

ST. JOHN NEUMANN CATHOLIC SCHOOL



721 POLO ROAD
COLUMBIA, SC 29223
(803) 788-1367

2010-2011
PARENT/STUDENT HANDBOOK

SCHOOL HOURS:
8:05AM – 12:00 NOON: PS
8:05AM – 3:10PM: K-6TH
EXTENDED CARE UNTIL 6:00 PM

This book belongs to:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

HOMEROOM TEACHER: _____ GRADE: _____

EXPERIENCE SUCCESS!

The Faculty and Administration welcome you and your child to St. John Neumann School. The Catholic School difference is reflected in the philosophy that permeates the total educational program and the lives of faculty and students. While not all students who come to St. John Neumann are Catholic, all share experiences of faith and values. Values, which promote understanding and service to the needy, are an important part of the learning experience.

The home and school have important functions to serve in educating your child. Guiding the development of your child is a co-operative endeavor. The quality of the teacher-parent relationships during this early period will have an influence upon your child throughout the formative years. We encourage parents to be as active and involved as possible in the school. Volunteering your time and talent will mean something special to your child.

Sincerely,
Barbara Cole
Principal

DIOCESAN GOALS AND MISSION OF THE DIOCESE OF CHARLESTON

- ✓ To ensure the proclamation of the message of the Gospel in every elementary and secondary school of the Diocese of Charleston.
- ✓ To encourage the building of a faith community among students, faculty, administration, parents and parishioners.
- ✓ To instill the importance of service to one another as an obligation of living in a Christian community.
- ✓ To develop in students the Christian principles of peace and justice.
- ✓ To assist and support the schools in their endeavors to be education institutions of academic excellence and centers for moral formation.
- ✓ To assure quality Catholic education by maintaining high standards in teaching and learning.

MISSION STATEMENT

St. John Neumann Catholic School is dedicated to the spiritual, cultural, social, moral, and intellectual development of students of all faiths. As a PreSchool through 6th grade ministry of St. John Neumann Parish, in collaboration with our families and faith community, we offer a challenging curriculum in a nurturing, Christian environment, rooted in Catholic tradition.

PHILOSOPHY

We believe that St. John Neumann School is a Catholic education community dedicated to the mission entrusted by Jesus Christ to the Church. Our community provides an environment that helps to instill sound ideals, morals, and values as guided by the Gospel of Jesus Christ.

To bring this about, we work toward developing a program that will acknowledge and accept the responsibility to nurture that academic, spiritual, cultural, and physical growth in each student while allowing them to advance according to their own unique and personal talents.

St. John Neumann School strives to continue its strong tradition of excellence by guiding its students to become involved members of their church and society.

With God's grace, our students will continue enriching their faith through personal prayer and Christian attitudes.

GOALS AND OBJECTIVES

1. To be attentive to the needs of our students, guided by the Gospel message;
2. To provide the student with a variety of group and individual learning experiences designed to help develop a positive self-image;
3. To initiate meetings and other programs to make parents more conscious of their roles and to enhance partnerships in education;
4. To provide a strong instructional program while permitting each student to develop his/her unique talents;
5. To encourage respect, courtesy and a caring attitude in each student;
6. To help each student to develop intellectually in order to meet the demands of society and to make valid choices based on Gospel values;
7. To encourage learners' cultivation of his/her potential;
8. To encourage students' growth in faith as directed by our Lord Jesus Christ to love God and one another; and,
9. To help each child to mature in the life of his/her faith through personal prayer.

ACADEMIC CREDENTIALS

St. John Neumann School is in the Roman Catholic Diocese of Charleston. The school is a member of the National Catholic Education Association (NCEA). St. John Neumann School is accredited by the Southern Association of Colleges and Schools (SACS) and has received for a second time the National Blue Ribbon School award which is awarded by the U.S. Department of Education. The school has received the Inviting School Award and the Fidelity Award from the International Alliance for Invitational Education (IAIE). All members of our professional staff hold state certification and/or endorsement.

ADMISSION

1. A PreSchool child must be four years of age on or before September 1st of that school year.
2. A kindergarten child must be five years of age on or before September 1st of that school year
3. A first grade child must be six years of age on or before September 1st of that school year. If a child has successfully completed kindergarten at another school, yet does not meet our age requirements, we would screen the child for academic placement.
4. A parent/guardian must present an original birth certificate, baptismal certificate (for Catholic children), S.C. immunization document, and the stated school registration fee for that year.
5. Students currently enrolled are invited to re-enroll for the following academic year. This re-registration process takes place prior to the open registration period. Students not re-registered during this time are considered for enrollment, as are new students, on a space available basis. The school reserves the right to refuse registration for the coming year to a student and/or family that does not meet the schools' standards for performance, conduct, and/or cooperation.

6. It is expected that parents who seek to enroll their children in St. John Neumann be committed to the philosophy and values of the school.
 7. As stated in the Family Agreement, all families are expected to support the school by giving of their time, talents, and financial support.
 8. All new students are accepted to St. John Neumann School on a semester trial basis. At the end of the quarter, the student's performance will be evaluated by the teachers and/or the principal. This evaluation is to determine if St. John Neumann School is the best place for this student.
 9. St. John Neumann School does not discriminate on the basis of sex, race, creed, color, religion, national origin or otherwise qualified students with disabilities if, with reasonable accommodations, they can meet SJN program requirements.
4. The annual agreement should specifically identify the extent of the need for a teacher's assistant for the student. The cost of a teacher's assistant shall be borne by the student and his/her family, with such public or private assistance as may be obtained. In the event that it is deemed a teacher's assistant is necessary, the school will act as the hiring agent. This will insure that the assistant is hired under the same guidelines as all faculty and staff of the school. Failure to reach agreement on those points in advance of the academic year will result in the student not being allowed to enroll. The school has final approval rights.
 5. The school, to the extent practicable, should work with the student's family in exploring public and private agencies for financial or other assistance.
 6. Special arrangements for grading, promotion and graduation should be developed and described within the Service Plan.
 7. Failure of his/her family to abide by the terms of the annual agreement (including but not limited to any financial requirements) shall be grounds for dismissal or expulsion.
 8. "Inclusion" as used herein contemplates including the student in a normal classroom and classroom activities.
 9. Some consideration of partial inclusion may be appropriate. Where some special services are available without charge to the family from the public schools or other sources (such as speech therapy, occupational therapy, etc.), these services might be coupled with part-time inclusion in our school.
 10. All testing related to the disability must be made available to the school administrator.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Admission Of Students With Special Needs

St. John Neumann Catholic School, like Jesus, wishes to welcome all children. Those with disabilities can present both graces and challenges to the school. The school encourages the enrollment of students with special needs provided they are otherwise qualified to meet the requirements of our program with reasonable accommodations. The school will provide whatever support and assistance are possible. Sometimes, even with the best efforts of both parents and school officials, SJN is not the best placement for such students, as their needs cannot be met with reasonable accommodations for them to succeed. The semester probation, required of all students, allows both parents and students the time to determine if the student can receive the best education for him/her at St. John Neumann Catholic School.

The following are guidelines regulating the inclusion of special needs students:

1. The goal of inclusion requires the cooperation of the school and the parents and the realization by both that circumstances and available resources may make inclusion (in whole or in part) of any particular student impossible.
2. When a special needs student applies for enrollment, the administration and the parents/guardians should meet to define the student's special needs and the school's ability to meet those needs. This meeting might include a conference with the student.
3. An annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic year. This agreement should set forth specific educational goals and expectations of the student and the responsibilities of both the school and the student's family.

ASBESTOS INFORMATION

Asbestos containing building materials (ACBM) are present in our school. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities and friability of asbestos containing materials in our school and have prepared an assessment and response action plan to reduce exposure to asbestos fibers.

Copies of the Asbestos Management Plan for St. John Neumann School, which includes the inspection report, is located in the Principal's Office. The plan is available to you for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form "Request for Inspection of Management Plan" will be provided upon request. Should a request be made for a copy of the report, the school is allowed to charge a reasonable fee to make copies of the plan.

ASSIGNMENT BOOKS

All 1st – 6th grade students must write daily homework assignments in the Assignment Notebook. Parents are asked to check the Assignment Notebook every night. An assignment book is given to each student at the beginning of the year.

ATTENDANCE

Regular attendance is essential to successful performance in school. The administrator reserves the right to require a doctor's note.

Students absent for more than twenty days (10 excused/10 unexcused) run the risk of being ineligible for promotion.

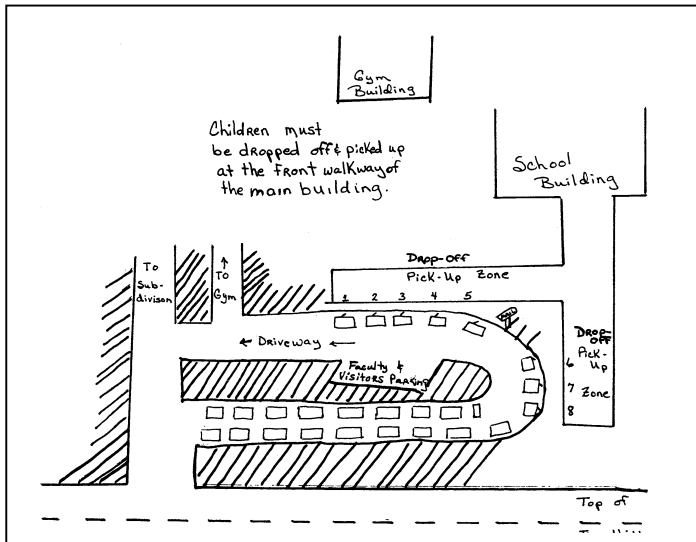
Students will be counted tardy if they arrive between 8:05 AM – 8:30 AM. After that time, they will be counted absent for half a day if they arrive between 8:30 AM and 11:30 AM. Any arrival after 11:30 AM will be counted as a whole day absence. If a child leaves school more than 30 minutes before dismissal time, he/she will be counted absent for half a day.

BIRTHDAYS

Invitations may only be delivered at school if every child in the classroom is receiving an invitation. **Cookies** are the only acceptable treat to be sent in on a child's birthday. The cookies will be given out at lunchtime. Drinks, cup cakes, cakes, candy, etc. are not acceptable treats for a child's school birthday. **Please do not bring party bags. Please do not have gifts delivered to school, i.e., flowers, balloons, etc. We ask that you do not bring in any products with nuts due to the many allergy problems.**

BOOK BAGS

All students (PreSchool-6th grade) are required to have a book bag or backpack for transporting books and supplies. Book bags may not have super heroes, cartoon characters, movie or singing stars, etc. on them. Book bags with stripes, dots, stars, flowers, or solid colors, etc. are acceptable. Do not add key chains or items that dangle off bags or packs. Book bags or backpacks must have the child's name on them. Rolling book bags or backpacks may be used by Grades 1 – 3 if they have a note from a physician. Grades 4 – 6 may use rolling book bags or backpacks without the physician's note.



CARPOOL — DROP-OFF/PICK-UP

1. Drop-off and pick-up zone is at the front of the school. Someone will always be on duty AM and PM to assist the children. Children in all grades should be picked up and dropped off there every day. **No child will be dismissed to any other parking lot.**

2. In order to avoid confusion, we ask that you not stand in the hall outside your child's classroom before dismissal time. The end of an academic day is very important. It is at this time that last minute review and instructions are given to all students.
3. **We ask that you remain in line, in your car, and wait for your child to come to carpool at 12:00 noon or at 3:10 PM. We will not let your child walk across the street to get to a car. Everyone's time is valuable, and if you stay in your car and move through the line, it will be better for all involved.**
4. To help with congestion on Polo Rd. and Miles Rd., please form two lines up the hill. At the top of the hill the road will become one lane of traffic instead of two. Only one lane of traffic will move around by the pick-up zone. As the two lanes meet, every other car should allow the car in the next lane to advance in front of them.
5. At the end of both carpools (12:00 noon and 3:10 PM), if your child has not been picked up, he/ she will be sent to Extended Care. When you arrive, please go to the Extended Care room and sign out your child.
6. If you are meeting with your child's teacher directly after school, please do not come into the building until all students have been dismissed, which is approximately 3:20 PM, unless an earlier time has been established between the parents and teacher.
7. Studies have found that close to 4,600 accidents are caused each day by people who are distracted. That's 20 to 30 percent of all accidents that occur. There are many distractions in carpool, so please **do not use your cell phone** in car pool line.
8. For the safety of the children, all students will be placed in the back seat of cars when loading them at the afternoon car pools.

CELL PHONES

Please do not use cell phones on campus. They are a distraction for the students and in carpool, a hazard to the safety of students and staff. Under no circumstances are students to bring cell phones to school.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

A change of address and/or telephone number (home or work) should be reported to the school office. This would include new addresses for parents who separate or divorce.

CLASSROOM MANNERS

To conduct himself or herself according to Christian principles to not disturb the academic atmosphere of the classroom or school, a student of St. John Neumann School will:

1. Be on time.
2. Enter the classroom, and go directly and quietly to the assigned seat and prepare for work.
3. Keep working on class assignments should it be necessary for the teacher to step outside the door.
4. Be courteous at all times.
5. Share the responsibility for keeping the classroom clean.

COMMUNICATION

Open communication and respect for confidentiality are the foundations of a healthy, happy and productive school community. Though these goals may appear paradoxical, they are, in fact, complimentary. The trick is learning to distinguish when each is appropriate!

Most communications are best delivered in the first person. Following these guidelines, every individual takes primary responsibility for his/her own beliefs and opinions. Communications are generally effective when they are descriptive and constructive, avoid blame, preserve individual integrity, and point to solutions.

COMMUNITY SERVICE

Community service activities are required of all students in grades PreSchool – 6. Each grade sponsors a community and parish activity. The service projects may vary from year to year and according to the age of the children and needs of the community.

CONTACTING THE PRINCIPAL

The Principal welcomes all communication with parents, informally and by appointment. If there is a concern regarding an issue in the classroom, the parent is to meet with the teacher involved first. If the issue is not solved to the satisfaction of either the teacher and/or the parents, it is appropriate to contact the principal.

The Principal is available to listen, to problem solve, and to take action. In addition, she will be communicating with parents through regular and special school publications, at school events, and during informal meetings designed to discuss such issues as curriculum, parent involvement, child development, etc. Please call on the Principal when things go right and when things go wrong!

CONTACTING TEACHERS

We encourage communication with your child's teachers. In fact, when either you or your child have a classroom-related issue, we ask that you contact the teacher(s) directly involved first. Please make every effort, however, to reach teachers at the school during school hours. If a teacher is in class, please leave a message, and your call will be returned as soon as possible. School email is another good way to reach your child's teacher. Unless the matter is urgent, we request that you do not call faculty at their homes. Thank you for your thoughtful judgment.

CODE OF CONDUCT/ ESSENTIAL RULES

Since the Christian spirit is one of peace, brotherhood, love, patience, and respect for others, the challenge of a Catholic student is to explore ways in which he/she, together with fellow students, can learn the needs of one another, the community, and the world, and respond to these needs with Christian understanding and service. In fulfilling these goals, a student at St. John Neumann School will:

1. TREAT OTHERS AS JESUS WOULD TREAT US

- manners are a MUST at SJN.
- show respect for parents, teachers, school personnel and fellow students.

- when responding to an adult, you must answer by saying "Yes, Ma'am" or "No, Sir".
- always make eye contact when talking to someone or when someone is talking to you; and always face that person, giving him/her your full attention.
- when someone asks you a question, you should answer with a question, such as, "Hi, John. How was your weekend?" You should answer, "Fine, thank you. How was yours?"
- greet adults by name, if you know it, otherwise "Good Morning" or "Good Afternoon".
- NEVER show disrespect by rolling your eyes, "tsk" (clicking your tongue), hands on hips, or other gestures.
- cover your mouth with your full hand and turn your head when you sneeze, cough, or burp. Then excuse yourself.
- no one is to leave your seat without permission in any room.
- no one is to talk unless you have raised your hand and are called upon.
- respect each other's comments, opinion, or ideas. When possible, make statements like, "I agree with you, and I also feel," or "I disagree with Sarah. She makes a good point, but I feel..."
- say "Thank You" when you are given something. If not said within three seconds, you will lose it, whatever it is!
- when given something by someone, never insult the gift or the person giving it. Never ask for a gift or a reward.
- when offered food, just take your fair share. Never look for the larger piece to grab.

2. GOOD SPORTS ARE WINNERS

- if someone wins a game, clap and congratulate that person.
- when you win or do well at something, do not brag. if you lose, do not show anger or sarcasm, such as "I wasn't playing that well" or "The teams weren't divided evenly." This only shows your weakness. Instead, say, "I really enjoyed that competition, and I look forward to playing you again."
- show respect for school property and the property of others.
- follow the rules of the school and home, and the laws of the state and nation.
- use language appropriate to a Christian.
- maintain high standards of good sportsmanship.

3. SURPRISE OTHERS WITH RANDOM ACTS OF KINDNESS

- remember, you will never know how many people this act will affect.
- strive to be honest with yourself and others.

4. HOMEWORK WILL BE TURNED IN EVERYDAY BY EVERYONE

- perform to the best of your ability while honoring your work and the work of others. Develop good study habits and work to the best of your ability.

5. USE THE REST ROOM PROPERLY
 - be sure to flush when you are finished, and ALWAYS wash your hands with soap.
6. WE ARE ALL MEMBERS OF THE SJN FAMILY
 - we must treat each other with respect and kindness.
 - never save seats at any time.
 - remember your manners at lunch: no elbows on the tables, place a napkin in your lap and one at your place mat, never talk with food in your mouth.
 - cleanup after yourself (table & floor).
 - when you are on a field trip, be sure to thank the person for inviting you. Also, be sure to thank your chaperones, bus driver, and your teacher for the field trip.
 - if someone drops something, pick it up and return it to that person. Also, as you approach a door, hold it open for the next person. If someone bumps into you or you into them, say, "Excuse me".
 - if someone is bothering you, let your teacher know. She cannot stop the behavior if she is not aware of it.
7. SILENCE IS GOLDEN
 - enter all buildings silently. Walk down the hall in a single file without ANY talking. This is in our school building or any building you enter on a field trip. Never cut in line.
8. ASSEMBLIES ARE SPECIAL EVENTS
 - at an assembly, do not try to get the attention of someone in your class or another person. Your attention should be on the person conducting the assembly. Also, if asked a question, please stand and answer in a loud enough voice for everyone to hear (do not shout)
9. YOUR OPINION IS VALUED
 - stand up for what you believe in. If you feel strongly about something, stick to your opinion.
10. ALWAYS BE HONEST
 - accept that you are going to make mistakes, and
 - learn from them.
 - be the best person you can be everyday.

COMPUTER NETWORK ACCEPTABLE USE POLICY

The Administration and staff of St. John Neumann Catholic School is pleased to be able to provide a school wide network and Internet access to our learning community. Students may have access to Internet Web information resources through their classroom, library, or school computer lab. Below you will find our Acceptable Use Policy. Strict adherence to this policy will be enforced. Failure to comply with any part of this policy may result in the loss of use of our computer network and/or other disciplinary action.

Educational Purpose

This network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.

This network has not been established as a public access service or a public forum. The Administration has the right to place reasonable restrictions on the material you access or post through our system. You are also expected to follow the rules set forth in our disciplinary policy and the law in your use of our network.

You may not use our network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Internet Access

Students will have access only under their teacher's direct supervision. You and your parent must sign an Account Agreement to be granted an individual account on our network. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.

Unacceptable Uses

You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, and school address or work address.

You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

You will not attempt to gain unauthorized access to our network or to any other computer system through our computers or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

You will not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means. These actions are illegal.

System Security

You are responsible for your individual actions while on our computer network.

You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

You will avoid the inadvertent spread of computer viruses by following virus protection procedures if you download software.

Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not post information that could cause damage or a danger of disruption.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

You will not repost a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

Respect Resource Limits

You will use the system only for educational and career development activities and limited, high quality, personal research.

You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer after completion of the assignment.

You will "take notes" rather than print large numbers of pages to print wasting time, paper and other resources.

Final drafts of papers that are to be turned in may be printed at school.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

You will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should *follow* the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

Inappropriate Access to Material

You will not use our network to access material that is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

*If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.

Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will *follow* your parent's instructions in this matter.

Your Rights-Free Speech

Your right to free speech, as set forth in our discipline policy, applies also to your communication on the Internet. The network is considered a limited forum, and therefore the school may restrict your speech for valid educational reasons.

Search and Seizure

You should expect only limited privacy in the contents of your personal files on our network and records of your online activity.

The situation is similar to the rights you have in the privacy of your locker or cubby.

Routine maintenance and monitoring of our computers may lead to discovery that you have violated this Policy, the discipline policy, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the discipline policy, or the law. The investigation will be reasonable and related to the suspected violation.

Your parents have the right at any time to request to see the contents of your saved and /or email files.

Due Process

The Administration will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through our network.

In the event there is a claim that you have violated this Policy or in your use of our network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the principal.

If the violation also involves a violation of other provisions of the discipline policy, it will be handled in a manner described in our policy. Additional restrictions may be placed on your use of your Internet account.

When using the Internet for class activities, teachers will:

- Select material that is appropriate in light of the age of the students and that is relevant to course objectives.
- Preview the materials and sites they require student's access to determine the appropriateness of the material contained on or accessed through the site.
- Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
- Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Limitation of Liability

St. John Neumann Catholic School makes no guarantee that the functions or the services provided by or through our network will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school will not be responsible for financial obligations arising through the unauthorized use of our network. Your parents can be held financially responsible for any harm to the computer network as a result of intentional misuse.

DEMERITS/DISCIPLINE

For most items, such as dress code violations, not using manners, talking without permission, etc., the students will be given a demerit. The demerits will have the consequences of:

First Demerit - A warning

Second Demerit - Isolated lunch

Third Demerit - Detention until 4:30 pm.

All demerits will receive "Think Sheets" so that you are aware of what the offense is and what the consequence is at that time. ALL detentions will be served on Tuesday. Detentions usually involve cleaning of the school (inside and outside).

A child may be suspended from school for a serious breach of discipline. Serious breaches of discipline may include but are not limited to any of the following:

1. Conduct endangering fellow students, teachers, or school personnel.
2. Fighting.
3. Damaging or destroying school property.
4. Insubordination.
5. Smoking or possession of cigarettes.
6. Lying to the principal, teachers, or staff
7. Cheating
8. Disrespect to any adults

Whenever an incident occurs that may lead to suspension, the principal shall investigate the alleged offense. This investigation shall include a discussion with the involved student. The student will be given an opportunity to be heard with regard to the alleged offense.

The school may discipline for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

DRESS CODE GENERAL EXPECTATIONS

1. All students are expected to dress and groom themselves neatly. Cleanliness is understood to be basic.
2. Shoes should be sturdy. The color should be appropriate for school, such as solid navy blue, light blue, black, brown, grey or white. Shoelaces should be white or black, no psychedelic laces and tied appropriately at all times. Open-toe shoes are not allowed. Shoes with lights on heels and/or soles are not permitted. Skate shoes are not permitted.
3. Girls are not permitted to wear make-up, including colored nail polish.
4. Boys are not permitted to wear any type of earring.
5. "Fad" haircuts or colored altered hair for either boys or girls are not permitted.
6. Girls with pierced ears may wear one stud only in each ear lobe.
7. Wearing necklaces, bracelets and rings is not allowed. However, religious necklaces are allowed and should be worn inside a student's shirt or blouse for the safety of the children and the jewelry.
8. Any watch that is a "fad" or "trend" is discouraged. A basic watch without bells and alarms is all that students need at school.
9. Items such as hair ribbons and barrettes worn by girls must be simple. The colors are limited to the uniform colors (plaid, navy blue, red or white). Holiday bows/pins will be permitted on designated days only.
10. Walking shorts may be worn from the first day of school in August through October 31st and from April 1st through the last day of school in June.

DRESS CODE

*Uniforms are available at K&M Uniforms
4617 Forest Dr.
782-4115
www.kandm-uniforms.com*

BOYS

SHIRTS - No logos, no pictures, no words

- Dress shirts – **white oxford**
Sleeves - long or short
Collars - button down

- Knit shirts – Golf or traditional "polo" style in **red** must have school logo and can be purchased from K&M or Lands' End; **white** may have school logo or be plain; red and white shirts may have long or short sleeves with a collar
- Turtlenecks (full collar, not mock) – **red** (with school logo must be purchased from K&M or Lands' End) or **white** – no logo

GIRLS

SKIRTS/JUMPERS - School Plaid

- Grades PS thru 3 - Jumpers
- Grades 4 thru 6 - Jumpers or box pleat skirts
- Girls must wear shorts under jumpers/skirts for modesty on the playground

BLOUSES - No logos, no pictures, no words, no ruffles, no trim

- White
Sleeves - long or short
Collars - Peter Pan
White oxford shirts with button down collar for girls in grades 4 - 6
- Knit shirts – Golf or traditional "polo" style in **red** must have school logo and can be purchased from K&M or Lands' End; **white** may have school logo or be plain; red and white shirts may have long or short sleeves with a collar
- Turtlenecks (full collar, not mock) – **red** (with school logo must be purchased from K&M or Lands' End) or **white** – no logo

BOYS & GIRLS

SLACKS - navy blue only

- Straight legs – Flat front or Docker style
- No leggings, no knits, no elastic bottoms, no cargo pants (front or side leg pockets), no flared pants, no extra buttons or decorations, no corduroy pants

SHORTS - navy blue only

- Knee length – Flat front or Docker style
- No knit shorts
- No cargo shorts
- Must be above the knee (not more than 2 inches)

T-SHIRTS – navy blue with school name and Blue Ribbon logo (purchased through the school)

SWEATERS – plain, solid navy blue or white

- Slipover
- V-neck
- Vest
- Button

SWEATSHIRT – navy blue with school name over a collared shirt or blouse (sweatshirt purchased from K & M)

FLEECE SWEATSHIRTS – pull over the head with ¼ zipper

- Navy blue with school logo for PreSchool through 6th grade
- Red with school logo for 5th & 6th grade
(Both must be purchase through K&M or Lands' End)

SOCKS - plain: navy blue or white

- Crew or "bobby socks" (must have 3" of ribbing)
- Tights or knee socks maybe white or navy blue
- No lace, ruffles, ribbon, or trim
- Socks are worn with all shoes

SHOES - PLAIN: navy blue, white, grey, light blue, brown or black

YES

- Saddle shoes
- Deck shoes
- Loafers
- Tennis shoes
- Bucks
- Laces - plain
(black or white & tied appropriately at all times)

NO

- Jellys
- Boots
- Open-toed shoes
- Shoes with lights
- Crocs
- Sandals
- Faddish shoes
- High-top tennis shoes
- Skate shoes
(with or without skates)

BELTS - navy blue, brown or black in solid colors (no designs) Worn with all slacks/shorts with belt loops

HAIR - No unusual or fad cuts which draw attention
Hair must be combed and neat at all times.

- Bangs above eyebrows.
- Off the collar and above the ears. (boys only)
- No shaggy cuts.
- No dyed hair.

MASS

- Girls & Boys **MUST** wear **full dress uniform**
- Girls must wear jumper or box pleat skirt and white oxford shirt or blouse.
- Boys must wear school tie with white oxford, dress shirt and long navy blue pants (**no shorts**).

PHYSICAL EDUCATION

Grades PS through 3rd

- Tennis shoes (with laces or velcro) must be worn on P.E. days
- Girls must wear shorts or slacks (according to what is permissible for that time of the year).

Grades 4 through 6

- SJN P.E. shorts (of appropriate fit), **SJN P.E. T-shirt (this may only be worn during P.E. class)**, & tennis shoes (with laces or velcro) must be worn during P.E. class. In cold weather, SJN sweat pants may be worn during P.E. class for Grades 4 thru 6. All P.E. clothes must be brought to school in a SJN gym bag. P.E. shorts, T-shirt, sweat pants, and P.E. bag must all be purchased from K&M Uniforms.

DRESS CODE RESTRICTIONS

BOYS

- No hats are to be worn or brought to school.
- No earrings, no necklaces, no bracelets, no rings.

GIRLS

- No hats are to be worn or brought to school.
- Girls with pierced ears may wear one stud in each ear.
- No dangle earrings, no rings, no bracelets, no necklaces, no colored fingernail polish, no fake nails, and no makeup.
- Hair bows, ribbons, or headbands must be simple: solid **navy blue, white, red, or school plaid**.

All attire must be neat, clean, not faded, and appropriately sized. Baggy styles are not permitted. Any t-shirt worn underneath a knit or dress shirt must be solid white. All shirts must be tucked in at all times. No shirts, blouses, sweatshirts, sweaters, skirts, jumpers or pants may have holes.

EARLY ARRIVAL

A teacher is on duty at 7:30 AM. No child is to be dropped off at school before this time. If you should arrive before 7:30 AM (and before the school doors are officially open), we ask that your child stay in the car with you. If you see a teacher going in before 7:30 AM, she is arriving early to prepare for her day. Please allow her this time, and do not allow your children out of your car before 7:30 AM.

EDUCATIONAL ASSESSMENT AND PLACEMENT

The faculty of St. John Neumann is committed to providing quality education in the most appropriate academic setting for each student. At times, educational and/or psychological testing may be recommended to enable the teacher to better assist the student.

In the event that St. John Neumann is unable to adequately meet the special needs of a student, this will be communicated to the parents and suggestions for tutorial help will be made. The parent's cooperation in matters of testing, extra assistance, and alternative placement is expected.

EMERGENCY NOTIFICATION CARD

An emergency notification card for each student must be completed each year by parents/guardians. The card contains information about the child's physician and telephone numbers of person(s) to contact should an emergency arise during school hours. Completion of this card is mandatory during the first week of school.

EMERGENCY PROCEDURES

DSS Approved Medical Plan for Four-Year Olds

1. SJN's emergency medical plan for four-year old students requiring professional medical treatment is as follows:
 - (a) Notify the office
 - (b) Call 911
 - (c) Use EMS Release Form and send teacher or principal escort with student to hospital or emergency location. The hospital/location will be chosen according to need of child by EMS or parent recommendation as indicated on Emergency Card.
 - (d) Notify parents. If parents cannot be reached, physician listed on Emergency Card will be called, and Emergency contact on card will be called.
 - (e) No personal vehicle will be used to transport student. EMS vehicle only will be used.
 - (f) Qualified substitute teacher will be called to come in insuring proper teacher/child ratio is maintained.
 - (g) Emergency information for the child shall be taken with the child to the hospital or emergency location.
 - (h) Escort personnel will remain with the child at the hospital or emergency location until the parent arrives.

ELECTRONIC DEVICES

Students are not allowed to bring any electronic devices to school at any time, such as iPods, cell phones, electronic games, etc.

EXTENDED CARE

An extended care program is available for after-school hours and most school holidays. PreSchool extended care hours begin at 12 noon. Grades kindergarten-6 extended care hours begin at 3:10 PM. The extended care program is available each day until 6 PM

EXTRACURRICULAR ACTIVITIES

St. John Neumann School offers basketball and soccer as a means of building character and good sportsmanship. Any boy or girl, who is physically capable, is well-behaved, and who is progressing at his/her grade level may try out for these teams.

Unacceptable and/or inappropriate conduct on the part of the student, as measured against school standards and levels of expected behavior, will be reason for the principal to declare a student ineligible to participate in extracurricular activities.

Sports at St. John Neumann are provided to be fun experiences and to promote good sportsmanship for the students. Students are to follow the rules and guidelines of the particular sport they in which they are engaged in. In some cases, the children may be required to play in a higher age bracket because of talent or to fill the teams fairly. We prefer the children to play with their classmates. A child is not to be moved up more than one (1) year above grade level because he/she is playing on a St. John Neumann team for social interaction.

At games, all players, cheerleaders, and spectators should exhibit the following behavior:

- ✓ The judgment of the officials should be accepted
- ✓ There is NO booing. Players and spectators should treat the opposing players and spectators with respect.
- ✓ Spectators should not yell or wave their hands when the opposing team is shooting foul shots.
- ✓ When St. John Neumann players and spectators leave the stands, the seating area should be clean.
- ✓ No shouting or guttural sounds should be made. Clapping is acceptable.

FIELD TRIPS

A school field trip is a privilege extended to each child. However, if the Principal and/or teacher determine a child should not attend the field trip due to improper behavior, missing assignments, a failing grade in any class subject, etc. the child will remain at school.

A telephone call or a hand written note in lieu of the typed, signed permission form is **NOT** acceptable. If the signed permission slip is not submitted, the student will remain at school while the class goes on the field trip. In addition to the teacher, field trips must have adequate volunteer adult chaperones in order to help provide supervision to our children outside of the school environment. Field trips will be cancelled if there are an insufficient number of chaperones.

Chaperones are asked not to use cell phones or other electronic devices during field trips. Prior to attending a field trip all chaperones must have completed all screening forms and VIRTUS training.

FIRE DRILLS

Fire drills are held monthly during the school year to insure that each student is aware of fire exits and alternate exits. Exit routes are posted in each room and students are instructed in proper procedures so they can leave the building in a quiet and orderly manner.

FUND-RAISING

Revenue from fund-raising goes to purchase items for the school that the budget is not able to cover. Therefore, all families of children enrolled in the school are expected to support fund-raising efforts. The Parent- School Association members sponsor all school fund-raisers.

GRADING SCALE -GRADES 1-6

A+ = 98-100	C+ = 80-82
A = 95- 97	C = 77-79
A- = 92- 94	C- = 74-76
B+ = 89- 91	D = 70-73
B = 86- 88	F = Below 70
B- = 83- 85	Unsatisfactory

HOMEWORK

Homework is assigned as a reinforcement or extension of the daily program. When assigned, homework should be completed and returned the day it is due. Some parental supervision is expected. Parents should emphasize that study is as essential as written work. Suggested time allotments follow:

- ✓ Grades 1-3: Homework should average 30 - 45 minutes.
- ✓ Grades 4-6: Homework should average 1½ hours.

If a parent recognizes that his/her child consistently spends more than the suggested time for homework, the parents should contact the teacher directly. Homework may be given over the weekend at the discretion of the classroom teacher.

At all grade levels, homework is included in determining the subject area grade on the report card. Failure to complete homework in the appropriate manner will result in a lower grade on the report card. It is the parents' responsibility to check the child's homework assignment book.

If a child is not in school by noon, his/her homework will be sent to the office to be picked up **after dismissal** (at 3:10) by the parent. If the parent does not pick the homework up by 5:00 PM, it will be sent back to the classroom teacher. No telephone calls to the office will be necessary to ask for the homework.

HONOR CODE

Students at St. John Neumann are expected to show integrity and respect. The Honor Code must be memorized by all students:

"As a St. John Neumann student, I will show respect for myself and others at all times. I will honor my work and the work of others. I will show integrity and honor in all my accomplishments, and I will treat all I meet with the kindness of Jesus."

HONOR ROLL

An Honor Roll system is in place at St. John Neumann School to challenge students in Grades 5-6 to continue to strive for excellence in all phases of their development.

Criteria for honors are as follows:

- ✓ **PRINCIPAL HONORS:** Students must acquire A+ or A in all major subjects and S in minor subjects.
- ✓ **FIRST HONORS:** Students must acquire A+, A, or A- in all major subjects and S in minor subjects.
- ✓ **SECOND HONORS:** Students must acquire B+ or B in all major subjects and S in minor subjects.

RATIONALE: Marks for report cards are not determined from major tests alone. In all specials a student's effort, cooperation, and preparation for class are important to obtain an S.

To receive an S in character development and application, a student's cooperation in the classroom, library, hallways, cafeteria, washrooms, playground, etc. as well as use of study time will be considered. It is important to remember that to be considered an honor student; one must exhibit self-discipline as well as consideration for others.

ILLNESS

If your child is ill he/she must be fever free, vomit free, diarrhea, and nausea free for 24 hours before he/she can return to school. If a child has been diagnosed with ringworm the school would prefer they stay home for the first 24 hours of treatment and then return to school with the affected area covered to prevent accidental contact.

IMMUNIZATIONS

The South Carolina Department of Health and Environmental Control has declared the following schedule of required vaccinations, screening and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or any child development program under the control of the State Department of Education.

Minimum Requirements:

- Three (3) doses of any combination of DPT, DT, DTP-Hib, DTaP, or Td vaccine with at least one (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- One (1) dose of Rubeola (Measles) vaccine received on or after the first birthday. Those children admitted to any development program under the control of the State Department of Education, or to kindergarten, the first, second, third, fourth, fifth, sixth, seventh, or eighth grade, must have two (2) doses of Rubeola (measles) vaccine with both doses received on or after the first birthday and separated by at least one month.
- One (1) dose of Rubella (German measles) vaccine received on or after the first birthday.
- One (1) dose of Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine for all children admitted to kindergarten, the first grade, or the seventh grade.

INSTRUCTION - CURRICULUM

Students receive instruction in the areas of: Religion, Language Arts, Math, Science, Social Studies, Art, Music, Physical Education, Computer, Science Lab, and Foreign Language. Time allotment is governed by diocesan guidelines.

LABS

Students are exposed to the latest technology available today through experimentation and exploration in our fully equipped Science and Computer Labs maintained on school grounds.

LIBRARY

The library is a facility that all students learn to use. Classes make regularly scheduled visits to listen to stories, choose library books, work on directed research projects, and learn basic library skills. St. John Neumann has a library with over 16,000 volumes. The library is computerized, and has a collection of videos, DVDs, and a variety of magazines.

If your child is absent on his/her library day, please remind him/her to return the book on the first day back to school. If a student loses or damages a library book, the student is responsible for damages and/or losses.

LITURGY, SACRAMENTAL CELEBRATION AND PRAYER

All students must participate in the school celebration of the Mass and Prayer Services. Seasonal penance services with individual confession are provided for the Catholic student body. Other liturgical and paraliturgical ceremonies are included in the yearly calendar.

Parents are reminded of their serious moral obligation to participate at Mass on Sundays and Holy Days of Obligation. Parents are encouraged to celebrate the Mass and the Sacrament of Penance with their children.

LOST AND FOUND

Items lost throughout the school year are kept in the cafeteria. To avoid losses, especially of uniform articles, students' clothing should be clearly marked. Articles not claimed during the first semester will be given to the needy in December. Articles not claimed in the second semester will be given away in June. Students will be responsible to check for any items they may have lost. The school is not responsible for lost possessions.

LUNCH

A thermos of juice or milk may be brought from home. No soda may be brought for lunch. Milk may be purchased on a month-by-month basis. Students bring their lunches to school daily. The lunch period is not long enough for school staff to take time to microwave lunches for children. Please do not send items that need to be microwaved.

Lunch bags and boxes should be clearly marked with the student's name and grade. No glass containers or candy should be brought to school. Children are encouraged to bring a nutritious lunch each day. **No french fries or soda are to be brought in for lunch at any time.** Lunchables that require time to assemble make the meal take too long. There is more thrown in the trash than goes into the child's stomach.

Fruit roll-ups and cheese strings are very time consuming for school lunches. Because of the time restraints of lunch, please bag these for your child rather than leaving them in their original wrappers.

MAKE - UP WORK

Make-up work due to illness or other causes is the responsibility of the child. Parents should see that the child satisfactorily completes the make-up work.

MEDICATION POLICY

Medication may be administered to students during school hours by the School Staff, the Administrative Assistant, or the Principal if the following guidelines are met.

All medication must be brought to the school office at the beginning of the school day. Under no circumstances will students be allowed to keep medication with them during the day.

Children should be made aware of the need to report to the health room to take their medicine. Parents of very young children need to send a note to the child's teacher or extended care personnel in the event that the child should forget to come to the office. It is extremely difficult to track down children to remind them about their medicine, as they are moving frequently from classroom to classroom, and building to building.

If a parent needs the child's medication sent home at the end of the school day, he or she should come to the office to pick it up. Medication containers, that are not empty, may not be given to a child.

MEDICATION – Medication may be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, a Medication Permit Form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office.
2. All medicine, including "over the counter," must be prescribed by a doctor or dentist and must be in the original, unopened container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers or previously opened 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. Antibiotics can not be administered by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office and administer it.
5. All medications must be kept in a locked cabinet/drawer in the school office/clinic.
6. Only an authorized school representative and/or the parent may perform nebulizer treatments in school. Non-medical, school personnel are not permitted to administer this treatment.

MEDICAL APPOINTMENTS

Parents are urged to make doctor and dental appointments at times which will not interfere with the academic day.

MEDICAL EXCEPTIONS

Medical or health exceptions for individual students that require special consideration or accommodation in classes must have a doctor's note. This note must state the medical or health issue and the specific activity (such as not participating in outside activities or not participating in physical education) a student should be exempt from and dates of exemption. A doctor's note is considered the only official notification of such exemptions.

MESSAGES

All after school arrangements should be made prior to the child coming to school. Please refrain from calling the office to give your child a message.

NEWSLETTER

A class newsletter will be sent home the first of each month. It is essential that parents keep these for reference during the month.

PARENT SCHOOL ASSOCIATION

This organization has been formed to provide parents an opportunity to improve parenting skills, to coordinate activities for the enrichment of their families, to assist in fund-raising activities, and to provide input from the home concerning school affairs. Parent participation is expected and essential for both the organization and the school.

P.E. DAYS

All grades PS - 3 must wear uniform shorts or slacks (no jumpers) on P.E. days. Grades 4-6 must bring SJN gym shorts or SJN blue sweat pants and the light blue T-shirt, with the SJN name, on P.E. days. All gym clothes must be brought to school in a **SJN gym bag**. All students must wear tennis shoes on P.E. days. Gym clothes need to be purchased from K&M Uniforms.

PROMOTION/RETENTION

Students who successfully complete the curriculum for a particular grade will be promoted to the next grade level. A student will be retained in a grade level if the child has not successfully mastered the curriculum content, and only if the child would substantially benefit from the opportunity to repeat the current grade.

The decision of promotion, conditional promotion, and retention are made by the principal and student's teacher in consultation with the parents. The decision of the principal is final and binding.

Major Subjects: - Grades 1-3

Reading, English, Math, Spelling, Religion

Major Subjects - Grades 4-6

Reading, English, Math, Spelling, Religion, Science, Social Studies

REGISTRATION FEE

Registration Fee is approved by St. John Neumann School Board annually. Registration money is non-refundable.

REPORTS AND PARENT - TEACHER CONFERENCES

Report cards are given four times during the school year. Weekly grade reports will be given between issuance of report cards to alert the parents as to whether the child is doing satisfactorily or not in both academics and behavior.

Parent-Teacher conferences are by no means limited to report card time. If the need for a conference does arise, the parent or teacher may request it. It is only through the closely coordinated efforts of the home and school that the goals of education can truly be achieved.

SAFETY AND WELFARE

Safety is the concern of all involved in the school. Parents must obey the safety rules for the arrival and dismissal of the children. Anyone visiting the school must sign in at the school office and pick up a visitor's pass.

SCHOOL BOARD

The purpose of the School Board is to advise the Principal and the Pastor on the educational needs of the school. Its responsibilities, which are subject to the Diocesan Board of Education, include:

1. Acting as a liaison with appropriate public authorities.
2. Promoting understanding and support of Catholic Education in the community.
3. Assisting the Pastor and the Principal in evaluating the effectiveness of the educational programs.
4. Interpreting policies and directives from the Diocesan School Board.
5. Recommending local policy relating to planning, operating, and maintaining of facilities and equipment.
6. Assuming responsibility for the preparation and implementation of the school's operating budget, and coordinating this budget with the Parish Finance Committee. (This includes recommending tuition rates.)
7. Being responsible for recommending salary scales, benefits, retirement policies, etc., for teachers and other school employees.
8. Assisting local committees in the planning and building of new educational facilities.
9. Meeting monthly from August to May on the 3rd Tuesday of each month.

SCHOOL EXPECTATIONS

School expectations regarding behavior are in effect for all school functions on or off campus. Any student on or off campus or any young adult in attendance at a school function needs to be present at the designated activity and not in an unsupervised area.

SCHOOL HOURS

PreSchool begins at 8:05 AM and dismisses at 12 PM. School begins at 8:05 AM and dismisses at 3:10 PM for Grades K-6. Children may not be left at school before 7:30 AM. Supervision of children begins at 7:30 AM. PreSchool students not picked up by 12:15 PM will be sent to Extended Care. Grade K- 6 students not picked up by 3:30 PM will be sent to Extended Care.

SCHOOL INFORMATION

In an effort to keep communication lines open and to keep parents informed, a newsletter/calendar is sent home. In order to be certain that all families receive the newsletter and other information, the youngest child will be given the information in a white envelope. Parents are requested to read the enclosed information, sign and date the envelope, and have it returned to school the next day.

SCHOOL PARTIES

There may be two class parties during the school year — Christmas, and Valentine's Day. These parties are to be scheduled at the end of the school day.

SCHOOL PROPERTY

With the goal of educating the child to be a well - rounded individual, respect for property is required at all times. Any willful damage done to school property will be repaired or replaced at the expense of the offender and his/her family. Parents' cooperation is definitely needed in order to teach the child respect for school property, books, material, furnishings, equipment, and for the building.

SPECIAL REQUESTS:

ABSENCES, COURT ORDERED CUSTODY, MAKE-UP WORK, AND REFERRALS

To provide program continuity, the school does not approve of absences for reasons other than illness. Our effectiveness depends on a coordinated program of class lessons and homework. Many classroom learning experiences are impossible to make up because they involve school resources and group interactions.

Parents are asked to schedule appointments for a child after school hours whenever possible. If parents absolutely cannot avoid travel that requires a student to be away from school, these plans and their potential consequences for the child's learning should be discussed with the Principal and teacher. **No work can be assigned ahead for absences.** Children are responsible to make up all missed work once they return to school.

Court Orders involving the day-to-day care of school age children involved in divorce cases must be on file in the school office.

Referrals and/or evaluations by teachers are to be sent to the doctor and/or the evaluating school directly. They may not be given to the parents to deliver.

STUDY HALL

A structured study hall program for students in Grades 1 - 6 is held Monday - Thursday. Students attending the Extended Care Program must attend study hall from 3:30 PM to 4:30 PM. Students not in the Extended Care Program may sign up for this study hall. Fees for this program may be found on the fee sheet. Students in this program will do homework during this hour. They will be supervised by professionals.

TARDINESS

Students who arrive in their classrooms between 8:05 AM and 8:30 AM are considered tardy. A parent/guardian must sign the child in at the office if he/she is tardy. (Whenever a student has more than three unexcused tardies within a quarter, a detention will be given. Unexcused morning half days will be treated the same as unexcused tardies.) The consequences of not signing a student in, is that the student will be considered absent for the whole day.

TELEPHONE

Students and teachers cannot be summoned for incoming calls during class time. Students must assume responsibility for remembering to bring all necessary items to school. A student may not call home for any forgotten items.

TEXTBOOKS

Textbooks are supplied to students for their use during the school year. Books are rented and must be returned prior to the last day of school. Book covers are provided for most hardback books and must be used! Books damaged or lost will be replaced at the parent's expense.

TESTING

Students in grades 1 - 6 are given the Iowa Test of Basic Skills in the fall. Measure of Academic Progress (MAP testing) is administered to students 3 times a year. MAP testing is used by the teachers for differentiated instruction.

TUITION

Tuition rates are approved by St. John Neumann School Board annually. For registered, contributing members of SJN Church, adjustment is made for tuition through a parish subsidy.

Tuition is paid through F.A.C.T.S. bank draft program. Parents are required to sign the F.A.C.T.S. program or pay tuition in full or twice a year (July/December).

In the event that a family should for any reason withdraw a student(s) from SJN, the family is responsible for tuition for all months enrolled plus the full month's tuition of the month the child was withdrawn.

TUITION FEES

Tuition Fees are approved by St. John Neumann School Board annually. **These fees are due mid May.** Tuition fees are nonrefundable.

VISITORS

Parents, as well as other visitors, must report to the school office before going to any part of the buildings. Parents must sign children out if they are taking them out of school before the end of the school day.

VOLUNTEERS

Recognizing the value of parental involvement, it is a school policy to utilize the help of parents in as many areas of the school program as possible. Parent volunteers help the school meet the needs of the child more fully by making the educational program more flexible, and thus more child-oriented through increased personal attention and assistance. Opportunities for service include lunchroom and recess helpers, clerical help, library assistants, fund raising, field day, and other services as the needs arise. All volunteers must complete the screening process and attend a Diocesan Virtus class.

WEATHER

Parents should watch TV or listen to the radio for school cancellations. If school is announced closed in the morning, the Extended Care Program will not be held that day either. St. John Neumann will announce any closings or early dismissals on WIS TV and/or through the Alertify phone system.

WEAPONS AND DANGEROUS OBJECTS

According to diocese policy #5053.1, there are two specific situations, which may call for immediate expulsion:

1. When the moral or physical well being of the student body or faculty is endangered (such as by bringing any firearm or other weapon to school.)
2. When there is any positive promotion against religion or faith.

To insure the physical safety of the students, faculty and staff, students are not to bring toys, materials or weapons to school that appear to be or are dangerous to themselves or others. Should an incident occur that involves the above-mentioned items, the following directives will be followed:

- ✓ the principal notified
- ✓ the principal or teacher will remove the toy, material or weapon from the child's possession
- ✓ the child's parents will be notified
- ✓ an incident report will be filed in the child's school record
- ✓ the child will receive an in school/or out of school suspension until a conference is held among child, parents, teacher, principal and pastor

If the weapon is a firearm, the police will be called (as firearms must be legally licensed), and the student will be placed in immediate suspension pending expulsion.

YOUR PARENT SCHOOL ASSOCIATION

Every parent and guardian at Saint John Neumann (SJN) is a member of the Parent School Association (PSA). The PSA is a partnership between our school and the parents/guardians of our children.

The primary functions of our PSA are to organize activities and events that bring members of the SJN family together, to raise funds, and to keep lines of communication open between our families and our school on school-related issues. Your PSA is comprised of elected officers and volunteers, and we meet on the 4th Monday of every month in the Library.

The PSA is proud to represent a group of dedicated parents who give so much of their time and talent to enhancing our children's educational experience. Since SJN does not have a mandatory volunteer program, we strongly encourage parents to get involved. The success of our school depends upon the many contributions and countless hours of volunteerism that our parents dedicate on behalf of our children. As parents of currently enrolled students, we encourage you to learn about the many ways that your family can become involved. The SJN Handbook provides much information about the various volunteer opportunities available to you. PSA Board members and fellow parents may ask you to volunteer throughout the school year. Please remember as you consider these opportunities that many of our events and programs would not be possible without your help.

Because of your volunteer efforts, activities such as Family Night, the Halloween Carnival, Christmas Corner and the Mentor Program have been great successes. Our biggest fundraiser each year is our Annual Auction. Now is the time to get involved!

Please take a minute to complete the Parent Volunteer Sheet and tell us about your many talents and areas of interest. "Do small things with great love". – Mother Theresa

Marti Schottelkotte
PSA Chair

**Parent School Association Officers
2010 – 2011**

PSA Chair

Marti Schottelkotte

Oversees all PSA activities and matters of general concern to parents. Presides at monthly PSA meetings, prepares PSA budget, reviews and updates By-laws and serves on the School Board.

PSA Chair-Elect

LuAnne Aycok

Agrees to serve as President the following year, presides at meetings in the President's absence, solicits and coordinates the ads for both the newsletter and the yearbook.

RECORDING SECRETARY

Gina Pope

Records and distributes minutes of the PSA meetings, obtains and maintains the Family Survey data, handles thank you notes as needed, and generates mailing labels for the newsletter

TREASURER

Lisa Schmidt/Jhoanna Pineda-Kim

Handles all PSA funds including deposits, distributions, keeping records, and presenting monthly reports at all PSA meetings.

NEWSLETTER

Krish Rescigno

Responsible for the monthly publication (ten issues for the school year) of the newsletter "Eagle Event".

PAST PRESIDENT

Jhoanna Pineda-Kim

Serves in an Ex-Officio capacity, supporting and advising.

SPORTS COORDINATOR

Stephanie Laubacker

Coordinates and oversees the after school sports programs in soccer and basketball.

VOLUNTEER COORDINATOR

Cheryl Kolp

Coordinates and oversees all the volunteers for Recess Duty, Lunch Duty, Office Helpers, Hospitality Helpers, and Homeroom Parents.

All officers are expected to attend school functions and school meetings.

**St. John Neumann School Advisory Board
2010 – 2011**

The purpose of the School Advisory Board is to advise the Pastor and the Principal on the educational needs of the school, reflecting both the philosophy of St. John Neumann School and the mission of the Diocese of Charleston relative to Catholic schools.

Rev. S. McDonald.....Pastor of
St. John Neumann Church
since 2010

Barbara Cole..... Principal of
St. John Neumann School
since 2001

J.J. Darby..... Facilitator
May 2007-2011

James D'Allesio..... Facilitator Elect
May 2010 – 2011

Patrice Ravindra..... Special Programs
May 2008-2011

Jen Lisznyai Enrollment/Crisis
May 2009 – 2012

Amy Grassinger Stewardship/Catholic Identity
May 2009 – 2010

Edwin Moore..... Facilities
May 2010 – 2013

Jim Lawracy Parishioner at Large
May 2008 -2011

Greg Risinger Finance
May 2009 – 2012

Marti Schottelkotte..... PSA Chair
2010-2011

Chip Collins Ownership
2009-2012

Marti Schottelkotte.....Development
2009-2011

Volunteer Opportunities

- | | |
|-------------------|------------------|
| Soccer Coach | Basketball Coach |
| (fall and spring) | Uniform Exchange |
| Yearbook Editor | Halloween Games |
| Newsletter Helper | Family Night |
| Auction | Christmas Corner |
| Field Day | |

Classroom Auction Coordinator

This volunteer works with the teacher to coordinate the handmade auction item(s) designated by the class for the Auction.

Homeroom Parent

This individual assists with any homeroom needs. Obtain volunteers for refreshments at class plays. Oversee volunteers needed for the two class parties (Christmas and Valentine's Day). The Volunteer Coordinator organizes all homeroom parents for the classroom.

Hospitality Helper

Assists as needed for selected school hospitality functions, organized by the Volunteer Coordinator.

Library Helper

Assist with a variety of tasks in the Library, coordinated by the librarian.

Lunch Duty

Assists with serving hot lunches on days when food is catered, organized by the Volunteer Coordinator.

Recess Duty

Assists with supervision of recess time, organized by the Volunteer Coordinator.

Volunteer/Chairperson Guidelines

- All information sent home to SJN families must first be approved by Barbara Cole and the PSA President.
- All information sent home must contain the name of the person responsible. No material will be distributed without an individual's name appearing in the material.
- Please keep a file or a method of record keeping of all work, and data so that this may be given to the following years volunteer.
- A folder with your name will be in the school office for your use. Please check it on a regular basis.
- Write news articles for "Eagle Event" prior to and after your event, and otherwise as necessary.
- Communicate with the PSA Chair on a timely and periodic basis.
- Attend PSA meetings with an update and report on current projects.
- Maintain a professional and responsible code of conduct while at school and in the school office. Allow volunteers to feel welcome and appreciated at school.
- No funds can be spent or requested from the student body without the approval of the Principal.
- There is Parent School Association stationary available for your use.

Sports Committee

In order for students to participate, academic criteria must be met.

Anyone interested in volunteering, please contact the Sports Coordinator.

SPORTS COORDINATOR Stephanie Laubacker

- Coordinates, supports, and oversees sports activities.
- Coordinate all schedules with Parish and School Offices.

SOCCKER COORDINATOR Stephaine Laubacker

- Coordinates registration, schedules, uniforms
- Solicits coaches.
- Determines and collects fees necessary for the season.
- Fees disbursed to PSA Treasurer.
- Secures necessary insurance.
- Approves all schedules with Sports Coordinator.

BASKETBALL COORDINATOR Kevin Patten

- Coordinates registration, schedules, uniforms
- Solicits coaches.
- Determines and collects fees necessary for the season.
- Fees disbursed to PSA Treasurer.
- Secures necessary insurance.
- Approves all schedules with Sports Coordinator.

The gym may not be used for sports activities on Sundays or Mondays (cleaning night) nor can it be used on Tues – Friday until after 6:00 PM due to Extended Care. After 6:00 PM weekdays and on Saturdays, the gym may be used and reservations need to be made through the Church Parish Office.

EXTENDED CARE PROGRAM

The Extended Care program is a service available to children enrolled in St. John Neumann School. The program is subject to the philosophy and guidance of St. John Neumann School and its Administration.

PHILOSOPHY

The philosophy of the Extended Care Program is to enhance the self-worth of participants by offering them an opportunity to have fun and feel good about themselves. The program is recreational in nature except for the hour of study hall, which allows the children to work on homework. The program strives to complement the child's day, rather than duplicate it.

GOALS

To provide a safe, supervised Christian environment for school-aged children during after school hours or on school holidays when this is feasible. To provide structured study hall program for students in Grades 1-6, Monday – Thursday.

BILLING

Extended Care bills are mailed out monthly. If you have questions regarding the amount charged, please contact the bookkeeper. Extended Care rates are published on the tuition rate sheet available in the school office.

CLOTHES

A child may change out of his/her uniform into play clothes after study hall. Please be sure that he/she brings a large enough bag to accommodate all of the clothing and that all items are clearly marked with the child's name.

PreSchoolers and kindergartners should have a change of clothes in case of emergencies. The change of clothes may be left in the Extended Care room. Space will be provided in the storage closet for this purpose. Please mark all clothing.

The cafeteria, in the gym building, is the designated area for all Lost and Found items on the school grounds. A child must be responsible for his/her items.

CODE OF CONDUCT

Since the Christian spirit is one of peace, brotherhood, love, patience, and respect for others, the challenge of a student is to explore ways in which he/she can learn the needs of one another and the community. In fulfilling these goals, a student of St. John Neumann School is expected to:

1. Respect parents, teachers, school personnel and fellow students.
2. Treat others as Jesus would treat us.
3. Follow the expectations of the school and home, and the laws of the state and nation.
4. Strive to be honest with himself/herself and others.
5. Use language appropriate to a Christian.
6. Develop good study habits and work to the best of his/her ability.
7. Maintain high standards of good sportsmanship.
8. Dress in a normal fashion, avoiding extremes.

CONFERENCES

If requested, or if necessary, a conference may be set up with the Extended Care Coordinator, the parents and/or the child. It is best to have a specific time set aside for addressing specific concerns so that the Extended Care Coordinator may give parents her undivided attention. Parents may call with questions during school hours. All calls will be returned as promptly as possible.

DISCIPLINE

All children in the Extended Care Program are expected to follow school expectations.

HOURS

The hours of operation are:

12:00 PM – 6:00 PM Regular School Days
7:30 AM – 6:00 PM Previously Announced
School Holidays

In the event of inclement weather, the Extended Care Program will be closed if the school is closed.

On regular school holidays any child attending the Extended Care Program must be accompanied to the Extended Care Room by a parent. The school is not liable for any child left unsupervised because a parent dropped him/her off outside the building.

LATE FEES

The Extended Care Program closes promptly at 6:00 PM. If you are late, a staff member will remain with your child until you arrive. There is a \$5.00 late charge for picking your child up between 6:00 PM and 6:15 PM. AFTER 6:15 PM, there will be an additional \$1.00 charged for every minute after 6:15 PM.

Late fees are charged on any bills not paid by the due date on the invoice. There will be a 15% late charge added to each overdue account and reflected on the monthly statement. If an account goes unpaid for more than 2 months, your child will not be allowed to return to Extended Care until the account is current.

If you know you will be late picking up your child, please call the school.

LUNCH

A child in Extended Care should bring a lunch to school. If you know your child is not a big eater, you may wish to pack ½ a sandwich, a piece of fruit and a snack. Please do not send candy or soft drinks.

MEDICATION/ILLNESS

All prescription medication will be kept in the school office. A medication permit form must be filled out in order for medication to be dispensed. No over-the-counter medication may be dispensed without a doctor's written authorization. All prescription medicine must be sent in the original unopened container. Extended Care will follow the guidelines that are listed on page 9 of the handbook.

Emergency phone numbers should be given to the office to be kept in your child's personal file. Please notify the staff immediately of any changes in work phone numbers or emergency contacts.

In the event that your child becomes ill, we will notify you immediately. A child with a fever needs to be taken home.

In the event of a medical emergency, the Extended Care Staff will immediately contact the school office, and the parents or guardians of the child. If neither parent is available, the staff will attempt to contact those persons listed in your child's file. If this is unsuccessful, we will contact the proper emergency personnel. No Extended Care staff member will transport a child in her personal vehicle. Parents must assume the payment of an emergency vehicle if this is needed.

PICK UP PROCEDURES

All children who are present in Extended Care *must* be signed out by the person picking them up. A sign-out area is present in study hall and in a designated area next to the Extended Care facilities.

All parents are required to fill out the Parent Authorization Form, which provides a list of names of those people authorized to pick up your child. A child may not be released to anyone not listed on the Parent Authorization Form. If this list changes at any time, you should notify the school immediately, in writing.

The Extended Care Staff reserves the right to request to see identification of any person picking up a child.

For safety reasons, no child is allowed to walk in the parking lot without adult supervision.

If your PreSchooler needs to leave at 3:10 PM carpool, please send a note and a teacher will have your child ready for the 3:10 PM dismissal time.

SCHOOL'S RIGHT TO AMEND

The Extended Care Program reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

SNACK

An afternoon snack is provided during Extended Care to all children. Please notify us of any food allergies your child may have.

STUDY HALL

Students in grades 1-6 who remain after school will have a mandatory study period. During this time, students will complete homework assignments, which will be checked by the teacher on duty. After study hall, students will have free play.

TOYS

Toys may be brought only on previously announced days. The following toys should never be brought to Extended Care: "trading cards" or electronic devices, such as game boys, iPods, MP3 players, DVD players, IPADS, cell phones, etc.

VISITATION

The Extended Care Program has an open visitation policy. Parents may come at any time to observe the program.

HISTORY OF

ST. JOHN NEUMANN CATHOLIC SCHOOL

St. John Neumann Catholic School, under the auspices of the Diocese of Charleston, was established in January, 1986. Its PreSchool through sixth grade program is staffed by degreed and certified teachers.

Significant Events in the History of our School:

- 1985 -** Springtime conversations were held with WildeWood School regarding its acquisition by St. John Neumann Parish. School year began as the joint WildeWood/St. John Neumann School.
- 1986 -** In January, the parish completed the purchase of WildeWood School.
- 1986 – 87** Nursery through eighth grade began
- 1988 - 89** Nursery through second grade. *
*Lack of growth in student population resulted in Reverend Frederick Masad's recommendation to cut back/close the school.
- 1989 – 90** Student enrollment 110
Revitalization of the school began
Main building, Gym, and grounds totally refurbished
Playground expanded
Nursery through third grade
- 1990 – 91** Student enrollment 180
Fourth grade added
An additional PreSchool & Kindergarten class added
Library remodeled
Picnic shelter constructed
- 1991 – 92** Student enrollment 225
Fifth grade added
An additional first grade class added
Intermediate wing refurbished
Science Lab added/part-time teacher
First SJN Auction—netted \$8,000
- 1992 – 93** Student enrollment 238
Nursery discontinued
An additional second grade class added
Sixth grade added
Computer Lab added/part-time teacher
Cafeteria room was added
First Sixth Grade Graduation
Expansion of facilities – renovation & construction of new areas for extended care
- 1993 – 94** Student enrollment at 280
An additional third grade section added
Midlands OM – Div II
Classics ... The Iliad – 1st
SC OM – Division II
Classics ... The Iliad – 3rd
Midlands OM – Div II
Unbelievable Music – 2nd
Midlands OM – Div I
Fins & Fur – 5th
Midlands OM – Div II
Marvelous Machines – 5th
Soccer - Fifth and Sixth Grade boys won soccer championship – Freshman Champions

- 1994 – 95** Student enrollment at 325
An additional fourth grade class added
Renovation of Early Childhood Center
New playground
Two student teams came in 3rd & 4th, in Region Competition, in Odyssey of the Mind
Midlands OM – Div II
Vaudeville – 3rd
Midlands OM – Div I
Scientific Safari – 4th
SC OM – Div I
Scientific Safari – 1st
Scientific Safari attended the World Competition at the University of Tennessee in Knoxville, Tenn. – 25th
Basketball – EBL Tournament (boys) B Div. Runners Up
Soccer – Fall '94 Boys Tournament Champions
- 1995 – 96** Student enrollment 348
Additional fifth grade class added
Added full-time Science Lab Teacher
Added full-time Computer Lab Teacher
Added full-time Physical Education Teacher
Added part-time Discovery Center Teacher
New Math Program K-6
Construction of cafeteria & one new classroom
Midlands OM – Div II OMventions – 1st
SC OM – Div II OMventions – 1st
Midlands OM – Div I
Classics ... Great Impressions – 2nd
SC OM – Div I
Classics ... Great Impressions – 1st
Midlands OM - Div I Amusin Cruisen – 2nd
OMventions & Great Impressions attended the World Competition at Iowa State Univ. in Ames, Iowa – 15th & 20th
Soccer – Boys U-8 Champions
Girls U-10 Champions
Girls U-12 Champions
- 1996 – 97** Student enrollment 353
Additional sixth grade class added
Kindergarten program extended to full day
Gymnasium Renovation Phase I
Bathroom renovations
Memorial Garden Constructed
- 1996 – 97** News Bowl USA State Champions
OM team won Ranatra Fusca Creativity Award
Midlands OM – Division II Omerdroid – 2nd
SC OM Division II
Omerdroid – 3rd
Midlands OM – Division II
Heroic Proportions – 3rd
SC OM – Division II Heroic Proportions – 3rd
Basketball – Boys Regular Season
EBL Div A Champions
Boys EBL A Tournament
Champions 1996-97

- 1997 – 98** Student enrollment 355
Gym renovation Phase II
Office renovation
News Bowl USA State Champions
Midlands OM –
Div II Marvelous Mentor – 3rd
Midlands OM –
Div II Morph Magic – 1st
SC OM –
Div II Morph Magic – 1st
Morph Magic attended World Competition at Disney World in Orlando, FL – 12th
Jump Rope for Heart –
American Heart Certification of Appreciation
Basketball – 6th grade boys CYBL Champs
1998 State Catholic Youth Basketball Tournament - 2nd place Jr. Boys
Girls EBL Div A Tournament Runners Up
St. Joseph Fun Day - Girls Volleyball Champions
Soccer - Girls U 12
Tournament Runners Up
- 1998 – 99** Student enrollment 365
Added full time Art Teacher
Decks added to PS, K5, and 1st grade
Add landscaping & plants
Midlands OM –
Div II Over the Mountain – 1st
Midlands OM –
Div II Environmental Challenge – 1st
Both teams will attend State Competition in April at USC
Basketball –
EBL Div A Boys Regular Season Champs
EBL Div A Girls Tournament Champions
EBL Div C Girls Tournament Champions
- 1999 – 00** Student enrollment 375
Received National Blue Ribbon Award for 1998 - 99
- 2000 – 01** Student enrollment 400
Replaced roof and air conditioning ducts in main building
Added new classroom to gym building
Added new library & computer lab to main building
Additional Preschool class added
Hired Barbara Cole as Principal
- 2001 – 02** Student enrollment - 386
Student Garden Club begins garden renovations
Revamping of lawn sprinkler systems
Accelerated Math in grades 2 – 3
Office improvements
- 2002 – 03** Student enrollment – 390
Receive Inviting School Award from International Alliance of Invitational Education.
Student Garden Club finishes stage one of the garden renovations and receives award for being the 100th Schoolyard habitat.
Adopted new Open Court Series for reading.
News Bowl Current Events – SC State Champions -6th Grade
- 2003 – 04** Student enrollment - 370
New entrance with St. John Neumann statue and awards.
Adopted Scott-Foresman Math
New computers in Computer Lab
Added statues to outside landscape
News Bowl Current Events – SC State Champions -6th Grade
Added Wall Murals in gym hallways
Sixth grade experiments with felt art
- 2004 – 05** Student enrollment 360
Purchased new picnic tables
Sixth grade paints window murals in cafeteria
Adopted Harcourt Science for 2005-06
Adopted RCL Religion for 2005-06
Replaced roof over PreSchool/Kindergarten wing
New carpet throughout both buildings
Smartboards for classrooms
- 2005 – 06** Student enrollment 380
Added new paintings to main hallway
Replaced windows in the gym
Added traveling Smartboard for gym building
- 2006 – 07** Student enrollment 407
Added new paintings to main hallway
Added one PreSchool and one Kindergarten
Added to P.E. supplies for tennis & gymnastics
Smartboards for Kindergarten, Library, and Science Lab
Adopted Loyola Press English for 2006-07
- 2007 – 08** Student enrollment 380
Security changes to the front office
Added Open Court Classics
Largest Graduation Class (51 students)
Differentiated Instruction (DI) introduced
Smartboards added to PreSchool
- 2008 – 09** Enrollment 365
DI used in all subjects
Measurement of Academic Progress (MAP Testing)
Robotics Team participates in first competition
Awarded National Blue Ribbon School 2008-2009 by the United States Dept. of Education
Awarded SACS accreditation
Awarded Fidelity Award from IAIE
Mrs. Cole receives the NCEA Regional Principal of the Year
New Gym Floor
Basketball –
CIBL Girls 6th Grade Champions
CIBL Boys 5th Grade Runner-Up
- 2009-10** Enrollment 360
Site of Statewide Diocese of Charleston Teachers Educational Conference (March 3-5)
Basketball –
CIBL Girls 6th Grade Runner-Up
CIBL Girls 5th Grade Champions
CIBL Girls 3rd Grade Champions
Mrs. Cole receives the U.S. Dept. of Education National Principal Award

St. John Neumann Catholic School

2010-2011 School Calendar

School Hours: 8:05 AM to 12:00 Noon – PreSchool
8:05 AM to 3:10 PM – Kindergarten thru 6th



Where Children Experience Success!

August 13, 16, 17	Faculty In-service
August 15	Ice Cream Social for Mentors and New Parents
August 16	NEW PARENT ORIENTATION AT 7:00 PM
August 18	FIRST DAY of Class - Bell rings at 8:05 AM Dismissal at 11:00 AM – Extended Care Available 11:00 - 6:00 PM
August 19 & 20	Dismissal at 11:00 AM – Extended Care Available 11:00 - 6:00 PM
August 23	First full day of classes
August 30	OPEN HOUSE at 7:00 PM
Sept 6	Labor Day – NO SCHOOL / NO Extended Care Available
Sept 13	Faculty In-service - Dismissal at 2:00 PM / Extended Care Available 2:00–6:00 PM
Sept 24	FAMILY NIGHT/GRANDPARENT DAY
Oct 11	Columbus Day – NO SCHOOL / NO Extended Care Available
Oct 18	Faculty In-service – Dismissal at 2:00 PM / Extended Care Available 2:00–6:00 PM
Oct 20 - 22	Faculty Retreat – NO SCHOOL / Extended Care Available from 7:30 - 6:00 PM End of first quarter
Oct 29	HALLOWEEN CARNIVAL
Nov 4	Regular School Day with Parent/Teacher Conferences from 4 PM – 8 PM (No students at conferences -Please) <i>Report Cards are given out only at these conferences.</i>
Nov 5	Parent/Teacher Conferences 8 AM-2 PM (No Students-Please) <i>Report Cards are given out only at these conferences / No School/Extended Care Available 7:30 AM – 6:00 PM</i>
Nov 8	Faculty In-service - Dismissal at 2:00 PM / Extended Care Available 2:00–6:00 PM
Nov 8 – 12	ITBS Testing
Nov 20	THE OSCARS
Nov 24- 26	Thanksgiving Holiday – NO SCHOOL / No Extended Care Available
Dec 17	Dismissal at 11:00 AM – NO EXTENDED CARE AVAILABLE
Dec 20– Jan 3	Christmas Holiday / No School/ No Extended Care Available
Jan 4	Classes Resume – 8:05 AM
Jan 10	Faculty In-service– Dismissal at 2:00 PM / Extended Care Available 2:00–6:00 PM
Jan 14	End of second quarter / end of first semester Faculty In-service– NO SCHOOL / Extended Care Available 7:30–6:00 PM
Jan 17	Martin Luther King Day – NO SCHOOL / No Extended Care Available
Jan 29-Feb 4	CATHOLIC SCHOOLS WEEK
Feb 7	Faculty In-service – Dismissal at 2:00 / Extended Care Available from 2:00 - 6:00 PM
Feb 8	AMERICAN RED CROSS BLOOD DRIVE – Community Service Project Sponsored by 1 st Grade
Feb 18	Faculty In-service – NO SCHOOL / Extended Care Available from 7:30 - 6:00 PM
Feb 21	President’s Day – NO SCHOOL / No Extended Care Available
March 9	ASH WEDNESDAY
March 14	Faculty In-service– Dismissal at 2:00 PM / Extended Care Available 2:00–6:00 PM
March 25	End of third quarter
March 28 – April 1	Spring Break - No School / No Extended Care Available
April 11	Faculty In-service– Dismissal at 2:00 PM / Extended Care Available 2:00–6:00 PM
April 21 – April 25	Easter Break - No School / No Extended Care Available
April 26	Classes Resume – 8:05 AM
May 9	Faculty In-service– Dismissal at 2:00 PM / Extended Care Available 2:00–6:00 PM
May 30	Memorial Day - NO SCHOOL / No Extended Care Available
June 3	LAST DAY OF SCHOOL - Dismissal at 11:00 AM / No Extended Care Available
June 6 & 7	Faculty In-service - No Extended Care Available

721 Polo Road, Columbia, SC 29223

www.sjncatholic.com

phone: 803-788-1367 fax: 803-788-7330

REV: 4/26/2010