

St. John the Apostle School



Inspiring Mind and Soul

**Parent-Student Handbook
2020-2021**

Table of Contents

Mission Statement & Beliefs	4
Certificates of Accreditation	5
School Hours & Contact Information	6
School Staff & Advisory Boards	
School Staff.	7
Parent-Faculty Guild	8
School Advisory Board	9
Purpose & Use of Handbook.	10
Amendments to Handbook.	10
Non-Discrimination Policy.	10
Organization.	11
Admissions	
Procedure	12
Immunization Requirements.	12
Tuition	
Fees.	14
Payment Schedule.	15
Attendance & Absence Policy	
Absence Policies.	16
Participation in School Activities.	16
Absence Other Than Illness.	16
Lateness/Tardiness.	17
School Supervision	17
School Dismissal & Closings	
Dismissal/Vacations Procedures	17
Emergency Closing.	17
Faculty Meetings & In-Service Days.	18
Home-School Communication	
Appointments with School Personnel.	18
Communications	18
Bringing Money to School.	19
Custodial/Non-Custodial Policies.	19
Academic Policies	
After School Activities	17
Subject Classification.	20
Additional Offerings	20
Religious Education & Services.	20
Report Cards.	21
Testing.	21
Honor Roll.	22
Marking Periods.	23
Cycle Course	23

Transfer Procedure.	24
Pertinent Data Records.	24
Responsibility	24
Extracurricular Activities	25
Field Trips.	25
Detention.	26
Electronic Devices.	26
General Discipline	27
Health & Safety	
Health Services	28
Procedure for In-School Illness	28
Medication Administration.	29
Student Accident Insurance.	30
Asbestos Management Plan.	30
Suspected Child Abuse or Neglect	30
Before-After Care.	31
Special Services.	31
Technology/Internet Access.	31
Library.	32
Visitors.	32
Volunteers.	32
Dress Code	
Uniform Company	33
Boys' Requirements.	33
Girls' Requirements.	34
Physical Education.	34

PLEASE READ ALL HIGHLIGHTED AREAS AS THESE PERTAIN TO COVID-19, VISITORS POLICY, VOLUNTEERS AND REMOTE LEARNING

Mission and Belief Statements

St. John the Apostle School is a faith centered academic community based on the teachings of the Roman Catholic Church. We are committed to serve all regardless of race, nationality or religion. Our goal is to focus on academic excellence as well as instill spiritual, moral and social values to prepare our students for the future.

We believe that:

- Children are our most valuable asset, capable of achieving their potential when given the proper guidance and support in our school community.
- A child's self-esteem is essential to success and must be supported by parents and the school community.
- Each child's inherent worth is recognized with respect to cultural differences, individual abilities, and unique talents.
- Children are educated in a Christ-centered environment and develop spiritually, academically, physically, emotionally, and socially.
- Learning is a lifelong process. Children learn at different rates and in different ways from a variety of sources. Instruction must be differentiated and engage all learners with emphasis on critical thinking and problem solving.
- A child's educational success is a responsibility shared by parents, school and the community working in harmony.
- Children learn Christian values and ethical conduct taught by parents, reinforced and modeled by the school, and demonstrated through life choices.
- Children have a right to feel secure, safe, and supported in their school environment.
- Children will develop a lifelong commitment of discipleship and stewardship based on the teachings of the Catholic Church.



**Middle States Association of Colleges and Schools
Commissions on Elementary and Secondary Schools**

CERTIFICATE OF ACCREDITATION

This is to affirm that

**Saint John the Apostle School
Grades PK3-8**

*has demonstrated that it is effectively advancing the quality of educational experiences
it offers its students and meets its responsibilities to the public and the profession of education,
and complies with standards for accreditation that are established by the
Middle States Association of Colleges and Schools
and is therefore*

granted accreditation for the period

May 1, 2012 to May 1, 2019

*subject to the terms of accreditation maintenance set by the
Commissions on Elementary and Secondary Schools.*





President



Chair

St. John the Apostle School
Valley Road
Clark, New Jersey 07066

Communication Index

School (732) 388-1360
Fax (732) 388-0775
Email office@sjanj.org
School web site www.sjanj.org

Health Office (732) 388-1062

Religious Education Office (732) 388-1253
Email myork@sjanj.net

Rectory (908) 486-6363
Email.....parish@sjanj.net
Parish web site.....www.sjanj.net

School Hours

Grades K-5..... 8:00 am – 2:30 pm
Grades 6-8.....7:50 am – 2:30 pm
PK4-Full days.....8:00 am – 2:30 pm
PK4-Half days.....8:00 am – 11:30 pm
PK3-Full days.....8:00 am – 2:30 pm
PK3 Half Days.....8:00 am – 11:30 am

Parish Staff

Very Rev. Robert McBride
 Rev. Paul Passant
 Rev. Andrew Onyemaobi
 Rev. Philip Latronico
 Mrs. Amy Giglio
 Deacon Michael York

Pastor
 Parochial Vicar
 Parochial Vicar
 CYO/Emmaus Director
 Sacramental Director
 CCD Director

School Staff

Dr. Deborah A. Egan, Ed. D
 Ms. Lisa Scott
 Mrs. Judith Chiusano
 Mrs. Kathleen Carolan
 Mrs. Keara DeMaio
 Mrs. Jill Sabol
 Ms. Martha Villagran

Principal
 Administrative Assistant
 Secretary
 Art
 Computer Science
 Physical Education/Health
 Spanish K-4/Tuition Bursar

Pre-K 3 & 4

Ms. Melissa Garris
 Mrs. Marnie Desbas
 Ms. Barbara Carvalho

Grades 4 - 5

Mathematics & Religion, Language Arts
 Mrs. Nancy Mc Grath

Kindergarten

Mrs. Carol Berls
 Mrs. AnnMarie Fullem

Grades 6-8

Religion
 Mrs. Deborah Alexander

Grade 1

Mrs. Anne Marie Kaminski
 Mrs. Michele Papernik

Grade 6-7

Language Arts/Reading
 Mrs. Sharon Osnato

Grade 2

Ms. Amanda Fullem
 Mrs. Anne Marie Kaminski
 Ms. Jaclyn Montemarano

Grade 7-8

Language Arts/Reading
 Mrs. Diana Wandling

Grade 3

Ms. Lisa Dell' Aquila
 Ms. Leigh Ann Melo

Grade 6-8

Mathematics
 Mrs. Kate Killion
 Mrs. Keara DeMaio

Grade 4-5

Religion, Language Arts, Reading
 Mrs. Susan Jotz

Grade 6-8

Science
 Ms. Jordan Doherty

Grade 4-5

Science, Language Arts, Religion
 Mrs. Megan Fisher

Grades 6-8

Social Studies
 Mrs. Elizabeth Luna

Grades 4-5

Social Studies, Language Arts, Religion
 Miss Tara Mitchell

Custodial Staff

Mr. John Heyder
 Mr. Brian O'Dell
 Mr. Justin Weiss

Parent-Faculty Guild

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:

President	Rachael Yellen
Vice President	Denise Laskody
Recording Secretary	Michelle Scaturro
Financial Secretary	Monique Torre
Treasurer	Lissette Gonzalez
Communications Officer.....	Sharon Mathison
Directors.....	Keisha Martel Kristine Marie Shatkin Tania Cajuste
Moderator	Very Rev. Robert McBride
Faculty Representatives.....	Sharon Osnato Megan Fisher
Honorary Chairperson	Deborah A. Egan, Ed. D.

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 pm.

Members of the School Advisory Board:

Pastor.....	Very Rev. Robert McBride
Principal.....	Deborah A. Egan, Ed. D.
President.....	Bernard Buniak
President.....	Sue Wright
Secretary.....	Barbara White
Members.....	Anthony DeLuca Gary Junkroft Susan Luciano Denise Renaud Louis Scafidi Joseph Scaldino Jack Scaturro Laurie Sheldon Sr. Lena Picillo, O.P.

PFG Representative...

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 this 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 and admissions policies, scholarship, loan programs, athletic and other school-administered programs.

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 mathematics, 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-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.
- 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*

- ◇ 4 doses of DPT
- ◇ 3 doses of Polio
- ◇ 1 MMR
- ◇ 3 HIB
- ◇ 3 HEP B
- ◇ 1 VARICELLA (chickenpox)
- ◇ 1 Flu shot for each year attending Pre-K
- ◇ 1 PREVNAR

◆ *K-8 Requirements*

- ◇ 5 doses DTAP: one dose must be administered on or after fourth birthday – any child born after 1/1/97 or entering sixth grade is required to receive a booster dose.
- ◇ 3 doses of Polio – one dose given after 4th birthday.
- ◇ 2 doses MMR
- ◇ 4 doses HIB
- ◇ 3 doses HEP B
- ◇ 1 dose VARICELLA (chickenpox)
- ◇ 1 dose PREVNAR
- ◇ 1 dose Meningitis – Grade 6
- ◇ 1 TDCP
- Current physical exam

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, a most recent report card, and test scores from the previous school is required.

No transfers will be accepted for the 8th grade

Tuition

Early Childhood Programs

Pre-K 3/4 year old 5 days, ½ day	\$4,333.00*
Pre-K 3/4 year old 5 days, full day	\$6,199.00*

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

Grade K-8 (Practicing Parishioner)**

One child	\$5,532.00
Two children	\$9,875.00
Three children or more	\$13,211.00

To be eligible for the reduced Parishioner Tuition, you must have been and continue to be, a Practicing Parishioner at a parish that is **part of the Archdiocese of Newark and agree to be a registered member of that parish, attend Mass regularly each Sunday and Holy Days and actively support the parish with financial contribution and volunteer efforts, to the best of your ability.

Non-Parishioner

One child	\$6,906.00
Two children	\$12,922.00
Three children or more	\$18,578.00

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. All families are required to participate in the Food Certificate Program (\$400/month in certificates for 10 months or pay \$20.00 per month for 10 months.) The Food Certificate Program for Pre-K is listed below. The \$250 Fund Raising Fee for K-8 and \$150 for Pre-K is to be paid in full by August 31st.

- Pre-K 3 & 4 ½ day . . . \$200/month for 10 months in certificates or pay \$10/month for 10 months
- Pre-K 3 &4 full day . . . \$400/month for 10 months in certificates or pay \$20/month for 10 months

Tuition Payments

- The first tuition payment is due at registration with a \$100 registration fee and a \$150 (K-8) computer fee. These fees and the first month’s tuition are non-refundable.
- The tuition rates are applicable for the two semesters:
September/ January and February/June
- If for any reason the student does not complete a semester, full semester tuition must be paid. A student entering during any part of a semester must pay for the complete semester.

Three tuition payment plans are available:

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

By September 1st, seven payments must be made before a child can enter school for the fall term. A late fee of \$50 per chosen tuition payment plan will be assessed monthly for late payments. Payments received after the 9th of the month will be considered as late.

All tuition and fees will be collected through Smart Tuition by check, money order or automatic payment.

Please submit all tuition to the SMART TUITION.

As per new Archdiocesan tuition guidelines, all tuition must be up to date at the end of each trimester. All requests for any other considerations must be made in writing to the office.

ALL TUITION MUST BE PAID IN FULL BY NOVEMBER 1ST

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 email (office@sjanj.org) no later than 9:00am 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.

When the child returns to school, the teacher must receive either a written excuse or email 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. Students who are absent more than 18 days (10% of the school year) will be subject to retention except for serious illness.

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 judgment regarding same-day extracurricular participation.

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 posted on the school's web site so that conflicts can be avoided.

Lateness and Tardiness

A student is considered late in Grades PreK 3 – 5th Grade if he/she is not in the homeroom by **8:00am**. A student in grades 6-8 is considered late if not in the homeroom by **7:50am**. All students who are late must be accompanied by a parent in order to obtain a late slip from the office before he/she enters the home room. **Every 5 tardies will be considered as a day absent.**

Supervision

The school's responsibility for supervision of students begins as 7:45am and ends at 2:30pm. For students properly enrolled in the school's extended care programs, supervision begins at 7:00am to 7:50am for Before Care Program and 2:30pm to 6:00pm for the After Care Program.

Early Dismissal/Vacations

All requests for early dismissal must be in writing and should include the reason for the request. For the safety and protection of your child, parents/guardians are requested to report to the school office to pick up the student following a phone call to main office. 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 requests to have students excused for vacation while school is in session. **The student is responsible for completing all missed work during an absence. Students who are absent more than 18 days (10% of the school year) will be subject to retention except for serious illness.**

Emergency Closing

In the event of severe weather conditions or other emergencies, you will be notified by our automated phone service School Messenger through the Archdiocese. If your phone number has changed, or if you do not receive a call on closing, please notify the office. Please try to have your voicemail set up as this can cause a problem in an emergency.

**PLEASE DO NOT CALL THE RECTORY
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. We recommend that you check the School's web site for school news (www.sjanj.org.)

Home/School Communications

Appointments with School Personnel

If you would like to schedule an appointment with the Principal, please contact the office (732-388-1360 or office@sjanj.org). To make appointment with individual faculty members please contact them via their email to arrange an appointment. No member of the faculty should be contacted at his/her home or by personal email. 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 to 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 email correspondence.

St. John the Apostle School will communicate monthly with parents/guardians by the Principal's Monthly letter and calendar on the web site (www.sjanj.org.) Effective September 2016, there will no longer be a brown envelope sent home. Please check the school website under Parent' Tools /Brown envelope. All forms will be located in that section. Please return all forms in a timely manner.

Money Collections

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

CUSTODIAL AND NON-CUSTODIAL PARENTS

School Records

St. John the Apostle School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In 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 his/her 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

The following courses are considered the Minor subjects:

- Art
- Computer Science
- Health
- Music
- Physical Education
- Spanish

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 St. 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 the students during the school year.

Report Cards and Grading

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

1. Allows parents/guardians 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/guardian 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, parent/guardian regarding the student'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.

Testing

Each child in the school takes part in testing programs throughout the school year

The eighth grade High School Placement Test will take place in the fall. Second through eighth grade students will take the MAP Growth standardized test in October, February and May. The NCEA ACRE (National Catholic Education Association's Assessment of Catechesis Religious Education) is given in fifth and eighth grade.

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, Health, Music, Physical Education, Technology 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 – Maximum of one B+
Subcategories – Satisfactory (✓)
Written Communication – 4 or higher
Special subject areas – Satisfactory (S) or better

Honors Honor Roll

All academic grades – Maximum of one B
Subcategories - Satisfactory (✓)
Special subject areas – Satisfactory (S) or better

Marking Periods

End of First trimester November 25, 2020
End of Second trimester March 22, 2021
End of Third trimester June 18, 2021

Progress Reports

Each marking period is approximately 60 days in length. Midway through the marking period and interim report will be developed by the teacher for each student. The student's progress can be found on PowerSchool:

October 15, 2020
February 5, 2021
May 6, 2021

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

- Checking frequently with the teacher regarding the daily progress of the student as well as periodically on PowerSchool for grades **K-8**
- 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 and Technology for students in grades 6-8 are taught for one trimester 2x a week.

1st Trimester – September 10 to November 25, 2020

2nd Trimester – November 26, 2020 to March 22, 2021

3rd Trimester – March 23 to June 18, 2021

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 the school the student will attend
6. Last date on which the child will attend St. John the Apostle School

Records will be forwarded to the new school upon receipt of the above information provided all payments for tuition and fees are up to date. There are two forms required from school office.

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, phone numbers, or emergency contact information.

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. should 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.

Extracurricular Activities

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

Policy on Field Trips

On occasion St. 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, signed a Code of Ethics and attended the seminar Protecting God's Children and maintained certification in this program. Forms are available in the school office

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 and the rules posted.



Electronic Devices

Once students enter the building, all cell phones any other electronic device that a student brings to school must be turned off and stored in the backpack. If a cell phone or any other such electronic device is on and/or used during school time (including field trips), it will be confiscated by the adult in charge and turned into the office. The student will automatically receive a detention. Devices may be searched for IM's, emails, texts or web sites that may have been accessed during school time. Gaming devices such as DS, PSP or the like are not to be brought to school and will be confiscated. The parent/guardian will have to make an appointment to come to the school office and retrieve the device. Depending on the offense, the device may not be immediately given to the parent. Chromebooks are to be used for school purposes only.

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 the classroom curriculum or which amounts to a non-serious violation of the rules and regulations of St. 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. If a child fails to have the slip signed, or returns to school without it, he/she will report for detention and no phone 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

General Discipline Policy

A policy of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at St. 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.

Action which violates the law, threatens or causes harm to other students or staff members (i.e. bullying), disrupts or impedes the welfare and progress of the school community, or brings discredit to the school will not be tolerated. This includes any and all computer, Internet, email, 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 and has anti-bullying education throughout the school year. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation for 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.

Health Services

Health Services are provided to our students through the Union County Educational Services Commission (UCESC) and through St. John the Apostle School.

Health Office Telephone (732) 388-1062

Mrs. Noreen Roach, RN -school nurse - full-time

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/guardian 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/guardian can be contacted by phone and picks up the student in the Nurse's Office or the Office of the Principal.

Policy on Administration of Medication

St. 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:

- A parent/guardian should come to the school and personally administer the medication.
- If this is not possible, the school nurse will administer the medication under the following conditions:
 - The medication must be given to the school by the parent/guardian
 - The medication must be in the original pharmacy labeled container
 - 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 "Authorization for Self-Administration of Medication in School" form. This form is available from the school office.

****DURING THE COVID-19 PANDEMIC PARENTS ARE ASKED TO KEEP ANY CHILD HOME IF THE ARE DISPLAYING ANY SYMPTOMS OF COVID-19. THESE INCLUDE FEVER, CHILLS, MUSCLE PAIN, HEADACHE, SORE THROAT, COUGH, LOSS OF TASTE OR SMELL, FATIGUE OF BREATHING DIFFICULTIES. STUDENTS MAY PARTICIPATE IN CLASS REMOTELY. ALL STUDENTS MUST BE SYMPTOM FREE FOR 73 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL. ASLL STUDENTS WILL BE CHECKED DAILY UPON ENTRANCE FOR A FEVER ABOVE 100.4***

Health and Safety Procedures

Transportation

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. This is especially important with our security measures.

All PreK3 -3rd grade students are dismissed from the Valley Road exit only. All 4th and 5th grade students are dismissed from the parking lot door. They must cross at corners by the crossing guards.

Please wait for your child at the corners of Valley Road and Ridgeview Terrace or on the sidewalk on Valley Road. Please do not block the steps.

We also ask that you observe the following:

Do not block the sidewalks on the top landing in front of the school

Do not cross your child in the middle of the block

Do not park in a yellow curb restricted area

If your child uses bus transportation, remind him/her that misconduct on the bus 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

As per the United States Environmental Protection Agency’s “Asbestos Hazard Emergency Response Act [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed for St. John the Apostle School.

The inspection report and asbestos management plan files are available for review in the school office during normal school office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

Before/After Care Programs

Before/After School Care is available for registered students of St. John the Apostle School, in grade Pre-K full day through 8.

Before Care is available from 7:15am to 7:45am. The fee is prorated. All students in Before Care must be dropped off before 7:30am.

After Care is available from 2:30 pm to 6:00 pm. There is an hourly fee of \$8.00 for one child, \$ 11.00 for two children and \$14.00 for three or more children.

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 \$10.00 non-refundable registration fee. Please check the forms for further information.

Special Services

St. John the Apostle School has the services of the Union County Educational Services Commission (UCSEC) 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. This can be found on the school website. Failure to do so will result in the loss of your child’s right to use the computer network services. St. John the Apostle School complies with the Children’s Internet Protection Act (CIPA) through our filtering and firewalls.

Remote Learning

Students who are participating in remote learning must be prepared for school. It is our expectation that students will be dressed, at a desk/table, face full visible on camera with no distracting elements like games or TV turned on. There is no eating during class time. If a child needs to leave their

assigned class they should ask permission from the teacher. Students should never share ZOOM or Google links with anyone outside of their class.

Library

Our Library contains many books and reference material. It is open during the day through the volunteer efforts of our parents. The majority of books available are listed on-line for you to view. 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.

General Visitors Policy

As per the United States Department of Homeland Security, all visitors to the school during school hours must have pre-arranged appointments. 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. No forgotten items or lunches can be dropped off during school hours.

Important Security Procedures Effective September 6, 2018

In response to increasing security needs, the following policies will be in effect as of September 6th:

Students coming to before care must arrive at school before 7:30 A.M. Parents will need to ring the bell at the Ridgeview Terrace entrance to allow Mrs. Fullem to let you in. No child will be allowed in the building unless they are in before care.

- Doors at the Annex building will be unlocked at 7:50 A.M. and locked at 8:00 A.M. Teachers will greet students at the door.
- Doors at the Main Building on the parking lot side and the Ridgeview Terrace side will open at 7:50 A.M. and lock at 8:00 A.M. Students will be greeted by a teacher at the doors and will proceed directly to their classrooms. We will no longer gather in the auditorium. Any student arriving after 8:00 A.M. will report to the office for a late pass.
- Aside from arrival for PK3 and dismissal time, all access to the school will be through the Ridgeview Terrace doors. No one will be allowed in the building without a pre-arranged appointment. As a consequence, parents, grandparents or other relatives will not be able to drop off forgotten homework, projects or books. If your child forgets lunch, it will be provided by our lunch program and we will inform you of the \$4 fee.
- Visitors will not be able to enter the building within 15 minutes of either arrival or dismissal - the windows will be as follows: Arrival 7:45-8:15 A.M. and dismissal 2:15-2:45 P.M.
- We will continue our monthly security and fire drills as required and continue to upgrade our security measures as needed.
- Any family emergencies will be addressed on an individual basis.

***COVID-19 POLICY VISITOR POLICY**

DUE TO THE CURRENT PANDEMIC BEGINNING SEPTEMBER 2020 THERE ARE NO VISITORS ALLOWED IN THE BUILDING DURING SCHOOL HOURS. ANY EMERGENCY SITUATION WILL BE HANDLED IN AN INDIVIDUAL BASIS. THIS POLICY WILL REMAIN IN EFFECT UNTIL THE THREAT OF THE PANDEMIC IS OVER AT WHICH TIME THE GENERAL VISITOR POLICY WILL REMAIN.

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 sign a “Code of Ethics” and attend and maintain certification every 3 years in the safe environment training program “Protecting God’s Children.” These training sessions are held periodically throughout the year within the Archdiocese of Newark. Additionally, all lunch volunteers will need to attend a security meeting in the fall.

****DURING COVID-19 ALL VOLUNTEERS WILL MEET STUDENTS OUTSIDE FOR RECESS***

Uniform Requirements

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

The uniform company used by St. John the Apostle School is:

Flynn & O’Hara

1-800-441-4122 – main phone

www.flynnohara.com

Local Address:

2145 Route 35

Holmdel, New Jersey

(732) 888-3885

There is no uniform requirement for Pre-K.

Boys’ Classroom Requirements

Grades K-5: White buttoned down 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, ties, trousers, etc. **MUST** be purchased from the uniform company.

Grades 6-8: White buttoned down shirt, school tie, navy blue school uniform trousers, gray V-neck or long sleeve sweater, black or blue socks, and black rubber soled tie dress shoes or rubber soled and heeled cordovan loafers. Sweater, ties, trousers, etc. **MUST** be purchased from the uniform company.

Optional Summer Uniform – all grades: School opening to November 2nd; April 26th to school closing. Light blue monogrammed golf shirt, navy blue uniform trousers, belt, black or blue socks, black rubber soled tie shoes. Grade 6-8 have the option of rubber soled and heeled cordovan loafers. Grade 8 boys only may wear a gray monogrammed golf shirt. Winter uniforms begin November 3, 2020.

Girls’ Classroom Requirements

Girls’ skirts must touch the knees. Only clear nail polish is allowed. The wearing of make-up is not permitted.

Grades K-5: Uniform jumper, white rounded collar uniform blouse, **navy blue knee socks**, rubber soled plain black matte Mary Jane strapped shoes or black tie shoes, optional navy blue uniform sweater.

Grade 6-8: Uniform skirt and weskit, white oxford collar uniform blouse, **navy blue knee socks**, rubber soled and heeled cordovan loafers. Optional monogrammed navy blue V-neck long sleeved sweater with monogrammed turtle neck.

Optional Summer Uniform – School opening to November 2nd; April 26th to school closing. Winter uniforms begin November 3, 2020.

Grade K-3: White uniform blouse, summer jumper, black matte Mary Jane strapped or tie shoes, **white ankle socks with cuffs.**

Grade 4-5: White monogrammed golf shirt, summer kilt, black matte Mary Jane strapped or tie shoes, **white ankle socks with cuffs.**

Grades 6-8: White monogrammed golf shirt, summer or winter kilt, black matte tie rubber soled or heeled cordovan loafers and **white ankle socks with cuffs.** Grade 8 girls only may wear a navy blue monogrammed golf shirt.

Gym Requirements – Boys and Girls, all grades:

St. John the Apostle School's navy blue shorts and yellow tee shirt, supportive sneakers and white socks. A St. John the Apostle warm-up suit may be worn in cold weather. Students 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 of 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 group or fads will not be allowed.

No spiking, teasing, extreme, or fad hairstyles are allowed. Bleached/dyed hair is not allowed. Hair weave decorations are not permitted during school hours. Hair must be neatly groomed and boys' hair must not touch shirt collar.

Boys may not wear earrings. Girls may wear one small, post type earring per ear lobe. Body piercing jewelry is not permitted during school hours. Costume jewelry is not permitted. Students may wear one religious medal necklace, one "cause" bracelet, and/or a watch.

ABSOLUTELY NO SHORTS OR JEANS



Personal Articles

Please label all uniforms, coats, sweaters, boots, shoes, lunch boxes, book bags/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 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