

St. John Neumann **Catholic School**

2415 E. Orman Avenue
Pueblo, CO 81004

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www.sjnics.school

Student - Parent Handbook

2024-2025



Our mission is to nurture and challenge each student to a lifetime of academic excellence, dignity, and passionate Christianity.

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Table of Contents

Philosophy, Core Values, Commitment

Welcome from Administrators

General Information

- School Hours
 - School Entry and Dismissal
 - Student Drop Off and Pick Up Protocols
- School Visitor Policy and Process
- Lunch Information and Snacks
- Other General Information and Guidelines
 - Information Card
 - Student Records
 - Cell Phone Policy
 - Social Media / Network Policy
 - School Supplies
 - Field Trips
 - Care of School and Personal Property

Dress Code

Student Health and Safety

- Medication Disbursement
- Immunization
- Inclement Weather
- Emergency Procedures and Policies

Parent Information

- Parent Involvement, Volunteers
- Grading Scale
- Conferences
- Homework
- Visitors
- Parties, Holidays, Birthdays

SJNCS Discipline Policy

- Expectations
- Discipline actions and Referrals

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.

OUR CORE VALUES

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.

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.

Our Commitment

We recognize each child as a unique individual with specific strengths and needs. We are committed to providing all St. John Neumann Catholic School students with high quality, research – based instruction in all subject areas. We believe that a learning program focused on high standards, fair assessments, and measurable growth will ensure that all of our students reach their maximum potential.

Welcome letter from Administrators

Dear St. John Neumann Parents and Students:

Our names are Julie Naccarato and Stephanie Smith, and we are the administrators of St. John Neumann Catholic School. This is our second year at SJNCS. St. John Neumann Catholic School is known far and wide for its dedication to excellence, but more importantly, to children. Over the past 37 years, we have been teachers and in administration, but we consider our most important job to be that of a child advocate. Not only are we excited to work with your children, but we look forward to the work we will do together.

On behalf of our entire staff, we would like to extend a warm welcome to all of you for the 2023-2024 school year.

Each school year we have a school-wide theme to unify and motivate students, staff and families! Our theme for this year is **Anchored in God's Love!** SJNCS is ready to dive into the waters of Learning and Love.

Our staff is committed to providing the best possible education for your child. We are excited about our school's accomplishments and the growing opportunities for student learning that are developing at SJNCS. Our mission emphasizes our high expectations for all of our students. Our main goals continue to ensure all students' social, spiritual, and learning needs are met; increasing student achievement; and providing a safe, nurturing and secure school environment.

We believe that these goals can be achieved if we all work together as a team. St. John Neumann Catholic School is strongly supported by our parents and community. We encourage parent involvement and value your input in all aspects of your child's education. This includes volunteering, reading with your child and helping with assigned homework, attending parent meetings and conferences, participating in school functions, and stressing the importance and value of education and faith within your home. Parents, remember that through the Teacher Ease portal you will have access to your child's grades, attendance, and assessment information. This system is a great way for parents to stay informed and current with your child's academic progress as well as other pertinent school information.

Throughout the year, communication from the school will come in the form of emails, newsletters, which are carried home via the "blue folder," and phone calls. Please make sure phone numbers are current in our school system and notify us of any changes. You should also look to the school website or Facebook for updates, messages and school related event information.

SJNCS has a reputation for success and is noted for our team of dedicated and experienced teachers, outstanding students and supportive families. Together, we will continue to provide Panther students the best education possible!

Have a wonderful year!

Sincerely,

Mrs. Julie Naccarato and Mrs. Stephanie Smith

School Hours

St. John Neumann Catholic School has classes daily, Monday through Friday from 7:50-3:20 for students Kindergarten - 8th Grade. There are occasional early dismissal days- please refer to the calendar.



Entry and Dismissal/ Drop Off and Pick Up Protocols

K-8 Drop off/Pick up-The gates to the playground are opened at 7:45 and students are allowed in the gym at that time. The day starts with students in grades Kindergarten through 8th grade meeting together as a community for announcements and prayer before they are dismissed to their classrooms. End of the day dismissal is at 3:20 where students are escorted to the playground. There are two teachers on duty to make sure that students are picked up by the parents and guardians from the Drop off/Pick up zone on Oakland. If you choose to park and come onto the playground, you must park on the west side of Oakland. No child will be allowed to cross Oakland without an adult. Please do not park on the bus/van loading zone that is marked by the yellow curb. Teachers are on duty until 3:30, and the gate is locked. If you are able to arrive by that time, students will be sent to the office to wait. We will not allow children to be left unsupervised waiting for transportation.

Pre-K students will enter the building on the north end located on Nevada Ave. The Nevada gate is also opened at 7:45 and children are to report to the large Pre-K room. Parents must exit the car with their child and come to the playground gate to pick up students at dismissal times. Please park on the south side of Nevada to pick up your child. Parents will use the **BrightWheel** App to sign their child in and out daily.

Preschool students will enter the building on the east side door near the Preschool room. Parents are encouraged to park on the east side of Ormann and walk their child across the street to the door. Parents will use the **BrightWheel** App to sign their child in and out daily.



Visitor Policy

Visitors are to enter the building through front office doors and must be checked in by office staff to obtain a visitors pass before entering hallways.

Non-staff visitors will be screened for building entry when they “buzz” in through the main office doors. When picking up children early, parents must wait in the front office hallway for students to be called and released from class. Parents who come to bring items to children (ie. lunch, backpacks, homework, etc) may leave items at the front office and we will call the student to the office to pick up at an appropriate time or deliver the items to the classroom

School Lunch and Snacks

St. John Neumann Catholic School uses the app- HotLunch. Go to your App Store to download the Hot Lunch app. You may also go to www.sjnccs.ahotlunch.com. The domain code for our school’s account is SJNCS If you choose to purchase hot lunch, please order through the app. Money may be brought to school and loaded onto the account or you may attach a credit card to your child’s account. You may order meals up until 9:00 the previous night but you may order for the week or the entire month in advance. Vendors that supply our lunches are as follows-



- Monday- Little Ceasar’s Pizza
- Tuesday- Rita’s Mexican Food
- Wednesday- Collette’s Pasta
- Thursday- Subway or Willie’s Barbeque

Students may bring lunches from home anytime, however, the school does not serve lunch on Fridays and ALL students must bring lunch. We encourage you to pack healthy lunches. Please keep in mind that we are a peanut free school, therefore, do not send peanut butter sandwiches, etc. Most classrooms allow students a snack break throughout the day. Peanut free, healthy snacks are also encouraged.

Other General Information and Guidelines

Information Card- Students must have a current information card on file in the office. This must include emergency contact information, who is allowed to pick up your child, doctor and dentist information, etc. If any information changes, please contact the office to update the card.

Student records- Student records are kept in the office and are available for examination upon parental request. If you wish to discuss your child’s records, notify the administration and an appointment will be made for you to see the records and receive appropriate explanations.

Cell Phone Policy- Elementary students who bring cellphones to school must leave phones in silence mode and in their backpacks or in their classroom phone collection box throughout the school day.

Middle school students are to turn their phones in during their homeroom/first period class. Phones will be taken to the office for safe keeping. Parents, we ask that if you need to contact your child during the school day, you do so by calling the school office. Students who do not follow the cell phone policy here at school will be first infraction as a warning. Second violation parents will be notified. Third violation parents will be called, parents have to pick up the phone, and students will receive a referral with consequence.



Social Media / Network Policy- St. John Neumann Catholic School realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, SJNCS requests that our school community- teachers, parents, and students follow the safe practices when using social media, as well as respect copyright and fair use guidelines. St. John Neumann Catholic School does have safeguards in place through our technology firewall to provide a secure internet experience for our staff and students.



School Supplies- All students should have a backpack or bag that they bring to school daily. A list of grade level supplies is provided at the start of each school year. Lists are available through Teacher Ease, the school website, or check with your child's teacher. Throughout the year, parents may be asked to provide some additional supplies for their child's classroom. Each teacher will inform the parents of any other special needs as they arise.

Field Trips- Each grade typically has two – three field trips per year. Field trips are designed to provide learning experiences for students outside the school setting. The goal is to supplement educational activities provided in the classroom. Following the rules and displaying proper manners are requirements for students on all field trips. Students may be excluded from field trips because of poor behavior prior to the trip. If student behavior is unacceptable during the field trip, students may be excluded from participating with the other students and may be required to remain on the bus or wait in another area under adult supervision until the activity has been completed. Students who have been



disruptive in the classroom or are not working up to their potential academically may not be allowed to attend a school-sponsored field trip or activity. In the event that a field trip privilege is taken from a child, the teacher/principal will notify the parent as to the reasons for denying a child permission to attend the field trip. Parents are welcome to attend school field trips however, you must provide your own transportation. Siblings are not permitted to attend school-sponsored field trips.

Care of School and Personal Property- We expect students to take pride in the appearance of their school. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instruments. Students must not tamper with fire alarms, fire extinguishers or electrical systems at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property and an appropriate fine will be assessed. Included are textbooks, resource books, chrome books, computers, and library books. Students should not bring large amounts of money or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Do not leave money or other valuables in the desks.

Dress Code



All students are expected to be dressed daily in SJNCS uniform attire unless it is a non-uniform designated special themed day.

SJNCS uniform requirements-

- Navy, white, or gray shirt/polo top with the SJNCS logo to be worn with navy, black, or tan pant, skirt, jumper, skort, capri pant, or shorts
- You may purchase navy, white, or gray shirts/tops at Embroidery Plus OR at any department store and have Embroidery Plus put our school emblem on the item.
- If a skirt, dress, or jumper is worn, cartwheel shorts must be worn underneath
- The length of shorts, skorts, skirts, or jumpers must be no shorter than 2 inches above the knee.
- Cargo pants, sagging pants, or baggy styles of clothing are unacceptable. Pants should fit around the waist and remain above the hip bone.
- Leggings or yoga pants may be worn under skirts, dresses, jumpers, or shorts/skorts or by themselves IF the uniform shirt is long enough to cover the

wearer's bottom. Shirts may not be tucked into leggings. They must be in black, navy, gray, tan, or white.

- Clothing should be designed, constructed, and worn in a manner that is neither suggestive or indecent. Shirts must cover the student's mid-section at all times and be at an appropriate neckline.
- During cold weather a solid colored turtleneck type of long sleeved shirt in the school colors may be worn under the logo top; also acceptable is the navy school logo sweatshirt, fleece top, or jacket.
- Socks are to be in solid school colors of navy, black, tan, or white.
- Shoes must be worn at all times to ensure your child's safety. Appropriate footwear for physical education is essential. Athletic shoes should be worn for physical education class. Flip flops, open toed shoes, or high heels are not appropriate for the school playground or the gym.
- Any articles of clothing or jewelry that could cause injury, such as chains, bracelets, rings, large earrings, etc. are prohibited.
- Hair should be clean, well groomed, and without coloring that detracts from the student's natural color nor from the learning environment. Natural hair color highlights may be worn. Colors outside of natural hair coloring is prohibited. Mohawks, designs shaved into heads, colored extensions, and artificial colors are prohibited.
- Hats, caps, or sunglasses must be removed when students enter the building.
- Body piercing is not allowed except in the earlobe.
- Makeup and jewelry may not be worn in extreme
- Clothing shall be free of inflammatory, suggestive, or inappropriate writing, advertising, or artwork.
- Hair bows are permitted in navy, gray, or white
- Students will wear uniforms beginning the first full day of school.
- We have a **NO CHARGE UNIFORM EXCHANGE** in the cafeteria.

Designated Non-Uniform Days

There are designated non-uniform days scheduled throughout the year. Student Government designates these days. The requirements are as follows-

- No family is required to purchase special clothing to wear on non-uniform days
- A St. John Neumann activity shirt will be available to purchase to wear on non-uniform days as an alternative to the proposed dress suggestion
- Jeans must be free of holes
- Shorts must be no shorter than two inches above the knee
- No tank top type shirts are permissible
- Jackets or sweatshirts must be worn with tops that show the shoulders
- If leggings or yoga pants are worn, a top must cover the bottom of the wearer

- If a student chooses to not participate in the designated “spirit day”, they may wear a SJNCS activity shirt. Special events may warrant a special SJNCS shirt (National Academic League, Father Powers, etc.)



Health and Safety

MEDICATION- St. John Neumann Catholic School Policy on medication is as follows: The responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student. If, under exceptional circumstances, a student is required to take medication during school hours and the parent(s) or legal custodian(s) cannot be at school to administer the medication, the principal or his/her designee shall administer the medication in compliance with regulations established by the School and State of Colorado. Personnel shall not dispense any non-prescribed medication to students under any circumstances. Written instructions and a form to be signed by a physician and parent may be obtained from the school's office. Non-prescription medication is included in this policy. Students are not to bring medication of any kind to school. Parents are required to deliver medication to the office in the original pharmacy bottle. At the end of the school year, it is the responsibility of the parent or guardian to pick any unused medication from the office. As a matter of safety, we will not send medication home with the student.

NOTE: Parents should inform the school of any special health problems a child may have. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the needs of the student. The school nurse will work with families to create a health plan to document special needs/circumstances regarding the student's health.

IMMUNIZATION- State law requires that all children have a complete immunization record on file in the school office. If the immunizations are not complete, the student can be excluded from school. Please help us keep our records current by bringing records of all booster shots. Students in preschool through 12th grade must have Hepatitis B Series of shots or plan from your physician to receive them. No kindergarten student will be considered registered without his or her updated shot records. For other students, failure to have your shot records in order will cause your child to be excluded from school according to Colorado Law.

INJURY OR ILLNESS EMERGENCIES- In case of serious injury or illness of any child at school, the home and/or the parent's workplace will be called first. If a parent cannot be reached at these numbers, the emergency contact person listed on the student information card will be called next. If no response is found, the physician listed on the back of the card will be called. If the physician cannot be reached, the child will be taken to the emergency room of the hospital of your choice. Please complete the emergency / enrollment form very carefully. Complete and accurate information is imperative. As a safety precaution please list someone else that we can contact in the event we cannot reach you.

Inclement Weather



COLD WEATHER POLICY- Unless the weather is extremely inclement, children will be outside during recess periods. On those days students should dress warmly so they are comfortable during brief periods outside. As a rule of thumb, 25 degrees is used as a measurement to either stay outside or come in. The wind chill factor and wet conditions are also considered.

SCHOOL CLOSURE OR DELAY POLICY- During inclement weather, especially during the winter months, St. John Neumann Catholic School has specific procedures regarding delaying or canceling a school day. Parents and/or guardians are advised that unless informed otherwise, school will be held for a complete day. In the event of cancellation or delayed start, a decision will be made by 6:00 am and the following will occur: Emergency Call System will be initiated to notify staff and students of the cancellation or delayed start with details of the start times. An email will also be sent to inform families of the delayed start or cancellation. The administration will notify Pueblo-area news media of closure or delay (with adjusted start times). When there is a delayed start or closure we will post the information on the St. John Neumann Facebook Page. Transportation will be at the discretion of Mr. Weber.



SCHOOL EMERGENCY PROTOCOL:

At SJNCS we have detailed emergency protocols in place that are regularly reviewed and practiced with staff and students. We have specific plans and protocol for: Fire, Tornado, Lock Down, Shelter in Place or Off Site Evacuation.

Our designated Off - Site Evacuation point is St. Francis Xavier Church Hall on 611 Logan St. Pueblo CO 81004

Parent Information

Parent Volunteer Hours- It is crucial to the success of St. John Neumann Catholic School that every family recognizes the needs of the school and volunteer their time, expertise and talents for the betterment of the school community. All parents are encouraged to help secure donations, sell tickets, and promote the fundraising activities. The volunteer Log Book is maintained in the office.

- A minimum of 30 volunteer hours are required per SJNCS Family
- Preschool families are required to volunteer 10 hours
- The following activities are in need of volunteers
 - BINGO
 - Mass- maintaining supplies, laundering linens
 - Cafeteria helper
 - Classroom helper
 - Alumni activities
 - Annual Auction
 - Golf Tournament
 - Book Fair
 - Facility projects
 - Mailings
 - Back to School event
 - Holiday Parties
 - Culture Day
 - National Catholic Schools Week
 - Mardi Gras
 - Lenten activities
 - Field Day/End of Year activities
 - Coach- Academic teams, sports teams, etc.
- SJNCS also participates in the Box Tops of Education program. Please download the app and access the school by zip code- 81004. It is an easy way to help our school earn money.



Grading Scale -

Kindergarten - 3rd Grade U Unsatisfactory N Needs Improvement S Satisfactory E Excellent	4th Grade - 8th Grade Standard Scale A 90-100 B 80-89 C 70-79 D 60-69 F 59 and below
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Conferences-



Formal parent-teacher conferences are scheduled twice during the school year. However, parents are urged to schedule a conference time with teachers/principal if ever a concern arises.

Homework

Homework- Parents should be aware of the purpose of homework and should encourage and support the school in requiring that each student complete all assignments. Homework is given to:

- Review and reinforce what has been taught in class
- Finish incomplete class work
- Make up work missed when a student has been absent
- Develop good study habits

Special Celebration Parties- Throughout the year, classrooms will celebrate various holidays or class rewards with special parties and activities. These days are communicated through classroom notes, school newsletters and/or school email. Parents may be asked to donate items for these occasions and individual teachers will schedule and notify families of these special events/programs or projects.



Guidelines for Birthday Celebrations at School- Although we understand that parents enjoy coming to the school with treats to celebrate their child, we want to ensure that learning time is maximized. Taking into consideration food allergies and other health concerns, we want to promote a safe, healthy and learning-centered environment for all. With this in mind, we are asking that birthday treats be individually wrapped, store bought, and sent to school for the teacher/child to pass out during an appropriate time when instruction and learning will not be interrupted. We invite you to join your child in the cafeteria for a birthday lunch date and recess! We thank you for being understanding in this sensitive matter. Be assured that we will make each birthday boy or girl feel special on this special day.



St. John Neumann Catholic School Discipline Philosophy, Practices, and Policies-

The key to student learning and school success is a positive classroom climate and good relationships established between teacher, student and parent. Our goal at SJNCS is to focus on building and nurturing these relationships so that the safety and security needs are met for our students and that meaningful instruction and learning can take place.

Our Beliefs:

- We believe that the SJNCS administration, staff and families share one important responsibility- creating and maintaining an atmosphere that provides every student the opportunity to work toward his/her greatest potential.
- We believe that all students must have a positive, safe and conducive learning environment for successful learning.
- We believe that we must build positive relationships with our students and families.
- We believe that students are responsible for their own learning with proper modeling, direction and guidance from the school staff.
- We believe home-school communication and parental involvement/support are directly linked to student's academic achievement
- We believe that no student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration.
- We believe that there is no magic formula for dealing with children, but a genuine liking of children and an empathetic understanding of the many problems of childhood is essential.
- We believe that the success of any program depends on the implementation by all people concerned.
- Follow through and support by parents at home is a must.
- Consistent application of the guidelines is essential.

We follow the Six Pillars of Character model of attitudes and behavior. Each Character is identified with a color and are as follows-

- Trustworthiness- Blue: Think True Blue
- Respect- Gold: Think the Golden Rule
- Responsibility- Green: Think being Reliable and Solid like an oak
- Fairness- Orange: Think of dividing an orange into Equal Sections to share
- Caring- Red: Think of a Heart
- Citizenship- Purple: Think Regal purple as representing the state or God

Disciplinary Actions and Consequences- Our standard practice is --first and foremost-- to set, teach, monitor and review behavior expectations in the classroom as well as throughout the school campus with all students. SJNCS teachers establish routines and procedures for effective classroom management. However, students may

be disciplined for inappropriate behaviors or infractions in the classroom, on the playground or other school areas by the supervising staff. If this occurs, supervising teacher/staff may impose consequences such as: time-out/after school time; conference w/student(s); loss of privilege; parent contact; office visit to conference with the student(s). Certain discipline offenses warrant an office referral and visit to the principal. In this event, the referring staff will complete an Office Referral Form and student(s) will be sent to speak with the principal. Parent contact will be made by either student or principal and disciplinary action/consequences will be imposed by the principal based on the severity of the infraction. Parents will receive a copy of the office referral. All office referrals are documented in the TeacherEase student information database noting the specifics of infraction as well as consequence and/or resolution.

What type of behavior constitutes an office referral?

- Willful disobedience/defiance
- Physical Contact/Fighting
- Threatening or verbal abuse toward student/adult
- Bullying -Leaving the school grounds without permission
- Excessively disruptive behaviors
- Profanity/Obscene Gestures
- Theft -Possession and/or use of a weapon
- Scholastic dishonesty
- Destruction of Property/Property
- Substance infractions
- Repeated or multiple violations of SJNCS expectations for student conduct

Any action that a student exhibits, whether in the classroom, on the playground, or on the way home that is against district policy, will be handled according to that policy and affording due process to the student.

What are possible Consequences for Serious or Recurring Problem Behaviors?

The consequence for students referred to the office will include verbal consultation or reprimand; parent contact and possibly:

- Detention may be assigned either during lunchtime or after school. Teacher or principal will contact the parent if the student is going to be detained after school for disciplinary consequences. Pupils may be detained in school during recess as a consequence.

- In School Exclusion/Classroom Removal (full or part day) Pupils may be removed or excluded from the classroom setting for a short period of time or for more severe disciplinary action full day(s) of in-school suspension may be assigned. Additionally, pupils may lose the opportunity for other special privileges if their behavior is harmful to themselves or others.

- Behavior Contract and/or Involvement of School Administrator
- Formal parent/student conference with the Administrator
- Suspension/Expulsion or other action taken is dependent upon the individual situation and the discretion of the Administration and SJNCS Board of Directors.