

# **Ss. Colman-John Neumann School**

## **Family Handbook**

**2011-2012**

This handbook contains certain policies and procedures of the school. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.

**Students and parents must accept and abide  
by the school's policies and procedures in order  
for the student to attend the school.**

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**Ss. Colman-John Neumann School**  
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[www.scjnschool.org](http://www.scjnschool.org)

**Middle States Association of Colleges and Schools**  
**Commission on Elementary Schools**

**Certificate of Accreditation**

This is to affirm that Ss. Colman-John Neumann School has demonstrated to evaluators of the Commission on Elementary Schools that it is effectively advancing the quality of educational experiences it offers its students and meets its responsibilities to the public and profession of education and complies with standards for accreditation that are established by the Commission on Elementary Schools and approved by the membership of the Association and is therefore granted accreditation, for a period of ten years from this date, subject to the terms of accreditation maintenance set by the Commission on Elementary Schools.

In November 2006 a visiting team from The Middle States Commission visited the school to review our application for reaccreditation. The faculty and staff worked on an action plan that explores and analyzes two subject areas and resources for the next three years. With the action plan drawn up, there is a blueprint for Writing and Science for the next three years. Final reaccreditation was issued in the spring of 2007.

# **Ss. Colman-John Neumann School Philosophy**

## **Pastoral Message on Catholic Education**

“Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. Community is central to educational ministry both as a necessary condition and an ardently desired goal. The educational efforts of the Church must therefore be directed to forming persons-in-community for the education of the individual Christian is important not only to his/her solitary destiny, but also to the destinies of the many communities in which he/she lives.”

## **Philosophy**

Ss. Colman-John Neumann School is a Catholic elementary school (kindergarten through eighth grade) proclaiming the message of Jesus Christ. The school is rooted in Scripture and makes prayer an integral part of its daily life. Acknowledging that the Church is catholic, the school welcomes all children within the boundaries of the two parishes. Ss. Colman-John Neumann School seeks to educate the whole person through its strong academic program and to enrich the total person through co-curricular and extra-curricular activities. The school community serves not only the parishioners by educating the children in Catholic doctrine and tradition, but also serves the wider community by giving witness to Gospel values in everyday life. A quality Catholic education leading to a life of service in the Church and community defines Ss. Colman-John Neumann School.

Our community is one in which the students and faculty work together to experience God in our midst. While the religious nature of our school is paramount, academics is also a key element. We follow the curriculum designed by the Office of Catholic Education, and we provide many programs to meet the needs of our students. Given the high academic potential of our school population, the students are presented with a challenging curriculum. The faculty provides our students with a solid education by using methods of instruction that are geared toward the physical and intellectual stage of development of their students.

While showing respect toward each student, the faculty models the way in which students can become responsible members of the Church and our democratic society. Our students see our faculty members interact in a Christian spirit of faith, hope, and charity. Students are encouraged to respect themselves, one another, the faculty, and the staff as gifts from God.

There is a collegial nature to the interactions between the administration and the faculty. The pastor of Saint John Neumann Parish, who is the school administrator, determines school policy along with the principal. Teachers are invited to have input when policy is updated. Our teachers are selected because of their Catholic Christian values, professionalism, and collegiality. These are factors that have been key to the success of our school in providing a quality Catholic education.

## **Mission Statement**

Ss. Colman-John Neumann School is a Catholic elementary school (kindergarten through eighth grade) proclaiming the message of Jesus Christ. The school is rooted in Scripture and makes prayer an integral part of its daily life. Ss. Colman-John Neumann School seeks to educate the whole person through its strong academic program and to enrich the total person through co-curricular and extra-curricular activities. The school prepares students to be life-long learners in a media-rich, global society. The school community serves not only the parishioners by educating the children in Catholic doctrine and tradition, but also serves the wider community by giving witness to Gospel values in everyday life.

A quality Catholic education leading to a life of service in the Church and community defines Ss. Colman-John Neumann School.

# Policies and Procedures

## III. Administrative Policies

### A. Admissions and Withdrawals

In order to be admitted to Ss. Colman-John Neumann School, families must reside within the territorial limits of St. Colman Parish (Ardmore) or St. John Neumann Parish (Bryn Mawr). Exceptions to this rule are made at the discretion of the pastors. Students of families who are registered in St. John Neumann Parish or St. Colman Parish and live within the parish boundaries, and students with siblings already attending Ss. Colman-John Neumann School are admitted first. Students who are registered in either St. John Neumann Parish or St. Colman Parish and live outside of the parish boundaries are considered next. Students who are registered in a parish that does not have a parish school are considered. Lastly, students from outside the parish or students who are not Catholic are considered.

A birth certificate and a baptismal certificate must be presented at the time of enrollment. Children must have been immunized against the following childhood diseases:

Diphtheria	Four doses toxoid (one after fourth birthday)
Tetanus	Four doses toxoid (one after fourth birthday)
Polio	Three doses trivalent (oral vaccine)
Measles	Two doses of vaccine
Rubella	Two doses of vaccine
Mumps	Two doses of vaccine
Hepatitis B	Three doses of vaccine

Children entering kindergarten must be five years of age on or before September 30<sup>th</sup> of the current school year. Those entering first grade must be six years of age prior to September 30<sup>th</sup> of that current school year.

At the time of registration for all other applicants, they must supply satisfactory evidence of prior grade completion by bringing a transfer slip, the current report card, and any certificates required by state law or Ss. Colman-John Neumann School.

When a student withdraws from school, his/her parent or guardian needs to notify the school office regarding the transfer. He/she may write a note or telephone the school office, giving the new school and the expected transfer date. The student will be given the transfer slip on his/her last day. School records will be forwarded to the child's new school upon request from that school.

If a student transfers to an area public school and would like to return to Ss. Colman-John-Neumann School, he/she must wait until the following academic year.

It is important that parents are aware of our school policy regarding class size. Every effort is made to keep classroom numbers at 25 in grades one to three and at 30 in grades four to eight. Exceptions to this policy are occasionally necessary.

## **B. Curriculum**

The academic program at Ss. Colman-John Neumann School is developed and approved by the Archdiocese of Philadelphia, Office of Catholic Education, the Department of Curriculum and Instruction.

Students in grades kindergarten through eight are instructed in the areas of Religion, Mathematics, Language Arts, Social Studies, Science, Music, Art, Computer Education, and Physical Education. Each subject area is taught according to the curriculum guidelines which are prepared and disseminated through the Office of Catholic Education. Teachers utilize the guidelines as their core program with the textbooks, workbooks, and audiovisuals to enhance the course of study. Spanish is offered as a foreign language.

### **Religion**

The Religion program provides for doctrinal integrity. In the content of the authentic teaching of Christ and His Church, the school's ability to show continuity between the sacred and the secular is crucial. Children must come to see that the God Who speaks to us in the goodness of this creation and is known through Science, Social Studies, and Literature, is the same God Who speaks to us through Christ. In the Catholic school, the sacred and the secular meet; neither is excluded as irrelevant. Thus the student should be involved in the total reality of God speaking in all existence and man responding.

Monthly celebration of the Holy Mass is for the entire school. We encourage parents to come and participate. Mass begins at 9:15 AM.

The Sacrament of Reconciliation is scheduled during the school year, usually during Advent and Lent.

Prayer service celebrations take place during the year. They are held to commemorate a holy day, national holiday, or special event.

### **Language Arts**

Integrated Language Arts is being defined as the integration of reading, writing, thinking, listening and speaking. This integrated language development approach can be achieved by combining the curriculum of Language Arts with the Reading basal or anthology.

The most important feature of the Integrated Language Arts has to do with the ways your children will benefit in their literacy development. Our goals are to help students:

- . enjoy reading.
- . develop a lifetime reading habit.

- . improve their writing ability and their pride in publishing what they have written.
- . learn how to listen and work cooperatively with others.

Each student will maintain a “process portfolio” and “permanent portfolio”. The process portfolio will contain writing pieces that the student is working on or has completed during the current school year. The permanent portfolio will be an accumulation of evaluations during the student’s school years. All permanent portfolios will include:

- . publisher’s test results.
- . one prose writing sample.
- . one item selected by student.
- . grades four to eight: one piece of pupil-generated poetry at each level.
- . assessment items specific to each grade:

grade one	story that includes beginning, middle, and end
grade two	spelling assessment
grade three	audio tape
grade four	process or non-verbal assessment
grade five	book list
grade six	informational brochure
grade seven	narrative poem
grade eight	letter to the editor

### **Mathematics**

Our Mathematics program uses a multi-text approach in Math for grades one to eight. Each grade has a list of the skills to be mastered. Reinforcement is given to those students who show weakness in a skill. Students who show growth in skills are challenged. Beginning in grade five, students who meet the following requirements are invited to participate in an honors program:

- . Terra Nova Math score in the 90<sup>th</sup> percentile or above
- . Terra Nova Reading score in the 85<sup>th</sup> percentile or above
- . Cognitive Skills Index which includes 125 in the range
- . Report card grade in Math of at least 85
- . Favorable teacher recommendation

Parents are notified at the end of grade four regarding their child's assignment for September. All students, even if not in Honors Math, are in an advanced curriculum.

### **Science and Social Studies**

In the areas of Science and Social Studies, we follow the curriculum guidelines designed by the Office of Catholic Education. The students have many opportunities to sharpen their skills of observation, classifying, comparing, drawing conclusions, and other critical thinking skills. The Science program in grades kindergarten to eight is a hands-on, application-based curriculum designed by LabLearner.

### **Library**

Students from each grade visit the library once a week for book exchange and library instruction. The goal of the library program is to encourage and foster an interest in reading and the use of ideas and information through the research process.

The school library is open Monday through Thursday from 8:15 AM to 3:00 PM. Students may borrow books for a two-week period.

Fines are not charged for overdue books; however, restitution or replacement for lost or damaged books is expected.

### **Music**

The Music program encompasses grades kindergarten to eight. Each class receives vocal and theory instruction every week. Music listening experiences range from classical symphonies and operas to musicals and rock.

### **Art**

The Art program is set up for the students to express themselves as individuals. Lessons are provided in the various media. The students participate in a program that includes art appreciation, theory, and crafts.

### **Fine Arts**

A comprehensive, well-balanced curriculum is the hallmark of a competitive, quality education. The Fine Arts program will feature an exciting series of special educational experiences for each student, which may include exposure to accomplished artists, musicians, dancers, and actors in both assembly and small group workshop sessions. The Home and School Association provides funding for at least three Fine Arts programs.

### **Physical Education**

The Physical Education program is taught to every grade once a week. In the primary grades, the emphasis is on the mastery of gross motor movements such as running, hopping, skipping, and jumping.

The intermediate and the junior high program centers around the fine motor skills such as throwing, dribbling, catching, and fielding. These skills are learned or mastered by means of exercise and games. Other activities include highly organized games, physical

fitness exercises, and self-testing activities. Every student is expected to show good sportsmanship in gym.

### **Spanish**

A language period will be scheduled once per week for grades one to five. Students in grades six to eight have two periods per week and will complete Spanish I. Students will be graded in Spanish in grades six to eight.

### **Computer**

Grades kindergarten to eight receive hands-on instruction in our computer lab once each week. Our program consists of word processing, a database program, telecommunication, writing and presentation programs.

In kindergarten, first, and second grades, the children become familiar with the computer. They use programs to practice dexterity with the keyboard and the use of the mouse. Simple word processing and graphic design are introduced at these levels.

In grades three and four, AppleWorks and PowerPoint are introduced to enable the students to word process and create simple multi-media projects. These computer skills are then applied to the curriculum areas, especially writing.

In grades five through eight, students further develop skills in using Microsoft Office Suite, iMovie, and PowerPoint. They use these skills, along with Internet research, to create curriculum-based projects.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### ***Catholic Schools of the Archdiocese of Philadelphia***

#### **PURPOSE**

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

#### **SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may

be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over IP chat rooms and instant messaging.

## **GOAL**

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

## **RESPONSIBILITIES OF USER**

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cellphones:** Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

**Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.

- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

**Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and Myspace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Revised May 2011

### **1) Grades Posted On-line**

Each student is issued a password through which his/her parents may access grades via River Valley, through the school website. Parents may be notified by e-mail once grades are posted. Progress reports are no longer printed and mailed. Parents are encouraged to communicate with teachers regarding grades.

### **2) Failure Policy**

Students whose final grade in a basic skill area is a failure will be required to participate in a tutorial class of that same area during the summer. If a student has a failing grade in a content area, the subject to be reinforced during the summer will be determined by the teacher, the parent, and the principal. This class may be a program sponsored by the school district in which the child resides, a program sponsored by another parish/private elementary school, or a private tutor engaged by the parent. The program will be determined by the teacher, the parent, and the principal.

A written confirmation that the program was completed will be due to the principal at the start of the following school year.

### **3) Homebound Program**

Students who are temporarily handicapped or who have contracted an illness which requires him/her to be at home for an extended period of time may take part in the Homebound Program. This program provides the student with the services of a certified teacher, assigned by the school district in which he/she resides, who works with the child in academic instruction.

Parents of students in either of these categories should contact the school office to begin participation in this program.

### **4) Retention Policy**

Student progress is monitored throughout the school year. At the October conference, the parent/guardian is informed of the student's academic, social, and emotional progress. In March, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher will schedule a follow-up meeting with the parent/guardian. If retention is indicated, the parent/guardian will receive an official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

### **5) Supplies**

Parents are encouraged to purchase supplies from the school stationery store. Each grade has a list of materials needed for the school year.

## **C. Faculty Meetings**

During the school year two full day faculty meetings are scheduled. These meetings are announced each month in the calendar and update sheet so that your child care may be arranged.

#### **D. Field Trips**

Educational field trips are encouraged. Written permission from parents for children to participate is required for each trip. A faculty member, assisted by other adults, will accompany the students on any field trip. Teachers will instruct students as to what the dress code will be for each particular trip. Kindergarten through grade six arrange trips within the state. Grades seven and eight have the option to plan special trips outside the state.

Parents who drive students on a trip need to know that it is the policy of the Archdiocese of Philadelphia that, in case of an accident, the driver's insurance company assumes primary liability.

Pennsylvania state law requires children between the ages of four and seven to be restrained in an approved booster seat while riding in an automobile. If you are driving students in this age bracket, you must have the required number of booster seats to accommodate the number of students assigned to your car.

When a class returns from the trip, parents who have volunteered as chaperones are asked not to take their child home early unless the teacher has suggested you may.

#### **E. Graduation**

Eighth grade students who have successfully completed the prescribed course of study of Ss. Colman-John Neumann School and maintained a suitable discipline record are eligible for graduation, if all financial obligations have been met. The place of the graduation Mass and exercises is St. John Neumann Church.

#### **F. Record Keeping**

##### **1) Report Cards (subject to change in 2011-12)**

Report cards will be distributed three times a year: December, March, and June. Report cards are not given out in kindergarten. Instead, each student will receive two progress reports. These reports will provide parents with an understanding of how their child's skills are developing.

The report card is an estimation of each student's performance in school. The marking is based on quizzes, test marks, projects, oral and written reports, class work, homework, and teacher judgment in certain areas. Teachers use rubrics for projects and varied assessments. The special subject areas of Art, Music, Physical Education, and Computer use rubrics for report card assessment. Homeroom teachers use rubrics to assess students in the report card areas of Personal and Social Growth and Effort and Study Skills.

## **2) Honors (subject to change in 2011-12)**

Recognition is given to students in grades four to eight who meet the following standards:

### **First Honors**

A general average of 93 or above, with nothing below an 88 in a major subject. While Spanish is not included in the general average, a grade of 88 or above in Spanish is required in grades six to eight to achieve first honors. In grades four and five a grade of 3 or 4 in Spanish is required to achieve first honors.

### **Second Honors**

A general average of 87 or above, with nothing below an 83 in a major subject. While Spanish is not included in the general average, a grade of 83 or above is required in Spanish in grades six to eight to achieve second honors. In grades four and five a grade of 2, 3 or 4 in Spanish is required to achieve first honors.

### **Be A Better Me Honor**

Students in grades four to eight who improve their general average by five points will receive a card.

### **Personal and Social Growth/Effort and Study Skills**

In the upper grades where more than one teacher is responsible for the child, the Personal and Social Growth and Effort and Study Skills marks will reflect a joint decision.

## **3) Conferences**

Parent conferences will be held in October. There is no school on this day. Parents are asked to attend this conference to discuss their child's progress. This meeting affords parents and teachers the opportunity to voice concerns, suggest solutions to problems, and therefore cooperate in making the school year as worthwhile as possible for the children.

Students in grades five to eight are not required to attend this meeting. However, should a teacher or parent decide the child should be present, he/she will be expected to be there. Teachers will notify parents in advance if they would like a child present.

Teachers schedule parent conferences according to families and their children. This process is used to accommodate parents so they do not have to keep appointments at different times during the day. Ideally, the conference times will be one after the other.

Parents of kindergarten students have two scheduled conferences during the year - one in October and the other in February.

If a parent feels a need to see a teacher, a conference can be arranged. The parent should contact the teacher in writing or by e-mail, and an appointment will be set up. Report to the school office before going directly to the classrooms. This is to ensure safety throughout the school.

#### **4) Permanent Record Cards**

Any changes in address, phone numbers, or emergency numbers should be reported so that records will remain both accurate and current.

#### **5) Roll Slips**

Roll slips provide a record of a student's absences and latenesses. Report card marks for the year are also noted on these slips.

#### **6) Health and Dental Record**

These records monitor the student's vision, hearing, weight, height, and dental hygiene.

All information regarding students and their families is safeguarded to protect the rights of the students against any infringement of privacy, misinterpretation of data, and inappropriate use. While enrolled in Ss. Colman-John Neumann School, the students' records are kept in the active file. After transfer or graduation, these records are retained in the inactive file for five years. At the time of departure, records of Math and Reading skills and health records are forwarded to the receiving school. Permanent record cards are sent to diocesan elementary and high schools only.

### **G. Snow Closings**

For school information regarding school closings you can listen to KYW radio station, log onto the internet website at [www.KYW1060.com](http://www.KYW1060.com), or [www.scjnschool.org](http://www.scjnschool.org). In rare circumstances, school may be open without transportation for a particular township.

If snow falls during the night, parents must listen for the school closing number (#441) on KYW as well as the transportation number for your township, (Haverford #455, Lower Merion #302, Marple-Newtown #454, and Radnor #457.) You also need to listen for your district's busing information in the event Haverford does not delay or vice-versa. Not all districts take the same actions. After receiving calls from the four school districts informing the principal of their decision, a school decision will be made by the principal. Because the school is physically located in Haverford Township, the school usually will follow that township's recommendation. In the event that SCJN will not open, the automatic messaging system will contact you after 6:00AM.

If a midday event causes an early dismissal, the school will start the messaging system as soon as a district notifies us. SCJN often gets information by listening to KYW. The

buses tend to just show up. In the event of an early dismissal students will take their normal mode of transportation home. SCJN does not close early. Once children begin to be picked up by the districts, the remaining children are brought to the gym to await their ride or bus home

## **H. Student Safety**

### **1) Lines**

Students leave school in lines accompanied by teachers. They are required to stay with the line until they reach the stated destination.

### **2) Morning Arrival**

Children should come to the schoolyard between 7:45 and 8:10 AM. No child is to be in the building before school begins without a note or unless accompanied by a teacher.

On clear mornings, the children wait in the yard for the teachers. They should stand in the area designated for their grade. On days when the weather is inclement, the children may enter the building upon their arrival at school. Parents are asked not to leave a child at school before 7:45 AM. There is no supervision before this time.

### **3) Early Dismissals**

To request an early dismissal, send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office and sign the child out in order for the child to be released from school.

### **4) Fire Drills**

Fire drills are held regularly in cooperation with the Haverford Fire Department. Children are instructed on the route to be taken from each classroom they occupy. Occasionally, an exit is intentionally blocked so that the students will be prepared to take alternate routes. Strict silence is demanded of the children during these very necessary drills.

### **5) Tornado Drills**

Tornado drills are held in the fall and spring.

For the safety of the children, all school doors are locked from the outside during the school day. Doors can be opened from the inside to allow for emergency exit.

If a parent must visit the school during the day, he/she may enter at the back of the building where the double glass doors are located and report to the office.

Visitors and parents who volunteer in school will wear an identification card while they are in the school.

### **7) Building Evacuation**

If for some reason the school building needs to be evacuated, students would be bused by Haverford Township to Coopertown Elementary School. Parents would be notified of the evacuation by e-mail or through the school messaging system and would be instructed to pick up their children at Coopertown Elementary School.

### **8) Smoking**

The school premises are a smoke-free environment. Smoking is prohibited in the school building, on school buses, or on school property. Violations will result in suspension from school until a conference can be arranged with the parents and the principal.

## **I. Testing Procedures**

### **1) Standardized Diocesan-wide Test**

The Terra Nova Test is administered every academic year to students in grades two to eight. It measures progress made in non-verbal skills, mathematics, reading, language arts, reference skills, social studies, and science. Not every area is tested every year. The results are communicated to parents and are utilized by the school for curriculum planning.

### **2) Trimester Testing**

Final tests are given to the students in each trimester. This test mark is used as one mark for the report card period. The final report card mark is the average for the three trimester marks.

These testing instruments may be paper and pencil tests, a project, a portfolio, or a student demonstration. This decision is left to the discretion of the teacher.

## **IV. School Services**

### **A. After School Enrichment Program**

An After School Enrichment Program is offered to our students twice a year. Examples of courses offered are Arts and Crafts, Baking, Board Games, and Sports. The program runs for approximately five weeks for a fee of \$60.00. Classes begin at 3:00 PM and end at 4:00 PM one day a week. Parents are asked to pick the children up in the parking lot. Information on courses offered and registration is sent home two weeks before the start of the program.

### **B. Busing**

Haverford, Lower Merion, Marple/Newtown, and Radnor school districts provide transportation for our students. In order to initiate service, a form is submitted from the school. The mailing of the form should be followed up by a phone call from the parent to the district in which the family resides.

Bus riders are expected to be at the bus stop before the scheduled time of pick up. It is dangerous for the bus driver to hold up traffic while he/she waits for a late student. According to school district regulations, a child will lose his/her seat if he/she damages or marks the bus, uses foul language, is disruptive, or is disrespectful to the bus driver. If a student puts head or arms out the window or does not remain seated, the privilege of riding the bus will be taken away for a period of time. Continued misconduct will result in permanent removal from riding the bus.

If a child is going to a friend's house that is not located within the same district, parents need to arrange transportation since students are permitted only to ride on their assigned bus. This directive is from the transportation departments. If a child is visiting a friend within the same district, a note to the bus driver must be presented in order for a child to be dropped off at a different stop.

### **C. Delaware County Intermediate Unit**

Under Act 89 of 1975, the state legislature in Harrisburg allocates funds for providing auxiliary services to nonpublic schools through the county intermediate units. Delaware County Intermediate Unit offers these services by maintaining learning centers for remedial students, offering a short term counseling program, and providing speech services in the schools by certified personnel who are attached to the aforementioned centers.

Services available to our families are Diagnostic Testing, Remedial Reading, Speech and Language, Psychological Testing, and short-term counseling.

### **D. Health Services**

Care given in school is limited to first aid at the time of accidents and illnesses until parents can be reached to take the child home, to the doctor, or to the hospital. Emergency cards are kept for each child, providing the necessary information needed in locating parents or the person to be notified in an emergency. It is important that parents notify the school office of any changes so that this information may be kept up to date.

The school nurse is on duty Wednesday Noon until 2:45PM and Thursday 9:00 AM until 2:45 PM.

Physical examinations are required when a child enters school and in the sixth grade. They can be given in school or by a private physician. Vision is checked yearly; growth screening, every other year. Hearing is checked in grades kindergarten, first, second, third, and sixth. Children with hearing problems are checked yearly as are those children who have failed their previous examination. Reports are sent home when a child is found deficient in this area. These must be returned to the school so that we are assured that the child has received proper care. The school program provides examination by a dental hygienist, dental health education for the students, as well as referrals for all pupils in grades one to four.

Parents are encouraged to administer medication to their child at home. If a child needs to take medicine during the school day, the medicine must be accompanied with a written doctor's order as well as a signed parental consent. This form may be obtained from the school nurse or the main office. This applies to over-the-counter medications as well as prescription drugs. **Please** do not send medicines in your child's lunch box or school bag for students to self-administer. You take the chance that another child may get hold of it and take it. All medications must be taken to the school office. Students who need to take medicine on a daily basis must have their parent complete a form from the nurse's office and are required to report to the school office to receive their medication.

We strongly recommend that parents be aware of a common problem among school children – head lice. Check your child's head on a regular basis. You should notify the school nurse immediately of any problem so that a prompt inspection may be made in the classroom. Prompt action promotes good health practices.

### **E. Lunch Program**

Students are expected to obey all lunchroom and schoolyard regulations.

Lunchroom regulations are as follows:

- . Children will show respect to the lunch volunteers at all times. Those who do not comply will be reported to the lunchroom moderator at the end of the lunch period.
- . Lunch is to be eaten while sitting at the table. No one may walk around the lunchroom without permission.
- . Each child is responsible for his/her own area. Papers and trash are to be put into the containers at the time designated by the lunchroom moderator. All students are expected to recycle plastic bottles and aluminum cans.
- . If a student has been asked to take a make-up test after lunch, the teacher will pick him/her up at 12:35 PM in the parish center. Students may not go to the classrooms without a teacher.
- . If a child cannot finish eating his/her entire lunch, the remainder is to be taken home. Food may not be wasted or thrown out.

Schoolyard regulations are as follows:

- . Children in grades kindergarten to four play on the blacktop during morning recess, kindergarten to grade two play on the blacktop during lunch recess, and children in grades three to eight play on the field during lunch recess.
- . Children are expected to act in a mannerly and Christian way toward one another.

- . Children may only come back into the building if they are sick or injured.
- . Children may only be in a classroom with a teacher.
- . Children are to follow the rules of the games set by Mrs. Donoghue in their gym class.

## **V. Parent Responsibilities**

### **A. Absence**

The School Laws of Pennsylvania classify absences as unexcused or illegal, except for the following reasons:

- . illness of the pupil
- . death of a family member
- . quarantine
- . “exceptional, urgent” reasons that affect the child

#### **1). ILLNESS POLICY**

At one time or another, every parent faces this dilemma: Is my child too sick to send to school? Below are some helpful hints to help you when **not** to send your sick child to school:

- Temperature of 100 degrees or more within the past 24 hours (without Tylenol or other anti-fever medication)
- Vomiting or diarrhea within the past 24 hours
- Earache
- When Strep is suspected, but the results of a throat culture are not yet known
- A positive throat culture for Strep: student should be on antibiotic treatment for 24 hours before returning to school
- Any symptoms of acute illness such as persistent cough or runny nose accompanied by body aches
- A red eye with crust, mucous or excessive tearing (until diagnosed by a physician and treated with medication for 24 hours if “pink eye”)
- Any skin lesion with honey-brown crusts (until diagnosed by a physician and treated with medication for 24 hours if “impetigo”)
- Skin lesion: a mild itchy ring-shaped pink patch with a scaly, raised border and a clear center (until diagnosed by a physician and treated with anti-fungal cream if “ringworm”)
- If your child has head lice that has not been treated. A child must be treated and their scalp examined by the school nurse before he/she can return to class.
- If your child requires any medication for pain stronger than Tylenol or Ibuprofen, they should not attend school.

The guidelines listed above are meant to help parents determine if a child should attend school or other activities. Your child should look and behave like him/herself for 24-48 hours before returning to school.

- A sick child who returns to school too soon is at risk for picking up other infections due to lowered immunity.
- A child who is still sick is likely to infect other students and staff.
- A child who is not feeling well will not be able to focus on schoolwork.

Any student who has been absent for five or more days in a row must bring in a doctor's note. Also, any student who has been absent with a contagious condition must bring in a doctor's note stating the child may return to school.

Remind your child about **frequent hand washing**. It is the most effective means of preventing the spread of communicable diseases.

## **2) Notes**

A child who has been absent must present a written explanation by the parent before the student will be permitted to return to class. A doctor's permission to return is usually needed when a child is absent for more than three days. Should a child contract a contagious disease, notification is to be given to the school immediately so that proper precautions can be taken.

## **3) Phone Calls**

The school office should be called in the event that a child will be absent for the day. Parents who wish to pick up books or assignments are to make this request before noon so that assignments will be ready for pick up after 2:30 PM in the school office. Assignments can be found on the class website.

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

## **4) Appointments**

If at all possible, medical and dental appointments should be scheduled outside of school hours. If this is impossible, a note should be presented notifying the school of the time the child will be called for by the parent. The child is to be picked up at the school office. Parents/guardians are requested to sign the student out at the school office.

## **5) Vacations**

Parents are responsible for any time missed from school because of family vacations. Permission for the absence should be obtained from the principal. Teachers are not always able to provide material in advance. However, the teacher will keep a record of the work missed and give it to the student upon

his/her return. It is the student's responsibility to make up the missed work. Again, all work can be accessed through the class website.

#### **6) Truancy**

Students who are absent without parental permission are considered truant. This absence is unexcused, and the child must be accompanied by his/her parents before being re-admitted to school.

#### **7) Tardiness**

Children who arrive after the scheduled starting time of the morning or afternoon session are tardy. A late slip must be obtained from the office and presented to the teacher prior to admission to class. Students are required to serve a detention when lateness is excessive. When a student in grades one to four is late five times, he/she will serve a detention. Students in grades five to eight will serve a detention after three latenesses.

### **B. Virtual Communication Envelope**

The purpose of the communication envelope is to provide information on school activities for our parents and students. This includes student-centric information such as non-profits (i.e., art centers), educational (i.e., local high school and college programs), community activities (i.e., township sport programs) and camps/tutoring. The envelopes are sent home electronically to the parents' email addresses every Wednesday. Parents are asked to carefully review the news update and check the information in the virtual envelope. The virtual envelope is SCJN's primary form of communication with the parents.

### **C. Dress Code**

#### **1) Kindergarten**

Children attending kindergarten are to wear appropriate clothes. The school uniform is optional. Tie/velcro shoes are to be worn. Open toe shoes such as sandals and flip-flops are unacceptable. The sole of the shoe should be a non-skid material.

#### **2) Boys**

##### **Grades one to five**

Boys are to wear navy blue dress pants at an appropriate length, no outside pockets or seams, no roll-up cuffs, no casual material. Cargo pants are unacceptable. When slacks have belt loops, a belt is to be worn. Boys have the option to wear a school monogrammed white, short-sleeved golf shirt from April 1 to October 31 or a white, long-sleeved oxford shirt with a blue/green plaid tie. Only plain white T-shirts may be worn under the school uniform shirt or blouse. They also have the option to wear navy blue twill walking shorts. From November 1 to March 31, students have the option to wear a school monogrammed white, long-sleeved golf shirt or a white, long-sleeved oxford shirt with a blue/green plaid tie. A navy blue with white stripe school monogrammed v-neck sweater or sweater

vest may be worn when the weather is cold. No sweatshirts may be worn during class time.

Black or brown leather or leather-like Oxford tie shoes are to be worn. No docksiders, topsiders or other boat shoes, construction worker shoes, boots, boondockers, or penny loafers are permitted. Socks should be white, with no logos, and cover the ankles.

Hair length may not be over the shirt collar and must be appropriate for elementary school.

### **Grades six to eight**

Boys are to wear navy blue dress pants at an appropriate length, no outside pockets or seams, no roll-up cuffs, no casual material. Cargo pants are unacceptable. When slacks have belt loops, a belt is to be worn. Boys have the option to wear a school monogrammed white, short-sleeved golf shirt from April 1 to October 31 or a white, long-sleeved oxford shirt and an appropriate tie. Only plain white T-shirts may be worn under the school uniform shirt. They also have the option to wear navy blue twill walking shorts. From November 1 to March 31, boys in these grades are to wear a white, long-sleeved oxford shirt, an appropriate tie, and a navy blue with white stripe school monogrammed v-neck sweater or sweater vest.

The regulations regarding appropriate shoes, socks, and hair styles are the same as in the section on **Boys, Grades one to five**.

In all matters of personal grooming and hygiene, common sense is the determination regarding the acceptability of personal appearance and hygiene. Shirts should be cleaned and pressed. Pants should not be overly faded.

## **3) Girls**

### **Grades one to five**

Girls in these grades have the option to wear the blue/green plaid uniform jumper or navy skort. From April 1 to October 31, girls have the option to wear a school monogrammed white, short-sleeved golf shirt or a white, short-sleeved oxford blouse. They also have the option of wearing navy walking shorts. From November 1 to March 31, girls have the option to wear a school monogrammed white, long-sleeved golf shirt, white turtleneck, or a white, long-sleeved oxford blouse. Only plain white T-shirts may be worn under the school uniform shirt or blouse. A navy blue with white stripe school monogrammed sweater or sweater vest may be worn when the weather is cold. No sweatshirts may be worn during class time.

Black or brown leather or leather-like Oxford tie shoes are to be worn. No docksiders, topsiders or other boat shoes, construction worker shoes, boots, boondockers, or penny loafers are permitted. Socks should be white, with no logos, and cover the ankles. Navy blue tights are acceptable.

One post earring may be worn in each pierced ear; however, earrings which extend below the ear are not acceptable.

Hair is to be kept clean and neatly arranged.

#### **Grades six to eight**

Girls in these grades wear a blue/green plaid kilt-type skirt or navy skort. From April 1 to October 31, girls have the option to wear a school monogrammed white, short-sleeved golf shirt or a white, short-sleeved oxford blouse. From November 1 to March 31, girls wear a white, long-sleeved oxford blouse or a white turtleneck with the school monogrammed navy blue with white stripe v-neck sweater or sweater vest. Only plain white T-shirts may be worn under the school uniform shirt or blouse.

The regulations regarding appropriate shoes, socks, earrings, and hair styles are the same as in the section on **Girls, Grades one to five**.

In all other matters of personal grooming and hygiene, common sense is the rule. The school administration reserves the right to make the final determination regarding the acceptability of personal appearance and hygiene. Shirts should be clean and jumpers, skorts, and skirts should be two inches above the knee.

#### **4) Gym Uniforms**

The students wear their gym uniform in class on their designated gym day. Students enjoy the weekly break from the standard uniform. Any combination of the items listed below may be worn to school. However, sweatpants must be worn from November 1 to March 3 and should be worn from April 1 to October 31 as needed for cold weather.

- . Ss. Colman-John Neumann logo shorts and tee shirt
- . Navy sweatpants/sweatshirt (only SCJN approved logo permitted)
- . Rubber-sole sneakers
- . White socks, no logos

Kindergarten children must wear sneakers on gym day and Kindergarten girls need to wear skorts, shorts or long pants.

#### **D. Homeroom Parents**

During the summer of the new school year, a request form for the names of those parents interested in acting as a homeroom parent for that current school year is mailed.

The names of interested parents for each class will be reviewed by the principal and the president of the Home and School Association, who will make the selection. The selected parent will be notified by letter. The letter will include guidelines and responsibilities of the role. The teacher will notify the homeroom parent when he/she needs assistance. All collections of money must be approved by the principal. All parents must check into the school office for a visitor's pass.

### **E. Lunch**

Children should bring their lunches clearly labeled with their names and grades to school every morning. Forgotten lunches may be delivered to the school office. If a child should forget his/her lunch, we will see that they get a Mighty Munch meal and the parent will receive notification of the amount due to the office for the lunch. Mighty Munch meals will be available for purchase in the Special Services office for \$5.00 each and are organic, balanced boxed lunches.

The school offers a milk/juice program for parents who are interested. Information on selections and prices are posted on the school website ([www.scjnschool.org](http://www.scjnschool.org)) each trimester. Payment to SCJN and forms should be returned to the school office by the date indicated. Families with more than one child may return the forms with total payment in one envelope.

On Mondays and Thursdays, parent volunteers coordinate special lunches. There is a pre-order form for the Monday lunch, which is sent home for each trimester. Parents are asked to fill out one form for each child. Families with more than one child may return the forms with total payment in one envelope. Checks may be made payable to SCJN School. Since special lunches are pre-ordered, refunds for absent students cannot be made.

On Thursdays, students have the option to purchase pizza, drinks, and ice cream. Pre-orders are not necessary. The cost for pizza is \$3.00; water or juice \$1.00; and ice cream \$1.00. Students may bring their money in an envelope.

### **F. Scrip Program**

The SCJN Scrip Program is a major fundraiser for our school. Participation in this program subsidizes tuition and costs the parent absolutely nothing out of pocket. The parent simply uses scrip or gift cards to pay for purchases being made anyway. The gift cards are sold to at even exchange, i.e. \$25 in cash or check for a \$25 gift card.

For 2011-2012, each family will be expected to purchase a minimum of \$1200 in scrip over the course of the year. Once a family has satisfied that requirement, the profits earned on all scrip purchases over that amount will be split with the family 50/50 in the form of a rebate which can then be applied toward tuition not only at SCJN, but at any Catholic educational institution of their choice.

Families also have the option this year to pay a \$250 fee to "Opt Out" of the Scrip

Program. Forms, which were sent home the first week of school, must be completed and returned to school by September 23<sup>rd</sup>, 2011 in order to participate. Families choosing this option will receive an invoice for the \$250 fee at a later date.

Grocery scrip can be purchased by emailing an order to: [yaegermichelle@yahoo.com](mailto:yaegermichelle@yahoo.com) by 8:30 PM one day prior to when the parent would like to receive it. The parent sends payment into school the next morning in the scrip order envelope and it will be sent home that day. In addition, grocery scrip can be purchased in the Special Services Office, after the weekend Masses at St. John Neumann parish, and from the following home sellers:

Robin Klinges (Haverford):	610-525-5235
Terry Lee (Havertown):	610-449-1606
Nicole Natale (Havertown):	610-789-6858

The grocery scrip available are: Acme, Genuardi's, Giant, Super Fresh, Carlino's and Colonial Village. The grocery scrip yields a profit of 5%, with the exception of Genuardi's, which yields 4%.

Great Lakes scrip orders will be placed on a weekly basis. Please send orders (or order online) and payment to school by Thursday of each week. Please go the school website to download an order form and to see the scrip available. You may also visit [www.shopwithscripwww.glscrip.com](http://www.shopwithscripwww.glscrip.com) to view a complete list of gift cards that can be purchased and the rebate amount that each one yields.

Please be advised that use of the Genuardi Club Card when you make purchases **cannot be used in lieu of purchasing scrip** as Genuardi's scrip is available. While the registration and use of Genuardi's Club cards to benefit SCJN is encouraged and greatly appreciated, purchases made with the card, but **not** paid for with scrip, will not be tracked and **will not count toward the \$1200 purchase requirement**. If you are a Genuardi's shopper, you can register or renew your Club Card online at [www.eScrip.com](http://www.eScrip.com). Genuardi's donates 1% of your purchase price to SCJN when you present the card each time you shop.

Any questions about the Scrip or eScrip programs should be directed to Eric and Michelle Yeager [yaegermichelle@yahoo.com](mailto:yaegermichelle@yahoo.com) (610-924-0254); questions about Great Lakes to Barbara Rake [brake@swaintours.com](mailto:brake@swaintours.com) (610-449-0348).

### **G. Tuition**

Tuition for the 2011-2012 school year is \$2,900 for one child, \$4,590 for two children, and \$6,160 for three or more children. Out-of-parish may be discussed with the pastor. There are four payment plans:

Plan A	One payment due September
Plan B	Two payments due September and January

Plan C	Four payments due September, November, January, March
Plan D	Monthly payments

In addition, there is an Activity Fee of \$125 for each student for Religion textbooks, testing, duplicating, art, and construction paper. This fee is due the first week of October.

A pre-registration form is sent home in January. The form will indicate the payment plans available. You are asked to check your plan and return to the school office with the pre-registration fee of 10% of the total amount of tuition your family will pay.

#### **H. Volunteers**

Volunteers are an integral part of our school program. Each summer a form is sent out to all parents asking for assistance in various areas. Sign up sheets to volunteer for Home and School Association sponsored events are available during the Back-to-School evenings scheduled in September.

### **VI. Student Responsibilities**

#### **A. Discipline**

The students who attend Ss. Colman-John Neumann School are expected to behave in a respectful, courteous, and self-disciplined manner. These attitudes are necessary if there is to be an atmosphere conducive to learning in the school. Students must realize that school rules promote good order and allow for maximum spiritual, mental, and emotional growth.

All school personnel, including administration, faculty, office staff, maintenance crew, volunteers, and bus drivers, deserve respect. Students must also respect the rights of their classmates so that all may profit from the school experience.

Every effort is made to keep the school neat, clean, and attractive. Students are encouraged to take pride in the appearance of the school and the school grounds and to help in maintaining it whenever possible.

Violent acts performed by a student or parent are against the philosophy of the school and will not be tolerated. Any act will be subject to disciplinary consequences including dismissal. Any act that involves the use of a weapon or an item used as a weapon will be reported to the police and is reason for dismissal.

Students are reminded that behavior outside of school in school uniform is subject to the policies and procedures of Ss. Colman-John Neumann School.

#### **B. Bullying**

Ss. Colman-John Neumann School defines bullying as behavior that is unfair and one-sided. It can be verbal or physical. It happens when someone keeps hurting, frightening,

threatening, or leaving someone out on purpose. Examples of bullying include but are not limited to:

- . hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- . stealing or damaging another person's things.
- . ganging up on someone.
- . teasing someone in a hurtful way.
- . using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl.
- . touching or showing private body parts.
- . spreading rumors about someone.
- . leaving someone out on purpose or trying to get other students not to play with someone.

The procedure for handling a bullying situation is as follows:

1. Bullying behavior should be reported to a teacher, an adult volunteer in the schoolyard, or the principal.
2. If the teacher regards the incident as serious, it will be referred to the principal.
3. After the situation is discussed with the students and the teachers of the children involved, the principal will decide if the students will be given a first-time warning or if the situation is a minor conflict that needs resolution.
4. If a student is a second-time offender, the student and his/her parents will meet with the principal to discuss the child's behavior and how the parents plan to work with the child to change his/her behavior.
5. If a student is involved in an incident a third time, the student will be required to engage in counseling to develop social skills.

The following steps will be taken in an effort to develop appreciation for diversity at Ss. Colman-John Neumann School:

1. Teachers will reinforce the uniqueness that each individual was given as a gift from God, our Father, at the time of their conception. These special talents will be emphasized during Religion class and other

appropriate times throughout the day.

2. Teachers will consider learning styles in the construction of tests, projects class work, etc.
3. Teachers will supervise lunchtime play.
4. School rules for games will be devised and followed at morning recess
5. Lunch seats in grades kindergarten to seven will be assigned each trimester.

### **C. Disciplinary Action**

The following steps will be taken when a student chooses to be uncooperative:

1. Detention after school hours will be given for the offense. Parents will be notified twenty-four hours in advance of the date and time.
2. After two detentions for the same offense, parents will meet with the teacher to discuss techniques to improve the student's behavior.
3. Should the behavior persist, he/she would be suspended from school for a designated time. This time period would be determined by the school administrator.

### **D. Detention**

Detention may be given by any teacher or school administrator who considers an offense serious enough to warrant it. Such offenses may be:

- continued lateness\*
- incomplete homework\*
- lack of cooperation
- disrespect/misconduct
- failure to comply with the dress code.

\*After three warnings a detention will be given for these offenses in grades five to eight.

\*After five warnings a detention will be given for these offenses in grades one to four.

When detention is given, a notice will be sent home to be signed the day before the detention is to be served. A copy will also be sent to the office and placed on file.

### **E. Suspension**

Suspension is a serious disciplinary action taken by the administrator against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Such serious offenses are:

- alcohol/drug use

- bullying
- disrespect to faculty/staff
- harassment
- hurting another student
- leaving school grounds
- misuse of computers
- smoking
- truancy
- vandalism
- improper use of cell phones, including filming, picture taking, texting or phone calls made without permission of a teacher or the principal

The number of days for which a student is suspended is determined by the degree of the infraction and decided upon by the administration and the homeroom teacher. Suspension is a major step towards dismissal.

**F. Dismissal**

After a student has been suspended twice, he/she is eligible for dismissal.

Immediate expulsion may take place without two suspensions, depending on the degree of the infraction and its result.

Dismissals will take place after the situations are investigated and evaluated by the principal and the pastors.

**G. Homework**

Homework is vital to the reinforcement of the concepts represented during the school day. It may be assigned in written and/or study form. Since it is so important, homework should be supervised at home. Parents are encouraged to foster good study habits in their children by providing a quiet atmosphere and encouraging neatness, accuracy, and completeness before approving and signing the assigned work.

The following time allotments are suggested for homework:

- Grades one and two ----- 30 minutes
- Grades three and four ----- 60 minutes
- Grades five and six ----- 90 minutes
- Grades seven and eight -----120 minutes

**H. Dress Code**

Students have the responsibility of following the dress code regulations listed in the section **Parent Responsibilities**.

**I. Personal Belongings**

Books, boots, backpacks, lunch boxes, gloves, coats, and umbrellas should be marked with the child's name. If properly labeled, lost articles can be easily returned to the owner. Lost and found articles are placed in a box on the stage.

Every child must have a book bag to carry books to and from school. Textbooks must be kept covered at all times. The purpose of the book bag is protection. Because of their size and weight, trapper keepers are not permitted.

Cellular phones need to remain in the book bag in the off position. Electronic devices such as electronic games, iPods, etc., must also remain in the book bag. Ss. Colman-John Neumann School is not responsible if these items are lost or stolen.

Students need to secure permission from the office before retrieving items from the classroom after school hours. No one may come back for items after 4:00 PM.

#### **J. Non-Violence**

Our school supports a tolerance policy towards all. Student art work, show-and-tell items, and toys should reflect this policy. Violations of this policy will be handled on an individual basis by the principal and the pastors.

#### **K. Privileges**

In an effort to provide a different environment for seventh and eighth grade students that includes increased responsibilities and privileges, the following differences take place in these grades:

- students begin their school day by entering the building at 8:00 AM
- students have the option to take their class trips outside the state of Pennsylvania
- students wear dress clothes on their class trip

#### **L. Student Council**

The Student Council is designed to provide leadership and service to the Ss. Colman-John Neumann School community. Every eighth grade student has the opportunity to serve on one of the committees of Student Council. A student may forfeit this privilege by behavior which results in suspension or dismissal from Student Council. The decision for suspension and or dismissal from Student Council is recommended to the principal by the moderators of Student Council or the homeroom teacher.

Each student will submit two committees on which he/she would like to serve, in order of preference. The moderators of Student Council, along with the homeroom teacher, will assign students to committees based upon their choices. The students on each standing committee will select a chairperson who will serve on the Leadership Team. The Leadership Team will consist of the chairperson of each of the standing committees of Student Council. The eighth grade class and the faculty will select a president and secretary from among the chairpersons on the team who wish to hold an office. The standing committees will consist of Community Relations, Finance, Religious Activities, and Spirit.

### **M. Social Justice**

The Social Justice Committee of Ss. Colman-John Neumann School is composed of faculty members, students, and parents. The committee was formed to help the school community become aware of our responsibility as Christians to enact the corporal and spiritual works of mercy.

The primary work of the committee is the care of four children: Fany Yesenia Orellana Sanchez of Honduras, Susanta Kalindi of India, Beatrice Simumbe of Zambia, and a student at Sacred Heart School in Camden. The school also sponsors a Salesian sister from New Jersey. Monthly fundraisers hosted by the various grades underwrite the cost of this care.

In addition, the following is a list of social justice programs that we participate in:

- . Archdiocesan Nutritional Development Services food drives
- . Catholic Relief Services Rice Bowl lunch
- . Food for the Poor raffle
- . Main Line CROP Walk
- . Moss Rehab Blue Jean Day
- . Multiple Sclerosis Society Read-A-Thon
- . November "Book of Life"
- . Outreach to Women of Change, Women of Hope, St. John's Hospice, Inmates at Graterford prison
- . OxFam America fast at Thanksgiving
- . Ronald McDonald House (juice can tabs)
- . Salvation Army Christmas Angel Project
- . Thanksgiving food baskets for St. Francis Inn
- . Visits to Beverly Health Care Nursing Home
- . Aid for Friends

## **School Personnel 2011-2012**

Reverend James Sherlock, Pastor, St. Colman Parish  
Reverend James J. McKeaney, Pastor, St. John Neumann Parish  
Mrs. Catherine Blumstein, Principal

### **Classroom Teachers**

Miss Jamie Murray	Kindergarten
Mrs. Renee Scardecchio	Kindergarten Aide
Mrs. Wendy Kmetz	Grade 1
Mrs. Kate Silvi	Grade 2
Mrs. Maryann Ratigan	Grades 1 and 2 Teacher Aide
Mrs. Elissa Benedette	Grade 3/1
Mrs. Mary Kate Horneff	Grade 3/2
Mrs. Jennifer McMahon	Grade 4
Mrs. Mary White	Grade 5
Mrs. Deborah Sabatino	Grade 6
Ms. Anne Gribbin	Grade 7
Mrs. Deborah Andes	Grade 8

### **Special Teachers**

Mrs. Lauren Maiers	Art
Mrs. Leslie Mastronardo	Librarian
Mrs. Antoinette Betz	Social Studies
Mrs. Claire Toland	Math/Science
Miss Rachel Elliott	Music/Physical Education
Mrs. Maritza Nelson	Spanish
Mr. Michael Raimondi	Technology

### **Office Staff**

Mrs. Mary Anne Edwards	Secretary
Mrs. Kathleen McCauley	Special Services/Lunch Moderator
Mrs. Dolly Damato	Tuition Coordinator
Mr. Thomas Conaghan	Building and Grounds

Mrs. Kathy Frank

School Nurse

## **Delaware County Intermediate Unit Staff**

### **Nonpublic School Services**

**Education Service Center  
200 Yale Avenue  
Morton, PA 19070  
Hours: 8:30 AM – 3:30 PM**

#### **Staff**

Maryanne Regan  
Sharon Kirch  
Pat Loughran  
Steven Perras  
Jacqui Conner

Center Leader  
Reading/Remediation Teacher  
School Counselor  
School Psychologist  
Speech and Language Specialist

#### **Schools Serviced**

Academy of Notre Dame de Namur  
Country Day School of the Sacred Heart  
Delaware County Christian School  
Friends School, Haverford  
St. Aloysius Academy  
St. Anastasia School  
St. Pius X School  
Ss. Colman-John Neumann School

## Home and School Association

The main objective of the Association is to maintain a closer relationship between home and school. All parents of the children attending school are members of the Association. General meetings are held four times a year and are important avenues of communication. All parents are encouraged to attend these meetings and to become involved in the activities of the Association.

### Home and School Association Officers

President	Jan Baffa	610-717-7215
Vice President	Lisa Falcone	610-924-0507
Recording Secretary	Elyse Wackerman.	610-658-2713
Treasurer	Pam Hannold	610-353-4313
Corresponding Secretary	Amanda Lauzon	610-525-5543
H.O.P.E.	Nicole Natale	610-789-6858
Publicity	Jeff Heilmann	610-520-0985
Community Affairs	Jennifer Ciarmoli	610-525-3132
	Susan Momenee Cush	484-420-4413
Supermarket Certificate Coordinators	Eric & Michelle Yeager	610-924-1254
Great Lakes Certificate Coordinator	Barbara Rake	610-449-0348
Program Coordinator	Cynthia Dowd	610-527-3177
	Robin Lavelle	610-520-9995
Lunch Monitor Coordinator	Megan Knott	484-454-5277
St. Colman Representative	Stacia Halfpenny	610-642-7253
St. John Neumann Representative	Kay Dugery	610-519-1551
Faculty Representative	Mrs. Wendy Kmetz	610-525-3266
Principal	Mrs. Catherine Blumstein	610-525-3266
St. Colman Pastor	Fr. James Sherlock	610-642-0545
St. John Neumann Pastor	Fr. James McKeaney	610-525-3100

### Home and School Sponsored Activities

Back to School Social	Grandparents/Special Friends Day
Donuts with Dad	Holiday Bazaar
Family Bowling	New Parents' Meeting
Field Day	Pancake Breakfast
Fine Arts Assemblies	Pizza Bingo

5/500 Club  
Floor Hockey Tournament  
Four meetings a year

Roller Skating Party  
Santa's Lunch  
Santa's Workshop

Supermarket Certificate Program

## Homeroom Parents and Science Aides 2011-2012

	<b>Homeroom Parents</b>	<b>Science Aides</b>
Kindergarten	Jennifer Ciarmoli Laura Frustaci Shonna Gillespie Maridel McCloskey	Michelle Yeager
Grade 1	Jennifer Wilson	Lisa Figge
Grade 2	Pamela Carlino Kristie Ganley Leigh Lignowski Michelle Yeager	Pamela Carlino Jeanne Frank Debra McHale Michelle Yeager
Grade 3/1	Karen Powel	Amanda Lauzon Linda Schanne
Grade 3/2	Maureen Ewing	Bernadette Price
Grade 4	Stacia Halfpenny Mary Hauck Robin Lavalle	Elizabeth Beck Lisa Figge Mary Pat Heilmann Andrea Meals
Grade 5	Tracey Cavacino Elizabeth McDonald	Joan Burke Amanda Lauzon
Grade 6	Elizabeth Beck Mary Glynn Deborah Morris	Elizabeth Beck Lisa Figge Andrea Meals Bernadette Price Rosemary West
Grade 7	Barbara Rake Dana Spino	
Grade 8	Christine Boyle Andrea Meals	Andrea Meals

# Athletic Association

The purpose of the Athletic Association is to foster the physical, moral and emotional growth of youngsters who are members of either St. Colman Parish or St. John Neumann Parish and/or attending Ss. Colman-John Neumann School, by establishing a program of sports which stresses the concept of Christian principles, respect for authority and for one's peers, individual conditioning and effort, knowledge of fundamentals, sportsmanship, teamwork, and reinforcing a positive self-image for all children.

## Athletic Board Officers

Co-Athletic Director	Greg Hauck	610-520-0553
Co-Athletic Director	Mary Glynn	610-687-1508
Secretary	Shonna Gillespie	610-527-3180
Treasurer	John Knott	484-454-5277
Scheduling Manager	Jim Bracken	610-525-2140
Equipment Manager/Boys	Maria Rufo	610-449-4772
Equipment Manager/Girls	Kathy Kearney	610-789-4026
Team Coordinator	Ann Marie Donnelly	610-449-1789
Faculty Representative	Mrs. Catherine Blumstein	610-525-3266
St. Colman Pastor	Fr. James Sherlock	610-642-0545
St. John Neumann Pastor	Fr. James McKeane	610-525-3100

## Sports Program Fee

This fee is used to buy uniforms, equipment, sports awards, and also to pay CYO fees, tournament fees, and referee fees.

The Sports Program Fee and Registration Material (i.e. permission and medical forms) are due prior to playing the various sports. All forms will be made available on the website <http://www.scjncyo.org/>. A child will not be prevented from playing a sport because of inability to pay the Sports Program Fee. Questions may be directed to the Athletic Board.

## The sports fees are as follows:

Baseball	Grades 5 - 8	\$35.00
Basketball	Grades 5 - 8	\$60.00
Basketball Clinics	Grade 1	\$10.00
Cross Country	Grades 4 - 8	\$15.00
Field Hockey	Grades 5 - 8	\$35.00
Softball	Grades 5 - 8	\$35.00
Track	Grades 4 - 8	\$15.00

**(Family cap - maximum \$200.00 per family)**

## Fall Sports

Cross Country	Boys/Girls	Grades 4 - 8
Field Hockey	Girls	Grades 5 - 8
Football	Boys	Grades 5 - 8

**Winter Sports**

Basketball Clinic	Boys/Girls	Grades 1 - 4
Basketball JV	Boys/Girls	Grades 5 - 6
Basketball Varsity	Boys/Girls	Grades 7 - 8

**Spring Sports**

Baseball	Boys	Grades 5 - 8
Softball	Girls	Grades 5 - 8
Track	Boys/Girls	Grades 4 - 8