



2415 East Orman Avenue Pueblo, CO 81004  
Office (719) 561-9419  
Fax (719) 561-4718  
[www.john-neumann.com](http://www.john-neumann.com)

## **MISSION**

St. John Neumann Catholic School is committed to providing a challenging educational environment, which ignites a passion for knowledge, integrity, spirituality, and compassion, thereby enabling each child to become an enthusiastic, caring, independent, lifelong learner ready to meet the demands of the future.

## **PHILOSOPHY**

St. John Neumann Catholic School is committed to excellence in private Catholic education. As a community, we wish to communicate Christ to students through example, guidance and encouragement. We strive to assist each child in the harmonious development of the child's spiritual, moral, physical and intellectual needs. St. John Neumann Catholic School encourages and provides opportunities for students to become contributing members of the family, school, church and civic communities. We prepare students to respect the sacred dignity of each person as an individual which is reflective of our diverse, cultural, ethnic and economic population. Through these ideals, we manifest a philosophy of service to others and living a Christ centered life.

We recognize parents as the first and primary educators of their children. We collaborate with them and act as facilitators in the development of the whole child. We encourage them to actively participate in the education of their children.

**School Colors – Dark Blue and Gold**

**School Mascot – Panther**

## Administrator's Welcome

Welcome to St. John Neumann Catholic School, a school community where a student's mind, body, and spirit are nurtured and developed. For over thirty years, St. John Neumann Catholic School has provided an excellent academic, religious, and moral foundation that meets the needs of the whole child – spiritually, academically, socially, and physically.

St. John Neumann Catholic School provides a faith-based education that gives students a superior academic foundation for high school and beyond. We set high standards for academic performance as well as personal behavior and responsibility. We strive to ensure that each student realizes his or her potential.

Dedicated and talented teachers who take a genuine interest in their students, interested and supportive parents, an active parent organization, fully integrated technology, a balanced curriculum, and a welcoming environment are reasons why St. John Neumann Catholic School is so well respected.

As the administrator of St. John Neumann Catholic School, you can be assured that I am committed to being your instructional leader. I will continue to strive for an excellent educational program for your child. I will continue to provide on-going embedded professional growth opportunities for the staff. Together we will work to meet the needs of all students. The key to each child's success is all of us working together as partners in your child's education.

If you have questions, need additional information, or would like to visit, please contact the school at 719-549-9419 or e-mail me at [joyce.baca.anderson@john-neumann.com](mailto:joyce.baca.anderson@john-neumann.com)

Sincerely,

Administrator

*St. John Neumann Catholic School  
Educating Pueblo children in the  
Catholic faith & academics  
for more than 30 years!*

## **HISTORY**

In 1971, a Catholic alternative to public education in Pueblo ceased to exist. During the subsequent years, a group of clergy and laity saw the need to re-establish such an alternative. Approval of Bishop Charles A. Buswell was sought and obtained in January, 1977. St. John Neumann Catholic School was incorporated in the State of Colorado, in July of the same year. September 1977, under the leadership of a ten-member Board of Directors, the St. John Neumann Elementary School opened with an enrollment of 87 students in kindergarten through sixth grade. The Our Lady of the Assumption School building was rented and housed the elementary students until September 1982.

In September 1979, a second facility, St. Mary's Education Center, was leased to accommodate a newly organized middle school. Expansion of St. John Neumann Catholic School continued through the years until it was evident that larger facilities were needed. In 1982 two facilities were leased to St. John Neumann Catholic School; spring 1982, the former Pueblo Seton Catholic High School was leased from Bishop Tafoya and the former Lakeview Elementary School was leased from the Pueblo School District No. 60 Board of Education August 1982.

With the addition of a preschool in 1985, the school system was reorganized to the elementary grade levels (preschool through fifth grade) at the Lakeview Building and the middle school grade levels (sixth grade through eighth grade) at the Seton Building. Father Stauter, a strong supporter of St. John Neumann Catholic School, left a majority of his estate to our school. In 1994, with the special assistance of the Stauter estate the St. John Neumann School System purchased the Lakeview Elementary Building; thereafter, the site became known as the Stauter Campus.

Today, more than thirty years later we are continuing to provide a quality education program to preschool through eighth grade students. The St. John Neumann Catholic School family comes from all walks of life, united by a common goal of excellence in education.

## **BOARD OF DIRECTORS**

The School is governed by a volunteer Board of Directors composed of parents and others in the community dedicated to the perpetuation of quality Catholic education. The Board meets on the third Tuesday of each month at 2415 E. Orman Avenue.

Father Ben Bacino, President	Mrs. Christine Stageberg, Vice-President
Mr. Phil Beauvais, Treasurer	Dr. Brian Bell, Secretary
Mrs. Renee Greenway, Director	Mr. John Keilbach, Director
Mr. Joe Misiaszek	Mr. Michael Salardino, Director
Dr. Abhay Shah, Director	Mr. Joseph Welte, Director
Mrs. Rita Baca, Mrs. Vera Ortegon, & Dr. Boyd Baldauf ~ Members Emeritus	

Any patron wishing to be placed on the agenda of a board meeting is requested to make such request in writing to the administrator at least 10 days prior to the date of the meeting, indicating the subject area to be addressed and an estimate as to the time required.

## **ADMINISTRATION**

Mrs. Joyce Baca-Anderson, Administrator  
Mrs. Cheryl Salay, Administrative Assistant  
Mrs. Gina Baca, Pre-School Director

## **CURRENT STAFF**

Preschool – Mrs. Gina Baca, Mrs. Danae Briseno      Kdg. - Ms. Lacey Davis  
1<sup>st</sup> Grade – Mrs. Dona Torri                                      2<sup>nd</sup> Grade – Ms. Geraldine Trujillo  
3<sup>rd</sup> Grade – Mrs. Jean Starcer                                      4<sup>th</sup> Grade – Mrs. Kay Betz  
5<sup>th</sup> Grade – Mrs. Deb Lockett                                      6<sup>th</sup> Grade – Mr. Brian Christopherson  
Technology Kdg. to 8<sup>th</sup> grade – Mrs. Kanda Misiaszek  
Instrumental Music – Mr. Rocco DeNiro, Mrs. Betty Cody  
K-8 Physical Education- Mr. Robert Martinez  
Facility & Maintenance – Mr. Greg Uber, Mr. Mike Oreskovich  
Bus Driver – Mrs. Donell Roberts

## **PARENTAL SUPPORT**

Parental support is one of the major and most necessary assets of the School. It not only fosters growth of all the students, it is required for the continued existence of the School community. Parents are expected to take a positive, active role in their children's education and the activities of the School. When the work is shared by all the parents, the load is light and enjoyable.

## **PARENT TEACHER SUPPORT ORGANIZATION**

Every parent or responsible party automatically becomes a member of the St. John Neumann Catholic School Parent Teacher Organization (PTO) upon enrolling a student at St. John Neumann Catholic School.

A private school needs such an organization to foster a close-knit bond between the parent body and the staff of the school. When special projects for the students arise, members respond as needed. The PTO works with the administration to raise money for operating expenses, special events, and items needed for academic instruction. Parents have the opportunity to contribute and develop their leadership skills through a variety of volunteer activities.

## **VOLUNTEERS**

Volunteers to the classroom are encouraged. Volunteers may come from all backgrounds and all age groups willing to give of their time to one purpose- helping students and the School staff. To ensure the safety of the students and staff, volunteers shall be required to submit a written form for volunteer services and such services must be approved in writing by the appropriate School personnel supervisor listed herein and final approval rests with the Administrator or her designee; a criminal background check may be requested.

## **CURRICULUM AND INSTRUCTION**

St. John Neumann Catholic School challenges students to develop the knowledge, skills, and work habits to excel. St. John Neumann Catholic School continuously assesses student progress to insure that the highest quality education is available to each student enrolled. Reading, writing, and mathematics are priorities in your child's total academic program. The teaching staff is highly qualified, and dedicated to continuous improvement in their teaching skills and student achievement. The instructional program is aligned with the Colorado academic standards.

Our instructional delivery is researched-based best practices with explicit and systematic instruction for whole class instruction, small group instruction, and/or individualized instruction. Guided practice and independent practice time including homework activities help the child.

Regular assessments including the TerraNova standardized achievement test indicate your child's progress and proficiency levels in the core academic areas. Students will receive report cards at the end of each nine-week period and interim progress reports will be available through the web-based access program. St. John Neumann Catholic School's commitment to a learning process is reflected in a curriculum that adjusts to the unique needs of individual students while respecting the rights, interests, and personal dignity of each child. The school's sound academic curriculum prepares students to become productive members of society in a world that is becoming increasingly competitive. The curriculum at St. John Neumann Catholic School encompasses the following subject areas: Religion, Language Arts, and Reading (Grades K — 5), Literature (Grades 6 — 8), Mathematics, Science, Social Studies, Music, Computer, Spanish, and Physical Education.

### **RELIGION**

**Religious education** comprises the heartbeat at St. John Neumann Catholic School. The goal of the religion curriculum is to instill in students an enthusiasm for living the Catholic faith and to provide an in-depth religious education that includes experiences in prayer, the sacraments, and service, while stressing the integration of Christian principles into the total curriculum. All classes participate in daily prayer and monthly liturgies, celebrating a variety of themes that directly relate to everyday living. In addition, students celebrate special occasions such as feast days of patron saints, Christmas with pageants and programs. The middle school age students may participate in a retreat. Through the retreats, students are given time for quiet reflection, peer interaction, and self-evaluation, as well as the opportunity to bond with one another.

Students put their faith into action through participation in varied community service projects. During the school year, Student Council or individual classes may sponsor food drives for the poor, almsgiving during Lent, recycling projects, donations to the Posada and/or Los Pobres. Religion is the thread that weaves faculty, staff, students, and parents together.

## **READING**

Our reading program includes a multi-sensory approach focusing on the five dimensions of reading: phonemic awareness, phonics, vocabulary, comprehension, and reading fluency. Our goal is to have each child develop a passion for lifelong learning and a love of reading. We strongly believe that reading success is the gatekeeper to all other core academic learning.

Open Court Reading is the basal core reading program utilized.

## **MATHEMATICS**

Our mathematics program is a research-based program designed to increase retention of learned skills, and sustain performance in higher level mathematics. The math program distributes instruction, practice, and assessment of related concepts throughout the year providing consistent review, practice, and assessment. Students are able to learn at their own rate, to develop and retain a deep understanding of mathematics. The pre-algebra to geometry program is individualized according to the math level of the students.

Saxon Mathematics is the core math program utilized.

## **LANGUAGE ARTS**

Language arts provide a foundation in the fundamentals of writing and grammar necessary to build strong language skills enabling students to become effective writers and successful communicators. The K-8 Voyages in English is a grammar and writing series offering extensive support for students to master necessary language skills to excel in the classroom and in life.

Voyages in English K-8 instructional materials are utilized.

## **SCIENCE**

The science program exposes students to a full-range of activities through which science may be explored through activities such as observations and data recording. The science program integrates and develops basic knowledge, investigative experience, and curiosity through student involvement. Firsthand experiences with magnets, gears, fish, and a wide range of other living and non-living materials introduce children to basic scientific principles. Middle school students use a combined life, physical, and earth science program that offers a balanced presentation of textbook information, investigative materials, and lab work.

## **SOCIAL STUDIES**

The school's social studies curriculum begins with a study of the world, communities and regions. In fourth grade, students learn more about the regions of the United States. To further this knowledge, the subject of geography, foreign cultures, and world history in fifth through eighth grade introduces students to a variety of global issues. The study of American history and the U.S. Constitution completes the curriculum in eighth grade.

## **TECHNOLOGY**

Computers are tools for supporting a child's learning. Our students use computers to reinforce previously taught learning objectives, apply skills, and individualize independent practice activities based upon the needs of the child. Simple word processing skills will be taught to our students as well as the use of internet and the application of skills to support overall learning. Students must follow our school policy for school internet usage and parents must sign a permission form prior to students using the internet. Students learn proper keyboarding technique, as well as varied word processing applications. Students conduct online research activities and utilize technology skills to creatively enhance learning and communicate effectively. Computers within the lab and throughout the school are networked for internet usage.

## **PHYSICAL EDUCATION**

Your child will be participating in physical education activities at least four times a week. Physical education includes standards-based activities including health and fitness activities which are developmentally appropriate for our students. Appropriate dress is very important to ensure the safety of each student. Clothing should be comfortable for exercise and shoes should tie such that the shoes will not slip off during running activities.

For your child's safety, no sandals or flip-flops are to be worn on the days students have PE classes. Girls are to wear shorts under skirts or dresses if such attire is worn on PE days.

If your child is restricted from Physical Education instruction as determined by his/her medical doctor, an official medical notification is required indicating the period of exclusion and conditions to be followed when regular activity resumes.

## **MUSIC**

The performing and fine arts are critical to your child's learning. Students who participate in music activities expand their creative abilities, grow in self-confidence, and show better attendance at school. Music is around us every day in our lives, and it is exciting to see our students develop their talents and interest in music.

All students play a musical instrument

- Kindergarten through third grade students play Suzuki violin
- Fourth graders participate in an exploratory instrumental music program that introduces the students to the various types of instruments including brass, woodwinds, percussion, etc.
- Fifth through eighth grade students are in small ensemble music groups

## **STUDENT ACTIVITIES**

Students may participate in a number of extended learning opportunities such as:

- Student Council
- National Academic League (NAL)
- Destination Imagination (DI)
- Math Counts
- After school music master class
- After school computer
- Father Powers Basketball League

## **WORSHIP AND SACRAMENTAL PROGRAM**

The policy of the school regarding the reception of the initial sacraments of Holy Eucharist and Reconciliation is in accordance with the Diocesan guidelines; the children receive these sacraments in their respective parishes. It is the parents' responsibility of fulfilling the specific requirement of their respective parish in preparation for the reception of these sacraments.

Mass is scheduled twice a month and held in the school gym. Each grade level has an opportunity to help with the planning and presentation of the mass. Priests from the Pueblo community volunteer their services to celebrate mass with our school community. The Bishop celebrates mass with us at least twice a year.

The Catholic school community is an irreplaceable source of service, not only to the pupils and its other members, but also to society. Today especially, one sees a world which clamors for solidarity and yet experiences the rise of new forms of individualism. Society can take note from the Catholic school that it is possible to create true communities. "Above all, it is called to render a humble, loving service to the Church by ensuring that she is present in the scholastic field for the benefit of the human family."

*(The Catholic School from The Sacred Congregation for Catholic Education, 10)*

## ST. JOHN NEUMANN PRE-SCHOOL

The goal of St. John Neumann Preschool is to help the child develop skills within the areas of personal and social growth, gross and fine motor development, and perceptual, cognitive and language growth. These skills are encouraged through a curriculum that includes: language development, big-book experiences, free play, sharing, listening comprehension, songs, finger plays, mathematics, creative art activities, drama, nutrition, science, and seasonal activities. We strive to enhance the child's spiritual development by providing a Christian environment.

- Our pre-school program presents and reinforces the following concepts: number, color, shapes and the identification of these concepts. We also include language, reading, and math readiness skills.
- Children will develop physical coordination and skill through the use of pre-school equipment and games, thus developing large motor skills.
- Children will develop the small motor skills needed by cutting, pasting, and coloring various projects. These skills will be further developed through the use of manipulative materials, such as small Legos, pegs, puzzles, etc.
- Children will develop creativity in their artwork, dramatic play, and music.
- Children will learn to share, to take turns, and to consider the rights and feelings of others.
- Children will learn many facts about their community and the world around them, developing skills and knowledge that will help them read, reason, and think with ease.
- Children will develop independence from parents and caregivers and gain the confidence in their ability to do things on their own.

Morning Classes – 8:00 a.m. to 11:00 a.m.

Afternoon Classes – 12:30 p.m. to 3:30 p.m.

- |  |                   |    |              |
|--|-------------------|----|--------------|
| <input type="checkbox"/> 3 year old program 3 Days Per Week:   | Registration Fee: | \$ | 40.00        |
|  | Tuition:          | \$ | 160.00/month |
| <input type="checkbox"/> 4 year old program 4 Days Per Week:   | Registration Fee: | \$ | 45.00        |
|  | Tuition:          | \$ | 180.00/month |
| <input type="checkbox"/> Pre-Kindergarten Class – for students that will be entering kindergarten the following year |                   |    |              |
| Monday - Friday  | Registration Fee: | \$ | 50.00        |
| 8:00 a.m. to 1:00 p.m.   | Tuition:          | \$ | 225.00       |

## CODE OF CONDUCT

St. John Neumann Catholic School is a community predicated on the principals and practices of the Catholic faith. All students, parents, patrons, employees and visitors are expected to conduct themselves in accordance with the precepts of love, charity, respect for self, respect for others, justice and personal responsibility which are the hallmarks of a Christian way of life.

Anyone whose conduct deviates from the above precepts may be excluded from participation in the activities of the School, up to and including termination for employees, expulsion for students and exclusion from school grounds and/or activities for others.

Constructive activity in furtherance of the School's Mission and Goals, whether positive activity or constructive criticism, is always welcome. Negative or destructive action, personal attacks (verbal or physical), antagonistic behavior and other activities detrimental to or derogatory of the School or any of its students, parents, patrons, employees or property, is not within the ambit of a Christian way of life nor are such activities what anyone desires that our children emulate or adopt.

Complaints and concerns should always be presented to the School with calm dignity, with respect for all concerned, and with proposed solutions. Anyone with a complaint or concern should follow the following steps:

- Step 1:** Meet with the individual School employee responsible for the issue of concern to discuss the matter and appropriate resolution.
- Step 2:** Failing resolution at Step 1, the concerned individual should next discuss the matter with the employee's immediate supervisor.
- Step 3:** Still failing resolution, the matter should be discussed with the Administrator.
- Step 4:** Thereafter, if no satisfactory resolution is reached, the matter may be presented to the Board of Directors.

To avoid confusion and misunderstandings, all complaints and concerns which progress beyond Step 1 should be presented in writing, accompanied by suggested solutions.

## DISCIPLINARY PROCEDURE

School discipline is directed toward Christian formation and orderly functioning of the total school program. A constructive form of discipline which fosters responsibility for acceptable behavior is more beneficial to the student than is one which is entirely negative. Character Counts at St. John Neumann Catholic School promotes positive character and values throughout the school community. We teach the importance of being a person of character with strong personal convictions and demonstrating good character by making positive choices. The six Pillars of Character are focused on Trustworthiness, Respect, Responsibility, Fairness,

Caring, and Citizenship. The violations of reasonable norms of conduct demands specific disciplinary measures if students are to learn future self-discipline and change behavior. In most situations the primary agent responsible for conduct is the classroom teacher. If the teacher is unsuccessful in effecting change in behavior, the procedure to be followed in dealing with the problem is as follows:

1. Teacher, student and parents confer to work toward a solution. Administrator is notified of issue.  
*(Sanctions which may be used: "a" - "d".)*
2. In the event the infraction is of a severe nature then the administrator, teacher, student and parents will meet to determine further action.  
Sanctions which may be used:
  - a. Loss of recess or other privileges
  - b. After school detention
  - c. Constructive work or service to benefit the school
  - d. Student Contract
  - e. In-School Exclusion
  - f. Behavioral Probation
  - g. Suspension
  - h. Referral to Disciplinary Committee of the Board of Directors with possible referral to Board of Directors with recommendation of expulsion of the student. (In the event expulsion is recommended, the parent(s) have the right to a hearing before the Disciplinary Committee of the Board of Directors.)

## **DRESS CODE**

The Board of Directors and staff of St. John Neumann Catholic School recognize that a safe and orderly learning environment is essential. The purpose of the dress code and standardized uniform dress is to encourage students to be dressed for learning without the distractions of attire.

Students and parents need to be aware of the importance of good grooming and the effect that it has upon the learning environment. For the purpose of dressing appropriately for school the following guidelines have been developed to assist parents and students. All students are expected to be in compliance with the dress code on a daily basis. The uniform attire is to be worn daily excluding special scheduled activities and/or scheduled Fridays. The Administrator has the final authority relative to appropriate clothing and appearance. Parents will be contacted whenever there is an instance of inappropriate dress or appearance.

The St. John Neumann Catholic School uniform consists of:

**A navy shirt/polo top with the St. John Neumann Catholic School logo to be worn with a navy blue (no jeans), black or tan pant, skirt, jumper, skort, Capri pant, or shorts. During cold weather a turtle-neck type shirt may be worn under the school logo top; also acceptable is the navy school logo sweater, sweatshirt or fleece top.**

**Preschool students are to wear a school uniform shirt on days the students are attending mass, having a field trip, or other special school sponsored activities.**

- Students are expected to be dressed in a clean and neat manner.
- Shoes must be worn at all times; to ensure your child's safety appropriate footwear for physical education class is essential.
- Clothing should be designed, constructed and worn in a manner that is neither suggestive nor indecent. Shirts/tops must cover the student's mid-section at all times and the neckline must be no lower than the collarbone.
- The length of shorts, skirts, dresses, jumpers, or skorts may be no shorter than the child's fingertip when extended to the child's side.
- Sagging pants, oversized or the baggy style of clothing is not acceptable. Pants should fit around the waist and remain above the hipbone.
- Any articles of clothing or jewelry that could likely cause injury such as chains, bracelets, rings, large earrings, etc. are prohibited.
- Hair shall be clean, well groomed without coloring that detracts from the student's natural color; nor distracts from the learning environment
- Hats, caps, or sunglasses are to be removed when students enter the school building.
- Body piercing is not allowed except in the earlobe of female students. Makeup and jewelry may not be worn in extreme.
- Clothing shall be free of inflammatory, suggestive or other inappropriate writing, advertisement or artwork.

## **HEALTH RECORD INFORMATION**

Pupils who enter St. John Neumann Catholic School for the first time must present a Colorado Certificate of Immunization filled out by a doctor at the time of a Physical Exam. These forms are available at the St. John Neumann office or from your doctor.

Those who transfer from another school located in Colorado and who have filed this certificate with that school, need not obtain another. These records can be transferred from the school.

The required immunizations for each grade level are listed on the Certificate.

## **MEDICAL POLICIES**

Medications are rarely necessary for students during the school day. A three-dose prescription can be given before school, after school, and at bedtime. However, medication may be administered by school personnel designated for some chronic health conditions, timed medication, or short-term acute health conditions.

No medication shall be administered to a student by any school employee except in accordance with written instructions from the student's parents or legal guardian, together with express written directions to school officials from the student's physician, concerning the appropriateness and method of administration. Under no circumstances will school personnel give medications that need to be injected, except that a school designee may give an epinephrine-auto injection (epi-pen) to a child in an extreme emergency. The application of auto-injectors must be in compliance with the St. John Neumann medication policies. Medication will be administered by designated personnel only. ALL medication, except those which must be refrigerated, will be stored in a locked cabinet.

## **FIRST AID**

The staff at St. John Neumann will provide basic first aid to the students. This includes ice packs, bandages, and a resting area. If the student requires additional medical attention, the staff will contact the parents or those listed as emergency contacts.

## **HEALTHY SCHOOL**

The staff at St. John Neumann will provide basic first aid to the students. This includes ice packs, bandages, and a resting area. If the student requires additional medical attention, the staff will contact the parents or those listed as emergency contacts. The Board of Directors promotes a positive learning environment. It is important that we maintain a clean, healthy school. Student wellness, good nutrition, and regular physical activity for students are factors which impact the learning environment. Improved health optimizes student performance

potential, as children who eat well balanced meals and are healthy are more likely to achieve academic success. Therefore, it is important to have your child eat healthy foods, get regular physical exercise, get a sufficient amount of sleep for growing bodies, and to drink plenty of fluids. Remind your child to practice good hygiene—which includes the following:

- cover a cough ■ wash hands frequently ■ use of hand sanitizer

Annually we conduct a vision/hearing screening for all kindergarten through eighth grade students.

CSU-P nursing students and/or the Pueblo City-County health department schedule with us periodic health education presentations. Presentations may be focused on healthy bodies, nutrition, and/or personal hygiene

The Pueblo community has prepared action steps in the event of a pandemic flu. Action steps include:

**Level I**—preparedness and practicing good hygiene of all students and staff as well as monitoring attendance, maintaining standard cleaning practices and following universal precautions.

**Level II**—steps for an outbreak of flu disease which include working with Pueblo City-County Health Department and in determining if a Level III exists which may result in declaration of closing schools and reopening after the outbreak.

## **ATTENDANCE**

School attendance is required by Colorado Law. Personal illness and family emergencies are the only legitimate excuses for absences. Regular and punctual attendance is a factor which contributes to a student's success in school. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. The child misses valuable instructional time from the teacher when he or she is absent or tardy. Parents are encouraged to arrange medical appointments outside the school day when possible. It is understandable that sometimes circumstances arise when early dismissal is necessary.

Just a few reminders:

- A child who is dismissed early must be dismissed from the school office.
- While perfect attendance is encouraged, we recognize that your child may become ill and need to be at home in order not to spread the illness or disease. In the event that your child is absent from school, please contact the school office.
- If your child has an accident, becomes ill, or has a fever (100 +) at school you will be contacted.

- Your child is expected to be ready for learning when the tardy bell rings at 8:05 AM.
- Chronic tardiness effects your child's learning.

## **LUNCH & SNACKS**

It is important that each child has a basic meal representative of the food pyramid. Students may purchase a hot lunch or bring a lunch to school (in order to minimize confusion, student's name should appear on the lunch sack or lunch box).

Healthy snacks are encouraged, it is recommended to provide nutritional snacks lower in fat and less in sugar content.

Our hot lunch provider is Washington Children's Center.

During the lunch period, our students play first then eat. Research repeatedly shows recess before lunch can help students perform better in school, eat healthier, and promote a lunchroom atmosphere conducive to eating. The benefits are:

- Improved cafeteria atmosphere
- Increased entrée consumption
- Increased classroom time on-task
- Fewer classroom discipline problems after lunch

## **SAFE SCHOOL**

As we strive to improve our school, St. John Neumann Catholic School will build an environment that is safe, positive, and meets the needs of our learners. To ensure the highest level of safety for your child and for staff, the following information is provided relative to a variety of emergency situations that may occur.

Volunteers to the classroom are encouraged. Volunteers may come from all backgrounds and all age groups willing to give of their time to one purpose- helping students and the School staff. To ensure the safety of the students and staff, volunteers shall be required to submit a written form for volunteer services and such services must be approved in writing by the appropriate School personnel supervisor listed herein and final approval rests with the Administrator or her designee; a criminal background check may be requested.

Terrorists' attacks on our country have left us with the horrifying knowledge that the unexpected can happen. As a school we must have a crisis/emergency plan. A crisis or emergency situation may result from a severe injury or death of a student/staff member, a fire, a bomb threat, a chemical spill, or weather conditions that could drastically change our routines. Periodic practice drills teach children relocation areas and procedures in case of emergencies.

## **CRISIS/EMERGENCY INFORMATION**

Please prioritize names when listing emergency contacts on your child's enrollment card. We will not release your child to anyone not authorized or who does not have custodial rights to the child. It is important that the school office maintain a current home telephone number and emergency contact information for each student.

## **SEVERE WEATHER CONDITIONS**

Unless there are inclement weather conditions children will remain outside before school and during lunch recess periods. If severe weather conditions exist, notification will be placed on the school doors which indicate that all students must report to the gym. In the event St. John Neumann Catholic School is to be closed due to weather conditions or facility problems, information will be communicated to the media and posted on the website. Please check the website and/or listen to the news broadcasts on the radio and television.

## **IN THE EVENT OF A DISASTER/CRISIS**

In the event of a disaster—natural or man-made, know that we act in your child's best interest when he or she is at our school. Conditions of a crisis or disaster may cause any of the following:

- Lock-down with increased security throughout the facility
- Evacuation of the building to the outside of our facility
- Evacuation of the building to St. Mary Corwin Hospital
- School is dismissed before the regularly scheduled time – In the event that an early dismissal is necessary every effort will be made to contact parents or emergency contact. We will bring the siblings together in a designated area as we wait for you or the designated emergency contact person.
- Shelter our students at our school

## **DANGEROUS WEAPONS**

If a student brings a weapon to school—the student will be suspended or expelled. A dangerous weapon means:

- A firearm or a facsimile that could reasonably be mistaken for an actual firearm
- Any pellet, BB gun or other device designated to propel projectiles by spring action or compressed air
- A knife with a blade that measures longer than two and half inches in length.
- Any object, device, instrument, material, or substance whether animated or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, brass knuckles, or artificial devices.

## **BUS TRANSPORTATION**

We will continue to have our St. John Neumann Catholic School bus for the before and after school bus service as well as providing transportation for our field trips. With the cost of fuel and time spent to drive your child to school each day, the before and after school bus transportation may be of service for your family. The bus service is provided for kindergarten students (must be age 5) through eighth grade. If a change in the bus schedule or a bus stop is needed, parents will be informed at least with a one week notification prior to the change unless there is an emergency malfunction with the bus.

### **Specific Bus Stops with departure times will be distributed just prior to the new school year.**

- For the before school bus stops, please wait with your child until the bus arrives.
- For the after school bus stops, an adult is expected to meet the bus. Please be on time when meeting your child at a bus stop. For the safety of our students, no student will be left at a bus stop without someone there to meet the student regardless of the child's age.

## **EMERGENCY BUS PROCEDURES**

Emergency contact information is maintained on the school bus and in the school office. Parents will be notified immediately as to the status of the emergency – inclement weather conditions, bus inoperable, or other emergency.

In the event that the bus is not operating for the morning school bus route, the bus driver will notify the parents. In the event there is a malfunction or other emergencies with the bus while it is en route, the bus driver will immediately notify the school administrator and then the bus driver and/or school administrator will notify the parents as to the location of the break down, such that the parent(s) may meet the bus to transport the child home.

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established safety regulations for student conduct both at bus stops and on board buses. All students who ride the school bus will be expected to follow the Character Counts 6-Pillars – at all times demonstrating fairness, caring, trustworthiness, respect, responsibility, citizenship.

The driver of a school bus shall be responsible for safety of the students on the bus both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the administrator of any student violating rules of conduct on the bus. After due warning has been given to the student and to parents/guardians, the administrator may withhold from the student the privilege of riding the school bus. The student also may be denied continued attendance at school, or suspended, if the behavior warrants such discipline.