

**Diocesan Handbook Addendum**  
St. John Neumann Regional Academy  
Elementary School  
710 Franklin Street, Williamsport, PA 17701  
570-326-3738  
Serving students in PreK-3 through 5<sup>th</sup> Grade

### **Curriculum**

St. John Neumann Regional Academy is in accord with the Christian philosophy, goals and objectives of the Diocese of Scranton's Catholic Schools Office. Curriculum is developed on a local level to meet the needs of our student population.

Classes are self-contained in PreK-3, PreK-4, Kindergarten and Grades 1 and 2 to give the child a feeling of security. Gradually, they are introduced to departmentalization, which enables the student to receive the best benefit from each individual teacher's strengths and interests.

Religion, reading, language arts, mathematics, science, and social studies are taught in all grades; art, music, and physical education round out our students' learning experiences. Formal computer instruction is offered in grades 1 – 5. Computers are made available to all classes for individual student use. Each classroom will have their own library section for students.

### **Religion Program**

Religious Education is the very heart of the school's educational mission. Our objective is to create a community of Faith in which the Christian message of hope and love, the experience of community; worship and social concern are integrated in the total educational experience of the students, parents, and faculty.

We at St. John Neumann Regional Academy strive for that high standard through various activities:

- Daily Religious Instruction
- School Liturgies
- Student Penance Services
- Sacramental Preparation
- Mission Awareness
- Community Service
- Ecumenical & Interfaith Concern
- Virtus Child Safety Program
- Religious Instruction integrated throughout the curriculum
- Observance of Liturgical Seasons & Holy Days
- Chastity Education

## **Testing Program**

**NWEA:** Administered three times per school year to students in Grades K-5.

Students will be tested at the end of each chapter and/or unit of study.

## **School Closing/Early Dismissal**

The announcement for school closings, delays or early dismissals may be heard on local radio and TV stations. The listing will be: **St. John Neumann/Williamsport**. We will also post the information on our website: [www.sjnra.org](http://www.sjnra.org) and on our social media platforms (Facebook, Twitter and Instagram). We use the Remind app to alert families of closings, early dismissals and emergency notifications, and recommend that all families sign up to receive notifications.

Whenever school is already in session and the school must close early due to storm or other emergency, children may be picked up as soon as the announcement is made. Please refrain from calling the school, if at all possible.

\*Parents are to advise their children of what they are to do in the event of an early emergency school closing. **NO** after care will be available on those days.

## **Uniforms**

The St. John Neumann Regional Academy uniform dress code is as follows:

### Girls:

- K – 2: plaid jumper, rounded collar white blouse, navy or white socks, regular oxford shoes (black, brown, navy)
- 3 – 5: plaid skirt (proper length), pointed collar white blouse, navy blue sweater vest with school logo, navy or white socks, regular oxford shoes (black, brown, navy)

### Boys:

- K – 2: khaki dress pants, navy polo shirts with SJNRA logo, tan, navy or white socks, regular oxford shoes, (black, brown)
- 3 – 5: khaki dress pants, white pointed collar shirt, navy blue sweater vest with school logo, tan, navy or white socks, regular oxford shoes (black, brown)

Sweaters: The only sweaters to be worn are the SJNRA sweater vest with logo or navy blue SJNRA cardigan sweater with the logo.

**Notes on Grooming:** Boys white shirts/girls blouses are to be worn tucked in. Skirts are to be at the knee (no rolled up skirts). Uniforms are to be cleaned and pressed.

### Optional Spring Uniform – Boys and Girls:

Uniform khaki Flynn & O’Hara uniform shorts, regular shirts/blouses, tan or white socks, and regular shoes. Other types of shorts are not acceptable (e.g. pockets on the legs, drawstring tops, etc.)

The school uniforms are provided by:

Flynn & O’Hara Uniform Co.  
10905 Dutton Rd., Philadelphia, PA 19154  
800-441-4122  
[www.flynnohara.com](http://www.flynnohara.com)

### Gym Uniforms:

Students in grades K – 5: come to school in the gym uniform on gym days each week.

The gym uniform is purchased at school. It consists of sweatpants/shirts or shorts, tops & sneakers.

### **Additional Dress Codes**

Jewelry: The only jewelry permitted is a watch, single strand necklace/bracelet or a religious medal. Earrings for girls are worn in the ear (no dangling attached part).

Shoes: Plastic shoes, boot type, or other “fashion shoes” are not permitted. For safety reasons, NO sandals, clogs, or heels are to be worn. Sneakers are worn only on gym days.

Haircuts: St. John Neumann Regional Academy does not accept or permit haircuts that are fad or trendy in nature, or hair worn long (for males). No shaved lines or tails are permitted. No colored, streaked hair is allowed.

Makeup: Wearing of makeup of any kind in grades K – 5 is not allowed.

Children are to be in uniforms daily unless a reasonable excuse is given. Parents will be notified if their child is not in uniform and the teacher receives no written excuse. The administration reserves the right to rule on all questions relating to the area of dress and grooming not covered by the code until such time as this code may be amended or revised.

### **Extra Curricular Activities**

Assemblies	Liturgical Choir	Safe Touch Program
Christmas Concert	Musical Presentations	School Newsletter
Curriculum related field trips	Drug & Alcohol Awareness	Officer Phil Program
Track & Field Day	Essay Contests	Holiday Observances
Parish Basketball Programs	Religious Holidays & Feast Observances	

## **Auxiliary Services**

In addition to the complete academic curriculum offered, students may benefit from one or more of the following:

- ESEA (Title I) Remedial reading program
- PA Act 89 Services Remedial mathematics  
Speech and hearing  
Guidance and Counseling  
Instructional adaptation assessment (testing & evaluation)

## **Birthday Celebrations/Classroom Parties**

To celebrate a child's birthday, parents may send in a treat for the class. We encourage nutritional food in individual portions. Please try to refrain from sending in food with excessive sugar. Other items are encouraged such as pencils, erasers, a book donated to the class in honor of the child's special day. Parents are to supply needed paper products. Invitations to birthdays can only be given to the entire class or to one gender. Lists with addresses cannot be provided.

## **Retention**

Parents whose children are in danger of not being promoted will be informed early in the second semester. Failures in major subjects may indicate that a child needs an educational plan. Teachers, parents, and the principal will work together to ensure that a child's needs are addressed in a mutually satisfactory way.

## **Homework**

Homework is the student's responsibility. It is due on the day assigned and students may be penalized for lateness. If a student is absent, homework assignments may be picked up at the office after 2:30 p.m. Please call the school by 8:15 a.m. so assignments can be gathered. If the absence is due to a serious or prolonged illness, please consult with the teacher.

Long-range assignments must be handed in on the assigned date. If a student is absent, the project is to be sent to school on the due date.

Absence due to trips or vacation on school time should be avoided. It is the responsibility of the parent/student to obtain all work missed. The completed work must be submitted to the teacher within a specific time frame. No work will be given prior to vacations.

Procedures for completing homework and the amount of time spent on homework vary with each student, each grade level, and each subject area. Parents should strive to set a definite schedule and/or routine for homework. Quality work, both in written and study assignments, should be the ultimate goal; simply completing written assignments is not meaningful.

The following is suggested as possible time allotments:

- Kindergarten 10 to 15 minutes
- 1<sup>st</sup> and 2<sup>nd</sup> Grades 15 to 20 minutes
- 3<sup>rd</sup> Grade 20 to 25 minutes
- 4<sup>th</sup> and 5<sup>th</sup> Grades 25 to 30 minutes

### **Arrival & Dismissal**

Children are to arrive at school between 7:45 and 7:50 a.m. Students arriving between 7:30 a.m. and 7:45 a.m. are to go directly to the cafeteria. Morning prayer will begin promptly at 7:55 a.m. Children not present for morning prayer will be marked late.

Only bus students will be permitted to enter using the Franklin Street cafeteria door and they will be dismissed via the Franklin Street entrance.

Car riders are to enter using the main door on Penn Street. Form lines in the parking lot using the Harmonia Club alley. Parents may park on Washington Boulevard and meet their children at the corner. No pickup of children allowed in the Franklin Street lot.

### **School Phone**

Students are discouraged from using the school phone to check on social events, or way of dismissal, or missing items. Please let your child know how he/she is getting home each day before school. Cell phones are not permitted for use during the school day by any student.

### **School Hours**

**7:55 a.m. -2:40 p.m.**

PreK-3 Morning Session 7:55 a.m. – 11:00 a.m.

A child who arrives after Morning Prayer and before 9:00 a.m. is marked late. A child who is present for less than 2 hours is marked absent for the morning session

**\*Please remember\***

If your child(ren) are out of school for any reason – sick, appointments, tardy or have an early dismissal – **a note/excuse is required for this absence**. Also, if your student is ill or will not be in school, **please call the school office by 8:00 a.m.** to report them absent. This is to insure your child(ren)'s safety.