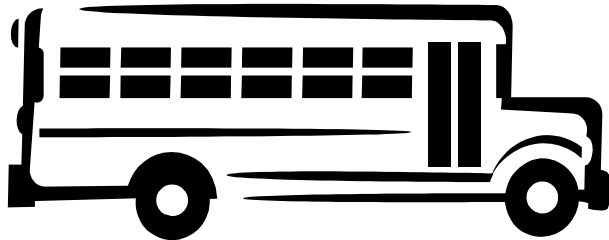
VISITORS

ALL VISITORS MUST STOP AT THE SCHOOL OFFICE UPON ENTERING THE SCHOOL.

Visitors will not be permitted to go to any classroom without first checking in at the school office. The safety of our students is very important. All visitors need to be accounted for at all times.

STUDENT ARRIVAL

Students who walk to school, or are dropped off by car, should not arrive before 8:15 AM. Children will enter through the front Empire Blvd. doors. Students arriving by bus will also enter the front doors, near the bus loop.



Parents and guardians dropping off students between 8:15 AM and 8:30 AM may use the bus loop.

Pull up to the stairs in front of the Empire Blvd. doors and drop off your child. Please do not park in the bus loop.

DISMISSAL

Parents and guardians will need to enter school by way of the back gym doors when picking up students. Students will be in the gym for pick up at 3:00 PM. Parents/guardians will sign their child out prior to exiting the gym.

Written notice is required whenever a student is picked up early or by an alternate designee who will need to show ID.

The information must include: Student's name, teacher's name, explanation of the change.

Monday, October 10, 2017
Miss Blue -3rd grade

John Doe will be picked up today a 2:50PM by his grandmother, Linda Doe.

Elizabeth Doe

½ DAY PREK PICKUP

Parents will enter via the main office and pick up their child in the Before and After Care room where they will be signed out.

BEFORE AND AFTER SCHOOL CARE

Before School Care 7:00AM – 8:30AM

After School Care 3:00PM – 5:30PM

BASC is only available when school is in session. Charges for K-5 will be calculated monthly and are paid one month in advance. Any additional time used will be billed the following month. Students should be picked up promptly by 5:30PM. There will be a late charge of \$1.00 per minute for pick-ups after 5:30PM. We ask that parents be on time with pick-ups or make arrangements for their child to be picked up on time. A meeting will be required after 3 late pick-ups in order to remain using this service.

BICYCLE AND SKATEBOARD POLICY

For the safety of the children, they are not allowed to ride bicycles or skateboards to school.

LUNCH & BREAKFAST PROGRAM

Breakfast begins at 8:15 AM and end at 8:30 AM. All students at St. John Neumann School have a 30 minute lunch period every day. They may bring their lunch or buy lunch. We try our best to provide a safe area for students and have designated a peanut free table for students with allergies to sit at in the cafeteria.

* Sharing of food is discouraged due to food allergies.

Breakfast \$0.80 **Lunch** \$2.80 **Milk** .35c
Reduce Breakfast \$0.25 **Reduced Lunch** \$0.25

ATTENDANCE/ABSENCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The school should be notified by telephone, no later than 8:30 AM each day that a child is absent. **State law requires a written notification from the parent or guardian explaining the reason for each absence.** This should be brought to the homeroom teacher on the day the child returns to school.

When a student reaches 10 absences from school in a semester, the classroom teacher will contact the parent. After 15 days of absences in a semester, the principal or designee will send a letter home to initiate interventions to improve attendance. **Attendance at school is required by state law.** Substantial absences after significant communication with parents will be reported to Child Protective Services.

LATE ARRIVAL

If a child is going to be late for any reason, the school should be notified as soon as possible. The child accompanied by an adult must report to the school office upon arrival.

Students arriving after 8:30 AM must be signed in by a parent or guardian and will be marked as late. Tardiness due to a late district bus is automatically excused.

EARLY DISMISSAL

A written request from the parent or guardian must be brought to the school office on or before the day that the early dismissal is desired. It is mandatory that a parent or other member of the immediate family come for the child at the school office and sign the child out. Parents can give us permission for another person to pick up their child, but that person must be an adult and be prepared to show identification – Driver's License.

If early dismissal is requested by telephone, it must be received by 12:00 PM to insure proper notification.

In case a child becomes ill in school, we will notify the parent, and he/she must arrange to meet the child in the nurse's office as soon as possible.

EMERGENCY PARENT CONTACT

In the event of a child's illness or other emergency, an alternate person to contact must be designated by the parent or guardian. This person will be contacted if the school is unable to contact the parent or guardian.

EMERGENCY DISMISSAL

Each year every family must designate in writing for each child a primary and alternate place for the child to go in the event of an emergency dismissal.

VACATIONS

We urge parents not to take children out of school for vacations while school is in session. This is considered an illegal absence. Obviously, we can not stop parents, but on the other hand, **please do not ask us to assign new work to the students.** Any other work sent will be at the discretion of the classroom teacher. New work presented while the child is away will be given to the child upon his/her return. It is the parents' responsibility to make sure missed work is completed. The child will then be allowed 10 school days to complete and return any work missed for full credit.

SNOW CLOSING PROCEDURE

St. John Neumann School is located in the East Irondequoit School District. However, a large number of students are city residents. Also, many of our students walk to school. If either the City of Rochester or East Irondequoit schools close due to inclement weather, St. John Neumann School will close.

City School District Closed – St. John Neumann Closed

East Irondequoit School District Closed – St. John Neumann Closed

This information will be broadcast on radio station WHAM (1180), as well as local television stations.

SCHOOL ATMOSPHERE

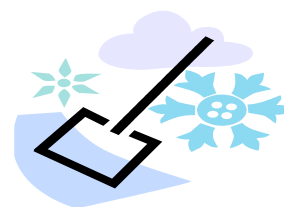
St. John Neumann School fosters an atmosphere of a loving, caring community – a community that works to instill Catholic values and attitudes. Our mission is seen as promoting fulfillment.

In every phase of school life children are encouraged to respect all creation and to appreciate the accomplishments and talents of others. Parents, guardians, aunts, uncles and grandparents are an integral part of this community and their support and input is essential.

CURRICULUM

St. John Neumann School follows the Common Core Standards, as well as the Diocese of Rochester Guidelines.

Since St. John Neumann School is a Catholic school, a special religious faith dimension enhances the academic curriculum. The child is seen as a person whose integrity rests upon the fulfillment of his/her potential as a child of God in Christian beliefs, values and service. Daily classes in Religion, Math, English Language Arts, Social Studies and Science/Health are offered. Instruction in Art, Music, Educational Technology and Physical Education is also offered.



UNIFORM DRESS CODE

All children are to be dressed in the proper uniform beginning with the **first day of school** in September and continuing every day of the school year.

- ❖ The school uniforms are available through
Stitch Works at 297 Culver Parkway,
Rochester, N.Y. 14609
(585) 654-7522

UNIFORM DRESS CODE FOR 2017 -2018 **GRADES K - 5**

Boys

*Red polo shirt - long or short sleeve **w/school emblem**

White turtleneck

*Black SJN Vest – Shirts tucked in

Khaki dress pants - no flairs, no cargo pants, no baggie pants

*Khaki walking shorts

White or Black socks

Sneakers or soft sole shoes

St. John Neumann Sweatshirt

Black sweater for colder days are acceptable – no hoodies

Girls

*Red polo shirt - long or short sleeve **w/school emblem**

White turtleneck

Black SJN Vest – Shirts tucked in

Khaki dress pants - no flair, no cargo pants, no baggie, no
skinny pants

Khaki skort

Khaki walking shorts

White or Black socks

Sneakers or soft sole shoes

St. John Neumann Sweatshirt

Black cardigan sweater for colder days are acceptable – no hoodies

Physical Education Class – Boys and Girls

St. John Neumann Sweatpants or

St. John Neumann Shorts

St. John Neumann T-shirt

St. John Neumann Sweatshirt

White or Black Socks

Sneakers

Non-Uniform Days

- Good jeans or pants may be worn.
- For Girls – may wear skirts, dresses (no minis).
- No – short shorts, cut-off jeans, cropped shirts, Spandex, bike shorts, jeans or pants with holes, halter tops, sheer material, spaghetti strap shirts, etc.
- No – clothing or accessories with inappropriate sayings.
- All clothing should be labeled with the student's name – unclaimed clothing will be placed in Lost and Found and then given to charity.

Additional Items

Jewelry – small post earrings only

Girls may wear subtle nail polish

No open toe shoes or sandals, high heels, Timberland or hiking boots, clogs, sandals or platform sole shoes

No temporary tattoos

No colored hair

Please make sure you are purchasing khaki colored clothing- tan, beige or sand are not acceptable.

Computer Network/Internet Use Policy

Computers, computer programs, resources such as the Internet and e-mail are provided to students for academic and related use **ONLY**. **Technology use is a privilege, not a right.** All users of St. John Neumann's equipment and programs are expected to use this equipment and programs in a legal and ethical manner.

The following are rules for use of computers and programs.

- Students may only use the computer assigned to them by a teacher
- Sharing of login information or use of another student's password is prohibited
- Use of the internet for nonacademic purposes is prohibited
- Use of the computer to create and print nonacademic material is prohibited
- E-mail between students using St. John Neumann resources is prohibited
- Viewing, sending, printing, and downloading of pornographic, illegal, obscene, and abusive materials is prohibited

Students who violate any of the regulations listed above or use computers or programs in violation of these regulations may be subject to the following penalties:

- Suspension or revocation of the privilege of using computers or programs provided by St. John Neumann School
- Additional disciplinary action determined by the Principal
- Contact law enforcement agencies, such as the Irondequoit Police Department, when applicable.

Technology Tips for Parents

The following are tips for protecting children **at HOME from online bullying, cyber-stalkers, and a host of other worries.**

- Establish guidelines and rules with your children.
- Know who communicates with your children.
- Content blockers and web filters are all right, but they only go so far. Installing and using these software solutions is a good idea, but do not rely on them to provide the only security.
- Familiarize yourself with the programs or games your children are using and who online is playing with them.
- A simple, effective and low-cost solution is to place the computer in a public part of the home (e.g. kitchen, living room) with the monitor facing the center of the room. You need to pay attention to the sites, IM's, and emails your children are looking at. Go over your child's IM buddy list, blog site, Face book etc. Best option is to not allow your child to be a part of any social media sites.
- Try removing the keyboard and locking it up, when parent(s) are not at home.
- Know who is home when your child visits a friend and what the computer supervision is at that home before your child goes.



Discipline Policy

Discipline means the training of the mind and character. We instill in our pupils a sense of responsibility and respect for themselves and for one another. Parents and school together must help the child develop an inner self-control. Any form of discipline is effective only when it is reinforced at home. It is very important that there be a two way communication between home and school. If you are positive and supportive, or negative and unsupportive of teachers, your child will act in a similar fashion at school. Parents will be notified when there are chronic behavior problems. We expect each student to be responsible for his/her own actions and to reflect Christian values taught at school.

The following is a summary of disciplinary policies for St. John Neumann School. Each situation is dealt with on a case by case basis.

Suspension

Students may be suspended on an Out-of-School basis for one to five days based on the offense. The following process exists for suspensions:

1. A student may only be suspended by the Principal.
2. Parent/guardians will be informed of suspensions by phone and or in writing.
3. A conference with the student, parent/guardian, and Principal may take place at the time of suspension.
4. Investigations may lead to additional consequences including probation or expulsion from St. John Neumann School.
5. Suspensions will be kept confidential.

Probation

A student may be placed on disciplinary probation for a specified time for serious or continued misconduct. The following procedures are followed:

1. A conference including parent/guardian, student, Teacher and/or Principal is held to discuss the nature of misconduct and the terms of the probation.
2. A contract that summarizes the terms of the probation will be provided to the student and parents/guardians.
3. The contract will be signed and dated by the student, parent/guardian, and the Principal.

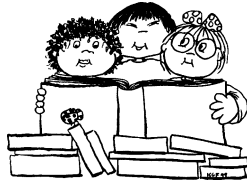
Expulsion

St. John Neumann School reserves the right to dismiss students, at any time, for conduct unbecoming of a St. John Neumann student or for behavior inconsistent with the Mission and Vision statement of St. John Neumann School.



STUDENT WORK

Quality work is expected from students. This may include classwork, homework, written work, oral presentations, projects, and performance assessments. Written work must be written in acceptable quality handwriting on a clean unfrayed sheet of paper. The content of the work should show reasonable effort by the student.



SJN CHARACTER TRAITS

SJN will be working on developing good character traits. Each month an assembly will be held to celebrate students who have demonstrated the following traits.

September: Tolerance

Celebrating and appreciating individual differences. Seeing other people's point of view and understanding other people's beliefs.

October: Responsible

Taking care of one's self and others. Carrying out a duty or task carefully and thoroughly.

November: Thankful

Appreciating people in your life. Taking care of the things you own and the planet. Practice saying "thank you", especially to God.

December: Generous

Being kind, being helpful and showing you care. Forgiving yourself and others easily.

January: Kind/Caring

Seeing the best in people and giving compliments to others. Encouraging someone who needs support and forgiving those who hurt you.

February: Active

Maintain a balanced, healthy lifestyle. Participate/volunteer for a cause that you believe in.

March: Creative

Uses their imagination. Is curious, inquisitive and expressive. Has a keen sense of humor.

April: Faithfull

Follow the Ten Commandments. Actively participate in your faith through prayer and song.

May: Cooperative

Value other's strengths and learn from them. Work well in groups. Be humble.

June: Patriotic

Be a good neighbor, respect authority, obey the rules and protect the environment.

Olweus Bullying Prevention Program

St. John Neumann School's Bullying Prevention Policy: Our school is a bully-free zone and incidences of bullying behavior will be addressed by the classroom teacher and the Principal. We are following the Olweus Bullying Prevention Program.

St. John Neumann School's Bullying Prevention Rules:

1. St. John Neumann School students will ***not*** bully others.
2. St. John Neumann School students will ***help*** those who are victims of bullying behavior.
3. St. John Neumann School students will ***always*** try to include those who may feel left out.
4. In the event that another student is being bullied by a person or group, St. John Neumann School students will ***tell*** a teacher or the Principal.

HOMEWORK

Homework is assigned for the specific purpose of reinforcing what has been taught. Homework also instills the importance of independent work and aid in the development of responsibility. Parents are encouraged to be a resource to the student, but not expected to do the assignments for the student. If you find your child is frustrated with the assignments, use your parental judgment and/or notify your child's teacher right away.

1. Time allotments used as an average guide for homework in addition to 15-20 minutes of reading daily:

Grade 1	10 - 15 minutes
Grade 2	20 - 30 minutes
Grade 3	30 - 45 minutes
Grade 4	40 - 45 minutes
Grade 5	40 - 60 minutes

Make Up Work

If a student is absent for more than two days, parents should contact the classroom teacher and request missed work. When absent, the student should assume responsibility to catch up on any work missed.



Assessment

An assessment testing program is designed to measure, as well as possible, the degree to which each pupil has achieved the knowledge, skills, understandings and aptitude contained in each subject's curriculum.

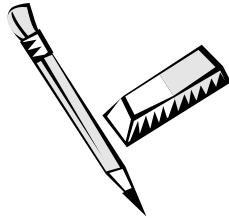
Summative Assessments

Periodic assessments in skill areas and concepts are given at the end of each chapter, unit or module.

Assessment is a learning experience as well as a measurement of achievement. Often test papers are sent home to be signed and returned to insure that you are aware of your child's progress. Test results are only a part of the student's overall evaluation.

ACHIEVEMENT TESTS

The New York State Assessment tests are administered annually in Grades 3 – 5.



REPORT CARD GRADING

At St. John Neumann School it is our goal to give as complete an evaluation of our student's progress as possible. The Catholic Schools of Monroe County Report Card will be issued in grades K-5 four times each year.

Parents Can Access Their Child's Progress on My Student's Progress

Grading Criteria

Grades pre-k – 2

E	(10)	Exceeds grade level Diocesan standards
M	(8-9)	Meets grade-level Diocesan standards
W	(6-7)	Working towards meeting grade-level Diocesan standards
N	(5-↓)	Not yet meeting grade-level Diocesan standards
X		Not evaluated at this time

Grade 4 – Grade 5

A	93-100
A-	90-97.9
B+	87.1-89.9
B	83-87
B-	80-82.9
C+	77.1-79.9
C	73-77
C-	70-72.9
D	65-69.9
F	below 65



PARENT-TEACHER CONFERENCES

Conferences are scheduled in November with all parents and guardians. Spring conferences are scheduled at the request of parents or teachers. However, a parent or guardian may request a conference at anytime by calling the school and making an appointment.

PARENT / SCHOOL / COMMUNITY RELATIONS

CURRICULUM NIGHT

Parents and guardians are invited in the fall to meet their child's teacher and hear about the curriculum which will be taught during the year. Teachers will also share the classroom routine and classroom management plan.

COMMUNICATION ENVELOPE

Communication between the school and home will be established by means of red *Teacher..Parent Communicator* folders. Weekly Neumann newsletter will be emailed to parents weekly and will be posted on the school web page: stjohnneumann.school

CHANGE OF ADDRESS OR PHONE NUMBERS

It is very important for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone numbers during the school year.

FIELD TRIPS

Field trips are scheduled by the classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of the field trips in advance of the scheduled trip date and will be asked to sign the field trip permission form. There may also be a fee for each field trip to cover admission and transportation costs. The school must have the written permission slip signed by a parent or guardian. A phone call giving permission will not suffice.

Electronic Device Use Policy

It is recommended that electronic devices should be left at home, which includes cell phones, tablets, or any digital equipment. ***The school is not responsible for any of these items.***

Non-instructional electronic devices may not be used within the school building during the school day. ***If seen, electronic devices will be confiscated. A parent/guardian must retrieve the electronic device from the principal. Personal use of cell phones/smart watches/electronics during the school day is prohibited.***

Therefore, ***unauthorized use of electronic devices is prohibited.*** Any unauthorized picture taking or distribution of pictures will be subject to disciplinary action. Upon any subsequent offense of this policy, additional consequences may be imposed. ***Parents should not call students on their cell phones during the school day.*** The Main Office will deliver any necessary message.

In case of an emergency, or an urgent need to call a parent, students may use the main office phone.



St. John Neumann School is not responsible for lost, stolen or damaged items brought to school or on the bus. If the item is of value to you, please keep it home!

LOST AND FOUND

Lost items are kept in the school office. Items not claimed by vacation periods are donated. **Please make sure your child's name is on all belongings.**

St. John Neumann School is not responsible for lost or stolen property. Please do not allow toys that are inappropriate for school (toy weapons, etc.) to be sent with the child. The school is not responsible for computer, I Pods, personal CD players, electronic equipment, game boy, cell phones etc. These **items ARE NOT to be brought to school.**

All money that is sent to school with a child needs to be placed in a sealed and labeled envelope with the child's name written on it and purpose of the enclosed check or cash. There is no reason why a student needs to bring large sums of money to school. Please teach your children how to be responsible when handling money.

SCHOOL VISITS

Parents are invited to visit school to conference with their child's teacher at individually scheduled conference times during the year. A conference may be arranged at any time – please call the classroom teacher to arrange a time. **All visitors to the building must stop at the office and sign in before going elsewhere in the building.**

Articles such as lunches, books or shoes MAY NOT BE BROUGHT DIRECTLY TO THE CLASSROOM. They should be brought to the office. Your cooperation in this matter is appreciated.

DIVORCED/SEPARATED PARENTS

Divorce and separation are realities in our families and in our society. Unless there is a court order, we as a school community welcome the involvement of both parents. The Divorced/Separated Parent Form will be sent home and should be completed by the custodial parent indicating the sharing of visitation rights, etc. The school cannot act on word of mouth information regarding parental rights. ***A copy of the court order must be kept on file in the school office.***

AVAILABILITY OF STUDENT RECORDS

Student records are confidential and may not be released to persons other than parents without written consent from the parent. Exceptions include authorized educational officials, court orders or subpoenas, and emergency situations. If parents wish to view their child's records a 48 hour written request must be made with the school administrator who will act as a consultant during the review of records.

RIDING THE SCHOOL BUS

Each public school district is required to transport children within local transportation guidelines. Bus transportation must be requested by the parents from the public school district in which they live.

Students may ride their district bus, only. All students riding buses are expected to adhere to the rules of conduct pertaining to the buses. Since we are concerned with the safety of all bus children, it is important that students maintain orderly conduct and follow the directions of the bus monitor or driver. Failure to comply may result in removal from the bus and /or termination of service for the disruptive child.

Please go over the following rules with your child/ren before school begins and many times throughout the school year.

- Student behavior issues will be dealt with first by the bus driver.
- Students may be refused transportation for repeated infraction of behavior.
- Help keep the bus on schedule. Be at your stop 5 minutes ahead of time.
- Respect the property and personal rights of others while waiting at your stop and while on the bus.
- For reason of safety, **you must remain in your seat while the bus is in motion.** The bus driver must be able to hear as well as see danger. Therefore, students should be reasonably quiet and refrain from loud talking and fooling around.
- Fighting, loud talking, name calling or inappropriate words will not be allowed on the bus.
- Eating or drinking of any beverage is not permitted on the bus.
- Cooperate with other students to keep the bus clean and orderly.
- **A student must present to the teacher a written dated note if she/he is not to take the bus home on a certain day with directions as to how she/he is to get home.**

HEALTH RELATED SERVICES

MEDICINE IN SCHOOL

School personnel are not allowed to give medicine in school without written authorization from parents and the family doctor. This applies to both prescription drugs and over-the-counter items such as Tylenol, eye drops, and cough drops.

If parents wish their child to receive medicine in school, the following requirements must be met:

1. A written order from the family doctor indicating frequency, dosage duration and purpose must be given to the School Nurse, Principal or Administrative Assistant.
2. Written permission from the parent or guardian giving school personnel permission to give the medicine as prescribed by the family doctor must be given to the school nurse.
3. The medicine must be packaged in the original container from the pharmacy.
4. Parents are responsible for delivering the medicine to the school office.
5. Medicine should be halved as needed so it can be ready for dispensing.
6. These authorizations must be renewed each school year.
7. Parents of children who require special attention for medical reasons should discuss this with the school nurse at the beginning of the school year.
8. Students are not to carry medicine in their book bags or on the bus.

IMMUNIZATIONS

Every child being admitted to St. John Neumann School must have proof of all immunizations required by New York State law. A verification of immunization must be completed by a physician and returned to the school before the child begins classes.

CHILD ABUSE

The Child Protection Act of the Social Services Law requires that all cases of suspected abuse and maltreatment must be reported to the Child Abuse and Maltreatment Register. School personnel are legally and morally bound to report all known cases of child abuse and maltreatment to the Monroe County Department of Social Services.

DRUG AND ALCOHOL POLICY

Students are liable to expulsion if any of the following conditions exist:

1. A student is selling, giving or dealing drugs or alcohol to other students in school or at a school sponsored event.
2. A student is under the influence of drugs or alcohol in school or at a school sponsored event.
3. A student is detected using drugs or alcohol in school or at a school sponsored event.
4. A student is in possession of drugs or alcohol in school or at a school sponsored event.
5. If one of the above infractions occurs, parents or guardians will be notified immediately, and a suitable conference will be arranged with student, parent/guardian and principal. Suitable disciplinary action will be taken which may include probation. If necessary, counseling will be arranged.

Per NYS law, there is no smoking in school or on school property at any time.

HARASSMENT POLICY

The Diocese of Rochester, the Department of Catholic Schools and St. John Neumann School support the belief that all administrators, teachers, staff and students are entitled to be treated with dignity and respect, and to learn and work in a safe environment free from harassment. It is the responsibility of the principal, teachers, staff and students to create an environment free from harassment.

St. John Neumann School strictly prohibits any conduct of this sort and will discipline any person guilty of such conduct. Such discipline may include but is not limited to, suspension, expulsion or other disciplinary procedures.

False accusations of harassment will result in disciplinary action.

RESPECT FOR THE DIGNITY OF SELF AND OTHERS

St. John Neumann School is centered on Christ and the Gospel message. St. John Neumann School adheres to the New York State's Dignity for All Students Act ("The Dignity Act") which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and or at a school function. Students are to show respect to all members of the school community by avoidance of any type of abusive behavior: fighting, obscene language, name calling, defiant or discourteous language or actions toward school staff and students, or disruption of class. The Lunch room and playground should reflect adherence to these same guidelines. Articles that endanger the safety of others are forbidden.

All Diocese of Rochester Catholic Schools have implemented the *Olweus Bullying Prevention Program*, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual.

The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest

research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Catholic Schools has pledged to eliminate bullying as best as possible by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

CREATING A SAFE ENVIRONMENT

The Diocese of Rochester mandates that any employee or volunteer that will work with or assist children and/or vulnerable adults must participate in the *Creating a Safe Environment* workshop. This program was developed to help adults age 18 and over to understand more about the many forms of abuse. It also requires participants to complete forms that allow the Diocese to perform a background check on each person. Any adult who will attend a field trip, volunteer in any way in a classroom or work with children at St. John Neumann School must attend a CASE workshop. ***There are no exceptions to this policy!***

Information on workshops will be sent home to parents or you may call the school office for more information.

St. John Neumann School Council

The council is made up of the following members (Pastor, Principal, Director of Finance, plus representatives of the five committees)

- Finance Committee
- Strategic Planning Committee
- Marketing Committee
- Advancement Committee
- Pastoral Committee

The **School Council** invites anyone interested in taking an active part on one of the five committees to contact Fr. Robert Schrader or Mrs. Senecal for further information.