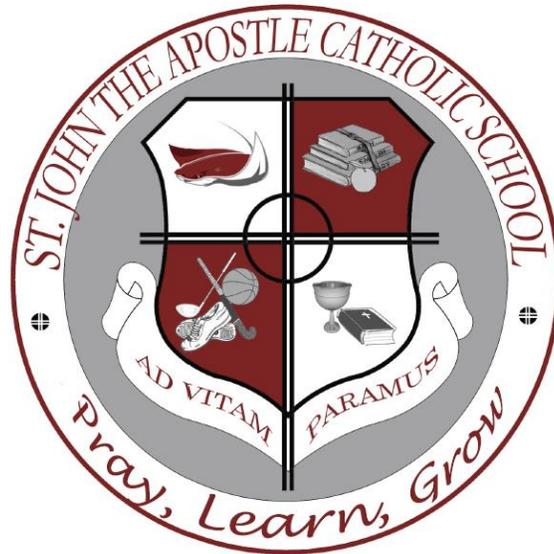


# St. John the Apostle Catholic School



## Student - Parent Handbook 2019-2020

*Where Catholic tradition is combined with academic excellence!*

Rev. Fr. Robert Cole  
Pastor

Miriam Cotton, M.Ed.  
Principal

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# TABLE OF CONTENTS

<i>Our Namesake, St. John the Apostle</i> .....	5
Peacemaker Pledge /Vision Statement .....	6
Student Outcomes .....	6
Admission Procedures .....	7
Junior Kindergarten Program .....	7
Parents As Partners.....	8
School Hours .....	9
Extended Care Program.....	9
Visitors .....	9
Telephone .....	9
Communication .....	9
Inclement Weather.....	9
Attendance Policy.....	10
Volunteers .....	10
Student Dress / Uniform Policy.....	10
Pets .....	13
Birthdays.....	13
School Associations .....	13
PTO .....	13
School Advisory Board .....	13
Student Council Association .....	14
Clinic / Medical Issues .....	14
Lockers .....	14
Media Center .....	15
Physical Education Program.....	15
Playground Safety.....	15
Rules, Regulations and Policies .....	15
Disciplinary Action .....	15
Behavior Expectations - SJA Portrait of Graduate.....	15
Sexual Harassment .....	20
Peacemaker Program .....	20
Sports Programs .....	21
Computer Access.....	22
Field Trips .....	22
<b>Instructional Organization</b> .....	22
Academic Courses .....	22
<i>Religion Courses</i> .....	22
<i>Courses for High School Credit</i> .....	23
<i>Honor Roll – Grades 4 – 8</i> .....	24
<b>Conferences</b> .....	24
<i>Promotion &amp; Retention Policies</i> .....	24
<i>Testing</i> .....	25
<i>Homework</i> .....	25
Cafeteria / Food Program .....	25
Financial Information .....	26
<i>Family Accounts</i> .....	26
<b>Tuition</b> .....	26
<i>Extended Day fees</i> .....	27

Parking Lot Procedures .....	27
<b>Cell Phones</b> .....	<b>28</b>



“Where Catholic tradition is combined with academic excellence.”

## Welcome to Saint John the Apostle Catholic School!

### Message from the Principal

It is a pleasure to welcome you and your family to St. John the Apostle Catholic School. We are blessed having a devoted Pastor, Fr. Rob Cole, a nurturing staff of educators and support personnel dedicated to the growth of the whole child and, equally as important, the endless support of parents and friends of the SJA community.

As you become more involved as a SJA family, I invite you to experience our commitment to:

**PROVIDE** a faith-filled foundation ensuring a strong Catholic identity in liturgy, scripture, prayer sacraments and service;

**TRANSFORM** classroom instruction by implementing 21<sup>st</sup> century skills which enhance student engagement and achievement;

**CREATE** a nurturing and safe environment that enables students to realize their full potential as lifelong learners;

**ENCOURAGE** students to recognize the gifts of others and to focus on the needs of the underserved and underprivileged individuals in our local and global communities.

What we are is God’s gift to us and what we become is our gift back to God. At SJA our goal is to empower our students to become respectful, responsible and reverent leaders in our Church and thoughtful contributors in our society.

On behalf of the faculty and support staff of Saint John the Apostle Catholic School, we look forward to welcoming you to one of the premiere Catholic schools in the Diocese of Richmond.

Lovingly in Christ,  
Miriam Cotton, M.Ed.  
Principal

#### ***SJA Mission Statement***

*Rooted in the rich traditions of the Catholic Church, Saint John the Apostle Catholic School provides a Christ-centered learning environment where students are challenged academically, supported spiritually, and encouraged to embody high ethical standards essential to moral development.*

## *Our Namesake, St. John the Apostle*

Saint John, the son of Zebedee and brother of James, wrote the Fourth Gospel, three Epistles, and the Book of Revelation. He spent his later life in Ephesus and founded many churches in Asia Minor. He cared for the Blessed Mother from the time of the crucifixion until her death and Assumption into Heaven. Saint John wrote extensively about God's love for his people, and became known as the "beloved disciple." He was the only one of the Twelve Apostles who died a natural death. His feast day is celebrated on the 27<sup>th</sup> of December.

### *Mission Statement*

Rooted in the rich traditions of the Catholic Church, Saint John the Apostle Catholic School provides a Christ-centered learning environment where students are challenged academically, supported spiritually, and encouraged to embody high ethical standards essential to moral development.

### **St. John the Apostle Catholic School Philosophy of Learning:**

- ❖ We believe in providing a faith-filled foundation ensuring a strong Catholic identity in liturgy, scripture, prayer, sacraments, and service.
- ❖ We believe that students learn best in an environment that encourages them to become respectful, responsible, and reverent leaders in our Church and thoughtful contributors to our society.
- ❖ We believe that students have unique learning styles and each child should be challenged to excel.
- ❖ We believe that students learn best in an atmosphere that promotes self-discipline, self-motivation, integrity of actions, and mutual respect.
- ❖ We believe the students learn best when teachers implement 21<sup>st</sup> century skills which enhance student engagement and achievement.
- ❖ We believe that learning is a life-long achievement that leads students closer to realizing their full potential as intended by God.
- ❖ We believe that students should be encouraged to recognize the gifts of others and to focus on the needs of the underprivileged individuals in our local and global communities.

## **Peacemaker Pledge**

I pledge to do my duty  
To respect myself, my fellow students, and  
teachers.

I promise to take pride in my work and to  
promote school spirit throughout Saint John  
the Apostle Catholic School.

I will strive to make good choices and  
encourage others to do so.

I pledge that I will act as a Peacemaker in all  
that I say and do.

## **Vision Statement**

Saint John the Apostle Catholic School provides rigorous learning opportunities for children rooted in Catholic tradition. Our goal is to educate and develop the whole child. In addition to academic excellence, each child is expected to grow in their understanding and love of God, to be able to demonstrate Catholic values in daily life, and to understand what respect and love of thy neighbor mean in our world today.

The curriculum at Saint John the Apostle Catholic School offers enriching experiences for religious, academic, physical, emotional, and social development. The faculty, under leadership of the Pastor and Principal, strive to create a Christian atmosphere in which every child has freedom to grow in love of virtue, truth, and justice. The school, together with parents and parishioners, creates a community of faith by participating in prayers, the celebration of Sacraments, liturgies, and other spiritual activities throughout the year.

## **Student Outcomes**

Given the challenging program at St. John the Apostle Catholic School, we intend to have the following results:

- Each student will develop love and knowledge of God through the teachings of the Church.
- Each student will demonstrate his or her knowledge of the Catholic values by his or her actions in daily life.
- Each student will show respect for God's children and His creation by participating in activities that emphasize civic and global responsibilities.
- Each student will perform acts of cooperation and self-discipline in social and study skills.
- Each student will be able to read and write across the curriculum.
- Each student will demonstrate the ability to solve problems.
- Each student will be able to express themselves in creative ways by demonstrating personal talents.
- Each student will be able to use technology as a tool for learning.
- Each student will develop insight into healthy living.

## Admission Procedures

### Entry Requirements

St. John the Apostle exists for the education of the Catholic children of St. John the Apostle Parish. Catholic students from other parishes and non-catholic students are welcome whenever space is available. The school welcomes all students regardless of social, economic, racial, or ethnic background, and challenges them to achieve to their fullest potential spiritually, socially and academically.

Kindergarten students must be age five by September 30<sup>th</sup> of the current school year. First grade students must be age six by September 30<sup>th</sup> of the current school year. All preschool students must be age 4 by September 30<sup>th</sup> and toilet-trained prior to entering the program.

Early Learners must be age 3 by September 30<sup>th</sup> of the current school year. Little Rays must be fully toilet-trained Prior to entering the program.

### Requirements for Initial School Admission:

- Birth certificate
- Social security card
- Verification of appropriate immunizations as required by the Code of Virginia
- Sacramental record to include Baptismal certificate
- Physical examination within 12 months of entering school
- Proof of custody where applicable
- Records from previous school - if applicable
- Testing and interview
- Letters of Recommendation
- Completed application

### Withdraw Procedures

If you plan to withdraw your child, please do the following:

- Notify the office as soon as possible.
- Make sure that all classroom books and library materials have been returned.
- Make sure that all tuition payments and other fees are up to date.

Records will be forwarded to the transfer school upon request as long as there are no books or money owed.

I/We agree to accept and cooperate fully with St. John the Apostle Catholic School in routine matters of rules, regulations, and discipline. St. John the Apostle Catholic School reserves the right to discipline the student when, at the discretion of the administration, the student's interest or that of the school will be best served by such action. St. John the Apostle Catholic School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated in the Student-Parent Handbook.

## Junior Kindergarten Program

St. John the Apostle Catholic School offers a Junior Kindergarten Program to children age four by September 30<sup>th</sup> of entrance. The program follows the guidelines as set forth by the Diocese of Richmond and The Virginia Catholic Education Association.

## Parents As Partners

### Parent's Role in Education:

The Catholic Church recognizes parents as the primary educators of their children. St. John the Apostle Catholic School exists to assist parents in the Christian formation of their children.

The term parent, in this Handbook, refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward St. John the Apostle Catholic School, the staff and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school's policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook.
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children. We, at St. John the Apostle Catholic School, consider it a privilege to work with parents in the education of children. Parents have the right and duty to become the primary role models for the development of your child's life – spiritually, academically, physically, emotionally and psychologically. Your choice of St. John the Apostle Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

### Parents as Partners:

As partners in the educational process at St. John the Apostle Catholic School we ask parents:

To set rules, times, and limits so that your child

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time; and
- Has nutritious lunch every day

To support the religious and educational goals of the school;

To provide good example of a personal relationship with God, and the Church community;

To live a good Catholic/Christian morality through the relationships with your family and community;

To read school notes, letters and newsletters and to show interest in the student's total education;

To notify the school of any changes of address or important phone numbers or emergency information;

To actively participate in volunteering at St. John the Apostle Catholic School to support the needs of the school;

To support and cooperate with the discipline policy of the school;

The school and the parents are partners in the education of children/adolescents. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

**If a parent's dissatisfaction concerning school regulations and policies continues to disrupt the procedure and operation of the school even after adequate and reasonable communications and/or conferences from school officials, the family will be invited to withdraw from Saint John the Apostle School.**

## School Hours

School hours are Monday through Friday, 7:45am to 2:50pm. Students who arrive after 7:45am will be marked tardy. Classes begin promptly at 7:45am. Students may be dropped off beginning at **7:20am**. An arrival and dismissal plan has been developed and can be found in this handbook. Junior Kindergarten AM and Little Rays half day school hours are from 7:45am to 11:45am. Full day Junior Kindergarten and Little Rays hours are 7:45am – 2:50pm.

## Extended Care Program

Students in grades PreK thru 8<sup>th</sup> may participate in the Extended Care Program. This program will meet in the cafeteria. The hourly fee for this program is \$5.00 per hour per child.

Morning Care runs from 6:30am until 7:30am. No students may be dropped off before 6:30am.

After School Care runs from 3:15pm until 6:00pm. A late fee of \$1.00 per minute will be applied to anyone picking up after 6:00pm. The After-Care teachers will provide homework assistance, games, and activities for the children. All students in Grades 3-8 are expected to begin their homework in the After-Care Program. A parent/ guardian or other authorized person(s) must sign out students from the cafeteria.

Any student utilizing the Extended Care Program must have pick-up and emergency information on file prior to starting.

## Visitors

**ALL** visitors are required to report to the school office upon entering the building to obtain a Visitor's Pass. All parents, volunteers, and visitors are required to sign in and receive a Visitor's Pass. Parents who wish to confer with teachers must call and make an appointment in advance. **Volunteers may not visit classroom teachers unannounced.**

## Telephone

Teachers will not be called to the telephone during regular school hours. However, school personnel will take a message and have the teacher return your call. If your child forgets to bring their lunch, books, and/or money, parents should bring the item(s) to the main office for distribution.

## Communication

The principal is available to meet with parents to discuss any interests or concerns. Please call the school office to schedule an appointment in advance to avoid scheduling conflicts. If the concern involves the student, classroom, or teacher, it is suggested that the parent meet with the classroom teacher to resolve the concern prior to scheduling a meeting with the principal.

## Inclement Weather

In the event of severe weather, please tune into television station Channel 3, 10 and 13 for announcements. Weather related announcements will be made available on our web page as soon as possible as well as on RenWeb. Please visit [www.sjavb.org](http://www.sjavb.org). A two-hour delay will mean that Little Rays and Junior Kindergarten AM will be cancelled. Please note: In the event the school should close early, there will be NO aftercare. You will be contacted by SchoolMessenger, a telephone broadcast system that will notify households by telephone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

## Attendance Policy

To ensure the safety of all students, parents are asked to call the school office between 7:45am – 8:15am to report your child's absence. When returning to school, a student must submit a **WRITTEN EXCUSE** to the homeroom teacher. **Three consecutive** absences will require a doctor's note prior to returning to school. Planned absences due to family vacations, etc. are highly discouraged during the school year. Vacations should be planned during the winter break, spring break or summer break to avoid a disruption to the learning process. If a vacation is to be planned during the school year, plans will be submitted in writing to the principal in advance. All classwork; homework and assignments will need to be made up upon the child's return to school and after school hours. Arrangements for the missed work are to be made with the individual subject area teachers. A request for work prior to vacation will be solely at the discretion of the teacher. Requested work must be made 2 weeks in advance. **Parents will be notified by RenWeb if students have received 3 tardies/3 absences in a quarter.** Students **may not** be considered for promotion if they are absent for more than 20 days during the school year. Excessive absence (20) days or the equivalent of 20 days including tardies, will be cause for a conference with the principal.

If students need to leave school early, a note **MUST** be given to the teacher when the student arrives at school. All students leaving early are to be picked up in the main office by the parents only. Students will not be permitted to leave school grounds with any person other than the parents, unless prior written permission has been arranged. Positive identification must be made available upon request prior to removing students from the building. This ensures the safety of your children while in attendance at school. **In the event of an unexpected early dismissal, please notify the office no later than 1:30pm.**

Students are considered tardy if they arrive after 7:45am. If students are late to school, a parent must sign them in at the main office. The student will obtain a pass (which will indicate whether the tardiness is excused or unexcused) prior to proceeding to the classroom. *Consistent tardiness of 5 or more warrants a conference with the principal.*

## Volunteers

Each family is responsible for contributing **25 service hours each school year**, 5 of these hours should be volunteering towards one of our major fundraisers, SJA Golf Tournament or SJA Stingray Run. For students attending a half day school program and single parent families, each family is responsible for contributing 12.5 service hours each school year. For hardship questions, please contact the Principal.

All hours must be completed by Tuesday, June 2, 2019.

There are countless ways to contribute required service hours, please see section entitled Volunteer Roles & Activities and various handouts.

## Student Dress / Uniform Policy

The purpose of the school uniform is to minimize distractions and to direct the students' focus towards who they are and the importance of their education. Wrinkled, torn or soiled uniforms or shirts with missing buttons are not to be worn. All uniforms must be sized to fit and worn properly. Uniform pants and belts are to be worn at the waist, not on the hips. No skirts or skorts are to be rolled at the waist. Shirts and blouses are to be tucked in properly. Students should be in the appropriate uniform on the first day of school. All children attending Mass on Wednesday or for other religious celebrations **MUST** be in dress uniform (unless it is a PE day), on that day. Junior Kindergarten/Kindergarten children are permitted to wear pants/shorts with elastic waistbands.

**The uniform will be strictly enforced. Violations will be noted and communicated to parents weekly.**

**Junior Kindergarten(4's) thru 5<sup>th</sup> grade Uniform  
Monday – Tuesday / Thursday - Friday**

Girls	Boys
Plaid Jumper, Gray Shorts, Gray Pants or Gray Skort (no shorter than 3" above the knee) *New Plaid Uniform Design effective August 2019	Gray Pants or Shorts (PreK – 5 <sup>th</sup> Grade Only)
Gray, Maroon or White long/short sleeve Polo w/SJA logo or White Peter Pan collared blouse or White Mock Neck Turtleneck, w/SJA logo	Gray, Maroon or White long/short sleeve Polo w/SJA logo
Maroon or Gray Knee Socks or Maroon, Gray or Black ankle socks or Gray/Maroon Tights (without stripes or insignias)	Maroon, Gray or Black ankle Socks (without stripes or insignias)
Black Shoes/Rubber Soles/No White Trim (No boots or hightops)	Black Shoes/Rubber Soles/No White Trim
Black Belt (1 <sup>st</sup> – 5 <sup>th</sup> Grade Only)	Black Belt (1 <sup>st</sup> – 5 <sup>th</sup> Grade Only)
Maroon Cardigan, Fleece Pullover, Maroon SJA Sweatshirt (PE), Maroon V-Neck Sweater w/SJA logo	Maroon Cardigan, Fleece Pullover, Maroon SJA Sweatshirt (PE), Maroon V-Neck Sweater w/SJA logo

**Middle School Grades 6 - 8**

Girls	Boys
Gray, Maroon or White long/short sleeve Polo w/SJA logo	Gray, Maroon or White long/short sleeve Polo w/SJA logo
Khaki Skirt/Shorts/Skort/Pants/Kilt (no shorter than 3" above knee)	Khaki Pants or Shorts
Ankle or Knee-Hi', Maroon or Black socks	Maroon, Khaki or Black sock
Maroon Cardigan, Fleece Pullover, Maroon SJA Sweatshirt (PE), Maroon Sweater w/SJA logo/	Maroon Cardigan, Fleece Pullover, Maroon SJA Sweatshirt (PE), Maroon V-Neck Sweater w/SJA logo
Black Shoes (No boots or hightops)	Black Shoes

**Middle School Grades 6 – 8 Dress Uniform**

**\*Every Wednesday & Special Occasions \*No Polo Shirts or Sneakers**

Girls	Boys
White Oxford Blouse (long/short sleeve)SJA logo	White Embroidered Dress Shirt (lg/short sleeve)SJA logo
Khaki Skirt/no shorter than 3" above knee	Khaki Pants / Black Belt
Maroon Socks/Knee Highs	Striped Tie
Maroon Sweater Vest/SJA logo	Maroon Sweater Vest/SJA logo
Black Shoes (No boots or hightops)	Khaki, Black or Gray Socks
	Black Shoes

**Junior Kindergarten(4's) – 5<sup>th</sup> grade Dress Uniform**

**\*Every Wednesday & Special Occasions \*No Polo Shirts or Sneakers**

Girls	Boys
White Peter Pan Collar Blouse (lg/short sleeve)SJA logo	White Dress Shirt (long/short sleeve)SJA logo
Plaid Jumper/no shorter than 3" above knee	Gray Pants
Bike Shorts	Plaid Tie
Maroon Cardigan Sweater or Fleece w/SJA logo	Maroon Cardigan/V-Neck Sweater or Fleece w/SJA logo
Gray or Maroon Socks/Knee Highs/Tights	Gray, Black or Maroon Socks
Black Shoes (No boots or hightops)	Black Belt (1 <sup>st</sup> – 5 <sup>th</sup> Grade Only)
	Black Shoes

## Junior Kindergarten (4's)– Grade 8 Physical Education Uniform

Girls	Boys
SJA Burgundy Shorts / Gray T-Shirt	SJA Burgundy Shorts / Gray T-Shirt
SJA Burgundy or Gray Sweat Pants / Sweat Shirt	SJA Burgundy or Gray Sweat Pants / Sweat Shirt
Tennis Shoes	Tennis Shoes
White ankle socks	White ankle socks

**\*Middle School may wear Catholic High Sweatshirts on Friday ONLY.**

**\*SJA spirit wear, including sports teams are not permitted on Wednesdays.**

**Please Note:** Solid Black sneakers are permissible with the uniform and with the dress uniform. **They must be with no color, stripes or designs. SOLID BLACK.** All Shoes must have backs, and heels are to be 1 inch or less. Clogs are not permitted with/without the strap. **Skirt, skort, jumper and shorts must be no shorter than 3 inches above the knee. Khaki skinny jeans are NOT acceptable as part of the school uniform.** Please write your child's name on the inside tag of all uniform items. This will help eliminate the amount of unclaimed clothing and accessories in our lost and found. If your child is not in PE uniform, they are not allowed to participate in PE on that day, and will reflect in their grade.

### Personal Appearance and Grooming

**Boys: Boys must have their hair trimmed neatly. Long hair (below the shirt collar) or hair coloring is not permitted. Boy's hair cannot touch ears and must be above eyebrows. Boys must be neatly shaven at all times.** Hats and smart watches are NOT permitted during the school day. No jewelry, trends or fads, please.

**Girls: Hair should be neatly styled. Hair coloring is not permitted.** Girls may wear post-type earrings and one ring. A small crucifix necklace is permitted. No other necklaces, bracelets, trends or fads please. Light make-up is permitted for Middle School students only. Nail polish must be clear or light in color. Girls may wear solid maroon, solid gray, or SJA plaid headbands and scrunchies. No hats or smart watches are permitted during the school day. Permanent or rub on tattoos are not permitted. Any violation in personal appearance is a violation of the school uniform policy.

Uniforms must be purchased at Flynn & O'Hara Company (479-2100) or our used uniform closet. P.E. uniforms may be purchased through the school.

### Little Rays Early Learners Uniform

Girls	Boys
SJA Burgundy Shorts/Gray T-Shirt; Solid Black Long Biker Shorts	SJA Burgundy Shorts/Gray T-Shirt; Solid Black, Maroon or Gray Elastic Waist Shorts
SJA Burgundy or Gray Sweatpants; Gray or Black Solid leggings	SJA Burgundy or Gray Sweatpants; Burgundy or Gray Solid Sweatpants
Gray, Maroon or White Long/Short Sleeve Polo Shirt with SJA logo or Solid Color	Gray, Maroon or White Long/Short Sleeve Polo Shirt with SJA logo or Solid Color
Sneakers with Velcro	Sneakers with Velcro

**Please Note:** Little Rays must come in everyday ready to play, get messy and have fun. Our dress code above is designed for students to move about safely and comfortably.

### Dress Down Day Guidelines

On specified occasions your child may be able to come to school out of uniform. This may be an in school incentive or a field trip privilege. The following conservative guidelines must be followed when a “Dress Down Day” has been granted.

- Jeans are permitted but they may not be torn or tight fitting.
- No halter tops, tank tops, half shirts or low cut shirts. Straps should be no less than 1” (2 fingertips) wide.
- Backs need to be covered.
- Skirts or Dresses must be no shorter than 3 inches above the knee.
- **NO Leggings, Jeggings, Yoga Pants or stretch pants permitted.**
- Sneakers are permitted but no Heely’s.
- No platform shoes, high heels, flip flops, or clogs. Heels must be 1” or less.
- No clothing with suggestive, obscene, or inappropriate slogans.
- No hats permitted during the school day.

Students who do not follow these guidelines will be asked to change their clothing.

### Pets

No animals are permitted at school since some children are prone to pet allergies, etc.

### Birthdays

Birthday invitations may not be passed out in school unless **every child** in the class receives one. If a parent desires a small in-school celebration, they may bring in a small store-bought treat to be served during the class’ lunch period. A parent is required to stay with the class to assist with serving and clean up. Please contact the school nurse for inquiries regarding food allergies.

### School Associations

#### PTO

St. John the Apostle Parent-Teacher Organization strives to support and promote a quality Catholic education that encourages Catholic standards of family life. The PTO strives to share with teachers the values that parents are attempting to develop with their children at home and to provide a means by which parents may raise funds to help benefit the school. **ALL STUDENTS ARE PROHIBITED FROM DOOR TO DOOR SELLING.** Parent and family involvement within the school exemplifies the strong support that the parents, teachers, and students of St. John’s have with the community. Please check the school website for updated PTO information. PTO membership dues are included in the general fee.

#### School Advisory Board

St. John the Apostle Catholic School has an active School Advisory Board, which acts in an advisory capacity to the Pastor and Principal. The function of the board is to develop and recommend to the Pastor and Principal policies in the areas of development, finance, strategic planning, facilities, and legislation which will ensure the successful operation of the school.

## National Junior Honor Society

National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those middle school students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. This organization allows students to learn and to express themselves while engaging them in problem solving and project planning through service projects as well as leadership positions and membership. Invitations to apply will be distributed in the spring. An invitation to apply does not guarantee acceptance.

## Student Council Association

Grades 3 through 8 will select two classroom representatives to serve on the Student Council. Officers for the Student Council will be selected from the middle school and must be elected by the entire student body. Representatives and officers are required to maintain an 85% grade average with satisfactory behavior and effort. The role of the Student Council is to communicate suggestions and ideas within the student body as well as to the teachers and administration in addition to being the student ambassadors to the community. Campaigns and elections are to be held in October. To participate in Student Council each member must have 2 teacher recommendations and be an Honor Roll student with good conduct and behavior. If a student falls behind in his/her studies, their membership will be placed on probationary status.

## Clinic / Medical Issues

Any prescription (Doctor) or non-prescription (over the counter) medication brought onto the school grounds must be submitted to the main office or the school nurse along with a note from a doctor authorizing our staff to administer. A school clinic is available to address the needs of children who are not feeling well. If your child has a fever, vomiting, diarrhea, pink eye, strep or any other contagious disease, please do not send them back to school until the fever and/or symptoms have been clear for 24 hours without medical intervention. *Please ensure that RenWeb is up to date with current contact information so that parents can be called in the event a child becomes sick and needs to be picked up from school.*

Our school will be a fragrance-free environment as we comply with the air-quality checklist from the American Lung Association.

## Lockers

Middle School students will have access to school lockers. Locker times will be established by the administration in conjunction with grade level teams and will be announced to students and parents.

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has the exclusive use of the locker or desk during the assigned time, but has no proprietary rights versus the school.

School authorities have the right to inspect and search any locker or desk on suspicion of a threat to the health, welfare, and safety of other school patrons.

Students that do not keep their lockers neat, jam the lockers or abuse them in any way will lose their privilege to use the lockers. Students will have the opportunity to clean out their lockers quarterly and before vacation.

All food **must** be removed daily.

## Media Center

The SJA Media Center has been designed to be an integral part of St. John the Apostle Catholic School. All students will be allowed to visit the library and check out books, providing they haven't exceeded their allotted check out amount. The media center will be available for teachers and students during the school day.

## Physical Education Program

St. John the Apostle Catholic School is dedicated to the development of the whole child. This includes a developmentally appropriate physical education program. All students will participate in physical education. Pre-K to Grade 8 students are required to wear their physical education uniform to school on their designated PE days. They will not change uniforms. Dress shoes are not permitted during PE class. Students that are not in the appropriate PE uniform **WILL NOT** be permitted to take PE for that day and will be graded accordingly. **If there is PE on a Dress Down Day, your child must wear PE appropriate attire and sneakers.**

## Playground Safety

Playground safety is of the utmost concern to our children. One class per time.

## Rules, Regulations and Policies

### **Disciplinary Action**

Christian education can only exist in an atmosphere of mutual respect and obedience. Parents, teachers, and administrators must support each other in this endeavor. Parents will be notified immediately whenever there is a major infraction and disciplinary measures will be taken. In order to maintain a school climate proper for teaching and learning, it is important that students, staff, and parents understand and uphold the discipline policy. Doing so will accomplish several goals that SJA considers vital, including:

- Glorifying God through the formation of values and moral consistent with Catholic teaching
- Maintaining orderly classrooms in which instruction can take place
- Ensuring that students respect their authorities and peers
- Building partnerships with parents as they attempt to raise their children in a Godly manner
- Ensuring the safety of each student by preventing the occurrence of serious problems

### Behavior Expectations at SJA

- A. Students will follow instructions given by all authority figures. Given a request by an authority, a **student** is expected to make eye contact, acknowledge the instruction, and obey the request. Students are expected to obey immediately without question or complaint. (An authority figure is any adult who speaks to the student during school hours on behalf of SJA, and includes administrators, teachers, aides, substitute teachers, janitorial staff, and occasionally any other adult who has been entrusted with an authoritative role.)
- B. Students will respect peers and property. Students are expected to honor their peers by treating others in the manner that they would like to be treated. Students are also expected to ask permission before using the property of another person.

- C. Students will respect and honor others with their speech and mannerisms. Students' speech and mannerisms will appropriately honor God, authority figures, and peers. At SJA appropriate speech and manners are expected.
- D. Students are expected to participate in the learning process regardless of ability or limitations, and to put forth his or her best effort. This applies to projects, extracurricular activities, as well as classes.

Additionally, since SJA is a Christian centered learning institution, students are expected to uphold these ideals on school grounds and off. By meeting school expectations, students honor God and improve the academic environment in all areas, namely: spiritual, moral, and intellectual. With this in mind, the discipline policies of SJA will not focus on "punishment" for punishment sake, rather, it will seek to give the offender the chance to redeem his or her self with disciplinary measures that will help students focus on, and provide time to reflect on the nature of their actions. In order to maintain a safe and productive learning environment, some behaviors will not, and cannot be tolerated, while others will be considered as minor.

### **Minor Infraction:**

Student misbehavior will be considered minor if, in the judgment of the administration and/or the authority who witnesses the actions of the student:

- The behavior was not malicious or intended to cause harm to another person or another person's property, and
- The intention of the student was not to be disrespectful to a peer or authority (i.e. the behavior was careless, not premeditated), and
- The behavior did not reflect a pattern of similar misbehavior.

### **Major Infraction:**

Student misbehavior shall be considered major if, in the judgment of the administration and/or the authority who witnesses the actions of the student:

- The behavior was malicious or intended to cause harm to another person or another person's property, or
- The behavior of the student reflected the intention of being disrespectful to a peer or authority (intentional disobedience), OR
- The behavior reflected a pattern of similar misbehavior.

### **Consequences for Infraction:**

A student who is considered to have misbehaved in a minor fashion shall receive the following consequences:

Level 1: A verbal reprimand and/or note to the parent. The child may also be required to write and deliver an apology to the offended party.

Level 2: A second minor infraction will be handled in the same manner as Level 1 above. Subsequent minor infractions will be considered a pattern, (see minor infraction and major infraction) and; barring extenuating circumstances, will be considered a major offense.

A student who is considered to have misbehaved in a major fashion shall receive the following consequences:

Level 3: After-School Detention, with time served of one hour. The parents will be notified by the faculty member/administrator assigning the detention.

Level 4: After-School Detention will result a second time if the student misbehaves in a similar manner, or fails to meet the conditions of the first detention.

Level 5: the Principal may impose Suspension at any time for a major infraction of the school rules. Whenever a Principal suspends a student, the parents are to sign a formal agreement in which they signify their understanding of the problem and agree to work with the school on correcting the situation. The failure of the parent to execute the above referred agreement shall not, however, preclude the ability of the Principal to suspend a student, provided reasonable notice of the suspension is provided to the parents. This policy applies to the in-house and out-of-house suspensions.

Level 6: Expulsion may be resorted to when a grave infraction of school rules occurs, the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual, and/or the student's continued presence in the school has the probability of being a serious hindrance to the safety or welfare of the school community.

#### EXCEPTIONS OR EXCEPTIONAL CIRCUMSTANCES

- A. Faculty and administration may "skip" levels of discipline if a particular offense is grave enough to necessitate such measures. For example, threats of violence against a teacher, student, administrator, or any person affiliated with the school environment during school hours, or on school and Church property, would result in immediate suspension or expulsion.
- B. School vandalism will be dealt with through the normal consequence levels listed above, unless it is very serious. However, in addition to the student serving detention and making reparations such as cleaning or repairing, the offender or his or her family will be expected to pay for any school property damaged by the student. This includes, but is not limited to such actions as writing on desks, library books, or textbooks owned by the school.
- C. Substance abuse and/or weapons will be dealt with as follows. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess, or distribute alcohol, and/or possess a weapon on school property are subject to appropriate disciplinary action (including but not limited to expulsion) as determined by the Principal according to school policies. The use, sale, or possession of drugs or alcohol on or near school property is unlawful under Virginia State Law, and the Principal must contact the appropriate law enforcement agency.
- D. Any illegal activity occurring on school or Church grounds will be reported to the appropriate authorities. Every effort will first be made to comply with the demands of these authorities. St. John the Apostle Catholic School will also take appropriate and necessary disciplinary steps. Under no conditions will the level of discipline of a particular student be made known to another student, parent, or anyone, without a need to know.

#### SPECIFIC INFRACTION

The following list is meant to be a guide and most certainly does not include all potential infractions.

**Additionally, each behavioral issue will be handled in its context and may receive a more or less severe consequence at the judgment of the teachers and/or the administration.**

Level 1 (minor) infraction, which occurs without teacher permission:

- Chewing gum and eating candy
- Violating dress code
- Failing to return notices requiring parental signature within the required time
- Eating outside the lunchroom without permission, or leaving food on/in lockers
- Bringing a cell phone, iPOD, or smart watch to school, athletic events, or field trips without the expressed written permission from the teacher or administrators
- Displaying disruptive behavior in the halls, including going to lockers at inappropriate times
- Misbehavior in the lunchroom, including throwing food
- Studying or working during Mass or prayer services
- Working on something other than that which is assigned by the teacher during a particular class
- Taking liberties beyond privileges

Level 2 (minor) infractions:

- Talking persistently, displaying disruptive and/or disrespectful behavior during class, library, study hall, assembly, prayer service, or Mass
- Writing or passing notes in class, study hall, assemblies, or at prayer services and Mass
- Showing inappropriate physical affection in school or at Mass

Level 3 (major) infractions:

- Showing disrespect for teacher, staff, or other students
- Missing an assigned detention or any class without prior permission from administration or faculty
- Intentionally going to an unsupervised area before, during, or after school

Level 4 (major) infractions:

- Possession, wearing, or using obscene or objectionable antichristian literature, pictures, jewelry, or music
- Using inappropriate language (verbal, written or non-verbal/non-written)
- Destroying or defacing school property or the personal property of others

- Cheating, including copying another's homework as your own, or allowing your homework to be copied.
- Careless plagiarism (see addenda)
- Lying

Level 5 (major) infractions:

- Leaving school against school policy, i.e., without permission or without signing out

Level 6 (major-suspension or expulsion) infractions

- Possession or use of cigarettes, drugs, or alcohol
- Fighting
- Intentional plagiarism (see addenda)
- Stealing or "borrowing without permission"
- Forging signatures
- Possession of weapons, dangerous instruments, inappropriate discharging or activation of protective devices such as fire alarms, fire extinguishers, etc.
- Any other illegal activity

### **ADDENDA:**

Plagiarism: Plagiarism is the presentation of someone else's ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious and punishable offense.

- Deliberate plagiarism is copying a phrase, sentence, or longer passage from a source and passing it off as your own.
- Accidental plagiarism is forgetting to place quotation marks around another writer's words, omitting a source citation because you are unaware of the need to acknowledge the idea, or carelessly copying a source that should be paraphrased.
- If your child must be removed from the classroom on more than 3 occasions for disciplinary action, may be cause for dismissal from our program.

## **Sexual Harassment**

Sexual harassment is an area of increasing concern. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

Any student who believes that he or she is being sexually harassed shall report immediately such information to the school staff. Any information reported shall, to the extent possible be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment, made in good faith.

## **Peacemaker Program**

In addition to the Student of the Month program, we will introduce a Peacemaker Program. A peacemaker pledge will be recited after morning prayer. The objective is to enable students to make good choices and encourage others to do so. Throughout the school we will use the language of "being a peacemaker and not a peace taker".

## **Community Service Hours**

### **Definition:**

Community service is volunteer service within the school, parish and/or community. St. John the Apostle middle school students are required to complete the following:

- 6<sup>th</sup> Grade - a total of 10 hours per school year
- 7<sup>th</sup> Grade - a total of 15 hours per school year
- 8<sup>th</sup> Grade - a total of 20 hours per school year

Community service hours are done in good faith and students cannot accept payment for hours submitted. It is our intention to provide students with opportunities beyond normal family obligations, for example, babysitting for a neighbor without compensation will count towards your hours. Additionally, tutoring is only acceptable when it is part of a supervised program such as through the SJA NJHS. NJHS service hours are not inclusive of grade level service hours.

### **Timeline:**

- Students may accumulate hours from June 1<sup>st</sup> - May 15<sup>th</sup> each school year. Any volunteer activities after May 20<sup>th</sup> can be submitted in good faith.

### **Methods of verification:**

- Students should request the verification form. The form should include the student's name date(s) of service,

number of hours and a brief description of what the student did

- A certificate from the agency will also suffice as long as it includes the above information.
- The volunteer forms can be found on the website or in the front office. Once completed have it signed by the volunteer supervisor, with a date and a phone number given and turn in to Mrs. Chicoine, School Counselor.
- Parents should verify the student's hours only if they are the organization's representatives for the activity.

*Students that have not fulfilled their hours by June 2<sup>nd</sup>, will not receive their final grades.*

### **Sports Programs**

An exciting intramural sports program will be made available to the students enrolled at St. John the Apostle Catholic School. Practices will be held after school. Teams will be formulated and will compete competitively with other area schools. Team schedules will be announced in advance of each season. SJA competes in the following sports programs:

- Cross Country (5-8)
- Tidewater Catholic Basketball League (3-8)
- Cheerleading (1-8)
- Track and Field (4-8)
- Field Hockey (3-8)
- Golf (6-8)
- Volleyball (6-8)

SJA sports program is continuously evolving. More sports teams may be added with each year of our operation.

SJA students who choose to become members of our athletic teams are representatives of our student body and our community. The purpose of the athletic code is to commit student-athletes and their parent(s)/guardian(s) to the responsibilities of athletics while also building self-esteem, encouraging unity and teamwork, to help to develop the mind, body, and spirit to bring us closer to God, and exhibit positive 'role modeling' for others.

In order to maintain athletic eligibility, students in grades 6 through 8 must pass all classes and be in good standing (behavior /self discipline) per marking period. Students in grades 6 through 8 who do not meet requirements are not allowed to compete in athletics until the conclusion of the next marking period which may occur mid-season. Grades for participation will be checked at report card distribution. There are no eligibility requirements for grades 3-5.

Student-athletes who are ineligible may continue to practice with their teams however, they are not allowed to suit up, nor are they allowed during school time, to be dismissed to travel with the team to contests.

Prior to a student-athlete participating on any athletic team, or being issued any athletic equipment, the student-athlete is responsible for having on file with school, a record of the following:

1. An annual physical examination with a physician's signature.
2. Parents/guardians signed release form for each student athlete.
3. The student will not be allowed to play the next season without turning in all equipment, uniforms, etc. from the previous sport/club.
4. Student-athletes, who are serving suspension, whether at home or in school, are not eligible for participation in practice or contests on the day of their suspension.

## Computer Access

St. John the Apostle Catholic School is an advanced technological facility. All students will have access to Kindle, iPads, Chromebooks or computers, provided the students have submitted a signed (by parents and students) Authorized Use form. These forms will be distributed by the homeroom teachers and will be kept on file at the school. Although preventative strategies have been put into place to block students from visiting inappropriate sites on the Internet, some sites escape the filters. **Students who visit, or attempt to visit inappropriate Internet sites will be subject to disciplinary action including the possibility of being banned from computer use.**

## Field Trips

Our academic programs will be supported with instructionally appropriate field trips. **Field trips are a privilege and students can be denied participation if they fail to meet academic and behavioral requirements.** Field trips are an extension of the instructional day thus failure to attend results in a school absence. Field trip permission forms will be distributed prior to each event. **Students will NOT be permitted to attend field trips without a signed permission slip on file for the particular field trip.** We strongly encourage and appreciate parent support by chaperoning field trips. Should questions arise concerning specific field trips, please see your child's teacher.

To become a volunteer driver, chaperones must complete a Driver's Information sheet and provide a copy of their driver's license and current insurance card prior to the trip date and have completed VIRTUS training. All cars **MUST** have 2 unrelated adults present in the car at all times. All children are required to wear seatbelts and use child safety restraint seats if necessary.

For the safety of all students, chaperones must stay for the entire duration of the field trip. Chaperones are expected to support teachers in the supervision of the students.

## Instructional Organization

### Academic Courses

A full selection of courses is offered that range from academic to exploratory. All students will be scheduled for academic classes each year in the areas of Religion, Language Arts, Mathematics, Science, and Social Studies. Particular emphasis will be placed on meeting high standards of student performance. Teachers will provide multiple opportunities for students to demonstrate proficiency. Teachers will communicate academic expectations to parents and students.

### Religion Courses

Religious Education will be taught as a formal subject in all grades. Our curriculum encourages students to grow as Christians. Preparation for Sacraments will be included in the religion classes to include Reconciliation (Second Grade) and First Holy Communion (Second Grade). Students will participate in weekly Mass and Mass on Holy Days of Obligation. The priest, principal, and deacon may schedule Mass at any time deemed necessary. **ALL students enrolled at St. John the Apostle Catholic School are required to participate in Religion classes and to attend Mass.** A trend of tardiness on Mass day will result in a meeting with parents. Grade levels, under the direction of the pastor, principal, and deacon, will plan and participate in the liturgy. Parents and family members are welcome to worship with us. Please remember, it takes the involvement of parents to shape their child's spiritual life.

## Courses for High School Credit

Middle School students who are eligible to take credit bearing courses, particularly in the areas of Geo Science (Earth Science-Grade 9), Mathematics and Spanish will be notified by the principal. Licensed and certified teachers teach these courses. Upon successful completion of these courses and final exams the students will receive Carnegie credits that will be applied to high school graduation requirements.

## Grading Scale

### Grades K -2

<b>Kindergarten</b> <b>Grading Scale – All Courses, Self-Discipline, &amp; Work Habits</b>	
3 = Meeting grade level standard; applies skills consistently and independently	
2 = Developing grade level standard; applies skills inconsistently with or without support	
1 = Below grade level standard; unable to apply skills with support	
^ = skill requires improvement	
/ = skill not assessed	

<b>1<sup>st</sup> and 2<sup>nd</sup> Grade</b> <b>Grading Scale – All Courses, Self-Discipline, &amp; Work Habits</b>	
3 = Meeting grade level standard; applies skills consistently and independently	
2 = Developing grade level standard; applies skills inconsistently with or without support	
1 = Below grade level standard; unable to apply skills with support	
^ = skill requires improvement	

### Grades 3 - 5

<b>3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades</b> <b>Grading Scale – Major Courses</b>		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		
^ = skill requires improvement		

<b>3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades</b> <b>Grading Scale – Resource Courses, Self-Discipline, &amp; Work Habits</b>	
3 = Meeting grade level standard; applies skills consistently and independently	
2 = Developing grade level standard; applies skills inconsistently with or without support	
1 = Below grade level standard; unable to apply skills with support	
^ = skill requires improvement	

## Grades 6 - 8

6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grades Grading Scale – All Courses		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		

### Reporting Procedures

Informal Progress Reports are issued weekly through RenWeb in grades 1 thru 8. These reports are to keep parents informed of student progress.

Junior Kindergarten will issue printed quarterly progress reports. Kindergarten report cards are available quarterly through RenWeb.

Report Cards are available online through RenWeb at the end of each marking period. Printed report cards will be issued at the end of the school year. Parents are encouraged to make an appointment with a teacher whenever an academic or behavioral concern arises.

### Honor Roll – Grades 4 – 8

Students who achieve an 80% (B-) or above in all major subject areas and a “2 or 3” in skills and conduct areas will be awarded status on the **Honor Roll**. Students who accomplish a 90% (A-) or above in all major subject areas and a “2 or 3” in skills and conduct will earn placement on the **Principal’s List**.

**Students in third grade will be eligible for Honor Roll and Principal List during 3<sup>rd</sup> and 4<sup>th</sup> quarter.**

### Conferences

There will be two official Parent-Teacher Conference Days scheduled throughout the year. Requests for additional conferences are always encouraged but must be made in writing to the teacher so that a convenient time may be arranged.

### Promotion & Retention Policies

Students will earn promotion to the next grade level based on academic success in the five core content area courses (Language Arts, Mathematics, Science, Social Studies and Religion). Students who have a failing average after the second quarter will be required to meet with the teacher and parents to devise a plan for improvement. Formal letters will be sent to the parents to notify them of a possible retention in January.

**Students in grades K-8 who are failing 2 subject areas may not be considered for promotion to the next grade.** Please be mindful that the teachers will work diligently with all students, especially when academic concerns arise. Parents will be fully apprised of student progress continuously throughout the school year. We expect all students to work to the best of their ability.

**Students who are failing in a major subject area will forfeit his/her ability to participate in extra-curricular activities.**

## Testing

Students will be expected to perform on various assessments throughout the year. Testing to demonstrate knowledge and proficiency will be integrated throughout the curriculum. Students will also be able to demonstrate mastery of standards by using assessments other than traditional testing. Projects and other performance assessments will be encouraged throughout the curriculum. Students in grades 2, 3, 4, 5, 6, 7 and 8 will be administered the Scantron Performance Series three times throughout the year. The Office of Catholic Schools requires this testing program for all students in the Richmond Diocese.

## Homework

Homework assignments are given to students to reinforce and/or supplement concepts covered during the school day. Although we support parent involvement in the homework process, we ask that parents allow students to complete their homework independently. In addition to assigned homework, all students are expected to spend no less than fifteen minutes reading independently each day.

The following are suggested time allotments for homework. This includes written and study assignments. It should be understood that factors such as attention span, proper working conditions and a good study environment make these allotment's a variable.

- Kindergarten and First Grade: 20 minutes
- Second and Third Grade: 20-30 minutes
- Fourth and Fifth Grade: 30-45 minutes
- Middle School: Grade 45 – 90 minutes

If a student exceeds the allotted time, please let the teacher know. We do not want students to be overwhelmed by assignments. When absent, students are responsible for making up their work. Parents are encouraged to check RenWeb and teacher pages for missed work and assignments. Extended absences, two or more days, must be discussed with the classroom teacher. **After a three day absence for an illness, a doctor's note is required prior to the students return.**

## Cafeteria / Food Program

Students will have the choice of bringing their lunch from home or purchasing lunch from the school cafeteria each day. Students may pay cash or charge their lunches to their Family Account. The cost of a complete lunch including milk or juice is \$3.75 per day. Additional a-la carte items are available for an additional cost. These items are listed on the monthly menu. PB&J will not be sold – precaution for students with allergies. Parents should speak with children about reasonable charging allowances to the Family Account. Prices and menus will be posted on the website and sent home monthly.

- Table manners and voice control are expected at ALL times.
- We want students to enjoy their meal time, however, students must stay in their seats until the teacher comes to bring them to the next activity. Students should not get up to dispose of trash until the teacher assembles them.
- Students are to follow the instructions of all lunchroom monitors.
- Students are to remain in their assigned seats at ALL times.
- Students are to remain in the cafeteria unless given permission to leave.
- Students are expected to clean up their tables after lunch.
- Glass bottles or containers are not allowed in the lunchroom.
- No sodas are to be brought in from home.

## **Financial Information**

### **Family Accounts**

Each family with a child enrolled at St. John the Apostle Catholic School has a Family Account. Various charges to include lunch, extended care and Spirit Gear may be charged to the family account. Billing statements will be emailed on a monthly basis through FACTS Management. Billing statements are sent via email each month. Parents are responsible for insuring that they are in receipt of a monthly billing statement. Email delivered to Spam is not an excuse for unpaid bills. Payments may be made electronically through FACTS. While that is the preferred method, payments may continue to be paid at the school. Payments may be made using cash, check or through FACTS Management. Parents are welcome to keep a credit balance in their account at any time. Payments may be sent in with your student or dropped off in the Main Office or Business Office. A fee of \$30.00 will be charged for checks returned for insufficient funds.

If you allow your child to use your FA for purchasing lunches, these charges will be posted to your FA at the end of the month and will be reflected on the monthly billing statement. If you want to have limits on how much they can spend or food restriction, please contact the business manager in writing.

Charges for other expenses to the FA will be allowed depending on the event. No PTO expenses may run through the Family Account.

**Students will be unable to begin a new school year if there is a prior year balance due.**

### **Tuition**

SJA has contracted with the FACTS Management Company for the payment and processing of tuition. For the coming school year, all tuition must be paid by one of the following options: 1) Pay in full to the school prior to July 1, 2019. There is a discount if this is done prior to July 1<sup>st</sup>. 2) Pay semi-annually in July and January through FACTS. 3) Make 12 monthly payments from July, 2018 – June, 2019 via FACTS. There is a 3.5% convenience fee that you pay when using your credit card. It is Diocesan policy that tuition is paid through FACTS Management.

### **Tuition Assistance**

The tuition assistance process begins in December. Information will be posted on RenWeb and the SJA website as soon as the most updated information becomes available.

All tuition assistance packets must be submitted through FACTS Grant & Aid. There are two deadline dates of March 1<sup>st</sup> for returning students and June 1<sup>st</sup> for self-employed families and new students.

Please contact the Business Manager with any questions.

### **Closing the Account**

At the end of each school year, parents will be given the option of closing the Family Account or allowing it, and any funds, to remain during the summer break. If the account is closed, any remaining funds will be refunded to the family no later than the 30<sup>th</sup> of June.

If a student is withdrawn with the consent of the school principal, the business manager will meet with the family to determine the final amount of the fees for the time the student spent at the school. If a final payment is due, the parents must make the payment to complete the matriculation of their child. If funds still remain in the Family Account, a

refund check will be issued within five business days or after all payments made to the account have cleared the bank. If withdrawal is voluntarily, the consent of the school principal will dictate.

If your financial situation should change at anytime, please contact the business manager.

### **Extended Day fees**

#### **FULL-TIME: (MONDAY-FRIDAY)**

Before school care: \$5.00 per child/per hour  
(6:30am to 7:30am)

After school care: \$5.00 per hour per child  
(3:15pm to 6:00pm)

### **Other Fees**

A full service lunch with milk is served each day in the cafeteria. The cost is \$3.75 per day. A-la-carte items are also available. These prices vary but are posted near the kitchen serving line.

Snacks are available after school for those students participating in the aftercare program. All items are a-la-carte. The prices vary, but are posted in the serving area.

The cost of field trips will vary. The price will be indicated on the Permission form sent home with each student eligible for the trip.

### **Parking Lot Procedures**

Students will be received beginning at **7:20am** each school day. If you bring your child earlier, you **must** enroll them in the “Before-School Extended Day” program.

#### **Morning Drop Off Procedures:**

All vehicles must enter St. John’s parking lot on Painter’s Lane (the street directly across from Food Lion supermarket) then drive past the church’s bell tower. A single lane area marked by orange cones will be on the left and a solid white line on the right. Stay in this marked lane and pull up as far as possible. Do not stop at the main entrance if there is empty drop off space ahead. Pull up to the drop off sign, on the left hand side, at the end of the row of orange cones. Students may be dropped off in this orange cone safety area.

Students should enter school through the main entrance in the front of the school. All students should be at school no later than 7:45am. Vehicles must exit the parking lot at the gated entrance on Sandbridge Road. Use only the gate on the right as an exit. (Pull up to the gate, within a foot or two, to activate the gate) The gate on the left will not work for either exit or entrance. There are Safety Patrols and staff personnel that will help with the young ones, who might be shy about leaving mom or dad. They will walk the small ones to their class. **Lastly, under no circumstances are you to leave your car unattended in the drop off lane.**

#### **Afternoon Pick Up Procedures:**

All vehicles must enter St. John’s parking lot on Painter’s Lane (the street directly across from Food Lion supermarket). Parents may park in the parking lot directly across from the entrance from the school or on the far

side of the bell tower. All parents must wait in the front foyer of the school (just inside the main doors) until the afternoon announcements are complete and then proceed to the classroom.

Please remember the following guidelines:

1. This is not a time to engage with the teachers or staff regarding your child's performance with their teachers.
2. Vehicles must exit the parking lot at the gated entrance on Sandbridge Road. Use only the gate on the right to exit. Pull up to the gate within a foot or two to activate the gate. The gate on the left will not work, for either exit or entrance.

### **Guidance and Counseling Program**

St. John the Apostle Catholic School offers a comprehensive and developmental counseling program that is an integral part of the total educational program designed to promote the academic, social, and career development of all students. As an essential part of the instructional program, school counseling helps to build a foundation for student learning and academic success. Our certified school counselor provides a variety of services, including classroom guidance, crisis intervention, individual and group counseling, consultation with parents, teachers, and administrators, and coordination of services with outside agencies.

The school counselor is able to meet with students without written parental consent to discuss incidental or normal development concerns and to assess a situation for possible recommendation for counseling. If, however, a counselor determines that a structured ongoing course of individual counseling is indicated, the counselor will obtain written parental consent before proceeding with personal, social or sensitive issue counseling. Parents can elect, in writing, to have their child not participate in guidance services (i.e. classroom guidance) for the school year by submitting such a request to the main office.

### **Cell Phones**

While communication with our children is critical today, cell phones can often cause disruptions in learning. **NO CELL PHONE USE – If a phone is brought to the school, it will be kept in the office for the entire/remainder of the school day.** If a parent needs to get a hold of their child, they should call the office or email Jackie Grasman at [jgrasman@sjavb.org](mailto:jgrasman@sjavb.org).

**\*\*\*\*\*The Principal and/or Pastor reserve the right to alter any policy found within this handbook at their discretion.**

### **RIGHT TO AMMEND:**

**This Handbook is intended to be a guide to school policies and procedures for the benefit of the school and students. The Pastor and Principal reserve the right to amend the content in the interest of the school and students. Parents and students will be duly notified of any amendments.**

## Faculty and Staff

<b><u>Principal:</u></b>	103	Miriam Cotton
Little Rays	112	Dana McNamara – Teacher Karen Falcon – Assistant Evelyn LaCorte - Assistant

### **Lower School**

Pre-Kindergarten	109	Gina Signorello – Teacher Betty Santangelo – Assistant
Pre-Kindergarten	110	Michaela Falvey – Teacher Audra Criscuolo - Assistant
Kindergarten	115	Beth Lucas - Teacher Monique Scussel – Assistant
Kindergarten	116	Laurie Michels Betty Garcia – Assistant
1 <sup>st</sup> Grade	105	Amy Weaver
1 <sup>st</sup> Grade	107	Grace Webb-Shaw
2 <sup>nd</sup> Grade	213	Anna Mohler
2 <sup>nd</sup> Grade	108	Cathy VanHeest
3 <sup>rd</sup> Grade	208	Sean Derr
3 <sup>th</sup> Grade	211	Rachel Pocta
4 <sup>th</sup> Grade	206	Cheryl Ibarra
4 <sup>th</sup> Grade	209	Jennifer Davey
5 <sup>th</sup> Grade	204	Diane Astrin
5 <sup>th</sup> Grade	207	Gina Ralston

### **Middle School**

Math	205	Jeremy Litwinowicz
Language Arts (Grade 8)	201	Mary Cunningham
Language Arts (Grade 7)	201	Casey Morrison
Language Arts (Grade 6)	215	Beth Army
Social Studies	203	Michael Moore
Science	212	Adam Ratte'
Religion	Church	Eileen Mayette

### **Resources**

Music	215	Caroline Waite
Spanish (Grades 4-8)	217	Carol Bofill
Spanish (Grades LR-3)	217	Yomari McGarth
Health & PE	Gym	Ryan Balsly
Art	170	Frances Buckley
School Counselor	166	Kathy Chicoine
Technology	202	Jackie Lovell
Media Center	104	Melissa Foster

### **Staff**

Administrative Assistant	103	Barbara Franklin
Admissions Coordinator	103	Jackie Grasman
Development Coordinator	101	Janet Beaulieu
Business Manager	113	Tracey Dooley
Nurse	114	Marie Kane
IT Coordinator	202	Jackie Lovell
Cafeteria Coordinator	172	Bill Hutchings
Cafeteria Assistant	172	Pat Hutchings

### **Extended Care Staff**

Extended Care Coordinator	170	Nicoletta Redman
Fiona Outar		Loida Hamilton



“Where Catholic tradition is combined with academic excellence.”

## STUDENT – PARENT HANDBOOK ACKNOWLEDGEMENT FORM

St. John the Apostle Catholic School recognizes that students and parents/legal guardians play a vital role in the education of their children. We believe that each parent of a student enrolled at St. John the Apostle Catholic School has a duty and responsibility in enforcing the rules set forth in the Student-Parent Handbook. The Student-Parent Handbook will be on RenWeb under Resource Documents and on our website: [www.sjavb.org](http://www.sjavb.org) under School/Parents.

Please review with your child/children the complete handbook. St. John the Apostle Catholic School reserves the right to deviate from the literal compliance with the handbook when Ms. Cotton finds it necessary to do so in the interest of the students, teachers, and other faculty members.

If St. John the Apostle Catholic School’s Academic and/or Behavioral standards are not complied with, or if the parent/guardian interferes or impedes the educational mission of the school, administration, or the teaching staff, and cannot follow the school policies, the student(s) will be asked to leave.

I have seen and read the 2019-2020 Student-Parent Handbook in its entirety and have discussed it with my child/children. My signature below indicates that I agree to abide by said policies. Please return this form to the school office by **Wednesday, September 4, 2019**. All parents and students must sign this document.

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### FAMILY ACKNOWLEDGEMENT

“We, the parents of \_\_\_\_\_, agree to be governed by this school handbook for the academic school year 2019-2020. We recognize the right and responsibility of the school to make rules and enforce them.”

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Family Last Name