

# **Saint John the Apostle**

**Inspiring Mind and Soul**



**Parent Handbook  
2009-2010**



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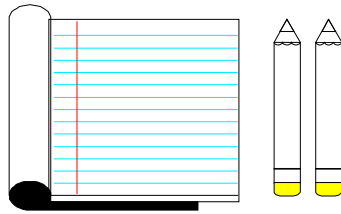
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## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of St. John the Apostle School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.



## **AMENDMENTS TO HANDBOOK**

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

## **NON-DISCRIMINATORY POLICY**

St. John the Apostle School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. St. John the Apostle School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship, loan programs, athletic and other school-administered programs

**ST. JOHN THE APOSTLE SCHOOL  
VALLEY ROAD  
CLARK, NEW JERSEY 07066**



**COMMUNICATION INDEX**

School .....	(732) 388-1360
FAX .....	(732) 388-0775
E-mail .....	dmobrienop@sjanj.org
School Web Page .....	www.sjanj.org
Health Office .....	(732) 388-1062
Convent .....	(908) 486-3701
Religious Education Office .....	(732) 388-1253
E-mail .....	ccdoffice@sjanj.net
Rectory .....	(908) 486-6363
E-mail .....	parish@sjanj.net
Parish Web Page .....	www.sjanj.net



**SCHOOL HOURS**

Grades 1-8 .....	8:00 a.m. - 2:30 p.m.
Kindergarten .....	8:00 a.m. - 2:30 p.m.
PK-4A 5 days .....	8:30 a.m. - 11:00 a.m.
PK-4P 3 days.....	12:05 p.m. - 2:35 p.m. Mon., Wed., Fri.
PK-3 2 days.....	12:35 p.m. - 2:35 p.m. Tues., Thurs.

## PARISH STAFF

Rev. Robert McBride .....	Pastor
Rev Luke Tran .....	Parochial Vicar
Rev PaoloTanzini .....	Parochial Vicar
Rev. Philip Latronico.....	CYO/Emmaus Director
Mrs. Amy Giglio .....	Sacramental Director
Miss Michelle Angelo.....	CCD Director

## SCHOOL STAFF

Sister Donna Marie, O. P. ....	Principal
Mrs. Dolores Paruta .....	Secretary
Mrs. Kathleen Wittrock.....	Part Time Secretary
Mr. Tom Pedas .....	Music
Mrs. Kathleen Carolan.....	Art
Mrs. Eileen Esposito.....	Computer Science
Mr. Kevin Squires.....	Physical Education/Health
Mrs. Melly Blanco.....	Spanish grade 5 & 6
Mrs. Aida Garcia .....	Spanish grade 7 & 8

### ***Pre-K/Nursery***

Mrs. Lori Rodrigues

### ***Grades 5***

*Mathematics & Religion*

Mrs. Patricia Stryker

### ***Kindergarten***

Mrs. Arlene Panico

Mrs. Carol Berls

### ***Grades 6 - 8***

*Religion*

Mrs. Tara Freschi

### ***Grade One***

Mrs. MaryAnne Arlotta

Mrs. MaryAnn Chohey

### ***Grades 6-7***

*Language Arts/Reading*

Mrs. Sharon Osnato

### ***Grade Two***

Mrs. Irene Abline

Ms. Kimberly Harrigan

### ***Grades 7-8***

*Language Arts/Reading*

Mrs. Charlene Quackenbush

### ***Grade Three***

Mrs. LeighAnn Melo

Mrs. Patricia Lettini

### ***Grades 6-8***

*Mathematics*

Mrs. June Butchko

### ***Grades 4***

*Mathematics & Religion*

Mrs. Mary Lou Lanigan

### ***Grades 6-8***

*Science*

Mrs. Rosemarie Lach

### ***Grades 4-5***

*Science*

Mrs. Jacqueline Halleck

### ***Grades 6-8***

*Social Studies*

Mrs. Susan Luciano

### ***Grades 4-5***

*Social Studies*

Miss Melissa Tooker

### ***Custodial Staff***

Mr. John Heyder

Mr. Brian O'Dell

# ST. JOHN THE APOSTLE SCHOOL

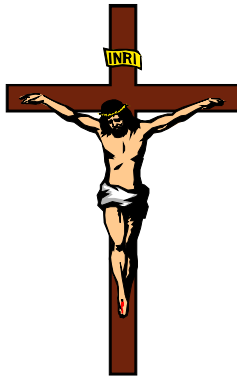
## MISSION STATEMENT

Saint John the Apostle School is a community of people whose lives are directed by our faith in God. Our goal is to influence one another in learning and living out the gospel message of Jesus Christ in our academic environment.

We are committed to serve all who are part of the Saint John the Apostle Community regardless of race, nationality, or religion.

Our mission is to instruct our students in the teachings of the Roman Catholic Church and to strengthen and deepen their Christian beliefs and values.

Our goal is to send students from Saint John the Apostle School equipped with spiritual, moral, academic and social values to lead a productive life.



## PHILOSOPHY

The staff sees the parents as the constant in the child's life. The school looks to the home to provide a practical and stimulating forum where a child can discuss and try out his/her ideas with warm encouraging adults.

If principles of Catholic Education were believed, practiced and allowed to grow and flourish, this nation would have a spiritual and national resource that would enrich its' citizenry beyond measure.

# Middle States Association of Colleges and Schools Commission on Elementary Schools

## CERTIFICATE OF ACCREDITATION

*This is to affirm that*

### ***Saint John the Apostle School***

*has demonstrated to evaluators of the Commission on Elementary Schools that it is effectively advancing the quality of educational experiences it offers its students and meets its responsibilities to the public and to the profession of education*

*and*

*complies with standards for accreditation that are established by the Commission on Elementary Schools and approved by the membership of the Association and is therefore granted accreditation for the period*

***April 27, 2002 to May 30, 2012***

*subject to the terms of accreditation maintenance set by the Commission on Elementary Schools*

  
Chair of the Commission

  
Executive Director



## ORGANIZATION

The organization at St. John the Apostle School is as follows:

***Pre-K 3 year old:*** Pre-K 3 year old program offers students the opportunity to develop socially and spiritually while fostering their independence.

***Pre-K 4 year old:*** Recognizing the importance of the formative years, the Pre-K 4 year old program offers a series of learning experiences which foster cultural enrichment as well as school and social readiness. All of these experiences lend themselves to the cognitive, spiritual and physical growth of the child.

***Kindergarten through Grade Three:*** Classrooms are self-contained for the major subjects. Art, music, computer science and physical education are taught by special teachers. In kindergarten art is taught by the classroom teacher .

***Grade Four and Five:*** A departmentalized approach is used for math, social studies, penmanship, religion and science. Art, music, computer science, physical education and health are taught by special teachers, while language arts and reading are taught by home room teachers.

***Grade Six, Seven and Eight:*** All subjects are taught by departmentalized teachers. Students are homogeneously grouped for mathematics and science in grades seven and eight. Art, music, computer science, physical education, and health are taught by special teachers.

***Spanish:*** Spanish is offered to all students in grades K-8. Students in Grades K-4 receive instruction through a video series, “Español para tí”. Students in Grades 5 - 8 have a Spanish teacher. Students who receive compensatory education, speech or supplemental instruction may not be eligible for this program.

***Family Life:*** A family life program is part of the religious studies curriculum for grades one to eight. It is usually taught during spring semester.

# POLICY ON ADMISSION OF STUDENTS

St. John the Apostle School gives preference to:

Registered parishioners of St. John the Apostle Parish who currently have siblings in the School.

- ◆ Registered parishioners of St. John the Apostle Parish who currently have no siblings in the School.
- ◆ Catholic students registered in parishes other than St. John the Apostle and who currently have siblings in the School.
- ◆ Catholic students registered in parishes other than St. John the Apostle and who currently have no siblings in the School.
- ◆ Non-Catholic students.
- ◆ In grades where there is a waiting list, it is for one academic year only. Re-registration is required for the succeeding academic year.

## ADMISSION PROCEDURE

### 1. *Age*

A birth certificate must be submitted for proof of age.

- ◆ The Pre-K 3 year old child must be three years old on or before *October 1st*.
- ◆ The Pre-K 4 year old child must be four years old on or before October 1st.
- ◆ The Kindergarten child must be five years old on or before October 1st.
- ◆ The First Grade child must be six years old on or before October 1st.

## 2. *Immunization Requirements*

### *Pre-K Requirements*

- ◆ 3 doses of *DPT*
- ◆ 3 doses of *Polio*
- ◆ 1 *MMR*
- ◆ 3 *Hib*
- ◆ 3 *Hep B*
- ◆ 1 *Varicella*
- ◆ 1 *Flu Shot* for each year attending Pre-K

### *K-8 Requirements*

- ◆ 5 doses *DTAP*: one dose must be administered on after fourth birthday - any child born after 1/1/97 or entering sixth grade required to receive a booster dose.
- ◆ 3 doses of *Polio* - one dose given after 4<sup>th</sup> birthday.
- ◆ 2 doses *MMR*
- ◆ 4 doses *HIB*
- ◆ 3 doses *HEP B*
- ◆ 1 dose *VARICELLA* (Chickenpox)
- ◆ 4 doses *PREVNAR*
- ◆ 1 dose *Mennigitis* - Grade 6

**AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.**

## 3. *Catholic Applicants*

A Baptismal Certificate and verification of reception of any additional sacrament(s) is required.

## 4. *Transfer Students*

In addition to all of the above items, a transfer notification and most recent report card from the previous school is required.

No transfers will be accepted for the 8th grade

# TUITION

## Childhood Programs

Pre-K 4 year old (5 days AM).....	\$3150.00*
Pre-K 4 year old (3 days PM) .....	\$1900.00*
Pre-K 3 year old (2 days PM) .....	\$1250.00*

\*\$100.00 discount with other children in St. John the Apostle School

## Grade K-8

one child . . . . .	\$3290.00
two children . . . . .	\$5320.00
three children or more . . . . .	\$6660.00

\*\* A Parishioner is one who attends Mass at our parish with their child and who uses their weekly envelopes 75% of the year (January 2009 to December 2009) for a minimum annual contribution of \$400.00.

## Out-of-Parish:

per child .....	\$4600.00
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**Note:** In addition to the above tuition, all K-8 parents/guardians, in accordance with the registration contract, are required to participate in the *Lunch Program*. If this is not possible, they may choose to participate in the *CCD Program*, *Money Counter*, *Weekend FCP seller* or make a *donation of \$300* to the school. Families are required to participate in the Candy Bar Sale, the Food Certificate Program (\$400 per month in certificates for 10 months or add \$20 per month to the tuition payment) and to make a \$20.00 donation to the Gift Auction. Parents are also encouraged to participate in other fund raising activities. All Pre-K parents/guardians must be a Pre-K helper or pay an additional \$25.00 per month. They are required to participate in the Candy Bar Sale and the Food Certificate Program based on Pre-K program and to make a \$20.00 donation to the Gift Auction:

Pre-K 4A (5 days) ....	\$270/month for 10 months in certificates or \$13.50/month added to tuition
Pre-K 4P (3 days) ....	\$200/month for 10 months in certificates or \$10/month added to tuition
Pre-K 3 (2 days) .....	\$140/month for 10 months in certificates or \$7/month added to tuition

## TUITION PAYMENTS

- ◆ The first tuition payment is due at registration with a \$75.00 registration fee, a \$90.00 computer fee, and a \$20.00 Gift Auction fee. These fees are non-refundable.
- ◆ The tuition rates are applicable for the two semesters:  
September/January & February/June.
- ◆ If for any reason the student does not complete a semester, a full semester tuition must be paid. Any student entering during any part of a semester must pay for the complete semester.

Three tuition payment plans are available:

1. Full amount paid at time of registration in February.
2. Three installments (one-third each) due at:  
Registration, July 1 and November 1.
3. Ten monthly payments due the first of:  
February, March, April, May, June, July,  
August, September, October and November.

By September 1, eight payments must be made before a child can enter school for the fall term. A late fee of \$25.00 per chosen tuition payment plan will be assessed monthly for late payments. Payments received after the 25<sup>th</sup> of the month will be considered as late.

*Please make payments by check or money order.  
Please submit all tuition payments to the rectory office.*

**ALL TUITION MUST BE PAID IN FULL BY  
NOVEMBER 1**

## ATTENDANCE

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

### POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call the school (732-388-1360) or e-mail (dparuta@sjanj.org) no later than 9:00 a.m. to report a student's absence. If no contact has been received by this time, the school secretary will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

Upon the child returning to school, the teacher must receive either a written excuse or e-mail from a parent/guardian stating the student's name together with the date(s) and reason(s) for the absence. An absence of three consecutive days requires a doctor's note.



In case of a prolonged illness, daily contact is not necessary provided the nature of the illness and possible duration is made known on the first day. However, once the illness extends beyond two weeks, please contact the office so that arrangements can be made for a tutor. **Excessive absences can be a cause for retention if work is not made up. The successful completion of all missed work is the responsibility of each student.**

### ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular activities that afternoon or evening. If a student is absent from school for reasons other than illness or disciplinary actions the school reserves the right to make an individual judgement regarding same-day extracurricular participation.

## SUPERVISION

The school's responsibility for supervision of students begins at 7:45 a.m. and ends at 2:30 p.m. For students properly enrolled in the school's extended care programs, supervision begins at 7:15 a.m. to 7:45 am for Before Care Program and 2:30 pm to 6:00 p.m for the After Care Program.

## LATENESS AND TARDINESS

A student is considered late if he/she is not in the home room by **8:00 a.m.** A student who is late must be accompanied by a parent in order to obtain a late slip before he/she enters the home room.

## DISMISSAL

### EARLY DISMISSAL/VACATIONS

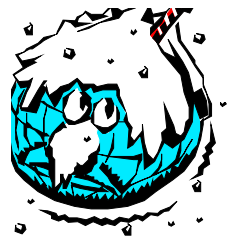
All request for early dismissal must be in writing and should include the reason for the request. For the safety and protection of your child, parents are requested to report to the school office to pick up the student. No child will be excused from school unless this procedure is followed.

Please schedule regular medical and dental appointments after school hours or on school holidays.

Family vacations should be scheduled during school holidays. We discourage parent's request to have students excused for vacation while school is in session. **The student is responsible for completing all missed work during any absence.**

## EMERGENCY CLOSING

In the event of severe weather conditions or other emergencies, you will be notified via our automated ALERT SYSTEM. If your telephone number has changed, or if you do not receive a call on a closing, please notify the office.



**PLEASE DO NOT CALL THE RECTORY OR CONVENT  
FOR EMERGENCY CLOSING INFORMATION.**

# FACULTY MEETINGS

Faculty meetings and Professional Days are scheduled periodically throughout the year.

Some of these dates are noted on the school calendar. Others that are scheduled later may require separate notices via the monthly calendar and/or weekly church bulletin. We recommend that you check the Church Bulletin and the School's Home Web page for school news.

## HOME/SCHOOL COMMUNICATIONS

### Appointments with School Personnel

If you would like to schedule an appointment with the Principal or member of the faculty, please contact the office (Phone 732-388-1360, e-mail dparuta@sjanj.org or the individual faculty member) for a mutually convenient time. No member of the faculty should be contacted at his/her home. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.



### Correspondence Sent to School

All written correspondence sent to the school office or teachers should be written in ink on suitable stationary and enclosed in a properly addressed envelope. Please include the child's room number on all notes or e-mail correspondence.

St. John the Apostle School will communicate monthly with all parents/guardians by newsletter and/or brown envelope, which will be hand delivered by the student.



### Money Collections



No money collections will take place in the classrooms without the permission of the Principal. Once permission has been received, money should be sent to school in a clearly addressed and identified envelopes with name, grade, room number, item to be purchased and the amount of money enclosed indicated on the outside of the sealed envelope.

## PARENT FACULTY GUILD (PFG)

The objectives of the Parent Faculty Guild (PFG) are to advance Catholic education and the welfare of our school children.

Every parent is urged to become a member of the PFG and assist the school in achieving its goals.

Through the PFG meetings, we are able to promote a clearer understanding of the mutual education responsibilities of parents and teachers. School programs are enriched and strengthened through the fund-raising programs sponsored by our PFG.

Our PFG officers are nominated and elected at the general meetings and serve for a two-year term:

Presidential Advisor.....	Gretchen Hickey
President .....	Maryellen Ford
Vice President.....	Lynn Brennan
Secretary .....	Linda Pauer
Financial Secretary	Steve Dedinsky
Treasurer .....	Ann Cafiero
Directors .....	Stephanie Chrobak Judy Chiusano Michele Kowalski Diane Malar Bernadette Young
Moderator .....	Rev. Robert McBride
Faculty Representative.....	Patricia Lettini & Eileen Esposito
Honorary Chairperson .....	Sister Donna Marie, O. P.

PFG Dues are \$10.00 per family and are payable in September. Only members in good standing can participate in elections.

## SCHOOL ADVISORY BOARD

The School Advisory Board Members serve St. John the Apostle School by offering time and talent to enable the school to pursue its' Mission of Education in the Catholic Church. The School Advisory Board assists the pastor and principal in achieving the mission of St. John the Apostle School.

The School Advisory Board meets the first Monday of each month at 7:45 p.m.

Members of the School Advisory Board :



Pastor.....	Rev. Robert McBride
Principal .....	Sister Donna Marie, O. P.
President.....	Laura Sheldon
Vice-President.....	Stanley Yashay
Secretary.....	Donna Lubas
Member .....	Doreen Adamo
	Monica Bledsoe
	James Campanelli
	Fred Cassel
	William Neiman
	Karen Rudnicki
	Elizabeth Thornton
	Patricia Yashay
PFG Representative.....	Lynn Brennan

# **CUSTODIAL AND NON-CUSTODIAL PARENTS**

## **School Records**

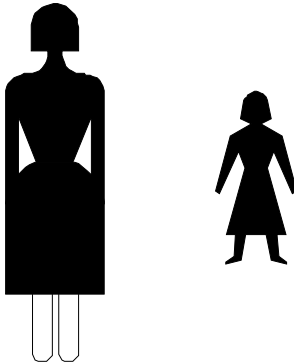
Saint John the Apostle School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

## **Court Orders Affecting Parents**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

## **Pick-Up from School**

The school will permit only the custodial parent, or her/his designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent.



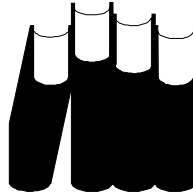
# ACADEMIC POLICIES

## MAJOR SUBJECTS

All students must successfully complete all major subjects in order to be promoted to the next grade.

The following courses are considered the *Major Subjects*:

RELIGION  
LANGUAGE ARTS  
READING  
SOCIAL STUDIES  
SCIENCE  
MATHEMATICS



## MINOR SUBJECTS

Besides the *Major Subjects* the following *Minor Subjects* are offered:

ART	Grades 1-8
COMPUTER SCIENCE	Grades K-8
HEALTH	Grades 4-8
MUSIC	Grades K-8
PHYSICAL EDUCATION	Grades K-8
SPANISH	Grades K-8

*All students are expected to achieve a passing grade in all subject areas or make up the work missed.*

## ADDITIONAL OFFERINGS

The school offers instrumental music for students wishing to avail themselves of this program. There is an additional fee for this offering. This fee is paid to the contractor of the program.



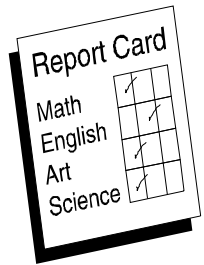
## **RELIGIOUS EDUCATION AND RELIGIOUS SERVICES**

Non-Catholic students are welcome at Saint John the Apostle School. The Non-Catholic student is expected to understand and agree that the school exists in the framework of Catholic values. Non-Catholic students must participate in religion classes and liturgical services scheduled for students during the school year.

## **REPORT CARDS AND GRADING**

We believe that a good system of reporting a pupil's progress to parents is one that:

1. Lets parents and students know that we perceive each student as a unique individual.
2. Builds the child's self-respect and self-concept.
3. Communicates the strengths and successes of the student.
4. Provides both the teacher and parent with information that will assist and help the child overcome difficulties and gain as much success as he/she can in each of his/her school subjects.
5. Fosters communication between teacher, child and parent regarding the pupil's current individual growth and development. This concerns academic skills and knowledge, social and emotional behavior and physical development, all according to his/her unique capabilities.
6. Attempts to join the efforts of the home and school, allowing for dialogue and exchange.



## MARKING PERIODS

End of First Trimester .....	December 4, 2009
End of second Trimester .....	March 12, 2010
End of Third Trimester.....	June 2010

## PROGRESS REPORT

Each marking period is approximately 60 days in length. Midway through the marking period an interim report will be developed by the teacher for each pupil. These reports must be signed and returned to the teacher.

If you receive a recommendation for your child, you can help by:

- ◆ Checking frequently with the teacher regarding the daily progress of the student.
- ◆ Supervising your child's work and study habits at home.
- ◆ Showing interest in your child in all aspects of his/her school responsibility.

If you feel there is a reason to question your child's academic or disciplinary standing, please do not wait. Follow the above procedure early so that your child does not lose valuable time.

Cycle courses (art, health, music, and technology) for student in Grades 5 - 8 are quarter courses. These courses will overlap in the first and second trimesters.

- 1<sup>st</sup> quarter September 15 to November 12, 2009
- 2<sup>nd</sup> quarter November 17 to January 28, 2010
- 3<sup>rd</sup> quarter February 2 to March 31, 2010
- 4<sup>th</sup> quarter April 13 to June 11, 2009

# HONOR ROLL

At the end of each trimester, students in Grades 4 through 8 are eligible for the HONOR ROLL. Students qualify based on academic achievement and effort.

- ◆ Special Subject Areas include:  
Art, Technology, Health, Music, Physical Education, and  
Introduction to World Language
- ◆ Personal Development must be S (Satisfactory) regardless of Honor Roll category.

## PRINCIPAL'S HONOR ROLL

All Academic Grades: A+

Subcategories: Strength (+)

Written Communication: 5 or higher

Special Subject Areas: Satisfactory (S) or better

## HIGH HONOR ROLL

All Academic Grades: Minimum of one B+

Subcategories: Satisfactory (✓)

Written Communication: 4 or higher

Special Subject Areas: Satisfactory (S) or better

## HONORS HONOR ROLL

All Academic Grades: Minimum of one B

Subcategories: Satisfactory (✓)

Written Communication: 4 or higher

Special Subject Areas: Satisfactory (S) or better

## TESTING

Each child in the school takes part in a testing program throughout the school year.

The eighth grade testing program takes place in the fall along with a writing assessment test for students in Grades 4 and 7. Kindergarten through seventh grade testing programs take place in the spring. McGraw Hill Reading Tests are given in grades K-6 after completion of various levels. A Religion Inventory test is given in grades 5 and 8.

## TRANSFER PROCEDURE

Parents of students transferring to another school must notify the school secretary in advance of the date of transfer. The following information should be given at that time:

1. Name and grade of student.
2. Birth date of student.
3. Reason for transfer.
4. New address, if applicable.
5. Name, address (including zip code) of new school the child will attend.
6. Last date on which the child will attend St. John's.

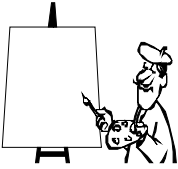
**NOTE:** Records will be forwarded to the new school:

1. Upon receipt of the above information.
2. Payment of all outstanding tuition and fees.

## PERTINENT DATA RECORDS

It is vitally important that the school office have up-to-date information on each child. Please notify the office immediately if there has been a change in address, telephone, or emergency information.

## AFTER HOURS PROGRAMS



We believe that Music, Art and Physical Education programs are a unique part of the school's curriculum. All students are required to participate in these special presentations that may be held after school hours. Please check calendars, that are sent home regularly, so that conflicts can be avoided.

## EXTRA CURRICULAR ACTIVITIES

Activities and Committees/Clubs that meet before and/or after school hours include: cantor program, math tutoring and enrichment, schola (choir), student government and yearbook. Parish sponsored activities in which students participate are Girl Scouts (Daisies through Seniors), Boy Scouts (Tigers through Eagle), basketball, cheerleading, softball, track and volleyball directed by the St. John the Apostle Athletic Association.

## RESPONSIBILITY

An important part of the child's training is learning responsibility. Each child is responsible for bringing to school all of the necessary materials required for each day. Homework, projects, art materials, sneakers for gym, eye glasses, etc., may not be delivered to the child during school hours. Parents are encouraged to review with the child the necessary items required for each day before the child leaves for school.

Responsibility also extends to school property and books. Damage to either will not be tolerated and parents will be held responsible for damage caused by their child/children.

## POLICY ON FIELD TRIPS

On occasion Saint John the Apostle School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school.

The permission slip is provided by the school.

Any parent chaperoning a class trip must have a background check, sign a *Code of Ethics* and attend the seminar *Protecting All God's Children*. Forms are available in the school office.

## **GENERAL DISCIPLINE POLICY**

A policy of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Saint John the Apostle School. Students are expected to act with courtesy and respect towards one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of the others. Home and school will work together to help students to learn and live qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior, and bullying may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. This includes any and all computer, Internet, e-mail, and cyber-bullying activities in or out of school. Such actions or other severe violations of school rules may result in immediate expulsion. St. John the Apostle School follows the Zero Tolerance Rule. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

## **DETENTION**

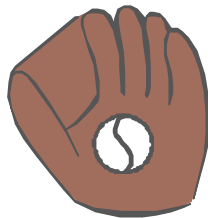
Detention may be imposed by any teacher upon a student for conduct amounting to non-serious actions by the student which are disruptive to the orderly administration of classroom curriculum or which amounts to a non-serious violation of the rules and regulations of Saint John the Apostle School.

When a student in Grades 1 through 3 receives detention, the teacher will issue a detention slip on the day before the scheduled detention. This slip must be signed by the parent/guardian and returned to school by the student.

When a student in Grades 4 through 8 receives detention, the teacher will issue a detention slip on the day before the scheduled detention. This slip must be signed by the parent/guardian and returned to school by the student. If a child fails to have the slip signed, or returns to school without it, he/she will report for detention and no telephone call will be allowed. The responsibility of the school has been fulfilled through the issuance of the detention slip and it becomes the responsibility of the student to return the signed slip to the teacher.

## **PLAYGROUND**

Absolutely no running will be permitted on the school playground. Running is a hazard to your child and to others. Please encourage him/her to obey this rule.



## HEALTH SERVICES

Health services are provided to our students through the Union County Educational Services Commission and through the Township of Winfield Board of Health Nurse.

### Health Office Telephone (732) 388-1062

Mrs. Marilyn Meo - U.C.E.S.C. Nurse

Monday, Wednesday, Thursday, Friday      8:30 a.m. - 12:15 p.m.

Miss Regina Capone - Winfield Nurse

Tuesday

10:00 a.m. - 11:00 a.m.

2nd Tuesday each month

1:00 p.m. - 2:00 p.m.

## PROCEDURE FOLLOWED WHEN CHILD IS ILL

If a nurse is on duty, a student's temperature is taken to ascertain whether it is necessary to send the child home. If the child is to be sent home the nurse will call the parent or responsible party listed on the emergency card. If the nurse is not on duty, the decision will be made in the Office of the Principal.

### Note:

No child will be permitted to leave the school building unless a parent can be contacted by telephone and picks up the student in the Nurse's Office or the Office of the Principal.

## **POLICY ON ADMINISTRATION OF MEDICATION**

Saint John the Apostle School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under School supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse will administer the medication under the following conditions:
  - a. The medication must be given to the school by the parent/guardian
  - b. The medication must be in the original pharmacy-labeled container
  - c. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the School.

Students will be permitted to self-administer medication only for life-threatening illness or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the school.

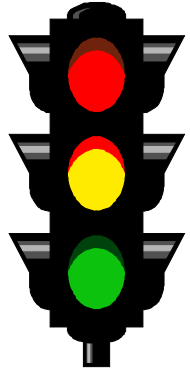
# HEALTH AND SAFETY PROCEDURES

## TRANSPORTATION

### Don'ts

Please cooperate with us in preventing accidents! If you transport your child to school, make sure your child understands the pick-up location on regular days as well as days of inclement weather.

All children in the main building are dismissed from the Valley Road exit only and they must cross at the corners by the crossing guards. Please wait for your child at the corners of Valley and Ridgeview Terrace or at the parking lot entrance. We also ask that you observe the following:



**Don't** block the sidewalks in front of the school.

**Don't** cross your child in the middle of the block.

**Don't** park in a yellow curb restricted area.

If your child uses bus transportation, remind him/her that misconduct on the buses will not be tolerated. A student found misbehaving or not observing the safety rules will have his/her privileges suspended.

The above regulations are necessary for the safety of all our children and must be strictly adhered to, especially in inclement weather.

## INSURANCE

All children in the school have school insurance. Please advise the school office immediately if your child is injured while participating in any school activity. The proper forms will be completed by the school and given to you. The physician and hospital bills, however, must be sent directly to the insurance company, by you.

## **SUSPECTED CHILD ABUSE OR NEGLECT**

"New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services."

## **ASBESTOS MANAGEMENT PLAN**

"The School's Asbestos Management Plan is on file in the School office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request."

## **UNIFORM REQUIREMENTS**

The school uniform must be worn daily (grades K-8). Please do not have your child singled out for lack of conformity to school regulations.

The uniform company used by Saint John's is:

**FLYNN & O'HARA**

1-800-441-4122 (Main telephone)

Local address:

Union Avenue Plaza

Union Avenue & Rt. 36

Hazlet, NJ

(732) 888-3835

No uniform requirements for Pre-K.

### **Boys' Classroom Requirements:**

*Grades K-5:* White shirt, school tie, navy blue uniform trousers, black rubber soled tie dress shoes, black or blue socks, optional gray monogrammed vest or v-neck long sleeve sweater. Sweater and trousers **MUST** be purchased from the uniform company. Ties may be purchased in school.

*Grades 6-8:* White shirt, school tie, navy blue school uniform trousers, gray v-neck vest or long sleeve sweater, black or blue socks and black rubber soled tie dress shoes or rubber soled and heeled cordovan loafers.

*Optional Summer Uniform - All Grades:* (School opening to October 15, May 1 to School closing) - White monogrammed golf shirt, navy blue uniform trousers, belt, black or blue socks, black rubber soled tie shoes (Grade 6-8 optional rubber soled and heeled cordovan loafer).

Boys hair must be neatly groomed. No extreme hairstyles or bleaching/dying are allowed and hair must not touch shirt collar. The wearing of earring(s) or costume jewelry is not permitted.

### **Girls' Classroom Requirements:**

Girls skirts must touch the knees. Clear nail polish and the wearing of one small, post type earring per ear lobe is permitted. No spiking or teasing of hair is permitted. The wearing of make-up and costume jewelry is not permitted.

*Grades K-5:* Uniform jumper, white, round collar, uniform blouse, **navy blue knee socks**, rubber soled black and white saddle shoes, optional navy blue uniform cardigan sweater.

*Grades 6-8:* Uniform skirt and weskit, white, oxford collar, uniform blouse, **navy blue knee socks**, rubber soled black and white saddle shoes or rubber soled and heeled cordovan loafer. Optional monogrammed navy blue v-neck long sleeve sweater with turtle neck for winter wear.

*Optional Summer Uniform:* (School opening to October 15, May 1 to School closing) -

*Grades K-3:* White uniform blouse, summer jumper, black and white saddle shoes, **white ankle socks with cuffs**.

*Grades 4-5:* White monogrammed golf shirt, summer kilt, black and white saddle shoes with **white ankle socks with cuffs**.

*Grades 6-8:* White monogrammed golf shirt, summer or winter kilt, black and white saddle shoes or rubber soled and heeled cordovan loafer and **white ankle socks with cuffs**.

## **Gym Requirements - Boys and Girls - All Grades:**

St. John the Apostle School's navy blue shorts and yellow tee shirt, sneakers & white socks. A St. John the Apostle warm-up suit may be worn in cold weather. Students in Grades K-5 may wear their gym suits and sneakers to school on gym day.

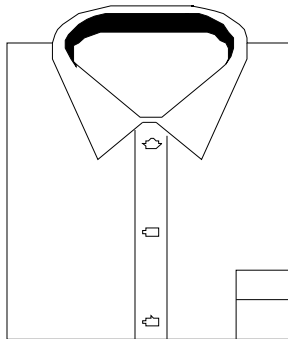
## **General - All Grades:**

Outer clothing must be appropriate for school. Various fads of clothing may be considered unacceptable for wear to school. The school reserves the right to notify parents if a student does not meet our requirements of standards for hygiene and personal appearance.

On special occasions students have the option of wearing or not wearing uniforms. It is expected that students will dress in appropriate Catholic School attire.

Clothing depicting rock groups or fads will not be allowed. Body piercing jewelry and/or hair weave decorations are not allowed during school hours.

## **ABSOLUTELY NO SHORTS OR JEANS**



## BEFORE/AFTER SCHOOL CARE

Before/After School Care is available for registered students of Saint John the Apostle School, K-8.

*Before care* is available from 7:15 a.m. - 7:50 a.m.

Fee is \$6.00/daily.

*After care* is available from 2:30 p.m. - 6:00 p.m.

The fees for after care are:

**Hourly:**      \$6.00 for one child  
                    \$9.00 for two children  
                    \$12.00 for three children or more

A late fee of **\$5.00 for each 5 minutes** past scheduled pick up time will be charged. The program follows the yearly school calendar and is staffed by school personnel. There is a \$10.00 non-refundable registration fee. Please check the forms for further information.

## SPECIAL SERVICES

Saint John the Apostle School has the services of the Union County Education Service Commission for comprehensive education, speech and child study evaluations. A guidance counselor is available one day each week through Catholic Community Services. If you feel your child needs



any of these services, please contact the Principal.



## TECHNOLOGY/INTERNET ACCESS

All classrooms of St. John the Apostle School are connected to the Internet. In order for students to use this resource in the Library, Computer Lab and/or classroom an “Acceptable Use Agreement Policy for Technology” must be signed. Failure to do so will result in the loss of your child’s right to use the computer network services.

## **LIBRARY**

Our Library contains many books, magazines, reference materials, computer research tools etc. It is open during the day through the volunteer efforts of our parents. If you are interested in helping once a week for a few hours, please contact the school office.

Classes in grades K-3 are regularly scheduled to make use of the library facilities and individual pupils or small groups of students may be sent to the library for specific projects.

## **MILK PROGRAM**

Milk is available for all students in kindergarten through fifth grade at lunchtime. Milk is ordered on a monthly basis. A form is sent home each month with every child. A separate form for each student is required.

## **VISITORS**

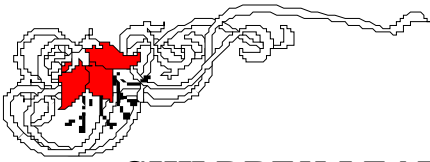
For the safety of the children, everyone visiting the school must first check-in at the school office. Teachers are not to be interrupted during class time.

## **VOLUNTEERS**

Many parents have generously given their time and efforts serving as lunch parents, librarians, teacher aides, etc. Students must respect their presence and authority. Any disrespect or misconduct by a student, especially during lunch recess, will result in the parents having to provide lunch supervision at home. All volunteers must attend the safe environment training program “Protecting All God’s Children”. These training sessions are held periodically throughout the year.

## **PERSONAL ARTICLES**

**Please label all uniforms, coats, sweaters, boots, lunch boxes, bookbags/backpacks, gym apparel, etc. with your child's name, so they can be returned promptly if lost.**



## **CHILDREN LEARN WHAT THEY LIVE**

If a child lives with criticism, he learns to  
*Condemn*

If a child lives with hostility, he learns to  
*Fight*

If a child lives with ridicule, he learns to be  
*Shy*

If a child lives with shame, he learns to feel  
*Guilt*

If a child lives with tolerance, he learns to be  
*Patient*

If a child lives with encouragement, he learns  
*Confidence*

If a child lives with praise, he learns to  
*Appreciate*

If a child lives with fairness, he learns  
*Justice*

If a child lives with security, he learns to have  
*Faith*

If a child lives with approval, he learns to  
*Like himself*

If a child lives with acceptance and friendship, he  
*Learns to Find Love in the World*

