

St. John the Apostle Catholic School



Student - Parent Handbook 2009-2010

Where Catholic tradition is combined with academic excellence!

Rev. Fr. Robert Cole
Pastor

Joseph D. Badali
Principal

Jennifer Edwards
Assistant Principal

1968 SANDBRIDGE ROAD VIRGINIA BEACH, VA. 23456
PHONE: (757) 821-1100 FAX: (757) 821-1047

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Dear Parents and Guardians:

Welcome to St. John the Apostle Catholic School. I am excited to begin the school year with you and your child and I look forward to a busy and successful year for all. St. John the Apostle faculty and staff are committed to helping every child reach his/her potential.

As a Catholic School, we are dedicated to developing each child's potential and enable each one to reflect on the gifts that have been given to them by God. We will be preparing the children to live and proclaim the Good News of Jesus Christ. Christ is the reason for Catholic Schools and is the foundation of our religious education. It is our mission to create a vibrant faith community that recognizes each individual child as a child of God. The faculty and staff will fulfill this mission daily with the children through: formal Religion classes, daily prayer, prayer services, participation in the liturgy and sacraments, scripture readings, retreats and opportunities to serve others through community service. I believe that through this mission and with your support of this mission that we can have a strong faith filled community.

As parents, you play a key role in the education of your child by supporting our policies, practicing your faith, supporting good attendance, homework completion and study at home.

This handbook is designed to assist you with understanding the policies and procedures of the school and will assist you with general practices.

I look forward to working with you and helping you educate your child.

Sincerely,

Joseph D. Badali, Ed.S.
Principal

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 27th of December.

Mission Statement

Saint John the Apostle Catholic School is part of the educational ministry of our parish. The mission of the school is to bring every student closer to Almighty God and to guide each student in the formation of values and moral code consistent with Catholic teaching. The students at Saint John's, along with their parents and the whole parish community, are called to be a living witness to our Catholic faith. We affirm that parents are the primary teachers of their children. The educational and spiritual formation received by our student's supplements what they learn within the family structure.

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

Requirements for Initial School Admission:

- Birth certificate
- Social security card
- Proof 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

Withdrawal 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.

Pre-Kindergarten Program

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

School Hours

School hours are Monday through Friday, 7:45 a.m. to 2:45 p.m. Students may be dropped off beginning at **7:35 a.m.** An arrival and dismissal plan has been developed and can be found in this handbook.

Extended Care Program

Students in grades PreK thru 8th may participate in the Extended Care Program. This program will meet in the Cafeteria. Students must be enrolled in this program in order to participate. The fee for this program for full-time aftercare students is \$3.50 per hour per child. This fee is charged five days a week regardless of the number of days you attend. Those attending on a part-time basis will be charged \$4.50 per hour per child.

Morning Care runs from 6:45a.m. until 7:45a.m. No students may be dropped off before this time.

After School care runs from 2:45p.m. until 6:00p.m. A late fee of \$1.00 per minute will be applied to anyone picking up after 6:00p.m. 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.

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.

ALL visitors including volunteers who interact with minors must be trained in "VIRTUS" Protecting God's Children. This program that was chosen by the Diocese of Richmond, teaches awareness of child sexual abuse and how to prevent it. Bishop DiLorenzo, in compliance with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People, has mandated this program. For session locations, availability, and registration, go to www.richmonddiocese.org. Click on "Training Session Availability" under VIRTUS on the right side of the screen.

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. Children will not be permitted to use the telephone to call home for items they forgot during the school day.

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 10 for announcements. Weather related announcements will be made available on the web page as soon as possible. Please visit www.stjohnsandbridge.com. A two-hour delay will mean that the AM Pre-K will be cancelled. Please note: In the

event the school should close early, there will be NO aftercare.

Attendance Policy

To ensure the safety of all students, parents are asked to call the school office between 7:45 – 8:15 a.m. 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 class work; homework and assignments will need to be made up upon the child's return to school and after school hours. Work will not be prepared for students prior to their vacation. Arrangements for the missed work are to be made with the individual subject area teachers. Students **may not** be considered for promotion if they are absent for more than 20 days during the school year.

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.

Students are considered tardy if they arrive after 7:50 a.m. 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 warrants a conference with parents, teachers, and administrators.*

Volunteers

The purpose of a school volunteer program is to enrich our educational program by utilizing parent and community resources and expertise to improve the performance of the children. Volunteers strengthen the quality of our education by sharing their valuable time and knowledge in many areas and assist in enriching the lives of many children. Volunteers are an integral part of St. John's. We may ask that volunteers who have regular contact with student's present proof that they have had a TB skin test within the past twelve months. All volunteers are to be cleared by Child Protective Services (CPS). All volunteers must first report to the main office whenever they are in the building to sign in the Volunteer Log and obtain a Volunteer's Pass.

ALL visitors including volunteers who interact with minors must be trained in "VIRTUS" Protecting God's Children. This program chosen by the Diocese of Richmond teaches awareness of child sexual abuse and how to prevent it. Bishop DiLorenzo, in compliance with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People, has mandated this program. For session locations, availability, and registration, go to www.richmonddiocese.org, and click on "training Session Availability" under VIRTUS on the right side of the screen.

Mandatory Service Hours

Each family is responsible for contributing 25 service hours each school year. For students attending school half day, each family is responsible for contributing 12.5 service hours each school year.. The mandatory service hour guidelines are as follows:

- No family volunteer should be in their child's classroom, with the exception of parties and field trips.
- Service hours are only transferable within a family and cannot be passed from one family to another

family.

- All service hours must be verified with the signature of the faculty or staff member sponsoring the activity.
- Please adhere to the Volunteer Dress Code outlined in the Volunteer Packet.
- All family volunteer hours will be due by 2:45pm on Friday, May 28, 2010.

Volunteer opportunities include, but are not limited to, helping in the clinic, cafeteria duty, room parents, and chaperoning field trips for those parents/guardians that are available during the school day. Those parents/guardians who are not available during school hours can still earn service hours by such activities as sending in baked goods/food/party supplies, tallying Farm Fresh receipts, Boxtops, and Campbell Soup labels, compiling the newsletters, coaching, assisting with maintenance activities at the school, and working on special projects that may be sent home. Special events that are planned requiring volunteers include Golf Tournament, Uniform Closet, Santa’s workshop, HarvestFest, Gala, and the Bookfair. Information distributed at the volunteer orientation meetings and listed in the volunteer packet detail many more opportunities. While efforts will be made to contact parents/guardians for service hours, it is the ultimate responsibility of the parent/guardian to ensure that the 25-hour commitment is fulfilled. Half day PreK families volunteer commitment is 12.5 hours. Families must record their service hours in the school office. The signature of the staff or faculty member supervising the activity will verify all service hours. Beginning June 1st, all families that have not served the mandatory 25 (12.5 hours for half day students) hours will be charged \$5.00 per remaining hour.

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 Friday or for other religious celebrations **MUST** be in dress uniform on that day. Pre-Kindergarten/Kindergarten children are permitted to wear pants/shorts with elastic waistbands. Uniform violations will be handled on an individual basis. Students determined not to be in the appropriate uniform will be supplied with a brand new piece and the family account will be charged. For example, if a student comes in with the wrong color socks the appropriate socks will be provided and the cost will be charged to the student’s family account.

PRE-K thru 5 Uniform Monday - Thursday	
Girls	Boys
Plaid Jumper, Gray Shorts, Gray Pants or Gray Skort (no shorter than 1” above the knee)	Gray Pants or Shorts (PreK – 5 th 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)	Gray or Black ankle Socks (without stripes or insignias)
Black Shoes (may be solid black Sneakers (No color stripes or designs)	Black Shoes (may be solid black Sneakers (No color stripes or designs)
Black Belt (1 st – 5 th Grade Only)	Black Belt (1 st – 5 th 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
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Middle School Grades 6 - 8 Monday - Thursday	
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 (no shorter than 1" above knee) (Grades 6 & 7)	Khaki Pants or Shorts (Grades 6 & 7) Khaki or Black socks
Plaid or Khaki Skirt, Khaki Pants/Shorts/Skort (no shorter than 1" above knee) (Grade 8)	Gray or Khaki Pants or Shorts (Grade 8) Gray, Khaki or Black socks
Maroon Knee-Hi's or Black ankle socks 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 (May be black tennis shoe or dress shoe – no more than 1-inch heel)	Black Shoes (May be black tennis shoe or dress shoe)

Middle School Grades 6 – 8 Dress Uniform *Every Friday & 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 1" above knee (Grade 6 & 7)	Khaki Pants / Black Belt (Grade 6 & 7)
Plaid or Khaki Skirt/no shorter than 1" above knee (Grade 8)	Gray or Khaki Pants (Grade 8) Black Belt
Maroon Socks/Knee Highs	Striped Tie
Maroon Sweater Vest/SJA logo	Maroon Sweater Vest/SJA logo
Black Dress Shoes/Loafers -No Sneakers-Heels 1" or less	Khaki, Black or Gray Socks
	Black Dress Shoes/Loafers —NO SNEAKERS

PreK – 5 Dress Uniform *Every Friday & 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 1" 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 Socks
Black Dress Shoes or Loafers—NO SNEAKERS	Black Belt (1 st – 5 th Grade Only)
	Black Dress Shoes or Loafers—NO SNEAKERS

PreK – 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

Please Note: Sneakers are only permissible with the uniform on non-dress uniform days. They must be black with no color, stripes or design, and Heely's are not permitted. 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 1 inch above the knee.** 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, it will go against their PE grade. They are not allowed to participate in PE on that day.

Personal Appearance and Grooming

Boys: Boys must have their hair trimmed neatly. Long hair (below the shirt collar) or coloring is not permitted. Boy's hair cannot touch ears and must be above eyebrows. Boys must be neatly shaven at all times. Earrings on boys are strictly forbidden.

Girls: Hair should be neatly styled. Hair coloring is not permitted. Girls may wear post-type earrings (one pair) and one ring. No necklaces, bracelets, trends or fads please. Light make-up is permitted for Middle School students only. Nail polish must be clear and of no color. Girls may wear solid maroon, solid gray, or SJA plaid headbands and scrunchies.

Permanent or rubs on tattoos are not permitted.

Uniforms must be purchased at Rose Uniform Company (479-2100)/or our used uniform closet.

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 should be followed when a "Dress Down Day" has been granted.

- Jeans are permitted but they should not be torn or too tight
- No halter tops, tank tops, half shirts or low cut shirts.
- Skirts or Dresses must be no shorter than 1 inch above the knee.
- Sneakers are permitted but no Heely's.
- No platform shoes, high heels, flip flops, or clogs.
- No clothing with suggestive, obscene, or inappropriate slogans.

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

Pets

No animals are permitted at school. Excited students can turn a tame, placid pet into a frightened and dangerous one. Scratches and bites may cause serious infection and disease.

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.

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. 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 call the school office to be put in contact with the PTO President for further information. PTO membership dues are included in the general fee.

School Board

St. John the Apostle Catholic School has an active School Board, which meets a minimum of six times per year. 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 that will ensure the successful operation of the school. For further information, please contact the school office to be put in contact with the School Board President.

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 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, please do not send them back to school until the fever has been cleared for 24 hours. *Please ensure that the office has current contact information so that parents can be called in the event a child becomes sick and needs to be picked up from school.*

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.

Media Center

A state of the art 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 providing they haven't exceeded their allotted check out amount. The media center is abundant with text and technological resources. The media center will be available for teachers, students, and parents 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.

Playground Safety

Playground safety is of the utmost concern to our children. Playgrounds are built to provide safe, secure areas of play for children. Proper maintenance, staff supervision, and rules are in place to assist with safety. The children will receive classroom rules for the playground to follow in order to assure the safety of all. The faculty and staff have been instructed on playground safety and the proper maintenance of the playground. Please be sure your child understands the proper use of playground equipment and the classroom rules.

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, room parents, 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

- 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.
- 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.
- 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 radio, tape, CD player, handheld game, cell phone, iPOD, skateboard, or scooter 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
- Leaving school against school policy, i.e., without permission or without signing out

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 or 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.

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 Principal. 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 after consultation with the Superintendent of Schools.

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.

Bullying

Bullying is a very serious offense and one that is not tolerated at St. John the Apostle Catholic School. Bullying is overt and subtle and can cause injury, low-self-esteem and encourage other inappropriate behaviors. No child should have to deal with bullying during the school day. A child should come to school for learning and be able to feel safe and secure in their environment. Bullying has no place in a Catholic school environment.

Throughout the school year, the children will be instructed on bullying using the program from the Diocese of

Richmond. The faculty and staff have been trained using this program and it is our hope that we can eliminate bullying by using this “Anti-Bullying Campaign”.

If a child feels another child is bullying them, that student is to notify the teacher. The teacher’s are trained in handling this situation and are to implement their training. If the bullying continues after the teacher has intervened and followed the appropriate disciplinary steps, parents will be called to meet with the teacher and Principal. The child may receive a student-behavior contract for 30 days and after such time a review will be held. If there is no improvement in the child’s behavior, the child, parents, teacher, and Principal shall meet. A resolution will be put into effect, which can lead to expulsion.

Sports Programs

An exciting intramural sports program will be made available to the students enrolled in 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. Saint John’s competes in the following sport programs: Cross Country (4-8), Tidewater Catholic Basketball League (3-8), Cheerleading (3-8), Track and Field (4-8). Field Hockey (3-8) Tennis (3-8), Wrestling (PreK–8) and Golf (6-8). Saint John’s sport program is continuously evolving. More sport competitions may be added with each year of our operation.

Students must maintain a “C” average in all major subject areas and an “S” or above in discipline areas or they will forfeit their ability to participate in all extra-curricular activities.

Computer Access

St. John the Apostle Catholic School is an advanced technological facility. All students will have access to 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. Teachers are encouraged to use the Internet and other resources to supplement instruction. 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 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 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.

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 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 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, regardless of faith.** 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. *Students must wear their dress uniform when attending Mass.* Please remember, it takes the involvement of parents to shape their child's spiritual life.

Courses for Credit

Middle School students who demonstrate academic proficiency in certain subject areas will be eligible to enroll in credit bearing courses, particularly in the areas of mathematics, and foreign language. 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.

Students in grades 7 may be permitted to take Pre-Algebra to prepare for the 8th grade credit course of Algebra. To participate in the Pre-Algebra (7th grade program) or Algebra (8th grade Program) students must receive a recommendation from the Mathematics teacher and maintain a grade average of 85% or better. If a student has difficulty maintaining the standards outlined for these courses he/she will be placed on probation and may eventually be placed back into the standard grade level mathematics program.

Grading Scale

Kindergarten

E= Exceeds skill level
P= Progressing in skills
I= Improvement needed in skills
-= Not introduced
*= Denotes working above level

Grades 1-2

A: 93-100
B: 85-92
C: 77-84
D: 76-70
F: Below 70

All skills that need improvement will be marked with an X.

GRADES 3, 4, 5

All resource subjects, study skills and self-discipline shall be marked:

E=Exceeds expectations

S=Satisfactory

I=Improvement needed

U=Unsatisfactory

=Not taught

GRADING SCALE:

A+98-100	A 95-97	A- 93-94
B+90-92	B 87-89	B-85-86
C+82-84	C 79-81	C-77-78
D+75-76	D 72-74	C-70-71

F69 and below

A+ = 98 -100	A = 95 - 97	A- = 93 - 94
B+ = 90 - 92	B = 87 - 89	B- = 85 - 86
C+ = 82 -84	C = 79 - 81	C- = 77 - 78
D+ = 75 -76	D = 72 - 74	D- = 70 - 71
F = 69 & Below	S = Satisfactory P = Progressing	N = Needs Improvement

GRADES 6 Through 8

*** Grading Scale pending Diocese of Richmond approval ***

Reporting Procedures

An Informal Progress Report is issued to all students in grades K thru 8th. This mid-quarter report is used to keep parents informed of student progress halfway through each quarter. Progress Reports should be signed and returned to the homeroom teacher.

Formal Report Cards are sent to parents at the end of each marking period. Parents are encouraged to make an appointment with a teacher whenever an academic or behavioral concern has been indicated on this report. Report Cards should be signed and returned to the homeroom teacher.

Honor Roll – Grades 3 - 8

Students who achieve an 85% or above in all major subject areas and a Satisfactory, or exceed expectations in effort, conduct, and Resource Subject areas will be awarded status on the **Honor Roll**. Students who accomplish a 93% (A's only) or above in all major subject areas with Satisfactory or exceeds expectations in effort, conduct, and Resource Subject areas will earn placement on the **Principal's List**.

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 1, 2, 3, 4, 5, 6 and 7 will be administered the Terra Nova achievement test in the spring. 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 allotments a variable.

- Kindergarten 20 minutes
- First & Second Grade 30 minutes
- Third & Fourth Grade 45 – 60 minutes
- Fifth 60 – 75 minutes
- Sixth, Seventh, & Eighth Grade 90 – 120 minutes

When absent, students are responsible for making up their work. Parents calling the school on or before 10:00 am may obtain homework. Parents may pick up the homework at dismissal on that day. Extended absences, two or more days, must be discussed with the classroom teacher.

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 \$3.25 per day. Additional a-la carte items are available for an additional cost. These items are listed on the monthly menu. 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.
- 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 will have a Family Account. The school handles Family Accounts just like a checking account. ***The account must have funds available when a charge is posted.*** Parents can make deposits into their account at any time. These deposits may be made using cash or check. Payments may be sent in with your student or dropped off in the Main Office or Business Office. A fee of \$25.00 will be charged for checks returned for insufficient funds.

Tuition

A payment plan may be used for tuition by paying 1/10 of the annual tuition charge by the first of each month beginning July 1st and ending April 1st. You may pay the annual tuition in full at the beginning of the school year, but there is no discount for doing so.

A late fee of \$15.00 will be charged if tuition is not paid by the payment due date.

Payments from the Family Account

The Business Office will make withdrawals from the Family Account for 1/10th of the total annual tuition on the 1st of each month, July through April, unless tuition has been prepaid. If the first day of the month falls on a weekend or holiday, the payment is due the next business day.

Students may “charge” their lunch instead of paying with cash. The charges will be posted to the Family Account as they are incurred. If you do not wish to allow your child to “charge” ice cream or any lunch items, after-school snacks etc., please write a letter to your child’s teacher and we will copy that letter to the Cafeteria Manager.

Fees for Extended Day (AM or PM) will be posted to your Family Account as they are incurred. Payments for other school events, such as field trips, Scholastic Books, fund-raisers and classroom projects will be due by the guidelines given for each specific event. Adjustments to these procedures may be made throughout the school year as technology and staffing allows.

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 within two business days or after all payments made to the account have cleared the bank.

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 two 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.

Tuition and Fees

The following represents the tuition rate at St. John’s:

Grades K-8 for In-Parish Catholic families:

One Child enrolled	\$4,625.00
Two Children enrolled	\$8,625.00
Three Children enrolled	\$11,925.00

Pre-K for In-Parish Catholic families:

Each Child	\$5,300.00 full day
	\$3,225.00 half-day

Grades K-8 Non-Parish families:

One Child enrolled	\$5,125.00
Two Children enrolled	\$9,375.00
Three Children enrolled	\$12,925.00

Pre-K for Non-Parish Catholic families:

Each Child	\$5,550.00 full day
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\$3,350.00 half-day

Grades K-8 for Non-Catholic families:

One Child enrolled	\$5,625.00
Two Children enrolled	\$10,125.00
Three Children enrolled	\$13,925.00

Pre-K for Non-Catholic families:

Each child	\$5,550.00 full day
	\$3,350.00 half-day

Extended Day fees

FULL-TIME: (MONDAY-FRIDAY)

Before school care: \$3.50 per child/per hour
(6:45 a.m. to 7:45 a.m.)

PART-TIME:

Before care: \$4.50 per child/per hour

After school care: \$3.50 per hour per child
(2:45 p.m. to 5:45 p.m.)

After care: \$4.50 per child/per hour

Fees will be applied for full-time students according to the number of days and hours scheduled on a monthly basis.

Other Fees

A full service lunch with milk is served each day in the cafeteria. The cost is \$3.25 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 after care 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 **7:35 a.m.** 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 Bloom Super Market) Drive past the church's bell tower. You will come upon a single lane area marked by orange cones on your left and a solid white line on your 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 in front of you. 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 only through the main entrance in the front of the school beginning at 7:35am. All students should be at school no later than 7:50am. Vehicles must exit the parking lot at the gated entrance on Sandbridge Road. Use only the gate on the right as you exit. (Make sure you 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 you with the young ones, who might be shy about leaving mom or dad. They will walk the small ones to their class. We will treat them as our own. It's not a problem if they are crying. We deal with it everyday. 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 Bloom Super Market) Unlike the one lane morning drop off zone; the afternoon pick up zone will have two lanes, one on either side of the solid white line. Parents will not be able to park in the parking lot directly across from the entrance from the school. If you need to park, please park on the far side of the bell tower. If you are picking your child up immediately after school, you must come through the pick up zone. Some areas are marked with rope and traffic cones. Please do not remove either. They are there for a purpose, the safety of your child. Staff and safety patrol members will bring your children to your car. Please remain in your car.

Please remember the following guidelines:

1. If your child is not outside for whatever reason, you cannot leave your car unattended and go inside to look for them. You must move your car out of the pick up zone first, so as not to block traffic.
2. This is not a time to socialize with the teachers or staff or conduct reviews of your child's performance with their teachers.
3. Do not change lanes unless directed to do so by staff members.
4. Parents and students trying to get to the outside lane should not be trying to cross while traffic is moving, even if there is a break in traffic, we don't want either crossing. This is for the safety of both. Please give us your full cooperation in this matter.
5. Do not try and stop in front of your children to pick them up. Drive as far forward as you can. Your children will be brought to you.
6. Vehicles must exit the parking lot at the gated entrance on Sandbridge Road. Use only the gate on the right as you exit. Make sure you 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.

Inclement Weather Pick-Up Procedures:

In the event of rain or snow, we will display a red flag at the entrance to the pick up zone and will remove all ropes and cones. Parents are free to park wherever they can find a parking slot and come into the building to pick up their children. The lanes are not used during inclement weather. Please find a parking space. All parents must wait in the front foyer of the school (just inside the main doors) until the afternoon announcements are complete and the students are dismissed.

IN CASE OF RAIN OR SNOW AT DISMISSAL TIME, THE FOLLOWING PROCEDURE WILL BE FOLLOWED.

1. **Aftercare children will go to the cafeteria first.**
2. **Pre-K through 5th Grade will remain in their classrooms and parents will pick them up there.**
3. **All Middle School students will go to the gym and be picked up there.**

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 and Pagers

While communication with our children is critical today, cell phones and pagers can often cause disruptions in the learning environment. Therefore, **CHILDREN WILL NOT BE PERMITTED TO HAVE PAGERS IN THEIR POSSESSION WHILE ON SCHOOL GROUNDS.** Children that are required to carry cell phones will need to leave them in their book bags/lockers and **MUST** have them **TURNED OFF WHILE ON SCHOOL GROUNDS.** Failure to comply with this will result in the cell phone and/or pager being taken from the child and returned **ONLY to the parent or guardian.**

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

St. John the Apostle Catholic School
Faculty and Staff

Principal: Joseph Badali

Assistant Principal: Jennifer Edwards

Little Ray's	112	Betty Santangelo – Teacher Jodi Strzalko - Assistant
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Lower School

Pre-Kindergarten	115	Katie Bozard- Teacher Linda Kane – Assistant
Pre-Kindergarten	116	Destiny Dougherty – Teacher Crystal Corprew - Assistant
Kindergarten	107	Lara Hill Susan Coakley – Assistant
Kindergarten	109	Susanne McCullough Betty Garcia – Assistant
1 st Grade	110	Dawn DeVita
2 nd Grade	105	Diane Astrin
2 nd Grade	108	Elise Normile
3 rd Grade	213	Kristi Evans
4 th Grade	208	Sean Derr
4 th Grade	206	Beth Lucas
5 th Grade	204	Melinda Mackey

Middle School

Math	205	Wendy Adams
Language Arts	203	Mary Cunningham
Social Studies	201	Stanley Zapatka
Science	212	Dorothy Schultz
Religion	215	Jennifer Edwards

Resource

Music PK-8	215	
Spanish PK-8	201	Nancy Gile
Health & PE	Gym	Aimee Kram
Art PK-8	209	Julie Fraim
Guidance Counselor	211	Beth Hunt
Technology 6-8	202	Jamie Snyder

Staff

Office Manager	103	Barbara Franklin
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Administrative Assistant	103	Jackie Grasman
Development Director	106	Marilyn Ertel
Facilities Manager	207	Wayne Lombardo
Business Manager	113	George Sorrentino
Nurse	114	Marie Kane
IT Coordinator	207	Jamie Snyder
Cafeteria Coordinator	172	Jean Bullock
Extended Care Coordinator	170	Ronnie Sorrentino