

**PARENTS:
PLEASE READ THE HANDBOOK
SIGN AND RETURN THIS PAGE TO THE OFFICE DURING THE FIRST
WEEK OF SCHOOL.**



***SAINT JOHN NEUMANN REGIONAL ACADEMY
JR./SR. HIGH SCHOOL***

has developed rules, regulations, and procedures
in conjunction with the policies as stated in the

DIOCESE OF SCRANTON SCHOOL POLICY MANUAL
as well as in the
HANDBOOK FOR STUDENTS AND PARENTS

This is to certify that we have read a copy of the
2015-2016 Handbook for Students and Parents.
We have read the rules and regulations contained in the Handbook for Students & Parents
We agree to be governed by the regulations set forth.

_____ FAMILY NAME (Please Print)

_____ PARENT(S) SIGNATURE(S) _____ DATE

_____ STUDENT SIGNATURE _____ DATE

I/We hereby consent that the photograph, voice, or image of the above student may be used by St. John Neumann Regional Academy for publication, Academy website or Facebook page, display, and/or broadcast. Consent for use will not be shared with any other entity without the permission of the student and parent.
_____ Yes _____ No

I/We have read and agree to abide by the agreement for the use of computers and internet access. (see pg. 7)
_____ Yes _____ No



DIOCESE OF SCRANTON

“They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers. Awe came upon everyone, and many wonders and signs were done through the apostles. All who believed were together and had all things in common; they would sell their property and possessions and divide them among all according to each one’s need. Every day they devoted themselves to meeting together in the temple area and to breaking bread in their homes. They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved.”
Acts 2:42-47

MISSION STATEMENT

“We, the Catholic faithful of the Diocese of Scranton, are called through Baptism to imitate the servant leadership of Jesus Christ. In union with our Holy Father, the Pope, we proclaim the Gospel faithfully, celebrate the sacraments joyfully, and boldly promote life, justice and peace in northeast and north central Pennsylvania.”

CATHOLIC SCHOOLS’ MISSION STATEMENT

“We, the Catholic Schools of the Diocese of Scranton, are committed to educate students and their families in the Catholic faith. We provide a Catholic education that is spiritually sound and academically excellent. We strive to prepare our students to be faith-filled leaders and life-long learners dedicated to serving the church and society.”

SJNRA MISSION STATEMENT

“St. John Neumann Regional Academy, a Catholic Diocesan system serving Lycoming county and surrounding areas, was founded in the life and teachings of Jesus Christ and educates the hearts and minds of students, Pre-K through 12th Grade. SJNRA provides a Catholic, faith-centered community dedicated to academic excellence, fostering personal and spiritual growth, the promotion of a life of faith, and the development of leadership expressed in service to others. This is accomplished in partnership with our families, parishes, and community.”

Precepts of the Church

- You shall attend Mass on Sundays and on holy days of obligation and rest from servile work.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

**ST. JOHN NEUMANN REGIONAL ACADEMY JR./SR. HIGH SCHOOL –
STUDENT CONTRACT**

Each parent and student at the beginning of each new school year agrees to the contract that appears here. Parents and student alike should be familiar with the terms of this agreement.

I UNDERSTAND AND AM WILLING TO ABIDE BY THE FOLLOWING ST. JOHN NEUMANN REGIONAL ACADEMY JR./SR. HIGH SCHOOL REGULATIONS:

1. Each student/family must be registered members of a parish community. All students/families must be full and active participants of their respective parishes. All students/families must be willing to give of their time, talent and treasure.
2. Students who fail any course at the end of the school year must make up this course work in summer school or with a tutor before being readmitted to St. John Neumann Regional Academy Jr./Sr. High School. **Seniors** who fail **any** course may become ineligible for graduation. Seniors must pass all classes and complete all Senior requirements to receive a diploma.
3. Students who fail three or more courses may not be readmitted for the following school term.
4. Students in possession of or under the influence of drugs, including alcohol, in school, on the school bus or during school-related activities whether on or off school property may incur the penalty of expulsion from School.
5. Students who engage in **any** illegal activities at **any time** (including the use of drugs and alcohol) may be subject to school disciplinary actions, including expulsion.
6. Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
7. Students who fight or use abusive, demeaning, harassing, profane or threatening language at school or on the bus may be subject to school disciplinary action including expulsion.
8. Students are bound by all the rules of the Student/Parent Handbook.
9. Students are expected to stay in the classes they have chosen. Class changes will be made only for extraordinary reasons and at the discretion of the Administration.
10. **The registration of a student in St. John Neumann Regional Academy Jr./Sr. High School is considered recognition on the part of the student and his/her parents/guardians of compliance with all rules and regulations of the school.**
11. **The school reserves the right to amend all school rules as found in this Handbook. Parents will be given prompt notification of all changes.**

PROGRAMS FOR RELIGIOUS FORMATION

WORSHIP

The Catholic high school is called to be a community of worship. Its very existence as part of the church requires that the community praises God for His goodness and glory, and acknowledges its dependence on Him. The school is a community of faith and faith and worship are intimately related.

Students are to participate in sacramental celebrations, especially monthly school-wide celebrations of the Eucharist and seasonal celebrations of the Sacrament of Reconciliation. Attendance and participation in Annual Retreats are required of all students as an integral part of their religious formation and as a requirement for attendance at a diocesan Catholic high school.

SERVICE

In order to fulfill their obligation as disciples of the Lord and to concretize their religious instruction, students are encouraged to become involved in service programs directly related to the school. Examples include mission activities, liturgy preparation, work with the aged and sick, social action, volunteer assistance at local soup kitchens, participation in tutoring programs, etc.

Secondary school students will be required to fulfill 20 hours of documented community service each year. Students in grade 12 are required to complete 40 hours of pre-approved documented service to a single institution in some form of supervised outreach.

***Please refer to Addendum.**

ACADEMIC POLICIES

INTRODUCTION

After education and formation in the Catholic faith, the most important aspect of school is academic studies. Nothing should be allowed to interfere with the student's right to, and desire for, a sound education. Co-curricular activities and working after school should always be considered secondary to successful achievement in scholastic requirements.

In addition to time spent in class and study periods in school, it is suggested that students spend at least two hours a day at home in study and preparation for their assignments for the next day. Students are encouraged to ask a teacher outside of class to explain subject matter that was not understood in class. It is the desire of the teacher to help the students to avoid the possibility of failing.

ACCREDITATION

The Middle States Association of Colleges and Secondary Schools accredits the high school. Elementary schools are accredited by Middle States Elementary Commission.

ACADEMIC INTEGRITY

Academic dishonesty demonstrates a lack of integrity and character that is inconsistent with the value of our Catholic educational institution.

Honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his/her academic performance, and most importantly as a moral mandate of our Christian faith. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Education in a Catholic school fosters learning in an environment infused with the values implicit in the Gospel message of Jesus

Christ. Stress often propels students to make unethical choices. When students choose to commit academic dishonesty, it may be a symptom of a more serious problem such as inappropriate class placement, over-commitment to extra or co-curricular activities, and/or academic desperation. The compromise of their values through academic dishonesty may lead to a loss of self-esteem, as students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence and academic dishonesty robs students of their opportunity to become competent.

A student can violate academic integrity in two major ways: by committing plagiarism or by violating the rules of an assignment.

1. Plagiarism is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. Some common forms of plagiarism are using another person's words as if they were one's own, putting another person's work without documentation, or even presenting someone else's line of thinking in development of a thesis as if it were one's own. Education depends greatly on an exploration of the ideas and writings. Whenever the words, ideas or researches of another are used, the student must acknowledge that use. Teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.

2. Violating the rules of an assignment: A student who prepares an assignment in such a way as to "get around" the legitimate purpose of that assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include copying someone else's homework, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor's permission. High school is a time of multiple learning experiences. Therefore, unless a teacher has approved submission of a previously submitted paper, the student is required to write a new one. It is the student's responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising your academic integrity would be:

- A. copying another student's answers on tests, quizzes, lab reports, etc.
- B. discussing answers with other students during the test itself or in between classes when others have not yet taken the exam.
- C. the use of a cheat sheet, copies of tests, or other unauthorized information either during or before the administration of the test.
- D. re-submission of old work, either your own or someone else's.
- E. allowing a parent or friend to do your work and presenting it as your own effort.
- F. impeding the academic progress of other students, including, for example, taking another student's text or notebook from his/her locker without permission or stealing or defacing another student's work.

Penalties for Academic Dishonesty

The penalty for academic dishonesty is normally a failure for the assignment. Serious or chronic violations could be a reason for further penalties and could be reason for a student's dismissal from school.

COMPUTER NETWORK

The school provides computers in the classrooms and the Library for the educational use of our staff and students.

All who choose to use the school computers are bound to observe the rules of use. Violation of the rules will result in disciplinary action.

Computer Use Rules:

- Respect school property
- Respect the Network – do not try to go to restricted areas
- Do not spread viruses – no personal disks may be used unless scanned for viruses
- Do not alter Program Settings
- Respect your storage space within the Network – all Network folders will be emptied each summer
- There will be no access to chat rooms, news groups or web e-mail
- No downloading of files – in special circumstances, permission may be requested
- Respect Copyright laws – do not plagiarize Web pages or graphics, all Web pages must be notated as a reference
- Do not use the Network for personal business
- Do not use the Network inappropriately – do not seek or publish any material that is abusive, profane, sexually offensive or against the faith and morals of the Catholic Church
- Respect State and Federal Laws – regarding pornography as well as the use, selling, and/or the distribution of illegal substance
- Respect school’s acceptable use policy

PROGRAM OF STUDIES

***Please refer to Addendum.**

GRADUATION REQUIREMENTS

***Please refer to Addendum.**

GRADING – REPORT CARDS

***Please refer to Addendum.**

QUALITY POINTS AND CLASS RANK

***Please refer to Addendum.**

ADMISSIONS

Parents may apply for admission to St. John Neumann Regional Academy Jr./Sr. High School for their son or daughter. Application does not guarantee admission.

CUSTODY ISSUES

Every Catholic school in the Diocese of Scranton requires that the custodial parent file a court certified copy of the custody section of the divorce decree or a court certified copy of the custody agreement with the school. If no such copy is on file, the school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility as to which parent should have physical custody of their children on any given day.

Catholic schools in the Diocese of Scranton shall abide by the provisions of the “*Family Educational Rights and Privacy Act*” with regard to parents’ rights of access to their children’s school records. Likewise, the school shall abide by the provisions of the Commonwealth of Pennsylvania’s laws regarding the access of the non-custodial parents to his or her child’s school records.

PROGRESS/DEFICIENCY REPORTS

Progress/Deficiency Reports are sent at the midpoint of each quarter (and where applicable that information is available on *edline*.) These reports are sent to those students in danger of failing, and also

to students whose work is below the standards of the school or their own abilities. It is hoped that parents will follow the suggestions indicated on the report. Parents must understand that it is possible for a student to be passing at the midpoint of a quarter but to fail the quarter due to failing grades on later assignments and/or tests. While every effort will be made to notify parents when possible, a lack of notification will not affect the failing grade.

HONOR ROLL

***Please refer to Addendum.**

HONOR CORDS

***Please refer to Addendum.**

NATIONAL HONOR SOCIETY

The National Honor Society of St. John Neumann Regional Jr./Sr. High School has as its purpose the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of worthy leadership, and the encouragement of character in all students. Membership is one of the highest honors that can be awarded to a high school student.

Selection Process:

Membership in the National Honor Society is both an honor and a responsibility. Students may not initiate an application for membership or consider it a right. Students are invited to apply. Membership is granted only to qualified students who are accepted by the Faculty Council of the National Honor Society and approved by the Principal.

The Faculty council consists of five faculty members appointed annually by the Principal. The chapter advisor is an ex-officio member of the Faculty Council. To be eligible for membership, a student must be a Junior or Senior who has achieved a cumulative GPA of 3.3. Students must have been in attendance at this school for at least one semester. Students who show a continuous disregard for the school's rules will not be eligible for membership. Membership is never considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter advisor and informed that for further consideration for selection of NHS, they must complete a Student Activity Information Form. This form must be returned to the chapter advisor within five (5) school days from the day it is given to the candidate. Failure on the part of the candidate to return this form within the allotted time will automatically eliminate the candidate from further consideration.

If a student is absent, every effort must be made to turn the form in on time. A parental phone call directly to the chapter advisor must be made if the candidate cannot make any possible arrangements to turn the form in on time. In this case, ordinarily only a one day extension will be granted.

Students and parents must understand that the form is not an application for membership, and the review of the information does not guarantee selection. The Faculty Council will carefully review candidates in the areas of leadership, service and character, as evidenced in the survey, and in the recommendations of the faculty in general. The Council may require verification of information on the form. Students must excel in all four areas. Candidates receiving majority votes of the Faculty Council will have their names presented to the Principal for final approval.

Non-selection of Candidates:

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents and students information concerning the non-selection of specific students. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Commonly, however, complainants question the judgment of the NHS Faculty Council. It is important for students and parents to realize that a decision of this type has some subjective aspects. The

Principal has chosen five persons to be on the NHS Faculty Council and places a high degree of trust in this group.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and the NHS Faculty Council is entrusted with making the selection decisions. The National Council of NHS will not review the judgment of the NHS Faculty Council regarding the selection of individual members to local chapters.

Activities:

Members of the National Honor Society are responsible for many service activities. All members should participate in all activities under the direction of their elected officers.

Dismissal:

Students inducted into the National Honor Society are monitored by the chapter advisor to assure they maintain the high standards of the Society. Failure to maintain these standards will be reviewed by the NHS Faculty Council and the Principal and may result in either a probation period or dismissal.

A student who is dismissed from the NHS for academic or disciplinary reasons has a right to a hearing before the NHS Faculty Council.

PROMOTION, COURSE FAILURE, SUMMER SCHOOL

It is required that a student passes all courses taken at the school. Arranging for summer school or make-up credits is the responsibility of the parents or guardians in consultation with the Principal. Courses must be made up during the summer following the failure.

It should be noted that this Failure and Summer School Policy applies to all students, including seniors who expect to graduate at the conclusion of their senior year. If a senior fails a course, his/her diploma will be held until the course has been successfully completed during summer school.

Students failing courses during the school year will be given neither credit for the quality point average, nor class rank at the end of the year. Courses failed during the school year may be made up in an accredited summer school system. Documentation of attendance at summer school must be sent to the Principal as soon as summer school is completed. When this transcript is received, the failing grade will be changed to 70. Both grades will appear on the transcript and both figured into the GPA. Credit for the make-up course will be added to the quality point average for the following year.

Students who opt to use a certified private tutor to make up courses failed during the school year must make arrangements with the Principal before tutoring begins. The tutor must be certified in the subject area of tutorial work. Documentation must be sent to the Principal as soon as the work is successfully completed. When the documentation is received, the student may be required to take a final exam at St. John Neumann Regional Academy Jr./Sr. High School. If the exam is passed, the course grade will be changed to 70 and credit will be given. Credit will be added to the quality point average for the following year. Any student failing to make up courses in summer school may be dis-enrolled from the school.

ACADEMIC PROBATION

In addition to policies regarding Promotion and Course Failure:

-Any student failing two (2) or more subjects at the end of each marking period will be placed on Academic Probation.

-Any student failing two (2) or more subjects at the end of the second semester may be asked to withdraw or will be placed on Academic Probation for the following year. These students and their parents must meet with the administration before the start of the school year and an Academic Probationary Contract may be required.

-The Principal and the Guidance Department will monitor the academic progress of these students during the probation period as defined in the Academic Probation Contract written during the meeting with the student and parents.

EXTRA-CURRICULAR ACTIVITIES / ATHLETIC ELIGIBILITY

***Please refer to Addendum.**

SCHEDULE CHANGES

Students wishing to make course changes may be allowed with good reason and parental consent to change a course by following these procedures:

1. Conference with the Guidance Counselor.
2. Written request for the change from parent/guardian.
3. Any change made after the schedules are printed may incur a fee.

No course changes will be made after September 16th.

BACK TO SCHOOL NIGHT

Early in the school year, parents are given the opportunity to meet teachers and receive a description of the course, class, homework requirements, and testing and grading policies.

REPORT CARD DISTRIBUTION

At the beginning of the second quarter, an opportunity will be given parents and guardians of the students to visit the teachers individually to discuss the student's progress. Parents are urged to visit the school. They are reminded that they may contact the school at any time regarding the progress of their children.

GUIDANCE AND COUNSELING

Guidance is concerned with the educational, emotional, and social development of all the students in relation to their total school experience. Guidance is a necessary part of the total school program. It is a coordinated effort involving students, faculty, parents, administration and specialists as needed. The counselor has the major role in developing and implementing a plan of guidance, but the cooperation of teachers, parents and administration is essential.

Individual counseling is the core of the guidance program. It includes counseling of an academic, personal, and vocational nature. The counselors attempt to establish a rapport with their students which will enable them to discuss, understand, and deal with their feelings concerning any problems that may arise. Counselors are a valuable source of information for both parents and students. They also assist students in identifying abilities, selecting courses, and planning for college as well as in selecting a program which is consistent with their personal abilities and goals.

Each student in grades nine through twelve will be interviewed at least once during the school year. Depending upon the nature of the situation, students may be seen as often as needed. Also, students are encouraged to set up appointments with the counselors whenever they feel it is necessary.

Finally, the school counselor will follow the professional standards established by the American School Guidance Association, treating each person individually and confidentially. With this in mind, all students should take advantage of this service available to them.

Counselors will keep confidential information shared in counseling sessions unless the student's or another person's health, life and/or safety is at risk or if criminal activity is being contemplated or has occurred. All school staff members have responsibilities towards students and their well-being and towards other people who could be harmed by the student. Additionally, failure to report criminal activity could make the counselor liable to charges of being an accessory to the crime before or after the fact.

Testing: The following group tests are administered during the school year: i.e. the Terra Nova Test, and the PSAT/NSMQT, ASVAB. Individual seniors may elect to take various tests, including the SAT I, SAT II (Subject Tests), ACT, and Advanced Placement Tests.

PHYSICAL EDUCATION

Physical Education is a **state requirement for graduation**. No one may take physical education unless he/she **is in the proper school gym uniform**.

To be excused from physical education due to illness, a student must present a note from a medical doctor to the physical education instructor. A student having a physical disability that prevents participation in the regular PE program must present to the office a statement from the physician excusing the student from the program. The reason and duration of the excuse must be stated. A physician's statement for permanent disabilities is valid for one school year only.

A student who is consistently unprepared for class may fail Physical Education for the quarter or the entire year. The failure must be made up in summer school. (See Promotion, Course Failure, Summer School).

Students should never leave valuables (i.e., purses, money, watches, etc.) in the locker rooms. The school cannot be responsible for the loss of unattended personal items.

TEXTBOOKS

Textbooks are the property of either the school or the Commonwealth of Pennsylvania. Textbooks are distributed to students in the beginning of the school year. It is the responsibility of the student to keep the books covered and to return them at the end of the year in good condition. Lost books and/or damaged books must be replaced by the student at full replacement cost. Payments are made to the Main Office.

TRANSCRIPTS

A transcript is a copy of a student's high school record that lists courses taken, grades, credits earned, and standardized achievement test scores. An official transcript is signed and sealed, and sent directly to another institution (college, business or employer).

No transcript will be issued without a written request from the parent/guardian if the student is under 18 years of age. All financial obligations must be fulfilled before a transcript will be issued.

Three transcripts are provided to each student; additional transcripts are provided for a fee.

TUTORING

The National Honor Society provides peer tutoring service for students who need assistance. The subject teacher, the student, the guidance department or the parents may request tutors for such students. All such requests are made through the Guidance Office and subject teachers are informed of the tutorial arrangements.

It is important to realize that the tutors themselves are students and are in no way professional tutors. If a student is in need of major remedial assistance or suffers from a learning disability, a professional tutor should be considered. In addition to services provided by the National Honor Society tutoring program, the faculty are available for tutoring. Arrangements for this are made with the individual faculty members.

REGISTRATION, TUITION AND FINANCIAL AID

Registration begins in February for the upcoming school year. Parents are encouraged to return all registration materials promptly so that we may determine our budget as well as plan for teaching staff needs for our next school year. A registration fee will be charged. Parents seeking any financial assistance are required to complete the PSAS Financial Aid forms that will be sent to you and are also available from the school's Finance Office and must be returned by the deadline date established.

POLICY ON HARASSMENT, HAZING AND DISCRIMINATION

Philosophy

In recognition of the dignity and worth of each individual, this policy promotes an environment in which all persons at St. John Neumann Regional Jr./Sr. High School shall be free from all forms of harassment, hazing and discrimination and conduct which can be considered harassing, hazing, coercive or disruptive. Such behavior undermines Catholic values and jeopardizes the integrity of the relationship that exists among staff members and among students with their peers and with all school personnel.

Definitions

- 1. Harassment** is defined as any inappropriate verbal or physical conduct based on *gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance and/or intellectual or motor abilities* made by any member of the school community. The concept of intent is not addressed here, but rather, it is the recipient's reaction that is considered to be the critical variable in making any determination. Any conduct that creates an intimidating, hostile, or offensive environment shall be considered a form of harassment when:
 - *Subjection to such conduct has the purpose or effect of substantially interfering with an individual's academic performance.
 - *Subjection to such conduct is made either explicitly or implicitly a term or condition for one's education.
 - *Subjection to a rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
 - *Subjection to such conduct causes discomfort, physical or emotional harm to the person.
- 2. Harassment** may include, but is not limited to verbal and/or physical harassment or abuse, repeated remarks with demeaning implications and/or explicit or implicit threats concerning one's academic status or participation in co-curricular activities.
- 3. Hazing** occurs when in connection with initiation of members to a particular group, someone knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury. Hazing may include any activity that endangers the physical safety of another person, produces mental or physical discomfort, causes embarrassment, fright, or ridicule, or degrades another individual.
- 4. Discrimination** is the unequal treatment of a person based on a characteristic shared with others. The following are illegal types of discrimination: race, national origin, color, sex, age or disability. [It should be noted that Catholic schools may discriminate on the basis of religion. Nonetheless, there should be no ridiculing of another's religion.]

Responsibilities

1. The Administration is required to ensure adherence to and compliance with this policy and upon being informed of possible harassment, hazing or discrimination is required to take appropriate and timely action. The Administration is further required to publish this policy in the student handbook.
2. Anyone, including the person affected, a person involved in the incident, faculty/staff, parents, friends, community members may and should report the incident immediately. If you are not sure that the incident clearly falls into one of these categories, report it. The Administration will assess the situation and make the final judgment. If you are concerned, it probably fits the definition.
3. Students are encouraged whether directly or through a third party to notify the alleged harasser that the behavior is offensive and unwelcome. Whenever appropriate, staff members and students are encouraged to report unresolved incidents of harassment, hazing and/or discrimination to a higher authority, or if all else fails, to the Principal.

Confidentiality

To the extent possible, any investigation of alleged harassment, hazing, and/or discrimination by a staff member or by a student will be conducted in a manner to protect the confidentiality of all individuals involved in the incident.

Procedures

1. Whenever possible, the parties involved should attempt to resolve their differences between themselves or with the assistance of a mediator. The first course of action is to inform the offender to stop his/her unacceptable behavior.
 - a. Immediately make a written record of the incident noting the individual(s) involved as well as the date, time and location of the incident, any witnesses present, and the exact nature of the offense.
 - b. Promptly report allegations to your parents, chaplain, a responsible teacher, the Director of Religious Formation, the Vice Principal/Dean of Students, or the Principal as soon as possible, preferably within ten school days. Delays can make any valid investigation difficult to conduct and document.
 - c. If any of these individuals can resolve the incident, the matter should be considered closed to the extent possible.

ALL MATTERS REFERRED TO ONE OF THE ABOVE NAMED PEOPLE MUST ALSO REPORT THE INCIDENT TO THE PRINCIPAL.

2. Serious allegations of harassment, hazing or discrimination should always be referred to the Principal as well as to the other staff members.
3. When required by law, the Principal will report the particular incident to the legal authorities.
4. Both the accused and the student making the allegation will have the right to appeal any decision deemed unsatisfactory to the Principal and/or the Superintendent of Schools.
5. The Principal will present a written report of all the facts and circumstances for the parents in a timely manner, barring special circumstances, within seven days of the initial report. The report will include the recommended remedial action the school plans to take. The parents have the right to support or mediate the recommendations made in the report. The parents also have the right to refer the incident to the legal authorities.

Retaliation

Retaliation, intimidation or threats in response to a complaint will not be tolerated. The retaliation can be direct, indirect, or subtle. If it occurs, it will be dealt with in the same manner as the serious allegations are handled. Suspension and expulsion are possible penalties.

Remediation

Any student found in violation of this policy following a judicious review of the allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, limited suspension from classes, expulsion, or referral to the criminal justice system.

Education and Assessment

This policy should be reviewed and updated regularly. Suggestions may be presented to the Administration by any member of the school community, including staff, students, and parents. Opportunities should be made available to all members of the school community to attend workshops, seminars and other activities in order to raise the level of consciousness concerning those issues raised in this policy statement.

DISCIPLINE POLICY

St. John Neumann Regional Academy Jr./Sr. High School is a Catholic high school and subscribes to the belief of the redeemed value of each person. Teachers, as well as administrators, should have faith in the student's ability to want to do the right thing. Such a positive approach, while it can create student trust and faith, can build self confidence, and can improve morale, it does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is linked invariably with responsibility. A person who is truly free is one who acts and chooses while fully accepting the consequences of his/her actions. Restrictions should not be looked upon as only negative controls. Restrictions that are placed in keeping with the responsibility needed grant the individual more freedom and as such become rewards.

DETENTION

Detention is a form of corrective action intended to remind students of their agreement to abide by the rules of the school community to which they voluntarily belong.

TEACHER DETENTION

Each teacher is responsible for the environment in his/her classroom. If this environment is disrupted, it is the responsibility of each teacher to issue a detention. The Dean of Students is responsible to make arrangements for detentions to be served and for accurate record keeping of all disciplinary actions taken.

For the safety of the student, the student must be given at least 24 hours notice before serving the detention.

If a teacher has persistent problems with a student, this should be made known to the Dean of Students. A conference may then be set up with the Dean of Students, the teacher and the student. In some instances, parents may be required to be in attendance.

If a student misses a detention, he/she will be responsible for serving two detentions. If either of the two detentions are missed, the student may be assigned a 4 hour detention on Saturday morning beginning promptly at 7:00 am, or may be assigned an In-school Suspension.

DISCIPLINE CONTRACT

A Discipline Contract is to be used only after all previous disciplinary consequences have failed to alter negative behavior or when a particular infraction is of such a serious nature as to warrant a contract. It is signed by the student, parents, Dean of Students, and Principal and is binding on all parties.

SUSPENSION AND EXPULSION

If a student's actions and/or conduct demonstrate a disregard for the welfare of others (classmates, teachers, school property, school officials), or deprives others of their right to pursue their own education, compulsory removal may be necessary. In this event, proper procedures (as outlined below) will be followed.

If the student and his/her parent/guardian choose to contest the facts which led to the disciplinary action, a closed formal hearing is then in order.

TYPES AND TERMS OF DISCIPLINARY PENALTIES

1. **Short-term Suspension** – A student is excluded from all classes, the school building, school grounds, and/or school related activities for up to ten (10) days.
2. **Long-Term Suspension** – The student is excluded from all classes, the school building, school grounds, and or school related activities for ten (10) days or longer.

***OUT-OF-SCHOOL SUSPENSION**

Please refer to Addendum.

EXPULSION

The expulsion of a student is an unusual and rare occurrence. In the event that this action should be necessary, the following procedures will be taken.

1. The student will be denied access to the educational program for more than ten (10) days and perhaps permanently.
2. As a courtesy, the student's pastor is to be notified.
3. The authorization of the Superintendent of Schools will be sought.

If a hearing is requested by the student and parents/guardian, it should be formal and will be conducted by a Diocesan Review Committee and the results sent to the Diocesan Superintendent of Schools.

RECOMMENDATIONS FOR HEARING PROCEDURES

1. Notice of charges against a student should be supplied to the student and parents/guardian as soon as possible.
2. Parents/guardian may request a hearing within three (3) days from the date of the disciplinary action.
3. The student will be given an opportunity to relate his/her version of the acts and their implications.
4. The hearing should be conducted by an impartial Review Committee designated by the school; the committee will make its determination solely upon the evidence presented at the hearing.
5. A written or taped record should be kept of the hearing.
6. The Review Committee, within reasonable amount of time after the hearing, should state its judgment regarding the conduct of the student and its decision regarding the disciplinary action.
7. The decision of the Review Committee will be put in writing and sent to the student and his/her parents/guardian and a copy kept in the school files.
8. The student and his/her parents/guardian will be made aware of the right to appeal the decision of the Review Committee to the Superintendent of Schools, Diocese of Scranton, within five (5) days.

STUDENT CONDUCT

BEHAVIOR OUTSIDE OF SCHOOL

Students, when enrolled at St. John Neumann Regional Academy Jr./Sr. High School commit themselves to the policies and philosophy stated in the school guidelines. **At all times their actions and behavior are reflections on the school.** Any actions undertaken by the student which are illegal or which are detrimental to the reputation of the school, the Roman Catholic Church and/or its teachings may be subject to disciplinary action by the administration.

STEALING

Stealing is beneath the dignity of any student and completely contrary to the very purpose of this school. Any student found guilty of such an action will be subject to severe disciplinary action including reporting the incident to the local police authorities and may be subject to dismissal from the school.

WEAPONS POLICY

Anyone in possession of a weapon or weapon-like object or any object used as a weapon in school or at any school sponsored activities is subject to immediate notification of the authorities and severe disciplinary action. Any student found in violation of this policy will be dealt with as follows:

1. The incident will be investigated and the parents will be notified.
2. In accordance with the Pennsylvania Crime Code, sec. 912, the local police will be notified and the student will be immediately suspended into the custody of a parent or guardian. The Diocesan Superintendent will also be notified.
3. As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
4. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

Any incident which even remotely is considered a threat, will result in the immediate suspension of the student. A formal evaluation of the student will be required. The specific elements of the evaluation will be determined by the school. In all cases, the written evaluation provided to the school must state that the student does not pose a threat to him or herself or any member of the school community.

NO SMOKING POLICY

The Safe and Drug Free Schools Act provides civil penalties for anyone using tobacco products in school or within one thousand feet of any school property. Students should not be smoking at any time. Students found using tobacco products will be suspended immediately from all classes and activities and their parents notified of the situation. Legal authorities will also be notified in the event of repeat offenses.

Students who need assistance to quit smoking or using tobacco products should seek such help through the Student Assistance Program.

POSSESSION OF ANY TOBACCO PRODUCT IS CONSIDERED USE OF THAT PRODUCT.

GAMBLING POLICY

Gambling on school grounds or at school events is strictly prohibited. This includes (but is not limited to) the possession of playing cards, dice, or gambling pool sheets. Any student found in violation of this policy will be severely punished and is liable to suspension or expulsion.

RESTRICTED AREAS

Private property is never to be visited or used for loitering or trespassing by students of St. John Neumann Regional Academy Jr./Sr. High School. Good public relations between the students and neighbors demand respect and courtesy. Students should not be gathering near homes, apartment buildings or businesses within the neighborhood.

CARE OF THE BUILDING

Any student found guilty of damaging or defacing school property will be required to pay for the damages. The student and his/her parents/guardians will be required to meet to discuss the damage, the expense, and its method of payment with the school officials. Students guilty of malicious destruction or abuse of school property are liable to dismissal.

GUM CHEWING

Gum chewing is never permitted in the school building because of the potential damage to the school building.

ELECTRONIC DEVICES

Students are permitted to be in possession of a cell phone which **must not be visible or audible** during the school day. Anyone found in violation of this policy will have their phone confiscated according to the rules below. Cell phones, scanners, CD players, PDA's, I-Pads, I-Pods, electronic video games or any other such electronic device that can be connected to the Internet are not permitted inside the school building. If a student is caught with such a device, the following penalties will be implemented.

First Offense: The device will be confiscated and returned at the conclusion of the school day. The student will receive a detention.

Second Offense: The device will be confiscated and parents will be required to retrieve the device. The student will receive an additional detention.

Third Offense: The device will be confiscated and parents will be required to retrieve the device. The student will receive an in-school suspension.

Fourth Offense: The device will be confiscated and parents will be required to retrieve the device. The student will receive an out of school suspension.

Any further violations will follow the consequences outline for the fourth offense.

ATTENDANCE

The Pennsylvania statutes on Education provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. The school is required to keep an accurate record of daily attendance, tardiness, and absence. A teacher or school personnel designated by the Principal will make all entries in the Attendance Record. In order to enforce the law it is reasonable for the school to establish policies and regulations governing school attendance.

We believe regular attendance and participation along with the interaction between student and teacher and among students in class are vital and integral parts of the learning process. Attendance is seen as a means of serving these educational ends.

Frequent absence from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the student is not in school to take advantage of them.

Chronic absences limit accomplishments and reinforce a habit that will hinder the individual in future education or employment. Research indicates there is a close relationship between students' attendance and their academic and disciplinary performance.

ABSENCE PROCEDURES

If a student is ill and cannot come to school, the student's absence is to be reported to the Main Office by phone by his/her parent/guardian. If a phone call is not received, the school will phone the student's home. If no answer is received when the call is made, further investigation will take place.

All students who have been absent from school must present a written excuse from their parent/guardian indicating the reason for absence. Upon their return to school the student should give the note to the Main Office. These notes will become part of the student's attendance record for the school year.

Once a student arrives on school property, he or she is NOT permitted to leave the grounds. Leaving school grounds once a student has arrived is considered a truancy which may result in disciplinary action.

Students who are absent from school may not participate in any athletic practice, contest, or other co-curricular activities on that day. If an absence occurs on a Friday the

student may not participate in any school activities until he/she returns to school on Monday.

ABSENTEE MAKE-UP WORK

A student who, because of illness or any other reason, is absent from a class period(s), an entire day, or a number of days, is responsible for making up all work missed. This responsibility belongs to the student; class work must be made up no later than FIVE school days after the student has returned to school. The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due.

In cases of EXTENDED AND/OR CHRONIC illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the student's counselor after the third day of the illness. In turn, the counselor will contact the student's respective teacher(s). Involving the counselor at this time is important not only to see that the work done at home is available for the teacher or that the tutor has fulfilled necessary school requirements, but also to facilitate the student's return to school and to counsel the student in need. It would also give the counselor the opportunity to confer with teacher(s) in reference to the student's progress so that there exists a solid communication among teachers, counselors, students, and parents.

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the Guidance Department. In such cases the local school district will attempt to provide tutors. The Guidance Department will provide the necessary applications for this special instruction; the parents must provide a physician's certification of illness. The tutor must provide the counselor with a written summary of work completed with the student as well as a written evaluation of the student's understanding of the material in such a way that the subject teacher will be able to grade the student.

In an effort to reduce the incidence of unexcused absences which are not related to illness or severe family problems and recognizing the effects of poor attendance on educational development, the school has established the following policy:

- a. **Attendance probation** -- absences of 15 or more days must be substantiated by a doctor's note. Failure to do this will result in attendance probation. The student may be dismissed during any succeeding school year in which she/he is absent 12 or more days not verified by doctors' notes.

EXCESSIVE ABSENTEEISM

The State of Pennsylvania mandates that 120 clock hours of instruction and the successful completion of course requirements are necessary in order to grant credit.

If any student is absent for 4 days or more during any quarter, parents/guardians will be notified.

If any student is absent 10 days during the school year, the parent/guardian will be notified by mail and a meeting will be set up to discuss the situation.

If a student is absent 15 days or more during the school year, the student will be placed on Attendance Probation.

The Principal can stop this action if he/she determines that:

1. Illness has been verified by a physician's excuse.
2. Absence resulted from a death in the student's immediate family.
3. Absence was caused by a verified medical emergency within the immediate family.
4. An unusual circumstance exists.

EARLY DISMISSAL

Parents are asked to refrain from requesting that their children be excused before the end of the school day for appointments, i.e., dental, medical, etc. A **WRITTEN REQUEST** for early dismissal should include the reason for the request and a telephone number where the parent/guardian can be reached during school hours as well as the name and phone number of the doctor, dentist, etc.

When the student returns to school after the appointment, he/she should return with a medical excuse provided by the doctor's office.

For the protection of our students and families, no student will be allowed to leave school on the strength of a telephone call, no matter what the urgency. If a valid emergency exists, a member of the immediate family must come in person to the school office to request the student's early dismissal. Exceptions are granted only for very grave reasons. The Administration is able to make an exception to this rule.

An early dismissal is never a reason to miss a scheduled test/quiz or to not hand in work due during that day. Students are expected to complete their responsibilities for the day before being dismissed early.

ILLNESS AT SCHOOL

A student who becomes ill during the day is not to leave school until he/she has consulted the school nurse and received the proper permission from the Main Office. Students who become ill during the school day and drove to school must have a parental permission slip allowing the student to drive home on file in the Main Office. Students who have been absent from school or who have gone home because of illness may not participate in any athletic practice or contest or in any school activity that same day unless they are present for seven (7) periods during the day. If a student is sick or absent on Friday, this rule applies to all weekend games or activities as well.

LATE ARRIVAL

Students who are not present for the beginning of homeroom will be marked tardy. **If the student arrives after homeroom has ended, he/she is to obtain a late slip from the Main Office and this is to be shown to the subject teachers. A student must arrive at school before the end of *Second Period* in order to participate in any co-curricular or sports activities that day.**

Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.

- A student who is late to school three (3) times without proper documentation is liable to detention. Except for extraordinary circumstances, a student should not accumulate more than three excused tardies per marking period.
- Students who abuse this policy may be subject to further disciplinary action.
- Anyone arriving after 9:00 a.m. must have a note from the parent/guardian or the parent/guardian will be called.

PASSES FROM CLASS/STUDY

Passes must be issued to any student who leaves the classroom and the student must also sign in and out on the form provided. The student must be in the possession of a hall pass in the halls or any other part of the building during the school day. A limited number of students may be issued a pass to the Library from class or a study.

COLLEGE VISITATIONS/INTERVIEWS

Seniors will be allowed a maximum of three (3) educational absences for college visitations/interviews. These visits will not be counted as absences, provided the students submit a note (on official letterhead) from the admissions office of the college. The student will be eligible to participate in all after-school activities on the day of this absence provided the note is shown to the coach/moderator.

FIELD TRIPS

Participation in field trips is a privilege, not a right. Properly signed permission forms are required for the student to participate. The school accepts no liability for INJURY TO students participating in field trips. Parents have a right to refuse permission to participate; however, the student is still obliged to attend school on that day.

HOSPITALIZATION

Hospitalization of a student is a serious event that needs the attention of the school so that academic progress can be combined with recovery of the student in a beneficial manner. Parents should contact the Administration immediately so that the school can make appropriate arrangements.

VACATIONS

The school does not concede to parents and/or students the right to modify or adapt the school's calendar for their own convenience. Students are to be present on all school days, even when there is a shortened or irregular schedule.

Parents and students who either anticipate the beginning or extend the end of a vacation or weekend or who arrange to take trips and/or vacations during times when school is in session should note the following policy: Students should not be taken out of school for vacations. Students who are taken out of school against this directive must notify the Principal and teachers two weeks in advance. Failure to give notification will result in the student not being allowed to make up the work or tests. **The student assumes full responsibility for the schoolwork missed.** He/she must make arrangements with the teacher for making up work and tests at the teacher's convenience. The teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on vacation.

Semester Exams are an essential tool in assessing a student's academic performance over the course of the semester. It is required that each student take his/her exams on the scheduled days. No exam will be given prior to that scheduled date. Exams must be made up at a time determined by the Administration to allow for grades to be processed.

TRUANCY

Students who are truant from school or from individual classes will be dealt with in the following manner:

1. The school will inform parents of the truancy.
2. Students will be informed that any work (homework, quizzes, class work) missed while they were truant will be recorded as a zero. Students may be permitted to make up tests.
3. The student will be given an in-school suspension and placed on disciplinary probation. A parent conference is required before the student can resume regular attendance at school or school sponsored activities.
4. Continued violations in this regard may result in expulsion from the school. Cut days are definitely unauthorized absences and violate the school's attendance policies. Students who take part in such organized absences are truant and subject to disciplinary action. Any day on which 30% of a class is absent, the entire class will make up the day before the end of the year.

WITHDRAWALS FROM SCHOOL

Students desiring to transfer from the school must have parents or guardians consult with school authorities. The following procedure is to be followed by all students who are withdrawing from the school: (1) make an appointment to see a member of the Administration who will conduct an exit interview; (2) return all books to the proper subject teacher who will sign for their return; (3) return signed form to the Principal who will issue the transfer or close the student's record. No transcripts will be issued until all books are returned and all financial obligations discharged. Students who voluntarily withdraw from the school, or are dismissed for academic or disciplinary

reason, will ordinarily not be re-admitted at any subsequent date.

DRUGS/ALCOHOL

DRUGS AND ALCOHOLIC BEVERAGES

The possession or use of drugs, alcoholic beverages, or firecrackers, is a violation of the law. Any student who violates the law is **LIABLE TO DISCIPLINARY ACTION INCLUDING DISMISSAL** from school and criminal prosecution **whether or not the action takes place in school or at a school sponsored event.** The school will follow the Scranton Diocesan Policy concerning drugs. For the purpose of this policy, the term drug shall include alcohol or any malt beverage inclusive of wine coolers; any drug defined by law as a controlled substance; designer drug/s; any over-the-counter or prescription drug not registered with and approved by the School's Health Office; anabolic steroids; any drug from the five classifications of drugs: inhalants, hallucinogens, narcotics, stimulants and depressants; any volatile solvents or inhalants such as but not limited to glue, varnish remover, etc.; any chemical or abused substance; any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrite; tobacco and tobacco products such as cigarettes, chew/snuff, etc. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

DRESS CODE

A reasonable dress code supports the goal of self-esteem, neatness and good grooming. Evidence is available which shows that young people are apt to succeed more when their self-esteem is uplifted by a good personal appearance.

There are also other practical considerations. Students behave better, are spared unnecessary peer competition in dress, and are saved from the indecision of wondering what to wear each day when there is a fair dress code in effect.

The school has attempted to provide a dress code that is both flexible and suitable to our purposes. Parents are expected to assist the school in encouraging their son/daughter to abide by the dress code. **Dress code violations will result in a disciplinary action.**

SCHOOL UNIFORM

The school uniform must be purchased through FLYNN & O'HARA.

REQUIRED FOR GIRLS

***Please refer to Addendum.**

REQUIRED FOR BOYS

***Please refer to Addendum.**

Nothing may be worn over the boy's shirt or the girl's blouse except the school uniform sweater or sport coat. No other sweater may be worn.

In addition the following dress code will be applied:

1. Boys must be clean-shaven, their hair must be clean, neatly combed, and cut above the collar and behind the ears and eye-brows must be visible.
2. Girls may not wear excessive make up or jewelry. Piercings (other than traditional earrings) are not permitted. Girls are limited to one earring (no longer than 1" in length) in each lower ear lobe. Boys may not wear any unusual jewelry --no earrings or necklaces (which are visible). Boys may not wear pierced jewelry of any kind. Hats may not be worn in the building.
3. Unusual haircuts and/or hair color are not permitted for boys or girls.
4. Only plain, white T-shirts may be worn under the uniform shirt or blouse.

5. Students who are not in complete uniform may be given a detention.
6. It is advised that all students should have their names put on all parts of their uniforms.
7. Boys' trousers may not be cut or otherwise altered in any way.

OUT-OF-UNIFORM DAYS

Out-of-Uniform days are an occasional privilege. Like all privileges, their beneficial effects can be forfeited because of the irresponsibility of a few. Out-of-Uniform days are time to show school spirit, wear the school colors, or just enjoy a change of pace. Out-of-Uniform means a relaxed attitude toward dress, which does not result in extremes.

Clothes worn on Out-of-Uniform days must be modest in all circumstances and include jeans/slacks, plain or St. John Neumann Regional Academy Jr./Sr. High School logo shirts, three button casual shirts, sneakers, sweaters and athletic uniform jerseys, or club approved T-Shirts. Sweaters must be long enough to extend below the waist and no bare shoulders are permitted.

Explicitly excluded as suitable wear on any Out-of-Uniform days are shorts, skorts or culottes, Capri pants, mini skirts, sleeveless shirts, tank, tube, or midriff tops, torn, ripped or patched clothes, or sweat pants. Both girls and boys should wear shoes and socks. No student will be permitted to wear open-toed/backless (NO CLOGS) SANDALS. Violators will be sent home to change and will lose the privilege of being Out-of-Uniform.

NOTE: The Administration reserves the right to determine what is appropriate for the Dress Code.

ASSEMBLIES

Assemblies are scheduled periodically throughout the school year for full and partial student body involvement and are intended to be a valuable part of the educational and spiritual process. Included under the designation "assemblies" are liturgies, educational programs, and pep rallies/Spirit Week.

In any assembly, courtesy and respect are an absolute must. Once the assembly has begun, students are to be silent. The general rule for proper behavior is this: no one is to be talking when the leader of the assembly is communicating.

When the assembly has concluded, the entire student body is to await orderly dismissal by first sitting down. An administrator will then dismiss classes.

LOCKERS

Lockers are assigned to the individual students at the beginning of the school year. To avoid disrupting classes, students should not be at their lockers during class periods. A student is responsible for the proper maintenance and cleanliness of the locker assigned. No lewd or crude writing or pictures are to be placed in/on the locker.

Tampering with or entering a locker not assigned to a student will be subject to severe disciplinary measures.

Lockers are to be kept locked when unattended. The school assumes no responsibility for lost or stolen property. Any student who deliberately damages a locker will be required to pay the cost of repair. Furthermore, he/she risks losing the privilege of using the locker for the remainder of the year. Lockers are school property and the Administration reserves the right to inspect and/or enter lockers during the school year.

STUDY HALL

The same conduct expected in the classroom is also expected in study halls. Books and other materials required for study are to be taken with the student at the beginning of the period.

A limited number of students may go to the Library following the policy outlined by the Librarian. Students are to sign in at the Library and present his or her pass to the Librarian. Students are not to leave the Library until the end of the class period.

LIBRARY

Students must obtain a pass to use the Library during the school day. It is necessary that an atmosphere of study prevail. If materials cannot be located, the librarian will be happy to assist the student. It is the student's responsibility to replace lost books. Students will be fined for each day a book is not returned by the due date.

CAFETERIA

Students may not enter the building with an open beverage container. A student may purchase lunch or bring his/her own. Students are expected to cooperate in maintaining cleanliness and order in the cafeteria and in practicing good table manners. No food of any kind, including candy, ice cream, soda, etc., is to be taken outside the cafeteria at any time during the school day. Students may not leave the cafeteria without the permission of the proctor. Lavatory permission, etc. does not extend to the upper floors. Access to the upper floors is permitted only in cases of necessity and with an appropriate pass. No outside food may be delivered during the school day including the lunch periods.

TRAFFIC IN CORRIDORS AND STAIRWAYS

Students should behave appropriately in the hallways and on the stairways; students are to move quickly without waiting for or consulting their classmates. Students should be especially careful of each other and all others on the stairs.

Students who are excused from study to go to the library or elsewhere are to move in a quiet, subdued manner to avoid distracting classes that are in session.

FIRE DRILLS

In accordance with prescribed laws, it is necessary that fire drills be conducted periodically in the school. The following procedure is to be observed in such cases:

1. All members of the school community should be familiar with the fire signals, the directions posted in all rooms, and the routes to be taken to the exits.
2. All members of the school community are to walk quickly in a compact group. Absolute silence is to be observed throughout the evacuation, while waiting in the designated areas and during the return to the building. No one is to return to the building until the signal has been given.
3. Books are to be left in the rooms. Only valuables (pens, purses, etc.) are to be taken. Under no circumstances are students to go to their lockers.
4. No students, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill. Provisions will be made to provide assistance to any member of the community who is in need.

CRISIS DRILL DIRECTIONS will be handled according to definitive procedure established for the safety of the students.

GAMES AND DANCES

Students are expected to conduct themselves as ladies and gentlemen at all times, particularly at functions sponsored by the school, alone or in conjunction with other schools.

Drinking at dances is strictly forbidden. Students who have taken alcoholic beverages and/or any other kind of drug before coming to the dance are subject to the rules outlined in the Drug Policy.

At dances, students are restricted to the designated area and students are encouraged not to leave until the dance is over. If a student leaves at any time during the dance, he/she is not allowed to return.

TELEPHONE

In an emergency, a phone is provided in the Main Office for use by students. Students will not be allowed to take any incoming calls. Telephone messages will be delivered to students only in case of an emergency.

LOST AND FOUND

All articles found on the school premises are to be taken to the Main Office. Any person who has lost an article should inquire at this office.

POSTING MATERIALS

Permission to post material must be received from the administration. No materials are to be posted on chalkboards, walls, windows, etc. It is understood that all signs will be taken down immediately after the event is over.

ATHLETICS

It is the belief of this school that an adequate, well-balanced athletic program is not based on the concept of winning as an end in itself. Rather, in the St. John Neumann Regional Academy Jr./Sr. High School system, athletics are founded on the ideals of good sportsmanship, teamwork, character growth, emotional control, and responsibility to the group. Any student who feels his/her individual self-gratification is more important than his/her commitment to the total program should be discouraged from entering any competition as a member of a team/activity.

Athletes in all fields, because they represent us all, are expected at all times to exemplify the highest of moral, social and personal standards.

All St. John Neumann Regional Academy Jr./Sr. High School athletes will be responsible to all of the rules and policies outlined in the Student Handbook. Every player will be expected to control any display of negative emotions and attitudes on and off the field of athletic competition. In addition the rules governing all P.I.A.A. sporting events will be followed and implemented to the fullest.

INTERSCHOLASTIC ATHLETIC SCHOOL POLICY

Athletic programs are an integral part of the total school experience for a student. The following rules govern St. John Neumann Regional Academy Jr./Sr. Athletics:

- Adherence to eligibility standards and regulations set down by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.). (See Athletic Eligibility under Academic Policies).
- The maintenance of academic standards in all subjects.
- **Arrival at school before the end of *Second Period* is required in order to participate in any co-curricular or sports activities that day.**
- Regular attendance at school (Students may not participate in an athletic practice or contest if they are not present in school for at least seven (7) periods of the school day). This applies to weekend activities following a Friday absence.
- Accumulate 15 unexcused tardies during the course of a school year will render a student ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
- Proper adherence to the discipline code of conduct at St. John Neumann Regional Academy Jr./Sr. High School (See STUDENT CONDUCT-BEHAVIOR OUTSIDE OF SCHOOL).
- Attendance at all practices is required of all athletes. If an athlete is going to be late or expects to miss a practice session, he/she must notify the coach in advance.

- Travel to and from an event in the vehicle provided for the team by the school is required of all athletes. Athletes may ride home with their parents only if the **Transportation Waiver** form has been completed and given to the head coach.
- All athletes should understand that athletic contests and practices do not take precedence over detentions or school suspensions. All school/team dress code regulations are to be followed at all times.

CLASS, CLUB AND ATHLETIC FUND RAISING

Any and all fund raising must have the permission of the Principal with proper requisition forms filed. All class, club, and athletic organization and activity funds are to be deposited in the Finance Office. The funds will be credited to the proper account. When funds are needed, the Moderator/Coach is to request a check using the proper requisition form from the Finance Office.

MISCELLANEOUS

CHANGE OF ADDRESS, TELEPHONE NUMBER, PARISH

Change of address, telephone number, or parish should be reported immediately to the Main Office.

TRANSPORTATION

BUS SERVICE

- Students are personally responsible for registering for bus service at the office of the School District in which they live.
- Good rules of safety should be observed in walking to and from the bus stop. When a student must walk some distance along traveled highways, he/she should walk facing traffic and remain off the traveled portion of the road.
- Students who wait for buses on private property should exercise respect for the property.
- While waiting for the bus, students should remain off the traveled portion of the roadway. Students should stay in place until the bus has come to a complete stop and then board the bus in single file.

STUDENT DRIVING/PARKING PRIVILEGES

PARKING

The parking area in front of the main building has been assigned for the faculty. Students will park their cars in front of the gym only. **All students' cars must be registered in the office.** No student may park behind the gym or on Germania Street.

All students who have permission to drive to school will be expected to display a St. John Neumann Regional Academy parking sticker on their car. This will be strictly enforced. The sticker can be obtained from the office and costs \$20.00 per year (\$10.00 per one half year). A \$50.00 fee will be charged if a student fails to register their car with the office. **No student is permitted to go to any car on the parking lot during the day unless he/she has the permission from a member of the Administration. Parents must sign a release, which will be kept on file, before this permission will be granted.**

- ❖ Cars should be kept locked at all times. The speed limit is 5 – 10 miles per hour in the school lot. The administration reserves the right to revoke the parking permit of a student who violates the driving/parking regulations. Parking privileges may also be suspended or revoked for students who are consistently late arriving to school in the morning.
- ❖ Vehicles parked in St. John Neumann Regional Academy Jr./Sr. High School parking lot or Benjie's parking lot without permission are subject to towing at the owner's expense.

- ❖ Student automobiles may be searched upon cause and the person in control the vehicle shall be held responsible. St. John Neumann Regional Academy Jr./Sr. High School or Benjie's is not responsible for any damage done to cars while parked on the school lot or Benjie's lot.
- ❖ Parking and/or congregating in the St. John Neumann Regional Academy Jr./Sr. High School parking lot after hours for other than school sponsored or parish sponsored activities are prohibited and student violators are subject to disciplinary action.
- ❖ Students who have discipline issues, including students on disciplinary probation, may forfeit their parking privileges.

DISPENSING OF MEDICATION

Medication will not be dispensed by an member of the St. John Neumann Regional Academy Jr./Sr. High School staff. Necessary medication-properly labeled-should be brought to the school by the student's PARENT OR GUARDIAN and will be stored in the Main Office or office of the nurse. Provided that a permission letter is on file with the nurse, the student may obtain the medication during the day as needed. When a physician has provided specific written instructions, medication may be kept with the teacher in the classroom or with the student when developmentally or age appropriate.

STUDENT INSURANCE

All students, whether or not they play sports (including football), are covered by a blanket policy held by St. John Neumann Regional Academy Jr./Sr. High School. This policy is primary for the first \$100.00 which means that if a student's bill exceeds \$100.00, the outstanding balance will be submitted to the parent's carrier for payment. Amounts not covered by the parents' carrier will then be paid by the school's policy subject to policy minimum. If the parents are not insured or covered for athletic or any school-related injury, then the school's insurance firm becomes the first carrier and all claims will be submitted for payment.

INCLEMENT WEATHER – SCHOOL CLOSING

Students and parents will be informed of a school closing for inclement weather or emergency using the local media. Students and parents are encouraged to tune to the local TV stations for information regarding delay or closing. Please be careful to check for St. John Neumann Regional Academy – **Williamsport**. Students may also check the St. John Neumann Regional Academy web-site.

If a student's local school district calls a delay or cancellation, the bus students will follow the time schedule for bus transportation set forth by the local district. (A two hour delay means the bus will arrive two hours later than normal).

PERSONAL PROPERTY

Students are personally responsible for their own books, clothing, and other personal property. Books should be covered and clearly marked with the students' name. The school cannot be responsible for missing personal property.

VISITORS

The school policy is to accept only visitors who have legitimate business to conduct at the school. Guests must obtain a Visitor Request Form at least two weeks in advance from the Main Office. Once the form has been submitted and reviewed permission for the guest to visit the school may be given (please note that this must have the Principal's approval). All guests, regardless of their business, must first report to the Main Office. Parents are always welcome.

***Please refer to Addendum.**

Asbestos Hazardous Emergency Response Policy

In accordance with the Asbestos Hazardous Emergency Response Act (AHERA) OF 1986 (40 CFR Part 763), this information will serve as notification to all parties concerning the possibility of suspected/known asbestos containing materials located in the Educational Facilities Administrative Offices of the Diocese of Scranton. Included in this information is the EPA approved Operations and Management Plan along with past inspections and correspondence pertaining to the program. This information is also used for monitoring the condition of inventoried materials following an approved management plan. Monitoring is done to ensure asbestos related health hazards do not exist with the Educational Facilities.

Anyone needing further information concerning this program may contact Mr. Frank M. Semanski, Secretary for Property and Risk Management at 570-558-4310.

ONLINE SOCIAL NETWORKING

In our commitment to safeguard the safety of our students, as well as the Catholic Schools of the Diocese of Scranton, their mission, names, reputations, established symbols, nicknames, and logos from misuse through material posted on line and disseminated in a public manner, the following policies have been established and will be enforced.

The Diocese of Scranton, Office of Catholic Schools, defines an online social network as a commercially operated Internet website that allows users to create webpages or profiles that provide information about them and are available to other users by offering a mechanism for communication with other users, through a forum, chat room, email, blogging or instant messenger. Popular online social networks include, but are not limited to, Facebook, Twitter, MySpace, and YouTube.

A student's public Internet conduct, in word or image that is inconsistent with the mission and philosophy of a Catholic school will be viewed as a violation of school policies and therefore, punishable by school authorities. In order to protect schools within the Diocese of Scranton, students are forbidden from using the Diocese of Scranton, or the names of any specific diocesan Catholic schools, their images, logos, nicknames or symbols in establishing online sites, links, or accounts.

Diocesan school administrators will contact and cooperate with local, state, and/or federal authorities when a student becomes involved in the transmission of information that is viewed as threatening, criminal, harassing or obscene. School authorities will advise reported victims to report such actions to civil authorities.

Misrepresentation, including false identification of administrators, faculty, staff, coaches, club advisors, classmates or any school personnel will be viewed as a serious violation of school rules which can result in suspension or expulsion from any Catholic school within the Diocese of Scranton.

If school authorities become convinced that a student is in possession, using, trafficking drugs/alcohol through social networking, the Diocese of Scranton, Office of Catholic Schools policy referring to "Behavior Outside of School" will be strictly enforced.

Student intimidation, threats, cyber bullying will not be tolerated. Involvement in such online activity can warrant detention, suspension and possibly dismissal from any Catholic school within the Diocese of Scranton. Potential victims will be directed to Civil authorities and the Diocese of Scranton and all of its Catholic schools will cooperate fully with such investigations.

NOTICE REGARDING REPORTING SEXUAL ABUSE OF A MINOR

It is the policy of the Diocese of Scranton to report any allegation of sexual abuse of a minor to law enforcement. If you are a victim of sexual abuse committed by a priest, deacon, religious or lay employee or volunteer of the Diocese of Scranton, you are encouraged to immediately report the matter to law enforcement. If any priest, deacon, religious, lay employee or volunteer of the Diocese of Scranton has cause or reason to suspect that a minor has been subjected to any form of abuse, including child sexual abuse, the matter will be reported to law enforcement.

It is also the policy of the Diocese to adhere to all civil and state regulations. To this end, the Diocese is equally committed to adhering to the norms of the Code of Canon Law and to upholding the tenets of the USCCB Charter for the Protection of Children and Young People, which includes supporting victims of sexual abuse in their pursuit of emotional and spiritual well-being. As such, information regarding an allegation of sexual abuse of a minor should also be reported to the Victim Assistance Coordinator, Joseph DeVizia at (570-862-7551) or to Diocesan officials, including the Vicar General, Reverend Thomas M. Muldowney, V.G., at (570-207-2269).

DIOCESE OF SCRANTON CATHOLIC SCHOOLS DELINQUENT TUITION AND FEES POLICY

RATIONALE:

The success of Diocese of Scranton Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in the education of their child(ren).
- Make their tuition and fees payment(s) on a timely basis.

The Diocese of Scranton Catholic Schools have annual budgets which are dependent upon the income received from parish assessments and tuition/fees from the Diocesan school families. The school relies upon tuition and fees for a substantial portion of the operational budget. The school must have the appropriate funds to meet its financial obligations (i.e. salaries, benefits, maintenance, etc...), as well as the funds necessary to operate excellent spiritual and educational programs.

Effective January 1, 2015, when payments are not made in the manner agreed upon in the parent/guardian's registration/tuition agreement form the following steps will be taken:

POLICY:

1. At the time of re-registration for the following academic year, families who are financially delinquent will have their forms and registration fees returned. They will not be officially registered for the following year until all delinquent financial matters are addressed.
2. If the delinquent tuition balance at the time of re-registration exceeds one thousand dollars (\$1,000), the family must address this matter, in writing, to the Diocesan Secretary for Catholic Schools/Superintendent of Schools. This correspondence must contain a detailed timeline and plan for bringing the account current.
3. In the event of a Diocesan School family's financial delinquency, where the responsible parent/guardian demonstrates a lack of cooperation in regards to the agreed upon plan, the student(s) will not be permitted to re-register at the same school, or at another Catholic school within the Diocese of Scranton.
4. At the end of the school year, if a family with a tuition balance greater than one thousand dollars (\$1,000) requests the tuition balance be "rolled-over" to the following year, that request must be approved by the Diocesan Secretary for Catholic Schools/Superintendent of Schools. The request must be submitted in writing, and should contain an explanation of the delinquency as well as a detailed plan for punctual future payments.
5. If a family owes a tuition balance and leaves the Diocese of Scranton Catholic Schools for any reason, they must pay that balance. Failure to do so may result in the delinquent balance being turned over to a collection agency.

This policy is not meant to be punitive; however, in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The Diocese of Scranton Catholic Schools have a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

**ST. JOHN NEUMANN REGIONAL ACADEMY
ADDENDUM TO DIOCESAN HANDBOOK**

SERVICE HOURS

Each student is to complete a predetermined amount of service time commensurate with their grade level:

12 th Grade	40 Hours	9 th Grade	24 Hours
11 th Grade	36 Hours	8 th Grade	20 Hours
10 th Grade	32 Hours	7 th Grade	20 Hours

To ensure that students meet this requirement, service hours will be linked to classroom performance. By the last day of the 2nd Marking Period, ½ of the students’ service hours should be completed. Failure to accomplish this will result in a 5% decrease in the student’s grade. Should the student not complete all of the hours by the end of the 4th Marking Period, their final grade will be decreased by 5%.

PROGRAM OF STUDIES

St. John Neumann Regional Academy follows a program of studies in accordance with the regulations of the Department of Education of the Diocese of Scranton and the basic requirements of the Department of Education of the Commonwealth of Pennsylvania.

Each spring, students will make course selections for the following year. Students, with the help of their teachers and their parents, will choose courses wisely, bearing in mind all the future goals they hope to achieve. All course selection sheets, registration forms, and the registration fees must be returned to the Main Office.

VOCATIONAL EDUCATION

Students taking Vocational Courses may graduate with three credits in social studies, science, and mathematics in accordance with current state graduation requirements. Vocational Course credits may range from one to nine depending on the type and length of a student’s vocational program.

GRADUATION REQUIREMENTS

All students must carry a minimum of six major subjects each year. Graduation from St. John Neumann Regional Academy requires satisfactory completion of no less than twenty-seven credits of planned courses in acceptable sequences during grades nine through twelve. This includes the successful completion of the prescribed course in Theology for every student each year. In addition, students must have a passing grade in all subjects in order to receive a diploma. (regardless of number of credits)

THE FOLLOWING ARE REQUIRED FOR GRADUATION:

Theology	4 credits
English	4 credits
Social Studies	4 credits
Science	4 credits
Mathematics	4 credits
Foreign Language	2 credits
Fine Arts	1 credit
Health/Phys. Ed.	1 credit total
Graduation Project	1 credit
Electives	2 credit
<hr/>	
	27 credits

GRADING - REPORT CARDS

Grades are based on the quality of a student's work in view of specific course objectives. The academic year is divided into four marking periods; grade reports are issued at the end of each period.

- A = 93 – 100
- B = 85 – 92
- C = 76 – 84
- D = 70 – 75
- F = Below 70

Parents may access their children's grades throughout the year via: www.edline.net.

In order to alert parents to the possibility of a student failing a particular subject, weekly failure notices will be given out. In addition, progress notices will be sent out at mid point of each quarter (for all students failing or in danger of failing). This time will give the student the opportunity to improve and thereby pass the course. Parents are invited to request a parent - teacher meeting to discuss ways to avoid the possible failing of a subject. It should be noted that such contact should be made at the very first quarter if the danger is already present. Parents are encouraged to respond immediately to all failure notices. Request for a parent-teacher conference will be referred to the Guidance Department. The guidance counselor will contact the teacher concerning the parental interest and the teacher will then arrange and schedule a conference.

QUALITY POINTS AND CLASS RANK

COMPILING GPA

1. Only **major subjects** will be used in determining grade point average.
2. Weighted grades are used when computing grade point average.
3. Grade point average is cumulative including grades 9 - 12.
4. Quality points are determined by the grade received and the relative value of the subject according to the course level.
5. Graduation honors are determined by grades received through the 2nd quarter of the senior year. (7 semesters)

*Due to a small number of graduates - students will not receive a class rank. All awards, honors and scholarships will be based on **Grade Point Average per cycle**.

*Major subjects meet 5 days per cycle for a minimum 1 Semester. Minor subjects meet fewer than 5 days per cycle or only for a 9 week session.

HONOR ROLL

The Honor Roll at St. John Neumann Regional Academy is open to all students who meet the following requirements:

High Honors: 95 average of major subjects
a grade of 90 and above in each major subject and
85 and above in each minor subject

Honors: 90 average of major subjects
a grade of 85 and above in each major subject and
80 and above in each minor subject

Please note that withdrawal from a course will disqualify a student from the honor roll for that

quarter and that no credit will be awarded for any work previous to that quarter.

HONOR CORDS

- Gold Cord** 90+ for seven - semester cumulative average
- Silver Cord** 85+ for seven - semester cumulative average
- Valedictorian** highest average for seven semesters
- Salutatorian** second highest average for seven semesters

To qualify for Valedictorian and Salutatorian, students must have attended St. John Neumann Regional Academy for at least three years (grades nine through twelve) and maintained good attendance and discipline records.

EXTRA-CURRICULAR ACTIVITIES / ATHLETIC ELIGIBILITY

St. John Neumann Regional Academy encourages student participation in activities and athletics. However, we firmly believe that such participation is a privilege and not a right. Academic performance may never suffer because of a student's involvement in extra-curricular activities. Any student who is failing more than one subject (major or minor) is ineligible to participate in any school activities until the next weekly report. Athletes who are ineligible will be permitted to practice but will not be eligible to dress for a game or travel with the team.

OUT-OF-SCHOOL SUSPENSION

This is reserved to the administration for serious or on-going offenses.

1. A student on Out-of-School Suspension may not attend classes or participate in or attend extracurricular functions including athletic events or club activities.
2. School work missed by a student on Out-of-School suspension is the responsibility of the student. Teachers are not obliged to provide make-up work.
3. The following behaviors warrant Out-of-School Suspension:
 - A. Possession and/or use of a weapon in the school building, on school grounds, or at a school-sponsored activity. Use of any item that is illegal, unlawful, or considered dangerous.
 - B. Procuring, carrying, using, selling, or aiding in procurement of any controlled substance, such as marijuana, narcotics, and all other drugs and/or drug paraphernalia.
 - C. Alcohol use or possession in the school building, on school grounds, or at school sponsored activities.
 - D. Setting of the fire alarm or initiating a bomb threat when there is no emergency.
 - E. Willful destruction of school property and/or personal property. This will result in the payment of labor, repair and/or replacement costs by the offender or parent/guardian.
 - F. Fighting
 - G. Bus conduct that results in serious injury to other students or school employees, or conduct that results in a bus accident.
 - H. Vandalism, assault and/or battery to members of the administration, faculty, or staff, or violation or destruction of private property by illegal acts to members of the administration, faculty, or staff.
 - I. Immorality, insubordination, serious profanity or disrespect.
 - J. Giving or using the name of St. John Neumann Regional Academy for any commercial purpose without authorization.
 - K. Serious stealing/theft
 - L. Threatening and/or serious harassment of another individual, either directly or

indirectly, including through the use of e-mail, text messaging, the internet or any other means.

M. Other conduct or omission deemed inappropriate by the administration.

DRESS CODE REQUIREMENTS FOR ST. JOHN NEUMANN REGIONAL ACADEMY HIGH SCHOOL

It is the responsibility of the students and their parents to see that an appearance of good grooming is maintained during school hours. Parents are expected to maintain uniforms in good repair (this includes repair of holes, replacement of buttons, care of shoes, and removal of marks on clothing, etc.). Hems on skirts may not be stapled or taped.

GENERAL DRESS CODE REGULATIONS

*All students are required to wear the navy blue sweater or sweater vest with the SJNRA logo from November 1 through April 1.

The cardigan school sweater and vest and girls' skirt must be purchased through Flynn & O'Hara.

UNIFORM POLICY

MALE STUDENT

Navy blue sweater or vest with SJNRA logo

Khaki pants which fit and are worn with a belt at the natural waist.

Only the following brands are permitted: Flynn & O'Hara, Levi's, "Dockers" & "St. John's Bay(J.C. Penny)

Buttoned-down white oxford shirt (short or long sleeves are permitted). All buttons must be fastened properly.

Only plain white t-shirts permitted under oxford shirt

Flynn & O'Hara uniform tie that is worn properly at the collar (small tie tacks are permissible)

Solid color socks

Solid black, brown or cordovan oxford, loafer-style, or casual style dress shoes

Note - No sneakers, moccasins, boots (high top style or work style) are permitted. Shoes with laces must be tied.

Uniform tie must be worn at all grade levels.

*short sleeve navy polo with the SJNRA logo may be worn from August to October 31st and from April 1st to June 7th.

FEMALE STUDENT

Navy blue sweater or vest with SJNRA logo

Flynn & O'Hara blackwatch plaid kilt worn at or below the knee

(Kilt length test – Kilt should touch the floor when student is kneeling)

Buttoned-down white oxford shirts (short or long sleeves) are permitted.

All buttons must be fastened properly with the exception of the top button.

Only plain white t-shirts permitted under oxford blouse

Solid navy socks or tights (no patterns or print)

Solid black, brown or cordovan loafer-style, or casual style dress shoes

Note - No sneakers, moccasins, boots, high top style, flip-flops, platform shoes,

slippers, sandals, clogs, or opened backed shoes. Shoes with laces must be tied. Heels must not exceed 1½ inch in height; (1½” in height will be measured at outside back of shoe).

*short sleeve navy polo with the SJNRA logo may be worn from April to October 31st and from April 1st to June 7th.

BOTH FEMALE AND MALE STUDENTS

No hats are to be worn by any student in the building at any time.

Sweaters or vests may be worn all year long, but must be worn 11/1 thru 4/1 (teachers may use their discretion in their own classrooms).

The required gym uniform consists of modest maroon gym shorts and SJNRA gray or solid gray tee shirts, gym socks, and sneakers. **No wording or logos allowed.**

No hemp/rope necklaces permitted.

No leather wristbands, chokers, chains, key chains, or any accessories deemed inappropriate by the administration are permitted.

Shirts must be tucked in at all times and sleeves should not be rolled.

Single wristband only

The following applies to all school days (both uniform & dress down).

BOYS:

Boys must be clean shaven and well groomed.

Hair must be no longer than the top of the collar.

Extreme hairstyles/colors will not be permitted.

Extreme is defined as: Hair touching the collar

Hair and sideburns lower than top of earlobe

Bangs so long they hang in eyebrows

Bangs which cover eyebrows when hair is brushed forward

Shaved or partially shaved heads

No unusual hair colors are permitted

No visible tattoos are allowed

No earrings

No visible piercings

GIRLS:

No extreme hairstyles/colors

No excessive jewelry. Acceptable jewelry is limited to:

Small studs or hoop earrings not exceeding 1” in length and diameter(one pair only)

Earring may only occupy one hole in the lower part of each ear lobe (nothing above the lobe)

Necklaces: simple chain and small pendant

Watch

Single bracelet

No use of excessive/extreme cosmetics

No unusual hair colors are permitted

No visible tattoos are allowed

No visible body piercings

The Administration reserves the right to make the final decision on all excessive grooming.

PERMISSION NOT TO WEAR the school uniform for a particular day will be granted only by an administrator upon receiving a parental or teacher request in writing.

GUIDELINES FOR SCHOOL DRESS DOWN DAYS

The purpose of dress-down days is to allow students periodic relief from uniforms in addition to an opportunity to dress in an informal manner. The attire must be appropriate and acceptable for school. The following guidelines have been established.

Acceptable for All Students:

- Jeans or Corduroys
- T-Shirts or Collared Shirts
- Sneakers (boots and high-tops permitted)
- All other school dress code requirements apply

Unacceptable for All Students:

- No shorts/skorts or short skirts (bottom no more than 3 inches higher than the bend at the back of the knee)
- No sweat pants or pajama style pants, or capri pants
- No inappropriate logos on clothing
- No slippers, moccasins, flip-flops (this includes athletic sandals), clogs or overly high heels
- No exposed midriffs (belly is unexposed when hands are raised above head), spaghetti straps, off the shoulder or strapless shirts; no muscle shirts
- No clothing that promotes drugs, profanity, immodesty or racial, ethnic or sexual discrimination
- No hats of any type

GUIDELINES FOR SPIRIT DAYS

The purpose of Spirit dress-down is to **promote school spirit**, not to “just dress down”. The following guidelines have been established.

- T-Shirts/Sweatshirts with Neumann logo (can be worn with khakis or jeans)
- Sweatpants with Neumann logo

GUIDELINES FOR DRESS-UP DAYS (INCLUDES SCHOOL PICTURE DAY)

Traditionally, Neumann students have been permitted to dress up for school picture day. Students do not need to dress up: school uniforms are appropriate and acceptable for pictures. If a student, however, chooses to dress up for picture day, the following guidelines have been established.

Male Students:

- Dress Pants (no jeans or jean-like pants)
- Collared shirt tucked in with belt
- Socks with shoes that comply with dress code (no boots)
- All other dress code requirements apply

Female Students:

1. Dress, loose-fitting dress slacks with blouse or sweater (No spaghetti straps, off the shoulder, strapless or low cut tops, bottoms no more than 3 inches higher than the bend at the back of the knee).
2. No exposed midriffs (belly is exposed when hands are raised above head)
3. Dress shoes or shoes that comply with dress code requirements (no slippers, moccasins, flip-flops, clogs or over 1½" high-heels).
4. All other dress code requirements apply.

IF ANY OF THESE GUIDELINES ARE VIOLATED AND CANNOT BE CORRECTED AT SCHOOL, PARENTS WILL BE CALLED AND STUDENTS WILL BE SENT HOME TO CHANGE. STUDENTS WILL ALSO RECEIVE A DETENTION. STUDENTS WHO DO NOT CHOOSE TO FOLLOW THESE GUIDELINES SHOULD WEAR THE SCHOOL UNIFORM.

ST. JOHN NEUMANN REGIONAL ACADEMY

SERVICE HOUR VERIFICATION

Name: _____ **Grade:** _____

Date: _____ **Religion Teacher:** _____

Location and Description of Service: _____

Record a separate entry for each day of service. Supervisor's signature and telephone number must appear for each entry!

	Date	Hours	Supervisor's Telephone	Supervisor's Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Total Hours Completed: _____

St. John Neumann Regional Academy Jr./Sr. High School

ALL DRIVERS AND POTENTIAL DRIVERS MUST COMPLETE THIS FORM

CAR REGISTRATION FORM

ALL STUDENTS WHO DRIVE TO SCHOOL MUST REGISTER THE VEHICLE WITH THE DEAN OF STUDENTS

Student Driver's Name _____ Homeroom _____

Make of Car _____ Model _____ Year _____ Color _____

License Plate # _____ Driver's License # _____

IN CASE OF ILLNESS DURING THE SCHOOL DAY:

This form must be on file in order for a student to be able to drive his/her car home in case of illness. It is understood that a parent/guardian must still give permission by phone before the student will be released from school. Parents assume full responsibility for the welfare of their son or daughter once they give verbal permission with this form on file.

I agree to protect, indemnify, save and keep harmless the Diocese of Scranton, the Bishop of the Diocese of Scranton, St. John Neumann Regional Academy Jr./Sr. High School and its employees and representatives against and from any and all loss, cost, damage, or expense arising from the student driving home after being released from school with the parent/guardian permission. In sum, I hereby release all the aforementioned parties from any and all actions or suits in law or equity which I might hereafter have by reason of injuries sustained by my child while driving home from school in the event of illness.

Parent/Guardian Signature
(signatures valid until June 11, 2015)

Date

Student Signature

Date	Reason for Dismissal	Permission Rec'd from	Secretary's Initials

Request to Have a Guest Visit St. John Neumann Regional Academy Jr./Sr. High School

We are grateful for your interest in St. John Neumann Regional Academy Jr./Sr. High School and are pleased to welcome you for a day in our school community.

If you know a St. John Neumann Regional Academy Jr./Sr. High School student, you are welcome to accompany them for the day. If you do not know a present student, an escort will be assigned to you. We are sure you realize that on the day you visit, the school will be in class session. As our guest, you are welcome to participate in any class work or class discussions and we ask that you act appropriately as well.

1. Both parents/guardians are requested to sign below to acknowledge the visit.
2. Guests are reminded to dress appropriately. Guests are requested **not** to wear jeans, t-shirts, sneakers, other inappropriate clothing, or any body jewelry and boys are also requested not to wear earrings.

Date of Visit: _____

Name of Student: _____

Parent Signature: _____

Name of Guest: _____

Reason for Visit: _____

Parent Signature: _____

Teacher Acknowledgment: Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Period 6 _____

Period 8 _____

Period 9 _____

Period 10 _____

**St. John Neumann Regional Academy Jr./Sr. High School
Athletic Transportation Waiver Form**

I hereby give permission for my son/daughter _____
(Name)

to travel from athletic events during the _____ season with
(Sport)

the following people (parents/guardians, grandparents):

This permission may not be extended to friends or other students.

_____	_____
_____	_____
_____	_____

I agree to hold harmless, indemnify and defend St. John Neumann Regional Academy Jr./Sr. High School, its employees and volunteers against any liability in any way arising from such private transportation.

I understand that all St. John Neumann Regional Academy Jr./Sr. High School coaches are instructed not to leave any athlete unsupervised at the site of an event. If, after a reasonable amount of time to be determined by the coach (not more than 15 minutes after the end of the contest), an athlete has not been picked up, that athlete will be required to return to St. John Neumann Regional Academy Jr./Sr. High School on the bus.

(Signature of Parent/Guardian)

(Date)