

ST. JOHN NEUMANN REGIONAL CATHOLIC SCHOOL



STUDENT HANDBOOK 2023-2024

SAINT JOHN NEUMANN REGIONAL CATHOLIC SCHOOL
Student Handbook 2023-2024

- I/We have been issued a copy of the Saint John Neumann RCS Student Handbook.
- I/We understand that I/we are responsible for the information presented in this handbook.
- I/We understand that the continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance, and attendance.
- I/We acknowledge that the school governs the conduct of the student while on the school property, during the aftercare program, participating in school activities off of the school property or any school event.
- Continued enrollment, in any given school year and re-enrollment in any subsequent school year, is subject to the parents'/guardians' continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. The student, the parents, or the school administration, either with or without cause, may withhold that agreement.
- I/We understand that students may appear in photographs, publications, films, interviews, web page, or videotapes made in conjunction with these and other school-sponsored activities. These photographs or interviews may appear in school, area, or national media. I give consent for my child(ren) to appear in any publication, film, interview, web page, or videotape for St. John Neumann Regional Catholic School.
- I hereby waive and release any claim against St. John Neumann Regional Catholic School and the Archdiocese of Atlanta from any responsibility or liability for any claims arising from the publications or reproduction of any photographs, films, interviews, web page or videotapes.

Signing this handbook is an acknowledgement of the acceptance to be governed by the rules, regulations, conditions, and requirements of the school as stated in this Handbook as well as those policies of the Archdioceses of Atlanta.

Please complete and sign this form for each child attending SJNRCS.

Parent/Guardian

Date

Student's Name

Student's Signature

This handbook may be amended by the school administration at any time during the year through the vehicle of two announcements in the Crusader Newsletter.

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE
BY AUGUST 7, 2023

Please Note: This is not the entire table of contents for the Handbook. You are responsible for reading and understanding this handbook in its entirety. For your convenience, we have noted, here, those topics of major concern and interest.

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St. John Neumann Regional
Catholic School
Motto:

“Strength through Faith and Knowledge.”



St. John Neumann Regional Catholic School
791 Tom Smith Road SW
Lilburn, GA 30047
770-381-0557
www.sjnrcs.org

School Office Hours: Monday – Friday
from 7:45 a.m. – 2:45 p.m. and 3:30 p.m. - 4:00 p.m.

St. John Neumann Regional Catholic School shall admit students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the corporation’s school. St. John Neumann Regional Catholic School shall not discriminate based on race, color, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

MISSION:

St. John Neumann Regional Catholic School’s mission is to challenge students to reach their full potential in spirit, mind, heart, and body by providing a quality education that fosters academic excellence and reflects Gospel values in a safe, Christian environment.

VISION:

St. John Neumann Regional Catholic School aspires to be the leading PK—8 Catholic School in the Atlanta Archdiocese for educating, preparing, and challenging students to actively serve their community.

VALUES:

Faith: We place Christ and His teachings at the core of all we do.

Community: We believe in working together as a team, in service and cooperation for the common good of the school and the Church.

Courage: We seek to prepare our students to have the strength and courage to stand firm in the teachings of the Gospel, and to serve and lead in our changing world.

Excellence: We seek to lead and encourage our students to use their unique gifts to achieve the highest level of performance in all aspects of their lives.

Integrity: We adhere to the highest standards of Christian ethical conduct to guide us in meeting our commitments.

Respect: Recognizing that we are all created in God’s image, we believe that learning to respect one’s self and others is an important component of our student’s development.

Service: We are committed to serving as the hands of Christ, reaching out with love and humility through service to our community and the world.

St. John Neumann Regional Catholic School (SJNRCS) is a Roman Catholic educational institution, fully committed to the teachings of the Roman Catholic faith. All educative activity offered at the school is grounded in the Catholic faith; without it, the school is unable to achieve its mission. While SJNRCS is committed to ensuring that all teachings of the Catholic faith are shared and discussed with respect, sensitivity, and charity, especially with those who may struggle with them, the school expects all parents/guardians and students to demonstrate support for the mission of the school and all the teachings of the Roman Catholic faith by not contradicting or criticizing them publicly, in words or actions, including through online social media venues. Students who fail to act in a manner consistent with this expectation may be subject to disciplinary action, up to and including expulsion. Parents/guardians who fail to act in a manner consistent with this expectation may be asked to withdraw their child/children from the school.

ARCHDIOCESE OF ATLANTA MISSION STATEMENT

Our schools are committed to providing an excellent education in an environment of spiritual, moral, intellectual, and physical formation in accordance with the teachings of the Roman Catholic Church. The Catholic Schools in the Archdiocese of Atlanta serve a vital role in the evangelizing and educational a mission of the Church.

HISTORY OF ST. JOHN NEUMANN REGIONAL CATHOLIC SCHOOL

Founded January 5, 1986, St. John Neumann Regional Catholic School serves the elementary educational needs of Catholic families within the northeastern suburbs of the metropolitan Atlanta area. The school was served by the Grey Nuns of the Sacred Heart until 1996 when it transitioned to lay leadership. SJNRCS fulfilled the dreams of parents in Gwinnett County and neighboring areas who desired a Catholic education for their children. Operating first in existing classrooms and office space within St. John Neumann Parish, the school was unique – a regional school serving families in eight surrounding parishes; a school that would be administered independently from the parishes it served. When the school first opened in August 1986, 160 students walked through the doors of SJNRCS.

From this initial enrollment of 160 children in kindergarten through fifth grade in 1986, the school added sixth and seventh grade in 1987, followed by eighth grade in 1988. The school expanded facilities, including a gymnasium, six new classrooms, a cafeteria, a library, administrative office space, a science lab, as well as the music and art rooms were constructed and opened in 1989.

Initial accreditation through the Southern Association of Colleges and Schools was achieved in December 1990. In May 1994, the United States Department of Education awarded St. John Neumann Regional Catholic School the National Blue Ribbon School Award for Excellence.

An Extended Day Program (EDP) for students was implemented in March 2009. This after-school enrichment program provides adult supervision, homework assistance, outdoor play, arts and crafts, board games, organized activities, free play, and a light daily snack. The EDP is available both before school from 7:00-7:30 a.m. and after school until 6:00 p.m. on all days when SJNRCS is in session, August through May.

Most of our students reside in Lawrenceville, Lilburn, Snellville and Grayson. Over 90 percent of our students are Catholic, and their families are associated with over twenty area parishes.

Faculty and staff hail from many parts of the United States, bringing with them a diversity of educational backgrounds, as well as a richness of culture, Catholic heritage, and Catholic values. Approximately half of the faculty possess master's degrees, with others pursuing advanced degrees in various fields. The average teaching experience of the faculty is 12 years. SJNRCS has specialized teachers in the following areas: art, computer, guidance, media, music, physical education, and Spanish. Also available is a student support program staffed by teachers designed to help students whose needs are not fully met by the regular curriculum. Instructional aides give valued assistance to both faculty and students at various grade levels.

St. John Neumann holds memberships in the National Catholic Educational Association (NCEA), the National Science Teachers Association (NSTA), the National Council of Teachers of Math (NCTM), the National Council of Teachers of Social Studies (NCTSS), and the Association for Supervision and Curriculum Development (ASCD).

SJNRCS has consistently maintained high standards of achievement. As an Archdiocesan school, the educational program at St. John Neumann follows the Archdiocesan Curriculum Guidelines that meet or exceed the state standards. We integrate faith with knowledge.

Use of School Logo or Crest

Without expressed written permission of the Principal of Saint John Neumann Regional Catholic School, no one may use the school logo or school crest.

Accreditation

St. John Neumann Regional Catholic School is fully accredited by Cognia, the parent company of the Southern Association of Colleges and Schools (SACS), and accreditation is through the district-wide accreditation of the Office of Catholic Schools. The school is also a member of the National Catholic Educational Association (NCEA).

Non-Discrimination Policy

St. John Neumann Regional Catholic School shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. John Neumann Regional Catholic School shall not discriminate based on gender, race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. St. John Neumann Regional Catholic School is an Equal Opportunity Employer.

Archdiocese of Atlanta Policy Compliance

St. John Neumann Regional Catholic School is compliant with all policies and guidelines of the Office of Catholic Schools and the Archdiocese of Atlanta as published in the current policy manual. The Archdiocesan Policy Manual is available for review upon request.

Drug and Smoke Free Environment

In keeping with Archdiocesan policy, St. John Neumann Regional Catholic School maintains a drug-free and smoke-free environment.

CIPA Compliance

As mandated by the federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers, our school is in compliance with the Children's Internet Protection Act (CIPA). Our school provides technologies that meet all content filtering requirements to ensure that our children are protected.

Administration & Office Staff

<u>Name</u>	<u>Position</u>	<u>Email</u>
Michael Remshik	Principal	mremshik@sjnracs.org
Amie Collins	Curriculum Coordinator	acollins@sjnracs.org
Ganelle Goodlitt	Business Manager	ggoodlitt@sjnracs.org
Fran Barnett	Receptionist	fbarnett@sjnracs.org
Anna Abbott	Admissions Director	aabbott@sjnracs.org
Paula Carrasco	Advancement Director	pcarrasco@sjnracs.org
	School Nurse	
Emily Snipes	Religion Coordinator	esnipes@sjnracs.org

Specialist & Resource Teachers

Kate Bayer	Media Specialist	kbayer@sjnracs.org
Bruce Johnson	P.E. Teacher	bjohnson@sjnracs.org
Laura Ann Wingate	School Counselor	lwingate@sjnracs.org
Ann Schiltz	Title I/Academic Coach	aschiltz@sjnracs.org
Emily Snipes	Academic Coach	esnipes@sjnracs.org
Erica Garcia	Spanish Teacher	egarcia@sjnracs.org
Angelle Buckley	Music and Art Teacher	abuckley@sjnracs.org
Tres Scott	Middle School Technology	tscott@sjnracs.org
Laura Morgan	Primary Art	lmorgan@sjnracs.org
Amie Collins	Academic Coach	acollins@sjnracs.org

Support Staff

Katie Burke	EDP Director	kburke@sjnracs.org
Ben Girard	Facilities Manager	bgirard@sjnracs.org

Teachers/Assistants

PRIMARY

Stacey Coody	Pre-K	scoody@sjnracs.org
Amy Shaffer	Kindergarten	ashaffer@sjnracs.org
Penny Chambers	Kindergarten	pchambers@sjnracs.org
Tracie Parker	First Grade	tparker@sjnracs.org
Emily Baso	First Grade	ebaso@sjnracs.org
Katie Crocker	Second Grade	kcrocker@sjnracs.org
Jennifer Brooks	Second Grade	Jbrooks@sjnracs.org

INTERMEDIATE

Patricia Dye	Third Grade	pdye@sjnracs.org
Madeliene Flanagan	Fourth Grade	mflanagan@sjnracs.org
Judy Peerless	Fourth Grade	jpeerless@sjnracs.org
Margaret Becsi	Fifth Grade	mbecsi@sjnracs.org
Sophie Ragano	Fifth Grade	sragano@sjnracs.org

MIDDLE SCHOOL

Emily Turner	Literature 6,7, & 8	eturner@sjnracs.org
Jessica Grummer-Strawn	ELA 6, 7, & 8	jgrummerstrawn@sjnracs.org
Hayley Russell	Religion	hrussellr@sjnracs.org
Kristen Lindsay	Math	klindsay@sjnracs.org
Lenise Moodie	Science	lmoodie@sjnracs.org
Jennifer Renkowski	Social Studies	jrenkowski@sjnracs.org

ASSISSTANTS

Karen Hoban	Pre-K Aide	khoban@sjnracs.org
Terry Delbosque	Kindergarten Aide	tdelbosque@sjnracs.org
Amalia Conner	Kindergarten Aide	aconner@sjnracs.org
Saba Ukbai	First Grade Aide	sukbai@sjnracs.org
Adriana Ramirez	Second Grade Aide	aramirez@sjnracs.org
Danielle Alexander	Third Grade Aide	dalexander@sjnracs.org

Archdiocesan Policy on The Closing of Schools

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the Superintendent of Schools, makes it infeasible, unsafe, or otherwise imprudent to continue campus-based education, all Archdiocesan schools shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty and approved by the Office of Catholic Schools. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Special Considerations:

- Adjustments to school and classroom settings and procedures
- Consideration for adjusted schedules and student groupings
- Planning for various learning environments (in school, hybrid, online)
- Accommodations to protect our vulnerable students and employees
- Social/emotional support for staff, students, and families
- Cleaning and disinfecting supplies and equipment
- Facility use (co-curricular and extra-curricular activities)
- Transportation

Archdiocesan Infectious Disease Policy

The primary responsibility for the prevention and control of infectious diseases lies with individuals, families, and public health authorities. Schools are not responsible for providing expert infectious disease advice or treating students; this is the role of medical practitioners and health authorities.

Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty, and staff.

Schools reserve the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect the privacy of all its community members. Parents of children attending the school will be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying any community member who has been identified with the disease, to the maximum extent appropriate in each circumstance.

During periods of infectious disease, some operational procedures and events may be added, modified, and/or canceled including but not limited to:

- Prevention techniques – Hand washing education, coughing, and sneezing education; hand sanitizers in classrooms; sanitizing wipes in classrooms for computers, desks, common areas, etc.; tissues in all rooms; sanitation procedures.
- Preparedness – Schools will comply with CDC, Georgia Department of Health guidelines and directives from the Office of Catholic Schools.
- Response – Schools will follow the Office of Catholic Schools policy for school closures (Policy 5285) and directives from state and local (county and municipal) jurisdictions. The Office of Catholic Schools will provide a written Reopening of Schools Plan specific to the infectious or communicable disease present.

- Recovery – Schools will publish a return to school procedure in accordance with directives from the Office of Catholic Schools which aligns with the Reopening of Schools Plan approved by the Superintendent of Schools.

School Structure

St. John Neumann Regional Catholic School serves children Pre-Kindergarten (4 years old) through grade eight. To facilitate instructional and curricular planning, the student body is grouped in three levels: Primary (Pre-K to 2), Intermediate (grades 3-5), and Middle School (grades 6-8).

School Administration Team

The School Administrative Team is a site-based management team comprised of the principal, counselor, admissions and advancement director, business director, and faculty and staff representatives. This team works cooperatively to help the school function smoothly, to assess current practices, and to plan for school improvement.

Student Support Team (SST)

Students in need of academic support in core subjects are referred to the SST or Student Success Team. This includes the Counselor, Principal, and Academic Coaches. Discussion and collaboration with the classroom teacher occur to develop strategies and opportunities for more practice and review of skills. Instructional support may be necessary through the intervention of our academic coaches either within the classroom or in a small group or in an individual setting. Depending on the extent of the student’s learning difficulties, private tutoring and/or special testing may also be recommended. Parents are expected to provide daily reinforcement of skills, homework monitoring, and organizational materials.

Counseling Services

By enrolling your child at St. John Neumann Regional Catholic School, you are consenting to their participation in services by our school counselor. Counseling services include:

- Guidance Classes offered to all grade levels addressing age appropriate social and emotional developmental topics (i.e., friendship, conflict resolution, how to manage feelings, etc.)
- Virtus Classes: The Archdioceses Safe and Secure Environment Classes
- Opportunities for students to talk individually about topics or events that may be preventing them from working in the classroom
- Coordinates testing services

Admissions

New Student Application Process

October marks the beginning of the admissions process at SJNRCS. We begin inviting prospective families to visit the school and have small group interactions with the principal as well as tour our campus, visit our classrooms and meet our teachers. These ‘Coffee with the Principal’ events will be scheduled throughout the Fall and Spring. We will have one Open House in January, a large full school event in which Parent and Student Ambassadors engage prospective families, provide tours, introduce the faculty, and answer questions. Applications for the next school year are available and are first accepted during parent tours.

- **Key Dates for Admission**
 - **January 28th** Open House for prospective families/applicant packets available.
 - **February** Applicant testing by appointment.
 - **April 1st** Notification letters mailed.

All applications are reviewed by the Admissions Committee, which bases its decision on the school's ability to meet the applicant's needs. Acceptance is generally based on a review of the following: age, SJNRCS admissions testing results, report cards, standardized testing results, student evaluations, teacher observation, and space availability. **Falsification of records (birth certificate, report card, etc.) or the withholding of pertinent information regarding the student will result in denial or revocation of admission to St. John Neumann Regional Catholic School.** All kindergarten applicants must be 5 years old, and all first-grade applicants must be 6 years old **on or before September 1**. It is also standard practice to expect incoming second, third, and fourth grade students to be 7, 8, and 9 years of age respectively. Only students who are currently enrolled in a Catholic school and relocating to the Atlanta area will be considered for admission into the SJNRCS eighth grade class.

All applicants are required to complete an entrance exam. Kindergarten applicants are tested in February and students in grades 1–8 are tested in early March. Pre-K applicants are tested in April. Testing for applications received after these dates is scheduled on an individual basis. While the screening is required for all applicants, it does not guarantee acceptance. Factors to be considered in the decision to accept any student are: academic performance, effort, behavior, work-study habits, and the school's ability to meet the student's needs. Entrance tests are only one means of determining if SJNRCS can meet the applicant's needs and if a child will meet with academic success at SJNRCS. All students are accepted on a probationary basis for the first year.

After meeting the admissions qualifications, priority consideration will be given respectively to Catholic children who are siblings of current students, students who are children of school employees, students transferring from another Catholic school, students from regional parishes (active status), students from regional parishes (non-active status), and students of another religious affiliation.

Non-Catholic Students

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic formation offered at the school except those intended only for Catholics; namely, the reception of the Sacraments.

Admissions Checklist

For each child applying to St. John Neumann Regional Catholic School, the following items must be received before the student's application file is complete and considered for admission. While there is no deadline to apply, incomplete application packages are handled on an individual basis and are reviewed only when they are complete.

- **Application Form:** Complete one form for each child applying for admission.
- **Application Fee:** A non-refundable \$150 fee must be submitted for each application in grades kindergarten through eight.
- **Baptismal and Birth Certificates:** *Catholic applicants* – the child's Baptismal Certificate and Birth Certificate must be on file. Please submit the originals; we will copy them and return them to you. *Non-Catholic applicants* – Please submit the child's original birth certificate; we will copy it and return it to you.
- **Parish Verification Form:** A signed Parish Verification Form indicating that your family is practicing their faith at an Archdiocesan Catholic church is required to qualify for the Catholic

parish subsidized tuition rate. It is the parents' responsibility to ensure that this form is completed and signed by the pastor of the Georgia Catholic parish that they actively support. A new Parish Verification Form must be submitted to your pastor every year for determining tuition status for the following school year.

- **Student Evaluation Form:** It is the parents' responsibility to ensure that the appropriate form is submitted to the student's current school. Upon completion, the school forwards this form directly to St. John Neumann Regional Catholic School.
- **Authorization to Release Student Records Form:** For students applying to grades 1-8, please submit copies of: 1) your child's latest report card and all past report cards; 2) the results of any standardized tests your child has taken. This form requests records from the current school. Official transcripts are required upon acceptance.
- **Immunization Requirements: Upon acceptance,** all students must submit the Georgia Certificate of Immunization, Form 3231. In addition, Form 3300, Certificate of Ear, Eye, and Dental Examinations, must be completed for all students. All health forms must be on file prior to the first day of attendance. A complete record is required by law in the State of Georgia and by the Archdiocese of Atlanta. The Archdiocese of Atlanta does not recognize religious exemptions; however, medical exemptions are accepted if the student's pediatrician includes to contraindications to require vaccinations on the Georgia Certificate of Immunization, Form 3231.
- **Health Examination Form: Upon acceptance,** all new students must submit the completed Archdiocesan Health Report, Form 5320. This information is required prior to the first day of attendance. For participation in sports, this physical examination is required each year to be completed after June 1 for the upcoming school year.

Probationary Status

All new students accepted to Saint John Neumann Regional Catholic School are accepted on probationary status. During this six-month probationary period, a student may be asked to leave SJNRCS for issues related to academic performance or behavior.

Student with Special Needs

St. John Neumann Regional Catholic School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The school has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

Advancement

Development enables the school to continually expand and enhance its programs through the meaningful involvement and financial support of the school community and its benefactors.

Annual Fund

The Annual Fund is the cornerstone of giving to SJNRCS. As with most private schools, tuition does not cover the full cost of educating our students. Each year the Annual Fund is an indispensable part of the school's operating budget, enabling the school to fulfill its commitment to faculty salaries and academic programs. The total amount raised is an important part of the Annual Fund's goal. Of equal importance, however, is a strong participation level from faculty, staff, alumni, alumni parents, grandparents, and of course parents. As a Christ-centered, mission-driven community, it should be our collective goal to achieve 100% faculty and parent participation each year. In achieving 100% participation in the school Annual Fund, our community affirms its conviction that Christ's message of hope and love is central to our human purpose and thus central to our children's classroom education.

Giving Tree Fund

A Giving Tree is in the main foyer of the building. Individuals contributing \$150.00 or more to the Giving Tree Fund may have an engraved bronze leaf added to the tree. The Giving Tree funds are included in the Annual Fund.

Endowed Scholarships

Through the Development Department, various endowed scholarships have been established. These scholarships are awarded annually to St. John Neumann's students. Scholarships awarded each year include: *The Sister Dawn Gear and Sister Rita Raffaele Scholarship*; *The Father Paul Reynolds Scholarship*; *The Monica Anne Averhoff Rules of Life Scholarship*; *The Reverend Jeremiah McGinley, O.F.M. Scholarship*; *The Parker Kane Scholarship*; *The St. John Neumann Scholarship*; *The Lauren Zauche Memorial Scholarship*; *The Clara M. and James G. Ruspino Memorial Scholarship*; *Morgan W. Makley III Endowed Scholarship Fund*; *William & Victoria Crittenden Family Scholarship*; and the *St. Marguerite d'Youville Scholarship*. Scholarships are not applied for but are awarded based on various criteria which are available upon request.

Material Goods/Gifts in Kind

This is an opportunity to directly provide items for use in a specific classroom or department. "Material Goods" refers to gifts of items or equipment that are donated to the school.

Matching Gifts

You can double or even triple your gift by applying for your company's corporate matching gift.

Gifts of Stock

An excellent way to maximize the tax benefits of giving is to donate a gift of stock. By giving stock, you can take a tax deduction of the stock value on the gift date and forgo paying taxes on the gain on your investment.

All contributions - cash and material - are routed through the Development Department to ensure proper reporting for the donor's tax purposes. Those wishing to include SJNRCS in their wills or give a gift of life insurance should contact the Development Department for further information.

The Development Department publishes the *Annual Report* which is a detailed report of the donations received by the school for the academic year.

GRACE Scholarships

The mission of GRACE (Georgia Residents Assisting Children's Education) Scholars, Inc. is to provide children from families with financial need throughout the state of Georgia with greater opportunities to secure a quality PK-12 Catholic education. To learn more visit www.gracescholars.org. Your donation to GRACE entitles you to receive a Georgia tax credit. For information on donating, contact the Development Department. To apply for a GRACE scholarship, contact the Finance Department.

Child Custody

In cases of joint or sole custody arising from a divorce or separation, it is the custodial parent's responsibility to submit appropriate legal documentation to the school detailing court-mandated custody arrangements. If duplicate records (report cards, etc.) and/or communications (newsletters, etc.) are needed, it is the parents' responsibility to inform the school of the preferred method of delivery (mail, e-mail, etc.).

Reviewing Student Records

Saint John Neumann Regional Catholic School complies with the Buckley Amendment. Parents or legal guardians who would like to review the records of their children should contact the school office and provide two (2) business days' notice. "Records" include official transcripts, report cards, and health records.

Continuing Enrollment

Continued enrollment of the student is subject to the student and parent(s) abiding by all school and Archdioceses policies as set out in the school handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parent's/guardian's continued support of the mission of the school as documented in the school handbook, the maintenance of a demonstrably effective and supportive relationship between the **school** and the parents/guardians, and the timely payment of all debts owed to the school. Re-enrollment in any subsequent year is subject to mutual agreement. The student, the parents, or the school administration, with or without cause, may withhold that agreement.

Respecting Persons Guideline

The good name, reputation and personal safety of each student, faculty/staff member, and adult volunteer are vitally important. To protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or is inconsistent with Catholic teaching or values, as determined by the school in its discretion.

Catholic teaching prohibits actions which violate respect for the dignity of the human person. Actions considered by the school to violate this respect, including those of a demeaning, harassing, derogatory, racist, or discriminatory nature, whether communicated by word or deed, in-person or electronically, by gesture, image or in any other manner, will result in disciplinary action, which may include suspension and/or expulsion from school. Parents or guardians are to support this guideline in their relationships with school employees, students, and their families; failure to do so may result in the parents being asked to withdraw their children from the school.

Student Withdrawal Policy

When a student is withdrawing from St. John Neumann Regional Catholic School during the school year, the parent is required to notify the school in writing prior to withdrawal. A withdrawal form, completed by the teacher, and the current report card will be made available on the student's last day of school. A parent must come to the office to sign the withdrawal form and participate in an exit interview. The original withdrawal form and report card are given to the parent and a copy of the signed form is kept in the student's file. The student's transcripts will be sent to the new school upon written request from the parent or the new school. Tuition and all other financial obligations must be paid in full before transcripts are sent.

Transcripts

Transcripts, health records, and attendance records will be sent directly to the student's new school. Transcripts are not given to parents. Parents wishing to send transcripts to various schools to which they have applied may do so at no extra cost. SJNRCS follows the guidelines of the Buckley Amendment (FERPA). Parents have the right to review their child's/ren's records at any time, and those records are kept private within the guidelines of the law.

Eighth Grade Transcripts

Copies of the St. John Neumann Regional Catholic School transcript will be sent to any high school of the parents' choice. If eighth grade parents wish to have transcripts sent to more than one high school, they may do so at no extra cost.

Tuition Policy

Tuition Schedule (2023-2024)

The annual tuition rates for students in Pre-K through eighth grades are listed below. A current Parish Verification Form indicating active membership in a local parish and signed by the pastor must be submitted to the school office before a student is eligible for the Catholic parish rate.

A. Catholic Students – Active Parish Members:

Per student - \$9,828.00 or \$982.80/month per student.

B. Catholic Students – Non-Active Parish Members and Non-Catholic Students:

Per student - \$12,318.00 or \$1231.80/month per student.

Curriculum Fees for 2023-2024 for Grades K thru 8:

Curriculum fees are \$325.00 per student and are due on Book Day in August or on the first day of school for new students. Fees will be billed to the parent's FACTS account. Curriculum fees are nonrefundable.

Curriculum Fees for 2023-2024 for Grades Pre-k:

Curriculum fees are \$150.00 per student and are due on Book Day in August or on the first day of school for new students. Fees will be billed to the parent's FACTS account. Curriculum fees are nonrefundable.

Technology Fees for 2023-2024 for Grades K thru 3rd:

Technology fees are \$150.00 per student and are billed in 10 installments of \$15.00 each which will coincide with the scheduled tuition payments.

Technology Fees for 2023-2024 for Grades 5 thru 8:

Technology fees are \$250.00 per student and are billed in 10 installments of \$25.00 each which will coincide with the scheduled tuition payments.

Tuition Payment Information

Tuition is the financial obligation that a parent accepts when their child is admitted to St. John Neumann Regional Catholic School. SJNRCS depends upon this revenue to meet the operating expenses it incurs to educate and nurture its students. If a problem paying tuition exists, please call the principal or the business manager for help in finding a solution.

We offer three tuition payment options, all of which require establishing a FACTS tuition payment account:

Option 1: Annual Payment - there will be a one-time payment in full to be made on or before June 20. There will be a \$150.00 discount applied to each account paid in full on or before June 20. **If you receive tuition assistance, there will be NO DISCOUNT applicable. Payment must be made through FACTS.**

Option 2: Semi-annual payment – there will be two payments made to achieve payment in full. The first payment should be made on or before June 20. The second payment should be made on or before December 20. **There is no discount applied to this payment option. Payments must be made through FACTS.**

Option 3: Monthly payments – These payments will be broken down into 10 equal monthly payments through FACTS Tuition Management Program starting either on June 5th or 20th. There will be no payment due, nor will FACTS collect payment for the months of July and August. The 2nd payment will be collected through FACTS on September 5th or 20th and on the 5th or 20th of each subsequent month through May. This option requires each family to set up an account with FACTS Management Company, Inc. **Archdiocesan policy does not allow for cash/check payments to be accepted at the school. FACTS enrollment is required.**

Delinquent Tuition

If payment is not received by the above dates corresponding with the payment option chosen, the account will be considered delinquent. Once an account is delinquent, delinquent fees will be applied and collected by FACTS as per the policy stated in the FACTS contract. In addition to FACTS delinquent fees, delinquent accounts will be handled as follows:

15 days late: You will receive an email reminder from FACTS to resolve any oversight.

30 days late: You will receive notification from St. John Neumann Regional Catholic School's business manager to arrange payment to make the account current.

60 days late: You will receive formal notification in the form of a letter from St. John Neumann Regional Catholic School requesting immediate payment of the amount due plus any late fees incurred to prevent further steps being taken. St. John Neumann Regional Catholic School reserves the right to deny the student(s) admittance into all classes, all school activities and reenrollment for the following school year until the account is made current and the principal agrees to reinstate the student.

Transcripts, report cards, awards, and diplomas are the property of the school and may not be issued to the student (or the parents of the student) if the student's account is delinquent.

A graduating 8th grade student's account must be current one (1) month prior to the student's last day of school for the student to participate in the graduation ceremonies.

A returning student's account must be current prior to the student's last day of school of the current school year. If the account is not current, the student may not be permitted to enroll for the upcoming school year.

Tuition Assistance

While tuition assistance is available for families of all faiths, to be eligible to receive the Catholic tuition rate and to apply for Archdiocesan-funded tuition assistance, the Archdiocese of Atlanta requires that a parent or family be considered an active Catholic family. A Parish Verification form will be submitted to the parish office at the Catholic Church in which your family is registered. This form must be signed by the Pastor, indicating that the requirements for active status have been met. The parishioner or family is then eligible to receive the Catholic tuition rate and to apply for Archdiocesan-funded tuition assistance.

The Archdiocese of Atlanta has established the following standards for determining active status. They were developed by the Office of Catholic Schools of the Archdiocese and approved by the Archbishop. They are used in all parishes and schools of the Archdiocese.

Standards for determining Active Status:

1. An annual stewardship card is on file in the parish that reflects a good faith effort on the part of the parishioner to support the parish financially along with time and talent.
 - Parish registration and financial support is presumed. The use of a stewardship card is required as an objective determination of support.
 - The “good faith effort” is seen as more than a token amount of support simply to comply with the minimum requirement. While this is a somewhat subjective judgment, there are various indicators (jobs, property, lifestyle, etc.) that may be considered. The annual contribution of the individual or family in relation to the average annual contribution in the parish is also a measure of the good faith of the individual seeking Catholic tuition and tuition assistance.
2. The parishioner uses envelopes and/or checks for the offertory that verify attendance at Mass in the parish at least 65% of the time.
 - The most practical way to determine this minimum requirement of Mass attendance at least 65% of the time, is using envelopes, checks which are posted weekly.
 - Those who wish to give monthly, quarterly, annually, or use the online system can place an empty envelope in the collection each week as an indication of attendance and make their contribution as they wish.
3. The parishioner is re-assessed periodically for eligibility for the Catholic tuition rate and tuition assistance, and at least annually through the Parish Verification form.
 - A new Parish Verification form must be submitted each year since eligibility for the Catholic tuition rate and tuition assistance does not automatically transfer from year to year.
 - In cases where a “good faith effort” is not maintained, a review may be made prior to the annual Parish Verification Application.
4. School age children of the family who do not attend the Catholic School must be enrolled in the Parish School of Religion (PSR).
 - It is inconsistent for a child or children to attend the Catholic School if other children in the same family do not attend the appropriate religious education programs (PSR). Catholic education for all children and teens in a family is the responsibility of the parent(s) and required for the Catholic tuition rate and tuition assistance for any children.
 - The exception to this requirement is “blended families” where children may be of different religious backgrounds.

If parents wish to explain any special circumstances, they should submit a letter to the principal.

The following policies and procedures were developed by the St. John Neumann Regional Catholic School Finance Committee and the school’s administration to establish objective guidelines for awarding tuition assistance:

1. The school will announce the availability of tuition assistance applications through its usual methods of communication – school newsletter, automated school calls, website announcements, and e-mail. It is the applicant’s responsibility to request an application or complete the application online.

2. A completed FACTS application **must be on file and completely processed by FACTS** before an applicant's request for tuition assistance will be considered. It is the applicant's responsibility to ensure that FACTS receives all required documents in a timely manner.
3. Applications must be submitted to FACTS **on or before** the published deadline to receive consideration for tuition assistance. Applications submitted to FACTS after the published deadline will be considered only after all on-time applications have been processed. **Due to the limited availability of tuition assistance funds, there is no guarantee that funds will be available after the deadline date.**
4. FACTS will process each application and calculate an estimated need based upon data supplied by the applicant and supported by tax returns and other applicable financial documentation.
5. When possible, the school will reserve a portion of available tuition assistance funds (to be determined annually by the principal and the finance committee) for the express purposes of funding possible appeals and aiding qualifying new families who apply for admission to the school after the published deadline date for tuition assistance requests.
6. Tuition assistance may be awarded from several funding sources. All tuition assistance is need-based. Additionally, tuition assistance funds provided through the Archdiocese are restricted for use by Catholic families only.
7. Tuition assistance awards are determined as follows:
 - a. Only applicants with a demonstrated financial need (as calculated by FACTS) will be considered for tuition assistance.
 - b. Applicants with a recent bankruptcy **will not be considered** for tuition assistance.
 - c. Applicants with a past due balance on their school account **will not be considered** for tuition assistance unless arrangements are made to pay down the balance before the start of the upcoming school year.
 - d. If the overall need for all applicants exceeds the amount of available tuition assistance funds, the principal, in consultation with the Finance Committee, will adjust the amounts awarded so as to achieve an equitable distribution among all applicants with a demonstrated need.
8. All applicants will be notified by mail of the amount of tuition assistance awarded, if any.

Applicants will be required to sign and return a form by the stated deadline indicating that they accept, decline, or wish to appeal the award. If a tuition award is declined, that money is returned to the tuition assistance fund from which it was disbursed for future use. If an award is appealed, a written explanation of extenuating circumstances must be submitted to the principal. Parents may also request a meeting with the principal to discuss the matter personally, but a written appeals request must still be submitted. The principal will anonymize the appeals requests and submit all pertinent information to the Finance Committee for their review. Responses to the appeals requests will be sent by mail, and applicants will once again be asked to sign and return a form indicating their decision to either accept or decline the award. No further appeals will be considered.

Qualification for financial assistance does not imply acceptance into the school program; admission to the school is a separate process.

Student Insurance

Insurance is purchased from the Georgia International Life Insurance Company for every child. The cost is determined annually by the Archdiocesan Office and is included in the Curriculum Fee. The policy covers the student during school hours and during school-sponsored events. School accident insurance is a secondary coverage to the parents' own health care coverage. School claims are processed and filed after the parents' primary insurance has paid its part of the claim.

Communication with the School

Good communication fosters mutual understanding and support between home and school that is essential to student success.

- Our first important channel of communication is **The Parent Meeting on August 7th at 8:00 AM**. This is a mandatory parent meeting. This is the 2023-2024 School Year Overview and Orientation for parents. Please plan to be at this meeting.
- The second opportunity to get more detailed information about your child's academic program, learn the daily routines and ask questions about the teaching is during our Back-to-School nights. Pre-K through 5 is **Tuesday, August 15 from 6:00 -8:00 P.M.**, and Middle school is **Wednesday, August 16, from 6:00-8:30 P.M.** Guidelines for this meeting will be sent out closer to this date.
- The Crusader Newsletter, our school's weekly newsletter, is sent by email every Sunday. It provides an overview of the previous week, highlights of upcoming events, messages from the administration and HSA, as well as other important announcements.
- Pre-K – 5th grade send home weekly folders.
- Schoology – Online learning management system can be accessed to review your child's ongoing academic progress.
- Students 2-8 grade have Student Planners in which you can review assignments with your children.
- Mid-quarter emails go out to all students in the 2-8 grades informing you of your student's progress.
- Report cards are issued each quarter.
- SJNRCS.ORG – our website is continuously updated, providing you with the calendar of events as well as a myriad of other information.
- Facebook – SJNRCS has a Facebook page in which we post news about the school.
- Renweb – our student information system will send out text message reminders and alerts if there is a change in our schedule.

Policy for Communicating with Non-Custodial Parents

St. John Neumann Regional Catholic School abides by the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. For non-custodial parents to receive a copy of their child(ren)'s report card and/or school communications, they must notify the school office in writing of their child(ren)'s homeroom teacher. The homeroom teacher will be responsible for giving photocopies of report cards and other classroom communications to the office staff, who will mail them. The office staff will be responsible for mailing all school-wide mailings.

Parental Expectations

Parent Responsibilities

In cooperation with the parents, the primary educators of their children, the school seeks to support the spiritual, moral, and intellectual values already implanted by the parents in the home.

Parents are responsible for:

- supporting the school's and Archdiocese's policies and the authority of the administration, faculty, and staff.
- modeling and supporting your children's practice of the Catholic faith.
- seeing that your children arrive at school punctually and placing regular attendance at school as a priority.
- encouraging your children to work to their potential and to complete all assignments.
- assuring that your children obey the regulations and principles of good behavior.
- discussing problems with the persons concerned and avoiding criticism of the administration, teachers, staff, other students, and school policy in the presence of your children or others.
- following the policies and procedures stated in this handbook.
- reimbursing the cost for repair or replacement of any property damaged by your child (accidentally or intentionally).
- assisting in your children's academic development by carefully supervising your children's home study.
- cooperating with the school policy to sign and return Thursday folders and/or all other correspondence sent home from school by administration and teachers.
- signing and returning tests and/or all designated parent-signature forms as requested.
- teaching your children to respect authority, to respect their classmates, and to respect all property – theirs and others.
- seeing that the children leave for school appropriately dressed according to the dress code as outlined in this handbook.
- seeing that the children have the necessary supplies for classroom work each day.
- meeting the payment schedule as described.

Guidelines for Parents

1. If your child comes home seriously upset about a school situation, we ask you to listen openly to the child. We would caution you not to offer an opinion until you have contacted the teacher involved in the situation. The discipline in this action is one of calm and passive listening. The time taken for communication will show interest in the child's viewpoint while at the same time demonstrating the need to view the situation as completely as possible.
2. If you disagree with a teacher's action, please express your disagreement and concern **directly** to the teacher. Your cooperation and support are necessary for an effective discipline and guidance program. It is very possible that a thoughtless statement can undermine our program, but more importantly, it places the child in opposition to the teacher and may result in defiance and disrespect.
3. Your interest in your child reinforces his/her interest in school. If you feel your child is not working to his or her fullest potential, contact the homeroom teacher to arrive at a mutually agreed upon program. The most effective means of assisting your child's academic growth is by checking homework, reviewing for tests, and inquiring about projects, test results, etc.

4. Responsibility, like respect, is taught by example. If we exemplify responsibility, our children will practice it, too. We are not always able to communicate personally; therefore, we ask you to value any written communication and respond promptly if necessary.
5. We value your input and want to be able to address any issues or concerns promptly. The most effective way to deal with any disagreements that may arise is through open communication. Since anonymous e-mails or letters do not allow us the opportunity to review facts and discuss concerns in an objective and non-biased fashion, such communications are considered non-credible and will not be addressed.
6. The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

General Academic Policies

Student Placement

To facilitate the placement of students into classes, the process is done by a team composed of current grade level teachers and specialized support professionals who are with the students during their academic time and know best where the students will flourish. They meet to give input regarding each child's placement for the following year.

Our goal as a staff is to develop a balanced classroom of children. We have a wide range of needs and factors to consider, including class size, balance by gender, achievement levels, interpersonal dynamics, emotional needs, social needs, and physical needs of our students. Because our goal is to build classes where all students thrive and grow academically and socially, and because the process is so complex, parent requests for placement with specific students and/or specific teachers cannot be honored. We take the placement of students very seriously and make every effort to best meet the needs of each student enrolled at St. John Neumann Regional Catholic School.

Middle School Families

The middle school is grouped into multi-age families (students from 6th, 7th and 8th grade) for the beginning and end of the day activities. This move away from single grade homerooms to "multi-age families" was intentionally created to develop a greater sense of community among the middle school students, encourage and support the younger students as they acclimate themselves to a new learning environment and to build a mentoring program.

Students will still be divided into two groups, where appropriate, based on grade level for all of their classes (i.e. 6A, 6B, 7A, 7B), just as we have done in the past. It is only during what we have called "homeroom" in the past that they will be in families.

Grade Reporting

The professional staff, under the supervision of the principal, is responsible for reporting a student's academic progress to parents. This reporting typically includes:

- Online grade reports (grades 3-8) – updated weekly
- Frequent performance updates (grades Pre-K-2)
- Mid quarter Progress Reports
- Report Cards – issued at the conclusion of each grading period

Progress Reports

A hard copy of your student's progress in grades 2-8 will be sent out mid-quarter. You may monitor your child's progress at any time via the online reporting system. Students in the primary grades (K-2) will receive frequent performance updates from the classroom teacher.

Report Cards

Report Cards are usually distributed to all students within a week after the close of the nine-week quarter. Report Cards are issued four times each school year, and they reflect what the student has mastered over the course of the nine-week marking period. Parents may make inquiries as to the assessments that resulted in the cumulative grade on a report card. However, grade changes will not be made unless academic evidence warrants such a change. Once the final grade is posted, the parent has five days to ask for a review of the grade, at which time the grade stands. Report Card envelopes must be signed by the parents and returned to the teacher in a timely manner.

Report cards include: a comprehensive listing of courses/subjects; a letter or numeric equivalent indicating achievement levels (based on the Archdiocesan grading scale); a record of attendance and conduct and specific comments (when applicable).

Grading Scales

Each grade level has various components of evaluation that are appropriate for the grade level of the students. In kindergarten, grades are determined by class work, classroom performance, and formal and informal evaluations.

Kindergarten:

Academic

- S** Secure
- D** Developing
- B** Beginning
- I** Insufficient Progress
- NA** Not Assessed at this Time

Student grades in first through eighth grades are determined by class work, classroom performance, projects, long-and short-term assignments, as well as formative and summative assessments.

First Grade:

Academic

- VG** Very Good Progress
- NI** Needs Improvement
- G** Good Progress
- NA** Skill Not Assessed
- S** Satisfactory Progress

Second thru Eighth Grades:

Academic

- A** 100-90
- B** 89-80
- C** 79-75
- D** 74-70
- F** Below 70

Conduct

- O** Outstanding
- S** Satisfactory
- NI** Needs Improvement
- U** Unsatisfactory

Specials Classes:

Specials classes - Art, Music, Computer, P.E., and Spanish (except as noted above) will be graded as follows:

<u>Academic</u>		<u>Conduct</u>	
O	Outstanding	O	Outstanding
S	Satisfactory	S	Satisfactory
N	Needs Improvement	NI	Needs Improvement
U	Unsatisfactory	U	Unsatisfactory

Awards and Incentives

We believe that every child has a special gift that deserves recognition. Numerous awards will be presented to students for a variety of activities covering all academic, social, and moral development areas. Awards are given during school assemblies as well as special award assemblies at the end of the year.

Honor Roll

Fifth grade will be the first-year students who will participate in honor roll. We are only going to have one level, First Honors and that is for any student who has a 90% or above in all subject areas and a conduct grade of "S" or better.

We have opted out of third and fourth grade participation. We would like our younger children to focus on growing, learning, fully participating and having fun without worry or anxiety over grades. For third and fourth grade we will be recognizing one student in each grade, in each content area (Language Arts, Math, Religion, Social Studies, and Science) for their effort, participation, and contributions to helping the class grow by their thoughtful, on topic questions. The children are selected for this honor by their homeroom teachers.

Students in grades 6th -8th grade are eligible for recognition in one of the school's three Honor Rolls. **Principal's List** recognizes students who have earned 93% or above in all academic classes and passing grade in all specials for the quarter. **First Honors** recognizes students who have earned a 90% or above in all academic classes and a passing grade in all specials. **Second Honors** recognizes students who have earned 85% or above in all academic classes and a passing grade in in all specials. In addition, all conduct grades must be no lower than "S" (satisfactory) to make any honor roll list. The Honor Roll is published quarterly in *The Crusader Newsletter*. End of year Honor Roll is determined by the final year average grade. End of year Honor Roll is determined by the final year average grade.

Eighth Grade students are the only students who will participate in calculating cumulative grade point averages over a series of years to determine the Valedictorian and Salutatorian for that class.

Communication Regarding Student Progress

All teachers will communicate daily with students regarding their progress on their learning targets and goals. Student progress is also monitored and shared with the parent through Schoology. Parents may receive other forms of communication from their child's teacher or administration as needed. During the school year if a teacher sees that a student is not working to potential, if the student's average has dropped significantly, or if the student is in danger of failing, prompt notification will be given to the parents.

Retention Policy

Most students will be successful in the school's regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that some students cannot successfully complete a year's work in that time. Therefore, it may become necessary to retain a student for an additional year in a particular grade. Middle school students may not be retained and will be asked to find an alternative education placement should the need for retention arise.

Retention may be considered based on the following criteria:

- The student is functioning below grade level in reading and/or mathematics.
- The student is failing two (2) or more core subjects.
- The student's maturity level is sufficiently below what is expected for the particular grade in question and is seriously impacting academic progress.

The parents will be informed of the possibility of retention no later than the end of the third quarter. The final determination regarding retention is the decision of the principal.

Students in grades 2-8 who have failed no more than one core subject during an academic year will be required to receive remediation over the summer. Failure to successfully remediate according to school guidelines indicates the parents' choice to seek alternative educational placement. Students who have received appropriate remediation may return to the school in the following year with the status of academic probation. Alternative educational placement may be required if a student fails one or more core subjects (final year average) while on academic probation.

Academic failure in any core subject may adversely impact a student's ability to attend an Archdiocesan Catholic high school.

****Core courses are defined as: religion, language arts, reading/literature, mathematics, social studies, and science.***

Parent-Teacher Conferences

Scheduled Parent-Teacher Conferences are held after the first quarter and third quarter report cards are issued. Parents will receive information as to the days and times available for the conferences. Parents are strongly urged to take advantage of the opportunity to discuss their child's progress with their respective teachers. All other conferences will be held as requested by the parent or the teacher. Middle school conferences may be held with one or more teachers present to address all concerns. A member of the administration may be present at any conference.

Faculty/Staff Availability

The front office opens each school day at 7:45AM. The SJNRCS front office will be closed, and the front doors of the school will be locked daily from 2:45PM until 3:15PM on Mondays, Tuesdays, Wednesdays, and Fridays. On Thursdays, the office will be closed, and the front doors of the school will be locked from 1:45 to 2:15. Parents/Visitors will not be admitted into the school during this time. The front office will re-open, and the front doors of the school will be unlocked at 3:15 p.m. This policy is to ensure a safe and orderly dismissal and accounting for all students.

Faculty and staff members may be contacted at school by one of the following methods:

- E-mail (first initial, last name @sjnracs.org – jdoe@sjnracs.org)
- Voice mail message.

Please check with the teacher(s) regarding the preferred method of communication. Faculty and staff home telephone numbers are not available to parents, and faculty and staff members should not be contacted at home for school-related matters.

If a parent wishes to schedule a meeting or conference with a teacher, the parent may email the teacher or send a note to their child's teacher. Parents with a scheduled appointment are to sign in at the main office and receive a visitor's badge. No one is permitted to go to a classroom or other part of the building to speak with a teacher during the school day or after school without a scheduled appointment. Parents may not walk students to their classroom.

If a question or problem arises concerning a child, the parent is to contact the teacher first. The administration should be contacted only after all efforts at resolving concerns or issues directly with the teacher or staff member prove unsuccessful.

Curriculum

St. John Neumann Regional Catholic School's commitment to the learning process is reflected in a curriculum that adjusts to the unique needs of individual students while respecting the rights, interests, and personal dignity of each child. The school's sound academic curriculum prepares students to become productive members of society in a world that is becoming increasingly competitive. The curriculum at SJNRCS encompasses the following subject areas, and each student is required to participate in every subject area taught at his or her grade level. The academic subjects include religion, language arts, reading (grades K-5), literature (grades 6-8), mathematics, science, social studies, art, music, computer, Spanish, physical education, and media (Pre-K -8).

Religion

Religion is the heartbeat of SJNRCS. The goal of the religion curriculum is to instill in students an enthusiasm for living the Catholic faith and to provide an in-depth religious education that includes experiences in prayer, the sacraments, and service while stressing the integration of Christian principles into the total curriculum. All classes participate in weekly liturgies, celebrating a variety of themes that directly relate to everyday living. In addition, students celebrate special occasions such as feast days of patron saints, Thanksgiving, and Christmas with pageants and programs. First through eighth-grade students participate in special retreat days. Through these retreats, students are given time for quiet reflection, peer interaction, and self-evaluation, as well as the opportunity to bond with one another as a class. Additionally, the principles of Christian family life are integrated into the curriculum across all grade levels and include a focus on the sanctity of human life from conception to death.

Students put their faith into action through participation in various service projects. During the school year, SJNRCS sponsors food and clothing drives for the poor. At Thanksgiving and Christmas, needy families are adopted. Each month, fruit is collected and distributed at an Atlanta area soup kitchen. Religion is the thread that weaves faculty, staff, students, and parents together.

Language Arts

The language arts curriculum incorporates reading, writing, speaking, listening, spelling, grammar, and vocabulary in assisting students with the acquisition of effective language skills. Besides focusing on reading and comprehension, the reading series in grades K-5 takes a linguistic approach to reading that emphasizes word attack skills (phonics and decoding strategies), language skills, and vocabulary. In grades 6-8, the literature series uses different literary genres to integrate reading skills. Authentic text and novels are also read at each grade level. An emphasis on vocabulary development begins in the

primary grades. Beginning in third grade, students use a vocabulary workshop series. Language arts in grades 6-8 focuses on grammar skills and different styles of oral and written communication.

Mathematics

The study of mathematics as a means of exploring the world plays an integral role in the education of each student at St. John Neumann Regional Catholic School. While contributing to the development of the whole person, mathematics enriches life and provides students with practical tools for daily living. The school's mathematics program exposes students to a wide variety of mathematical experiences. A hands-on approach to the basic mathematical ideas and concepts encourages children to experience mathematical relationships and inter-connections. First through eighth grade students utilize a series of books with special attention given not only to the acquisition of the needed basic skills, but also to critical thinking and problem solving. The Archdiocesan math curriculum is based upon national standards and best practices which prepare our students to attend the high school of their choice. However, as an Archdiocesan school, our primary goal is to prepare our students for the transition to Catholic high school.

Algebra is offered to eighth-grade students and pre-algebra is offered to seventh-grade students who meet the qualifying criteria. To qualify for algebra or pre-algebra, five out of six of the following criteria must be met:

- Algebra aptitude test: minimum score 80th percentile
- IA math sub-test: minimum score 80th percentile
- IA computation sub-test: minimum score 80th percentile
- Math class average test grade: minimum 85%
- Math class average report card grade: minimum 85%
- Teacher recommendation: consistent homework completion and class performance

Due to an alternate Spring Schedule in 2019-2020, the criteria had to be altered. Students were assigned classes based on:

- Math class average test grade: minimum 85%; for the first three quarters.
- Math class average report card grade: minimum 85%; for the first three quarters.
- Teacher recommendation: consistent homework completion and class performance.
- Review of past Iowa and CoGAT testing scores.
- Participation and contributions to class during online learning.

Completing a 7th grade pre-algebra course is not a guarantee that the student will qualify for 8th grade algebra. Students are still required to meet the criteria listed above.

Science

The science curriculum, based upon Next Generation Science Standards (NGSS), provides students with a basic knowledge of science as it relates to them and to their own experiences. The science program exposes students to a full range of activities through which science may be explored. In addition, activities such as observations and data recording are ongoing. Science integrates and develops basic knowledge, investigative experience and curiosity through student involvement. Firsthand experiences with magnets, gears, animals, and a wide range of other living and non-living materials introduce children to basic scientific principles. Middle school students study life, physical, and earth science in a program that offers a balanced presentation of textbook information, investigative materials, and lab work. All middle school science is supported by laboratory experience.

Social Studies

The school's social studies curriculum includes a hands-on program for kindergarten. Social studies textbooks for grades one through eight include technology at all levels in the presentation of material. Students begin with a study of their world, communities and regions, and their interactions. In fourth grade, students learn more about the regions of the United States and their development. To further this knowledge, the subject of geography, foreign cultures, and world history in fifth and sixth grades introduces students to a variety of global issues. The study of American history and the U. S. Constitution completes the curriculum in grades seven and eight. Georgia history is also included in the eighth-grade curriculum.

Fine Arts

The fine arts curriculum develops and stimulates the artistic abilities inherent in all children. Art and music classes develop many valuable skills, including physical and mental coordination, self-expression, group participation, and cooperation. Numerous opportunities are provided for students to showcase their talents.

Computer

All students gain a working knowledge of computers through classes in the computer lab. A wide range of software complements classroom instruction. Students learn proper keyboarding technique, as well as varied word processing applications. State-of-the-art multimedia computers enable students to conduct online research activities and utilize technology skills to creatively enhance learning and communicate effectively. Computers within the lab and throughout the school are networked for both Intranet and Internet usage.

Clear-touch interactive whiteboards and LCD projectors are used by teachers in the classrooms to enhance their lessons. Sets of tablet computers are available for classroom use in the elementary grades, and Chrome Books are available for 4th through 8th-grade students. The tablets and laptops are used for varied activities such as note-taking, composing reports, conducting research, and enhancing overall classroom instruction.

Spanish

Spanish is offered at SJNRCS for kindergarten through eighth grade. Major emphasis is placed on oral communication as students learn to tell basic information about themselves. They acquire vocabulary and learn sentence structure by listening to Spanish spoken to them and then making connections using media, visuals, and nonverbal communication. Classes are conducted primarily in Spanish and an emphasis is placed on pronunciation.

Physical Education

Physical education classes assist in the development of physical, motor, and developmental skills, while teaching the importance of teamwork and providing lifetime fitness skills. Health topics are integrated into the physical education curriculum at all grade levels.

Media

The school's media center provides a wide range of teaching materials that play an integral role in enhancing the school's instructional program. Use of these valuable resources helps to develop each student's ability to effectively conduct research and retrieve information. Students are encouraged to visit the media center and check out books on a regular basis. As part of the media center, a closed-circuit television station is used to communicate school-wide news and special programs. News crew

teams, consisting of middle school students, produce a daily television broadcast of prayer, morning announcements, and news at SJN.

Academic Coaching

St. John Neumann Regional Catholic School strives to meet the educational needs of all its students in the academic spectrum. Children who need additional academic support outside the classroom may be referred to the Academic Coaching Program. Academic coaching is a resource program designed to meet the learning style needs of students who have been recommended to the program. Coaching is available to those students who meet specified criteria. Early intervention is one of the goals of the program. Students meet in small groups with concentration on reading and math skills, academic subject reviews, study skills, and test preparation.

Materials and Resources

In general, materials and resources shown to be in accordance with the teachings of the Catholic Church and that have a valid educational purpose will be approved for use within the school. Parents who object to any materials used in the delivery of curriculum or any resources available to the students in the school may formally challenge the use of those materials by submitting a written letter to the school principal indicating the material(s) in question and the reason for the objection. The materials and resources in question will be reviewed by the school administration for appropriateness and educational validity.

Standardized Testing Program

Each year, St. John Neumann Regional Catholic School assesses the achievement of its students. Students in first through eighth grades will take the Iowa Assessment (IA). In addition, students in second, fifth, and seventh grades will take the Cognitive Abilities Test (CogAT). The NCEA IFG: ACRE, which stands for National Catholic Educational Association Information for Growth: Assessment of Children/Youth Religious Education, is administered to students in fifth and eighth grades. This assessment enables the administration to evaluate the effectiveness of the school's religious instruction program. It also provides an understanding of the students' faith development. Parents are notified by letter as to the dates and results of the tests.

School Liturgies

Students attend Mass on a weekly basis, usually each Thursday, and other days as listed on the school calendar. Parents are welcome to attend these Masses but are asked not to sit with their child's class. **Please, no cameras or videos during our liturgies.** This is ***NOT*** a performance; therefore, a prayerful atmosphere is to be always maintained until the celebration is over.

Clubs, Competitions and Organizations

St. John Neumann Regional Catholic School has many clubs and organizations in which students are encouraged to participate. Clubs, organizations, and activities that are offered for the school year include but are not limited to: Student Council, Safety Patrol, Altar Servers, basketball for girls and boys in grades 3-8, volleyball for girls in grades 5-8; Yearbook, Drama Club, Oratorical Contest, Battle of the Books, Spelling Bee, Robotics Club, Art, Tennis, Etiquette, and Chess Club. Most clubs meet after school and separate arrangements must be made for transportation. Some clubs and activities are fee-based.

Due to lack of available supervision and for the protection of your child, **students will not be permitted to remain unsupervised after school while their siblings participate in an after-school activity.** **Should the sibling not in the activity remain at school, he/she will be supervised as part of the Extended Day Program (EDP) and fees will be charged accordingly.**

Homework -- General Guidelines

As a general rule, students at SJNRCS are assigned homework each night. Student review of the day's work is encouraged even if a written assignment is not given. Kindergarten and first grade students are encouraged to read to their parents for at least fifteen (15) minutes each night. Students in these two grades may also have fifteen (15) minutes or more of daily homework. Students in the second and third grades may have thirty (30) to forty-five (45) minutes of homework each night, while students in the fourth and fifth grades may have an hour (60 minutes) of homework daily. Students in middle school may spend an hour and a half (90 minutes) to two hours (120 minutes) working on daily assignments each night. Long-term assignments, as well as daily assignments, are given to the students and should be planned for accordingly. Assignments may be given over the weekend. If your child consistently has trouble completing his/her assignments within the suggested time frames, please notify the classroom teacher.

Students who miss a class for any reason are responsible for all missed class work and/or homework assignments. If a student is absent, one day is given to complete missed assignments, including homework, for each day the student has been absent. It is the student's responsibility to see that this make-up work is completed on schedule.

Homework Assignment Books

Homework assignment books are required for students in grades 2-8 and are included in the Curriculum Fee. The books are useful tools for students and parents in planning schedules for completion of assignments and projects. Homework is to be recorded by the student in his/her assignment book. If the assignment book is lost or destroyed, a replacement can be purchased from the school store.

Middle school parents are encouraged to look at their child's assignment book where all homework is recorded, the web page for each teacher, and online grade system for details regarding assessments. It is the responsibility of the student to make sure homework is completed.

Tutoring

Saint John Neumann Regional Catholic School faculty may provide tutoring services to students; however, they may not receive remuneration for their services.

Media Center

Students are encouraged to visit the *media center* and check out books on a regular basis. The media center provides a wide range of teaching materials that play an integral role in enhancing the school's instructional program. Use of these valuable resources helps to develop each student's ability to effectively conduct research and retrieve information.

Circulation Policy

Kindergarten students are allowed to check out one book at a time. First grade students are allowed to check out two books at a time. Students in grades 2-8 are allowed to check out three books at a time. The loan period for grades K-5 is one week and two weeks for grades 6-8. Students may renew a book if they need more time. Reference books, including encyclopedias and magazines, may be checked out overnight for specific needs.

Fines

No fines will be charged for overdue books.

Lost Materials

A \$5.00 fee will be charged for lost periodicals; \$15.00 for each lost or damaged paperback book; \$25.00 for each lost or damaged hardback book. Reference books that are lost or damaged will be charged a replacement fee based on the cost of the individual book. **Fees are non-refundable**; once the item is paid for, it becomes your property. Lost or damaged books must be paid for before report cards are issued.

Computer and Technology Policies

The SJNRCS computer network, including all school-owned computers and related equipment and access to the Internet, is used to support the curriculum and to augment instruction in the classroom. It is a school-wide policy that the School Network and related equipment at SJNRCS are to be used in a responsible, productive, moral, and lawful manner. Failure to comply with the SJNRCS Acceptable Use Policy and the rules for School Network use, as described below, will result in a loss of computer privileges and possible disciplinary action. This policy applies to both **students and volunteers** and to computer usage anywhere, **using any device**, while on the SJNRCS campus, including dismissal, EDP, and after-school activities.

Age-appropriate copies of these policies are available on the school's website. We ask for your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the school network. Please read these policies and Network Use Agreement thoroughly and discuss them with your child(ren). A signed copy of the Network Use Agreement for each student must be on file before the student is allowed to use computers at school.

Acceptable Use, Network and Technology Policies

The Internet

The Internet links thousands of computer networks around the world allowing SJNRCS students to explore thousands of libraries, databases, museums, and other repositories of information. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. Although SJNRCS does have a filtered system, it does not have total control of the information on the Internet; thus, families should be aware that some sites accessible via the Internet contain material that is inappropriate for educational use. SJNRCS does not condone the use of such materials. However, we believe that the benefits to students from access to the Internet exceed the disadvantages.

Social Media

SJNRCS provides many online resources for student use, and we recognize that in addition to using the Internet to access educational materials, many students also use various forms of social media. Social media can be used for good, and most students use it appropriately. Students are expected to demonstrate the same standard of respectful behavior toward others online as they are in-person (see Respecting Persons guideline in this handbook).

At SJNRCS, we do not make a practice of reviewing our students' social media activity outside of school hours, but if something is brought to our attention that is believed to be in violation of the school's code of conduct, the school may investigate and respond with appropriate consequences up to and including expulsion. Therefore, we encourage our parents to be diligent in monitoring their child's social media participation to ensure their personal safety and compliance with SJNRCS social media usage expectations.

Students posting defamatory or threatening statements relating to the school, its students, or its employees on social media sites, regardless of where those posts originate, may be subject to disciplinary

action up to and including expulsion. Parents are reminded that the minimum age requirement to set up accounts on many, if not most of these sites, is 13 or older.

E-mail/Web Pages

Students may not create or access personal e-mail accounts, except under the direct supervision of the teacher. Personal and/or school created e-mail accounts and/or web pages may not be used to send offensive and/or slanderous messages or pictures.

Text Messaging and Chat Rooms

Students are not allowed to participate in online chat rooms or use instant messaging programs at school, except under the direct supervision of their teacher.

Acceptable Use Rules:

- Be polite when using the Internet
- Share school computers with others
- Print only what is needed to complete assignments, and do not make any unnecessary copies
- In the event of a problem with a school computer, immediately notify an adult
- Treat all school computer equipment with care and respect
- Only use school computers for educational purposes such as homework, research, classroom projects, and school activities (e.g. News Crew and Yearbook)

Unacceptable use includes but is not limited to:

- Changing settings on the Chromebook
- Playing games during classroom instruction.
- Attempting to access a teacher or administrator account;
- Attempting to access any personal email account;
- Altering the desktop or any other computer settings without teacher or staff permission;
- Using a computer to harm another student or their work;
- Accessing, altering, moving, deleting, or otherwise tampering with another student's work;
- Damaging the school's computers, hardware, the network, or video equipment in any way;
- Wasting limited resources such as printer paper;
- Violating copyright laws or plagiarizing material;
- Making changes to the hardware or software configuration of any machine, including installing or deleting software of any type including freeware or shareware;
- Using the Internet for any illegal purpose;
- Accessing, uploading, downloading, viewing, displaying and/or distributing slanderous, pornographic, hate-oriented, profane, obscene, or sexually explicit material;
- Posting or providing personal information, photographs, or schoolwork of yourself or another student;
- Unauthorized attempts to bypass the security mechanisms of the school network (a.k.a. hacking);
- Introducing or attempting to introduce viruses into the network;
- Promoting or participating in illegal activities via use of the school network;
- Using online chat or IM sites at school without permission;
- Accessing or attempting to access peer to peer, file sharing or proxy servers;
- Playing games or any non-educational use without Teacher or EDP staff permission;
- Uploading pictures taken at school to the Internet, including Social Networking sites;
- Placing a password on any file used or stored on the school's network.

Violating the Computer Policy may result in:

- Restricted network and/or computer access;
- Loss of network and/or computer access;
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws;
- Restitution for any damage to computer, hardware, or video equipment.

Attendance

In accordance with the requirements of the Office of Catholic Schools for the Archdiocese of Atlanta, St. John Neumann Regional Catholic School will be in session from 7:50 AM until 3:15 PM. Students who arrive at school before 7:20 AM will need to be dropped off at the lower lot and enter through the back of the school where they will be supervised in the school's Early Morning Care program for which there is an extra charge. In the afternoon, students should be picked up in the carpool line by 3:15 PM (**2:00 PM on Thursdays and 12:00PM on designated early release days**). Early dismissal days will be posted on the school website, in the *Crusader Newsletter*, and on the school calendar.

As a security measure, parents or guardians must call the school office before 9:00 AM to report any student who will be absent or tardy. If the school has not heard from parents whose child/ren are on the Absentee List by 9:00 AM, school personnel will contact them.

Please do not send notes or verbal messages with another child regarding absences or tardies. These procedures are in place to ensure the safety and well-being of all students.

Tardiness

Parents are to have their children at school on time. A student's tardiness interferes with the successful beginning of their school day, adversely affects academic success, and is disruptive to the classroom. **Students are tardy at 7:50 AM.** If students arrive at school at 7:50 AM and the gates leading to the lower entrances are closed for carpool access, a parent must bring their child(ren) to the front office and check the tardy student(s) in via the Hall Pass student management system. At no time are parents permitted to drop off tardy students at the main entrance of the school and leave. **An absence will be assigned for every three tardies a student receives.**

Absences

Irregular attendance in school is one of the most common causes of underachievement; therefore, children should not be absent needlessly. However, children who are contagious to others, have a fever of 100.4, or are experiencing vomiting or diarrhea should not come to school. Students should be fever free, without the aid of fever-reducing medication, for 24 hours before returning to school. The following criteria are used to determine absence:

- If a student enters 2 hours after school begins, he/she will be marked half-day absent.
- If a student leaves with a minimum of 2 hours remaining in the day, he/she will be marked half-day absent.
- Both scenarios are highly discouraged.

Absences from school are recorded. If a student is absent for any reason, the parent is required to write a note to the homeroom teacher explaining the reason for the absence. The note is to be signed, dated, and given to the teacher on the day the student returns to school. The telephone call to the office on the day of the absence does not take the place of the written note. Both the call and the note are required.

Unless they are ill, students should be checked in and out of school in the front office by a parent or person authorized by the parent on the Emergency Information form.

Excessive Absences

Any child who is absent for more than ten (10) days will receive a notice confirming the absences. An incomplete may be given on the report card until all required work is satisfactorily completed. In specific instances of excessive absence, the principal may request a written note from a doctor explaining the severity of the child's illness. At twenty (20) days of absence, readiness for promotion to the next grade level will be determined through a meeting with parents and consultation with the Office of Catholic Schools. The principal will make the final determination regarding promotion. Absences in excess of 20 days will require a report be sent to the truancy office in the county where the child resides.

The following policy will be enforced during the school year:

1. Teachers are to notify Administration concerning students with **ten (10) or more absences or tardies** in one quarter.
2. Administration will notify parents when students are **absent or late ten (10) or more days**.
3. After **twenty (20) absences or tardies**, the parents will be required to meet with the teachers and Administration. Excessive tardiness and/or absences may jeopardize re-enrollment status.

Classwork and Homework Make-up Policy

- No homework or books will be sent home the first day of a student's absence.
- If the student misses a second day of class due to illness, please e-mail the homeroom teacher to request books and assignments that the parent will pick up in the school office **following afternoon dismissal**. Homework may also be requested when you call to report the student's absence.
- The student will receive one extra for each day they are out to make-up homework.

Early Check-Out

Because of the disruption of class time for all students, parents are urged to keep requests for check-out during the school day to a minimum and to arrange appointments after school hours when possible. However, should a student need to be dismissed early, parents must send a written request or an email to the homeroom teacher that morning indicating the time the student will be leaving. Students will not be called out of class for check-out until the parent arrives. A parent must sign out the student in the front office via the Hall Pass student management system. Students who are to be checked out during special events (Mass, assemblies, etc.) will wait in the front office during these activities. Parents are **not** permitted to retrieve their child by going directly to the classroom. Early check-out will not be allowed after 2:45 PM on Mondays, Tuesdays, Wednesdays, and Fridays as the school office is closed and the front doors of the school will be locked from 2:2:45 PM until 3:15 PM. Early check-out will not be allowed after 1:45 PM on Thursdays as the school office is closed, and the front doors of the school will be locked from 1:45 PM until 2:15 PM

Vacations

It is strongly recommended that parents give serious consideration before planning vacations during the school term. Although students may have the ability to make up their work, it does not replace the formal instruction given by the teachers. If parents do take their children out of school for extended vacations, they are expected to notify the homeroom teacher and the main office with separate notes to explain how long their children will be out of school. Please note that these absences are recorded as unexcused, which may result in the student not receiving credit for any work missed.

In the event of absences due to family vacations or other personal reasons during the school year, the following policy must be observed:

- Parents are requested to send a letter to the homeroom teacher one week in advance of the planned absence of the student.
- Parents or students will contact the teacher AFTER the absence to collect the work missed during that time. **Teachers should not be expected to provide assignments in advance.** There may be some rare circumstances when make-up work will be given before the vacation. This will be done at the discretion of the teacher.
- Students will be given one day for each day absent to complete any missed assignments unless other arrangements are made with the teacher.

Inclement Weather and School Emergencies

On days of inclement weather or school emergencies, St. John Neumann Regional Catholic School will notify the community with a Parent Alert via RenWeb. Parents will receive a phone call, a text message, and an e-mail with any closing information. The school's website and Facebook page also provide information on school inclement weather closings. Parents are asked not to call the school.

Safety/Security

All visitors to the school must enter through the main doors and check-in at the front office.

School Security/Visitors

Any adult who enters the school will need to check in at the front desk immediately. Visitors will then be checked in to our Hall Pass visitor management system via a computer located in the front office. Each visitor will need to present their state-issued driver's license or ID during their initial visit for the 2023-2024 school year. Once your ID is scanned and logged into our Hall Pass system, your ID will not be required again to access the system for any following visits unless a new license or ID is issued by the state. Once you log in to the system, visitors will need to locate their name in the system, select the reason for the visit, and the location of the visit. Once done, a time-stamped pass with your picture will be printed. This pass must always be worn by the visitor while in the building. When leaving the building, visitors must first stop by the front office and log out of the Hall Pass system. All volunteers must also comply with the safe environment requirements, including a background check and Virtus training, as set forth by the Archdiocese.

Delivery of Items to Students

In the interest of instilling a sense of responsibility in our students as well as maintaining the integrity of the academic environment, students will not be called to the front office to pick up items such as forgotten homework, PE clothes, or other similar items. Additionally, school staff will not deliver left or forgotten items to students. Parents may not bring in forgotten items once the school day has started. Forgotten lunches will be placed in a box/basket titled "lunches" in the main lobby right outside the front office door. Students will be able to pick up their lunches on their way to lunch. Forgotten medication will be taken to the clinic.

Use of School Motto/Logo/Slogan

No one may use the school's name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, without the express written permission of the principal.

No Roller Backpacks

Roller backpacks have been the cause of several injuries. Children trip over them as they are dragged behind students in the hallways. They are difficult to carry down the stairs and have caused children to

fall and hurt themselves and others. They do not fit into the lockers, and they also take up an inordinate amount of space in the classroom, limiting the teacher's ability to use the space for creative activities. I realize that many parents have opted for the roller bags due to the weight of the backpacks. Here is what the American Chiropractic Association has reported:

The American Chiropractic Association does not recommend young students use rolling backpacks, instead focusing on the proper way to use traditional two-strap backpacks.

"Although the use of roller packs - or backpacks on wheels - has become popular in recent years, the ACA is now recommending that they be used cautiously and on a limited basis by only those students who are not physically able to carry a backpack," the association states on its Web site. "Some school districts have begun banning the use of roller packs because they clutter hallways, resulting in dangerous trips and falls."

The ACA offers these tips for students carrying traditional two-strap backpacks.

- Make sure your child's backpack weighs no more than 5 to 10 percent of his or her body weight. A heavier backpack will cause your child to bend forward to support the weight on his or her back, rather than on the shoulder straps.
- The backpack should never hang more than 4 inches below the waistline. A backpack that hangs too low increases the weight on the shoulders, causing your child to lean forward.
- A backpack with individualized compartments helps in positioning the contents most effectively.
- Bigger is not necessarily better. The more room there is in a backpack, the more your child will carry-and the heavier the backpack will be.
- Urge your child to wear both shoulder straps. Using just one strap can cause a disproportionate shift of weight to one side, leading to neck and muscle spasms, as well as lower back pain.
- Wide, padded straps are very important. Non-padded straps are uncomfortable and can dig into the shoulders.
- The shoulder straps should be adjustable so the backpack can be fitted to your child's body. Straps that are too loose can cause the backpack to dangle uncomfortably and cause spinal misalignment and pain.
- If the backpack is still too heavy, talk to your child's teacher about leaving the heaviest books at school, and bring home only lighter handout materials or workbooks.

Cell Phones

Please carefully consider whether your child needs a cell phone at school. A phone is available to students in the front office. Should your child bring a cell phone to school, there is some risk that it may be lost or misplaced. The school is not responsible for loss or theft of cell phones.

Following are the guidelines regarding cell phones:

- Cell phones must be turned off during the school day. Turning a phone to silent does not comply with this guideline.
- Cell phones should not be visible and must be kept in the student's locker (6th-8th) or bookbag (grades K-5th);
- Cell phone usage during the school day is strictly prohibited.
- At the end of the school day, students must ask permission to use their cell phone with SJN staff supervision.

Use of or disturbances caused by cell phones or any violation of the above guidelines will result in confiscation of the phone. Additional consequences may also be implemented in accordance

with school disciplinary policies. Please note that Smart Watches or any type of interactive watches are also covered by the above policy.

Distribution of Printed Material/Mail Delivery

Posting or distributing flyers, pamphlets, or other written communication on school/church grounds without the authorization of Administration is strictly prohibited. All school-related flyers must be pre-approved by Administration. Mail will be accepted only for faculty and staff of SJNRCS.

Asbestos

Our school does not contain asbestos in any form. All reporting procedures, as required by AHERA, are executed annually. Our management plan is available for your review upon request.

Emergency Drills

Emergency drills are held in accordance with state and local laws. In instances of severe weather, when watches and warnings have been issued by the National Weather Service, it is imperative that telephone lines to the school be left open in case conditions warrant emergency response. Parents are asked not to call the school.

Audio/Visual Recording Policy

No audio/visual recording devices may be used during functions of the school without the expressed permission of Administration. Such events include, but are not limited to: classroom presentations, awards ceremonies, performances, parent conferences, administrative conferences, and religious services. This policy also includes tape recording of conversations either in person or by telephone by or among students, parents, teachers, or school administrators on school property or involving the use of the school telephone. To ensure compliance with parental permissions regarding the posting of student photos, the official school social media sites will be updated under the supervision of school staff. Parents are requested not to post pictures from school events onto personal social media sites unless the photos are of your child.

Child Abuse/Neglect

The State of Georgia requires by law that any principal, teacher, counselor, or other school employee report all cases of suspected child abuse or neglect of children under eighteen years of age. In addition, volunteers working at the school or at school-sponsored events are also considered mandatory reporters under this law. Georgia Law, Code Section 19-7-5, requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides for a penalty for violation of the law. An allegation of child abuse must be immediately reported by telephone, within 24 hours of the time of the suspected abuse, to the Department of Family Child Services, and then followed up in writing. The Safe Environment Office for the Archdiocese of Atlanta must also be informed within 24 hours. At SJNRCS, all calls to DFCS originate in the office of the principal.

Change of Address

It is very important to notify the main office if there is a change in home address, e-mail address, or in home, work, cell, or pager numbers. Change of contact information should be completed through ParentsWeb.

Requests for Teachers/Student Placement

Class rosters are prepared by the teachers, in consultation with the school counselor, principal and other members of the administration. Class rosters are created such that the classes are as evenly grouped as possible in terms of number of boys to girls, number of high to low achieving students, and in

consideration of behavioral and social issues. As teachers and administrators, we look carefully at the overall academic and social dynamic of the classroom as we strive to create an environment that is conducive to learning. As such, requests for specific teachers or placement with specific students will not be honored.

Transportation

Traffic Plan

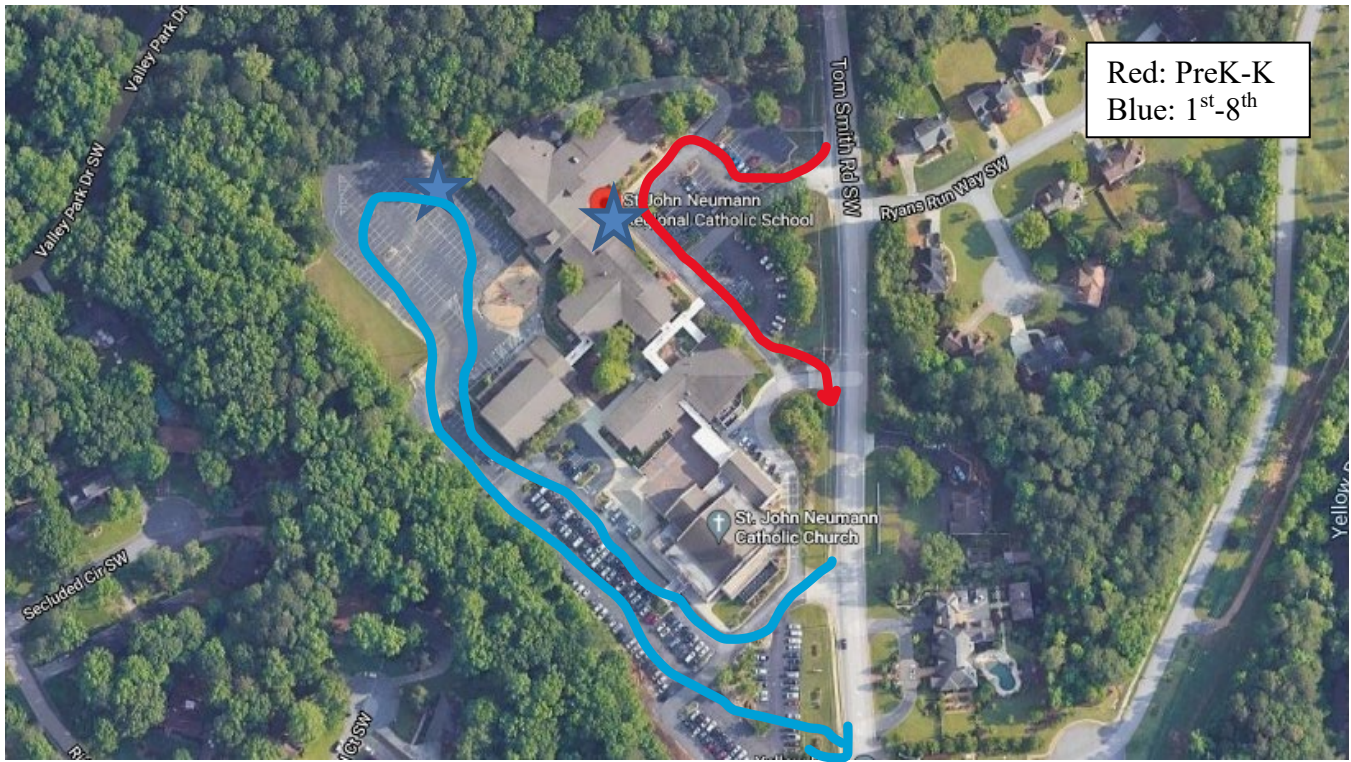
Most students are transported to and from school by their parents or in carpools. Parents are to drop off and pick up children in the areas designated for this purpose (see diagram on the next page). **All arrivals and dismissals will occur in the lower lot except for Pre-K students.** Drivers are to adhere to the established traffic patterns and follow the directions of faculty, staff, and Safety Patrols. **To ensure the safety of our students, cell phones should not be used during dismissal.**

The SJNRCS front office will be closed, and the front doors of the school will be locked daily from 2:45PM until 3:15PM. Parents/visitors will not be admitted into the school during this time. The front office will re-open, and the front doors of the school will be unlocked for EDP pick-up at 3:30PM.

Drop-Off

Pre-K and Kindergarten students are to be dropped off at the front of the building. All other students, 1st through 8th grade, are dropped off in the back of the building in the carpool line by the cafeteria. If you have children to be dropped off at both areas, please drop off your oldest children in the back lot first. You may not drop off older children up front.

Parents may not walk students to their classroom. Students are not permitted to be dropped off at the front door of the school unless they are tardy (arriving after 7:50AM, and gates in lower lot are closed). All students are to be dropped off in the lower lot located in the back of the school during carpool until the gates are closed.



Pre-K Dismissal

The Pre-K students will dismiss at 2:50PM in front of the school. Pre-K parents will line up along the sidewalk in their cars. Children will be brought to the car by a teacher/staff member as you pull up to the front of the line. If you have older students, you must proceed to the back lot for carpool after receiving your child in Pre-K. Siblings will not be dismissed early or be allowed to exit through the front doors.

Pick- Up

All students, except Pre-K will be picked up in the lower lot. Parents will remain next to their cars and the children will come to you, except kindergarten. Parents may come to pick up their kindergarten students from their line.

Students In grades k – 8 are dismissed at 3:15PM (2:00PM on Thursdays and 12:00PM on designated early release days). Parents should pick up children who are not participating in EDP or an after-school activity from carpool in the lower lot daily. Parents will not be able to enter through the front doors of the school to pick up children until 3:30PM on Mondays, Tuesdays, Wednesdays, and Fridays. On Thursdays, parents of students who were not picked up as part of carpool may enter the school no earlier than 2:30PM to get their children from EDP. Should parents wish to avoid long carpool lines, please arrive early so that you can be in the front of the line.



At no time is a student to be picked up in the upper parking lot of the school or church without prior expressed written consent of the Administration. All students, except for walkers, day care bus/van riders, and Pre-K, will be dismissed to the lower parking lot.

After school dismisses, students are not permitted to wait in the front lobby for parents to pick them up. Students are never allowed to open the doors to the school for any parent/visitor. For the safety of all students and staff; parents/visitors should not enter the building through an open door caused by someone leaving the building between 2:45PM thru 3:30PM on Mondays, Tuesdays, Wednesdays, and Fridays or between 2:00PM thru 2:30PM on Thursdays. Students who are not picked up during carpool will be sent to EDP and parents can pick them up after 3:30PM on regular days and 2:30PM on Thursdays from EDP.

Students Riding Day Care Bus/Vans and Students Who Walk To and From School

Parents of students who will be riding a day care bus/van to or from school are required to complete the *Extended Day Care Information Form*. The information is kept on file in the office.

As a security measure, parents are to write a note to the teacher if there is a change in the established mode of transportation. The note will be forwarded to the main office. The student will then be permitted to go to the carpool line or stay after school for an activity. **Students may not utilize any other form of transportation if a parental note is not presented. A telephone call is not sufficient to change the established mode of transportation from school.** It is the responsibility of the parent to notify the day care facility of early dismissal days.

Ride Share Services

Ride share services, such as Uber or Lyft, are not permitted to provide transportation for students unless a parent, grandparent, or guardian are present in the vehicle with the student.

After School Activities

At SJNRCS we believe in a well-rounded education and recognize that after-school activities are an important part of a child's education and development. We do ask, however, that you schedule extra-curricular activities in such a manner that does not interfere with the school day and that does not overburden the child to the point where schoolwork begins to suffer.

Late Pick Up

Children are to be picked up promptly by 3:15 PM (2:00 PM on Thursdays and 12:00 PM on designated early release days) or as published in *The Crusader Newsletter* or school calendar. Teachers who are responsible for supervision in the parking lot must return to their classrooms for other duties before they leave for the day and cannot remain outside with children who are waiting for their ride. **Students who are not picked up on time will be supervised as part of the Extended Day Program (EDP) and fees will be charged accordingly.**

Field Trips

A field trip is a firsthand experience that supplements classroom learning. It is an observational experience having definite educational objectives. Field trips may be taken only with the approval of the principal who determines whether the trip is a contributing activity to the students' learning experience. A permission slip, signed by the parents, is required before any child is permitted to participate in a field trip. Permission will not be granted by a telephone message. Field trips normally require an additional fee. Parents are encouraged to volunteer as chaperones; however, due to insurance regulations, chaperones are not permitted to bring siblings, or any other children not enrolled at SJNRCS on any field trip. Chaperones must have completed the required background check and safe environment training. Please allow at least two weeks for processing. All field trips must originate and terminate at the school, and students must leave and return to school in the assigned vehicle provided for the trip. Students will not be allowed to meet their class at the field trip site, nor will parents be allowed to take their child home from the field trip site. Students can be denied participation in field trips if they fail to meet academic or behavioral requirements. Parents have the right to refuse to allow their child to participate in a field trip. **Students not participating in the field trip are to stay home from school and his or her absence will be excused.** Since most field trips require payment in advance from the school to the field trip site, we are unable to offer refunds if your child does not attend the field trip.

In general, Mass uniforms must be worn on field trips unless the type of field trip warrants different attire (touring a barn, visiting wetlands, etc.). Attire for field trips, other than school uniforms, requires approval by the Principal. Overnight field trips are not allowed for students below 6th grade. Students in grades 6 through 8 may attend overnight religious retreats only.

Health/Medication

Health Regulations

In the case of a communicable disease (i.e.: measles, chicken pox, TB, etc.) a release card from the local health department or a letter from a physician indicating that the health department regulation has been satisfied, must be presented to the main office before the child can return to school. Notes from parents/guardians are not accepted as assurance that the health department regulation has been satisfied. In the case of head lice or other parasitic infestation (i.e.: ringworm, etc.), students will be sent home until there are no longer any visible signs of infestation.

Medications

All medicines, prescription and non-prescription, will be stored in the clinic with the **required Medication Consent Form signed by a physician.** In accordance with Archdiocesan policy, no

medication (including over-the-counter medication) shall be given to a student by any employee of the school unless the requirements listed below are met.

Each prescription medicine must be in its original container and brought to the clinic by the parent or guardian. The child will take medication at the designated time, administered by clinic personnel. However, it is the responsibility of the student, not the school personnel, to get his/her medication at the designated time. Clinic personnel will make a reasonable effort to assist the student when he/she is taking the medication. Parents must write a note to the clinic requesting and authorizing any alteration of the student's scheduled medication. Teachers are not authorized to dispense medication at any time.

All over the counter (non-prescription) medications must have a written physician's consent. The over-the-counter medication must be in its original sealed container with a label stating the child's full name, name of drug and dosage, time to be given, and physician's name. Parents may make the label; however, the over-the-counter medication must be accompanied by the Medication Consent Form signed by a physician. Parents may come to the school clinic to dispense medication if they are unable to secure the physician's authorization. Parents must supply their own over-the-counter medications for their child.

No student is permitted to have in his/her possession any prescription/non-prescription medicine at any time. As an exception, epi-pens and inhalers may be carried by students provided that:

- 1) Parental permission is granted.
- 2) Appropriate documentation from the doctor is on file indicating that the child is capable of self-administration.
- 3) School health personnel verify that the student is capable of self-administration.
- 4) Student reports to clinic after self-administration.

Irresponsible use of an inhaler or epi-pen by a student can put the student and others at serious risk. Students who use an inhaler or epi-pen in a manner other than its intended use will lose the privilege of carrying the medication and may also face other disciplinary action.

The school must be notified of any medication taken daily at school **or at home**. This is necessary in case of an emergency.

Dismissal Due to Illness

Under no circumstances is a child to go home or leave the school grounds without authorization. If a child becomes ill during the school day, the following procedures will be in effect:

1. The child will be sent to the clinic with a pass from the teacher.
2. Clinic personnel will contact the parent or other authorized person as indicated on the Emergency Form. **Emergency Contact Forms must include at least one emergency number and must be on file in the school clinic by the first day of school.**
3. The contacted person will indicate the measures to be taken or the expected arrival time to pick up the sick child. Students must be picked up from the clinic within 30 minutes of parent notification. The child will be signed-out from the clinic by the authorized person. **Children must be fever and/or vomit free for a 24-hour period before returning to school.**
4. The clinic will inform the front office of the names of all the students sent home due to illness.

The clinic is only for sick children or children who need daily medications. **Students, teachers, and parents are not permitted to gather in the clinic for any reason.** Students are to be picked up inside

the clinic in the event of illness. Please notify the front office immediately of any change in address, or in home, work, or cell phone numbers.

Parental Involvement/Volunteers

Parental participation in activities enhancing the mission of SJNRCS is welcomed and highly encouraged. For the safety of our students, volunteers are required to complete the volunteer application process, which includes background screening and safe environment training.

School Advisory Council

The purpose of the Advisory Council is to:

- Support effective administration, operation, and maintenance of the school.
- Provide a means of communication.
- Review and discuss programs in light of the administrative vision for the school.
- Develop and strengthen the financial functioning and viability of the school.
- Assist the administration in the implementation of the policies of the Archdiocese of Atlanta.

The council is an advisory, not policymaking, body; thus this council does not determine the school's approach to discipline, educational curriculum, or personnel. The Advisory Council and its subcommittees are charged with providing input to the administration in the following areas: Mission Effectiveness, Public Relations and Marketing, Development, Facilities, Technology, and Finance.

Home and School Association

The Home and School Association (HSA) is a volunteer service organization designed to help connect life at home with life at school by providing support to the students, parents, administration, faculty, and staff of SJNRCS. Along with administration, faculty, and staff, it is committed to expanding the educational programs offered to students through a variety of student activities, family activities, and fundraisers. All our families are members of the Home and School Association, and the many committed parent volunteers are the heart and soul of the organization.

Various fundraising activities conducted throughout the school year are vital to the success and enhancement of the school. All families are encouraged to support these activities. Incentives may be offered to the students to encourage participation. Some fundraisers are designed as family projects; others are designed for parent participation only. No child should go door-to-door without parental approval and supervision.

School Publications

The Crusader Newsletter will be delivered via e-mail every Sunday.

Each family will have access to the *SJNRCS Handbook, Directory, and Yearly Calendar through RenWeb*. The Directory is to be used only for school-related needs and ***must never be used for solicitation of any kind***. Parents are to make updates and changes to their personal information on Renweb and inform the main office in writing of any changes in address, home, work, or cell numbers, so that school records and the directory can be updated during the course of the year.

The St. John Neumann Yearbook, *The Crusader*, is issued to each student at the end of the school year. The book is student-produced and chronicles the school year in each grade. Funds for the yearbook are provided by payment of the Curriculum Fee.

Extended Day Program (EDP)

The Extended Day Program (EDP) is an after-school enrichment program for SJNRCS students currently enrolled in Pre-K through eighth grade. In accordance with Georgia code O.C.G.A section 20-1A-2(3), our program is exempt from licensure by the **Georgia Bright from the Start** regulatory body because it meets the exemption requirements under Georgia law for private schools and is accredited by Cognia. Our program is supervised by the **Archdiocesan Department of Early Childcare and Learning** and the **Archdiocesan Office of Catholic Schools**. We provide adult supervision, homework assistance, outdoor play, arts and crafts, board games, organized activities, free play, and a light snack daily. No transportation is provided, and the program does not take field trips. The program is in full compliance with all local, state, and archdiocesan policies and regulations. The EDP is available from dismissal until 6:00 p.m. on all days that SJNRCS is in session.

There is a minimum charge of one hour for this service. There is a \$30.00 family registration fee upon first use of the EDP. The fees are due when they are billed at the end of the month.

EDP RATES

Number of Children	Hourly Rate – minimum charge of one hour
1	\$5.75
2	\$9.00
3 or more	\$11.25
After 6 p.m.	\$1 per minute per child

Lunch

Students may bring lunch or buy lunch from ChefAdvantage. Payment for lunch is made online when order is placed. All orders must be made 24 hours prior to it being served. We recommend asking your child to sit with you on Thursday afternoon to complete their order for the following week.

Parents bringing lunch to school for their child (*but not joining their child for lunch*) should place forgotten lunches in the box/basket titled “lunches” in the main lobby right outside the front office door. Students will be able to pick up their lunches on their way to lunch. The front office is not responsible for notifying children of lunches dropped off after school has started. **Sodas and/or drinks in glass bottles may not be brought to school. Fast food may not be delivered or brought to school by parents.**

Lunch times are as follows:

Grades 3 - 5	11:00-11:55
Grades 6 - 8	11:41-12:26
Grades Pre-K - 2	12:10-1:10

Visitors’ Table

A table is reserved daily for parents and/or other family members to join students for lunch. Please observe the following guidelines regarding the Visitors’ Table:

- Family members only.
- Students are **not** allowed to select a classmate to sit at the Visitors’ table with them.
- Lunch should be provided for you and your child **ONLY**.
- No soda or glass bottles.

Children need the opportunity to socialize each day; to talk about what they are learning and learn to be a part of a social group. Lunch periods provide this opportunity. We recommend that lunch with parents

be a special event which takes place no more than once a month.

Birthdays

Students may celebrate their birthdays by sharing a treat during their lunch period. Treats should be simple – cupcakes, cookies – and should be for the child’s class only. **No birthday parties are allowed during school hours.** Invitations to a party outside of school time may be distributed in class **only if the entire class is invited.**

Other Parties

Classes at SJN celebrate Christmas and end-of-year parties. Approved party dates will be noted on the school calendar. Neither off-campus parties nor outside entertainment are allowed nor is the collection of money to fund classroom parties.

Flowers and Balloons

Please do not have flowers or balloons delivered to school. These will not be delivered to the student and will remain in the front office until dismissal time when the student may pick them up.

Playground

Students will be permitted to play in the designated play areas during their recess time under the supervision of an adult. **No toys or other items brought from home are allowed on the playground. In addition, no food or drink may be consumed on the playground. Only students enrolled in the Extended Day Program are allowed on the playground and parking lot area after school.**

Lost and Found

The permanent locations for lost and found articles are in the gym lobby and cafeteria. Unclaimed clothing or usable objects are given periodically to the St. Vincent de Paul Society or sold at the used uniform sale. Money or valuable objects that are found should be turned in to the school office. The school cannot be responsible for lost articles or money. All labeled items can be returned to the student; therefore, **we strongly recommend labeling all students’ clothing and possessions.**

School Activities

Only current SJNRCS students may participate in school-sponsored activities unless indicated.

Athletics

SJNRCS students are eligible to participate in athletic programs sponsored by St. John Neumann Parish. The parish is a member of the Catholic Metro League of Atlanta and abides by its rules and constitution. All participants must have a current sports physical on file with the parish. Parents who volunteer as coaches or in any other capacity must have completed the required background check and volunteer forms.

Students will not be permitted to remain after school unsupervised until their designated practice time. The Extended Day Program should be used during this interim period. The same rules apply for siblings of these students.

Uniform

"Modesty protects the intimate center of the person. It guides how one looks at others and behaves toward them in conformity with the dignity of people and their solidarity. Modesty inspires a way of life which makes it possible to resist the allurements of fashion and the pressures of prevailing ideologies. The forms taken by modesty vary from one culture to another. Everywhere, however, modesty exists as an intuition of the spiritual dignity proper to humanity. Teaching modesty to children and adolescents

means teaching them respect for the human person." (Catechism of the Catholic Church 2521-2524).

The student uniform reflects the cohesiveness and unity of the school community. All students are required to wear the basic uniform. All uniforms must be purchased at Flynn O'Hara. The warm weather option for middle school may be worn from:

- Start of school through the end of daylight savings time (fall)
- Start of daylight savings time (spring) through the end of the school year.

Girls Year Round Uniform PK-5

Maroon Full-Zip Fleece Jacket w/School Logo
Maroon Plaid Drop Waist Jumper
Black, Navy, White Spandex Short for under jumper
White Short and Long Sleeve Peterpan Collar Blouse w/School Logo
Wine V-Neck Cardigan Sweater w/School Logo
Black Mary Jane Shoe
Navy or white Orlon Knee-Hi
Navy or white Ribbed Tights

Girls Year Round Uniform 6-8

SKORTS/SKIRTS MAY BE NO SHORTER THAN 3" ABOVE THE KNEE.
Maroon Plaid Pleated Skirt/Skort with Elastic Waist
Blue Long/Short Sleeve Oxford Shirt w/School Logo – Worn in the winter and for mass
Navy V-Neck Sweater Vest w/School Logo
Navy Ladies' 1/4 Zip Sweatshirt w/School Logo
Black & White Women's Saddle Shoe
Navy or white Orlon Knee-Hi
Navy or white Ribbed Tights

Girls Spring/Fall Uniform 6-8

NAVY POLO SHIRT IS OPTIONAL FOR SPRING ONLY AND NOT FOR FALL.
Navy Short Sleeve Polo Shirt w/School Logo

Girls/Boys Gymwear Uniform PK-8

P.E. UNIFORMS

Light Steel Short or Long Sleeve T-Shirt w/School Silkscreen
Maroon Micromesh Gym Shorts w/School Silkscreen
Maroon Heavyweight Crewneck Sweatshirt w/School Silkscreen
Maroon Heavyweight Sweatpant w/School Silkscreen
Navy/White Crew Socks

Boys Year Round Uniform PK-K

PULL ON PANTS ARE FOR PRE-K & KINDERGARTEN STUDENTS ONLY.

Navy Pull-On Elastic Waist Pants

Boys Year Round Uniform PK-5

Navy Twill Pants
Maroon Short and Long Sleeve Polo Shirt w/School Logo
Wine V-Neck Cardigan Sweater w/School Logo
White Short and Long Sleeve Oxford Shirt w/School Logo – mass shirt

Navy, Maroon, & White Boys' Striped Tie 58"
Black Merrell Moc Slip-On
Black Children's Oxford Shoe
Navy/White Crew Socks

Boys Year Round Uniform 6-8

Khaki Twill Pants
Blue Short or Long Sleeve Oxford Shirt w/School Logo
Navy V-Neck Sweater Vest w/School Logo
Navy V-Neck Pullover Sweater w/School Logo
Navy 1/4 Zip Sweatshirt w/School Logo
Black/Brown Reversible Leather Belt
Navy/White Crew Socks
Tan Buc Oxford Shoe

Boys Year Round Uniform 6-7

Navy, Maroon, & White Boys' Striped Tie

Boys 8th Year Round Uniform

8th Grade Boys are required to purchase the Maroon & Navy Striped Tie

Boys Spring/Fall Uniform 6-8

NAVY POLO SHIRT IS OPTIONAL FOR SPRING ONLY NOT FOR THE FALL.

Navy Short Sleeve Polo Shirt w/School Logo

Please note:

- Students Pre-K-5 may wear the P.E. sweatshirt and/or sweatpants over the basic P.E. uniform only on days the class has P.E. Students in grades 6-8 may wear the P.E. sweatshirt and/or sweatpants only in P.E. class. Students can not wear the fleece, sweater, or pull-over on Non-P.E. Days.
- Body altering of any type is not permitted including, but not exclusive to, writing on the body or clothing.
- **ALL** uniform items are to be the correct size.
- Uniforms must be worn properly – shirts and blouses must be neatly tucked in, not rolled over the top of pants or shorts.
- Shirts worn with a tie must have top shirt button fastened.
- Pants must be worn at the waist.
- Skirts are **not** to be rolled at the waistband.
- Button-down collars must be buttoned.
- Sleeves may not be rolled.
- Turtleneck shirts are not allowed.
- All socks must cover the ankle.
- **Fleece should not be worn to Mass or around the waist.**

Pajama bottoms may not be worn at any time, including morning safety patrol. Safety patrol members may wear SJN P.E. uniform sweatpants or tights when necessary.

The entire uniform must be in good clean condition with no visible tears or missing buttons. Worn out or stained uniform pieces or worn-out shoes must be replaced within one week of

notification. Clothing is only altered to meet the uniform policy.

Spirit Wear Days/ Out-of-Uniform Days

Spirit Wear Days are on the fourth Friday of each month. Students must wear an SJNRCS T-shirt, jeans, and tennis shoes (no dresses, leggings, camouflage, sweatpants, boots or torn jeans).

Out-of-uniform days will be announced throughout the year. On these days students are encouraged to wear official SJN spirit wear, but they may wear regular casual clothes in a neat and well-groomed manner. Standard policy for jewelry, make-up, and nails still applies. If students forget to come to school in “out-of-uniform” attire, parents will not be called to bring a change of clothing. Students in grades Pre-K-5 who have PE on these days must bring or wear tennis shoes. Middle school students must bring their PE uniform.

The following clothing is **not** permitted on out of uniform/spirit days:

- Shorts, skirts, or dresses
- Joggers or sweatpants
- Strapless or spaghetti strap shirts and halter tops
- T-shirts or tops that expose the midriff area of body when arms are raised
- Pants that expose the navel area of body
- Over-sized or baggy jeans that drape below shoes
- Any clothing containing words referencing alcohol, drugs, sex, or inappropriate language
- Army fatigues or any type of camouflage clothing
- Beach shoes, clogs, or flip-flops. Shoes must be closed-toe and closed-back with no more than a 1” heel.

Note: Because of the constantly changing nature of fashion, the school reserves the right to classify any style of dress as inappropriate. Parents will be called to bring appropriate clothing to school if necessary.

General Student Appearance

Hair

- All students are to be neat and well-groomed. The school reserves the right to control hairstyles and colors. **The maximum acceptable hair length for boys is to the eyebrows, with visible space between hair and eyebrows in the front**, to the top of the collar at the back, and above the ears, with visible space between hair and ears, at the sides.
- Hair must be cut – **not pushed back** – to meet this requirement.
- It is the responsibility of the student to keep hair clean and neatly combed.
- It is the responsibility of the parent to schedule haircuts in a timely manner so that the child is, at no time, in violation of the uniform code regarding hair length.
- Facial hair is not permitted.
- No sideburns below mid-ear.

The following hairstyles are **NOT** permitted:

- Highlights, hair dyed unnatural colors or heavily bleached hair.
- Spiked hair with or without bleached tips (no mohawks).
- Shaved patterns in the hair.
- Cutting or shaving one part of the head and leaving hair long on other parts (hair must be blended); or shaving part of the eyebrow leaving gaps in the brow or intentional designs
- Excessively teased hair or hair that is unkempt, dirty, or bushy in appearance.
- Ponytails on boys.

For girls, hair ornaments should be limited to small barrettes, headbands, clips, or bows which **coordinate with the color of the school uniform**. No scarves or scarf-type headbands are permitted.

Light make-up may be worn by 6th-8th grade girls. Light make-up is defined as skin tone foundation, a light blush, and a light shade of lipstick. **Eye make-up, acrylic nails and French manicures are not permitted in any grade. No nail polish for any grade.**

Jewelry Policy

Boys and girls may wear:

- One religious medal or small cross on a thin plain gold or silver chain around the neck. No other material is acceptable for a necklace.
- One watch. Smartwatches are not allowed to be worn at school.
- One ring per hand.
- Girls may wear one small stud earring per ear on the lower ear lobe or small hoops no bigger than a pencil eraser.
- Nothing may be worn on the wrist except a watch.
- Boys may not wear earrings.
- No facial piercings.

Note: It is advisable for students not to wear jewelry on P.E. days. The P.E. teacher may request a student to remove jewelry for the student's safety. Students should not wear valuable jewelry to school.

Code of Conduct

The primary rule governing the conduct of all the members of the St. John Neumann Regional Catholic School community is "The Great Commandment" of Our Lord, "You must love the Lord with all your heart, with all your soul, and with all your mind...and you must love your neighbor as yourself." (Matthew 2:37-40). Everything that promotes love of neighbor as oneself is encouraged in the school community, and anything that takes away from the growth of such mutual respect is discouraged.

Conduct and Discipline

St. John Neumann takes a positive approach to discipline and to the development of self-discipline and self-direction, "discipline" is placed in the category of a learning experience. We use a program of formative discipline, based on the teaching of the Catholic Church. The intent of this program is to form responsible individuals with values rooted in Christian precepts. The program is corrective in nature rather than being merely punitive. It is modeled after the sacramental life of the Church, in particular the sacrament of reconciliation. In this sacrament, a faith-filled person acknowledges and takes responsibility for the wrongful actions he or she has chosen, atones, and makes a sincere effort to do better. Similarly, in a formative discipline program, a student is challenged to acknowledge and to take responsibility for the wrongful behavior, learn from this mistake, make amends, and strive to avoid this behavior in the future. All parties involved in the disciplinary process firmly believe that with effort from the individual student, God's grace will lead him/her to a fulfilling Christian life.

If the school believes a student has been involved in possible criminal activity, including, but not restricted to suspected use or possession of drugs, illegal substances, abuse of social media, weapons, or stolen property, it may choose to conduct a search of a student's belongings, including, but not restricted to purse, book-bag, locker, and vehicle. The school reserves the right to request police assistance in these investigations if it so chooses. Depending on the situation, parents may or may not be contacted prior to police involvement.

We have five standards that will be expected from all students in all grade levels. Below each standard are the expected behaviors of the students. As parents you acknowledge that school standards and expectations govern the conduct of the student when on school property, including the Extended Day

Program, participating in school field trips or athletics or any school event.

Standards and Expectations of Students

Respect your rights and the rights of others.

Students are expected to:

- Exhibit Christian behavior, speech, courtesy, and respect for teacher, staff, parents, assistants and peers.
- Show respect and care for all school property.
- Show respect for personal belongings and possessions of others.
- Replace or pay full cost if damage is done to school or another's property.
- Follow specific classroom guidelines as noted by the classroom teacher.
- Behave in all common areas, moving quietly and orderly in the hallways, respecting the right of those in the classrooms to continue their learning.
- Talk to a teacher, counselor, or administrator if they are experiencing something that is causing them to be distracted, upset or they recognized as inappropriate behavior.
- Follow all school safety rules (drop-off, pick-up, playground, cafeteria, extra-curricular activities).
- Refrain from behavior or expressions which may be interpreted as harassment, bullying, or a threat.

Be on time

Students are expected to:

- Arrive at school before 7:50 with all their necessary learning material.
- Complete assignments, projects, or any class requirements on time.
- Return all Home/School communication by given deadlines.
- Fulfill commitments made to teammates, or extra-curricular groups on time.
- Middle school students are expected to move from class to class in a timely manner.

Come prepared to learn

Students are expected to:

- Bring all the necessary materials needed for them to be successful in class and throughout the day (books, homework, lunch, gym clothes, permission slips, etc.).
- Leave anything at home that may distract them from learning (toys, phones, jewelry, or items to trade).
- Adhere to the uniform policy daily.
- Get the needed rest to perform at their best in school.
- Have eaten breakfast and have the necessary snacks as guided by their teacher.

Work at Learning

Students are expected to:

- Participate in all classroom activities.
- Put forth their greatest effort even when the work proves challenging.
- Always avoid cheating or copying others work.
- Engage in classroom discussions.

- Use time wisely in the classroom and all learning environments.
- Avoid distracting others or the teacher.

Ask Questions

Students are expected to:

- Ask questions in class if they are struggling and do not have the necessary material to answer their questions.
- Explore new ideas, follow lines of inquiry in any given subject.
- Ask for help in situations that cause them to be upset or need advice on how to handle a situation.
- Seek to understand if they find something confusing or do not know what to do.
- Ask their parents to talk to their teacher, counselor, and administrator if they are unclear about an expectation.

Falling Below Standard

When a student chooses not to follow a prescribed expectation, teachers will assist the student in identifying the behavior, discuss the problems the behavior causes, and focus on what the student can do to prevent a recurrence. The primary goal is not finding fault, but rather to help the student improve his or her behavior and do well in school. It is our hope to help both the students and parents recognize when a progression of disruptive behavior is occurring and work together to resolve the problem. It may be necessary for detention to be served for those offenses in which students need to be held accountable.

Detention is assigned when minor infractions become a distraction and the student is not trying to make the necessary choices to change that behavior or a more serious violation has taken place. These detentions are assigned by the teacher.

Detentions are held after school on either a Tuesday or Thursday. Students in third and fourth grade will serve a 30-minute detention and students in fifth through eighth grade will serve a one hour detention. This is a time for working through the process of acknowledging the behavior, the factors that led to the choices that were made, how the student will make amends for that action and plans for avoiding the same behavior in the future are made.

If the behavior is more serious in nature a conduct referral will be made to the Principal's Office. When a student is sent to the office the parent will automatically be notified. It is the intention that we work as partners to support the child in the process of acknowledging the behavior, recognizing the consequences, and determining how to make amends for that behavior.

Procedure for Issuing Detentions

- The teacher issuing the detention will complete the referral form.
- Students will receive the yellow and white copies to take home for their parents' signature.
- Students must return the signed white form to the issuing teacher the following day.

NOTE: Students accruing three detentions in one quarter may receive a conduct grade of NI (Needs Improvement) for the quarter on their report card and be placed on a behavior contract.

Accumulation of Detentions

Parents will be notified when their child has accumulated three detentions and a mandatory conference will be scheduled with the parent(s) and the principal. After three detentions have been accumulated, the student will be placed on a behavior contract. Once the student has been placed on a contract, the behavior of the student will be monitored and evaluated regarding continued enrollment at SJNRCS.

Serious Offenses

In addition to the general school regulations, serious offenses will be handled by the Administration. These offenses will be handled on a case-by-case basis and may result in suspension or expulsion from school and/or referral to an appropriate agency. All students are entitled to fair treatment.

Examples of serious offenses are as follows:

- Conduct inside or outside school that is detrimental to the image or operation of the school
- Actions detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, harassment (racial, sexual, or ethnic), or any threat of force or violence directed toward any school personnel or student
- Open, persistent defiance of the authority of any faculty or staff member
- Continued willful disobedience
- Sexual misconduct
- Use, sale, distribution, or possession of any drug, legal or illegal, or alcohol for beverage purposes on or near school premises
- Stealing
- Smoking or possession of tobacco products
- Willful vandalism
- Habitual truancy
- Possession of firearms, real or toy
- Possession of weapons, materials that can be used as weapons, or other contraband materials
- Possession of a lighter, matches, or any flammable substances
- Violation of a probation contract
- Any violation of state or local laws

Consequences

At the principal's discretion, any of the above offenses may result in the following:

Disciplinary Probation

The principal may place a student on probation for a trial period. After conferences are held with the parents or guardians and relevant school personnel, the principal will outline the conditions for the student's release from probation. The principal is the final recourse in all disciplinary situations.

Suspension

Suspension is a serious disciplinary measure and may occur when the student is **seriously uncooperative, disrespectful, or if the action warrants serious consequences**. Suspension may take place in-school or out-of-school.

Expulsion

As a definition, expulsion is considered a termination of enrollment. Expulsion shall be used only as a final measure, or in response to an egregious offense.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, or the health and safety of others, and is deemed to be in the best interest of the school community. One extremely serious offense may be cause for expulsion.

Students asked not to return the following year for behavior reasons are not considered to be expelled. The student has not been accepted for re-enrollment in the next academic year because of prior behavioral problems. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

The Archdiocesan Superintendent of Schools will be informed before any action leading to expulsion is taken. Full credit will be given for all work accomplished by the student up to the moment of expulsion. The reason for the expulsion will be noted in the cumulative file for as long as the school administration deems appropriate.

Expulsion Procedures

In those cases where the code of discipline has reached or exceeded the allowable accumulated infractions, the principal may expel a student after consultation with the Superintendent. Appeal of expulsion is made by the parent(s) to the Superintendent. If the decision to expel the student is made, the parents are notified in writing.

When a specific disciplinary issue arises from outside of school and results in direct repercussions for a school of the Archdiocese, the decision for expulsion, or other disciplinary action rests with the Superintendent. In those situations which arise for which no policy exists, the Superintendent, in consultation with the Office of the Archbishop, will render a final decision. Appeal of expulsion is made to the Office of the Archbishop.

In keeping with Canon Law, the Archbishop or his designee reserves the right to make decisions in all matters regarding Archdiocesan elementary and secondary schools.

Search and Seizure

All property of the school, including students' desks and lockers and their contents, as well as any item(s) brought on to campus, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, alcohol, or other item, the possession of which is prohibited by law or by the school policy.

Harassment

Maintaining an educational environment that encourages optimum human growth and development is imperative. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain a learning and working environment free of any form of harassment or intimidation toward students.

The Archdiocese of Atlanta is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including but not limited to race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all the following:

Verbal Harassment: Derogatory comments and jokes, threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term of condition of a person's educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
3. Such conduct had the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse, or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching such as patting, pinching, or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Complaint Filing and Investigation Procedures

Students may file a formal grievance of harassment through use of the following grievance procedure: the grievance is submitted to the principal; if the alleged harasser is the principal, the student may file with the Superintendent.

All matters involving harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting harassment shall not reflect upon the individual's status or affect grades.

Grievance Procedure

The student must immediately report the harassment to Administration or a teacher who will report it to the principal, or to the superintendent if Administration is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex

administrator if he/she prefers to do so. The following procedure will be utilized:

1. The parents of the student alleging harassment will be notified immediately, and the student will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible;
2. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegation as well as the name of the person bringing the allegation. The alleged harasser may be removed from the school setting during the course of the investigation. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
3. Once the facts of the investigation have been gathered, the principal, in consultation with the Superintendent, will decide the nature, context, and seriousness of the harassment and appropriate disciplinary action.

Bullying

St. John Neumann Regional Catholic School takes a strong stance against bullying behaviors and expressly prohibits the bullying of any person by any means or method. Bullying can take many forms including verbal, written, physical and relational.

Verbal bullying occurs when oral communication is used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.

Written bullying is when written communication of any kind (paper and pen, e-mail, text, etc.) is used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.

Physical bullying occurs when physical contact or the threat of physical contact of any kind is used to intimidate, harass, or threaten another person with the intent of causing harm to that person or creating an environment whereby the person feels threatened and intimidated.

Relational bullying is when exclusion from, or conditional inclusion in, social groups is used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.

All incidents of bullying should be reported to a teacher, counselor, or administrator. Once reported, the incident will be investigated, and disciplinary procedures as stated in the school's disciplinary policy will be implemented if deemed appropriate.

Safe Environment Guidelines

All students at SJNRCS will receive instruction through the Safe Environment program. This program provides guidelines to the students on how to recognize and report problems or people that worry them to a trusted adult. The program is presented with a Christian perspective and is approved by the Archdiocese of Atlanta. Parents who do not wish for their child to receive this instruction may opt out by submitting a written notice to the school.

Handbook Policy

It is impossible to foresee all situations or problem areas that may arise. Such occurrences are covered in the spirit of this handbook even though they are not specifically stated. This handbook and the policies

that are contained in it are in effect until a new handbook is published. The principal retains the right to amend the handbook for just cause. Parents will be given notification if changes are made.

We hope this handbook will provide our community with the information, guidelines, and expectations needed to assist the school in accomplishing its mission. Only by working together can we truly achieve our goals. We are delighted to have you as a part of the St. John Neumann Regional Catholic School Community!

St. John Neumann Regional Catholic School 2023-2024

■ Teacher Workdays-NO SCHOOL
 ■ Beginning/End of Qtr.
 ■ School Holiday-NO SCHOOL
 ■ Noon Dismissal

31 New Teacher Orientation	JULY 2023 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						JANUARY 2024 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				1 Winter Break – NO SCHOOL 2 Teacher Workday – NO SCHOOL 3 Classes Resume 15 Dr. MLK Jr. Holiday – NO SCHOOL 28 Open House – 3p							
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St. John Neumann Fight Song

(Sung to the tune of The Notre Dame Fight Song)

**St. John Neumann Regional School
Pride and tradition, old golden rule
We're the first in twenty-five
Just watch our future come alive!**

**Teachers and students, principal, too
Follow the call in all that we do
Dear St. John's you'll always be
Alma Mater for you and me.**

SAINT JOHN NEUMANN REGIONAL CATHOLIC SCHOOL
Student Handbook 2023-2024

- I/We have been issued a copy of the Saint John Neumann RCS Student Handbook.
- I/We understand that I/we are responsible for the information presented in this handbook.
- I/We understand that the continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance, and attendance.
- I/We acknowledge that the school governs the conduct of the student while on the school property, during the aftercare program, participating in school activities off of the school property or any school event.
- Continued enrollment, in any given school year and re-enrollment in any subsequent school year, is subject to the parents'/guardians' continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. The student, the parents, or the school administration, either with or without cause, may withhold that agreement.
- I/We understand that students may appear in photographs, publications, films, interviews, web page, or videotapes made in conjunction with these and other school-sponsored activities. These photographs or interviews may appear in school, area, or national media. I give consent for my child(ren) to appear in any publication, film, interview, web page, or videotape for St. John Neumann Regional Catholic School.
- I hereby waive and release any claim against St. John Neumann Regional Catholic School and the Archdiocese of Atlanta from any responsibility or liability for any claims arising from the publications or reproduction of any photographs, films, interviews, web page or videotapes.

Signing this handbook is an acknowledgement of the acceptance to be governed by the rules, regulations, conditions, and requirements of the school as stated in this Handbook as well as those policies of the Archdioceses of Atlanta.

Please complete and sign this form for each child attending SJNRCS.

Parent/Guardian Date

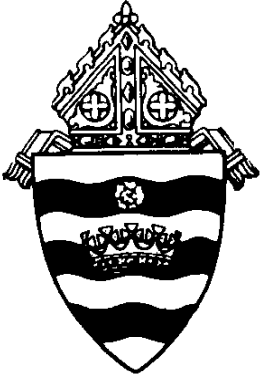
Student's Name

Student's Signature

This handbook may be amended by the school administration at any time during the year through the vehicle of two announcements in the Crusader Newsletter.

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE
BY AUGUST 7, 2023

Media Release Form
Archdiocese of Atlanta
23-24 School Year



St. John Neumann Regional Catholic School has active promotion and development programs. Students may appear in photographs, publications, films, interviews, web pages, or videotapes made in conjunction with these and other school-sponsored activities. These photographs or interviews may appear in school, area, or national media.

Please check all applicable.

- I give my consent for my child(ren) to appear in any publication, film, interview, web page, or videotape for **St. John Neumann Regional Catholic School**.
- I do not give my consent for my child(ren) to appear on the school's web page for **St. John Neumann Regional Catholic School**.
- I do not wish for my child(ren) to appear in or be photographed in any **St. John Neumann Regional Catholic** publication, film, interview, web page or videotape. **This does not include the yearbook or the school newspaper.**

I hereby waive and release any claim against **St. John Neumann Regional Catholic School** and the Archdiocese of Atlanta from any responsibility or liability for any claims arising from the publication or reproduction of any photographs, films, interviews, web page or videotapes.

Children attending **St. John Neumann Regional Catholic School**: (Please print first and last names.)

Student Name:

Student Grade:

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

ARCHDIOCESE OF ATLANTA

MEDICATION PERMIT FORM

All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have this Medication Permit Form signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in original labeled container. Medications sent in baggies or unlabeled containers will not be given.
3. The parent is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered at school.
5. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. **High School** students whose doctor's written instructions require them to carry an inhaler on their person may do so. A second inhaler must also be kept in the clinic for use as needed. If a student allows another person to use the inhaler, the privilege of carrying one's inhaler may be revoked for both parties involved. Only those students in High School may transport their medication from home to the school office/clinic, and return unused medication home.
8. Only the parent or adult designee perform nebulizer treatments in school.

TO THE NURSE OR HEALTH REPRESENTATIVE OF: _____ SCHOOL

NAME OF STUDENT: _____ GRADE: _____ ROOM: _____

NAME OF MEDICATION: _____

DOSAGE AND DIRECTIONS FOR GIVING: _____

BEGINNING DATE: _____ ENDING DATE: _____

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Atlanta, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Atlanta, its agents, servants, or employees, including, but not limited to the parish (if applicable), the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

SIGNATURE OF PHYSICIAN: _____ DATE: _____
(STAMPED SIGNATURE NOT ACCEPTED)

PHYSICIAN'S TELEPHONE NUMBER: _____

As we aspire to nurture souls, challenge minds, and meet the potential of every student, we count on the involvement of every family in the Annual Fund Campaign. The Annual Fund supports educational technology innovation, professional development, sustainability initiatives, facility improvements, and tuition assistance. Your support of the 2023 - 2024 Annual Fund ensures that we provide academic excellence with a Catholic vision.

Pledge now, pay by May 31, 2024.

Donor Name: _____

\$ _____ Total Amount Pledged – All pledges are due by May 31, 2024

Payment Methods:

Option 1: \$ _____ Cash
(Amount Enclosed) Check # _____ (Checks payable to “SJNRCS – Annual Fund”)

Option 2: \$ _____ Charge my: Visa Master Card AMEX
(Amount to be charged)
Credit Card #: _____ Exp. Date: __/____
Signature to authorize above charge: _____ CID #: _____

Option 3: Please charge my FACTS account.
 One-time deduction of \$ _____
 A monthly deduction of \$ _____

Total amount to be donated via FACTS account: \$_
Signature to authorize FACTS deduction: _____

My company participates in the Matching Gift Program.

You may also donate online at
www.sjnrcs.org