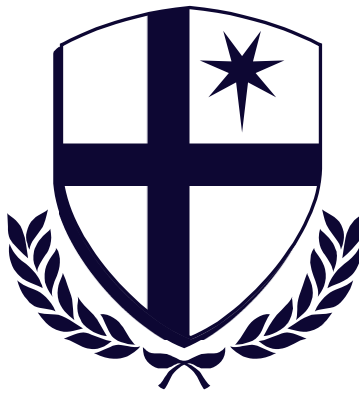


St. John Neumann Academy



Kindergarten - 8th Grade
Student - Parent Handbook

Revised: August 2022

❖ TABLE OF CONTENTS ❖

Mission Statement / School Spirit Information	1
Academy Contact Information	2
School Administration	2
Admission	3
Non-Discrimination Policy	3
State Mandates on Reporting Child Abuse.....	3
Tuition Obligation & Family Spending Account.....	3
Change of Contact Information	4
Transfer of Records	4
Visitors	4
Academy Phone, Mobile Phone & Smart Watch Use	4
Photos & Other Media	4
Snacks / Lunch.....	4 - 5
Field Trips	5
Academy Celebrations & Non-Academy Events	5
Lost & Found	6
Attendance Requirements	6
Arrival / Tardiness	6
Vacations	7
Medical Appointments	7
Dismissal	7
Before & After School Care Programs	7
Early Release of a Student	7
Weather-Related Delayed Openings / School Closings	8
Academy Calendar	8
Tuesday Herald	8
Friday Folder	8
Procedures Regarding Concerns	8
Student Behavior & Responsibilities	9 - 11
Student Property, Books & Supplies, Homework, Lockers, Upper School Exams & Requirements	11 - 13
Uniform Dress Code	13 - 15
Dress Down Days	16
Progress Reports / Grading / Parent-Teacher Conferences	16
Standardized Testing	16
Parent Involvement / Responsibilities	17
Asbestos-Free Facility / Health Records	17
Illness & Injury	18
Medication Administration	18
Emergency Procedures	18

St. John Neumann Academy



For the Lord God is a sun and shield; The Lord bestows grace and glory;
No good thing does He withhold from those who walk uprightly.
Psalm 84:11

- Mission:** St. John Neumann Academy (SJNA) was founded and exists to develop the intellect, character, and faith of each child to his or her fullest potential within the long and successful tradition of Catholic education.
- Accreditation:** SJNA is accredited by Cognia (formerly AdvancEd).
- Motto:** Where Faith & Knowledge Meet
- Colors:** Navy Blue & White
Symbolizing Heavenly Grace, Honesty and Purity
- Patron Saint:** St. John Neumann is an American saint who helped organize Catholic education in this country. While Bishop of the Diocese of Philadelphia, he increased the number of Catholic schools in that diocese from two to 100. He died in 1860 at the age of 48. His Feast Day is on January 5th.
- Mascot:** The Knight
- School Song:** The Servant Song by Richard Gillard

*SJNA retains the right to amend this handbook at its sole discretion.
Parents and students will be notified promptly if changes are made.*

❖ ACADEMY CONTACT INFORMATION ❖

CONTACTING THE ACADEMY:

Address: 3600 Yellow Sulphur Road
Blacksburg, VA 24060

Phone: (540) 552-7562

Fax: (540) 302-8020

Website: www.sjnacademy.org

Office Hours: 8:30 a.m. - 3:00 p.m.

❖ SCHOOL ADMINISTRATION ❖

BOARD OF GOVERNORS:

St. John Neumann Academy is an independent, private Catholic academy operating as a non-stock 501 (c) 3 non-profit organization in the Commonwealth of Virginia. Its Board of Governors has legal and fiduciary responsibility over the corporation and is responsible for all business of the school including, but not limited to, strategic planning, development, academic direction, marketing, and finance.

DIRECTOR:

The Director has overall responsibility for all day-to-day operations of the school including marketing, development, enrollment, facility management, and hiring of faculty and staff. All F/T, P/T, and volunteer staff are hired by and report to the Director. The Director is employed by and accountable to the Board of Governors.

LEAD TEACHER:

In addition to teaching, the academy's Lead Teacher is responsible for leading and/or mentoring the academic team. The Lead Teacher will ensure that the curriculum is being applied at all grade levels, oversee academy scheduling, and provide direction/input with respect to disciplinary issues. When the Director is off of the school premises, the Director's authority is delegated to the Lead Teacher.

❖ GENERAL POLICIES ❖

ADMISSION:

A student is admitted to the school on the premise that the student intends to be educated in a Catholic school environment.

After the family interview and student visit (if applicable), a birth certificate, baptismal certificate (Catholic only), health records, previous school records, including any testing and teacher evaluations, must be submitted and reviewed by the Director and Lead Teacher before an offer for enrollment is extended.

When an enrollment offer is extended, the family's enrollment contract is issued. It then must be completed, signed and returned to the school office, along with required fees, before the student's enrollment is official at St. John Neumann Academy.

SJNA seeks to maintain a faith-filled school environment where students are held to high standards of academic integrity and personal responsibility. While new students are admitted after careful consideration and a thorough admission process, some students find they have difficulty maintaining the attitude and standards of SJNA. For this reason, there is a nine-week probationary period during which the administration may dismiss a student who is not upholding the ideals of the school or during which a student may decide to withdraw from the school. If this occurs, parents will be responsible for the tuition as stipulated in the refund policy of the school's Enrollment Contract.

AGE FOR ADMISSION TO KINDERGARTEN:

Children who reach the age of five by September 30 may be considered for admission to SJNA's Kindergarten program.

NON-DISCRIMINATION POLICY STATEMENT:

St. John Neumann Academy operates on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color, national or ethnic origin, or religion.

STATE MANDATES ON REPORTING CHILD ABUSE:

St. John Neumann Academy's staff is required by Commonwealth of Virginia law to report any suspicion of child abuse. (Section 63.1-248.3 of the Code of Virginia)

TUITION OBLIGATION:

It is each family's responsibility to keep the Director informed of their need to make any changes in their chosen tuition payment plan. School families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be re-admitted to school.

FAMILY SPENDING ACCOUNT:

A Family Spending Account is established for each SJNA family. This spending account is "loaded" at the beginning of each month with a check or cash payment sent to the school office. Throughout the month, SJNA-related student expenses such as lunch orders, field trips, yearbook orders, etc. are deducted from your Family Spending Account. Accounts not paid in full each month could result in the suspension of this convenience and the privilege of lunch ordering privileges.

CHANGE OF CONTACT INFORMATION:

It is very important, for emergency and administrative purposes, that every parent/guardian maintain up-to-date contact records at the academy (including home, work and cell phone numbers, e-mail and home address). If there is any change in employment or contact information, please notify the office immediately.

TRANSFER OF RECORDS:

Records are released to another school only when parents/guardians provide a written request for such records. Only copies, not originals, of a student's records may be released. Student records will not be released if parents/guardians have an outstanding tuition balance or Family Spending Account balance. Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

VISITORS:

All visitors must enter through the academy's main entrance and report directly to the office. Visitors will be required to sign in and will be issued a visitor's badge in order to enter the academy. *Individuals observed in the school without a visitor's badge will be directed to report to the academy office.* Please help us keep our academy safe for your child/children.

ACADEMY PHONE, MOBILE PHONE & SMART WATCH USE:

The academy's telephones are for the use of the office and the transaction of academy business. Students and teachers will not be called from the classroom to answer the telephone except in case of emergency. In the case of real need, such as illness or injury, a member of the staff will immediately call the parents or guardians.

The use of mobile phones is prohibited during the school day without express permission from the Administration. Students who bring cell phones and other electronic devices to school must turn them off and keep them in their backpacks while on the campus. If one is seen (whether it is turned off or not), it will be confiscated, and parents will be notified. Any student receiving a call (answered or unanswered), making a call, texting or using any of the mobile phone's or smart watch's applications will be subject to disciplinary action

Students who are ill at school must report to the front office or the nurse who will then make parental contact. Students who need to contact a parent or guardian must use the telephone in the main office; students who contact parents by any other means will be subject to disciplinary action.

PHOTOS AND OTHER MEDIA:

The academy requires the use of an Information Release Form when students are participating in video recording, audio recording, academy pictures, or other photography. Any student or parental publications are subject to review and approval of the Director prior to publication.

SNACKS:

At the teacher's discretion, a brief mid-morning snack time may be scheduled for the students. Simple "dry snacks" (pretzels, crackers, dry cereal, granola bars, etc.) are ideal. **Foods such as yogurt, fruit cups, and pudding are not appropriate for snack time as they can be messy.**

LUNCH:

Children are to bring their lunches to school in a lunch box or bag clearly marked with their name. Glass containers, knives, soda, or gum are not permitted. Due to liability concerns, no food can be microwaved. **In fairness to the other students, please do not provide a fast food meal to your child for lunch.**

Commercially prepared lunches are available for a fee. Specific information will be sent home about this program at the beginning of the academic year. Lunches can be ordered via a weekly lunch card that will be sent home from the academy office. **Weekly lunch orders cannot be accepted after Monday morning at 9:00 a.m. and orders cannot be changed or added to throughout the week. Students cannot make “special requests” or changes to the lunch menu items offered.**

FIELD TRIPS:

Cultural enrichment programs in the form of field trips, academy assemblies, or classroom speakers are meant to broaden the interests of the student and to supplement the curriculum. Field trips are considered an extension of the school day and the Code of Conduct will apply. When required, the parents pay entrance fees and/or cost of busing.

An official academy-provided Permission Form signed by a parent/guardian is required for each field trip. No student will be allowed to leave the academy property without the signed form.

If a student is currently using a safety/booster seat, the parent/guardian must bring the seat to the academy on the day of the field trip so that the child may be transported safely to and from the activity.

When private vehicles are used to provide transportation for field trips, the driver and/or vehicle owner must have liability, medical and uninsured motorist coverage along with a valid Virginia Driver's License. Parents/Guardians must sign a Private Vehicle Transportation Form to this effect, which will be kept on file in the academy office prior to the use of such vehicles. Vehicles must provide a seat belt for each child.

The teachers appreciate the time parent volunteers share with the school in order to transport students to and from a field trip destination. As field trips are planned with the ages and curriculum of the students in mind and we rely on the parents to serve as both drivers and chaperones, younger preschool siblings may not accompany the parents and/or students on any field trips. If there are not enough parent/guardian volunteers to drive students to/from a field trip destination, the field trip will be cancelled.

ACADEMY CELEBRATIONS:

Birthdays and other special events may be celebrated at the academy. Students may share a simple snack for a birthday celebration with their classmates. **Birthday snacks must be arranged in advance with the Homeroom Teacher as there are often student food allergies that need to be considered. Store-bought treats are preferred so ingredients can easily be identified to determine if they can be enjoyed by those students with allergies. Please limit celebrations to a simple snack and do not include gifts, prize/goodie bags, candles, or other room decorations. Invitations for birthday and other parties should be mailed unless every child in the class is invited.**

NON-ACADEMY EVENTS:

At SJNA, we encourage a family atmosphere among our children and we foster inclusion. Please keep this in mind as you plan your child's private events. We ask that invitations and thank you letters NOT be issued at school. This is to ensure that children do not feel excluded from activities because young feelings and self-esteem are easily hurt. We also ask that you consider not departing in groups from the academy grounds for these events.

Membership in groups is certainly welcomed and uniforms other than our SJNA uniform may be worn on meeting days. This requires prior approval from the administration. For example, if a student belongs to a scout troop, he/she may wear the scout uniform on the day of the meeting. Your child may bring another group uniform to change into after school if their meeting is held on site or if they are participating in a sport at another location. They may change clothes before dismissal.

LOST and FOUND

Parents are strongly encouraged to label their student's clothing. The school does not accept responsibility for personal articles. Students should check for lost articles in the lost and found storage bin located in the Teacher Resource Room. The lost and found bin will be cleared on the last day of each quarter. If students cannot locate lost textbooks, school library books, curriculum materials or chrome books within one week, they must purchase replacements.

❖ ATTENDANCE ❖

ATTENDANCE REQUIREMENTS:

In order to achieve the goals and objectives of the curriculum, regular attendance is vital for success at school. Students are expected to be in school, in class, and ready for instruction on time each school day. Daily and punctual school attendance is essential to each student's academic development. Absence from school is detrimental to student achievement. **However, if a child is ill or cannot attend classes for other legitimate reasons, parents/guardians must notify the academy office by 9:00 a.m.**

Following any absence, a written note, explaining the reason for the absence and signed by the parent/guardian must be presented to the child's teacher on the day the student returns to class. **Missed class work, homework, and instructions/deadlines for completion will be issued to the student upon his/her return to school.** It is the student's and parent's responsibility to coordinate with the teacher in order to make up missed homework/class work and completes it in a timely manner.

Prolonged or frequent absences, as well as repeated failures to make up work missed during such absences, may result in failing grades, retention, or requests that students withdraw from the school. Upper school students who accumulate more than ten absences per semester may not receive credit for that class. For all grade levels, if a student's absences total fifteen days, the administration will contact the parents to determine the status of the student.

ARRIVAL/TARDINESS:

Students should arrive between 8:10 a.m. and 8:25 a.m. using the arrival car line. The day begins promptly at 8:25 a.m. Because the students gather for prayer and conduct important homeroom business before classes begin, it is vitally important each child arrive on time. When unusual circumstances make this impossible, any student arriving after 8:25 a.m. must report to the office.

When utilizing the car line for drop-off in the morning, please remain in your car. After you come to a complete stop, we will assist younger children out of the car and walk them to school. Our Safety Patrol Unit helps us with this process.

Excessive tardiness (excused or unexcused) can affect your child's performance in school and jeopardize future enrollment.

Children are permitted on academy property only during authorized times. Faculty members who arrive before or after school hours are not responsible for children during non-school hours unless those children are enrolled in the academy's before and/or afterschool programs.

VACATIONS:

Family vacations should be scheduled during regular academy holidays. When this is not possible, the student should present a note to his/her Homeroom Teacher so that the teacher will be aware of the student's absence. **Missed class work, homework, and instructions/deadlines for completion will be issued to the student upon his/her return to school and will not be provided in advance of the vacation.** Any work not completed and returned in a reasonable amount of time, as established by the teacher, will result in a lower grade or an incomplete.

If a parent/guardian is going out of town and leaving the student in the care of another adult, please notify the academy office in writing and provide the name, address, phone numbers and other needed information regarding the interim arrangements.

MEDICAL APPOINTMENTS:

Medical appointments should be scheduled so that the student will not miss/disrupt classes. Therefore, parents/guardians should schedule appointments before or after school. When this is not possible, the student should present a note, dated and signed by the parent/guardian, to his/her Homeroom Teacher.

DISMISSAL:

Please pick-up your child promptly at dismissal time. For your child's safety, remain in your car and we will bring your child to you when your car has come to a complete stop. **Please wait until the car in front of you pulls out of the parking lot before you drive out as well. This is for the safety of the students and teachers who are loading in vehicles around you.** Students will be picked up from the dismissal car line and will be released only to parents/guardians or to individuals specifically designated by the parents/guardians.

If your child will be going home with another driver who is not in your regular carpool (i.e. going home with a friend for the afternoon), you must indicate this in writing either prior to or the morning of the pick-up. If we do not have this permission from the parent/guardian, we will not allow your child to leave with another driver.

If changes are made to your carpool list, you must indicate this change in writing to the academy office as soon as possible. **Again, in consideration of the teachers' schedules and time, please do not be late in picking up your child from the dismissal line.**

If a student is not enrolled in the afterschool program, \$1.00/minute for each minute a student remains at school beyond 3:15 (or 12:15 on a noon dismissal day) will be charged to the student's Family Spending Account.

BEFORE AND AFTERSCHOOL CARE PROGRAMS:

Preschool – 8th Grade students enrolled at St. John Neumann Academy may also be enrolled in the academy's Before and/or Afterschool Care Programs. These programs are offered on Monday – Friday unless noted on the school calendar. Contact the academy office for rates and enrollment information. "Drop-in Care" is only available if there is room in the program on any given day. Do not assume that there is room in the program. Contact the school office in advance to determine if there is availability for your student.

EARLY RELEASE OF A STUDENT:

A note, dated and signed by a parent/guardian, must be submitted to the child's teacher stating the time a student will be picked up early from class. You must come to the academy office to pick up your child. Children are not allowed to meet you outside the academy building and will not be walked to the parking area by a teacher or staff member.

WEATHER-RELATED DELAYED OPENINGS/SCHOOL CLOSINGS:

St. John Neumann Academy is a private school and we do not fall under county determinations for school closings or delays. Specifically, St. John Neumann Academy does not automatically follow Montgomery County school closings or delays.

In cases where a school closing or delay is necessary due to inclement weather, all families will be notified via official e-mail and text alerts. The academy will also inform local radio and TV stations.

If you do not receive an e-mail/text alert and “St. John Neumann Academy” is not specifically represented on local television and radio stations, we are open and operating on a regular schedule for that day. If your road/neighborhood conditions are such that it is not possible for your child to attend school, please call the office and inform the staff. Your child’s teacher will prepare a folder of make-up work which will be issued upon his/her return to school.

❖ ACADEMY COMMUNICATIONS ❖

ACADEMY CALENDAR:

The annual academy-wide calendar is available on the academy’s website.

Also, a monthly calendar of all academy events, activities and hot lunch options will be provided via the Friday Folder and will be updated on the academy’s website. It details school Masses, field trips, fundraising events, formal uniform requirements, and other important school activities.

Parents will be informed as soon as possible of any changes in the school calendar. Please be advised that any such changes are not made lightly but are due to circumstances that are impossible to foresee. Every effort will be made to avoid any inconvenience that changes in the school calendar may cause.

TUESDAY HERALD:

The *Tuesday Herald* is the academy’s weekly e-newsletter which will be e-mailed each Tuesday. **We ask that parents look for this weekly e-mail for important academy-related information.**

FRIDAY FOLDER:

Each Friday, a folder will be sent home. Please take the time to review the contents of the folder so you will be aware of your child’s progress in school and will be able to return required forms to the academy on time. **“Friday Folders” are required to be returned to school on the following Monday.**

PROCEDURES REGARDING CONCERNS:

The individual teacher who is directly involved with a student-related concern should be the first contact made by the parents. We believe that if this contact is made in a fair-minded manner, the overwhelming majority of concerns can be settled satisfactorily at this level.

If, after consultation with the student’s teacher, the parents/guardians feel that the issue has not been settled, the next step is to request an appointment with the Lead Teacher and Director. This appointment will be granted after the Lead Teacher and Director have had an opportunity to confer with the teacher in order to understand the issue before speaking with the parents/guardians.

Please be assured that all teachers are urged to adopt an encouraging and friendly attitude toward any parents/guardians who may have a concern and to deal with such issues with minimum delay.

✦ STUDENT BEHAVIOR & RESPONSIBILITIES ✦

CODE OF CONDUCT:

At St. John Neumann Academy, we believe children are capable of real virtue and are ultimately grateful when adults demonstrate this kind of confidence in them. Our goal is to encourage a high standard of personal conduct in every member of the academy community so that young people will be naturally drawn to emulate an attitude of personal dignity, self-respect and a genuine reverence for each person's value as a child of God. It is important that an environment be established in school wherein students and faculty can concentrate on the business of learning without unnecessary interference. It is our belief that limit-setting guidelines enable children to develop academically and socially.

The following principles serve as the Code of Conduct for the students. The guidelines for our academy's Code of Conduct are listed below and are issued to each student during his/her first week of school.

If St. John Neumann Academy's academic and/or behavioral standards are not complied with, or if the parent/guardian interferes or impedes the educational mission of the school, administration, or the teaching staff, and cannot follow the school policies, the student(s) will be asked to leave.

Based on Christian moral values, students:

1. Will respect all adults and peers.
2. Will be honest and committed to integrity.
3. Will respect the rights and property of others and of the academy.
4. Will use appropriate language.
5. Will speak respectfully to and about others.
6. Will accept responsibility for their own actions.
7. Will refrain from harassment of any kind.
8. Will refrain from any deliberate disruption during class.
9. Will complete all assignments and participate fully in class.
10. Will not give or receive unauthorized assistance on tests, quizzes or assignments.
11. Will demonstrate good sportsmanship when engaged in academy-related activities.
12. Will be present for all required activities unless officially excused by the administration.
13. Will adhere to the Uniform Dress Code.
14. Should understand that aggressive behavior such as pushing, slapping, punching or any other behavior deemed inappropriate will not be tolerated.
15. Will not bring to school nor possess at school any real or toy knives, guns or sharp objects that could be used as weapons such as matches, lighters, sparklers, laser devices or any facsimile thereof.
16. Will not have tobacco, tobacco products, alcohol and/or drugs on academy property.
17. Will never self-medicate at school. All medications and instructions for administering must be turned into the office by a parent/guardian and administered by SJNA personnel.

DISCIPLINARY ISSUES:

The following are some approved disciplinary measures:

1. Assignment of special tasks
2. Denial of privileges
3. Loss of conduct points
4. Conference with the student and his/her family
5. Probation
6. Suspension (in-school and/or out-of-school)
7. Expulsion

The following are some of the basic rules which, if broken, can result in disciplinary action:

Attendance - Students are to be on time for all classes regularly and should not leave academy grounds without administration approval.

Disrespect - Students are to show the proper respect to each other, staff members, and academy property at all times.

Disruption - Students are not to engage in conduct that causes disruption or obstruction of any academy activity. This includes, but is not limited to, constant talking, throwing objects, horseplay, teasing, rude noises, and running in the classrooms or hallways.

Electronic Devices - Students are not to carry electronic games, radios, mp3 players, pagers, audio recorders, television, or any similar device without administration approval.

The use of mobile phones is prohibited during the school day without express permission from the Administration. Students who bring cell phones and other electronic devices to school must turn them off and keep them in their backpacks while on the campus. If one is seen (whether it is turned off or not), it will be confiscated, and parents will be notified. Any student receiving a call (answered or unanswered), making a call, texting or using a mobile phone's or smart watch's applications will be subject to disciplinary action.

Students who are ill at school must report to the front office or the nurse who will then make parental contact. Students who need to contact a parent or guardian must use the telephone in the main office. Students who contact parents by any other means will be subject to disciplinary action.

Fighting - Students are not to engage in any physical contact with another student. This includes, but is not limited to, punching, hitting, slapping, biting, kicking, pulling hair, spitting, pushing, and tackling.

Harassment - Students are not to make fun of, push, hit, kick, touch, write notes about, throw anything at anyone or encourage fighting.

Insubordination - Students are to comply with proper and authorized directions of a staff or faculty member.

Misrepresentation - Students are not to falsify any document, forge any name or make false statements, written or oral. Students are not to cheat on any test or assignment nor are they allowed to plagiarize any material.

Dress Code - Violation of the Uniform Dress Code is not permitted.

Profanity - Students are not to use foul or improper language (oral or written) or actions.

Gum - Chewing gum is not permitted during the school day.

Public Display of Affection - This type of behavior is not acceptable at any time at SJNA. Examples of public display of affection include, but are not limited to, holding hands, hugging, or kissing.

Weapons and Dangerous Items - Weapons of any kind are not permitted on academy grounds. Weapons include, but are not limited to, guns -- loaded or unloaded --explosives, firecrackers/fireworks, flammable materials, lighters, matches, or incendiaries of any kind, knives, box cutters, razor blades, tools with knives or sharp blades attached, potentially harmful chemicals, pieces of metal, glass, or similar material that may present a threat to another person, or other items which may be used to injure or threaten others. The final determination of whether or not an item is a weapon or dangerous rests solely with the administration.

Alcohol, Drugs and Tobacco – The possession, use, sale or distribution of any tobacco product, alcohol or drugs on or near academy property is not permitted.

Because it is impossible to foresee all problems that could arise, the administration has the right to issue immediate disciplinary measures for any action that violates the spirit, philosophy, and/or Code of Conduct of the academy, even though not specified in this handbook.

DAILY STUDENT RESPONSIBILITIES:

Students are expected to assume the responsibility of maintaining and cleaning their classrooms. This includes putting things away, stacking chairs, wiping tables, taking out trash, and any other duties deemed necessary by the teacher. This also implies taking care of text and library books.

During lunch, students are expected to:

1. Remain seated.
2. Follow directions from teacher/lunch staff.
3. Put trash in the trash can when dismissed.
4. Use good manners and clean around his/her eating area.
5. Participate in table/cleaning duties as assigned.

During recess, students are expected to:

1. Respect each other and staff.
2. Refrain from kicking, pushing, hitting, tackling, wrestling, or spitting.
3. Avoid the type of playing that tears and ruins clothing.
4. Share equipment.
5. Play in assigned areas.
6. Remain on academy property.

STUDENT PROPERTY:

All property, including clothing, brought to school must be clearly marked with the student's name. This includes lunch boxes, backpacks, supply boxes, Spirit Wear sweatshirts and sweatpants, sweaters, jackets, etc. While our school has a "Lost & Found Box," St. John Neumann Academy is not responsible for lost belongings.

ASSIGNMENT BOOKS:

To assist students in managing their assignments and their time in grades 2 - 8, SJNA provides each student with an assignment book. Students should use this resource to record both short-term assignments and long-range projects. 2nd – 7th Grade parents are required to initial the assignment book each school night.

BOOKS AND SUPPLIES:

Textbooks, chrome books, consumable educational materials, and testing fees, etc. are included in the curriculum fee. Non-consumable textbooks and chrome books are issued to the students for the year and each student is expected to take proper care of them and to return them in good condition. Books, chrome books, and/or materials that are lost or damaged to the degree that they cannot be used again will be paid for by the responsible student/family at the current replacement cost. Payment for a lost or damaged item should be paid directly to the academy and a receipt will be issued. Final report cards will not be issued to those who have not settled their account(s).

Before the beginning of the school year, each teacher will provide a list of consumable supplies and incidentals that each student will need to bring the first day of school.

HOMEWORK:

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and/or study assignments.

Homework is essential to a good academic program. It helps students practice acquired skills, develop organizational skills and personal responsibility, extend knowledge and prepare for new material. Homework assignments are also a means of keeping parents informed of the responsibilities placed on their children and of the activities in which they are involved.

Homework should be the student's work, not the parent's. However, parents are encouraged to foster systematic study habits in their children. Please inform your child's homeroom teacher if a child is consistently experiencing difficulty in completing homework.

If a student is absent due to illness, family trip or any other reason, missed class work, homework, and instructions/deadlines for completion will be issued to the student upon his/her return to school. It is the student's and parent's responsibility to coordinate with the teacher in order to make up missed homework/class work and completes it in a timely manner.

LOCKERS:

Lockers are provided for daily use to SJNA's upper school students, but remain the property of the academy. As St. John Neumann Academy fosters an atmosphere of trust, respect, and individual responsibility, lockers do not have locks. Nothing is to be attached to the outside of a locker without the permission of a faculty member. Clearly suggestive photographs or pictures and those with reference to alcohol or tobacco products may not be displayed in lockers. Students should use magnets, not stickers, tape or glue, to display pictures or photos. Administration and faculty members reserve the right to inspect a locker at any time. Scheduled locker clean-ups will be held at the end of each quarter; however, students should always maintain an orderly locker.

FINAL EXAMS AND PROJECTS:

6th - 8th Grade students are required to take final exams or projects in Religion, Math, Science, Language Arts, and Social Studies/History. The teachers issuing final exams/projects will explain their exam methods and provide final exam study guides. Final exams and projects are valuable lessons in test taking and critical thinking, will help prepare students for high school, and will count towards the student's overall final grade as detailed below:

6th Grade - 10% of overall grade

7th Grade - 15% of overall grade

8th Grade - 20% of overall grade

COMMUNITY SERVICE REQUIREMENTS:

At SJNA, we believe service towards others should be a special element of school life and that the sharing of time, talent and treasure is a responsibility of our Christian faith. Therefore, 6th - 8th Grade students are required to participate in service projects that will encourage this spirit of sharing with those in our community. A complete description of the requirements for 6th - 8th Grade students is available on the school's website. **This is a curriculum requirement. Students will not be permitted to participate in end of the year activities including, but not limited to, field day, school dance, etc. if completed forms and the essay are not submitted by the required due date. Additionally, final report cards will be withheld for all students not completing the requirements by the end of the school year. Annual service hour requirements are as follows:**

6th Grade - Five hours

7th Grade - Ten hours

8th Grade - Fifteen hours

FINE ARTS REQUIREMENTS:

The fine arts/humanities requirement expands the student's involvement in the community and exposes them to a wide variety of experiences. A complete description of the requirements for the 6th – 8th Grade students is available on the school's website. **This is a curriculum requirement. Students will not be permitted to participate in end of the year activities including, but not limited to, field day, school dance, etc. if completed forms and the essay are not submitted by the required due date. Additionally, final report cards will be withheld for all students not completing the requirements by the end of the school year.**

✧ UNIFORM DRESS CODE ✧

St. John Neumann Academy's Uniform Dress Code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. For this reason, we have a simple, easy to care for uniform and we ask parents to fully cooperate in supporting this dress code.

School Uniform and **P.E. Uniform** items (except shoes, socks, tights, belts) must be purchased through SJNA's official uniform provider, *French Toast*: www.frenchtoastsschoolbox.com. **Do not order similar clothing items from other suppliers as colors and styles may vary.**

Please note the following important guidelines:

- **When ordering from *French Toast*, enter our school code, QS4WRW, or our school name for a list of approved uniform items.**
- A belt must be worn if the student is wearing pants or shorts.
- On days when P.E. classes are scheduled, students wear their P.E. uniforms to school *instead of* the regular uniform. The complete P.E. uniform consists of a gray tee, navy mesh shorts and/or navy closed bottom sweatpants, plain/solid white socks (no logos, stripes, etc.), and sneakers.
- Only SJNA Spiritwear sweatshirts, *French Toast* sweatshirts or *French Toast* sweaters may be worn during class.
- All K - 8th grade students are required to wear **Formal Uniforms** to Mass, most field trips, and other occasions designated by the administration.

- **Our Warm Weather Uniform Option is in effect during Daylight Savings Time.** During these periods, the boys may substitute uniform pants with uniform shorts and the girls may substitute uniform pants or scooters with uniform shorts. Uniform shorts are not part of the Formal Uniform and may not be worn on scheduled Formal Uniform days. Additionally, when the Warm Weather Uniform Option is not in effect, all students must wear their P.E. sweatpants instead of /over their P.E. shorts on designated P.E. days.
- Girls' hair accessories must be one of the following solid (not patterned) colors: navy, gray, brown or black.

GIRLS KINDERGARTEN - 5TH GRADE UNIFORM

Navy Two-Tab Scooter **and/or** Navy Pull-on Pant **or** Navy Straight Leg Twill Pant
 Navy Bermuda Short **
 Gray Pique Polo Shirt (long or short sleeve)
 Navy Crew Neck Cardigan Sweater **
 Navy Socks (cuffed or knee socks) or Navy Tights
 Solid Navy or Solid Black School Shoes (not sandals, crocs, clogs, boots, athletic, or open-backed shoes)
 Brown Navy or Black Belt (if purchasing pants or bermuda shorts)
 P.E. T-shirt (long or short sleeve)
 Navy Mesh P.E. Short and/or Navy P.E. Sweatpant
 Gray SJNA Spirit Wear Sweatshirt or Gray *French Toast* Sweatshirt **
 P.E. Sneakers and Plain/Solid White P.E. socks (no logos, stripes, etc.)

Formal Uniform: Navy two-tab scooter, gray pique polo shirt (long or short sleeve), navy socks or tights, and solid navy or solid black school shoes

**** Indicates Optional Items**

BOYS KINDERGARTEN - 5TH GRADE UNIFORM

Navy Adjustable Waist Double-Knee Pant **and/or** Navy Straight Fit Chino Pant
 Navy Flat Front Adjustable Waist Short **or** Navy Flat Front Stretch Short **
 Gray Pique Polo Shirt (long or short sleeve)
 Navy V-neck Cardigan Sweater **
 Navy Socks
 Solid Black or Solid Brown School Shoes (not sandals, crocs, boots, athletic, or open-backed shoes)
 Black or Brown Belt
 P.E. T-shirt (long or short sleeve)
 Gray SJNA Spirit Wear Sweatshirt or Gray *French Toast* Sweatshirt **
 Navy Mesh P.E. Short and/or Navy P.E. Sweatpant
 P.E. Sneakers and Plain/Solid White P.E. socks (no logos, stripes, etc.)

Formal Uniform: Navy adjustable waist double knee pant or Navy straight fit chino pant, gray pique polo shirt (long or short sleeve), black or brown belt, navy socks, and solid black or solid brown school shoes. **Shorts may not be worn on scheduled Formal Uniform days.**

**** Indicates Optional Items**

GIRLS 6TH - 8TH GRADE UNIFORM

Khaki Two-Tab Scooter **and/or** Khaki Pull-on Pant **or** Khaki Straight Leg Twill Pant
 Khaki Bermuda Short **
 Navy or Burgundy Pique Polo Shirt (long or short sleeve)
 Navy Crew Neck Cardigan Sweater **
 Khaki Socks (cuffed or knee socks) or Khaki Tights
 Solid Brown or Solid Black School Shoes (not sandals, crocs, clogs, boots, athletic, or open-backed shoes)
 Brown or Black Belt (if purchasing pants or bermuda shorts)

GIRLS 6TH - 8TH GRADE UNIFORM (CONT.)

P.E. T-shirt (long or short sleeve)
Navy Mesh P.E. Short and/or Navy P.E. Sweatpant
Navy SJNA Spirit Wear Sweatshirt or Navy *French Toast* Sweatshirt **
P.E. Sneakers and Plain/Solid White P.E. socks (no logos, stripes, etc.)

Formal Uniform: Khaki two-tab scooter, navy pique polo shirt (long or short sleeve), khaki socks or tights, and solid brown or solid black school shoes

**** Indicates Optional Items**

BOYS 6TH - 8TH GRADE UNIFORM

Khaki Adjustable Waist Double-Knee Pant **or** Khaki Straight Fit Chino Pant
Khaki Flat Front Adjustable Waist Short **or** Khaki Flat Front Stretch Short **
Navy or Burgundy Pique Polo Shirt (long or short sleeve)
Navy V-neck Cardigan Sweater **
Khaki Socks
Solid Black or Solid Brown School Shoes (not sandals, crocs, boots, athletic, or open-backed shoes)
Black or Brown Belt
P.E. T-shirt (long or short sleeve)
Navy SJNA Spirit Wear Sweatshirt or Navy French Toast Sweatshirt **
Navy Mesh P.E. Short and/or Navy P.E. Sweatpant
P.E. Sneakers and Plain/Solid White P.E. socks (no logos, stripes, etc.)

Formal Uniform: Khaki adjustable waist double knee pant or khaki straight fit chino pant, navy pique polo shirt (long or short sleeve), black or brown belt, khaki socks, and solid black or solid brown school shoes. **Shorts may not be worn on scheduled Formal Uniform days.**

**** Indicates Optional Items**

IMPORTANT DRESS CODE REMINDERS:

- Students are expected to attend school in clean uniforms that are free from rips, tears, and excessive stains.
- A belt must be worn if the student is wearing pants (girls and boys) or shorts (boys).
- Students may bring sneakers to wear during recess periods.
- Hair should be neatly styled and groomed away from the face so as not to cover the face. Extreme/shaved styles and/or extreme/unnatural hair color, is not permitted. Boys' hair should not extend beyond their eyebrows and/or below the top of the shirt collar.
- Girls' hair accessories must be one of the following solid colors (solid-colored accessories - not print): navy blue, white, brown, black or grey.
- Make-up or nail polish is not allowed.
- Jewelry must be kept to a minimum. Large necklaces and/or choker necklaces are not permitted. Bracelets and accessory-type wrist bands are not permitted. One cross or medal, one ring, and a watch or activity-tracking wrist band are permissible.
- For safety reasons, earlobe earrings (for girls only) should not extend appreciably beyond the earlobes; half-inch hoop earrings are permitted; dangles are not.

DRESS DOWN DAYS:

On special days designated by the Director and Lead Teacher, students may be out of uniform. Clothing should be appropriate for a comfortable, but productive working atmosphere keeping in mind the activities for the day and the weather. Students are expected to manage their appearance in a manner that does not disrupt the education process and is appropriate for school.

Students may wear jeans, cargo pants, or shorts (weather permitting). Shorts should be of sufficient length (following the “fingertip guideline”) with a finished hem.

The following is not allowed: Torn/Ripped/Distressed jeans, pajamas, spaghetti strap-styled shirts, short tops that expose the midriff, or are too low cut, skintight clothing, clothing that exposes the student’s underwear, bras/bralettes, or is see-through in nature. Leggings, jeggings/joggers or yoga pants are not permitted unless a shirt, sweater, or sweatshirt following the “fingertip guideline” is worn with these items. Students who do not follow Dress Down Day rules will lose the privilege of future Dress Down Days.

❖ STUDENT ASSESSMENT ❖

PROGRESS REPORTS/GRADING:

Progress Reports are based on a four-quarter system. Kindergarten and 1st Grade students receive developmental grades. Students in grades 2 through 8 receive letter grades. A student’s performance is based on formal and informal assessments, class work, homework, teacher observations, and participation. Each student’s effort and conduct will also be assessed and indicated on Progress Reports. Final reports will not be released if parents/guardians have been delinquent in Family Spending Account and/or tuition payments or if 5th – 8th Grade students have not fulfilled their community service and/or fine arts requirements.

PARENT-TEACHER CONFERENCES:

There is a mandatory parent-teacher conference following the end of the first quarter of the academic year. Optional parent-teacher conferences will be scheduled in the beginning of the third quarter. Further conferences during the year may be scheduled at the special request of either the teacher or the parents.

Parents are encouraged to consult with the teacher at any time during the academic year by contacting the teacher by phone (academy office), note, or e-mail. The teacher will respond within 24 hours of the request. **Please do not “drop in” your child’s classroom before or after school without first setting up a specified time with the teacher.**

STANDARDIZED TESTING:

Standardized tests are administered to help the teaching team guide instruction while also determining each student’s capability and achievement. St. John Neumann Academy, along with the other Catholic schools in the Diocese of Richmond, has adopted the NWEA Map Growth assessment tool for standardized testing. This is a computer-based assessment tool and adjusts to each student’s ability. The NWEA Map Growth assessment is administered to 1st – 8th Grade students three times a year: in the fall, winter and spring. Reports from these assessments will be shared with parents at the end of the school year.

✧ PARENTAL INVOLVEMENT & RESPONSIBILITIES ✧

St. John Neumann Academy welcomes the involvement of parents in the life of the academy. Your enthusiastic and consistent support will make a significant difference in your own child's attitude and overall success. Parents are welcome at all special events and may make special arrangements to visit in the classroom if desired. If at any time during the academic year you wish to arrange a private conference with your child's teacher, we will be happy to accommodate your request.

At all times during the school day (other than the morning drop off of a child), parents and visitors, upon entering the academy building, should report to the academy office to sign in before proceeding to the classroom location where they are expected. Before leaving, parents and visitors are to sign out at the academy office. This safety measure enables students, staff, and volunteers to know who is authorized to be in the building.

PARENT VOLUNTEERS:

The volunteer program is an integral part of St. John Neumann Academy and it is vitally important in carrying out our educational mission. We recognize that each person has particular gifts which would be of great benefit to all and we are immensely grateful for the hours dedicated parents are willing to give on behalf of the academy.

A volunteer sign-up is issued to all SJNA families at the beginning of each school year. We ask that each family be willing to perform at least one of the volunteer jobs listed during the entire course of the year.

VIRTUS TRAINING:

All volunteers who are regularly involved with students (coaches, coaching assistants, etc.) are required by the Diocese to agree to undergo a background check through the Virginia Department of Social Services, thus clearing them for such involvement. The appropriate forms are available in the school office. In addition, all volunteers must complete the "Protecting God's Children" Virtus three-hour workshop.

✧ HEALTH & SAFETY ✧

ASBESTOS-FREE FACILITY:

No asbestos or asbestos-containing products were used in the construction of our school facility. Additionally, no asbestos-containing products have been used in any improvements to the school building since its original construction.

HEALTH RECORDS:

Virginia State law mandates that a record of all immunizations be received prior to the student's first day of attendance. Physical examinations are required when your child enters school for the first time and health records must accompany new transfers into SJNA from another school. Students born outside the U.S. must have a recent TB test. All health records will be on file in the academy office.

A Student Information form is to be on file for each student. In case of a serious injury or illness, parents or guardians are notified immediately. If parents cannot be reached, the party listed on the emergency card will be called. Please instruct your emergency contact concerning action he or she is to take in the event of parental or guardian unavailability. The child should be familiar with each person listed in his/her emergency form. Children will not be permitted to leave the academy with a person they do not know. Please notify the academy immediately if there is a change of contact information.

ILLNESS and INJURY:

SJNA appreciates the cooperation of parents/guardians in helping keep the academy environment a healthy one for all students and staff members. **Please keep your child at home if he/she shows symptoms of illness such as sore throat, coughing, a fever over 100°, or has had nausea, diarrhea, or vomiting within the past 24-hour period.** Your child should remain at home until recovered and is fever-free without the use of over-the-counter medicine for 24 hours and is able to resume his/her academic schedule.

Parents will be notified when a child's illness is detected and they will be required to have him/her taken home. The policy for contagious conditions (i.e. lice, conjunctivitis, fever, etc.) is that the affected child will be isolated to wait for parental pick up.

In case of injury or accident, basic first aid is administered until the parent/guardian can be reached to take the child home, to the doctor, or hospital unless the academy deems that more immediate measures are needed. Emergency numbers are kept for each child. Any significant injury occurring during the school day is reported to the parent. At the direction of parent/guardian, the academy's staff will treat minor injuries or the parent/guardian may take the child to receive medical attention.

In case of serious injury, the academy will call 911 to have the local Rescue Squad transport the student to a hospital for emergency treatment. Parents will be notified as soon as practical. However, the child's welfare is the first and foremost priority of the SJNA faculty and staff.

MEDICATION ADMINISTRATION POLICY:

In cases when the administration of **non-prescription** (over-the-counter) medications is necessary at school, the parent or guardian must complete and return the **"Parent Release for Prescription & Non-Prescription Medication Administration"** form with the medication labeled with the student's name. This form is available through the school office or on the academy's website. The medication must be in its original container/packaging and include the manufacturer's administration instructions. (Examples might include Ibuprofen, cough drops, sinus or allergy medicine, cough/cold medications or sunscreen.) This form is available on the SJNA website and in the academy office.

In cases when the administration of **prescription** medication is required during the school day, the parent or guardian must complete and return the **"Parent Release for Prescription & Non-Prescription Medication Administration"** form with the medicine labeled with the student's name. Prescription medications must have an up to date pharmacy label. This is an important step in assuring the proper medication and dosage is being administered, thus avoiding medication errors. The medication must be in its original container. This form is available on the academy's website or in the academy office.

If medications are required for more than 10 consecutive school days, documentation requiring a physician's signature must be submitted to the SJNA nurse. This form is available in the academy office.

ALL medications must be transported to and from school by the student's parent, guardian, or carpool driver (as long as the parent or guardian has filled out the proper authorization). **STUDENTS MAY NOT TRANSPORT THEIR OWN MEDICATIONS TO OR FROM SCHOOL UNDER ANY CIRCUMSTANCES.**

✦ EMERGENCY PROCEDURES ✦

St. John Neumann Academy practices emergency drills on a regular basis in order to familiarize the students with proper and safe procedures for emergency exit and/or lockdown of the building. In the event of an actual emergency, the staff has detailed emergency procedures to contact parents. Your child's safety is our utmost concern. The academy is inspected on a regular basis by the Blacksburg Police Department, the Blacksburg Fire Marshal and Department of Social Services. The most recent inspection information is located in the academy's office. Emergency Evacuation Routes are posted in each classroom.